

# Directions for Parents Activating your Edline account

## (Print This Page)

Parents - Edline userids and passwords used at FSK are the same as last year. An MCPS plan calls for letters to be mailed on the first day of school to all parents who do not have an activated account, as long as their students were registered by August 14th.

If you have any questions, please send email to [Felicia\\_Parson@mcpsmd.org](mailto:Felicia_Parson@mcpsmd.org) for a code.

- Go to <https://www.edline.net/AccessCodeEntry.page>.
- Type in the activation code provided for you. If you have more than one parent code because you have more than one child at the school, enter each parent code, one after the other. After typing in each code, click "Enter."
- When you see a screen that identifies you as your child's parent with the words "at Francis Scott Key Middle School" following it. Click "Activate this Code."
- Terms of Use Policy appears. Review it and click "I Agree."
- On the next screen, click "New Account." Type in your screen name and a password. Choose something you'll easily remember, perhaps the same screen name and password for your existing email account. Click "Continue."
- Type in your email address and choose your preferences for receiving email.
- Click on the down arrow in the Security question box, choose a topic, and type in the answer. Click "Update."
- This step is optional. If you wish to do so, click to print the "Student/Parent Quick-Start Guide" to learn the simple procedures for using Edline. After printing this PDF document, close Acrobat Reader or click your browser's back arrow to return to Edline.
- Click "Done" in the upper right hand corner of the Edline screen. You'll now see your Edline home page with your child's name, or your children's names, linked to it. Click on your child's name to see his or her schedule. Click on Private Reports to see grades posted for your child.