

Directions for Students Activating an Edline Account

Students:

- Edline screen names and passwords used at Francis Scott Key are the same as last year.

-If you forgot your screen name and/or password, have your teacher record your name with a new password to give to the Edline Super User (Ms. Felicia Parson).

-If you are new to Francis Scott Key, please follow the steps below to activate your account.

1. Go to <https://www.edline.net/AccessCodeEntry.page>
2. Type in the activation code provided to you.
3. When you see a screen that identifies you click "Activate this Code."
4. Terms of Use Policy appears. Review it and click "I Agree."
5. Click "New Account."
6. Type in a screen name and a password. Choose something you'll easily remember, perhaps the same screen name and password for your existing email account at home. **(No spaces or dashes)**
7. Click "Continue." **(If a message appears "already existing", try another screen name)**
8. Type in your email address and choose your preferences for receiving email. **If you do not have an email account, select "No" for both questions.**
9. Click on the down arrow in the Security question box, choose a question, and type in the answer.
10. Click "Update."
11. Click "Done" in the upper right hand corner of the Edline screen. You'll now see your Edline home page with your name and classes. Select the class and click "Current Assignment Report" in the upper right hand corner.

Edline SuperUser

Francis Scott Key Middle School - Ms. Felicia Parson