

How to Check If You Are Receiving Emails Through Edline

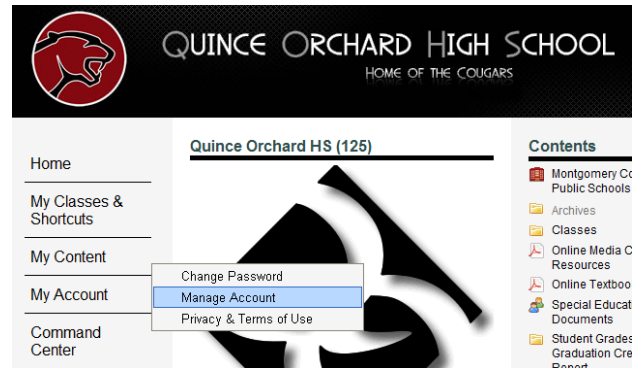
1. Login to the system by going to:

<https://www.edline.net/InterstitialLogin.page>

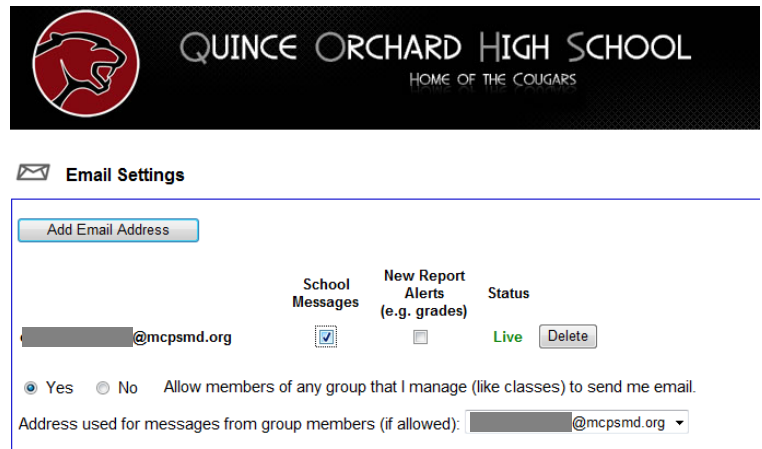
If you do not have an account created yet, contact our [Edline Administrator](#), Phil Proctor and he will get you an activation code.



2. Once you are logged in, go to My Account > Manage Account. My Account can be found on the left side of the screen and by hovering over it or clicking on it, you can then select Manage Account.



3. You are now on the Email Settings Window. If everything is set-up correctly, you will see your email address on the left side and then the checkbox under School Messages will be checked off.



- a. The New Report Alerts (e.g. grades) should be checked off if you want to receive an email any time a new Grade Report has been posted for your child.
 - b. Group Announcements would come from teachers or administrators that are working with your child and we encourage you to allow members of groups to send you email.
4. You should see the word "Live" under Status, if you see this then you are all set to receive emails and you may click "Save and Return" or "Cancel" to continue working with Edline.
 - a. If you do not see the word "Live" but see "Pending" then you need to check your email, you should have received something from Edline to complete the email activation process, if you did not, then click on "Reconfirm" and Edline will send you another confirmation email that you must read and complete.