Activating Your Account

Your school will send you a unique activation code you can use to create your screen name and password to sign into Edline. The information you receive will look similar to the following image (this image is a sample of a parent and their child's activation code):

Sample of Activation Code

Important: Students, parents, teachers, and other users returning to the same school as the previous year with an Edline account will **NOT** have to reactivate the account. Use your previous screen name and password.

To Activate Your Account

1. Access your school's website from your web browser and click **Sign In**.

2. Click the **Sign Up** link, under **New to Edline?**

3. Type your **Activation Code** and click **Enter**.

4. Make sure the activation code is yours (your name and school will be listed) and click **Activate this Code**.

5. Click **I Agree** on the Privacy Policy and Terms of Use page.

6. Click **New Account** to create your user screen name and password **if you have never created an Edline account before**.

   Parents, guardians, and other users with more than one activation code must still choose **New Account** even if they have received several activation codes at once because they can activate them all at one time as they create their new account. Once they have created their screen name and password by choosing **New Account**, they can choose **Combined Accounts** if they receive more activation codes later and want to combine them into their current account.

7. Create your Edline sign in information by completing these steps:

   - Create your **Screen Name**. The name must be unique and be at least four characters long.

   - Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.

   - Update your **Personal Account** information by typing your **First Name**, **Middle Name**, and **Last**

Name.

- Click **Continue** to save your password and access the Manage Account page.

8. Configure your initial account settings by completing the following steps:

   - Click the **Email Settings** button to enter your email address or phone numbers. The system will send you a confirmation email.

   - Upload your picture to use on your school website by clicking the **Browse** button in the **Profile Picture** section. School staff pictures will be used in the school directory, and students and parents pictures can be used when adding comments to the school website.

   - Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.

   - Click **Save and Return** to save your account settings.

9. Click **Continue** to access the list of user guides.

Once you activate your Edline account, anytime you want to sign into Edline, type your screen name and password to access your information.

Related Links:

- [Welcome to Edline](#)
- [How Do I Start?](#)
- [Edline User Guides](#)
- [I Forgot My Password](#)
- [I Forgot My Screen Name](#)
- Printing User Activation Codes

Combining Accounts

There are several reasons why you may receive more than one Edline activation code:

- Parents with more than one child using Edline will receive more than one parent activation code.

- Students who attend more than one school using Edline may receive more than one student activation code.

If you already have an Edline account and you receive another activation code, it is recommended that you combine the new account with your existing account so you only have to sign in once to see all your information.

To Combine Your Edline Accounts

Parents especially will want to combine all their children into one Edline account so that the Combined Calendar can display all their children's information.

1. Access your school's website from your web browser and click **Sign In**.

2. Click **Sign Up**.

3. Type the **Activation Code** you recently received and click **Enter**.

4. Make sure the activation code is yours (you will see your name and school) and click **Activate this Code**.

5. Click **I Agree** on the Privacy Policy and Terms of Use page.

6. Click **Combined Account** on the Activate Account page to combine your Edline accounts.

7. Type your existing **Screen Name** and **Password**.

8. **Sign In** to combine the accounts and access the website.

Related Links:

- Edline User Guides

Signing into Edline

1. Access your school's home page, click **Sign In**.

2. Type your screen name in the **Screen Name** field.

3. Type your password in the **Password** field.

4. Click **Sign In**.

Note: If you forgot your screen name, click the Forgot screen name? link. If you forgot your password, click the **Forget password?** link.

Related Links:

- Edline User Guides