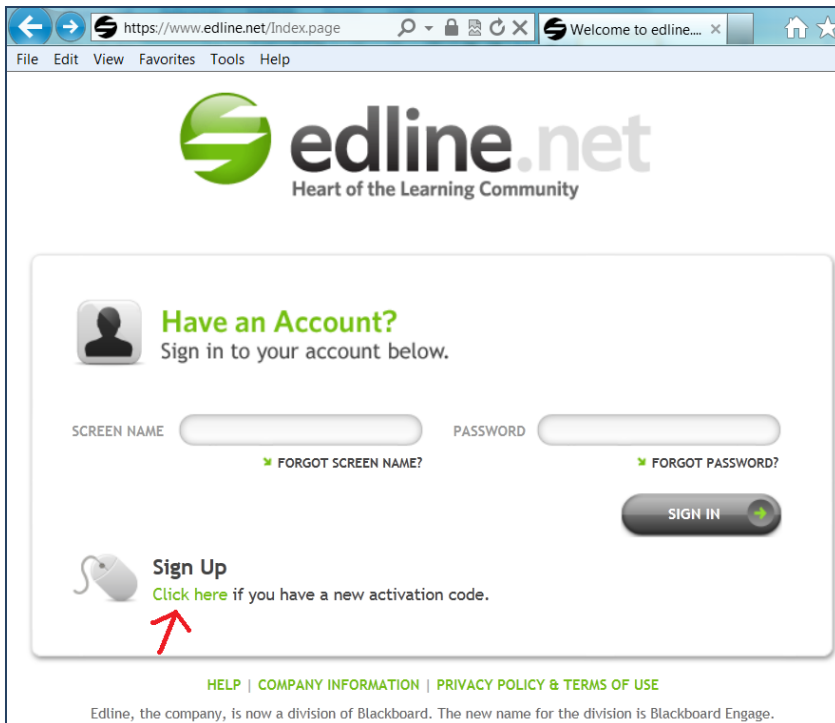


Edline Account Activation

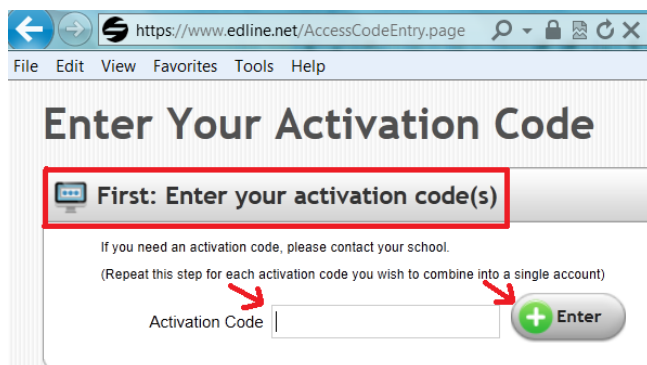
1. Go to <https://www.edline.net/>
2. Under Sign Up, click “Click here” to go to the Activation web page.



Or, go directly to the Activation page: <https://www.edline.net/AccessCodeEntry.page>

3. Enter your Activation Code, then click “Enter.”

If the Activation Code is missing or invalid, please contact Ms. Pirovolikos at (718) 886-7250 ext. 576.



4. If you see your name listed on the next page, confirm by clicking “Activate This Code” button.
Note: Do not enter the same activation code again!

Enter Your Activation Code Help

First: Enter your activation code(s)

If you need an activation code, please contact your school.
(Repeat this step for each activation code you wish to combine into a single account)

Activation Code Enter

Second: Make sure each code you have entered is yours

- user, Test9 (at Holy Cross High School)

Activate This Code Cancel

5. Read through the Privacy Policy and Terms of Use. If you agree, click “I Agree.”

<https://www.edline.net/Agreement.page> Terms of Use

File Edit View Favorites Tools Help

Privacy Policy and Terms of Use

To use this site, you must agree to our terms of use. Please read our end user agreement below. Then click "I Agree" below to continue, or "I Do Not Agree" to cancel.

PRIVACY POLICY AND TERMS OF USE

Terms and Conditions

Edline (the "Service") provided by Edline LLC ("Edline") with permission of your local school, local school district, teacher, or other responsible education authority (the "Subscriber") is made available to you (the "User") subject to the following Terms and Conditions in the Edline Service Agreement (the "Agreement"). By using and accessing this Service, you are agreeing to be bound by, and to comply with, these Terms and Conditions and any other terms and conditions or terms of service posted on any individual page of this Service.

Changes in Terms and Conditions

Edline reserves the right to change this policy at any time, for any reason, and without notice, including the right to terminate these services. Therefore, it is your responsibility to review these Terms and Conditions from time to time so you will be apprised of any changes.

I Agree I Do Not Agree

6. Click “New Account.”

<https://www.edline.net/AccessCodeNewAccountPrompt.page> Do You Already Hav...

File Edit View Favorites Tools Help

Activate Account

→ New Account Choose this option if you **do not** have an existing Edline screen name and password.

Combined Account Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Special Note to Parents:

- 'Combined Accounts' allows you to access information on all your children with one screen name and password.
- Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.

Cancel

7. Create a Screen Name and a Password.

https://www.edline.net/CreateAcctPersInfo.page

Create Your Account

Choose a Screen Name and Password

The Screen Name and Password must be at least 4 characters long

Screen Name

Password

Retype Password

Your Personal Information

First Name
Test9

Middle Name

Last Name
user

Click **Continue** to create your EDLINE account, or **Cancel** to return to the EDLINE Home Page without creating an account.

[Continue](#) [Cancel](#)

8. On the Manage Account page, it is important to add an email address.

https://www.edline.net/ManageAccount.page

Manage Account

Email Settings

[+ Add Email Address](#)

Security Question

Enter a security question and answer in case you forget your password.
Choose from the list of suggested questions or make up your own.

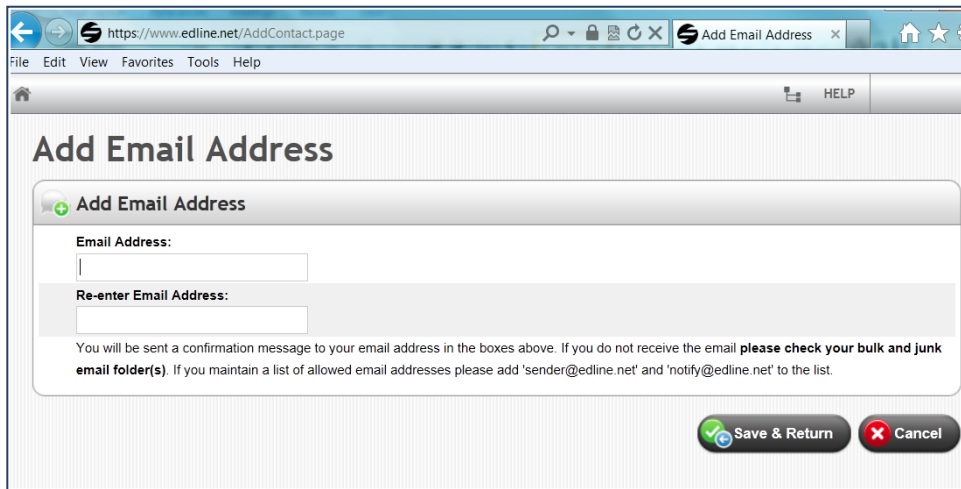
--- List Of Suggested Questions ---

Question:

Answer:

[Save And Return](#) [Save And Refresh](#) [Cancel](#)

9. After entering your email address, click “Save & Return.”



The screenshot shows a web browser window with the address bar displaying "https://www.edline.net/AddContact.page". The page title is "Add Email Address". The form contains two input fields: "Email Address:" and "Re-enter Email Address:". Below the fields is a confirmation message: "You will be sent a confirmation message to your email address in the boxes above. If you do not receive the email please check your bulk and junk email folder(s). If you maintain a list of allowed email addresses please add 'sender@edline.net' and 'notify@edline.net' to the list." At the bottom right of the form are two buttons: "Save & Return" (with a green checkmark icon) and "Cancel" (with a red X icon).

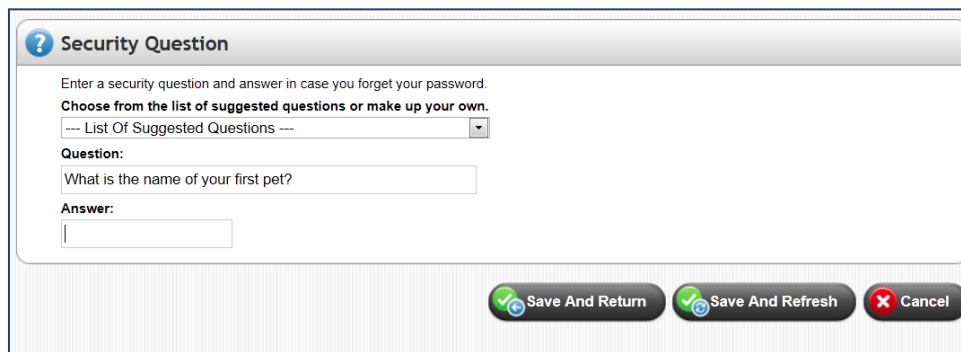
You should see a confirmation message:

“A confirmation email has been sent to you at test@student.org. Please check your email and click on the link included in the message to confirm this email address.

Edline will not send email to this address until it is confirmed.”

Follow the directions and then click “OK” to continue.

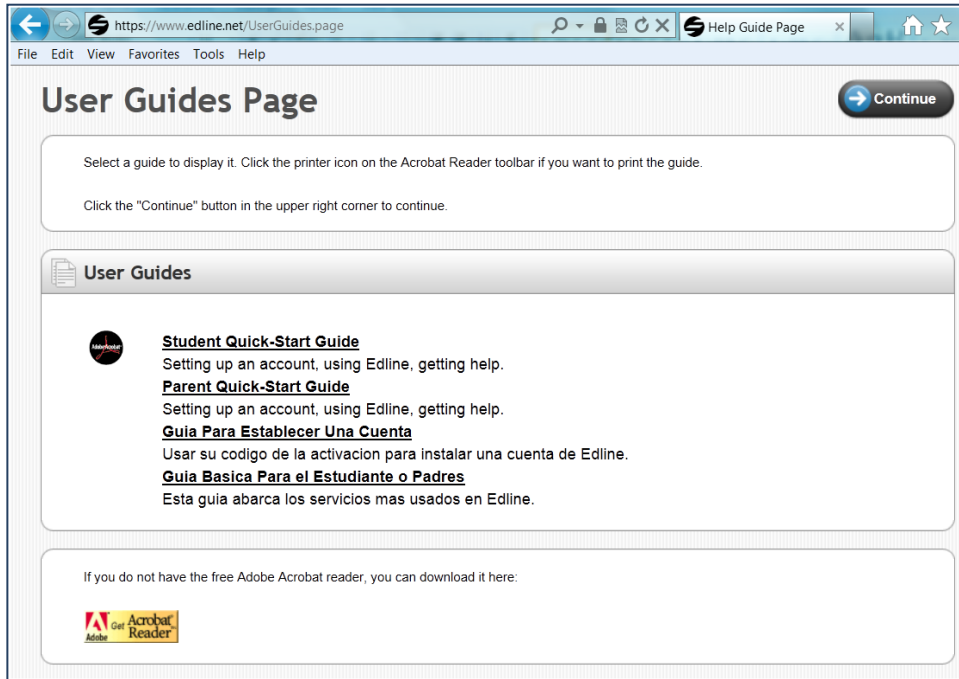
10. When you are brought back to the Manage Account screen, take time to create a Security Question. This is for future password retrieval.



The screenshot shows a form titled "Security Question" with a question mark icon. The instructions are: "Enter a security question and answer in case you forget your password. Choose from the list of suggested questions or make up your own." Below this is a dropdown menu labeled "List Of Suggested Questions". The "Question:" field contains the text "What is the name of your first pet?". The "Answer:" field is empty. At the bottom right are three buttons: "Save And Return" (with a green checkmark icon), "Save And Refresh" (with a green refresh icon), and "Cancel" (with a red X icon).

Click “Save And Return” button to continue.

11. Go through Student Quick-Start Guide or Parent Quick-Start Guide. Click Continue to complete the Edline account creation process.



12. To log into Edline, go to <http://www.edline.net>.