

## Student Instructions to Activate Edline

You have just received activation codes in order to sign up for an Edline account. One code is for you while the other should be given to your parent or guardian. They are separately labeled, so please be sure to use the Student Activation Code for the purposes of signing into Edline.

Before activating your account, review and complete the following information:

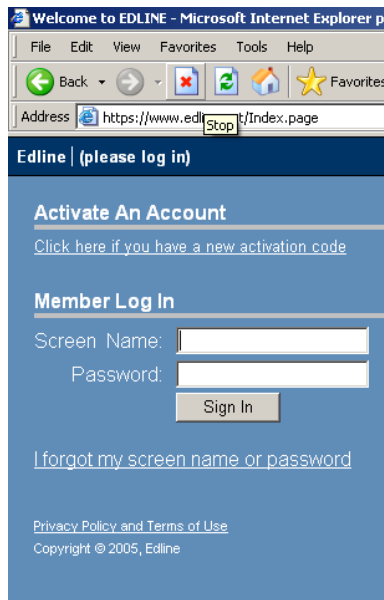
1. Email Address - this is the address where teachers will email you schedule changes and feedback. You **MUST** enter in a valid email address.  
\_\_\_\_\_
2. Screen Name - you will create a screen name that should be easy to remember. Record it here for later use: \_\_\_\_\_
3. Password - you will need to set up a password for your account. Please keep this secure as anyone who has access to both your ID and password will be able to view your progress reports.
4. Password reminder - you will be asked to set up a password reminder question and answer. **The answer to your password reminder question CANNOT be the same as your password.**
5. In order to activate your account, you will need access to a computer attached to the Internet.

If you have questions, please contact Mr. Schaefer:

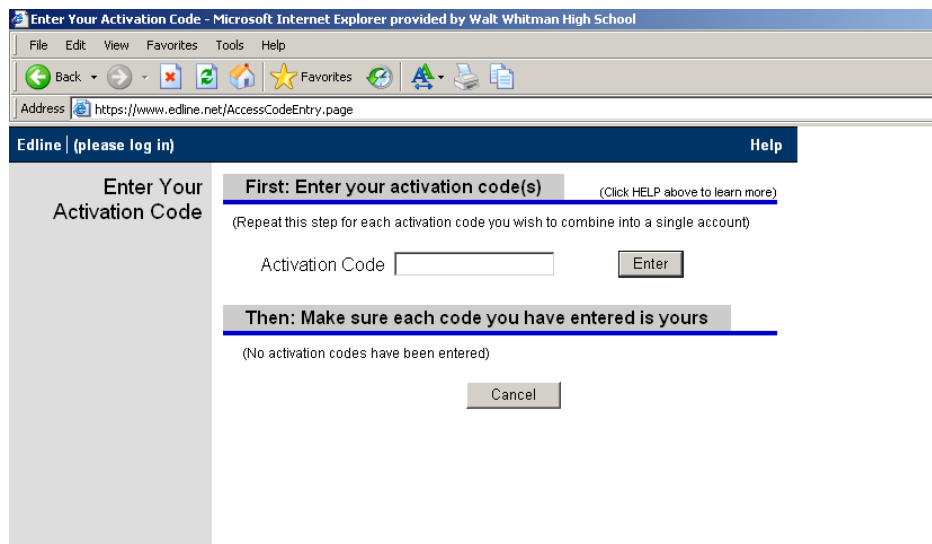
**WhitmanEdline@yahoo.com**

## INSTRUCTIONS

1. Enter your browser (at this point in time, only IE and Netscape - latest versions - have been tested).
2. Visit the following web site: [HTTP://WWW.EDLINE.NET](http://www.edline.net). Click on the link “Click here if you have a new activation code”



3. Type in your student activation code. Click on the Enter button to continue.



4. Click on Activate This Code to continue. Read the Privacy Policy and click on I Agree to continue.

Enter Your Activation Code - Microsoft Internet Explorer provided by Walt Whitman High School

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Address <https://www.edline.net/AccessCodeEntry.page>

Edline | (please log in) Help

**Enter Your Activation Code**

**First: Enter your activation code(s)** (Click HELP above to learn more)

(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

**Then: Make sure each code you have entered is yours**

- COTHERN, Teacher (at Walt Whitman High School)

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Address <https://www.edline.net/Agreement.page>

Edline | (please log in) Help

**Privacy Policy and Terms of Use**

**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

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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.

5. Click on New Account to continue. The next screen prompts for you to create a Screen Name and Password. Fill out the Personal Information and click on Continue.

Do You Already Have An Edline Account? - Microsoft Internet Explorer provided by Walt Whitman High School

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Address <https://www.edline.net/AccessCodeNewAccountPrompt.page>

Edline | (please log in) Help

**Activate this account as a:**

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

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:

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

Create Your Screen Name - Microsoft Internet Explorer provided by Walt Whitman High School

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Address <https://www.edline.net/CreateAcctPersInfo.page>

Edline | (please log in)

**Create Your Account**

**Choose a Screen Name and Password**

Screen Name and Password must be at least 4 characters long

Screen Name Password Retype Password

COTHERNP ●●●● ●●●●

**Your Personal Information**

First Name Middle Name Last Name

Peg Cothem

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

6. Enter in your email address and select a Security Question and Answer.  
**REMINDER:** Your Security Answer **cannot** be the same as your password! When you are done, click on Update to continue.

Manage Account - Microsoft Internet Explorer provided by Walt Whitman High School

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Address <https://www.edline.net/ManageAccount.page>

Edline | Peg Cothorn Home | Help | Logout

**Walt Whitman High School**

**Manage Account**  
Make changes to your account here

**Email**

Email Address

☒ Yes ☐ No Display my email address on the home pages of any group that I manage (like classes).

☒ Yes ☐ No Allow my school to send me email through Edline.

**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

Update Cancel

7. You are DONE! You will see the following screen and you may click on Done (in upper right corner) to take you to your home page in Edline OR visit the Student/Parent Quick-Start Guide link to get more information about how to use Edline.

Help Guide Page - Microsoft Internet Explorer provided by Walt Whitman High School

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Address <https://www.edline.net/HelpGuides-default.page>

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**Walt Whitman High School**

**Support**

- Problems/Questions
- Suggestions

If you do not have the free Adobe Acrobat reader, you can download it here:

Select a guide to display it. Click the printer icon on the Acrobat Reader toolbar if you want to print the guide.

Click the done button in the upper right corner to continue.

**User Guides**

- Account Setup Guide**  
Using your activation code to set up an Edline account.
- Student/Parent Quick-Start Guide**  
Setting up an account, using Edline, getting help.
- Teacher Quick Guide**  
A brief overview of the features that are available to teachers.
- Teacher Guide**