

ACTIVATING YOUR PARENT EDLINE ACCOUNT

Parent Activation Code _____

Parent Account Activation

The following directions are for activating a parent Edline account.

Follow the steps below for activating a parent Edline account.

Step 1 — Go to www.edline.net (You can also locate Edline on the Westland Homepage. The link is in the left column.)

Step 2 — Click on "Click here if you have a new activation code."

Step 3 — Type in the activation code provided for you. If you have more than one parent code because you have more than one child at a school, or at more than one MCPS school, enter each parent code, one after the other. After typing in each code, click "Enter."

Step 4 — Then you see a screen that identifies you as your child's, or children's, parent. Click "Activate this Code."

Step 5 — Terms of Use Policy appears. Click "I Agree."

Step 6 — On the next screen, click "New Account." Type in your screen name and a password. We suggest you choose something you'll easily remember, perhaps the same screen name and password for your existing email account. Click "Continue."

Step 7 — Type in your email address and choose your preferences for receiving email.

Step 8 — Click on the down arrow in the Security question box, choose a topic, and type in the answer. Click "Update."

Step 9 — Click "Done" in the upper right hand corner of the Edline screen. You'll now see your Edline home page with your child's name, or your children's names, linked to it.

Click on your child's name to see his or her schedule.

Click on a class to see any assignments posted for that class.

Click on Private Reports to see grades posted for your child.