



# ABC Unified School District Technology Professional Development Program

## Activating/Creating Your Edline Account

- Make sure you have your activation code. If you did not receive one, please contact the Edline Super User at your site.
- Go to [www.edline.net](http://www.edline.net)
- Select **“Click here if you have a new activation code”**.

- Type in your Activation Code. Do not include the dashes. Press **“Enter”**

- Your correct name should appear below.
- Click **“Activate This Code”**

- Click **“I agree”** on License agreement.

**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.

- Click **“New Account”**

**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

**Your Personal Information**

First Name  Middle Name  Last Name

Mary   White32

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

- Create a Screen Name and Password. This is the name and password you will use each time you log into the system. If the screen name you select is taken, try adding more letters to your name or add your school code until you get an acceptable screen name. (Username example: mwhite32 )
- Select a password you would like to use.
- Click **“Continue”**

- Enter your GroupWise Email address when prompted.
- Choose Security Question and Answer. This will be used if you forget your password. Answer “Yes” to the 2 options presented to you.
- Click **“Update”**
- Click **“Done”**. Your account is now active. You may log out or click **“Home”** to see your new homepage.