



## Edline FAQ and account reminders!

### I never had an Edline account...how do I use the activation code I was given from the school?

1. Go to [www. Edline.net](http://www.Edline.net)
2. Click the link that says “**Click here if you have a new activation code**”.
3. Enter the new activation code(s) that you’ve been given. Click “**ENTER**”.
4. Follow the prompts and be sure to put in an active email address.

### I already have an Edline account, but forgot how to get logged in:

1. Go to [www.edline.net](http://www.edline.net) and type in your screen name and password.
2. Click on the “Sign In” button.

### I forgot my password:

1. Go to [www.edline.net](http://www.edline.net) and click on the link **Forgot password?**
2. Enter your screen name in the field provided. Click **Continue**.
3. The security question you chose when you initially set up your account will appear. Type in your answer and click the **Submit** button.

***Note:** If you answer correctly and click Submit, Edline will reset your password to a new temporary password which will be sent to the email address associated with your Edline account.*

### I forgot my screen name:

1. Go to [www.edline.net](http://www.edline.net) and click on the link **Forgot screen name?**
2. Click on the link that says **I forgot my screen name**.
3. Enter the email address you used in your initial account setup. Click the **Continue** button.

### I did not enter an email address when I setup my Edline account:

Ø You will need to contact your child's school to have the designee add an email address to your account.

High school: Send email address to [coleja@whsd.net](mailto:coleja@whsd.net) – You must include your name and Edline screenname.

### How do I change my password?

1. Go to [www.edline.net](http://www.edline.net) and type in your screen name and password.
2. Click the **Change Password** link in the **Command Center** area, located on the left hand side of the screen.
3. In the first field, enter your current password. Enter your new password in the next two fields.

### How do I obtain a free email address?

Ø Resources to creating an email account can be found at [www.gmail.com](http://www.gmail.com) or [www.yahoomail.com](http://www.yahoomail.com) .

### How often will grades be posted?

Ø Grades for academic classes will be updated regularly throughout the grading period.

### How do I add another child to my existing Edline account?

1. Go to [www. Edline.net](http://www. Edline.net), but do not login yet.
2. Click the link that says “**Click here if you have a new activation code**”.
3. Enter the new activation code(s) that you’ve been given. Click “**ENTER**”.
4. If you have more than one code, continue to enter their activation codes on this screen.
5. Click the **Activate this Code** button and “**I AGREE**” to the privacy policy.
6. Click the **COMBINED ACCOUNT** button.
7. Enter your existing screen name and password.
8. Click **SIGN IN**.
9. All of your children’s names should appear in the Shortcuts box.

### What do I do if I need additional support for my Edline account?

Ø Contact your child’s school and the designee for that school will help you with your question(s).

High school: Send email address to [coleja@whsd.net](mailto:coleja@whsd.net) – Please include your name and your student’s name(s).