

Directions to Activate your Parent Edline Account:

___ Go to the EdLine web site: <http://www.edline.net>

___ Click on "Click here if you have a new activation code."

___ Type in the activation code provided for you. If you have more than one parent code because you have more than one child in C-A CSD, enter each parent code, one after the other. After typing in each code, click "Enter."

___ Then you see a screen that identifies you as your child's parent with the words "at Coxsackie-Athens CSD" following it. Click "Activate this Code."

___ Terms of Use Policy appears. Click "I Agree."

___ On the next screen, click "New Account." Type in a screen name and password of your choice. If your screen name is already in use you will have to select a different one or add a number(s) to the end or beginning. **NOTE:** Edline is a national database and duplicate screen names are not allowed.

___ Type in your email address and choose your preferences for receiving email. **Note: It is important to enter a valid email – this will allow you to receive technical support if you forget your password.**

___ Click on the down arrow in the Security question box, choose a topic, and type in the answer. Click "Update." **NOTE: It is important that you enter a security question – this will allow you to get technical support if you forget your password.**

___ If you wish to do so, click to print the "Student/Parent Quick-Start Guide" to learn the simple procedures for using Edline. This step is optional. After printing this PDF document, close Acrobat Reader to return to Edline.

___ 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.

NOTE: Edline is configured for both a parent account and a student account. Students should use their assigned account (and not their parent's account), while parents should use their assigned account (and not their child's account).

For Technical Assistance visit our web page at:

www.coxsackie-athens.org/edline.html