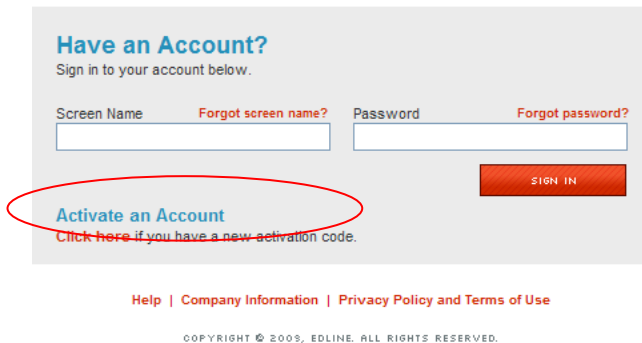


Edline Activation Codes

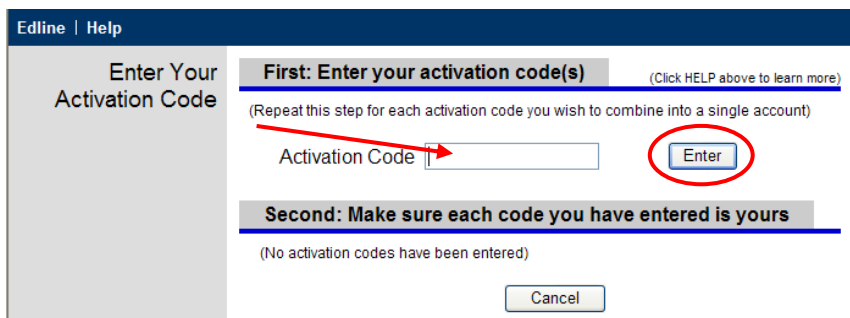
All teachers who are new to the district must register for PCSSD GradeQuick/Edline training. Activation codes will be given to you at the training.

1. Teachers who have changed schools and have already been through a PCSSD GradeQuick/Edline Training will receive a new activation code for the new school. Contact your Instructional Technology Specialist to get your activation code. To activate a new account go to www.edline.net and click the link [Click here if you have a new activation code.](#)



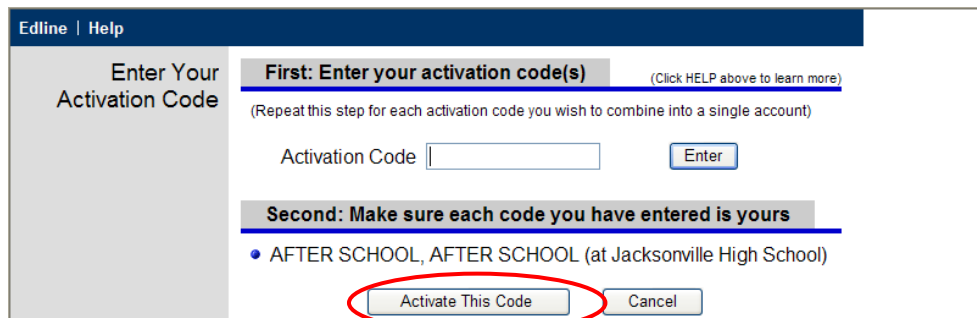
The screenshot shows the Edline login interface. At the top, it says "Have an Account?" and "Sign in to your account below." There are two input fields: "Screen Name" and "Password", each with a "Forgot" link. A red "SIGN IN" button is below the fields. A link "Activate an Account" is circled in red, with the text "Click here if you have a new activation code." below it. At the bottom, there are links for "Help", "Company Information", and "Privacy Policy and Terms of Use", along with a copyright notice: "COPYRIGHT © 2009, EDLINE. ALL RIGHTS RESERVED."

2. Type the new activation code and press enter.



The screenshot shows the "Enter Your Activation Code" screen. It has a sidebar on the left with the title "Enter Your Activation Code". The main area has a header "First: Enter your activation code(s)" with a "(Click HELP above to learn more)" link. Below this is a sub-header "(Repeat this step for each activation code you wish to combine into a single account)". There is an "Activation Code" input field with a red arrow pointing to it, and a circled "Enter" button. Below that is a section "Second: Make sure each code you have entered is yours" with a sub-header "(No activation codes have been entered)". A "Cancel" button is at the bottom.

3. Next Click Activate this code



The screenshot shows the "Enter Your Activation Code" screen. It has a sidebar on the left with the title "Enter Your Activation Code". The main area has a header "First: Enter your activation code(s)" with a "(Click HELP above to learn more)" link. Below this is a sub-header "(Repeat this step for each activation code you wish to combine into a single account)". There is an "Activation Code" input field and an "Enter" button. Below that is a section "Second: Make sure each code you have entered is yours" with a sub-header "(No activation codes have been entered)". There is a radio button selected next to the text "AFTER SCHOOL, AFTER SCHOOL (at Jacksonville High School)". A circled "Activate This Code" button and a "Cancel" button are at the bottom.

4. Next you will be given the option to combine the accounts. Combining accounts allow you to keep your existing username and password. It also allows you to access your old class materials. If you want to keep your existing username and password, click the Combined Account button. If not click the New Account Button and skip to Step #6.

Edline | 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.

5. Next enter your existing screen name and password.

Edline | Help

Log in to EDLINE

Activate An Account

[Click here if you have a new activation code](#)

Welcome back to EDLINE!

If you have an EDLINE screen name and password, please enter them:

Screen Name:

Password:

[I forgot my screen name or password](#)

If you do not have an existing Edline account, click **Cancel** to return to the previous page and choose 'New Account'.

Congratulations! You have activated your new account. Stop here.

6. If you chose a new account you will be taken to a screen to enter a username and password.

Edline | Help

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

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

When you have entered the screen name and password click continue.

On the next screen enter your school email address, and your security question and answer. Then click update.

Edline | Home | Help | Logout A. AFTER SCHOOL

Jacksonville High School

Manage Account
Make changes to your account here

Email

Email Address

Yes No Allow email to be sent to me from the home page 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

Congratulations you have successfully activated your account.

Help documents are available at <http://inst.pcssd.org/insttech/GradeQuickEdline/Forms/AllItems.aspx>

Help is also available online by clicking Help in Gradequick or Edline. You may also contact your school's Instructional Technology Specialist:

Stephanie Donald sdonald@pcssd.org; Djuna Dudeck ddudeck@pcssd.org; Ellie Sullivan esullivan@pcssd.org