

Edline

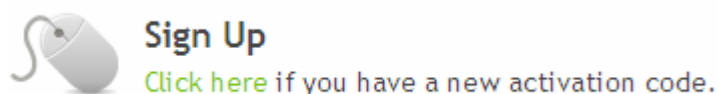
Activating Your Account

To complete these instructions, you must have your Edline activation code. Please note that there are two codes given for each Jericho student, one student code and one parent code. Please ensure that you have the correct code before beginning.

Parents who have more than one child enrolled in school will receive more than one activation code (one for each child). Likewise, people who are both employees and parents at Jericho UFSD may receive more than one activation code (for example, a teacher who is also a parent will receive a teacher activation code and a parent activation code). *If this describes you, we strongly recommend you combine your accounts into a single account. Pay careful attention to steps 3 and 6 below for instructions.*

To activate your account:

1. Go to the Jericho District Homepage, click on JerichoNet, then click on Edline.
2. Click the link that says:



3. Copy or enter your activation code (with the dashes) into the "Activation Code" field and click the "Enter" button.

SPECIAL CASE: If you have more than one activation code (as described at the beginning of this section), enter the next code now and click "Enter". Repeat this process until you have entered all your activation codes.

A screenshot of a web form for entering activation codes. The form has a title bar that says "First: Enter your activation code(s)" and a link "(Click HELP above to learn more)". Below the title bar, there is a sub-header "(Repeat this step for each activation code you wish to combine into a single account)". The main content area contains a label "Activation Code" followed by a text input field and an "Enter" button. Below this, there is another sub-header "Then: Make sure each code you have entered is yours". Underneath, there is a list of two items, each with a blue bullet point: "Anderson, Allison's Parent (at Midwest School)" and "Anderson, James' Parent (at Midwest School)". At the bottom of the form, there are two buttons: "Activate These Codes" and "Cancel".

4. You should see the name for each account listed at the bottom of the page. If these names all describe you, then click the "Activate This Code" button.

5. You will see Edline's *Privacy Policy and Terms of Use*. Please read it and click "I Agree" to continue or "I do not agree" to cancel.

6. Edline will then ask you if you already have an account.



The screenshot shows a dialog box with a title bar that reads "Do You Have An Existing Edline Account?". The main text inside the box says: "If you already have an Edline account and you want to combine your new account with your existing account, click the **'Combine Accounts'** button; otherwise, click the **'New Account'** button to create a new account." At the bottom of the dialog box, there are three buttons: "Combine Accounts", "New Account", and "Cancel".

- If you already have an Edline account, click the "Combine Accounts" button to combine your new account with your existing account. **Continue on to step 7.**
- If this is the first time you have received an activation code(s) from Jericho UFSD, click the "New Account" button and **skip to step 8.**

7. Edline will ask you for the screen name and password of your existing account. Enter them and click the "Log In" button. Your new account has now been combined with your existing account. You can stop here.

8. If you are setting up a new account, choose a screen name and a password. Then, enter your first and last name. (Parents may enter both parents' first names in the "First Name" field.) Click the "Continue" button.

9. On the next page, choose your email settings and your personal security question. If you ever forget your screen name or password, Edline can send your screen name and a temporary password to you. It will need your email address and your security question to do this.

10. Edline will display the Print Guides Page. This page contains links to quick-start guides to help you use the site. Click the "Done" button at the top right-hand side of the page when you are finished.

Your new account has now been activated!