

## EDLINE ACCOUNT ACTIVATION INFORMATION

Parent activation codes were sent home on Thursday, September 18. If you need your activation code, email [edline@iccschool.org](mailto:edline@iccschool.org) or call Erin Cobb at 433.3497.

### HOW TO SET UP YOUR EDLINE ACCOUNT

1. Obtain your Parent Activation Code.
2. Go to [www.edline.net](http://www.edline.net).
3. Click on [Click here if you have a new activation code](#).
4. Fill in your activation code and click Enter.
5. A new page will appear with your name. Click [Activate this Code](#).
6. Read the Privacy Policy and Terms of Use. Scroll to the bottom and click [I agree](#).
7. Click [New Account](#). (IMPORTANT: If you already have an active Edline account, such as an account for an older child at St. Louis, choose the [Combine Accounts](#) option and follow prompts).
8. If you have more than one student at ICCS, you will receive an activation code for each student. When you activate your first child, you will click on [New Account](#). When you activate any other children, you will choose the [Combine Accounts](#) option so that you can access all of your children's information in one location.
9. Create a username and password.
10. Enter your personal email information. Your email account will be used by Edline to inform you when important announcements have been posted.
11. Choose a security question and type your answer. Click [Update](#).
12. On the last account activation page, we recommend that you print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you will no longer need your Activation Code – you will always use your Screen Name and Password to access Edline. **Do not share your account information with anyone.**

If you forget your screen name or password, click the link for "I forgot my screen name or password" on the Edline login page.

For questions or help using Edline, email [edline@iccschool.org](mailto:edline@iccschool.org) or call Erin Cobb at 433.3497.