

# ACTIVATING YOUR EDLINE ACCOUNT

---

Step by Step Instructions

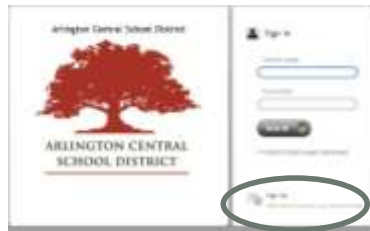
# Activating your Edline Account

Please go to our new District Website at [www.arlingtonschools.org](http://www.arlingtonschools.org) and activate your Edline account by following these directions:

- Click **Sign In** (located at the top right corner of the site)



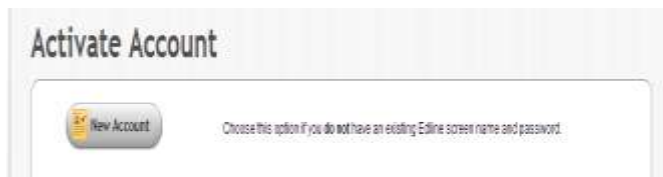
Click **Sign Up**



- Type your **Activation Code** and click **Enter**.



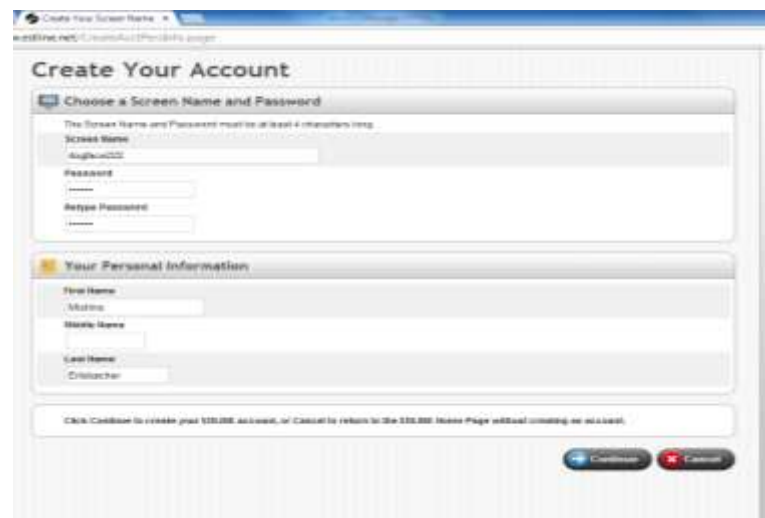
- Make sure the activation code is displaying your name and school and click **Activate this Code**.
- Click **I Agree** on the Privacy Policy and Terms of Use page.
- Click **New Account** to create your user screen name and password.



# Activating your Edline Account

Create your Edline sign in information by completing the following steps:

- Create your **Screen Name**. The name must be unique (within the entire Edline system) and be at least four characters long.  
**Hint: You can add your school initials (e.g. TIS) to the end of your first initial/last name to help remember your login**
- Create your **Password** and type it again in the **Retype Password** field. Passwords must be at least four characters long.
- Update your **Personal Account** information by typing your **First Name**, **Middle Name**, and **Last Name**.
- Click **Continue** to save your password and access the Manage Account page.



The screenshot shows a web browser window with the URL 'edline.net/Connect/Personal page'. The page title is 'Create Your Account'. Below the title, there is a section titled 'Choose a Screen Name and Password'. This section contains a text box for 'Screen Name' with the value 'Auph022', a 'Password' field, and a 'Retype Password' field. Below this is a section titled 'Your Personal Information' with fields for 'First Name', 'Middle Name', and 'Last Name'. At the bottom of the form, there is a 'Continue' button and a 'Cancel' button. A small note at the bottom of the form reads: 'Click Continue to create your Edline account, or Cancel to return to the Edline Home Page without creating an account.'

# Activating your Edline Account

## Configure your initial account settings by completing the following steps:

- Click the **Email Settings** button to enter your email address or phone numbers. The system will send you a confirmation email.
- Upload your picture (Skip at this time).
- Create or select a security question to be asked if you forget your password. Type the correct response as the **Answer**.
- Click **Save and Return** to save your account settings.



The screenshot displays the 'Manage Account' page with three main sections:

- Email Settings:** Features a green 'Add Email Address' button. Below it, there is a text input field and a checkbox labeled 'When I am a member of any group that I manage who choose to send me email. Yes No'. A note states: 'Addresses used for messages from group members (if allowed)'.
- Profile Picture:** Includes a 'Upload File' button and a note: 'Add a profile picture to your account. Recommended Size: 200x200 pixels. Max file size: 2MB or 2048 K'.
- Security Questions:** Contains a text input for a question, a dropdown menu for selecting a question, and a text input for the answer. A 'Verify your email address' link is visible on the right.

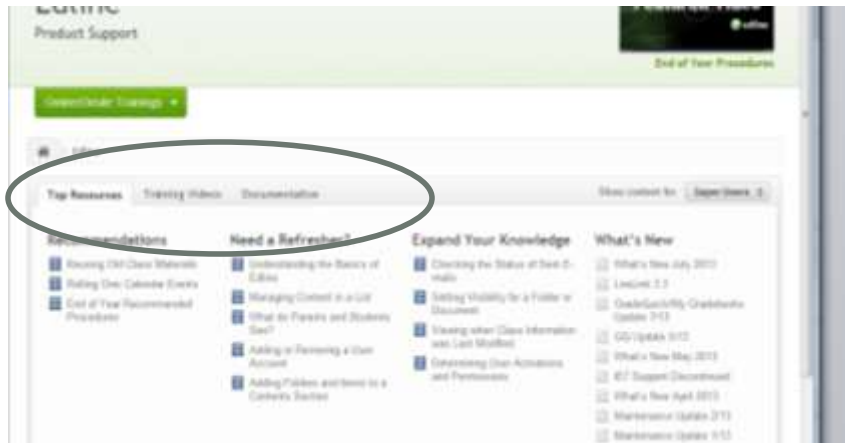
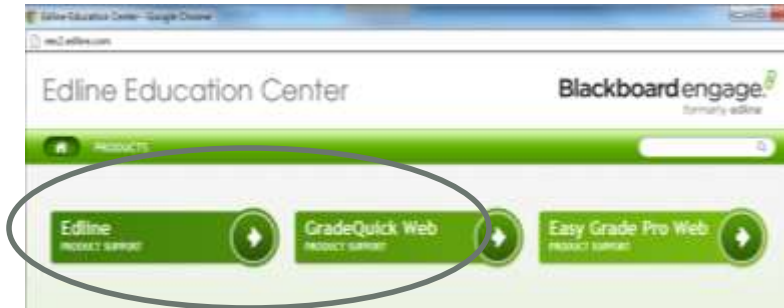
At the bottom of the page, there are three buttons: 'Save and Return' (green), 'Save and Continue' (green), and 'Cancel' (red).

# Teachers working in multiple buildings

1. Activate your Edline account at the first school following the instructions above
2. You will get a second activation code for the second building where you are working
3. When setting up the second account, choose “Combined Account” rather than “New”

Now you will only have one Username and Password and all of your information will be in one place.

# Edline Help



[Edline Training Videos](#)

[Edline Documentation](#)

**If you cannot find what you need from Edline Help, see your building SysOp**