

## Welcome to Edline!

Congratulations! East Catholic High School has signed up to use the academic portal Edline. Edline is an easy way for you to keep-up-to-date online. Once you have activated your account you can use Edline to:

- Receive emails with school or class information
- View team and club activities (for a few sports and many clubs/activities)
- Visit the home page for each class in which a student is enrolled
- View a 'Combined Calendar' to see all the academic dates of importance from your child's own classes and activities
- View interim reports

### How to Set Up your Edline Account

To begin using your Edline account, just follow these easy steps:

1. Make sure you have your personal Edline Activation Code. You will get this code during "Back to School Night" attached to your child's schedule.
2. Go to [www.edline.net](http://www.edline.net) and Click on '**Click here if you have a new activation code**'

**To see pictures and directions of steps 3 and 4, click the Help button at the top of the Edline page. Follow instructions, or for more information click the '*Print an account setup guide*' link.**

3. Fill in your Activation Code. East Catholic will give you one parent code for each child. If you receive several parent codes because you have several children, enter each parent code one after the other. Then you can view all your children's information from the same login account. If you happen to receive the same code for the same child twice you do not have to enter it again. Click "Activate This Code" once you have entered all codes.
4. Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New

Account" if this is your first time using Edline. If you already have an Edline account, click "Combine Accounts" to add this child to your existing account.

5. On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline. Don't share this information with anyone!

**Whenever you login to Edline, click on your child's name in the yellow Shortcuts box.**

You will then see shortcuts to his or her classes, activities, calendar and reports. Be sure to click the Help button and read or print the 'Student/Parent Quick-Start Guide' to take advantage of Edline features.

**Note:** If your son or daughter was in a class which was utilizing Edline last year, and you created your account then, you have nothing to do but log on as usual.

If you have forgotten your user name, please call the school at 860-649-5336 and ask to be transferred to the library (ext. 232) for assistance.

If you have forgotten your password, please use the "forgot password" prompt on the log in page and your password will be sent to you via your email account.

The academic portal Edline is one more tool to support our belief that true education is a partnership between the student, the parent, and the school. Thank you for embarking in this partnership with us!