

Edline - New Account Setup

Your activation code allows you to activate your Edline account. You use it only once. When you activate your account, you choose your own screen name and password. After that, you will always use your screen name and password to log into Edline.

1. From the York Prep home page (<http://www.yorkprep.org>), click on the Edline link on the lower left-hand side.
2. Click the link "[Click here](#) if you have a new activation code" below "**Sign Up.**"
3. Enter your activation code into the "Activation Code" field **WITH NO SPACES** (all caps and dashes not necessary) and click the "Enter" button.
4. The activation code will disappear, and you should see the name for this account in the bottom half of the page. If this name describes you, click the "Activate This Code" button.
5. You will see Edline's *Private Policy and Terms of Use*. Click "I Agree" to continue.
6. Edline will ask you if you already have an account. Click the "New Account" button.
7. Choose a screen name and a password that you will remember. Please leave the first, middle, and last name fields as they appear. Click the "Continue" button.
8. If you get an error message saying that your screen name is already in use, click OK and make a modification to the screen name (e.g. use a middle initial, add numbers to the end of the screen name).
9. At the next screen, please enter your preferred e-mail address and click "Yes" to enable e-mail messages from the school. (Occasionally, the school may send out e-mail messages to all parents regarding important notices.) We also recommend that you click "Yes" to allow e-mail notification for all reports posted to Edline.
10. At the same screen, choose 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, but it will need your email address and your security question to do this. Choose a security question and type in the answer. Click the "Update" button to save your information.
11. Edline will display the Print Guides Page, which contains links to quick-start guides to help you use the site. You may wish to print the Student/Parent Quick-Start Guide, after which you should click the "Done" button at the top of the Edline Help page.

Your new account has now been activated, and you will be taken to your Edline home page.

What is Edline?

- York Prep uses Edline as a companion to its regular website in order to manage communications among teachers, students, and parents.
- In Edline, parents view current grades, assignments, calendars, and attendance.
- Parents access data that pertains only to their children within a password-protected, private environment.

Using Edline

- As a parent, use your Edline account rather than your child's. The school can post parent-only information that you will not see if you use your child's student account to access Edline.
- If you forget your screen name or password, click the "I forgot my screen name or password" link on the Edline login page. You will be sent a temporary password to a valid email address you type in at the time of activation. You will also need to know the answer to your security question.
- In case of a forgotten screen name or password, you can also call York Prep and ask to speak with someone in the Technology Department.

Viewing student's information

- In the upper left-hand side, click **Classes & Shortcuts** to see the student's classes.
- To view the home pages for different classes, click the class name in the pop-up menu.
- **Contents** on the right-hand side: Assignments, study guides, and other class-specific information
- **Links:** Useful websites related to class material
- **News:** Class announcements
- **Calendar:** Assignment due dates, test dates, etc.

Viewing reports

- From **My Contents** on the left side, click Private Reports.
- Locate most recent report at the top of the list.
- Click **View**.

Click **Account** on the left of the student home page in order to change password and email settings.