

Activating Your Edline Account (2011-12)

Option 1: If you have one or more child(ren) at BCS and have never used Edline before – follow all steps.

Option 2: If you already have an Edline account with another child and want to add a BCS student – follow all steps until step 4, then Stop.

Step 1: Start at the BCS Homepage and click on the *Edline* button (you may get there directly by going to www.edline.net.)



Step 2: At the Edline log in page, select *Activate an Account*.



Step 3: Enter your activation code on this screen and then click Enter. ***If you have multiple students, continue entering activation codes until all students are listed.*** Click *Activate These Codes*.

First: Enter your activation code(s) (Click HELP above to learn more)

(Repeat this step for each activation code you wish to combine into a single account)

Activation Code

Then: Make sure each code you have entered is yours

- Anderson, Allison's Parent (at Midwest School)
- Anderson, James' Parent (at Midwest School)

You will need to agree to the Privacy Policy and will then be taken to the following screen:

Edline | Home | HELP | Login

Activate this account as a:

Choose this option if you **do not** have an existing Edline screen name and password.

Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password.

Special Note to Parents:

- 'Combined Accounts' allows you to access information on all your children with one screen name and password.
- Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account.

Step 4: Option 1: Select **New Account** if you have never used Edline before.

(Option 2: Select **Combined Account** if you already have an Edline account. Enter your screen name and password that you are already using and click Log In. You are finished.)

Step 5: Determine what you would like to use for your screen name and password. The screen name must be unique, so common names may already be taken. Passwords must be at least 4 characters.

Once you determine your screen name and password, edit the Personal Information with the name you wish to display. Click Continue.

Choose a Screen Name and Password
Screen Name and Password must be at least 4 characters long

Screen Name Password Retype Password

Your Personal Information

First Name Middle Name Last Name

Click **Continue** to create your EDLINE account, or **Cancel** to return to the EDLINE Home Page without creating an account.

Continue Cancel

Step 6: If you have an email address add it by clicking to *Add an Email Address*. You will receive an email from Edline to verify your email address. You will not be able to receive emails until you go to your inbox and click the link to verify your email. If you would like to receive an email every time report changes have been made by a teacher, select *New Report Alerts*.

If you have entered an email address, you may wish to select a security Question and enter the answer so that you can be sent your password if you forget it.

Email Settings

Add an Email Address

School Messages	New Report Alerts (e.g. grades)	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending

Delete Reconfirm

Security Question

Enter a security question and answer in case you forget your password. Choose from the list of suggested questions or make up your own.

--- List Of Suggested Questions ---

Question:

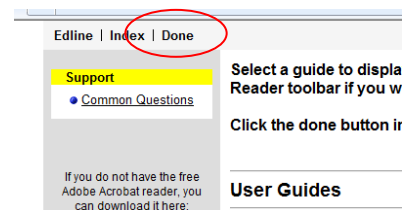
Answer:

Save and Return Save and Refresh Cancel

(Note: Someone at the school level will be able to reset your password if you forget it, but they cannot see, only change it for you)

Click *Save and Return*.

Step 7: You are finished! Click **Done** at the top left of your screen.



Note: For additional help and support, visit www.biblecenterschool.com, click on *Quick Links*, and *Edline Account*.

