

ACTIVATING EDLINE ACCOUNTS (Keystone Students)

1. Go to the KHS home page at www.keyknox.com/highschool and click the "Edline" link. Or go to www.edline.net.
2. Click on "Click here if you have a new activation code" in the upper left corner.
3. Type your 12-letter activation code from the paper attached to these instructions. You may use lowercase letters. Click **Enter**.
4. Now you will see your name at the bottom of the screen. Click "**Activate this code.**"
5. Next you will see Edline's Privacy Policy and Terms of Use. Scroll down the page and click on "**I agree.**"
6. You will be asked if you already have an Edline account. Click **New Account**.
7. Screen name: Use your Keystone username (firstinitiallastname).
Password: Use your Keystone password (your lunch number).

If you get an error message telling you your screen name is already in use, add your middle initial to your Keystone username and try again.

8. Your first and last names will appear below. Click **Continue**.
9. Enter your email address and click **Yes** and **Yes**. This information will allow your teachers or the school to communicate with you through Edline.
10. Security Question: Click on the down arrow to choose a question. Type in the answer to the question. Click **Update**. (This information is used if you forget your password and Edline has to look it up for you. They will tell you your password only if you answer the question correctly. This prevents someone else from obtaining your password.)
11. Now you have the option of printing a guide to help you use Edline. Click **Done** in the upper right corner of the page.
12. You will see your Edline home page, with your classes listed on the left. Click on one of your classes; if your teacher posted your grades, you will see a "Grades" link in the upper right corner. Click on Grades to see a progress report for that class. You will have to scroll down to see the entire report.
13. Always click on **Log Out** before leaving Edline.