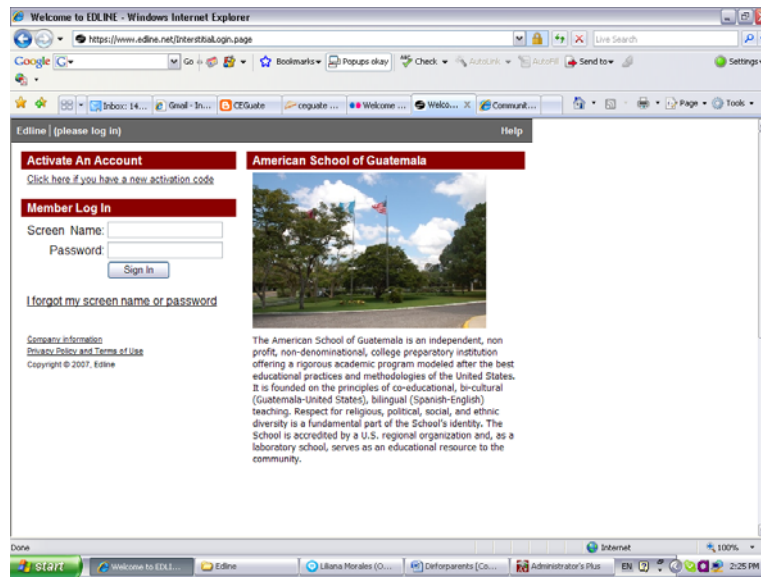


How to Set Up your Edline Account

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

1. Make sure you have your personal Edline Activation Code. It is printed at the bottom of this sheet.
2. Go to www.cag.edu.gt and Click on Parents/Community Programs button, then click again on the Edline button. There you'll find this instructions and the link to [Edline](#). Once you're on the Edline window, click on the link '**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. The school may give you one parent code for each child. If you receive several parent codes it is because you have several children. Enter one parent code, click enter and one of your children name will appear on the window. Then enter in the space for the activation code another code, and click enter, and so on until you have the list of all your children below the activation code window.

| |
|--|
| 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 <input type="text"/> <input type="button" value="Enter"/> |
| Then: Make sure each code you have entered is yours |
| <ul style="list-style-type: none">• Anderson, Allison's Parent (at Midwest School)• Anderson, James' Parent (at Midwest School) |
| <input type="button" value="Activate These Codes"/> <input type="button" value="Cancel"/> |

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!
6. It is important that you enter your email account correctly since we will be using this to send you emails on updates and other important information.

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

Your Edline Account Data

Was printed and sent home with your child.