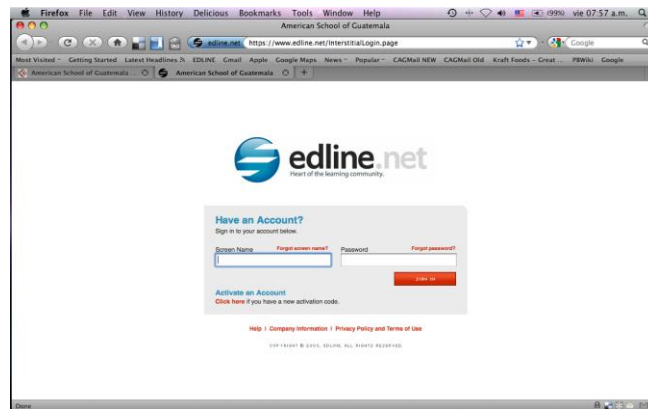


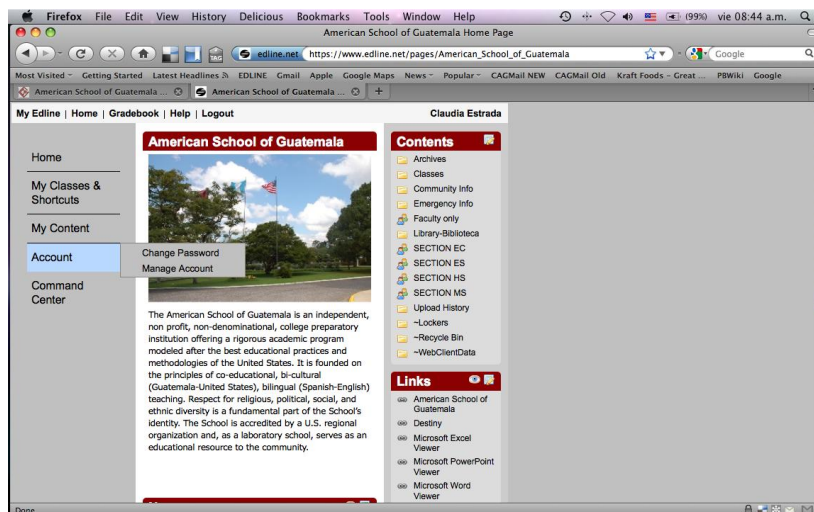
# AMERICAN SCHOOL OF GUATEMALA

## Important information for parents with an existing Edline account

1. Make sure you have your screen name and password. Your account is the same you had last school year at CAG.
2. Go to [www.cag.edu.gt](http://www.cag.edu.gt)
3. Click on the Edline link located on the left hand menu, you'll find instructions on different Edline actions and the link to [Edline](#).
4. Once you're on the Edline window, enter your screen name and password. If you don't have it, or forgot it you can click on the options in red **Forgot screen name?** or **Forgot password?** On the Edline login page.



5. Once you log in you might be asked to update your account information. Please make sure you enter your current email address correctly and select "YES" for both email options. We will be using this to send you emails on updates and other important information.
6. If you are not asked to update your account information after log in, make sure to click on "Account" on the left side menu in home page.
7. Select "Manage Account". Make sure you enter your current email address correctly and select "YES" for both email options. The School will be using this to send you emails on updates and other important information.



8. Click on "Update". You will be taken back to the home page where you can click on "My shortcuts & classes" to see your child classes, activities, calendar and reports. (Remember that you can always click the Help button and read or print on how Edline works so you can take advantage of Edline features)