

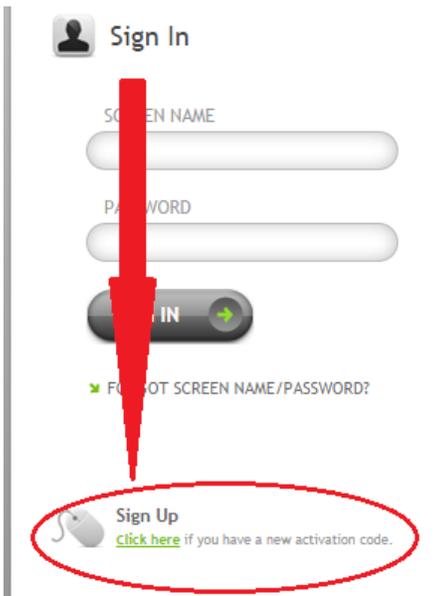
Edline Account Activation and Adding a Teacher Website Link

First you need to activate your Edline account:

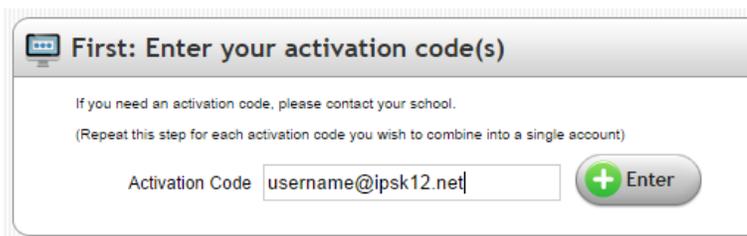
1. Go to the school website homepage: www.ipsk12.net
2. Click "Sign in" at the top right of the screen



3. Click on the small "Click here" under Sign Up in the Sign In screen



4. Enter your email address "username@ipsk12.net" in the Activation code box and click on "Enter"



5. Enter your password and then click Activate this code
6. Click "I agree" and then Click "Continue"
7. You will receive a confirmation that your Edline account has been verified, click "OK"

Please note:

Your Edline account has been verified. You may now log in to Edline using your school e-mail address and password.



You will end up back at the website home page.

Now you can edit your teacher webpage:

From the main website, click “Sign in” again, and this time, enter your email address and your password to sign in:

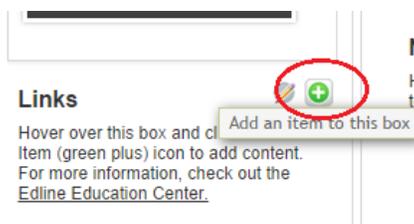


The image shows a 'Sign In' form with a header 'Sign In' and a user icon. Below the header are two input fields: 'SCREEN NAME' containing 'username@ipsk12.net' and 'PASSWORD' containing a masked password '.....'. A 'SIGN IN' button with a green arrow is positioned below the password field. At the bottom left, there is a link: 'FORGOT SCREEN NAME/PASSWORD?'.

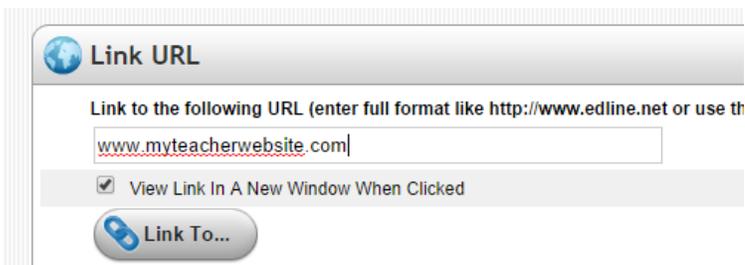
You will receive a request to enter a security question.

Once you are signed into Edline you will be able to edit your teacher pages to add the link to your existing teacher website. Click on the class in the “Classes” tab

Hover over the “Links” box and click on the green plus sign.



Click on “Edline” button, then enter the URL to your class webpage in the URL link box and click “Save and Return”



The image shows a 'Link URL' form with a globe icon. The title is 'Link URL'. Below the title is a text box containing the URL 'www.myteacherwebsite.com'. A checkbox labeled 'View Link In A New Window When Clicked' is checked. At the bottom, there is a 'Link To...' button.

The link will be available from your teacher profile on Edline.

Note: If you have too many classes under your name in your profile:

Click on “Edit” above your profile information and click on “Classes”. You can uncheck all classes but one if you want everyone to go to the same teacher page.

