

## Welcome to Edline

All Hampshire County Schools are now using Edline to communicate with parents and you can sign up to view your child's progress reports and other school information on the Internet using Edline. It is an easy way for you to keep-up-to-date online and you can elect to receive email alerts to let you know when new information has been posted. You will need to use a special Parent Activation Code which is available by email if it has not already been sent home from the school.

### How to Set Up your Edline Parent Account

1. Have your Edline parent activation code available to use and then follow these directions.
2. Go to <http://boe.hamp.k12.wv.us> and click on Edline on the left side menu, then on the Edline login page, look below the login box and click on **'Click here if you have a new activation code'** to establish an account for a new student or if your child has moved to a new school. *(Do this even if you already have a screen name and password for another student or school.)*
3. Type in your Activation Code which does not have to be capitalized, but does need to have the hyphens or dashes in it. Then click **'Enter'**. The child's name should appear below.  
**Note:** **If you have more than one child, you will need a different activation code for each one.** If you have received parent codes for several children, type in the first parent code and click **'Enter'**, then type in the next one the same way, etc. Do not click on 'Activate this Code' until you have finished entering all of them. If you happen to receive the same code for the same child twice, do not enter it again. If you do not have the activation codes for your other children now, they can be added to your account later.
4. Click **'Activate This Code'** after you have entered the code or codes. On the next page click **'I Agree'**.
5. Click on **'New Account'** if this is your **first** time to register on Edline and you do not already have a login.  
**Note:** **If you already have an Edline account, click 'Combined Account'** and then enter your screen name and password to add this child to your existing account and skip Steps 6. & 7.
6. Choose your screen name and password. Each may have only letters and/or numbers with no spaces or special characters and must be at least 4 characters long. Passwords are case sensitive. The screen name must be different than all other users of Edline so you may have to add numbers or other letters to your desired name in order to make it unique. Your password must be typed the same way twice and cannot be the same as your screen name. When you have typed your name and password, click on **'Continue'**. If your name or password is unacceptable then you will receive an 'Error' message and should click **'OK'** to go back and try another combination. Once your screen name and password have been accepted, you will be asked to enter your email address and check **'Yes'** to both questions in order to receive notice of new grade reports and other school messages.
7. **(Optional)** Choose a security question and provide an answer in order to be able to request that forgotten screen names and passwords be emailed to you.
8. On the final account activation page, you may choose to read and/or print the "Student/Parent Quick-Start Guide" to help you navigate around in Edline or you can just click **'Done'** near the top of the screen to go to a school page. You should be taken to the Edline page for the school where your child attends, but if you have children in multiple schools you may be asked to choose one of the schools first.
9. It does not matter which school page you open first if you have children in more than one school because your child's or children's name(s) will all appear in the Shortcuts box in the upper left hand corner and, if you click on a name, you will go to that child's school page. Look for **'Private Reports'** under User Contents on the left side of the child's page. This will allow you to see any grade reports that have been posted by clicking on **'View'**. The newest ones are always at the top. Use the menu at the top or the links on the page to view other information such as Classes, News, the Calendar, etc.
10. After this, you no longer need your Activation Code - you will always use your Screen Name and Password to access Edline.

If you need activation codes for other children who attend Hampshire County schools, please email one of the following and provide their names and schools: [salkire@access.k12.wv.us](mailto:salkire@access.k12.wv.us), [jacrawfo@access.k12.wv.us](mailto:jacrawfo@access.k12.wv.us), [mdfletcher@access.k12.wv.us](mailto:mdfletcher@access.k12.wv.us), or [wjwhite@access.k12.wv.us](mailto:wjwhite@access.k12.wv.us)