

## ADDING YOUR E-MAIL ADDRESS TO YOUR EDLINE ACCOUNT

1. Click *Sign In* in the upper right-hand corner of the school's Home page
2. Type in your log-in information
3. Rest your mouse over *My Edline* and then click on *Manage Account*
4. Click *Add E-mail Address*
5. Type in your e-mail address & click *Save & Return*
6. Log out of Edline
7. Log into your e-mail and check your Inbox. You will have an e-mail with the subject line: "Edline Email Address Confirmation".
  - If an e-mail from Edline is not there, please check your Junk Mail box
8. Read the e-mail from Edline
  - You will need to click on the provided link to confirm your e-mail address