

# Adding a child to your account (for parents only)

If you are a parent, you will see your children's names in the white "Shortcuts" box on the left side of the school home page. You can add a child to this list at any time.

To add a new child to this list, obtain the parent activation code for your child from the school. Then, follow the steps under "How do I use my activation code to set up an Edline account?" This is located in the "Account Setup Guide" When you get to step 6, click the "Combine Accounts" button.

**IMPORTANT:** These instructions will work if you have already activated all of your parent accounts. If you can only see one child's information when you log in to Edline and you were given more than one parent activation code, then you have activated each parent account as a separate account. You need to combine these separate accounts together. You will need the school's help to do this. Contact the Edline manager at your school in this situation.

## Important

Parents, students, teachers and staff must login below to see personal shortcuts and member information.

Screen Name:

Password:

[I forgot my screen name or password](#)

[Click here if you have a new activation code](#)

The screenshot shows the Edline login page for Upper Freehold Regional School District. At the top, there are links for "Home", "Help", and "Login". The main heading is "Upper Freehold Regional School District". Below this, there is a section titled "Activate this account as a:" with three options: "New Account", "Combined Account", and "Cancel". The "New Account" option is selected. The "Combined Account" option has a description: "Choose this option if you already have an existing screen name and password, and you want to access information with the same screen name and password." Below the options is a "Special Note to Parents:" section with two numbered points: 1. "'Combined Accounts' allows you to access information on all your children with one screen and password." 2. "Remember that Edline has separate accounts for parents and students. Be sure to activate your parent account, not your student's account."