



OUR LADY OF SORROWS SCHOOL
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September 4, 2007

Dear Parents,

We have the capability to securely view student grades via the internet. To do this, you must use the attached activation code to create a unique account for each of your students. If you have more than one student, you need a code to activate an account for each student.

Once you have your code, visit www.edline.net. Click under "ACTIVATE AN ACCOUNT" where it says "CLICK HERE IF YOU HAVE A NEW ACTIVATION CODE."

A screen will open, prompting you to enter your activation code (this will be repeated for each activation code, even if you have previously established an account).

PRIVACY POLICY AND TERMS OF USE – Click on "I AGREE"

ACTIVATE THIS ACCOUNT AS A: - For your first student's activation, click on "NEW ACCOUNT." For all further children (or a new child on a previous account), click on "COMBINED ACCOUNT." There is additional information at the bottom of that page.

CREATE YOUR ACCOUNT – Select a Screen Name, Password, and enter personal information. Press "Continue." (This step will be different if you are combining accounts, simply following directions on the screen.)

Once your account has been activated, you may log in. Click on your child's name (under *Shortcuts*), click on a subject (under *Classes*), then click on *Progress Report*. This will show your child's progress in that subject.

Grade information will be updated approximately every two weeks with some allowances for fluctuations in our school calendar. All Reporting periods (i.e. Progress Reports and Report Cards) will be updated the same day the paper reports are sent home.

Please **DO NOT** share your user names and passwords with others. We can not assume responsibility breaches of security when people share account information.

Sincerely,

Fred Valle
Principal