

Edline: Resetting a Forgotten Password

Edline creates two accounts for each student in the system. One allows students access to the site; the other provides access for parents.

In order to reset a password you must know your screen name, the email address you used to activate the account*, and the answer to a security question you created at the time you activated the account. The information listed below will help you to change the password for the parent account, the student account, or both. To change both repeat the process twice using the appropriate screen name.

Screen name for the parent account:

Email address for the parent account:

Screen name for student account:

Email address for student account

*In the event that the email addresses listed above are no longer in use, please send a valid email address to rsciorra@rpps.net. Please include your name and the name of any students to which the updated information should apply. This information must be updated before you can reset your password.

Steps for changing your Edline Password

1. Go to <http://www.edline.net>
2. Click the "Forgot Password" link

A screenshot of the Edline.net login page. At the top, it says 'Have an Account?' in blue, followed by 'Sign in to your account below.' in grey. There are two input fields: 'Screen Name' and 'Password'. The 'Forgot screen name?' link is next to the Screen Name field, and the 'Forgot password?' link is next to the Password field. A red arrow points to the 'Forgot password?' link, which is also circled in red. Below the input fields is a red 'SIGN IN' button. At the bottom, there is a link to 'Activate an Account' with the text 'Click here if you have a new activation code.'

3. Type in the screen name for the account you wish to update.
4. Click the "Continue" button.

5. Type in the answer to your security question.
6. Click the "Submit" button.

A screen will appear informing you that a temporary password has been emailed to you.

7. Go to that account and retrieve the password.
8. Click the "OK" button. You will be taken back to the main login screen.

9. Log into your account using your screen name and the temporary password.



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10. Type in your new password in the first box.
11. Retype it in the second box.
12. Click the "Update" button.

Edline | Help | Logout

Rich Sciorra

Ridgefield Park School District

Change Your Password
You should change your password regularly.

For security reasons, you must change your password. Please choose a new password.

Password Rules

- Passwords can contain only letters and numbers.
- Passwords must be at least 4 characters long.
- Passwords should be easily remembered and stored in a safe place.

Type your **new** password: [.....]

Retype your **new** password: [.....]

Click **Update** to set your new password.

3 → [Update]

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13. Click the "OK" button. You can now log in using your screen name and new password.

Please note:

Your password has been successfully changed. You must use your new password to successfully log in from now on.



14. Repeat the entire process for any other account for which the password must be changed (ie – the associated student account).