

## Parent Directions for Adding Text Message Capable Phone to Edline Account

<p>1) Sign into your Edline account.</p>	
<p>2) When your account opens, you might be asked to update your profile.</p> <p>If you do NOT get the message to update your profile, you can manage your account by clicking on My Edline. Under My Account, click on Manage Account.</p>	
<p>3.) On the Account Settings Page select <b>“Edit”</b>. Be sure you have selected the <b>“Edit”</b> that is next to the Email, Phone, and Notification section.</p> <p>Click on the <b>“Phone”</b> tab.</p>	
<p>4) On this screen, you will add your phone numbers and save.</p> <ol style="list-style-type: none"> <li>1. Click on the <b>“Edit”</b> icon. Click <b>“Add New”</b> and enter your text capable phone number including area code.</li> <li>2. Add any additional phone numbers you would like to receive by selecting <b>“Add New”</b> for each one.</li> <li>3. Click on the <b>“School Messages”</b> and <b>“Text”</b> checkboxes to receive text messages. Be sure there is a check mark placed in the box.</li> <li>4. Be sure to click <b>“Save”</b>! If you select <b>“Done”</b> before saving, the new information you entered won't be saved.</li> <li>5. Select <b>“Done”</b> after you have saved and you are done updating your information.</li> </ol>	<div style="border: 1px solid black; background-color: #fff9c4; padding: 10px; text-align: center; margin: 10px 0;"> <p>Edline text messages will come from #309-39.</p> </div> <div style="border: 1px solid black; background-color: #fce4ec; padding: 10px; text-align: center; margin: 10px 0;"> <p>Text messaging rates as assessed by your service provider will apply.</p> </div> <p style="text-align: center;"><b>There is no capability to reply to these texts.</b></p>