Morton Instructional Technology Team

Edline Student Activation

In an effort to streamline Edline use, students will be able to use the same login and password for Morton's network, email, Skyward and now Edline. Two processes are in place to facilitate this change depending on a student's prior Edline use:

- **A** - Students who **have not** logged into Edline (page 1)
- **B** - Students who **have** logged into Edline (page
    - o Previous School Year
    - o Current School Year

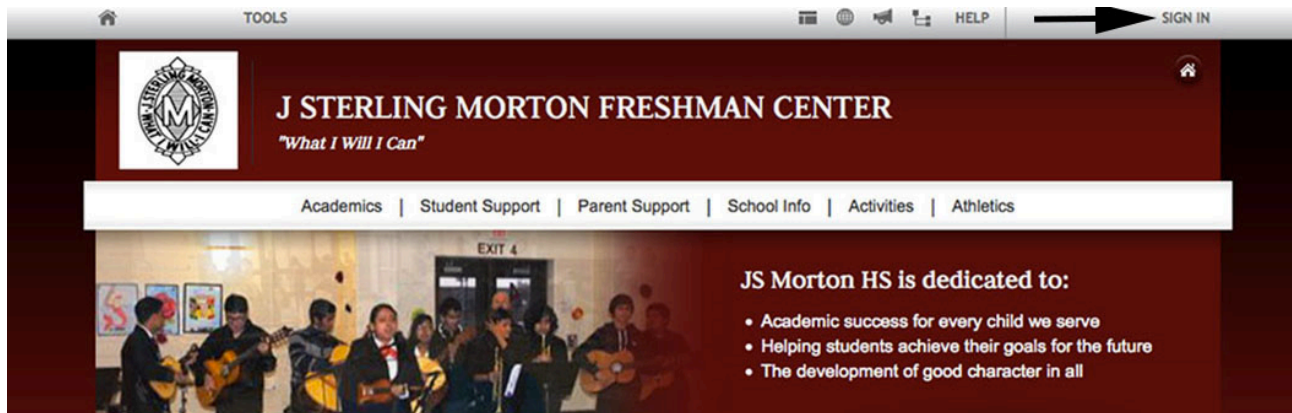## A - Activation for Students New to Edline

Step #1:
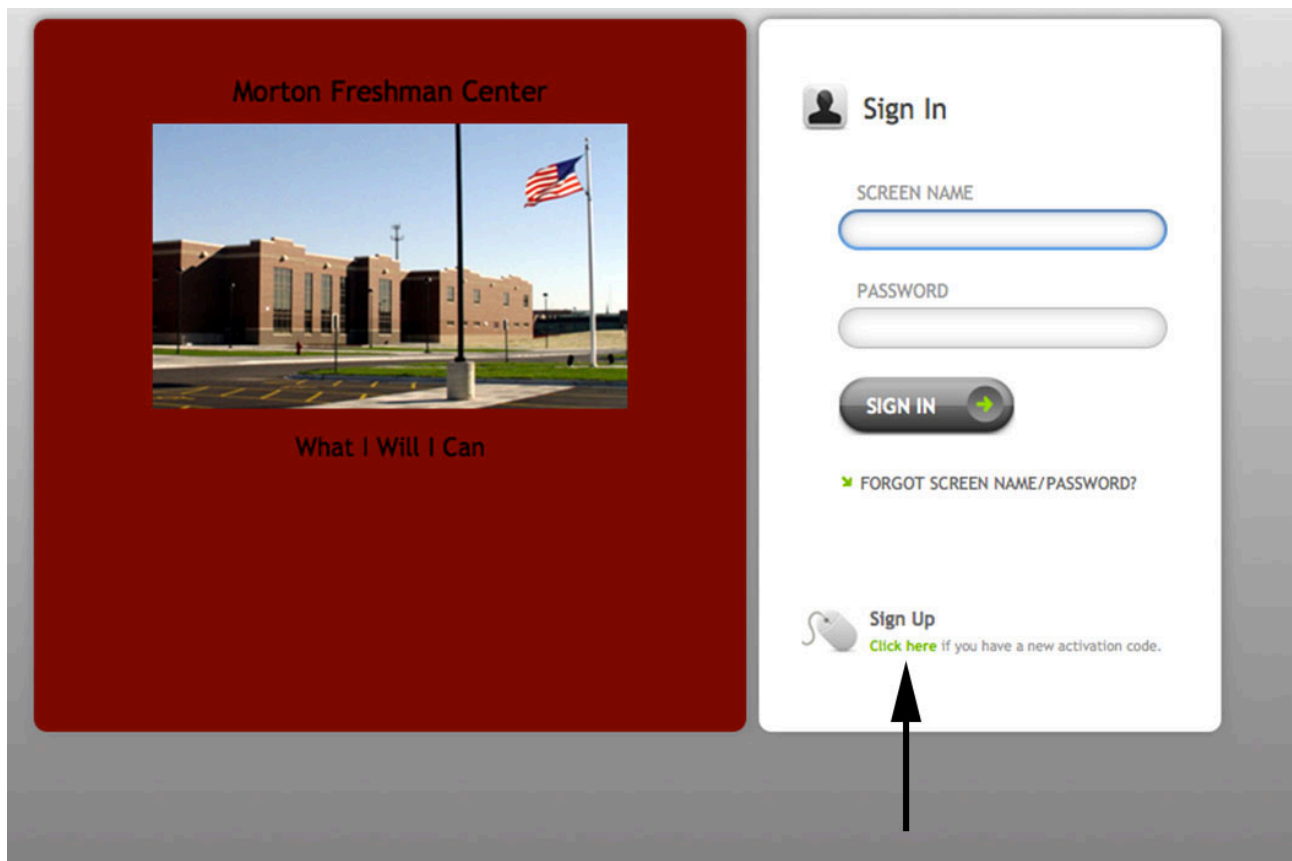Using your web browser go to www.morton201.org and select your school from the pull down menu.

Step #2:
From your school page, select the Sign In button on the top right corner of your screen.

Step #3:
At the bottom of the Sign In screen, choose Click here if you have a new activation code.

Step #4:
Enter your Morton email address/network login (i.e. Kbeisman@jsmorton.org) as your activation code. Be sure to include @jsmorton.org at the end.

Step #5:
Enter your Morton email address/network login password into the Password box and click Login.

Step #6:
Verify each user in the list is yours and then click the Activate This Code button.

Step #7:
Carefully read the Privacy Policy and Terms of Use and then click the **I Agree** button.

Step #8:
Your Edline account is now activated with your Morton credentials (email address/network login).
Click OK to log in for the first time.
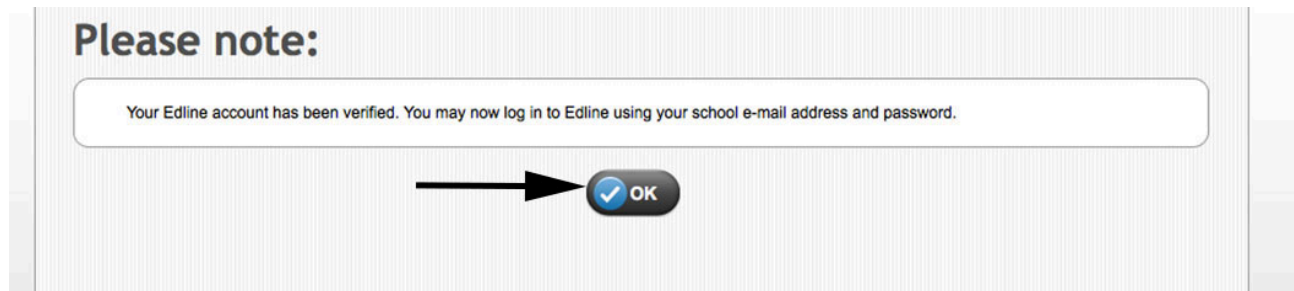
Step #9:
You will be re-directed to the school main page.   Click the Sign In button on the top right corner.

Step #10:
Log in to Edline using your Morton credentials. (email address/network login and password)
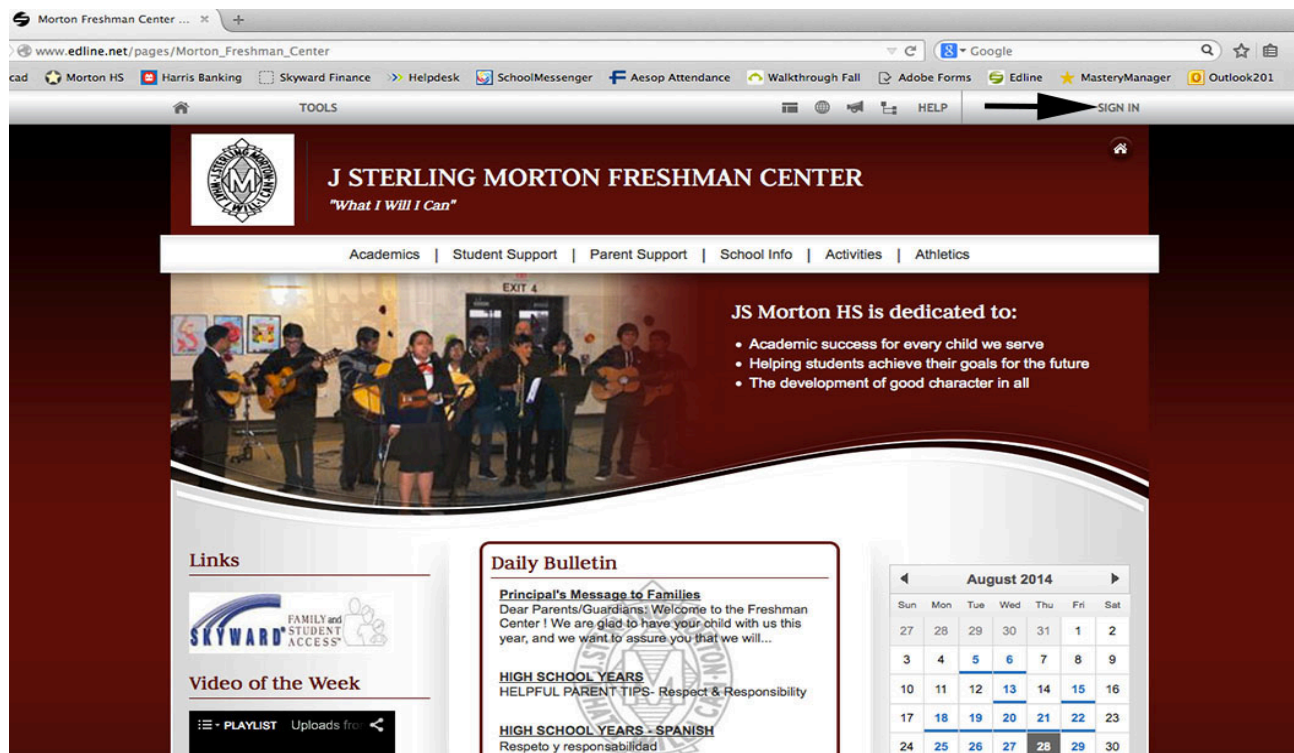
B - Activation for Students Who Have Already Logged Into Edline. (This year or last year)

Step #1:
Using your web browser go to **www.morton201.org** and select your school from the pull down menu.

Step #2:
From your school page, select the Sign In button on the top right corner of your screen.

Step #3:
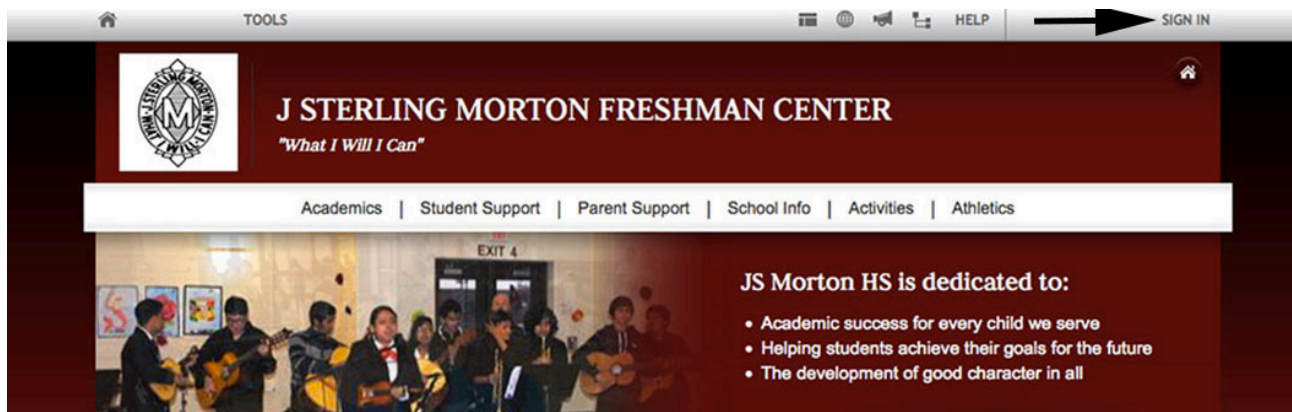Enter the Screen Name and Password you used to set up your Edline account initially and then hit the Sign In button.

Students who have forgotten their Edline login or password should click the FORGOT SCREEN NAME/PASSWORD link to reset.

Any student who was not successful resetting the screen name/password on their own have two options:

      A. TSI has the ability to reset the original Edline login and password.

      B. If time permits, teachers may reset the original password at their discretion.
           1. Tools – Manage Users
           2. Enter Student's Name
           3. Highlight the name and click edit on the pop up screen.
           4. The Modify User window opens automatically. Under the security tab, click the Change Password button.
           5. Enter the same password twice and click the Update button. A screen should appear that states "The user's password has been successfully changed." Then click the OK button.
           6. Close the Modify User window by clicking the DONE button at the bottom.

NOTE: When resetting passwords, a simple choice for students to remember is the ***mustangs*** *in all lower case.*
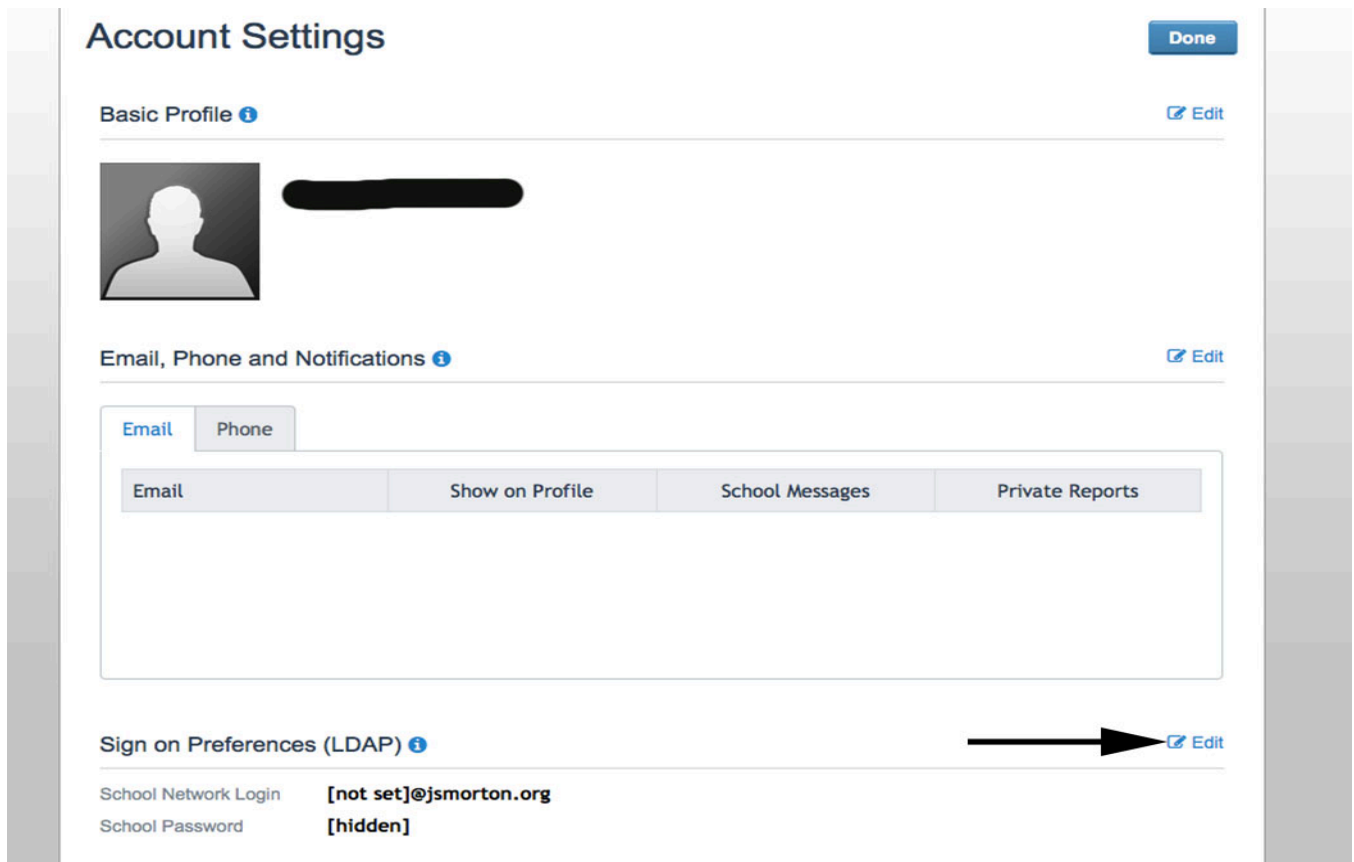
Updated September 2, 2014 4:00 pm

Step #4:
Click the My Edline button on the top right of your screen and then choose Manage Account.
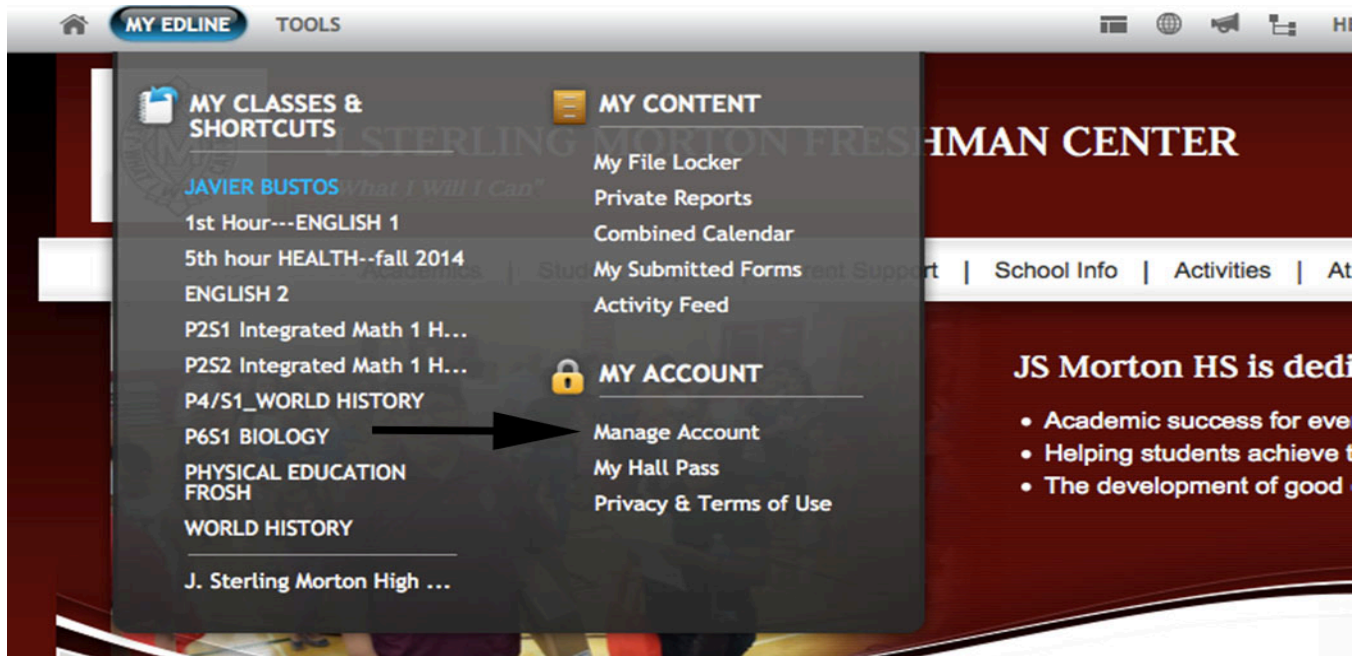
Step #5:
In the Account Settings screen, find Sign On Preferences (LDAP) and click the Edit button.

Step #6:
Enter your Morton email address (the @jsmorton.org will already be present) and your Morton password.   Then click the save button.
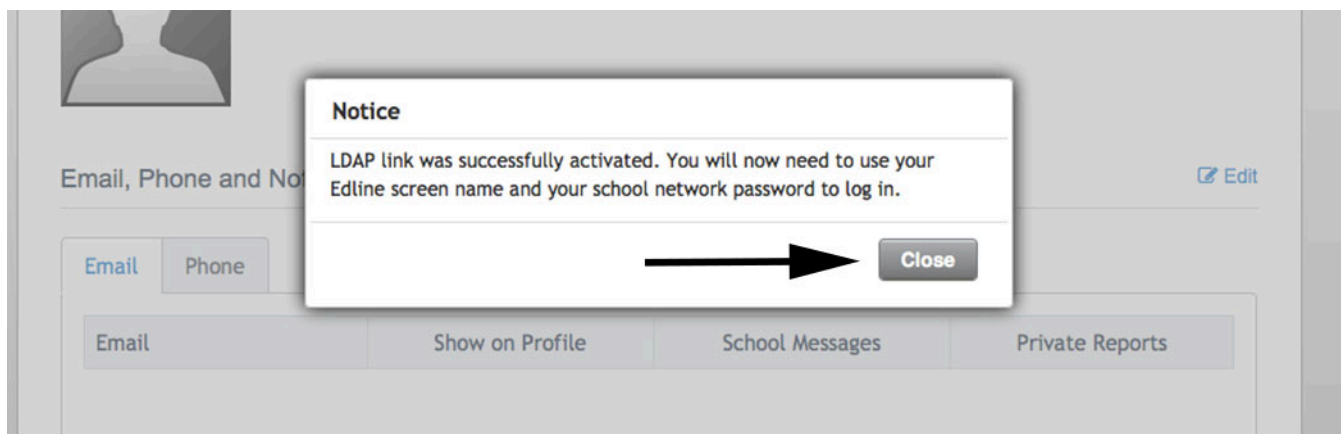

If you have forgotten your Morton password, use the following link to reset this password:

http://E-QUESTSVR.jsmorton.org:80/QPMUser

Step #7:
Once your Morton Login and Password are entered, you will get a message stating LDAP link was successfully activated.   Click the Close button to return to the login screen.

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Step #8:
Click the Done button on account setting to save your information.

Step #9:
Log in to Edline using your Morton credentials. (email address and password)