



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
 - Previous School Year
 - Current School Year

A - Activation for Students New to Edline

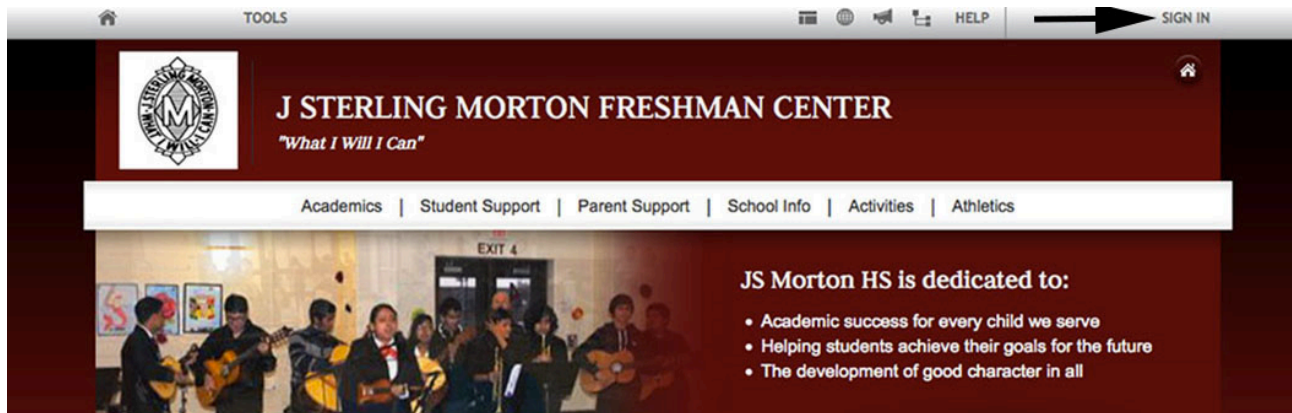
Step #1:

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



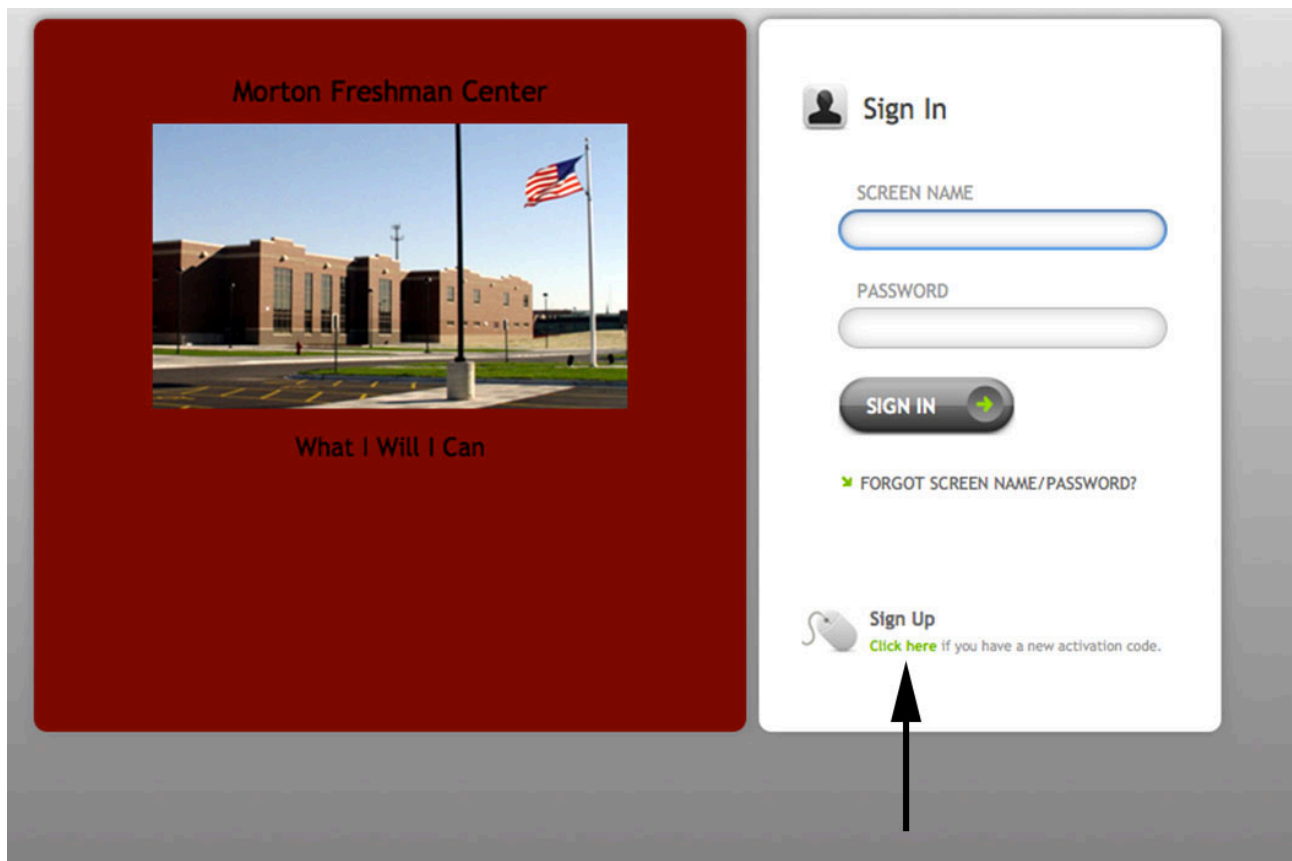
Step #2:

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.

The screenshot shows a web form titled "Enter Your Activation Code" with a "Help" button in the top right. The main heading is "First: Enter your activation code(s)". Below this, a message states: "If you need an activation code, please contact your school. (Repeat this step for each activation code you wish to combine into a single account)". There is a text input field labeled "Activation Code" containing a redacted email address followed by "@jsmorton.org". To the right of the field is a green "+ Enter" button. A black arrow points to the redacted email address. In the bottom right corner, there is a red "X Cancel" button.

Step #5:

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

The screenshot shows the same "Enter Your Activation Code" form, but now it is at the "Second: Password Validation" step, indicated by a green checkmark icon. The heading "First: Enter your activation code(s)" is still present. Below it, a message says: "(Click login to find the accounts you can activate.)". There are two input fields: "Login" (containing a redacted email address followed by "@jsmorton.org") and "Password" (containing six dots). To the right of the "Password" field is a green "+ Login" button. A black arrow points to the "Password" field. In the bottom right corner, there is a red "X Cancel" button.

Step #6:

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

Enter Your Activation Code Help

First: Enter your activation code(s)

(Click login to find the accounts you can activate.)

Login [Redacted]@jsmorton.org

Password Authenticated.

Last: Make sure each user in the list is yours

• [Redacted] (at Morton Freshman Center) New Account

✓ **Activate This Code** ✗ **Cancel**

Step #7:

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

Privacy Policy and Terms of Use

To use this site, you must agree to our terms of use. Please read our end user agreement below. Then click "I Agree" below to continue, or "I Do Not Agree" to cancel.

PRIVACY POLICY AND TERMS OF USE

Terms and Conditions

Edline (the "Service") provided by Edline LLC ("Edline") with permission of your local school, local school district, teacher, or other responsible education authority (the "Subscriber") is made available to you (the "User") subject to the following Terms and Conditions in the Edline Service Agreement (the "Agreement"). By using and accessing this Service, you are agreeing to be bound by, and to comply with, these Terms and Conditions and any other terms and conditions or terms of service posted on any individual page of this Service.

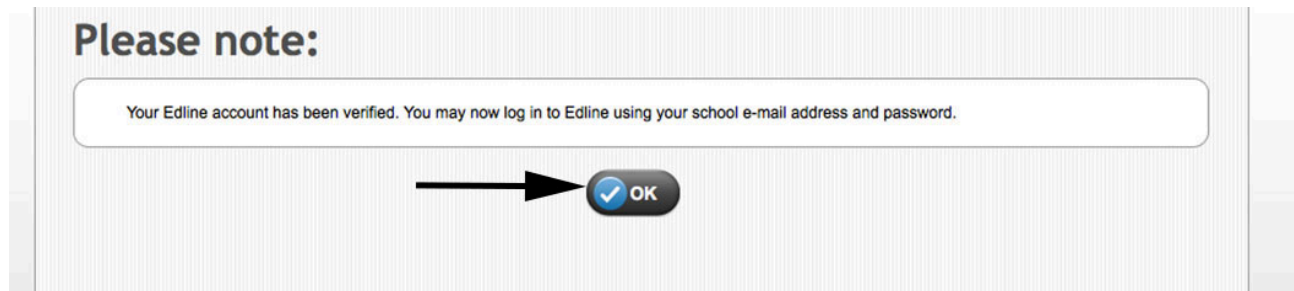
Changes in Terms and Conditions

Edline reserves the right to change this policy at any time, for any reason, and without notice, including the right to terminate these services. Therefore, it is your responsibility to review these Terms and Conditions from time to time so you will be apprised of any changes.

✓ **I Agree** ✗ **I Do Not Agree**

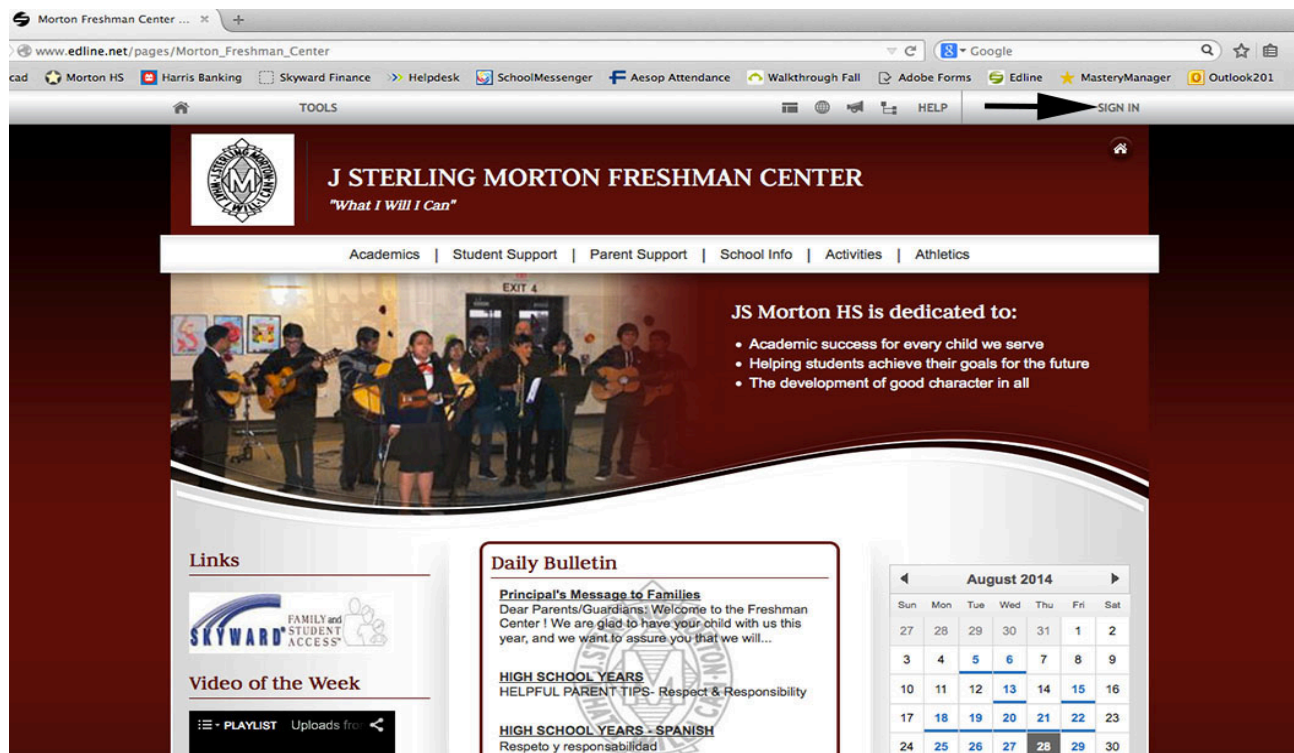
Step #8:

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)

Morton Freshman Center





What I Will I Can

 Sign In

SCREEN NAME

PASSWORD

 [FORGOT SCREEN NAME/PASSWORD?](#)

 Sign Up

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

B - Activation for Students Who Have Already Logged Into Edline. (This year or last year)

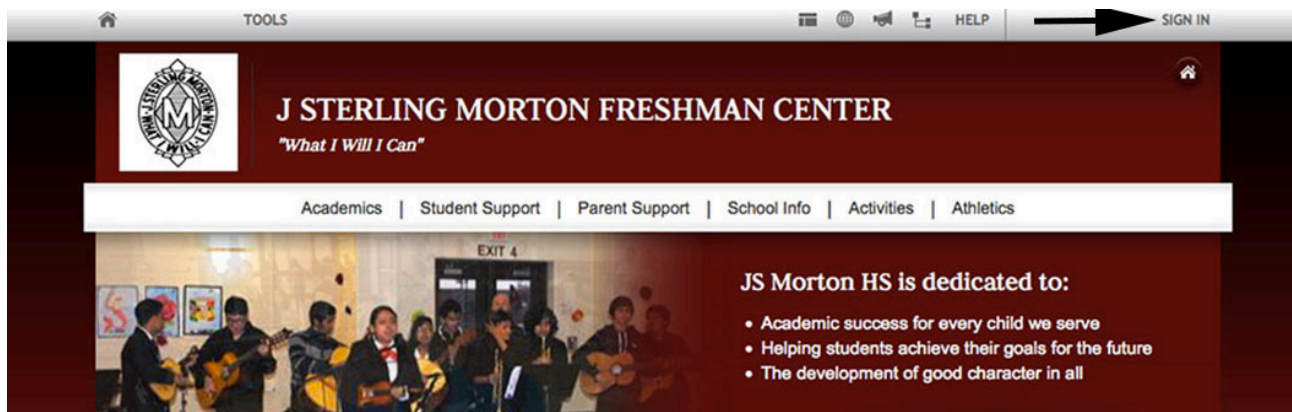
Step #1:

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.

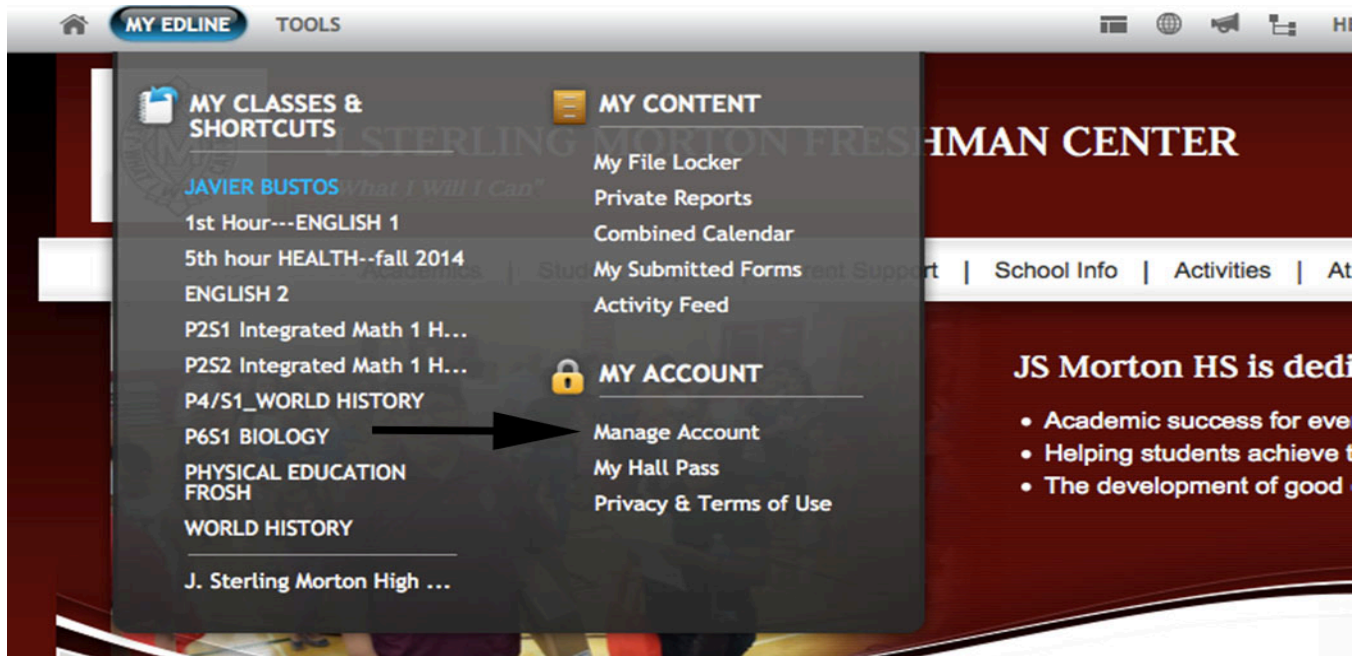
Any student who was not successful resetting the screen name/password on their own have two options:

- 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.*

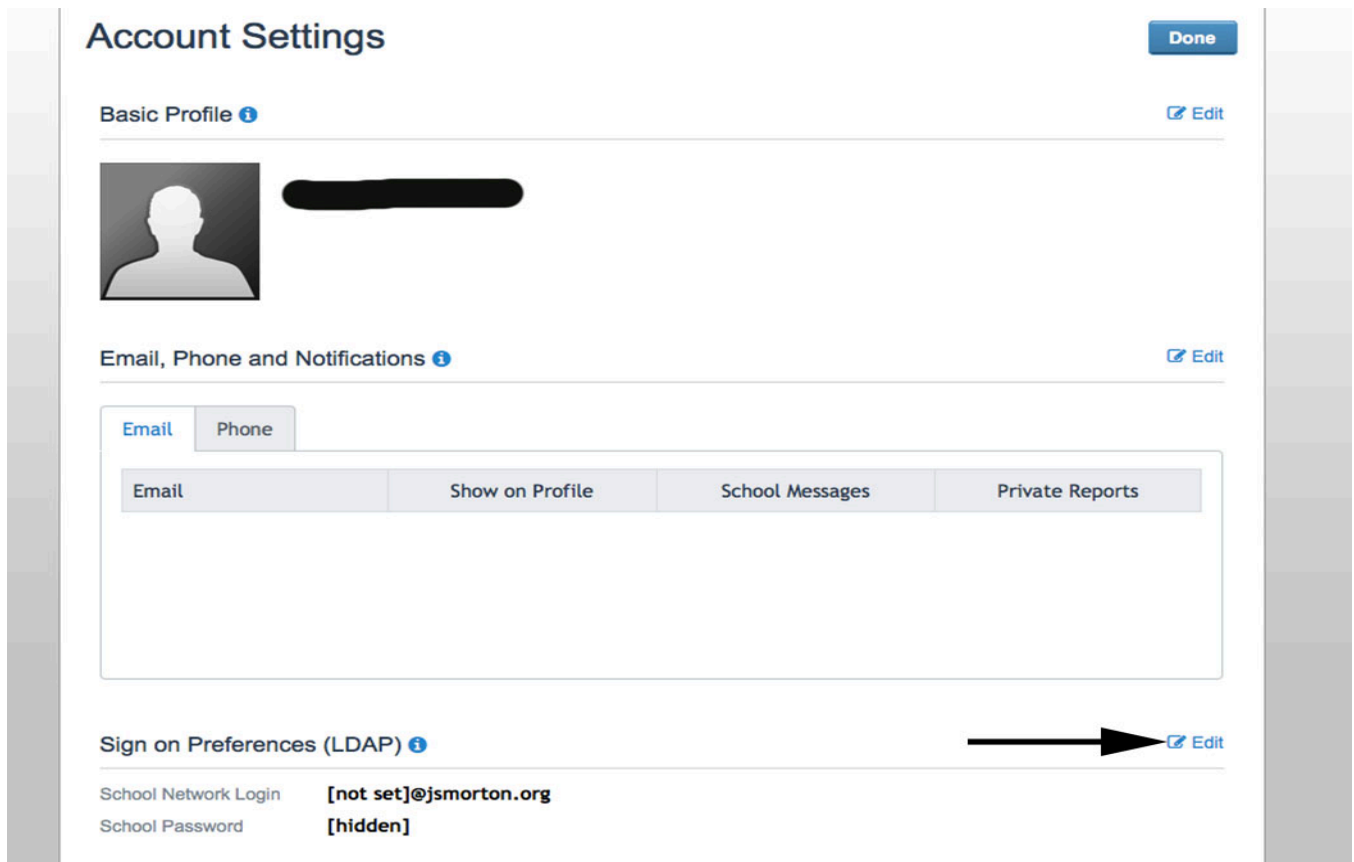
Step #4:

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.



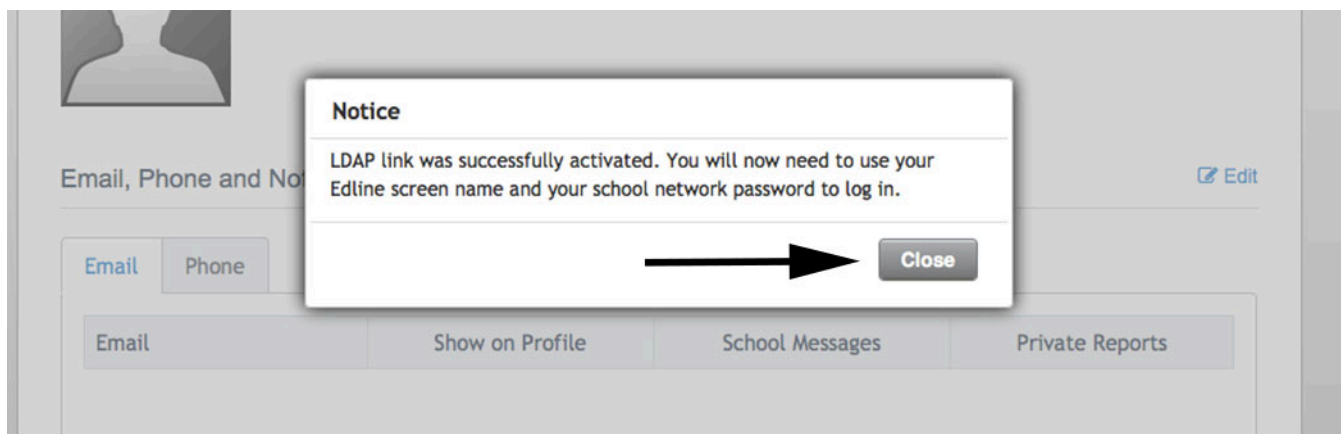
The screenshot shows a web form titled "Sign on Preferences (LDAP)" with an information icon. At the top right are "Cancel" and "Save" buttons. Below the title, there are two input fields: "School Network Login" and "School Password". The "School Network Login" field contains a blacked-out email address followed by "@jsmorton.org". The "School Password" field contains six dots. A black arrow points to the "Save" button. Another black arrow points to the "School Network Login" field.

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.



Step #8:

Click the Done button on account setting to save your information.

Account Settings

Basic Profile [Edit](#)

Email, Phone and Notifications [Edit](#)

Email Phone

Email Show on Profile School Messages Private Reports

Sign on Preferences (LDAP) [Edit](#)

[Your school network password is linked to Edline. Click here to unlink and use your previous Edline password for](#)

Step #9:

Log in to Edline using your Morton credentials. (email address and password)

Morton Freshman Center

What I Will I Can

Sign In

SCREEN NAME

PASSWORD

SIGN IN

[FORGOT SCREEN NAME/PASSWORD?](#)

Sign Up [Click here](#) If you have a new activation code.