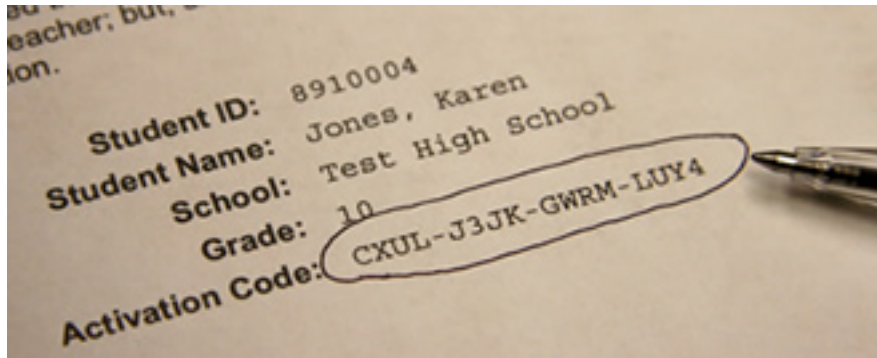


EdEase Account Activation Tutorial

Once you have received your student's Activation Code in a letter from your school, you are ready to begin the process of setting up your parent access. If you have not received this letter, you should contact the office at your child's school to obtain one.



Start by going to the Parent Access

Login: <http://rdsteach.evsc.k12.in.us/rdsparentaccess/>

You should bookmark this page for future visits.

On your first visit, you will use the box on the right marked "new users," typing in the Activation Code from your letter EXACTLY as it appears.

Screenshot of the "New Users" section on the EdEase website. The "New Users" heading is circled in red. Below it, a text box contains the activation code "CXUL-J3JK-GWRM-LUY4" and a "Create Account" button. A red arrow points to the "Create Account" button.

Once you click on the "Create Account" button, you will see the screen pictured here.

To create your account, type the information below, then click Next.
NOTE: Please remember your User Name and Password. You will need

First Name	WILLIAM
Last Name	JONES
User Name	WILLIAMJONES (8 ct)
Password	XXXXXXXXXX (8 ct)
Repeat Password	XXXXXXXXXX
Email Address	wmjones@email.net (opti)

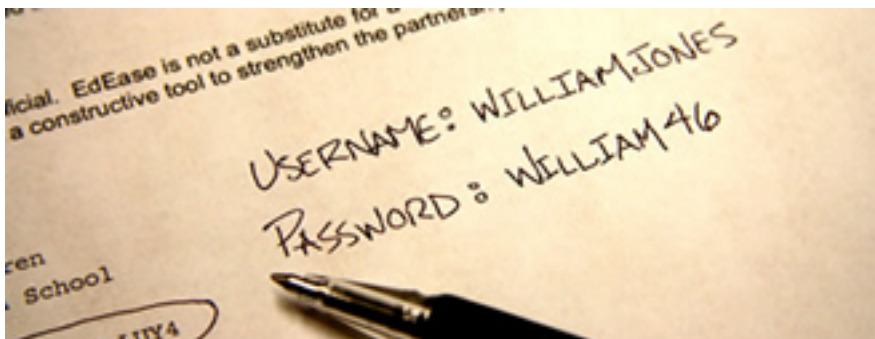
You will be asked your Secret Question if you forget your password. (Exa)

Secret Question	Dog's name?
Answer to Secret Question	Spike

Next >>>

You will need to choose a unique User Name, of at least 8 characters, as well as an 8 character Password. Be sure to note when you use capital letters, as the case will need to be the same when you return to login next time. Including a secret question and your email address will enable a function on the login screen labeled "Forgot Password?" Answering your question correctly here will allow your password to be emailed to your account.

As you complete this information, make a written note of the User Name and Password that you have created here.



Be sure to include capital or lowercase letters, as the login IS case sensitive.

Once you click the "Next" button, you should see a screen like this where your student's name is a link that will allow you to view their information.

Home	Welcome to EdEase Parent Access. Click the
Jones, Karen Grade 10 Test High School	You are logged in as WILLIAM JONES . Click Add a Student... if you have additional activation codes. An activation code gives you access to an additional student.
Add a Student...	Click Account Settings to view or change your account information.
Account Settings	
Logout	

If you have Activation Codes for additional students, click on "Add a Student..." at this point, type them into the box provided, and they will be added to your login.

If you need further assistance with your Parent Access account, please email parentaccess@evsc.k12.in.us.