

Setting up or Updating Your Account Profile

Hello from Eleyo! This quick reference will walk you through the process for setting up or updating your Account Profile. We encourage you to add all members of your household and Emergency Contacts for your children (if applicable) in anticipation of future registrations within the Eleyo system.

Create your Account Profile

- ✓ Browse to the website: <https://priorlake-savage.ce.eleyo.com/child-care/2/circle-of-friends-preschool>
- ✓ Select **Sign In** (top, right corner). *If your email address is recognized as a previously registered user, please use the Forgot Password link to receive an emailed link to create a password.*
- ✓ Complete the *Register a New Account Form* then select **Create Account**.
- ✓ After you have finished setting up your profile, select the *Community Education* link in the upper left area of the screen then select *Explore All Programs* then select *View Your Dashboard*.

This will populate your contact information within the Community Education system. If needed, continue to the steps below to **Add Family Members and Emergency Contacts**.


An email will be sent from Eleyo with a link to verify your account. Use the Verify Your Email Address button on that email to verify your account.

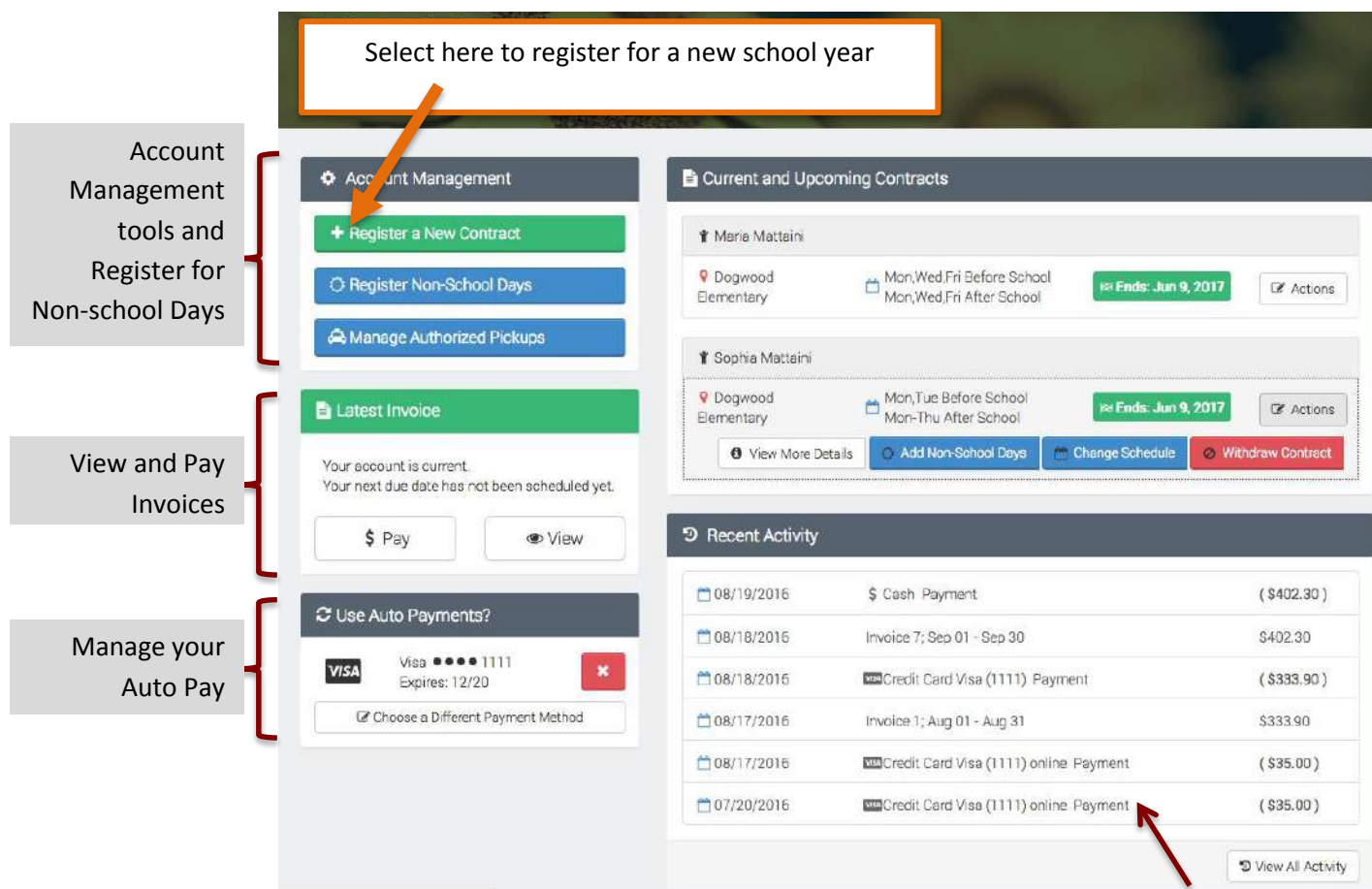
Add Family Members and Emergency Contacts

- ✓ If you are not already on the website, browse to <https://priorlake-savage.ce.eleyo.com/child-care/2/circle-of-friends-preschool> and login with your email address and password by selecting the *Sign In* button.
- ✓ Select your name in the top right, corner of the screen then select **Your Account/Relationships** to view your profile.
- ✓ Use the **Add a Relationships** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).
- ✓ Select the **Create Person** button.
- ✓ After you have finished setting up the people associated with your profile, select the **Community Education** link in the top, left area of the screen then select *Explore All Programs* then *Your Dashboard*.
- ✓ On the left, under the *Manage Family Members* section, use the **Add Emergency Contacts** button to add new emergency contacts. Use the **Edit Emergency Contacts** button to update that information. In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

————— **CONTINUED ON OTHER SIDE** —————→

Register your Student(s) for Circle of Friends Preschool

1. Select  Explore All Programs ▾ and select *Circle of Friends Preschool* and *Register*.
2. Go through the registration screens to enroll each student in the program.
3. Existing Account Owners may manage accounts online by selecting the existing account once logged in. (Explore all Programs > Your Dashboard > Select your Account)



The screenshot shows a user dashboard with several sections. A callout box at the top says "Select here to register for a new school year" with an arrow pointing to the "Register a New Contract" button. On the left, three grey boxes with red brackets group the "Account Management" section (containing "Register a New Contract", "Register Non-School Days", and "Manage Authorized Pickups"), the "Latest Invoice" section (containing "Pay" and "View" buttons), and the "Use Auto Payments?" section (containing a "Choose a Different Payment Method" button). On the right, the "Current and Upcoming Contracts" section lists two contracts for Marie Mattaini and Sophia Mattaini, each with an "Actions" button. Below this is the "Recent Activity" section, which is a table of transactions. A red arrow points to the last row of the table, which is a credit card payment.

Date	Description	Amount
08/19/2016	Cash Payment	(\$402.30)
08/18/2016	Invoice 7; Sep 01 - Sep 30	\$402.30
08/18/2016	Credit Card Visa (1111) Payment	(\$333.90)
08/17/2016	Invoice 1; Aug 01 - Aug 31	\$333.90
08/17/2016	Credit Card Visa (1111) online Payment	(\$35.00)
07/20/2016	Credit Card Visa (1111) online Payment	(\$35.00)

Sample Account Dashboard

Select a payment or invoice to view and print details