Creating Your Family Account Profile

Troy School District is transitioning to a new online tool to register and manage your child's registration and enrollments. Below are some tips for creating a family profile.

Create Your Account Profile

1. Browse to the website: https://troy.ce.eleyo.com/preschool

2. Create your profile by selecting **Sign In** (top, right corner).

3. To create a new profile, log in with Facebook or Google -or- select *Create One Now*.

4. When creating an account within the system, you will be required to enter your basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the *Send Forgot Password Email* to receive a password set email.

5. Complete the profile form and select **Create Account**.

    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

1. If you are not already on the website, browse to https://troy.ce.eleyo.com/preschool and login with your email address and password by selecting the *Sign In* button.

2. Select your name in the top right, corner of the screen then select **Your Account/Relationships** to view your profile**.**

3. 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 later if needed).

4. Select the **Create Person** button.

5. After you have finished setting up the people associated with your profile, select the **Explore** button under *Account Management*, then select *Explore All Programs* then *Your Dashboard.*

6. 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. 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.