Changing the Owner Name of an Account to the Enrolling Adult's Name

The Enrolling Adult as defined by Cobb County School District Policy is the parent/guardian with whom the student resides and who enrolled the student in school.

The steps below outline the procedure to update the account owner's name from the non- enrolling adult to the enrolling adult.

Step #1:

- **For Enrolling Adult Only**

- On your computer, <u>open</u> an internet browser

- In the browser, <u>enter</u> the URL: https://cobbk12.ce.eleyo.com

- <u>Click</u> on the words that say "Sign In" at the top right corner
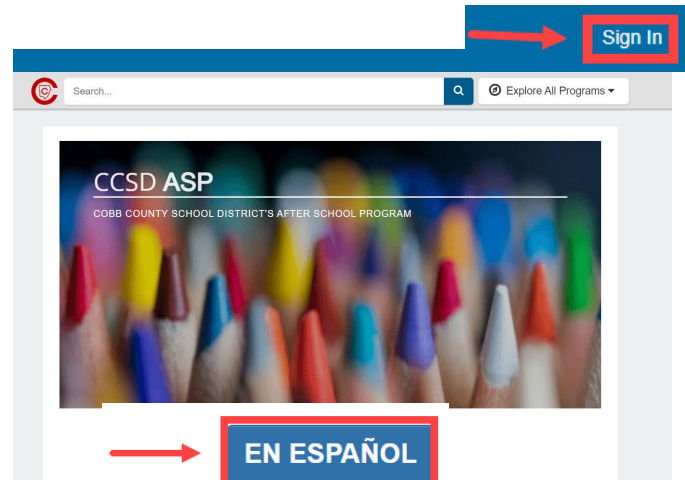
- To change the language to Spanish, <u>click</u> the **blue box** that says "En ESPAÑOL"
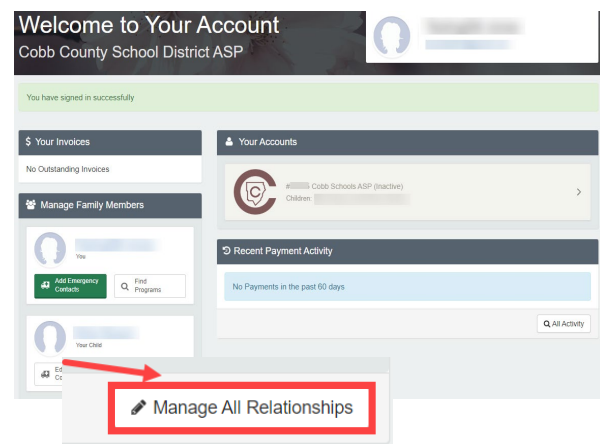
Step #2:

- At the Sign in Screen, <u>type</u> your email address

- <u>Click</u> Next in the **blue** box

- <u>Type</u> in your password and <u>click</u> Sign In in the **blue** box
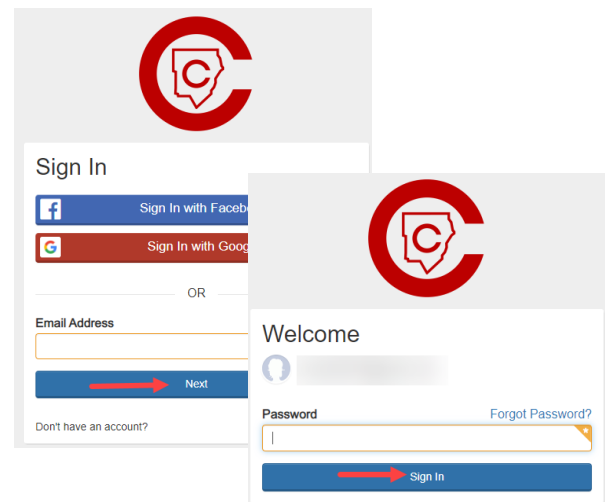
Step #3:

- You are now on the dashboard of your account

- On the left, find "Manage Family Members".

- Scroll to the bottom and <u>click</u> on the Manage All Relationships box beside the small pencil
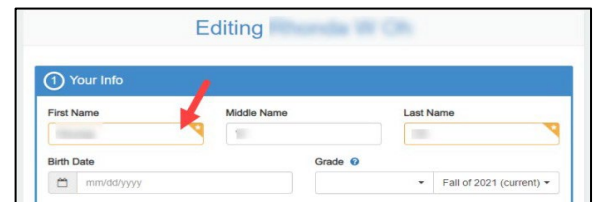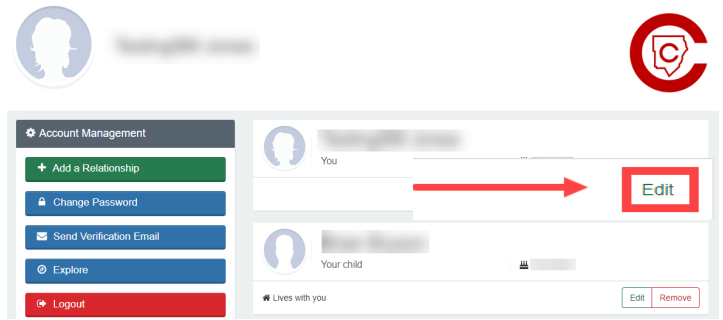
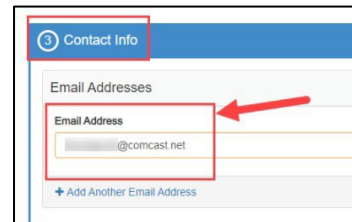*If you have any questions, please contact your school's ASP Director*

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Step #4:

- On the screen presented, the non-enrolling adult that created the account will be displayed at the top of the list

- Click on the Edit button to the right of the name

- The information can now be updated by entering the enrolling adult's information

- Scroll down to Item#3 on the screen: "Contact Info" and **update** the email address to the **enrolling adult's email** address
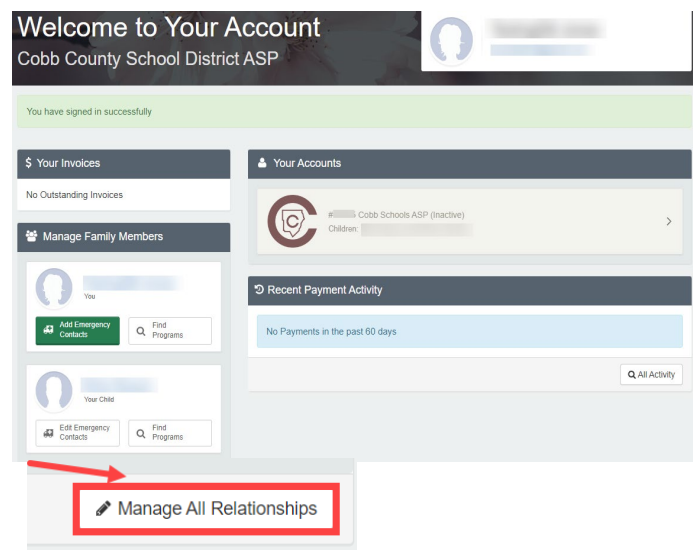
- Next, click the **blue** box that says: **Update Person**
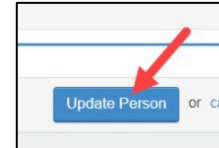
Step #5:

Follow these steps to reset the password:

- You should be back on your Dashboard.
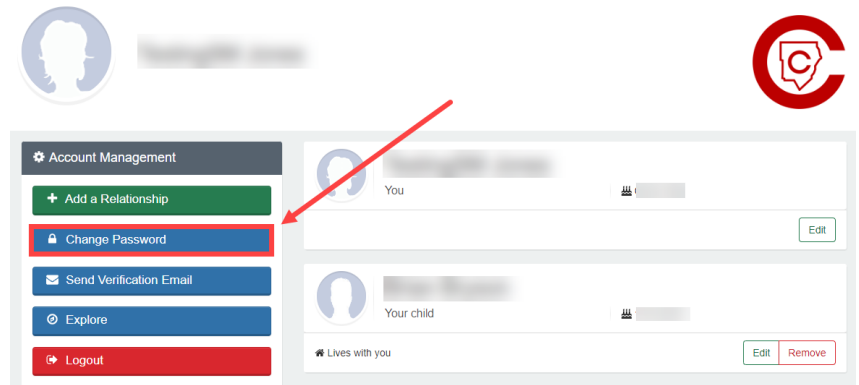
- Scroll down, to "Manage All Relationships"

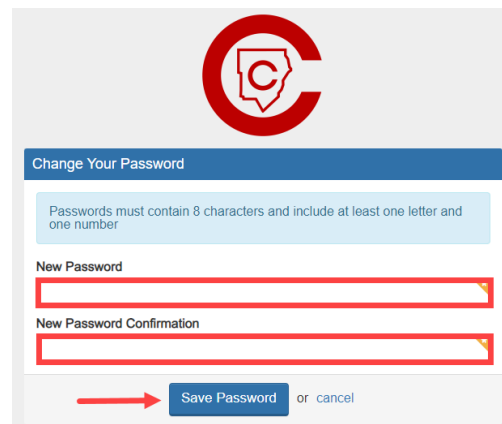*If you have any questions, please contact your school's ASP Director*
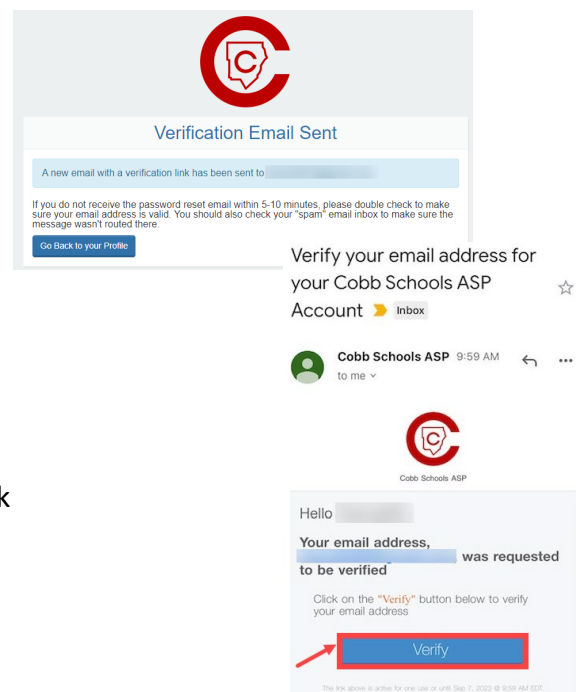
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Step #6:

- From the left menu, click "Change Password"

- Type in the new password two (2) times and click "save password"

- The account is updated with the enrolling adult as the owner and new password.

- **Optional:** You may send a verification email to ensure the correct email address was entered and you're able to received correspondence.

- When you receive the email, click on the blue "verify" button to be taken back to your account. The one-time link is valid for 24 hours.

If you have any questions, please contact your school's ASP Director

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