

# Add Authorized Pick Ups on a Mobile Device

You will need to designate those who are eligible to pick up your children as Authorized Pickups. This is **different** from an Emergency Contact and must be entered separately.

**NOTE:** You will need to enter each Authorized Pickups for each child individually.

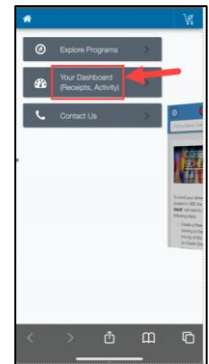
## Step #1:

- On your mobile device, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- In the blue area at the top of the screen, click the **small compass icon** at the top left of the screen (just below the small house)



## Step #2:

- On the screen displayed, click in the gray box that says **Your Dashboard**



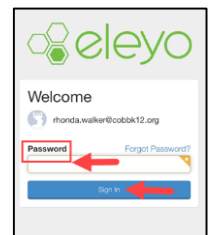
## Step #3:

- On the screen displayed enter the email address used to create your account in Eleyo in the Email Address box
- This will only be necessary the first time you log into Eleyo on your mobile device – otherwise, continue to Step #5
- After entering the correct email address, click the word **Next** in the **blue** box



## Step #4:

- At the Password box, enter your Password – this is the same password used to create your Eleyo account
- Click on the **blue Sign In Button**

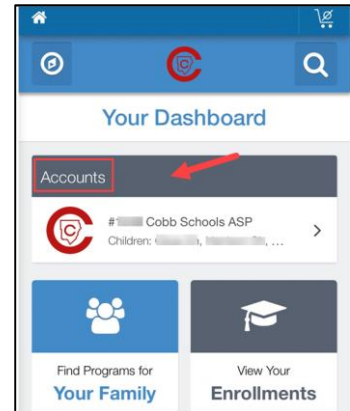


*If you have any questions, please contact your school's ASP Director*

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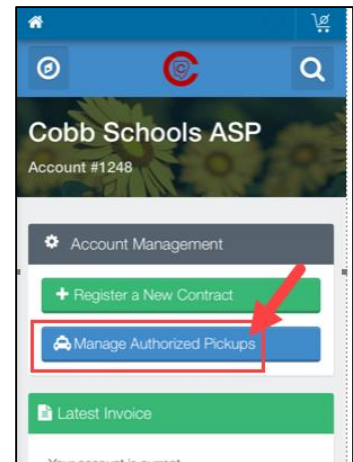
## Step #5:

- You are now on your Eleyo account dashboard
- From the screen displayed, click on the word **Accounts** in the gray box



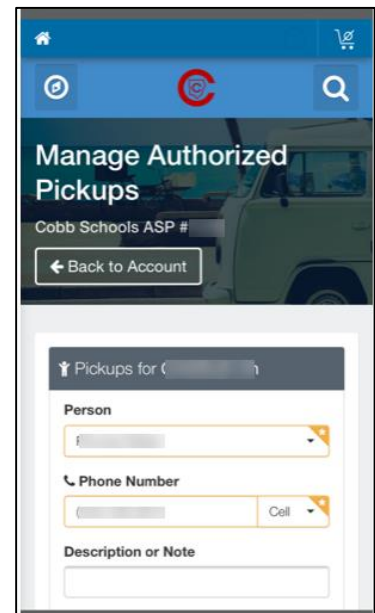
## Step #6:

- Click the **blue** box that says “**Manage Authorized Pickups**”



## Step #7:

- You are now on the Manage Authorized Pickups screen
- Scroll to the **bottom** of this screen

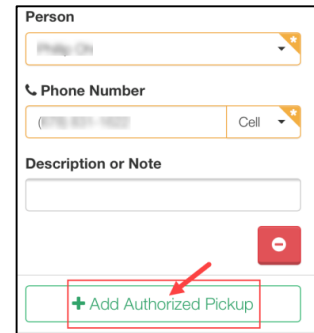


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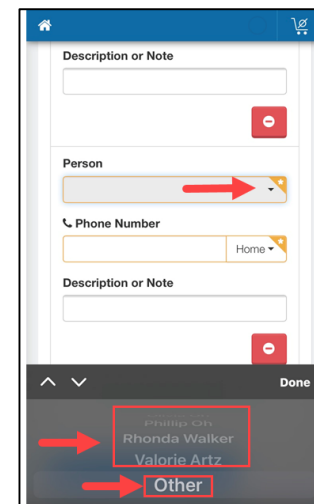
## Step #8:

- Click on the green words: **+ Add Authorized Pickup**



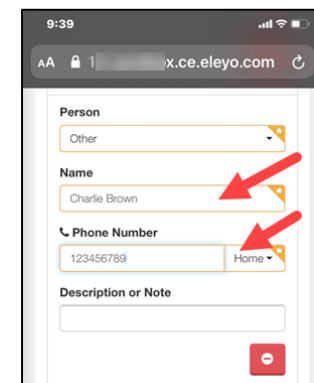
## Step #9:

- Click the **down arrow** in the box under the word "Person"
- A list of all the names registered on your account will be displayed at the bottom of the screen
- Scroll through the list presented
- You may choose one of the names displayed on the list or choose **Other** to add a name that is not displayed



## Step #10:

- If you choose "Other" enter the person's name in the Name box displayed
- Enter the correct phone number in the next box for Phone Number
- At the small downward pointing arrow you may choose the type of number: Home, Cell etc.

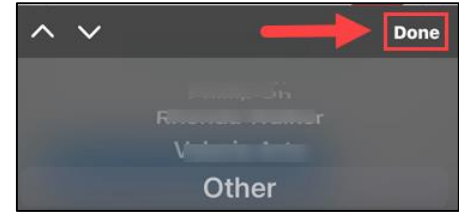


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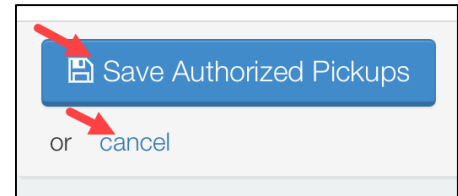
## Step #11:

- Click **Done** in the dark gray box when all entries are complete



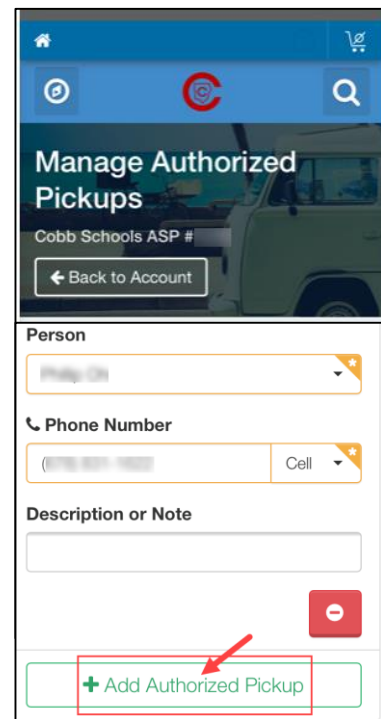
## Step #12:

- Click on the **blue** box that says "Save Authorized Pickup"
- If you need to cancel you may click cancel now



## Step #13:

- Continue from the Manage Authorized Pickups screen to add the Authorized Pickup to each child on your account as needed
- Scroll to the bottom of the Manage Authorized Pickups screen, click the **green +Add Authorized Pickup** box and repeat the steps above again
- If you only have one child's contract to update you have completed all the steps and your authorized pick up has been added



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