# Entering Emergency Contacts on a Mobile Device

Each child will need two designated Emergency Contacts. These are different from an Authorized Pickups and must be entered separately.

**NOTE**: <u>You will need to enter each Emergency Contacts for each child individually</u>

Step #1:

- On your mobile device, open an internet browser

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

- On the blue screen presented, <u>click</u> the small compass icon at the top left of the screen (just below the small house icon)
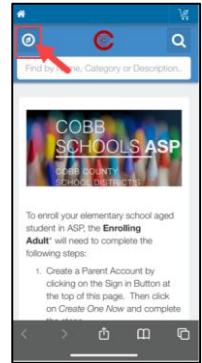
Step #2:

- On the screen displayed, <u>click</u> the gray box that says Your Dashboard
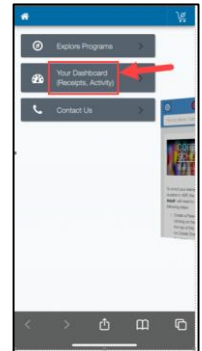
Step #3:

- At the screen presented enter the email address used to create your account in Eleyo

- This may happen occasionally logging into your device – otherwise, continue to Step #5

- After entering the correct email address, <u>click</u> the word **Next** in the **blue** box

Step #4:

- Enter your Password – this is the same password used to create your Eleyo account

- <u>Click</u> on the **blue Sign In Button**
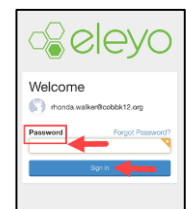
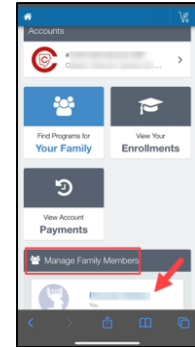*If you have any questions, please contact your school's ASP Director*

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Step #5:

- Scroll down past the gray bar that says Manage Family Members
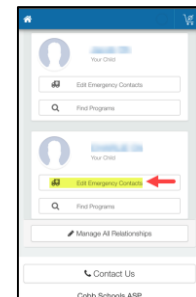

Step #6:

- Scroll to the person whose information needs to be updated

Step #7:

- Once the name is located on the list, <u>click</u> the Edit Emergency Contacts button of the person to be updated
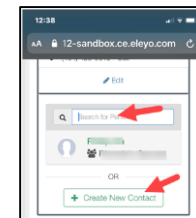

Step #8:
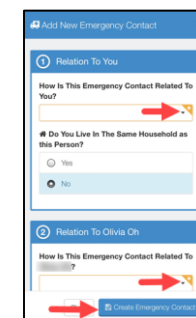
- Click the **green +Add Emergency Contact** button

Step #9:

- Select the Emergency Contact displayed or scroll down and <u>click</u> the **green +Create New Contact** button

Step #10:

- Update the pertinent information on the screen to add the new emergency contact

- Scroll to the bottom and <u>click</u> the **blue Create Emergency Contact** button

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

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