ELEYO REGISTRATION & CONTRACT CREATION – MOBILE DEVICE

Eleyo is the Cobb County School District's After School Program (ASP) and offers a convenient mobile-friendly online program platform for registration, payments, and account management. Please take a few minutes to set up your profile to register your child for ASP, and manage your payment methods.
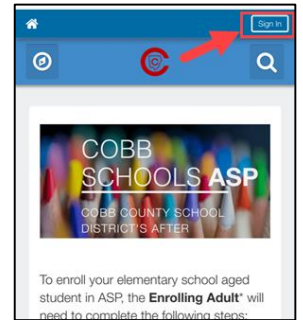**NOTE: Eleyo does not have an app, but has a mobile friendly website**

Step #1:

- **For Enrolling Adult Only**
  Setting up your User Profile

- On your mobile device, open an internet browser

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

- <u>Click</u> on the words that say "Sign In" at the top right corner in the blue band on the screen displayed

Step #2

- Under the words Sign In at the top of the screen, click the **blue** box
  to sign in with Facebook OR Click the **red** box to sign in with Google OR

- Enter your email address and Click the small **blue** letters that say **Create one now**
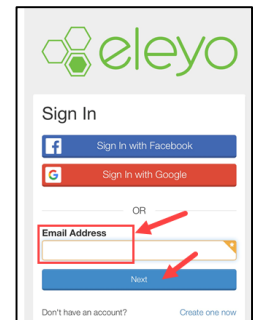
Step #3

- You are now on the Register a New Account Screen

- Enter an email address (used for logging in) and a password

- Confirm the password

- Scroll down and complete all information as required

- When all pertinent information has been entered, click the **blue Create Account button** at the bottom of the screen displayed
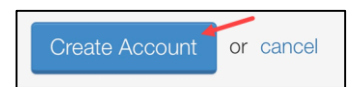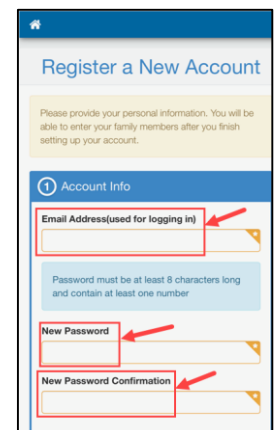
If you have any questions, please contact your school's ASP Director

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Step #4:

- From the Eleyo welcome screen <u>click</u> the **green** box that says "Add a Relationship"

- On the Add a New Person screen, you will now enter all names that you want associated with this account

- Scroll to bottom of the screen completing all pertinent information

- When complete, <u>click</u> the **blue** box at the bottom of the screen that says "Create Person"

- You may register as many names as you would like to be associated with your account; it is a good idea to include authorized pickups, emergency contacts and the children that will attend ASP

- To add more people, <u>click</u> the "Add a Relationship" **green** box again from the Eleyo welcome screen and repeat the steps for each person
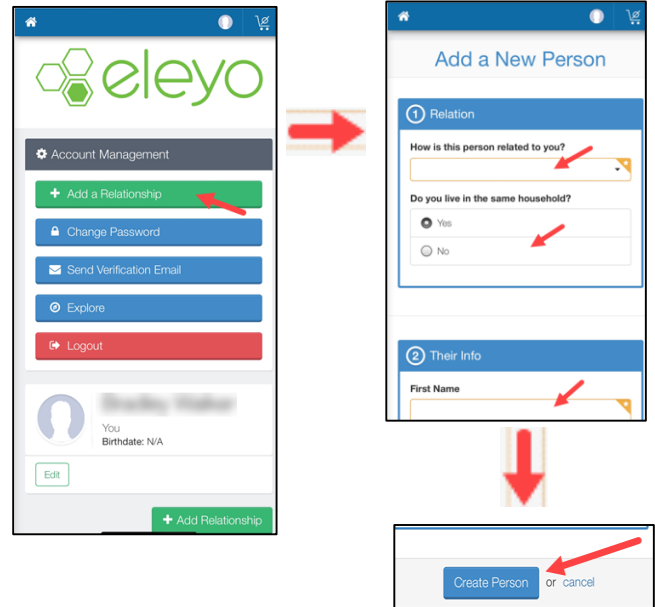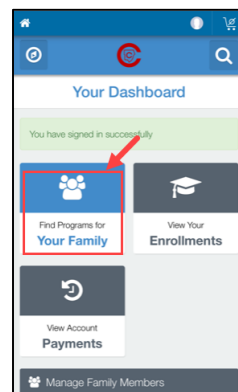
Step #5:

- After adding all relationships, your account is now registered

- <u>Click</u> the small house icon in the **blue** bar at the top left of the screen

- Next, <u>click</u> the gray box that says "Your Dashboard"
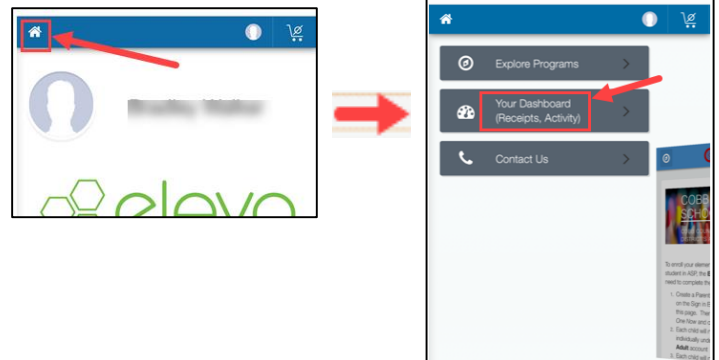
Step #6:

- <u>Click</u> the **blue** box that says "Find Programs for Your Family"

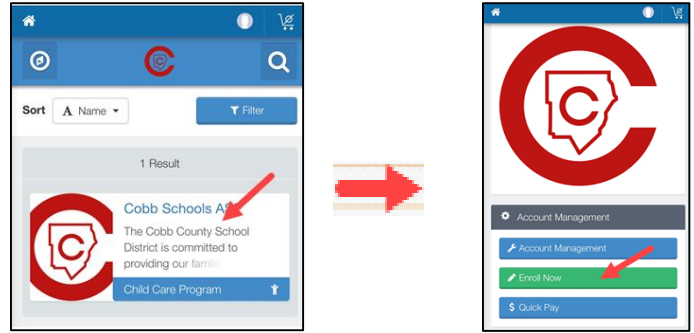- You will now create a contract for each child to allow them to attend ASP

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Step #7:

- Click on the box that says Cobb Schools ASP

- Now to create each child's contract, click the **green button** that says "Enroll Now"


Step #8:

- On the Child Info screen, enter all pertinent information for each child enrolling in ASP, this will create a contract for each

- Each child on your account must have a contract

- Begin by choosing an existing child displayed or click the **green +Add New Child button**
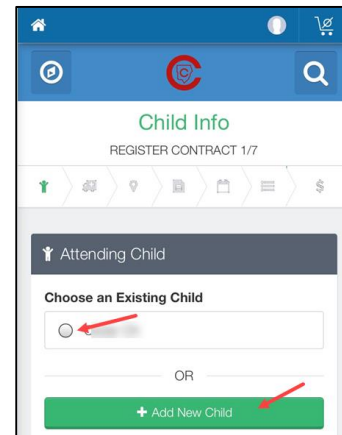
Step #9:

- Choosing an existing child will allow you to verify and edit the child's information if needed, this information was entered at Step #4 as the child was registered

- Click the **green Edit Child Info** button if editing is needed

- Otherwise click the **blue Register Now>** button at the bottom of the screen
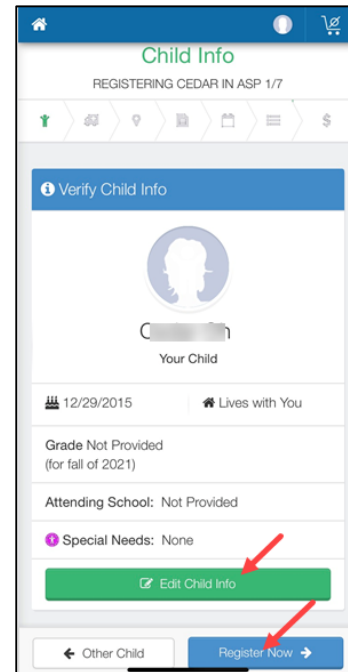
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Step #10:

- Each child's contract must have TWO emergency contacts

- Click the **green +Create New Contact** button

- Complete the pertinent information for the emergency contact only the name and phone number are needed for these contacts

- <u>Click</u> the **blue Create Emergency Contact** when completed

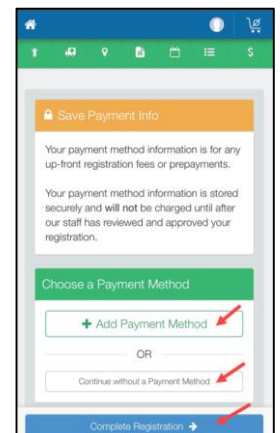- Now, <u>click</u> the **blue Verify Contacts/Pickup** button at the bottom of the screen
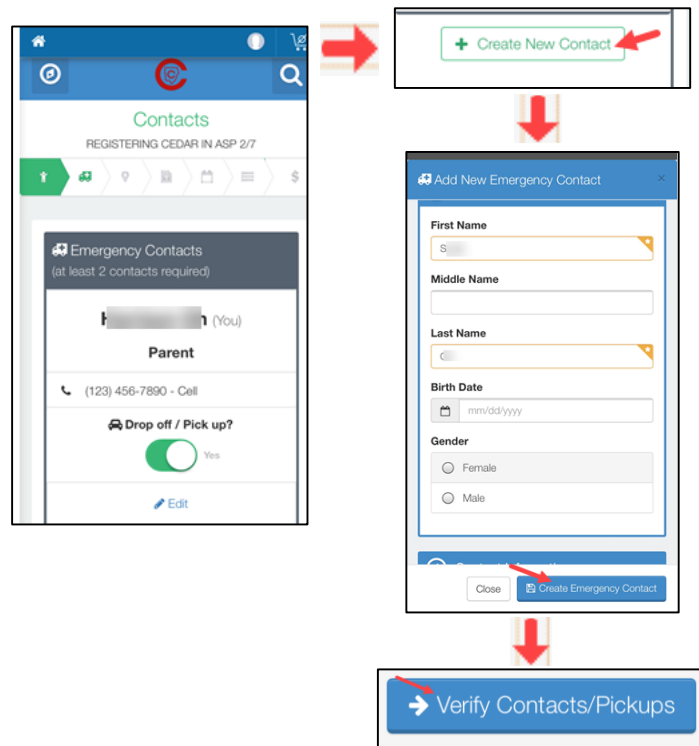
Step #11:

- A **green arrow** will advance across the top of the screen displaying each step that has been completed on the contract

- You may make any updates needed at each step:
  - Verify Contacts/Pickups
  - Create New Contact
  - Choose the ASP Location
  - Read and Accept the Terms and Conditions
  - Choose the ASP Section
  - Answer Contract Questions
  - Add Auto Pay information, if desired
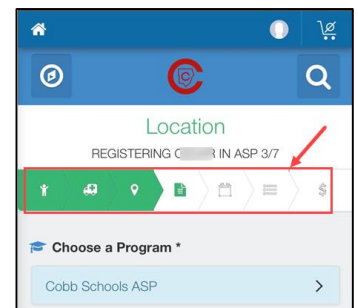
Step #12:

- Click the **blue Complete Registration** button or <u>Click</u> Continue without saving a Payment Method

- You have completed your contract and it is awaiting approval by the ASP staff. You will receive an email notification once the ASP staff at your child's school has approved the contract.

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