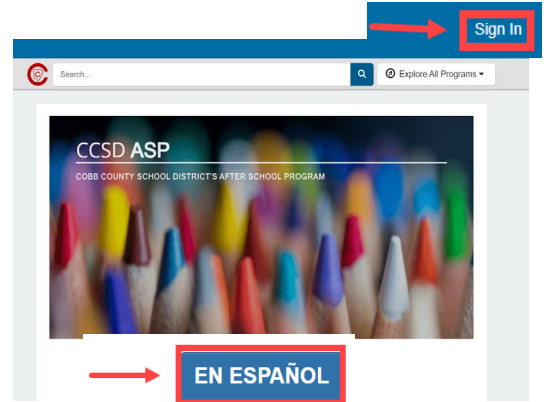


Adding Authorized Pickups

Step #1:

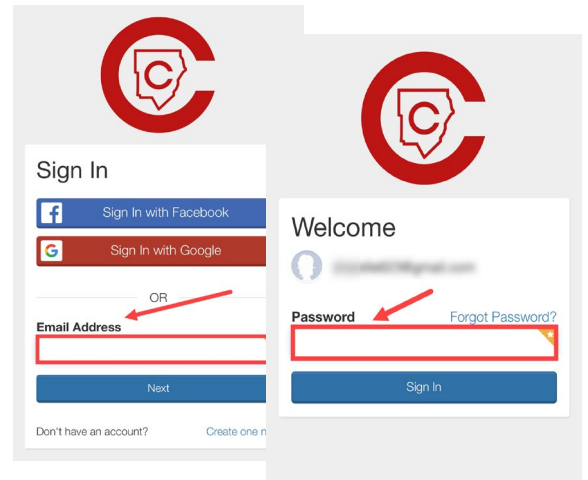
For Enrolling Adult Only

- On your computer, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- Click on the words that say "Sign In" at the top right corner
- To change the language to Spanish, click the **blue box** that says "En ESPAÑOL"



Step #2:

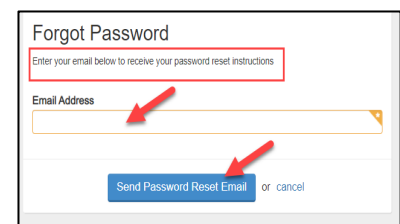
- At the Sign in Screen, the email used to register your account will populate in the email address box
- Click Next in the **blue box**
- The password for the account will automatically populate. Click the **blue Sign In box**
- Now proceed to **Step 4** on the next page



Step #3:

IF YOU CANNOT REMEMBER YOUR PASSWORD FOLLOW THESE STEPS:

- After clicking Sign In, on the next screen click the **blue words** that say: **Forgot Password?**
- Next, enter your email address that was used to register your Eleyo account
- Click the **blue box** that says: **Send Password Reset Email**
- You will receive an email with the subject: **Forgot Password for your Cobb Schools ASP Account (reset your password)**
- Open the email and click on the **blue Reset Your Password box** within the body of the email and follow the system generated prompts within the email to complete the password reset process, now continue back on **Step 2** to log into your Eleyo account and proceed to **Step 4** on the next page

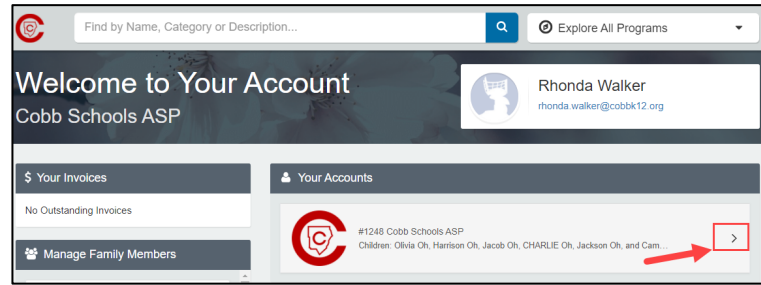


If you have any questions, please contact your school's ASP Director

Adding Authorized Pickups

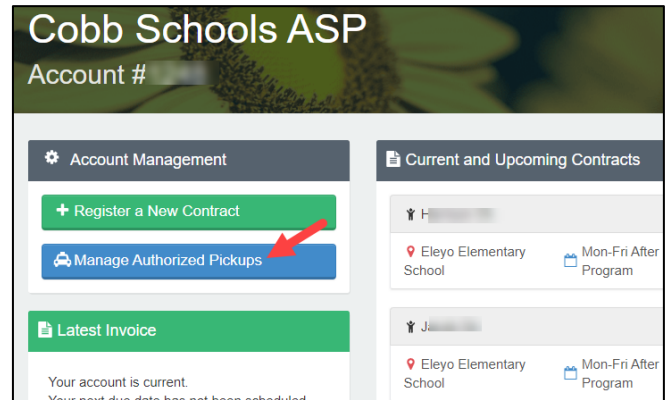
Step 4:

- You are now on your Dashboard
- From here you will need to access your account page by clicking the small right directional arrow under the Your Accounts gray box on the screen



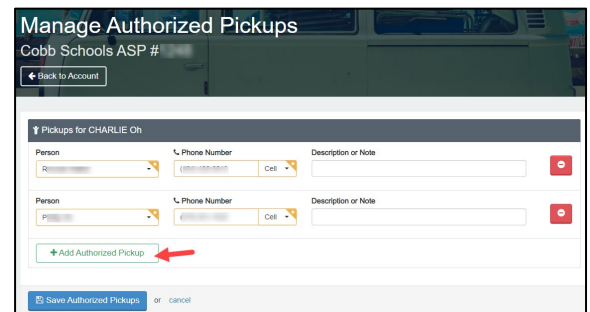
Step 5:

- Click the **blue** box that says: **Manage Authorized Pickups**
- From here you have access to designate or edit the authorized pickup for each contract on your account



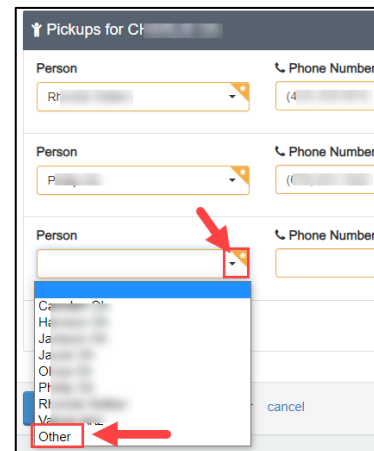
Step 6:

- You are now on the Manage Authorized Pickups screen
- To add a person to designate as an authorized pickup click the **green** letters that say: **+Add Authorized Pickup**



Step 7:

- You will now be presented with a blank box
- Click the small down arrow on the side of the box to present all names associated with your Eleyo account
- You may also choose "Other" if you need to add a new name



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

Adding Authorized Pickups

Step 8:

- If you have chosen “Other” enter the person’s name and phone number
- Click the **blue** box that says: **Save Authorized Pickups**
- **NOTE:** You **MUST** click save for the name to appear on the iPad for sign outs
- You may also **remove** any person from being an authorized pickup by clicking the **red** box with the minus sign to the right of the person’s name on this screen

The screenshot shows the 'Manage Authorized Pickups' interface for Cobb Schools ASP #1. It features a list of pickup entries with columns for Person, Phone Number, and Description or Note. A red minus sign is visible next to the first entry. A blue 'Save Authorized Pickups' button is at the bottom. Red arrows point to the minus sign and the save button. A green arrow points to a red plus sign in the top right corner.

Step 9:

- Scroll down the screen and repeat Steps 6-8 for **EACH** child on your account
- Click the **blue** box that says: **Save Authorized Pickups** after **EACH** authorized pickup name is added to your account
- If you are removing names from being an authorized pickup, you must remove the name or names from **EACH** child’s contract
- **NOTE:** You **MUST** click the **blue save authorized pickups button** for the name to appear on the iPad for sign outs
- Once all names have been added and saved to each child’s contract OR removed from each child’s contract as desired on your account the process of adding or updating Authorized Pickups is complete

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