

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, open an internet browser
- In the browser, <u>enter</u> the URL: <u>https://cobbk12.ce.eleyo.com</u>
- <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, type your email address
- <u>Click</u> Next in the **blue** box
- Type in your password and <u>click</u> Sign In in the <u>blue</u> 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

Welcome to Your A Cobb County School Distric	Account t ASP	
You have signed in successfully		
\$ Your Invoices	🔺 Your Accounts	
No Outstanding Invoices	Cebb Schools ASP (Inactive) Children	>
Ves	C Recent Payment Activity	
Your Child		Q, All Activity
a 🕈 🖌 Manag	e All Relationships	

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
- <u>Click</u> 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, <u>click</u> 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"



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Email Add	resses		
Email Addre	@comcast.net		
+ Add Anot	her Email Address		
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Step #6:

From the left menu, <u>click</u> "Change Password"



- <u>Type</u> in the new password two (2) times and <u>click</u> "save password"
- The account is updated with the enrolling adult as the owner and new password.

Change Your Password
Passwords must contain 8 characters and include at least one letter and one number
New Password
New Password Confirmation
Save Password or cancel

- 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, <u>click</u> on the blue "verify" button to be taken back to your account. The one-time link is valid for 24 hours.



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