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](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*
Add Authorized Pickups on a Mobile Device

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**

*If you have any questions, please contact your school’s ASP Director*
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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Add Authorized Pick Ups on a Mobile Device

**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

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