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

**NOTE:** You will need to enter each Emergency Contacts for each child individually

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**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)
- On the blue screen presented, click the small compass icon at the top left of the screen (just below the small house icon)

**Step #2:**
- On the screen displayed, click 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, click the word **Next** in the blue box

**Step #4:**
- Enter your Password – this is the same password used to create your Eleyo account
- Click on the **blue Sign In Button**

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*If you have any questions, please contact your school’s ASP Director*
Entering Emergency Contacts on a Mobile Device

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, click 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 click 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 click the blue Create Emergency Contact button

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