

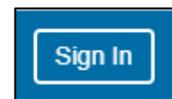
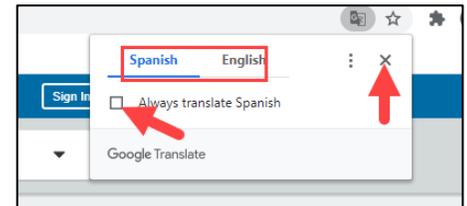
# Register for an Eleyo Account

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 create your registered account.

## Step #1:

### For Enrolling Adult Only Setting up your User Profile

- On your computer, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- Choose your preferred language
- Click into the "Always translate Spanish" if needed
- Click the small "x" in the top right corner to close the box
- Click on the words that say "Sign In" at the top right corner of the screen



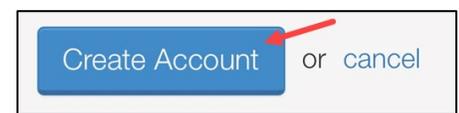
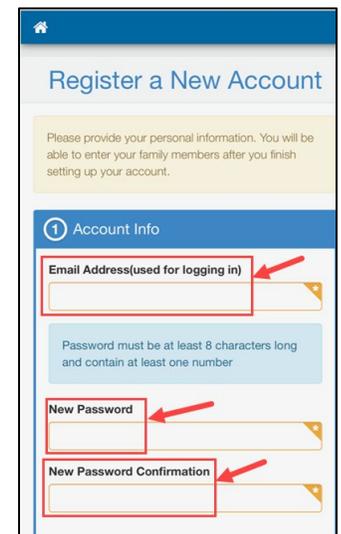
## Step #2:

- To create a new profile, log in with Facebook or Google -or- select *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

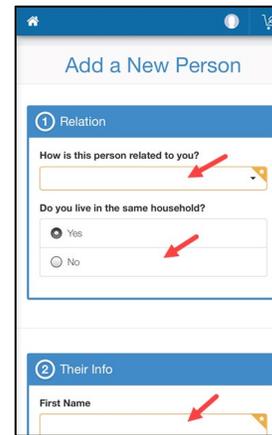
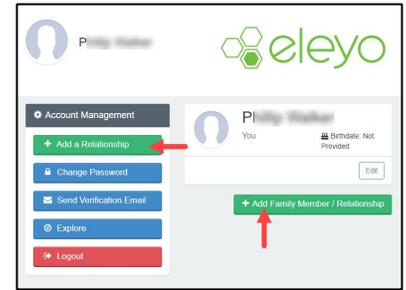


*If you have any questions, please contact your school's ASP Director*

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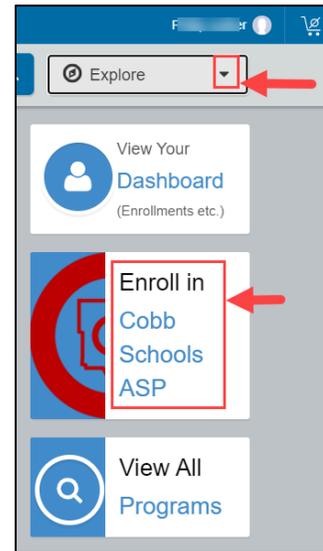
## Step #4:

- From the Eleyo welcome screen click one of the **green** boxes that say **+Add a Relationship** or **+Add Family Member/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, click 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, click one of the **Add a Relationship green** boxes again from the Eleyo welcome screen and repeat the steps for each person



## Step #5:

- After adding all relationships, your account is now registered
- To add a contract for your child to your registered account, please see the parent guide "Creating a Contract" posted on your school's website under ASP



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