Managing Your Online Child Care Account

Step #1:
- **For Enrolling Adult Only**
  - 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:
- Now at the Eleyo 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** Sign In
  - 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*
Managing Your Online Child Care Account

Step 4:
- You are now on the Dashboard of your Eleyo Account
- In the top right corner of the screen click the down arrow at the words: Explore All Programs
- Click the blue words: Cobb Schools ASP to open the details of your account

Below is an example of how a Dashboard will appear

This is where families can manage Contracts, preview and pay Invoices, manage Auto-Pay and Authorized Pick Ups, and download receipts or end of year tax statements.

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