



## Setting up your Account Profile

Hello from Eleyo! This quick reference will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household and add emergency contacts for your children in anticipation of future registrations within the Eleyo system.

### Create your Account Profile

- ✓ Browse to the website: <https://rfsd.ce.eleyo.com>
- ✓ Select Sign Up (top, right corner). *If your email address is recognized as a previously registered user, please use the Forgot Password link to receive an emailed link to create a password.*
- ✓ Complete the Register a New Account Form then select **Create Account**.
- ✓ After you have finished setting up your profile, select the Community Education link in the upper left area of the screen then select *Explore All Programs* then *Your Dashboard*. This will populate your contact information within the Community Education system –or– continue to the steps below to **Add Family Members and Emergency Contacts**.

*An email will be sent from Eleyo with a link to verify your account. Use the Verify Your Email Address button on that email to verify your account.*

### Add Family Members and Emergency Contacts to Your Account Profile

- ✓ If you are not already on the website, browse to <https://rfsd.ce.eleyo.com> and login with your email address and password by selecting the *Log In* button.
- ✓ Select your name in the top right, corner of the screen then **Your Account/Relationships**.
- ✓ Use the **Add** button to add all family members to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this later if needed).
- ✓ Select the **Create Person** button. *Use the Emergency Contacts button to add emergency contacts for children in your profile. To prevent creating duplicate users in the system, when adding an Emergency Contact already attached to your profile, select from the list of already existing users as you type. Use the Copy Emergency Contacts to copy contacts from child to child.*
- ✓ After you have finished setting up your profile, select the **Community Education** link in the top, left area of the screen then select *Explore All Programs* then *Your Dashboard*. This will populate your contact information within the Community Education system.