



Setting up your Account Profile

St. Francis Area Schools Community Education is using a new registration/billing program called Eleyo beginning with the 2018 Summer Kids Connection/Just 4 Kids program (Currently ELEYO is also known as FeePay so you may see both logos). We are beginning to process registrations for 2018 and you can help us be efficient with this changeover to the new program by setting up an Account Profile in 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 as your family participates in St. Francis Area Schools Early Childhood Family Education or Kids Connection or Youth Recreation and Enrichment or Community Education Adult Enrichment.

Attention Auto Pay Families: In our changeover we will not be able to carry over any account information, including credit card numbers. You will need to input your credit card information when creating your online profile, or you will need to contact Angela Westbrook at (763) 213-1616.

It would assist us greatly if you could set up your account in the next week.

Create your Account Profile

- ✓ **Browse to the website:** <https://stfrancis.ce.eleyo.com>
- ✓ **Select Sign In** (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**
- ✓ **Select Create Account.**
- ✓ After you have finished setting up your profile
 - select the **Community Education link** in the upper left area of the screen
 - select **Explore All Programs**
 - Select **Your Dashboard** to populate your contact information within the Community Education system **-or-** continue to the steps below to *Add Family Members and Emergency Contacts (you can go back and do this at anytime).*

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. (You may see a FeePay logo in addition to or instead of an ELEYO logo)

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Add Family Members and Emergency Contacts to Your Account Profile

- ✓ If you are not already on the website, browse to <https://stfrancis.ce.eleyo.com>
- ✓ **Login** with your email address and password by selecting the *Log In* button.
- ✓ **Select your name** in the top right, corner of the screen
- ✓ **Select 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 at a later date if needed).
- ✓ Select the **Create Person** button.
 - *Use the **Emergency Contacts** button to add emergency contacts for children in your profile.*
 - *In order 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
 - Select **Explore All Programs**
 - Select **Your Dashboard**. This will populate your contact information within the Community Education system.