



## Setting up or Updating Your Account Profile

Chippewa Valley Schools is utilizing a convenient, mobile-friendly, online tool to register and manage your Child Care account from any device, including your smartphone or tablet. Below are some tips for creating your account and registering your student.

### Create your Account Profile

- ✓ Browse to the website: <https://chippewavalleyschools.ce.eleyo.com/>
- ✓ Create your profile by selecting **Create an Account**.
- ✓ When creating an Eleyo account, you will be required to enter your basic contact information including an email address (used for logging in) and a password. If your email address is not recognized, hit *Send Forgot Password Email* to receive a password reset email.
- ✓ Select *Manage All Relationships* 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

- ✓ If you are not already on the website, browse to <https://chippewavalleyschools.ce.eleyo.com/> and login with your email address and password by selecting the **Sign In** button (top right-hand side).
- ✓ Select your name in the top right corner of the screen then select **Your Account/Relationships** to view your profile.
- ✓ Use the **Add a Relationships** button to add all family members. 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.
- ✓ After you have finished setting up the people associated with your profile, select **your name at the top of the page, Explore**, then **Explore All Programs** then **Your Dashboard**.
- ✓ On the left, under the *Manage Family Members section*, use the **Add Emergency Contacts** button to add new emergency contacts. Use the **Edit Emergency Contacts** button to update that information. To prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.



## Registering for and Managing your Child Care Account Online

Chippewa Valley Schools is utilizing a convenient, mobile-friendly, online tool to register and manage your Child Care account from any device, including your smartphone or tablet. Below are some tips for managing your account.

### Log in

1. Browse to <https://chippewavalleyschools.ce.eleyo.com/> and login with your email address and password by selecting the **Sign In** button.  
**NOTE:** Use the Forgot Password link to initiate a set-password email if you cannot remember your password.
2. You may register by accessing your Dashboard by selecting **Explore all Programs** at the top, right side of the screen and select the link to your **View Your Dashboard**.
3.  
**NOTE:** If you have already created an account from your Dashboard, select the link to that account to access the Account Management screen

The screenshot shows the 'Your Accounts' dashboard. On the left, three callout boxes are present: 'Account Management tools' pointing to buttons like 'Register Non-School Days', 'Manage Authorized Pickups', and 'Download Tax Information'; 'View and Pay Invoices' pointing to the 'Latest Invoice' section which shows a 'Past Due' status for February 1, 2017, with a balance due of \$285.00; and 'Manage your Auto Pay' pointing to the 'Auto Payments' section which indicates no auto payments are set up for 'Adventure Club School-Age Care #1519'. The main dashboard area lists various child care programs such as 'Kids Express #1001', 'Lil' Explorers #1001', 'Rockwood Early Dis...', 'Student 2 Wilkins', and 'Kehrs Mill Summer...'. A callout box 'Select a contract in this area to Request' points to the program list. At the bottom, a 'Recent Activity' table shows invoice entries for January 2017, with a callout box 'Select a payment or invoice to view and print details' pointing to the table.