

Setting up your Account Profile

The Spring Lake Park Public School District is transitioning to a new registration system for our Community Education programs. This sheet will walk you through the process for setting up your Account Profile. We encourage you to add ALL members of your household in anticipation of future registrations within the system.

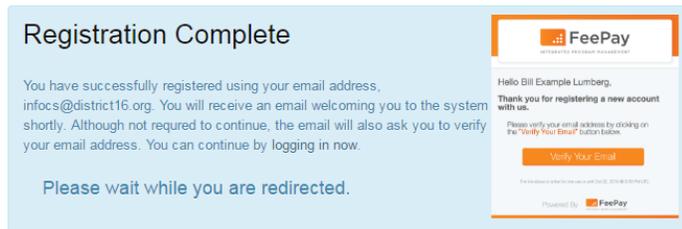
Create your Account Profile

1. Access the new site by browsing to: <https://springlakepark.ce.eleyo.com>
2. Select  (top, right corner) to begin creating your profile
3. Complete the Register a New Account Form – when finished, select 
 - NOTE: The information you provide on this page will be the PRIMARY account holder information and used as the log-in information for everyone connected to this household*

Email Address* (used for logging in)

New Password* New Password Again*

4. The Page will refresh to Registration Complete and you will be redirected after 10 seconds to your dashboard.

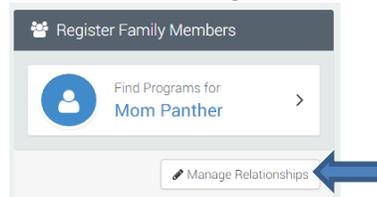


5. A verification email from “FeePay Welcome” will be sent. Click on the Verify Email button on the email to complete.
 - NOTE: This is not required to continue with your account setup but should be done prior to logging out of the system to verify it was successful.*
6. Verify the name and email address you entered on the Registration page are listed on the Welcome to Your Account page



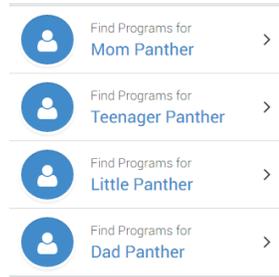
Register Household Members

1. Under Register Family Members, click on “Manage Relationships”



2. Click on “Add Family Member / Relationship” in the middle/right of the screen

3. Once you've added the information for that family member, click "Create Person"
 - a. *NOTE: The screen will return you to your dashboard after each person you enter, continue to go through the process above until all household members are added*
4. Once you've entered all household members, they should appear in the list to the left under "Register Family Members"



5. It is recommended that you click "Manage Relationships" one more time to verify the information you added was correct.
 - a. *NOTE: On this next page, you will be able to see a summary of all information added for each household member.*

Adding Emergency Contacts

1. From the dashboard, click "Manage Relationships"
2. Under each household member there is a button called , click on the one associated to the person you are wanting
 - a. *NOTE: The parents will show up on the child(s) Emergency Contacts*
3. Click on "Add Emergency Contact", enter the information and click 
 - a. *NOTE: You are able to copy emergency contact information from one child to the next. To do this, look at the next set of steps.*
4. Click on the Emergency Contacts button under the child you have not entered contact information for yet.
5. On the top/right, select the child you would like to copy 'from' and click 
 - a. *NOTE: Everything will copy over with the exception of the Relationship to the child. This will auto populate as "Emergency Contact"*

You have completed the Account Profile set-up process and are ready for future online registrations!

We are very excited to utilize the new Eleyo (formerly Fee Pay) system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.