



## Setting up your Account To Request District Facilities - New District Staff

Albany Area Schools uses a registration system called Eleyo for Community Education and Facilities Management. In order to give you access to request facility use online, you will need to create a profile. This sheet will walk you through the steps to create the profile, access your facilities management dashboard, and create requests.

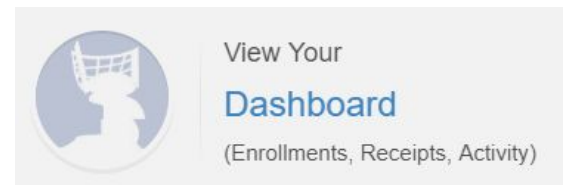
### Create your Account Profile

1. Access the new site by browsing to: <https://district745.ce.eleyo.com>
2. Select **Sign In** (top, right corner) to begin creating your profile.
3. Next to “Don’t have an account?” select *Create one now*. Enter your account information (only areas marked with an asterisk are required) and then select **Create Account**.

\*We ask that staff do not use their personal Eleyo accounts (used to register for Kids Co, PreK, etc.) to request facilities and instead create a separate school account linked to your district email address.

\*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.

**NOTE:** Once you have completed the above steps, please notify Alisa Schmidt in the Community Education office (ext. 5060 or [aschmidt@district745.org](mailto:aschmidt@district745.org)) to provide you full access to your online facilities management capabilities.



### Access your Dashboard and Manage your Facility Account

1. After logging into the Eleyo system, select **Explore All Programs**.
2. From the drop-down menu, you will be able to select **View Your Dashboard**.
3. Once you are viewing your dashboard, you will be able to see Your **Accounts** listed with your Facility Account name and number. (see sample)



4. Select the account to view your management options. You will have access to view a calendar for availability, create new requests and view current and upcoming requests.

### **Create a New Request**

1. When you are in your account (following the steps above), select **Create a New Request**.



2. Complete Section 1 (Who/What) by entering your Purpose/Activity. You can skip Section 2 (Reporting). Select Continue to Dates/Locations.

\*Prior to completing the next steps, select **For Best Results Check Building & Room Availability** in the yellow box to ensure the space you will be requesting is available. **To check a specific room's availability on a specific day, select the Daily calendar view.**

3. Select Location, Room (Choose Specific Room), Date(s), Start Time and End Time. Submit Series.
4. If there is a conflict, the system will inform you and request you either **Fix Individual Time Conflicts** or **Revise Entire Request**. If there are no conflicts, select Continue to Next Step.
5. Select the checkbox next to "I have read and agree to the above terms and conditions" and select Continue.
6. Important: Include specific Setup Notes and Additional Information. This information gets shared with custodial staff. Select Complete Questions and Continue.
7. Complete Facility Request.
8. The Community Education office will review your facility request within 48 hours and you will receive a confirmation email once the request has been approved. If a change needs to be made, the Community Education office will contact you.

*If you have any questions regarding this process, please contact our office at 320-845-5060 or [aschmidt@district745.org](mailto:aschmidt@district745.org).*