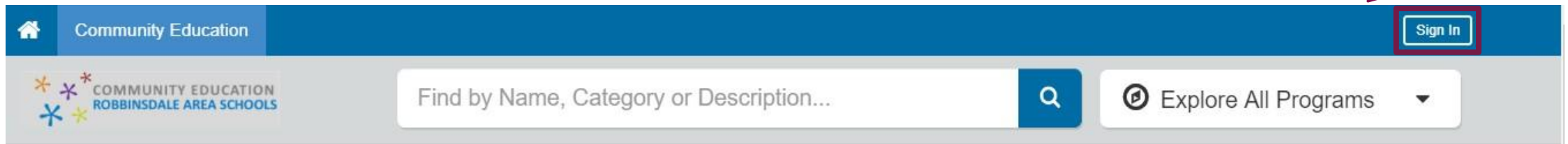




Create an account  
and register for a course  
in Eleyo

# Step 1

Go to [rdale.ce.eleyo.com](http://rdale.ce.eleyo.com) and click on *Sign In*



## Step 2

Has your child ever attended a Robbinsdale Area Schools Early Childhood Program?


- ◆ **If yes**, you already have an account.


Sign in with Facebook, Google or your email address. If you don't know or forgot your password, click *Forgot Password?* to create a new one.

- ◆ **If no**, create one now and continue.

COMMUNITY EDUCATION  
ROBBINSDALE AREA SCHOOLS

### Sign In

 Sign In with Facebook

 Sign In with Google

OR


Email Address

Next

Don't have an account? [Create one now](#)

COMMUNITY EDUCATION  
ROBBINSDALE AREA SCHOOLS

### Welcome

 [Redacted Name]

[Forgot Password?](#)

Sign In

# Step 3

Enter **your** information here.

Complete all fields and “submit” at the bottom.



## Register a New Account

Please provide your personal information. You will be able to enter your family members after you finish setting up your account.

### 1 Account Info

Email Address(used for logging in)

Password must be at least 8 characters long and contain at least one number

New Password

New Password Confirmation

### 2 Your Info

|                                    |                                     |                                   |
|------------------------------------|-------------------------------------|-----------------------------------|
| First Name<br><input type="text"/> | Middle Name<br><input type="text"/> | Last Name<br><input type="text"/> |
|------------------------------------|-------------------------------------|-----------------------------------|

# Step 4

You will now need to create a “relationship” for every family member you are planning to enroll in a class. Click on *Manage All Relationships* to begin.

Welcome to Your Account  
Robbinsdale Area Schools Communit...

You have signed in successfully

\$ Your Invoices  
No Outstanding Invoices

Manage Family Members

Parent Williams  
You

Add Emergency Contacts Find Programs

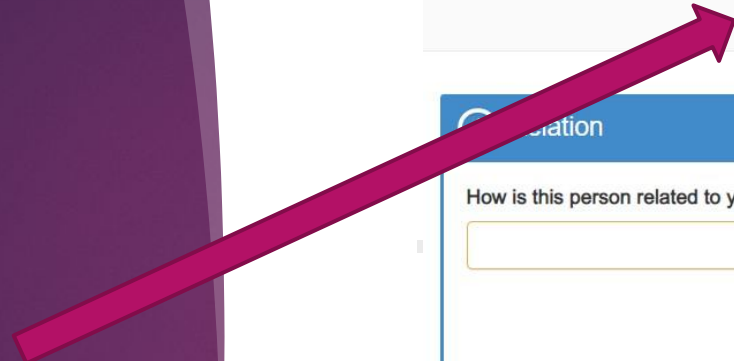
Manage All Relationships

Current and

Recent Payme

# Step 5

Please Add a New Person  
for **all**  
household  
members



**Add a New Person**

**1. Relationship**

How is this person related to you?

Do you live in the same household?  
 Yes  
 No

**2. Their Info**

First Name  Middle Name  Last Name

Birth Date  Grade

# Step 6

If you are ready to register:

- ❖ Use your child's profile
- ❖ Click *Find Programs*

**Welcome to Your Account**  
Robbinsdale Area Schools Community Educati...

**\$ Your Invoices**  
No Outstanding Invoices

**Manage Family Members**

**Parent Williams**  
You

**Child Williams**  
Your Child

**Recent Payment Activity**  
No Payments in the past 60 days

**Manage All Relationships**

# Step 7

Choose the correct catalogue year.  
Then choose your program

The screenshot shows the 'COMMUNITY EDUCATION ROBBINSDALE AREA SCHOOLS' website. At the top, there is a search bar with the text 'Find by Name, Category, Description...' and a magnifying glass icon. To the right of the search bar is a button labeled 'Explore All Programs' with a dropdown arrow. Below the search bar is a row of filter buttons: 'Time', 'M-F Days', 'Start Date', 'Category', 'Level/Grade', 'Location', and 'Catalogue'. Two large red arrows point from the text above to the 'Level/Grade' and 'Catalogue' buttons. Below the filters are three columns of program lists, each with a blue header and a list of items with checkboxes and counts in parentheses. The 'Courses' column lists various adult enrichment programs. The 'ECFE' column lists early childhood programs. The 'Other Catalogues' column lists 'Early Adventures (Pre K Adv Club)' and 'Preschool (2-5 day)'. At the bottom of the filter area, there are two buttons: 'Find in these Catalogues' and 'Clear Catalogues'.

| Time                                     | M-F Days | Start Date | Category | Level/Grade | Location | Catalogue                                    |
|------------------------------------------|----------|------------|----------|-------------|----------|----------------------------------------------|
| <b>Courses</b>                           |          |            |          |             |          |                                              |
| <input type="checkbox"/>                 |          |            |          |             |          | Adult Enrichment - Fall 2020 (61)            |
| <input type="checkbox"/>                 |          |            |          |             |          | Adult Enrichment Online Classes 2020 (0)     |
| <input type="checkbox"/>                 |          |            |          |             |          | Adult Enrichment Spring 2021 (13)            |
| <input type="checkbox"/>                 |          |            |          |             |          | Adult Enrichment Summer 2020 (1)             |
| <input type="checkbox"/>                 |          |            |          |             |          | Adult Enrichment Winter 2021 (38)            |
| <input type="checkbox"/>                 |          |            |          |             |          | Adults with Disabilities (WOO) Fall 2020 (0) |
| <b>ECFE</b>                              |          |            |          |             |          |                                              |
| <input type="checkbox"/>                 |          |            |          |             |          | ECFE 2020-2021 (4)                           |
| <input type="checkbox"/>                 |          |            |          |             |          | ECFE 2020-2021 Preschool (2)                 |
| <input type="checkbox"/>                 |          |            |          |             |          | Early Childhood Screening 20 (2)             |
| <b>Other Catalogues</b>                  |          |            |          |             |          |                                              |
| <b>Early Adventures (Pre K Adv Club)</b> |          |            |          |             |          |                                              |
| <input type="checkbox"/>                 |          |            |          |             |          | School Year 2020-2021 (0)                    |
| <b>Preschool (2-5 day)</b>               |          |            |          |             |          |                                              |
| <input type="checkbox"/>                 |          |            |          |             |          | School Year 2020-21 (0)                      |



# Step 8

A. Choose your course.

The screenshot shows a search interface with filters for Time (M-F), Days, Start Date, Category, Age/Grade, Location, and Catalogue. Below the filters, there are two course cards for 'ECFE Preschool (daytime)' and 'ECFE Preschool (evening)'. A large red arrow points from the 'A. Choose your course.' text to these two course cards.

The screenshot shows two course sections: EF-C202 and EF-C203. Each section includes details like location (New Hope Learning Center), schedule, and a calendar view. The 'Enroll Now' button for the EF-C202 section is highlighted with a red box and a red arrow pointing to it from below.

B. Then choose your section, and click *Enroll Now*. You will be sent an email that your registration was received.

# Questions?

Find more information at [earlychildhood.rdale.org](http://earlychildhood.rdale.org) or contact the appropriate office noted below.

## Early Childhood Family Education

763-504-4170

ECFE\_281@rdale.org

## Early Childhood Screening

763-504-4180

ECFE\_281@rdale.org

## Preschool

763-504-5330

ec\_preschool@rdale.org

