



## **Setting up your Account To Request District Facilities - 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**

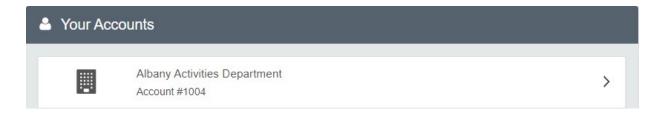
- 1. Access the new site by browsing to: <a href="https://district745.ce.eleyo.com">https://district745.ce.eleyo.com</a>
- 2. Select **Sign In** (top, right corner), enter your district email address, select Next and then select Sign In (without entering a password).
- 3. In the next screen select **Forgot Password?** and then enter your district email address and follow the steps to reset your password.
  - \*We are unable to reset passwords on the administrative side, otherwise we would have set up all accounts with a generic password.

## Access your Dashboard and Manage your Facility Account

 After logging into the Eleyo system, select Explore All Programs.



- 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. Please note that the title of your Purpose/Activity is **PUBLIC**, so please ensure you do not include any information that you would not want shared publicly. 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 jkrumrei@district745.org