

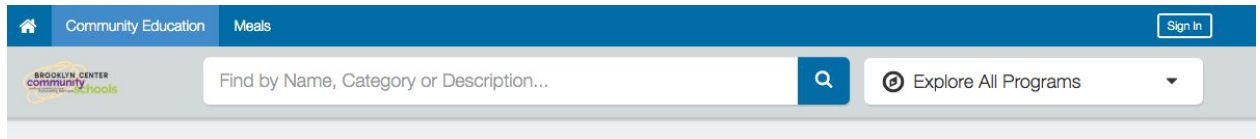
Eleyo instructions

Brooklyn Center Community Schools is utilizing Eleyo as its registration management system. Before-and after-school programs, including STEP 21, Bright Start and LEAP 21, are utilizing the system for summer 2019 programming.

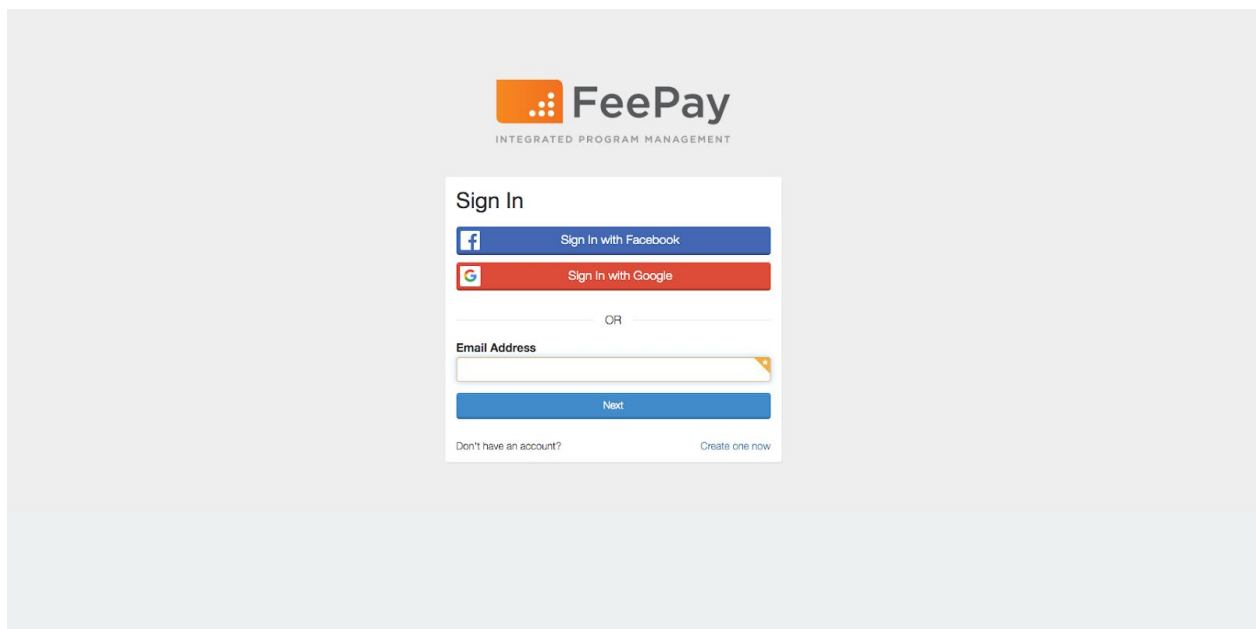
Here are the steps to getting started with Eleyo:

Create your account profile

1. Go to <https://brooklyncenter.ce.eleyo.com/>
2. Click the “Sign In” button in the upper right corner



3. You will be brought to this page to sign in for future visits. To create an account, click the “Create one now” link.



4. Complete the Register New Account page

1 Account Info

Email Address(used for logging in)

New Password

New Password Confirmation

- a. Please note: this will be the information for the *primary* account holder for your household.

Register Household Relationships

After your account is created, you will need to create “relationships” for each child in your household.

1. Go to your account by clicking on your name in the upper right corner and then select “Your Account / Relationships”

The screenshot shows a user interface for a community education platform. At the top, a blue navigation bar contains 'Community Education', 'Meals', and a user profile for 'Nicole Williams'. A dropdown menu is open, showing options: 'Logged in as Nicole', 'Your Account / Relationships' (highlighted with a red arrow), 'Explore', 'Get Help', 'Switch District', and 'Logout'. Below the navigation bar, the user's profile is displayed with a circular avatar and the name 'Nicole Williams'. To the left, an 'Account Management' sidebar includes buttons for 'Add a Relationship', 'Change Password', 'Send Verification Email', 'Explore', and 'Logout'. The main content area lists household members: 'Nicole Williams' (You, Birthdate: Not Provided), 'Jamie Williams' (Your child, Birthdate: 04/15/2010), and 'Ellen Williams' (Your child, Birthdate: 04/01/2006). Each child entry has a 'Lives with you' icon and buttons for 'Add District ID', 'Edit', and 'Remove'. A red arrow points to a green button at the bottom right labeled '+ Add Family Member / Relationship'.

2. Click the “Add Family Member / Relationship” button
3. After 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 this same process for each member of your household. Please confirm all of the information is correct, including your student’s grade.
 - b. After you’ve added all family members, they should display on the “Your Account / Relationships” page.

Register for Summer Programming

After you've added relationships for each child in your household, you will be able to register for summer programs.

1. Go to <https://brooklyncenter.ce.eleyo.com/> and you will be brought to the homepage with all of our available programs, including Bright Start, STEP 21 summer and LEAP 21 summer. Select the program you want to register for.
2. After clicking on a program, you will be brought to that program's landing page. Select the grade your child will be in fall 2019. For example: STEP 21 is shown in the below screenshot and I'm registering for a child in the fifth grade program.

Community Education Meals Nicole Williams

Find by Name, Category or Description... Explore All Programs

STEP 21 Summer Course Category

5 Courses

Show All

About STEP 21 Summer

STEP 21 Summer is FREE for all registered students going into grades 1-5, and is funded through a combination of a 21st Century Community Learning Center grant and Targeted Services. The program is facilitated by licensed teachers and trained youth development professionals to ensure we offer a high quality program to our students. Monday-Thursday

June 17-July 25
8:00am-2:00pm

Location:
Earle Brown Elementary STEAM
1500 59th Ave N
Brooklyn Center, MN 55430

Breakfast and Lunch are provided daily for ALL students!

Featured Courses

5th Grade

STEP 21 Summer

Our brand new 5th graders will have an opportunity to explore their new leadership role as the eldest students at Earle Brown. They will be challenged academically through fun, engaging enrichment opportunities to get a jump start on their 5th grade year!

Summer Programs 19

4th Grade

STEP 21 Summer

Our brand new 4th graders will have an opportunity to explore new challenges and skills as they enter an exciting summer. They will be challenged academically through fun, engaging enrichment opportunities to get a jump start on their 4th grade year!

Summer Programs 19

2nd Grade

STEP 21 Summer

Our brand new 2nd graders will have an opportunity to explore new challenges and skills as they enter an exciting summer. They will be challenged academically through fun, engaging enrichment opportunities to get a jump start on their 2nd grade year!

Summer Programs 19

View All Courses in STEP 21 Summer

3. After clicking on the 5th Grade button, you will be brought to the following screen. Click the "Enroll Now" button to enroll your child in the program.

Community Education Meals Nicole Williams

BROOKLYN CENTER COMMUNITY SCHOOLS

Find by Name, Category or Description... Explore All Programs

5th Grade

Our brand new 5th graders will have an opportunity to explore their new leadership role as the eldest students at Earle Brown. They will be challenged academically through fun, engaging enrichment opportunities to get a jump start on their 5th grade year!

June 2019

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Map/Locations

STEP-5A

Earle Brown Elementary
STEAM
Mon-Thu, Jun 17 - Jul 25
8:00 AM - 2:00 PM

No Class Jul 4

Su M Tu W Th F Sa

Grades 5th

\$0.00
FREE

[Enroll Now](#)

4. You will be brought to a page to select which child you would like enrolled in the fifth grade summer program. In this example, Jamie Williams will be in fifth grade in fall 2019 so he is eligible to enroll in the program.
 - a. If you receive an error message when enrolling your child, you either have incorrect information in the student's profile or you have selected a program that requires a different grade.

Choose Attendees

Jamie Williams

This course has the following limitations

- Must be at least in 5th grade for school year fall of 2019.
- Must be no greater than in 5th grade for school year fall of 2019.

Ellen Williams Not Eligible Edit

- above the maximum grade allowed for STEP-5A

Nicole Williams Not Eligible Edit

- does not have a grade and STEP-5A requires grade for registration.

[+ Add a Relationship](#)

Close → Enroll Selected People

5. After clicking the “Enroll Selected People” button, you will be asked to agree to the programs Terms & Conditions.

STEP 21 Terms & Conditions

Terms and Conditions are also expressed in our Family Handbook as listed below.

I understand and agree to the following:

6. After agreeing to the Terms & Conditions, you will be asked to fill out information required for enrollment in the program.

📄 Enrollment in 5th Grade (STEP-5A)



Answers to Questions required for enrollment in
5th Grade (STEP-5A)

Questions for Jamie Williams

Was this student registered in Brooklyn Center Community Schools for the 2018-2019 Academic Year?

Yes

No

Student ID #

- a. Please note: you will need to know your child's Student ID number.
 - b. You will also be asked about your child's transportation plans. Our transportation will follow-up with families before summer programming begins to ensure your child's eligibility to receive transportation.
7. Click the "Answer and Enroll People" button to complete registration for this child.
 8. Repeat these steps for all other children who will be registered in summer programming.

If you have any questions about using Eleyo, please contact Renee Starr, rstarr@bccs286.org or 763-561-4480 x2124.