

## Registering for and Managing your After School Program Account Online



Douglas County School System is transitioning to a new online tool to register and manage your After School Program account. Below are some tips for creating a family profile and managing your account.

### STEP 1

#### Create Your Account Profile

1. Browse to the website: **<https://dcssga.ce.eleyo.com>**
2. Create your profile by selecting **Sign In** (top, right corner).
3. To create a new profile, log in with Facebook or Google -or- select *Create One Now*.
4. When creating an account within the system, you will be required to enter your basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the *Send Forgot Password Email* to receive a password set email.
5. Complete the profile form and select **Create Account**.

*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.*

### STEP 2

#### Add Family Members and Emergency Contacts

1. If you are not already on the website, browse to **<https://dcssga.ce.eleyo.com>** and login with your email address and password by selecting the *Sign In* button.
2. Select your name in the top right, corner of the screen then select **Your Account/Relationships** to view your profile.
3. Use the **Add a Relationships** button to add all family members. **When adding a grade for the school year 2018-2019, please select the grade your child is currently in (Fall 2018). Remember we only accept students enrolled in the school grades Kdg – 5<sup>th</sup> grade.**
4. Select the **Create Person** button.
5. After you have finished setting up the people associated with your profile, select the **Explore** button under *Account Management*, then select *Explore All Programs* then *Your Dashboard*.
6. On the left, under the *Manage Family Members* section, use the **Add Emergency Contacts**

button to add new emergency contacts. Use the ***Edit Emergency Contacts*** button to update that information. In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

## STEP 3

### **Register for After School Program (ASP)**

1. Select *Explore all Programs*, select *After School Program (ASP)* and select *Register*.
2. Walk through the registration, completing the location, schedule type, agree to terms and conditions, and complete any registration questions.
3. Submit your child's contract for approval. The registration fee is an annual fee, per family due when they sign up for the program.
4. Follow the same steps to register additional children for the program.

### **Account Management**

Below is an example of what your After School Program (ASP) Dashboard may look like. You can manage contracts, requests for drop-ins, preview and pay invoices, manage auto-pay and authorized pickups, and download tax statements or receipts.

## **Payment Options:**

**You can choose to pay your after school accounts online each week, set up auto pay if the account is under a certain amount or you can elect to pay in cash/check/credit at the school each week. The program is pre-paid and needs to be taken care of by Friday before the next week.**

# After School Program (ASP)

Account #1002

## Account Management

+ Register a New Contract

1 Register Drop-in Days

Manage Authorized Pickups

## Latest Invoice

Your account is current.  
Your next due date has not been scheduled yet.

\$ Pay

## Auto Payments

No Auto Payments Set up for After School Program (ASP) #1002

Setup Auto Payments

## Current and Upcoming Contracts

Kaylan Radtke

Annette Winn Elementary

Select a contract in this area to request a schedule change, register for drop-ins, or view schedule details.

Payment and invoicing details will begin to display here. You can print your tax statements for the program in January of each year.

Account Management Tools

View and pay invoices

Manage your auto pay