



NEW PRAGUE AREA COMMUNITY EDUCATION

Create your Account Profile

1. Go to: npaschools.ce.eleyo.com
2. Select Sign In (top right). *If your email address is recognized as a previously registered Eleyo user, please use the Forgot Password link to receive an emailed link to create a password.*
3. If you do not have an account, click **Create One Now** (bottom right).
4. Complete the Register a New Account and click **Create Account**. The information provided here should be for the Account Manager (not student information).
5. **Verify your email address.** An email will be sent from Eleyo with a link to verify your account. Use the **Verify Your Email** button on that email to verify your account.

Add Family Members and Emergency Contacts to your Account Profile

If you are not already on the website:

1. Go to: npaschools.ce.eleyo.com and login with your email address and password by selecting the Sign In button (top right).
2. Select your name in the top, right corner of the screen and select **Your Account/Relationships**.

Add family members:

1. Click the green button: **+Add Family Member/Relationship** to add family members. Fill in the required fields, and complete by clicking Create Person.
2. Continue Step 1 for all family members to be attached to your profile.

Add Emergency Contacts:

1. Click the green button: **+Add Family Member/Relationship** to add Emergency Contacts (select Emergency Contact from the How is this person related to you? drop down menu). Fill in the required fields, and complete by clicking Create Person.
2. Continue Step 1 for all Emergency Contacts to be attached to your profile.

You are now ready to register for Child Care & District Preschool

1. Go to: npaschools.ce.eleyo.com and login with your email address and password by selecting the Sign In button (top right).
2. Open the Explore All Programs drop down, and select the **program you are registering for** (listed on the left).
3. Click Registration (middle column) and follow the steps to register your student/s.