



# Create Eleyo Account & Submit New Contract

For Before and After School Programs

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# Creating a New Account



Pages 1 and 2 of this guide are setting up an Eleyo account, if you haven't yet created one.

Pages 3 and 4 are to submit a contract for Before and After School Programs.

**PLEASE NOTE**

A **new contract must be submitted each school year**, regardless of whether the student has attended in the past. However, the **same account is used to submit each new contract**.

**Step 1**

Go to [fortbendisid.reg.eleyo.com](http://fortbendisid.reg.eleyo.com)

**Step 2**

Click the Sign In button  in the upper right corner of your screen.

If you already have an Eleyo account\*, enter your email address and then the Next button. Enter your password and then sign in. Proceed to Page 2 of this guide, *Adding Students/Family Members*.

If you do **NOT** already have an Eleyo account, click on "Create one now". On the "Register a New Account" page, information entered is for the **parent or guardian**, not for the student.

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

**PLEASE NOTE**

Enter the account holder (parent, guardian) information here. You will enter your child's information after you finish setting up your account.

Click the Create Account button  at the bottom of your screen.

**Step 3**

Go to Page 3, *Adding Students/Family Members*, of this guide to add students.

\* If you've ever registered for Community Ed classes, Success Zone classes, GEMS event, Family U event, Explore Houston, or Academy of Inspiring Minds classes, then you already have an Eleyo account.

Adding a family member or relationship to your Eleyo account allows you to manage their connection to you, enroll them in enrichment courses or before and after school care, set emergency contacts, and allow authorized individuals to pickup.

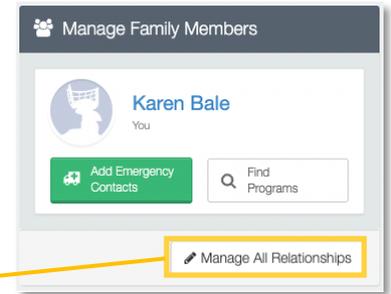
Below are instructions for adding students, family members, or other relationships to your Eleyo account.

## Step 1

Go to [fortbendisid.reg.eleyo.com](http://fortbendisid.reg.eleyo.com) and sign into your Eleyo account.

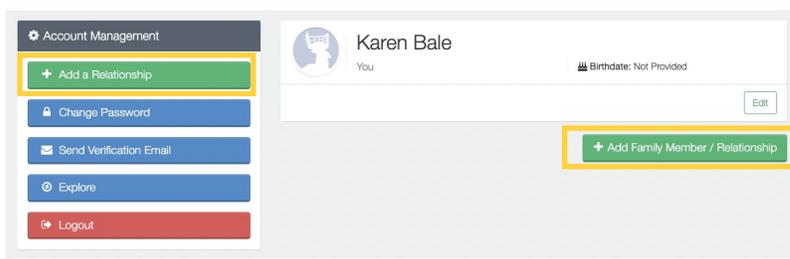
**If you already have all of your students listed\*** in the “Manage Family Members” box, you can proceed to Page 3 of this guide, *Enrolling in Before/After School Care*.

**If you do NOT have all of your students listed** in the “Manage Family Members” box, click on *Manage All Relationships*.



## Step 2

Click either Add a Relationship or Add Family Member / Relationship.



### PLEASE NOTE

Additional pages may also prompt you to add or select a family member / relationship, such as when adding an emergency contact.

Please enter all of your student’s information. The grade is what the student is enrolled in for the *school year listed*.

Click on Create Person. The added person will now be displayed on your profile page.

Continue to click Add a Relationship or Add Family Member / Relationship to add all of your students to your account. Put in the student’s grade as of Fall of the current school year. Contact information for a student isn’t needed.

## Step 3

Go to the *Enrolling in Before/After School Care*, Page 4 of this guide, to enroll in a before and after school childcare program.

\* If you’ve ever registered for Community Ed classes, Success Zone classes, GEMS event, Family U event, Explore Houston, or Academy of Inspiring Minds classes, then you might have entered all student information already in your Eleyo account.

A **new contract must be submitted each school year**, regardless of whether the student has attended in the past. The last day of school or summer camp ends a contract, and a new one must be submitted for the new school year.

Below are instructions for enrolling your student(s) in Before and After School Care Programs.

## Step 1

Go to [fortbendisid.reg.eleyo.com](http://fortbendisid.reg.eleyo.com) and click on "Before & After School Programs".



Click on the appropriate program icon—Little Learners PreK, Extended Day K-5, Club Excel 6-8, or the "Click here to register for ..." button.



Read through the important information, and then click on "Enroll Now" at the bottom of the page.



## Step 2

Click on "New Contract".



Choose a student from the list on the left, or add a student.

### PLEASE NOTE

Student and guardian info must exactly match what is listed in FBISD Skyward.

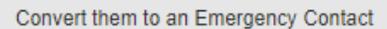
After verifying your student's information, click on "Looks Good. Start Registering."



## Step 3

A. Add an emergency contact, in addition to the account holder. **You will need at least two (2).**

Note: If you have two people listed but you cannot proceed, make sure to click on "Convert them to an Emergency Contact" under the second person's information.



B. Click on "Verify Contacts/Pickups and Continue".

C. Select the correct Season and campus location.

- PreK Students, Season is **Little Learners**
- K—Grade 5 Students, Season is **Extended Day**
- Grade 6—Grade 8 Students, Season is **Club Excel**

D. Select Sections

- For morning only care, select Mornings (AM)
- For afternoon only care, select Afternoons (PM)
- For both morning and afternoon care, you would check both boxes

### PLEASE NOTE

You will need to select Mornings, Afternoons, or both Mornings and Afternoons (you can check more than one box).



Click on "Complete Schedule Setup and Continue".

Continue to *Enrolling in Before/After School Care, continued*, Page 5 of this guide.

A **new contract must be submitted each school year**, regardless of whether the student has attended in the past. The last day of school or summer camp ends a contract, and a new one must be submitted for the new school year.

Below are instructions for completing your child's contract and submitting it.

## Step 4

Read all of the Information Acknowledgements, and initial where prompted. On the Acknowledgement/E-Signature, please type your full name.



Continue, and answer any Special Needs, Allergies, etc. that your student has.

Every field with a star  is a required field, and must have a response to continue.

Click "Complete Questions and Continue".



## Step 5

Add your payment information. Tuition will be charged to your payment method on each tuition due date. **Account holders must save the payment method in order to complete the application and submit the contract** for review by Extended Learning staff.

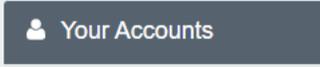
Click on "Complete Registration".



## Step 6

You will receive a "Before & After School Programs Contract Request" confirmation email to the email address you used to set up your Eleyo account.

You can log into your Eleyo account at any time to view your parent dashboard. Before & After School Programs are listed under the "Your Accounts" box.



A contract can be in pending status for up to ten business days, and three weeks during high-volume times. If the contract or Skyward indicates that a student has special needs or a medical condition, please allow additional time for review. Once reviewed, you'll receive an email confirming enrollment. Students cannot attend Extended Learning programs without confirmation and a start date.