



Setting up your Account Profile

This sheet will walk you through the process for setting up your Account Profile to access rosters and enrollment numbers online. Online versions are accessed by logging into the individual district pages from any browser.

Create your Account Profile

1. Access the individual district Eleyo online registration website.
2. Select **Sign Up** (top, right corner). *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. Complete the *Register a New Account Form* and select **Create Account**

NOTE: An email will be sent with a link to verify your account. Use the **Verify Your Email Address** button on that email to verify your account.

Viewing Enrollment Numbers and Download Rosters Online

Once set up by your district contact, you may view enrollments and rosters for the Courses you are scheduled to teach by logging into the Public side of the software. If the screen below is not displayed when you log in, select Explore All Programs then Dashboard and scroll to the bottom of the activity.

Course ID	Start/End Date	Time	Download Roster	Enrollment
1010-F16-A	starts: Mar 7, 2017	3:00 PM - 4:00 PM	Download Roster	0 Enrolled
1010-F16-B	ended: Feb 14, 2017	3:00 PM - 4:00 PM	Download Roster	2 Enrolled
1010-F16-C	ended: Feb 15, 2017	3:00 PM - 4:00 PM	Download Roster	0 Enrolled
1010-F16-D	ended: Feb 14, 2017	3:00 PM - 4:00 PM	Download Roster	0 Enrolled