






Setting up your Account Profile


The St. Cloud Area School District has transitioned to a new look and feel for our registration system with Eleyo (formerly known as FeePay). This sheet will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household in anticipation of future registrations within the system.

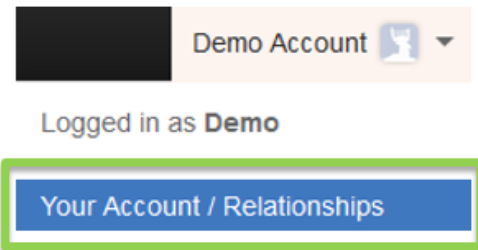
Create your Account Profile

1. Access the new site by browsing to: <https://isd742.ce.eleyo.com>
2. Select  (top, right corner) to begin creating your profile.
3. Complete the *Register a New Account Form* and select .


NOTE: An email will be sent from *Eleyo* with a link to verify your account. Use the  button on that email to verify your account.


Add Family Members and Emergency Contacts to your Account Profile

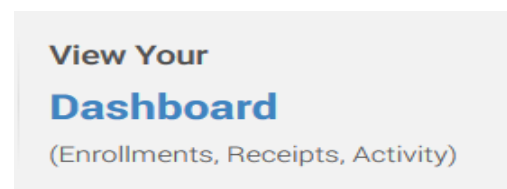
1. If you are not already on the website, browse to <https://isd742.ce.eleyo.com> and login with your email address and password by selecting the Log In button .



2. Select your name in the top, right corner of the screen and select *Your Account / Relationships*.

Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for Pre-K student, select Kindergarten and the year the child is expected to enter Kindergarten.

3. Select the  button.
4. After you have finished setting up your family, select *Explore All Programs*.
5. From the drop-down menu, you will be able to *View Your Dashboard* and enroll in programs or courses when registrations open.



You have completed the Account Profile set-up process and are ready for future online registrations!

We are very excited to utilize the new Eleyo platform.

