Setting up or Updating Your Account Profile

This quick reference will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household and add emergency contacts for your children in anticipation of future registrations within the Eleyo system as your family participates in Rochester Community Schools Enrichment programs and paying school related fees.

Create your Account Profile

✓ Browse to the website: **https://rochesteronline.ce.eleyo.com**

✓ Create your profile by selecting **Sign In** (top, right corner).

✓ To create a new profile, log in with Facebook or Google -or- select *Create One Now*.

✓ 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.

✓ Select *Manage All Relationships* to add family members and emergency contacts.

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.*

Add Family Members and Emergency Contacts

✓ If you are not already on the website, browse to **https://rochesteronline.ce.eleyo.com** and login with your email address and password by selecting the *Sign In* button.

✓ Select your name in the top right, corner of the screen then select **Your Account/Relationships** to view your profile**.**

✓ Use the **Add a Relationships** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).

✓ Select the **Create Person** button.

✓ After you have finished setting up the people associated with your profile, select the **Community Education** link in the top, left area of the screen then select *Explore All Programs* then *Your Dashboard.*

✓ 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.

To register for an AP Exam by clicking the "Explore" button. You can type in "AP Testing" in the search at the top of the page to bring up all the options. Or they can find the AP testing options by clicking "Start Exploring" under the School Fees option.

Select how many exams your student plans to take (i.e. 3 AP Exams) and add to your cart. Then follow check out steps. You will receive an email verifying your order and proof of payment. Please provide a copy of this to your counseling office to complete your student's exam registration so an exam will be ordered for your student.