

Eleyo Guide 2018-2019 KEEP



Legacy Traditional Schools is proud to announce we are transitioning to a new online registration system for the 2018-2019 school year. **We are confident you will find that Eleyo is very user friendly and super easy to navigate!**

This step-by-step guide will help you register your child in the 2018 KEEP program.

*Creating Account Profile – **For new users***

1. Access the new site by browsing to: <https://legacy.ce.eleyo.com/>
2. Select the **Sign In** button in the top right corner of the online registration page and select the **Create Account** button in the login window.
3. Complete the *Register a New Account Form* by adding your own name and contact information and select **Create Account** at the bottom of the screen.

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

Register Students for Legacy KEEP/LKC

1. Once you have logged into Eleyo , click the “HOME” icon in the top left corner
2. Select your desired program (KEEP)
3. Select the **Enroll Now** button
4. Select on your child’s name (or add new child)
Grade-select Kindergarten
School Year- select the year your child will start Kindergarten
5. Select the **Looks Good. Start Registering.** button
6. Click **Verify Contacts/Pickups and Continue** button

NOTE: The systems will not let you move forward unless 2 **Emergency Contacts** have been entered

7. Select the **Legacy KEEP Parent Handbook** to print and review
8. Choose a *Season* from the drop down (School Year 2018-2019)
9. Choose a Location, select *Use Location and Continue*
10. Accept terms and conditions
11. Choose the desired schedule and select *Complete Schedule set up and Continue*
12. Continue through the Registration Questions
13. Add a Saved Payment Method (This payment method will be used for the \$100.00 registration fee and autopay)

Note: Once you click the complete registration button, your contract will be submitted and in a **pending status to Legacy Staff for approval.** First, an automatic email notification will be sent to the email address on your profile referencing your pending contract. You will receive a second email notice once the contract has been approved.
**** Please allow 2-3 days for staff to review and approve your contract.**

TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.

Managing your Account

To manage your child care account access the Dashboard:

1. Log into Eleyo
2. Select "Explore All Programs"
3. Select your Program

Under the Dashboard you can:

- Manage Authorized Pick-ups
- Manage Auto Payments
- Select your Current Schedule to view details or request a withdraw

Account #1005

Select a current schedule to request a schedule change.

Account Management

- Register a New Contract
- Manage Authorized Pickups

Latest Invoice

Your account is current.
Your next due date has not been scheduled yet.

Pay

Auto Payments

VISA Visa ****1111 Expires: 08/20

Manage your Auto Pay

Current and Upcoming Contracts

Sarah Mattaini

East Mesa Campus (3...)

Mon-Fri Full Day
Mon-Fri Extended Day

Starts: Aug 2, 2018

Payments and invoices will appear here.
Select a past payment or invoice to print or view details.

Select your Contract to:

- Request to withdraw your Contract

Contract for Sarah Mattaini

at East Mesa Campus (3 year old)

Back to Account

Contract Management

- Change Schedule
- Managed Authorized Pickups
- Withdraw Contract

Full Day

Full Day - Legacy Traditional School -- East Mesa Campus

Mon-Fri, Aug 2 - May 22
8:15 AM - 3:10 PM

No School: Aug 31, Sep 3, Sep 28, Oct 1- Oct 5, Oct 8-Oct 12, Nov 12, Nov 22-Nov 23, Dec 24-Dec 28, Dec 31-Jan 4, Jan 21, Feb 18, Mar 8, Mar 11-Mar 15, Mar 18-Mar 22 & Apr 19

August 2018

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Thursday, August 2nd 2018 through Wednesday, May 22nd 2019

Full Day

Su	M	Tu	W	Th	F	Sa

Extended Day

Su	M	Tu	W	Th	F	Sa

Drop-in Days

Sarah Mattaini is not registered for any drop-in days.

Please contact the KEEP Contact at your campus if you have additional questions.