

## STEP 1: Create an Eleyo Account prior to registration

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You must have an account for yourself and a profile for the child you wish to register, prior to enrolling in preschool, Early Childhood Family Education (ECFE), screenings or other Community Education classes.

1. Visit [alexandria.ce.eleyo.com](http://alexandria.ce.eleyo.com)
2. Click '**Sign in**' in the upper right corner of the screen to register a new Eleyo Account.
3. Click '**Create One Now**' and complete the '**Register New Account**' form. Remember, the account should be created in your name.
4. Click '**Create Account**' at the bottom of the screen to save your information. You will be directed to your Account Profile.
5. After you create your account, Eleyo will send you an email to verify your email address. Please follow the steps in the email to verify your email address.

## STEP 2: Add a child and/or spouse to your Eleyo Account

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1. Access your account by clicking your name in the upper right corner of the screen. From the drop-down menu, select '**Your Account / Relationships**' to add a child or spouse to your profile.
2. Click '**Add a Relationship**' and complete the '**Add a New Person**' form.
3. Click '**Create Person**' at the bottom of the screen to save your information. You will be directed to your Profile.
4. Click '**Emergency Contacts**' under each child's name and provide information for at least two local emergency contacts.

## STEP 3: Register for class

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1. Go to [alexandria.ce.eleyo.com](http://alexandria.ce.eleyo.com)
2. Select '**Preschool**' and choose your preferred class from the list of options.
3. The registration process will take approximately 20 minutes to complete. Please have your child's physician and clinic information, health history, medication information, emergency contact information as well as a list of adults authorized to pick up your child on hand.

*Note: Additional classes are opened based on registrations and waiting lists. Please be sure to add your child to the waiting list for your first choice class if not immediately available.*

## STEP 4: What to expect after submitting your registration

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After you submit your registration, you will receive two emails. The first is a course confirmation email from Alexandria Public Schools Community Education. The second email with the subject, Alexandria Public School Eleyo Payment Confirmation, is confirmation that your registration fee payment has been accepted.

If Compass School Age Childcare is also needed before and/or after school, you will register separately, during summer.

1. Go to [alexandria.ce.eleyo.com](http://alexandria.ce.eleyo.com)
2. Select '**Compass**' and complete the steps to register for the care needed.