

## Creating Your Family Account Profile

SCOPE Education Services is transitioning to a new online tool to register and manage your child care, pre-kindergarten, and enrichment registrations. Below are steps to create a profile and manage your family account.



### Create Your Account Profile

1. Browse to the website: <https://scopeonline.ce.eleyo.com>
2. Create your profile by selecting **create an account profile** on the main welcome page.
3. 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.
4. Select **Create Account** at the bottom of the *Register a New Account* page. You will be directed to your profile management screen where you can create family members within your profile.

**NOTE:** 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

1. Use the **Add a Relationship** button to add all family members.  
**NOTE:** 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). Please use the table to the right to determine the entering school year for Kindergarten.

Child's Age	Kindergarten year
Newborn-1	FALL OF 2024
1	FALL OF 2023
2	FALL OF 2022
3	FALL OF 2021
4	FALL OF 2020

2. Select the **Create Person** button.
3. After you have finished setting up the people associated with your profile, select the **white house icon** in the top, left area of the screen then select **Explore All Programs** then **Your Dashboard**.
4. 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 select **Add Emergency Contact** then search for or select the name from the list of existing users that are presented.

Emergency Contacts  
for Kaylan Radtke

← Back to Dashboard

Emergency Contacts

Name	Relationship	Phone Numbers	
Laura Radtke (You)	Parent	(651) 455-4545 - Cell	✓ ✖
Steven Radtke	Parent	(612) 555-5555 - Home (612) 555-4445 - Home	✓ ✖
Callie Sprunk	Emergency Contact	(651) 455-4555 - Cell	✓ ✖

Search for Person

Hailey Templin  
Laura's Friend

OR

➕ Create New Emergency Contact

**NOTE:** You only need to add emergency contacts for each child. If you do not have children in your profile, you do not need to add emergency contact relationships.

## Register for SCOPE UPK/Pre-Kindergarten Program



1. To register, select **Pre-Kindergarten** on the welcome page, then select **Enroll Now**.

**NOTE:** If your child will also attend Extended Day (offered in limited districts), you will need to register for that program as well. Your child **must** be in the Pre-Kindergarten program to be eligible for Extended Day.

2. Select your child's name from the left side of the screen. If editing child's profile during registration, please notice that grade is required. For Pre-Kindergarten, select K and the year the child is entering Kindergarten.
3. Select **Looks Good. Start Registering**.
4. Enter your child's Emergency Contacts and confirm if they are authorized pickups. The registering parent will display as the first emergency contact. A minimum of 3 contacts are required.  
**NOTE:** If you already entered emergency contacts under the child's profile, select **Add Emergency Contact** and select from the list of users.
5. Select **Verify Contacts/Pickups and Continue**.
6. Select the district your child will be attending by selecting the Season drop-down menu; then select the correct registration under **Choose a Location**. Select **Use Location and Continue**.
7. Read, print if desired, and select the checkbox to agree to all terms and conditions for the UPK/Pre-Kindergarten program. Select **Accept Terms and Continue**.
8. Select your preferred program and time for the Pre-Kindergarten program. Placement of children will be confirmed via email. UPK students will be placed based on lottery selections. Select **Complete Schedule Setup and Continue**.
9. Complete all registration questions and select **Complete Questions and Continue**. On the next screen you will be asked to enter a payment method for upfront registration fees and deposits.

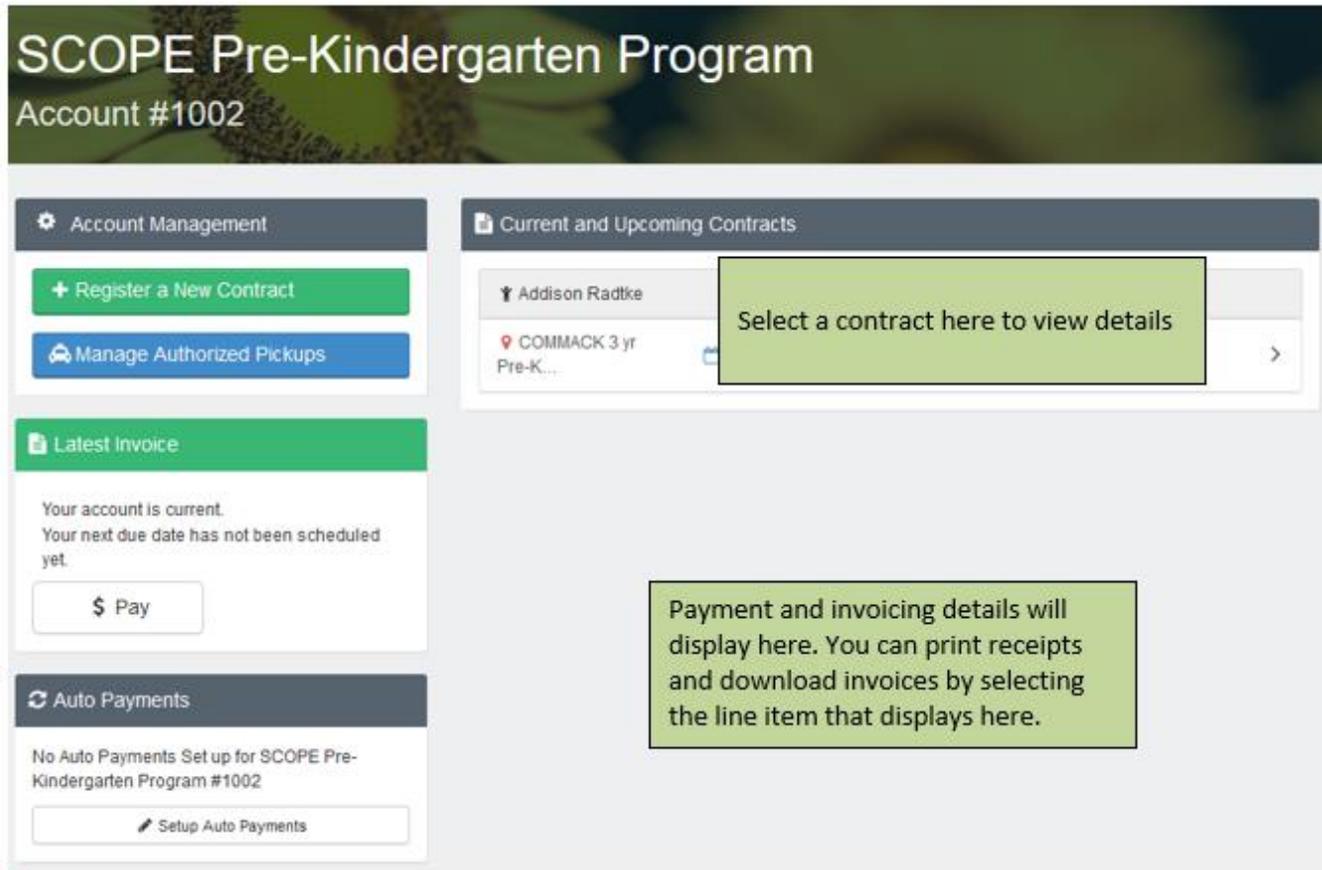
**NOTE:** If your child will be registered in a UPK program, UPK will not require a payment method. Please select **Continue without saving a payment method**.

**NOTE:** For tuition-based programs, enter a saved payment method. Once a payment method has been entered, you may also sign up for Auto-Pay if desired. This can also be managed on your Account.

The screenshot shows a web interface for saving payment information. At the top, there is a section titled "Save Payment Method Information" with a lock icon. Below this, there are two lines of text: "Your payment method information is for any up-front registration fees or deposits." and "Your payment method information is stored securely and will not be charged until after our staff has reviewed and approved your registration." Below this is a green header section titled "Choose from Your Existing Payment Methods". Underneath, there is a card for a VISA card with the expiration date "Expires: 11/2022". Below the card is a button labeled "+ Add Saved Payment Method". At the bottom, there is a checkbox for "Enroll in auto payment for SCOPE Pre-Kindergarten Program." with the text "Avoid late fees and save time by having funds automatically withdrawn from the payment method above on the due date of each invoice you receive." Below the checkbox is a blue button labeled "Complete Registration" followed by "or cancel".

## Account Management

Below is an example of what your SCOPE Pre-Kindergarten Account Dashboard may look like. You can manage contracts and authorized pick-ups, preview and pay invoices, manage auto-pay, and download receipts.



**SCOPE Pre-Kindergarten Program**  
Account #1002

**Account Management Tools**

- Account Management
  - Register a New Contract
  - Manage Authorized Pickups

**View and Pay Invoices**

**Latest Invoice**

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

\$ Pay

**Manage Your Auto Pay**

**Auto Payments**

No Auto Payments Set up for SCOPE Pre-Kindergarten Program #1002

Setup Auto Payments

**Current and Upcoming Contracts**

Addison Radtke

COMMACK 3 yr Pre-K...

Select a contract here to view details

Payment and invoicing details will display here. You can print receipts and download invoices by selecting the line item that displays here.