

# Creating Your Family Account Profile for SCOPE Education Services



## Create Your Account Profile

1. Browse to the website: <https://scopeonline.ce.eleyo.com>
2. Create your profile by selecting the text **Create an account profile** at the top of 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 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 later if needed).

2. Select the **Create Person** button.
3. After you have finished setting up the people associated with your profile, select the **house icon** in the top, left area of the screen then select **Explore All Programs** and **View Your Dashboard**. If using a mobile device, select the menu with the compass icon to access 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 any information. 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.

Name	Relationship	Phone Numbers	
Laura Radtke (you)	Parent	(601) 455-4343 - Cell	<input checked="" type="checkbox"/> <input type="checkbox"/>
Steven Radtke	Parent	(612) 555-5555 - Home (612) 555-4445 - Home	<input checked="" type="checkbox"/> <input type="checkbox"/>
Callie Sprunk	Emergency Contact	(501) 455-4555 - Cell	<input checked="" type="checkbox"/> <input type="checkbox"/>

Search for Person

Hailey Templin  
Laura's Friend

OR

**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.

**\*\*YOUR CHILD IS NOT REGISTERED AT THIS POINT. PLEASE CONTINUE TO REGISTER A CONTRACT FOR CARE\*\***

## Register for SCOPE BEFORE & AFTER SCHOOL CHILD CARE

1. Select **BEFORE & AFTER SCHOOL CARE** on the Welcome page.  
**Please Note: This includes the PRE-K aged students in East Meadow, East Moriches, Floral Park, Great Neck, Hewlett-Woodmere, Jericho, Mineola, Middle Country, Sachem, Sayville, Southold, Wantagh and West Hampton.**
2. Select **Enroll Now**.
3. Select your child's name from the left side of the screen. If editing child's profile during registration, please note that a grade is required. For Pre-Kindergarten, select *Kindergarten* and the year that the child is entering Kindergarten.
4. Select **Looks Good. Start Registering**.
5. Enter your child's Emergency Contacts and confirm if they are Authorized Pickups. The registering parent/guardian 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.*
6. Select **Verify Contacts/Pickups and Continue**.
7. Select the district your child will be attending by selecting the Season drop-down menu; then select the correct one under **Choose a Location**. Select **Use Location and Continue**.
8. Read, print (if desired), and select the checkbox to agree to all terms and conditions. Select **Accept Terms and Continue**.
9. Choose your schedule type. Select either **Consistent Schedule** (child attends everyday) or **Pick Your Days Schedule** (you pre-select days monthly). Select Before School, After School or both. If you choose Pick Your Days, select the days your child will attend. Select **Complete Schedule Set up and Continue**.
10. 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:** 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 header 'Save Payment Method Information' with a lock icon. Below it, a text box explains that the information is for up-front registration fees and deposits, and is stored securely. A green bar labeled 'Choose from Your Existing Payment Methods' contains a selected VISA card with an expiration date of 11/2022. Below this is a button to '+ Add Saved Payment Method'. At the bottom, there is a checkbox for 'Enroll in auto payment for SCOPE Pre-Kindergarten Program' with a sub-note about avoiding late fees. The bottom navigation bar features a blue 'Complete Registration' button and a grey 'cancel' link.

## Account Management

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

The dashboard is titled "Before & After School Child Care Programs" and "Account #1002". It is divided into several sections:

- Account Management Tools:** Includes buttons for "Register a New Contract", "Register Non-School Days", "Manage Authorized Pickups", and "Download Tax Information".
- Current and Upcoming Contracts:** Shows a contract for "Addison Radtke" with details for "Indian Hollow - AM &..." and "Mon-Fri Before School / Mon-Fri After School". A callout box says "Select a contract here to view details".
- Latest Invoice:** States "Your account is current. Your next due date has not been scheduled yet." and includes a "\$ Pay" button.
- Auto Payments:** States "No Auto Payments Set up for Before & After School Child Care Programs #1002" and includes a "Setup Auto Payments" button.

Three callout boxes on the left side of the dashboard identify the "Account Management Tools", "View and Pay Invoices", and "Manage Your Auto Pay" sections.

A large callout box in the center-right of the dashboard states: "Payment and invoicing details will display here. You can print receipts and download invoices by selecting the desired line item or by selecting Your History in the bottom footer."