


## Setting up your Account Profile

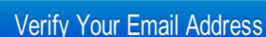
### Create your Account Profile

1. Access the site by browsing to: **www.ahschools.ce.eleyo.com**

2. Select  (top, right corner). *If your email address is recognized as a previously registered user, please use the Forgot Password link to receive an emailed link to create a password.*


3. Complete the *Register a New Account Form* and select .

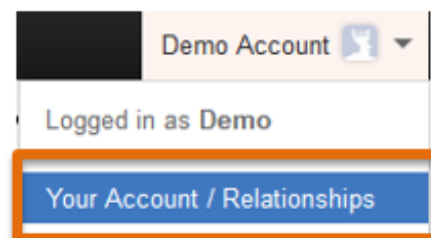
NOTE: An email will be sent from *FeePay* with a link to verify your account. Use the



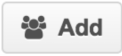
button on that email to verify your account.

### Add Family Members and Emergency Contacts to your Account Profile



1. If you are not already on the website, browse to **www.ahschools.ce.eleyo.com** and login with your email address and password by selecting the Log In button .



2. Select your name in the top, right corner of the screen and select *Your Account / Relationships*.

3. Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for Pre-K student, select Kindergarten and the year the child will be entering Kindergarten.

4. Select the  button.

5. After you have finished setting up your family, select either the  or  link in the upper left area of the screen or select the *Explore All Programs*. From here you will be able to browse classes and enroll yourself or family members in the classes offered.

*You have completed the Account Profile set-up process and are ready for future online registrations!*