



## Setting up your Account Profile

This sheet will walk you through the process for setting up your Account Profile to access rosters online and through the Eleyo Course Roster iOS App. All course sections the districts have attached you to will appear in the iOS app as long as your email address is part of your profile in that district. Online versions of your rosters may be accessed by logging into the individual district page from any browser. If using a mobile device, the *Dashboard* will be found under menu with the compass icon.

### Create your Account Profile

1. Access the individual district Eleyo online registration site.
2. Select *Sign In* top, right corner). *If your email address is recognized as a previously registered Eleyo 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 *Create Account*.  
NOTE: An email will be sent with a link to verify your account. Use the *Verify Your Email button* on that email to verify your account.

### Viewing Enrollment Numbers and Download Rosters Online

Once set up by your district contact, you may view enrollments and rosters for the courses you are scheduled to teach by logging into the Public side of the software. If there are any classes you are teaching that are not displayed, please contact the Enrichment Program Office directly for assistance. Once you access your Dashboard online, you will see *Courses You Teach*. Use *Download Roster* for a PDF file or *Export Roster* for an Excel file of your roster.

A screenshot of the Eleyo software interface. At the top, a dark grey header contains a graduation cap icon and the text "Courses You Teach". Below this, a light grey section is titled "Taught by Football Coaches". Underneath, a white box labeled "Football" contains a course entry for "2nd Grade" with a calendar icon, "next date: Jun 23, 2021", a clock icon, and "10:00 AM - 11:00 AM" followed by a right-pointing arrow. To the right of this entry are two buttons: "Download Roster" and "Export Roster", both with document icons. Further right, a graduation cap icon is followed by the text "3 Enrolled". At the bottom right of the interface, there is a search icon and the text "View All Courses You Teach".

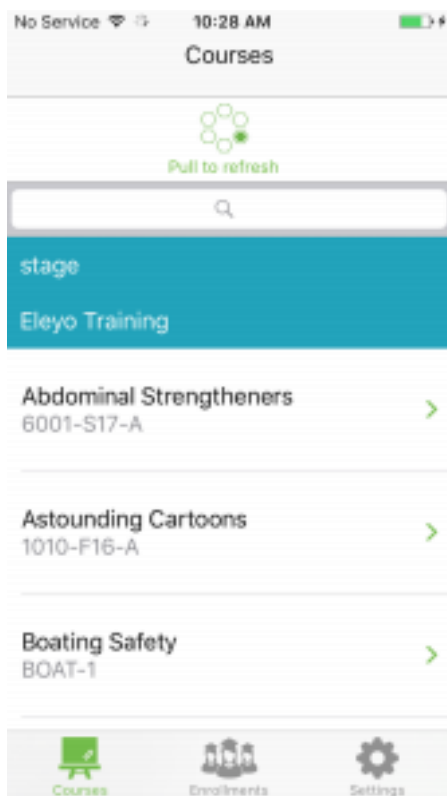
### Install iOS Eleyo Course Roster App

1. Access the Apple App Store on your device.
2. Search for Eleyo Course Rosters and install.
3. Log in using the same email address and password used to download rosters from a web browser.  
NOTE: If you have questions, please contact the Enrichment Program Office.

### Tips for Using the iOS Eleyo Course Roster App

1. Log in using the same email address and password used to download rosters from a web browser.
2. More information may be visible when using an iPad vs. and iPhone or iPod Touch.
3. iOS 9 or higher is required for installation and use of the app.

Below is an example screenshot of a list of course sections an instructor attached may see from an iPhone or iPod Touch.



Below is an example screenshot of a list of course sections an instructor attached may see from an iPad.

