



Creating your Melrose Community Education Online Account

Our programs are transitioning to a convenient mobile-friendly online tool for registration, payments and management of your programs from any device, including your smartphone or tablet. Please take a few minutes to set up your profile within this system in order to register family members for the Early Childhood Center, Preschool and School Age Care.

Setting up your Account Profile

Create your Account Profile

1. Access the new site by browsing to: <https://isd740.ce.eleyo.com>
2. Select *Sign In* at the top of the screen to begin creating your profile.
3. To create a new profile, log in with Facebook or Google
-or-
select *Create One Now*.

NOTE: If you have already created a profile to this new system, please log in and proceed to the section below entitled “Add Family Members...”.

4. When create 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.
5. In order for your program administrators to see your profile, once logged in, select the *Explore all Programs* link and select the program link you are interested in registering. Select LEARN MORE.

Sign In

Sign In with Facebook

Sign In with Google

OR

Email Address

Next

Don't have an account? [Create one now](#)

Add Family Members to your Account Profile

1. If you are not already on the website, browse to <https://isd740.ce.eleyo.com> and login.
2. Select your name at the top of the screen and select *Your Account / Relationships*.
3. Use the Add Relationship button to add additional family members.

When adding a child who is Pre-K, you can select the Grade = K and then select the School Year the student will enter Kindergarten.

Grade

Kindergarten

✓ Fall of 2018 (current)

Fall of 2019

Fall of 2020

Fall of 2021

Fall of 2022

Fall of 2023

Fall of 2024

Fall of 2025

Fall of 2026

Adding Emergency Contacts to your Family Members

1. If you are not already on the website, browse to <https://isd740.ce.eleyo.com> and login.
2. Select Explore All Programs and select Your Dashboard.
3. Select Edit Emergency Contacts underneath each child's name to add Emergency Contacts for your child(ren).

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

We are excited to offer this convenient online tool!

