



Registering for and Managing your Pinckney Latchkey Account Online

Pinckney Community Education is transitioning to a new online tool to register and manage your account. You will be completing your latchkey schedule and payments from this site. It will take about 20 minutes to get your account set up. Below are some tips for managing your account.

Note: If you already turned in your registration paperwork and payment, you still need to create a profile and register for latchkey. You will not be charged a registration fee again.

Log in

1. Browse to <https://pinckney.ce.eleyo.com> . Select Register under Latchkey on the home page.
2. Create your Eleyo profile. You will be able to add your children and their emergency contacts after you create your profile and start registering for your desired program.

Registration Options Latchkey

Consistent Schedule: Your child will consistently attend on the days of the week you choose, for the duration of the session you are registered for.

Pick your Days: You will select days on a calendar that you know your child will need care. Can change week to week.

Account Management

Below is an example of what your Latchkey Account Dashboard may look like. You can manage contracts preview and pay invoices, manage auto-pay, and download tax statements. **Register for half days and early release days after you create a regular care contract by selecting Register Non-School Days**

Latchkey

Account #1003

Account
Management
tools

Account Management

+ Register a New Contract

Register Non-School Days

Manage Authorized Pickups

Current and Upcoming Contracts

Select a contract in this area to request a schedule change or view schedule details.

Riley Rice

Navigator

Mon-Wed Before School
Fri Friday Full Day Care

Starts on Sep 8, 2020

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Latest Invoice

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

\$ Pay

Auto Payments

No Auto Payments Set up for Latchkey #1003

Setup Auto Payments

Payment and invoicing details will begin to display here. You can print receipts and download tax statements for each program your child attends.

Manage
your Auto
Pay