

Registering for Kids Connection

Johnston Community Education uses an online registration system called Eleyo (formerly FeePay). This sheet will walk you through the process for registering a student for Kids Connection.

After registering online, you will receive an email summary of your student's pending contract request. Once the contract has been reviewed by Kids Connection staff, you will receive a 2nd email confirming your student's start date.

<u>Log in</u>

1. Browse to https://johnston.ce.eleyo.com and login with your email address and password by

selecting the Log In button Log In. (TIP: Use the Forgot Password link to initiate a setpassword email if you cannot remember your password.)

Select the Community Education tile *-or-* select Community Education at the top of the screen.

- 2. Point to Explore all Programs, Kids Connection and select Registration.
- 3. Continue through the registration screens to submit a pending contract request for each student.

K Y R I			Find by Name, Category or Description			 Explore All Programs 	
Registration Questions REGISTERING MARIA IN KIDS CLUB 6/7							
	¥ Child	Contacts	Q Location	Terms	Chedule	E Questions	\$ Finance Info
	Child	Contacts	Location	Terms	Schedule	Questions	
	 We are an inclusive program and make accommodations to make sure every child is successful in our program. Please describe any accommodations your child might need due to medical, emotional or hybritical chellenges. 						
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You will receive a Pending Contract Request email.

A 2nd confirmation email will be sent when your student has been placed in their class and your payment account will be charged. This 2nd email will indicate your student's start date.