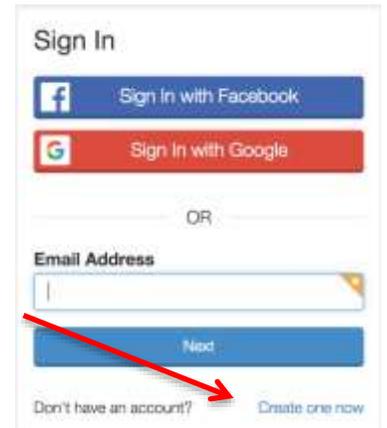This sheet will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household in anticipation of future registrations within the system.

Setting up your Account Profile

Create your Account Profile

1. Access the new site by browsing to: **https://tcaps.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*.

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. Once logged in, select the Explore all Programs link, select the program link you are interested in registering.
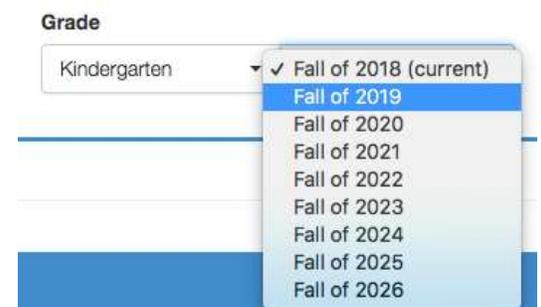
Add Family Members and Emergency Contacts to your Account Profile

1. If you are not already on the website, browse to **https://tcaps.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 must select the Grade = K and then select the School Year the student will enter Kindergarten.

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

We are very excited to utilize the new Eleyo system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.

New Account Profile