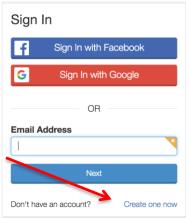


Creating your Douglas County Schools ASP Account Online

The Douglas County Schools ASP is transitioning to a convenient mobile-friendly online tool to register and manage your account from any device, including your smartphone or tablet. Below are instructions for creating your account and requesting a contract for your student(s).

Log in

- 1. Browse to https://dcssga.ce.eleyo.com and create a profile by selecting the *Sign In* button at the top of the screen.
- To create a new profile, log in with Facebook or Google
 -or select Create One Now.
- 3. 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.



Requesting a Contract for your Student(s)

Upon completing the application process online, you will receive an email confirming your request. Once a spot has been confirmed for your student, you will receive a second, confirmation email confirming your students' spot. Adding a payment method online when completing the contract request will ensure we can charge the registration fee at the time of accepting your student's contract. A spot is not guaranteed a spot in the program until the registration fee is confirmed paid. It is strongly encouraged that you add a saved payment method when completing your online application.

1. Select Explore all Programs, select ASP and Register.



- 2. Select an existing student or select Add a New Child.
 - * When adding a new child, complete all of the required fields of information. In order to indicate a grade lower than Kindergarten, select Kindergarten as the grade and indicate the year the student will be entering Kindergarten.
- 3. Continue through the registration screens to enroll each student in the program.
- 4. Once you've answered all of the contract questions, in order to submit payment for registration fees should a spot be available, enter a saved payment method and select the *Complete Registration* button.

