![eleyo logo] **eleyo**
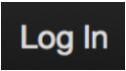NEXT GENERATION SOFTWARE
· FOR COMMUNITY ED ·

Kids Connection – Managing Authorized Pickups

Johnston Community Education uses an online registration system called Eleyo (formerly FeePay). This sheet walks you through managing Authorized Pickups for your students.

Log in

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 set-password email if you cannot remember your password.)

2. Point to *Explore all Programs* and select View Your Dashboard. Select your Kids Connection Account listed under *Your Accounts*.

3. Select the **Manage Authorized Pickups** button under *Account Management*.