

# SACC Account Online Tips (PC)

**Mobile Device or Tablet: Steps are the same but may appear differently.**

## Schedule Change Directions

*All schedules/changes need to be in one (1) week (7 days) prior to when care is needed*

1. Go to <https://rochester.ce.eleyo.com> and sign in with your email address and password.
2. Click on **Your Account**.
3. Below the **Current and Upcoming Contracts** header, you will see your **child's contract**. Click on this and you will then have options of changing your schedule/managing authorized pick-ups, etc.
4. Your current schedule (calendar) will appear on the right, and "**Change Schedule**" will be on the left. Click on that and you will be taken to a screen to add and delete days. Make sure you are putting your changes in the correct section (Before School and/or After School).
5. Save your changes by clicking on **Submit Contract Schedule Changes**.

## Registering for Non-School Days

1. Log into your account at <https://rochester.ce.eleyo.com>. Enter your email address and password.
2. **Welcome to Your Account** page. Below the "Your Account" header, click on your child's name/contract. If you have multiple children you will need to repeat this for each child.
3. **School Age Child Care** page. In the left column click on **Register Non-School Days**.
4. Follow the steps (6) to register for a non-school day.

## Registering for Field Trips/Lunches

1. Log onto your account at <https://rochester.ce.eleyo.com>. Enter your email address and password.
2. Use the drop down **Explore All Programs** in the upper right corner.
3. Select **School Age Child Care / Trips & Lunches** (left column).
4. Click on **Learn More** (lower right column).
5. Click school/site location & trip/activity you want.
6. Scroll down & Select **Enroll Now**.
7. If you want additional trips, select **Continue Shopping**.
8. Scroll to the bottom of the page and select **School Age Child Care /Trips & Lunches**.
9. You will need to repeat steps 5 through 8 if you want to register for multiple trips.
10. When you are done select **Checkout** and pay for your trips.

**Once it is approved you can check your enrollments by logging into your account at:**

- <https://rochester.ce.eleyo.com>
- Use the drop down "Explore All Programs" (upper right)
- Click on "View Your Dashboard"
- Under the tab **Your Enrollments**, dates of field trips or courses you have registered for will be listed. Click on the ">" and you will see the Field Trip Information

## Making an Online Payment on SACC Account

1. Log into your account at <https://rochester.ce.eleyo.com>. Enter your email address and password.
2. Use the drop down **Explore All Programs** in the upper right corner.
3. On the right side of screen is a dark blue box – click on **School Age Child Care** (last one on the list).
4. In the middle box click on **Account Management**.
5. Click on **Latest Invoice**.
6. From there you can click **Make a Payment**, or use **Pay** button on left
7. When finished click **checkout**, and then **process payment** to complete the transaction.