
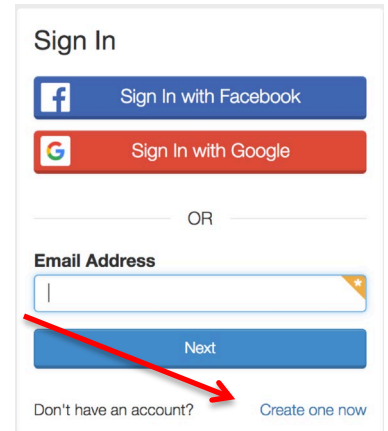


## Creating your Child's Account Online

Grand Prairie Youth Programs 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://gpsid.ce.eleyo.com> and create a profile by selecting the *Sign In* button at the top of the screen. 
2. 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.



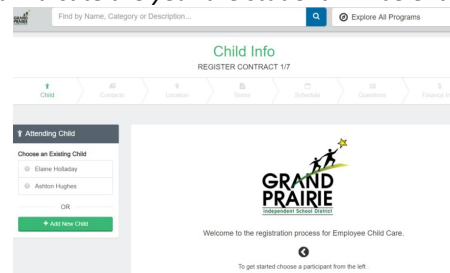
### Requesting a Contract for your Student(s)

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. You will be required to add a credit card during this process.

1. Select *Explore all Programs* and select Employee Child Care and *Register*.
2. Select an existing student or select *Add a New Child*.

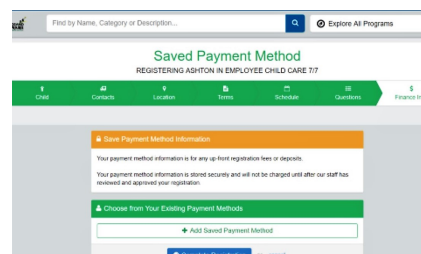
\* *When adding a new child, complete all of the required fields of information. In order to indicate a grade lower than Kindergarten, select Kindergarten as the grade and indicate the year the student will be entering Kindergarten.*

Born 2019 Est. 2024 KG  
Born 2018 Est. 2023 KG  
Born 2017 Est. 2022 KG  
Born 2016 Est. 2021 KG  
Born 2015 Est. 2020 KG



3. Continue through the registration enroll each student in the program.

4. Once you've answered all of the contract questions, select *Complete Registration* button.



Note: Once you click the complete registration button, your contract will be submitted and in a pending status to Youth Programs for approval.

First, an automatic email notification will be sent to the email address on your profile referencing your pending contract.

You will receive a second email notice once the contract has been approved.