



Setting up your Account To Request District Facilities - New District Staff

Albany Area Schools uses a registration system called Eleyo for Community Education and Facilities Management. In order to give you access to request facility use online, you will need to create a profile. This sheet will walk you through the steps to create the profile, access your facilities management dashboard, and create requests.

Create your Account Profile

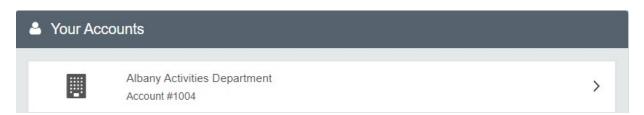
- 1. Access the new site by browsing to: https://district745.ce.eleyo.com
- 2. Select **Sign In** (top, right corner) to begin creating your profile.
- 3. Next to "Don't have an account?" select *Create one now.* Enter your account information (only areas marked with an asterisk are required) and then select **Create Account.**
 - *We ask that staff do not use their personal Eleyo accounts (used to register for Kids Co, PreK, etc.) to request facilities and instead create a separate school account linked to your district email address.
 - *An Email will be sent from *Eleyo* with a link to verify your account. Use the **Verify Your Email Address** button on that email to verify your account.

NOTE: Once you have completed the above steps, please notify Julie Krumrei in the Community Education office (320-845-5060 or jkrumrei@district745.org) to provide you full access to your online facilities management capabilities.



Access your Dashboard and Manage your Facility Account

- 1. After logging into the Eleyo system, select **Explore All Programs**.
- 2. From the drop-down menu, you will be able to select View Your Dashboard.
- 3. Once you are viewing your dashboard, you will be able to see **Your Accounts** listed with your Facility Account name and number. (see sample)



4. Select the account to view your management options. You will have access to view a calendar for availability, create new requests and view current and upcoming requests.

Create a New Request

1. When you are in your account (following the steps above), select **Create a New Request.**



2. Complete Section 1 (Who/What) by entering your Purpose/Activity. You can skip Section 2 (Reporting). Select Continue to Dates/Locations.

*Prior to completing the next steps, select **For Best Results Check Building & Room Availability** in the yellow box to ensure the space you will be requesting is available. To check a specific room's availability on a specific day, select the Daily calendar view.

- 3. Select Location, Room (Choose Specific Room), Date(s), Start Time and End Time. Submit Series.
- 4. If there is a conflict, the system will inform you and request you either **Fix Individual Time Conflicts** or **Revise Entire Request**. If there are no conflicts, select Continue to Next Step.
- 5. Select the checkbox next to "I have read and agree to the above terms and conditions" and select Continue.
- 6. Important: Include specific Setup Notes and Additional Information. This information gets shared with custodial staff. Select Complete Questions and Continue.
- 7. Complete Facility Request.
- 8. The Community Education office will review your facility request within 48 hours and you will receive a confirmation email once the request has been approved. If a change needs to be made, the Community Education office will contact you.

If you have any questions regarding this process, please contact our office at 320-845-5060 or jkrumrei@district745.org