



## Setting up your Account Profile

This sheet will walk you through the process for setting up your Account Profile to register for Willmar Community Education programs. We encourage you to add all members of your household in anticipation of future registrations within the system.

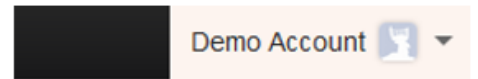
### Create your Account Profile

1. Access the site by browsing to: [www.cewillmarmn.com](http://www.cewillmarmn.com) – click on “REGISTER”. This will bring you to the Eleyo registration program.
2. Select SIGN IN (top, right corner) to begin creating your profile (this would be for yourself as the adult in the household).
3. Complete the Register a New Account Form and select CREATE ACCOUNT.

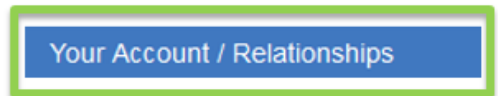
NOTE: A welcome email will be sent to you from Eleyo. Use the link button in that message to verify your email address and set your password.


### Add Family Members and Emergency Contacts to your Account Profile

1. If you are not already on the website, browse to <https://willmar.ce.eleyo.com> and login with your email address and password by selecting the SIGN IN button .
2. Select your name in the top, right corner of the screen and select Your Account / Relationships.

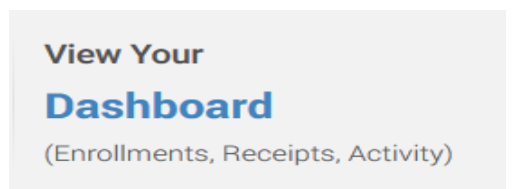


Logged in as **Demo**



Use the  **Add** button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child is expected to enter Kindergarten.

3. Select the CREATE PERSON button.
4. After you have finished setting up your family, select Explore All Programs.
5. From the drop-down menu, you will be able to View Your Dashboard and enroll in programs or courses once registrations have opened.



### Congratulations!

You have completed the Account Profile set-up process and are ready for future online registrations!