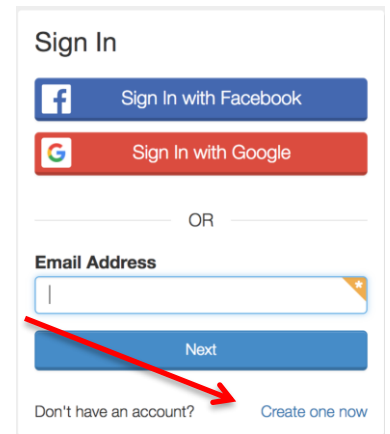**Creating your PASAR Program Account Online**

The Plano School District PASAR Program 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://pisd.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 creating 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 (**PISD employees must use their district email address to get the Employee Rate for PASAR**). If your email address is recognized, use the *Send Forgot Password Email* to receive a password reset email.
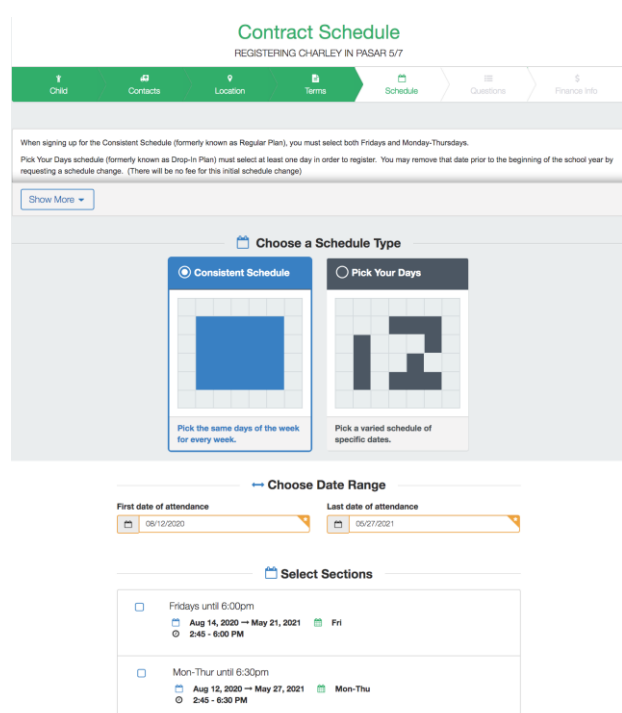

Requesting a Contract for your Student(s)

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. Adding a payment method online when completing the contract request will ensure we can charge the registration fee at the time of accepting your student's contract. A spot is not guaranteed in the program until the registration fee is confirmed paid. It is strongly encouraged that you add a saved payment method when completing your online application.

1. Select *Explore all Programs,* select *PASAR* and *Register*.

2. Select an existing student or select *Add a New Child* (when registering for the first time, you must add each student.)

   * 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.

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

4. Once you've answered all of the contract questions, enter a saved payment method for the registration fee and select the *Complete Registration* button.