



Instructions on how to register for the Summer Credit Retrieval or Grade Improvement with ECS Edgenuity.



ECS Edgenuity Online Course Registration & Payment Steps:

To register, please follow these steps:

Step 1: Acquire course approval from your counselor, who will provide the “Cactus Shadows High School Off-Campus Credit Request Form.” This form includes course title, course number, indicates Semester 1 or Semester 2, Prescriptive Test approval, and counselor signature. (ECS requires this form to complete registration, see **Step 5.**)

Step 2*: Create or update your Eleyo profile. (If your family does not have a profile in our online registration system, Eleyo, detailed registration instructions can be found at <http://www.ecsforall.org/register>.) Please use Firefox or Chrome as your browser for the best performance. **An Eleyo family profile is required to register for any ECS program.** It is important the email address in your profile is valid, as it is used for daily Edgenuity progress reports and updates from the facilitator.

Step 3: To make a payment for the High School Edgenuity course, visit [https://cavecreek.ce.eleyo.com/search?redirected_yet=true&sf\[category\]=120](https://cavecreek.ce.eleyo.com/search?redirected_yet=true&sf[category]=120). Select “Edgenuity Online Course Credit Grades 9-12” and your desired month, “June” or “July”. This is where you will find further information and the protocol for test-taking for 2020 Virtual Summer Edgenuity.

Step 4*: This step occurs within the process of making the online payment. You will be required to fill in the course title and course number you intend for the \$190 fee to cover. (These details will come from “Cactus Shadows High School Off-Campus Credit Request Form” you receive from your counselor.) **The \$190 Edgenuity course fee is equal to one semester of a school-year class (.5 credits).** Continue to follow prompts to complete the payment.

Step 5: Once you have completed steps 1-4, scan and email, mail, or drop off your “Cactus Shadows High School Off-Campus Credit Request Form” (from Step 1) to Joanne Courtney at the ECS Office.
Email Address: jcourtney@ccusd93.net (use the word “Edgenuity” in the subject line of the email).
Mailing Address: ECS Enrichment, P.O. Box 426, Cave Creek, AZ 85327. Drop off (the drop box in the ECS Office door) **Physical Address** 33016 North 60th Street, Room A12, Scottsdale, AZ 85266.

NOTE: A course will not be opened without completion of the five steps above.

* ECS is not responsible for inaccuracies due to incorrect or incomplete information entered at the time of online registration.

Counselors ask for all course approval requests by May 18, 2020. Please have the Edgenuity registration with payment complete by May 26, 2020 for guaranteed course availability on day one of the June session.

The ECS Office is operating virtually until further notice. Employees are responding to emails and phone M-F, 7:30AM-4:00PM. The main line is 480-575-2440. The office summer schedule begins June 1, 2020, M-TH, 7:00AM-5:00PM. The office is located on the District Office campus. (See physical address above.) A sign to mark the ECS entrance is next to the sidewalk leading to our door. Thank you so much for choosing ECS for your summer programs and activities.