



## 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,” which will include course title, course number, indication of 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 the one used for daily Edgenuity progress reports and instructor updates.)

**Step 3:** To make a payment for the High School Edgenuity course, visit [our online registration](#) website and choose your session. Select “Edgenuity Online Course Credit Grades 9-12” and your desired month, June or July. Registration is now open. **Step 4 is within the online registration process.**

**Step 4\*:** Fill in the course title and course number you intend for the \$190 fee to cover. (These details will come from your counselor’s course approval form.) **The \$190 Edgenuity course fee is equal to one semester of a school-year class (.5 credits).**

**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) into the drop box in the ECS Office door.  
**Email Address:** [jcourtney@ccusd93.net](mailto: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 **Physical Address** 33016 North 60<sup>th</sup> Street, Room A12, Scottsdale, AZ 85266.

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

\* 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 15, 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.