

SYCAMORE SCHOOL – PARENT PORTAL INFORMATION

***School ID: 3124**

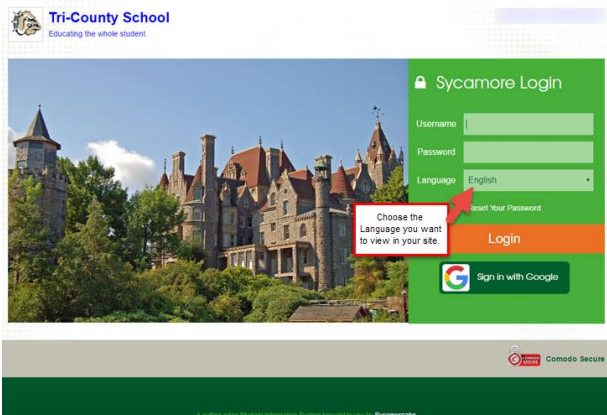
***Username:** Family Username will be emailed to new families. Current families, if you do not remember your username, contact the school office.

***Password:** After setting up your account, if you forget your password, contact the school office to have it reset.

Logging into Sycamore School

Your school administrator will provide you with your login information for your school's Sycamore School account. A school ID, user name and password are required to access your school's online Sycamore School community. The website address app.sycamoreschool.com/
Click on Login

***NEW FAMILIES – An invitation was sent to you via email to set up your Sycamore account.**



If you are a new user, there are two things you should do right away so that you can full navigation in your Sycamore school site:

1. Follow the Welcome Aboard directions to set up your browser. You will need to do this for each computer and browser you use. See [Welcome Aboard](#) for a help page on this. This process lets your browser know that app.sycamoreeducation.com and app.sycamoreschool.com are trusted sites for you.
2. Change your password to one that is secure. Once you change it, it will also be encrypted, making it more secure.

Changing Your Password

If your password was newly activated or was reset by the school, you will be required to change your password upon logging in. You will not be able to access any other areas within Sycamore until this step is completed. You will receive an email confirming you made the change.

When your school activated your account, a password was automatically generated for you. We suggest that you change your password to something that only you know and that is easy for you to remember. To do this, go to My Organizer (left menu), and click on password at the bottom of the list.

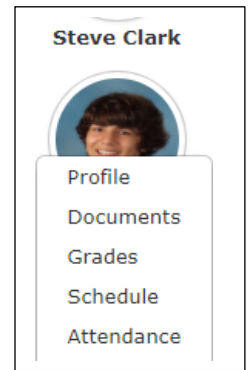
The Super User at your school cannot look up your password for you in case you forget it (for security reasons), but they can change it for you in your Human Resources profile, and re-send you an invitation.

If you use the Reset Your password link and respond to the email that you verify the request is from you, there will be a new computer generated password that you will receive with the second email. In order to change this, you will need to log in with the temporary password then go to My Organizer| Password to change it. The temporary password is the one you will enter in the "Old password" field.

General Navigation

The homepage is where you land when you first login to Sycamore (IF you have okay'd the Welcome Aboard message and changed your password). Any time you want to get back to this page, you need to click on the Home link in the upper left menu.

NOTE - you have to first set up your computer (1. Say ok to the Welcome Aboard Message and 2. Change your password) before you will see the full Homepage. You can not take advantage of ease to use functionality until you do so.



The home page contains the following fields:

1. The **header** across the top displays your school name, logo and the current school year. Clicking on the logo may be a link to the school's public web site. In the top right, you will also see icons with your students' names listed below or thumbnail photos for each of your current students. Clicking on an icon will open that student's profile. More information on this window is found in **Site Basics - Parents: My Family: Students.**
2. **Information - My Students** will show your students' names and if you put your mouse over their name you will see a menu and be able to click to see Documents, Schedules, Grades, Attendance and /or Homework/Assignments.

MAKING PAYMENTS THROUGH SYCAMORE – PAYJUNCTION

You can now make payments for tuition, fees, and Saints Club through Sycamore with a credit or bank card. You can also deposit money into your Lunch or Student Activities account. See below for instructions...

1. Log into your Sycamore Account
2. On the Left Menu bar, click on **MY ACCOUNTING**
3. Click on **SUMMARY**
 - a. Here you can see all of your accounts and balances.

NOTE -Student Activities – Negative balance is a credit in your account
Tuition/Tech Fees – Positive balance is Balance Due
Cafeteria – Positive balance is a credit in your account
Childcare – Negative balance is a credit in your account
4. Click on **PAYMENT METHODS** to add your credit card information for payments.
5. Click on the **blue ADD PAYMENT** button in top right corner to add your credit card.
6. Once your credit card is added, go back to the **SUMMARY PAGE**, then simply click on the **Green PAYMENT BUTTON** at the right of the screen, next to the account you wish to make a payment in.
7. The payment screen will pop up.

A screenshot of a web browser window showing the "Payment" screen. The browser address bar shows "https://app.sycamoreschool.com/myfamilypayment.php?type=3&acc...". The page title is "My Accounting / My Account / Payment". The form includes fields for "Family", "Student", "Account" (set to "Student Activities"), and "Payment Method" (set to "Choose Method"). There is an "Amount" input field and a checkbox for "I understand that the amount entered above, plus the appropriate convenience fee, will be withdrawn from the selected Payment Method today." Below the form, it states "Convenience Fees Apply Credit Card: .5% or Electronic Check: .5%". At the bottom are "Make Payment" and "Cancel" buttons.

8. Make sure correct Account is selected (Tuition, Preschool tuition, Tech fees, preschool fees, Student Activities, Cafeteria, Child card)
9. Choose your payment method
10. Enter the amount you wish to pay.
11. Check the "I understand" box.
12. Make payment. Your payment is now applied!