



### Sycamore Information Page for Parents

<https://app.sycamoreeducation.com/index.php?schoolid=3292>

<https://app.sycamoreeducation.com/> or [www.sycamoreschool.com](http://www.sycamoreschool.com) (school code 3292)

#### Sycamore App

- Logging in for the first time
  - Use your username and password from your email to login. I would suggest bookmarking the link from your email.
  - When you first login, the “Configuring your browser” page will pop up. Sycamore recommends to change some settings on the browser you are using. Click on “Do not show me this again” when you are finished.
  - A “change password” screen will appear next. Enter the password that Sycamore assigned you in the “old password” field and enter a new password.
  - Click on “School Home” at the top of the blue column on the left. This will be the screen that you will see each time that you login from now on.
- School Home Column (left)
  - School
  - Front Desk
    - Family Directory
    - Employee Directory
  - Info Center
    - Cafeteria- Can view the lunch menu
  - System Help
    - Welcome Aboard- Configure your web browser, If you are having trouble, check to see if your browser is configured correctly.
    - Online Manuals/FAQ- Very helpful online search database
  - My Family
    - Info, Contacts, Student and Medical
      - This will be available to update for a month
  - My School
    - Service Logs
      - Enter your service logs here. More information will be coming about this.
    - P/T Conferences
      - Will be available for Parent/Teacher conferences in November.
  - My Accounting
  - My Organizer
    - Update Password

- School Home (center)
  - In the center of the page you will see 6 tabs across the top:
    - Home- School News, Events, and Photo slides
    - News- School News
    - Calendar- School Calendar List of Dates
    - Documents- School documents and forms
    - Photos- School Photos
    - User Details- Lists all of your children. If you click on a student, an overview of the student's classes, assignments, missing assignments and events populates.
      - You can click on each of the students' classes from here to visit the class page.
- Information (right)
  - Lists all of your children.
    - If you hover over the student you will see a list of options.
      - Profile- Student Dashboard
      - Documents
      - Grades
      - Schedule- Can click on the student's classes from here to visit each class page.
      - Attendance
      - HW/Assign- Homework and or Assignments listed by the teacher (Please check with your child's teacher to see if and how they are utilizing this section.)