

How to Use Sycamore Database

- **How To Log into Sycamore**

- Go to our website and select the Sycamore Login Button



-
- Username: (same that was used to register ex. SMI1234 – first three letters of your last name – all caps- and a four digit number)
- Password: you created – you can request a reset if needed
- First Time you Log In – it will prompt you to allow popups from Sycamore – there are instructions for all types of browsers

- **Why You Want to Log into Sycamore**

- See Student Grades – Grade 3rd-8th
- Record Your Service Hours Performed
- Pay Extended Day Fees Online
- Check Your Student(s) Teachers Pages
- See Report Cards – Grades K-8th

- **How To See Grades**

- Select Your Child(s) Picture – if new – the pictures will show in October
- Select Grades
- You may Select a grade to see further detail

- **How To See/Record Service Hours Performed**

- My School
- My Service Logs
- New Log (Blue Button in upper right corner)
- Enter Information and make sure to hit UPDATE

- **How To Pay Extended Day Fees Online**

- Look at the right hand side of the HOME page for Online Payments
- Choose Extended Day Payment
- Enter Amount and Pay Now

Pay with Debit or Credit Card

- Choose this option to pay via credit card

- **How To Check Your Student(s) Teachers Pages**

- Select Your Child(s) Picture – if new – the pictures will show in October
- Schedule – Select the Homeroom Class

- **How To See Report Cards**

- Select Your Child(s) Picture – if new – the pictures will show in October
- Select Documents