

- Our school uses the software program/Web-based information system **SYCAMORE EDUCATION**. We use this for our communication and information system for Sioux Falls Lutheran School. You are able to log in and look at your **school news, lunch orders, school calendar, A-OK and milk**. It has the look and feel of a Web page and is very easy to use.
- All new families will receive a welcome message and an invitation to use Sycamore. This invitation includes the school id number, **1565, Username, and Password**. If you need this information again so you can continue to use Sycamore, please contact us in the school office and we will be happy to help you.
- We ask that you **PLEASE USE** the school's web-based program for school information. We also send out weekly emails regarding school information, so please check to make sure

that these emails are not going into your SPAM/JUNK-MAIL file. Please take the time to read the newsnote emailed to you each week. Generally we email it to you on Friday afternoons. This is a great way for us to communicate with you throughout the school year.

For tech support questions contact one of these people at the school for assistance.

- Heidi Albers: halbers@sflutherschool.com
- Steph Gabel: sgabel@sflutherschool.com
- Myrth Perry: mperry@sflutherschool.com
- Debbie Pankow: dpankow@sflutherschool.com

Thank you for using Sycamore Education.

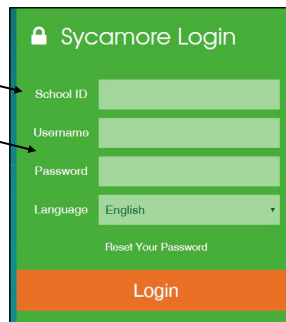
INSTRUCTIONS TO OPEN THE PROGRAM

Go to www.sycamoreeducation.com and click on the **Green LOGIN Tab** marked on the top



To log in to Sycamore:

- Type in the **School ID: 1565**
- Type in your **Username**
- Type in your **Password**
- **DO NOT cut and paste** your Username and Password sometimes it may not accept it.
Your login and password are case sensitive.



CHANGING YOUR PASSWORD

- You may change your password once you are logged in
- On the blue left-hand menu, click on **My Organizer**
- Click on **Password**
- Enter your old password and your new password
- Click blue **Submit** button in the upper right hand corner.

OTHER OPTIONS ON HOME PAGE

On the left side of your screen under **School Home**, click on **School**

- ♦ **News:** School information is posted.
Click on a heading in blue letters and an article will appear on your screen.
- ♦ **Calendar:**
 - Click on the calendar month to view
 - At the bottom left of calendar are icons:
Click on birthday cake for list of birthdays.

- Click on the piece of paper for a list of calendar activities.

- ♦ **Documents:** School Document Folders
Click on a folder on left of screen and all files posted in that folder will appear. Click on PDF file you would like to view.

Front Desk

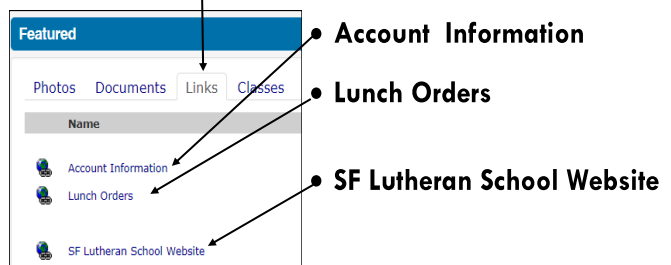
- ♦ **Family Directory:** Click on alphabet letter to see family information
- ♦ **Employee Directory:** Staff members and position, and icons for email & pass-a-note

Information Center **Cafeteria:** School Lunch Menu

On the right side of the homepage screen under **Today**

- Events:** Lists school events and birthdays
- Lunch:** School lunch menu posted

Featured Links:



Information Center

- ♦ **Cafeteria:** School Lunch Menu

My Family You are able to update information about your account. If you are not able to make changes/corrections please contact school office.

My School

Notifications: You may add your cell phone to receive txt msg. Select parent name. Check Enabled . SMS: Click your cell phone #. Choose phone carrier. Click **Update** in upper right hand corner.

My Accounting

See **TADS** for account balances.