How to Access the NUI Sycamore Parent Portal

1. Log into the Sycamore site appropriate for your child:
   - PK to 8th Grade: https://app.sycamoreeducation.com/index.php?schoolid=3318

   Alternatively you can go to the general Sycamore site at https://app.sycamoreeducation.com and enter the School ID codes below:
   - High School ID = 3060
   - PK-8 School ID = 3318

2. Enter the family username and password provided to you in the “Welcome to NUI Sycamore Parent/Student Portal” email message sent on Sep 18th, 2017.

   Note: There is one credential per single household family.
3. The "Welcome Aboard" page below appears the first time you log in. It gives you instructions on how to disable your browser’s pop-up blocker for the Sycamore site.

4. Sycamore requires that you disable pop-up blocker to function properly. You can:
   a. Simply click [Do not show this to me again] on the top right corner and disable pop-up blocker at a later time by following instructions [here]
   b. OR immediately follow the instructions on the “Welcome Aboard” page to disable pop-up blocker for the Sycamore website then click [Do not show this to me again].

5. Next, the “Password” screen will appear allowing you to change the temporary password given to you in the Welcome email message. Enter the temporary password in the Old Password field.

6. Enter a new password following the guidelines at the bottom of the window, and then repeat in the Confirm New Password field.

7. Click Submit.

8. A success message appears on the left of the screen once the password is successfully changed.
9. Click **School Home** in the top left of your screen to go to the Home page.

10. To log out, press the  next to **School Home**.

- Additional NUI specific documentation on how to navigate the site is available on the [NUI School website](#) under the PARENT/Sycamore/Instructions.

- For general Sycamore site instructions, please select **Online Manuals/FAQ’s** section under the **System Help** menu on the left hand navigation bar.

- Please contact NUI IT department at [it@nuischool.org](mailto:it@nuischool.org) if need further assistance.