How to Navigate the NUI Sycamore Parent Portal

School News:

1. Click the **News** tab across the top to see the most recent news articles posted by your school.

   **Note:** News articles posted here are different from articles posted on the class page by teachers (Refer to instructions on how to access student class page).

2. Click the article headline (blue font) to read the article in full.

3. The article will open in a new window. To print the article, click **Print**.

4. Attachments, if any, will display at the bottom of the article and can be clicked to open.
School Calendar:

1. Click the Calendar tab across the top to get a listing of school-wide events.

   **Note:** The calendar on this school homepage is different from the student’s class calendar which will display assignments, tests, events specific to that class (Refer to instructions on the student class page).

2. Click the name of the event for more information.

3. Click the All Events link in the upper right to show an entire month’s worth of events.

4. Click the button next to the month name on the top left to view the previous month or go to the next month by clicking . The calendar is color coded by quarters or trimesters as defined when the school year was created. Half days will show up with a different color background. **Note:** Some monitors will not show much of a distinction in the lighter color.

5. Click the “Week” or “Day” tab across the top to change the view.

6. Click the event title to see details.
School Documents (e.g. Parent Student Handbook, etc.):

1. Click the Documents tab across the top to display documents uploaded by the school.

2. Click All Documents to display all available school documents.

3. Click the file name to open it, for e.g. “Parent Student Handbook 2017-2018”. Important documents like the Parent Student Handbook can also be accessed quickly on the Documents tab of the “Featured” section on the right of your screen (See “Additional Sections” below).

4. Right mouse click on the document and select the Print option or click the printer icon at the top right of the window.
My Family:

1. Click **My Family** in the left hand navigation pane.
2. Select **Information** to view your family profile.

3. Click the **Contacts** tab across the top or on the side to view parent contact info as well as emergency and car pool contacts.

4. Click the **Students** tab across the top or on the side to view students associated with your family. Clicking on a student name will bring you to their profile page (Refer to additional documentation about accessing your child’s information for details).

5. Click the **Medical** tab across the top or on the side to view your children’s medical information. (Note: NUI is not using this functionality at this moment)

**IMPORTANT:** Please contact the NUI main office if any information about your family needs to be updated.
Additional Sections (right hand side of the School Home page):

- **Information**: Lists your child/children icons. Clicking an icon will open that student’s profile. More information on this in How to view my child’s profile documentation on the NUISchool website.

- **Flash News**: Contains news deemed urgent or needing the attention of parents. It will appear as a scrolling news article in the upper right corner.

- **Today | Events**: Lists any school events as listed on the calendar and student and/or staff birthdays. Ages are not listed.

- **Featured | Documents**: Lists any documents the school has chosen to highlight (e.g. Parent Student Handbook). To open, click the document.

- **Featured | Links**: Displays links to commonly used web sites or web sites of interest.

- **Featured | Classes**: Lists classes that are being highlighted.

- **Weather**: Shows the current weather conditions based on the zip code of the school.

Additional Resources for Parents:

- Additional NUI specific documentation on how to navigate the site is available on the [NUI School website](http://www.nuischool.org) 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 you need further assistance.