How to Log Parent Duty Volunteer Hours in Sycamore

1. Log into the Sycamore site appropriate for your child:

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

   **NOTE:** If you have children in both High School and PK-8th, please input all your parent duty hours in the PK-8th site so your total hours completed are calculated properly.

2. Click **My School/Service Logs** on the left hand side.

3. Select **New Log** in the top right side.

4. Update the **Date** field. You can update the time if you remember at what time you started volunteering, but it is not necessary.

5. Click the **Opportunity** drop-down and select the most appropriate opportunity. If you’re not sure what opportunity to select, please contact the main office at (732) 329-1800 ext 0.

6. Type the number of volunteer hours in the **Hours** field.

7. You can give more details in the **Notes** section if necessary.

8. Click **Submit**.
9. Your newly created service log will show a status of “Pending” by default, until an administrator approves it. NOTE: You can edit a service log only when it is in the “Pending” state, by clicking on the title of the service and making your changes.

Please contact the NUI IT Department at it@nuschool.org if you need any assistance.