



# St. Francis of Assisi School Online Enrollment Portal

## Current Family

Welcome to the Online Enrollment Portal. Below we have listed step-by-step instructions to help you register online for the 2018-2019 school year.

Your family's Sycamore username and password will be needed to complete your online enrollment. Please email Tammy Clarida at [tclarida@sfayl.org](mailto:tclarida@sfayl.org) if you need your username and/or password prior to registering. Other items and documents needed for registration are:

- Medical Insurance and doctor contact information
- Emergency contact information
- Optional: Sacrament information – Church and date

The enrollment process will take approximately 20 – 25 minutes to complete. The Enrollment Portal saved the information entered last year and this year it will just need to be updated. If you need to stop the process at any time, click "Update" in the right side corner to save the content and log out. The next time you log in, continue from the section you stopped.

Enrollment will take place from **April 13 (8:00 am) – April 23 (midnight)**. You should be able to complete your enrollment at home.

The Enrollment URL is <https://app.sycamoreeducation.com/admissions/index.php?schoolid=2056>. **Please enable pop ups for this website to complete registration.**

**Please do not use the section "New to St. Francis of Assisi School?" Simply enter the Username and Password that has been issued to you by SFA Administration.**

Follow the green menu bar on the left side of the screen to do the following:

### Enrollment Process:

1. Log into the Enrollment portal with your Family's username and password.
2. "Checklist" is for school use only. Please do not enter any information.
3. Select "Information".
  - a. Update your family's information if it has changed.
  - b. Select the blue "Update" button in the upper right hand of the screen. (This saves any changes or updates you have made. If you do not click "update" and move to the next screen, the changes will not be saved. A green box stating "Update Successful" will appear at the top of the portal.)
4. Select "Additional Fields" and update information using pull down menus or text boxes.
  - a. Please SCROLL DOWN the page to update ALL information.
  - b. Select the blue "Submit" button in the upper right hand side of the screen.
5. Select "Contacts".
  - a. Update information for parents and any contacts.
  - b. Select the blue "Update" button at the bottom of the screen.
  - c. Enter at least 2 additional Emergency Contacts other than the child's parent(s). This list should include all contacts authorized to pick up your child(ren).



# St. Francis of Assisi School Online Enrollment Portal

## Current Family

1. Select the blue "Add Contact" button in the upper right side of the screen to add additional people authorized to pick up your child(ren).
2. Enter the contact information.
3. Check the desired boxes for each person who is authorized as pick-up and/or as an emergency contact.
4. Select the blue "Add" button at the bottom of the screen – Contact created.
5. Select the white "Back" button at the bottom of the screen.
6. Repeat steps 1-5 for additional contacts.
6. Select "Medical".
  - a. Update Physician and Insurance Information.
  - b. Dentist information is not required.
  - c. Select the blue "Submit" button on the upper right side of the screen.
7. Select "Documents".
  - a. Listed are Documents for your reference. Please download for your reference.
8. Select "Agreements".
  - a. Once you have selected your agreements, please click the blue "Submit" button in the upper right hand corner of the screen.
9. Select "Students".
  - a. Select the "Status" drop down menu to select "Not Returning" or "New/Returning."
  - b. Click on the "Edit" button for each student. Update the information.
  - c. **Check the box to verify the information.**
10. Look back on the green menu bar on the left hand side of the screen. The checklist tab is not needed.
11. Click on "Applications."
  - a. Please update the information.
  - b. Click the blue "Update" button in the upper right corner of the screen.
  - c. Repeat for each child.
12. Click on "Medical" for the first child.
  - a. Please update the medical information for the student.
  - b. Please note that the school will not administer Acetaminophen or Ibuprofen to your child without written consent.
  - c. Click the blue "Update" button on the upper right corner of the screen, if you made any changes.
  - d. Repeat steps a-c for each child.
13. Select "Home" on the green menu bar on the left side of the screen.
14. When the enrollment road map on the right of the screen is ALL green, select the green "Click Here to Submit Application" button.
15. Select the green "Submit your Application!" button. If you do not see this button, a step was skipped in the Enrollment portal. Please check the "Enrollment Road Map" on the right side of the screen to find the missing information.
16. Select "OK" for the "Submission Successful!" screen.  
Click "Logout".

Congratulations, you have completed your online enrollment for the 2018-2019 school year! If you choose to have your fees paid through FACTS on April 23, 2018, your registration is complete. If you choose to pay fees by cash or check, your registration is not complete until the front office receives your payment no later than May 10, 2018.