How to get access to Sycamore Education:

1. We need a valid e-mail address from you.
2. Invites will be sent home via e-mail.
3. If you do not get an invite
   a. Make sure the e-mail address we have for you is valid. OR
   b. Check your Spam Folder
4. You need to enter your Username and your password.
5. Be sure to follow the directions to set your web browser. You can find that information under System Help >>>Welcome Aboard
6. If you need to enter our school code, that code is 1584.
7. Our suggestion is that you watch the parent training video that is also under System Help

How to Order via Sycamore Education:

1. Log in to your Sycamore Account
2. Click on My Accounting
3. Click on My Cafeteria orders
4. Select the proper Meal Cycle for the week.
5. Order a meal for each child in your family. Remember there are different meals and pricing for students in grades PreK through 3rd and grades 4 & up
6. Be sure to enter the number 1 in the column before the meal choices. This will tell the system you want to order one meal. If you leave it blank the system will view it as a zero.
7. Hit the blue update button in the upper right corner.
8. You should get a confirmation window that the update was successful.
9. We recommend you print a copy for your records.
10. Orders can be changed via Sycamore. However, all orders must be completed by Friday Morning by 8:00 AM.
11. You need to have money in a pre-paid account for lunches and a minimum of $20 is needed to start your family account. If your account reaches a negative balance we will attempt to contact you and lunch orders may be canceled if arrangements for payment are made. You can send in money or replenish the account anytime. Please make sure you clearly label the check for lunches and keep in mind lunch money in your account cannot be used for any other purposes (field trips, spirit shirts, tuition, etc.).
12. You can check your family lunch balance under My Accounting>>>Cafeteria.