

# PCCA Parent Login Instructions for Sycamore

Go to [www.PineCastleEagles.org](http://www.PineCastleEagles.org)

Click "Sycamore Login" on the top right

Enter the userid and password as emailed to you on the Sycamore Invitation

You will then be viewing the **School Homepage** (see below for example)

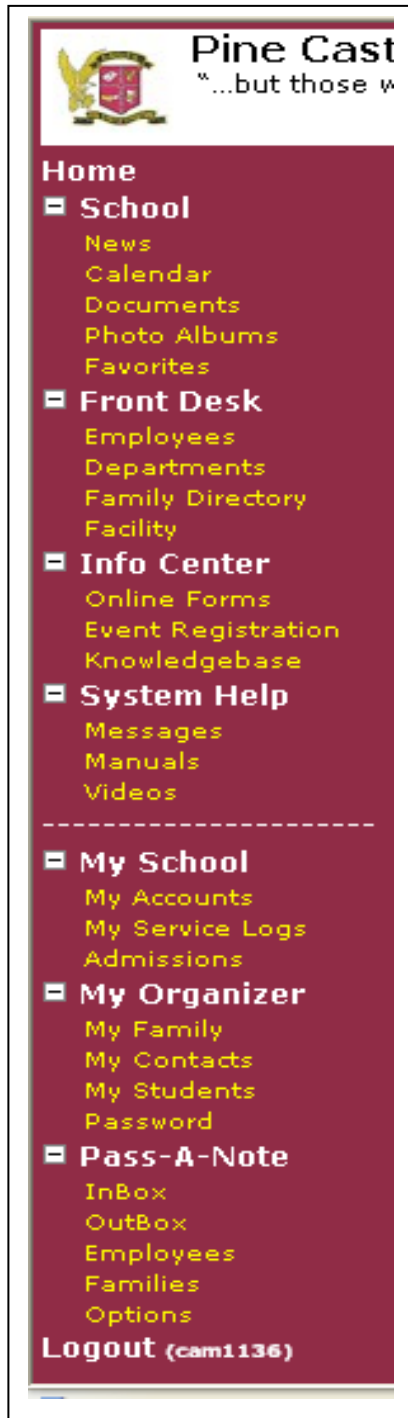
\*\* There may be a special message box that pops up which includes information about the internet browsers used to view Sycamore. You can click the gray "Clear Message" button at the bottom of that message box.

School Home Page

The menu at the far left of the screen and the tabs in the middle of the screen will be the way you navigate through the site. Each selection with a '+' sign next to it can be clicked on to reveal more options (see next next picture). Below are more detailed instructions and explanation of the options.

For our adventurous users, feel free to explore on your own as there is not any information that can be changed by you. All information (with the exception of a password change) is view only.

## Overview of Menu Options



- HOME – takes you back to the PCCA school home page in Sycamore Education
- SCHOOL – contains information pertinent to your school: news, calendar, documents, photos and links to web sites the school would like you to know about.
- FRONT DESK – contains a staff list and photos of the staff when you click on the Photos tab at the top. Click on Directory for a school directory of students in the school, unless parents have opted out of this feature. To print a directory simply put your cursor at the top of the page, click on the right mouse button and choose the print option.
- INFO CENTER – allows you to view the Cafeteria menu for the month, any Online Forms the school has created and Knowledge Base may have answers to commonly asked questions.
- SYSTEM HELP – Manuals and answers to issues relating to Sycamore Education as posted by the good folks at Sycamore Leaf Solutions, LLC.

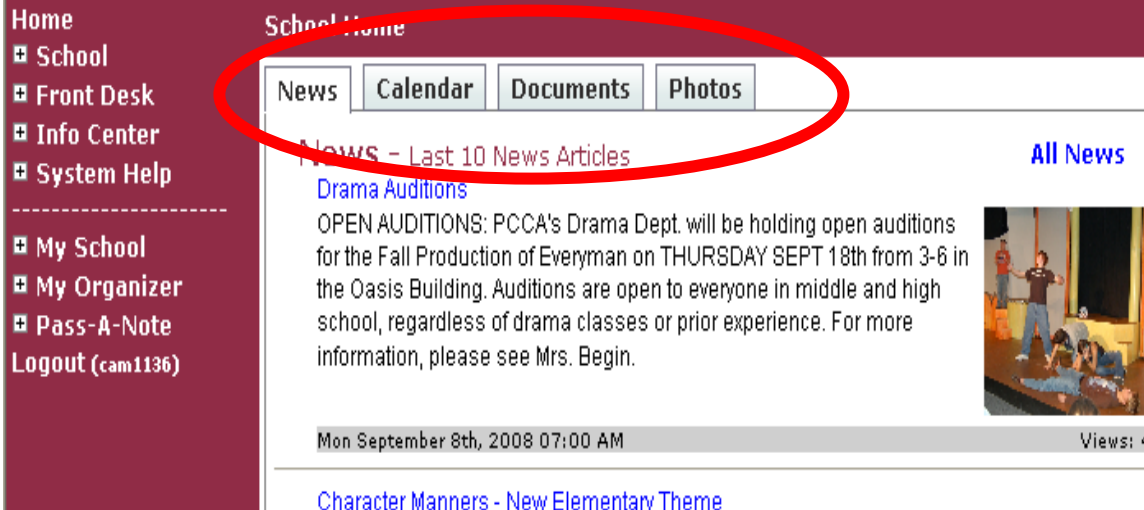
Information above the dotted line relates to the school.  
Information below the dotted line is family related or personal information.

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- MY SCHOOL – Not yet active in this phase of implementation.
  - MY ORGANIZER – Family information, Contacts, Students and Medical Data can be viewed here. An online change form is needed to correct any of this information. Your student's information and what classes they are associated with. Explained in more detail further. Can also change your password here.
  - PASS-A-NOTE – **DUE TO ISSUES WITH POP UP BLOCKERS, PCCA STAFF DO NOT USE PASS-A-NOTES.** All correspondence should be through email and/or voicemail
  - LOGOUT – Simply click here to log out or use the X in the box at the top right of your screen.



# Pine Castle Christian Academy

"...but those who hope in the LORD will renew their strength. They will soar on wings like eagles;" Is



School Home Page Tabs

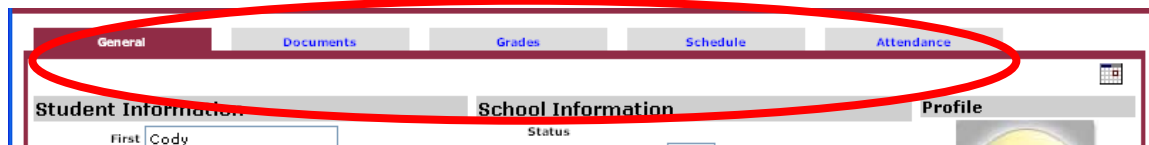
The four tabs across the top (as circled in the picture above) include school wide news, calendar, documents for viewing or download, and photos. The information included here will continue to grow. Simply click on each tab to view the contents. Remember that clicking on the **Home** menu to the left will always get you back to the main school home page.

## Calendar

PCCA uses a powerful online calendar that you access through our website homepage [www.PineCastleEagles.org](http://www.PineCastleEagles.org). The link can be found in the top right corner 'Detailed Parent School Calendar'. The calendar can be connected to a personal online calendar such as outlook, google, etc. and can also send information and updates to a smartphone if desired. For more instructions with this calendar, click help once in the calendar program.

## Student Profiles

To view your student's profile (including **grades for progress reports**), click on the 'My Organizer' menu to the left of the screen. Then click on 'My Students'. The students you have enrolled will then be listed on the main area of the screen. To view the information, simply click on the blue school-code for the student to bring up his/her profile. Each tab (as circled below) has information on your student. To see his/her posted grades, click the 'Grades' tab. When you are finished viewing the student's profile, simply click the gray 'close' button at the bottom of the screen.



Student Profile Tabs

Please address calls and/or questions to 407-313-7222 x0