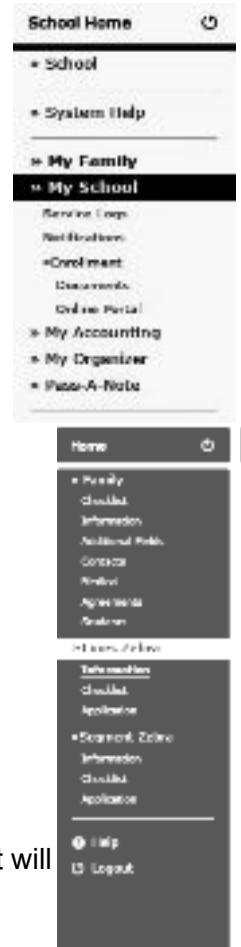


The re-enrollment portal through Sycamore is open for parents to register existing St. Columbkille students for the 2018-19 school year.

The online process is quick and easy. Please follow the steps below:

- 1) Log into your family Sycamore account.
Contact Mrs. Williss if you do not remember your log-in information.
- 2) On the left side menu, go to **My School > Enrollment>Online Portal**.
The Online Portal will open in a new window.
****It may make you log in again using your Sycamore name and password.**



- 3) Once you are in the Online Portal, along the left menu, go to **>Family** and double check to make sure everything is accurate and up to date.
 - a. *Checklist* - ignore
 - b. *Information* - review and edit.
Click the blue **UPDATE** button in the upper right corner when finished.
 - c. *Additional Fields* - review and edit.
Click the blue **SUBMIT** button in the upper right corner when finished.
 - d. *Contacts* - review, edit or add contacts.
Click the blue **ADD CONTACT or UPDATE** button in the upper right corner when finished.
 - e. *Medical* - ignore
 - f. *Documents* - ignore
 - g. *Students* - review and change the status to returning for only those students that will be returning to St. Columbkille for the 2018-19 school year.
 - i. Click **Edit** by the student's name, review and edit information if needed.
 - ii. Check the **INFORMATION VERIFIED** box and then press **UPDATE**.



- 4) Using the left menu, click HOME
 - a. If everything is complete, you will see a **“Click Here to Submit Application”** button in green in the upper right corner. Click this to complete your enrollment.
 - b. A **“Final Review”** pop up will come up. Click on the green **“Submit Your Application”** button.

