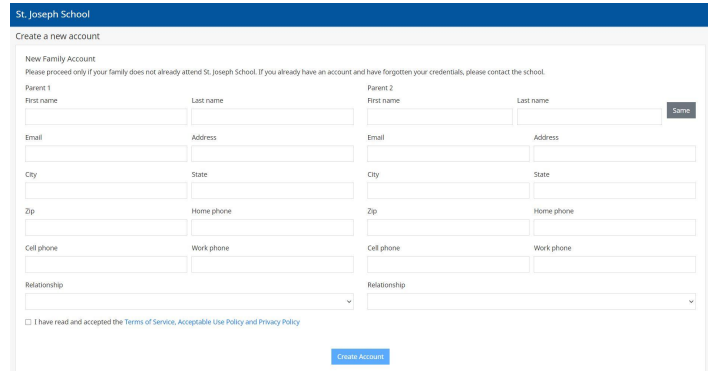# New Families Online Registration Procedures

1. Go to the Admissions Link available on Parish/School Website or the following URL
   https://app.sycamoreschool.com/snap/portal/admissions/users/new?school_id=3303
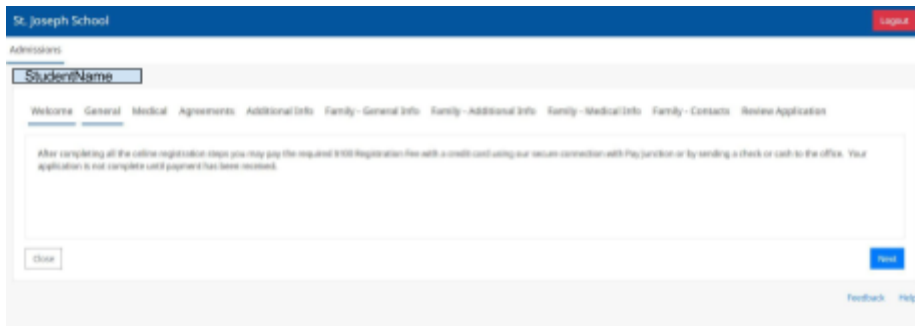
2. Our School ID is **3303**

3. Create a new account by completing all the required fields. Enter requested information for both parents. Place your preferred contact number in the section "Home phone" This is the primary contact number that will be on file.   Click the Create Account button.

4. An email will be sent to your email account to activate your admissions account. From this email, click the link to create your password. Save your username and password.

5. A window will display the login screen for the online portal. Log into the Online Portal using the username and password you just created.

6. Once in the portal you will be on the home page. Please read the message. Click the New Student button in the top right corner to enter student information. You will then see the window below. Enter the information and click next to continue. At any time throughout this process you may click save and log off to complete the process later if needed.

7. Under the Family General Info, please make sure you select your preference for having your information included in the Family online directory. This information is only available to families that have current login information for our Sycamore site.

8. For Family-Contacts you must include a **non-primary** Emergency contact by clicking the NEW Contact button. You will be required to provide a number in the cell phone field and an email.

9. Once all the information has been completed you must click the blue SUBMIT button on the bottom of the page and then you will receive a pop up with some important information. This same information will also be sent to your email on file. **Before your application is considered completed, the required paperwork and payment must be received.**

10. Your student(s) will be listed and you can still view your application. If you require to make any changes to your application at this point, you will need to call the school at (859) 441-2025 or email tech@stjoeschool.net.