



Legacy Christian Academy Online Student Information System **STUDENT INFO TUTORIAL**

Sycamore Education is an interactive web-based application that allows parents to view a range of information about their child. This tutorial will explain how to check your school account, and check community service hours.

Log In!

Navigate to the Legacy website at: <http://www.legacy-christian.com>

Choose your school: On the main page, two links are provided. Click on the Elementary site, or our Middle School site.



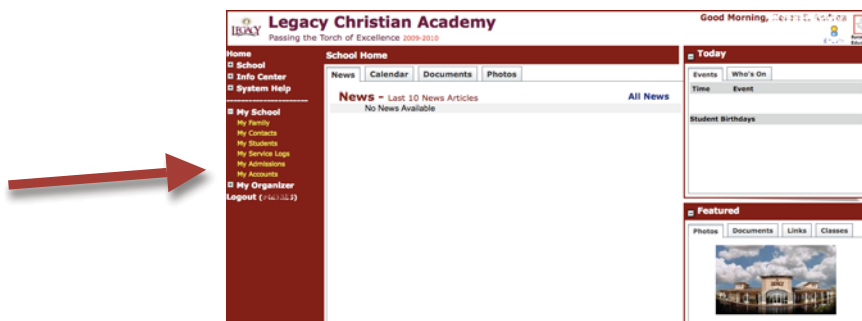
Enter your Username and Password in the fields below:



Checking your School Accounts

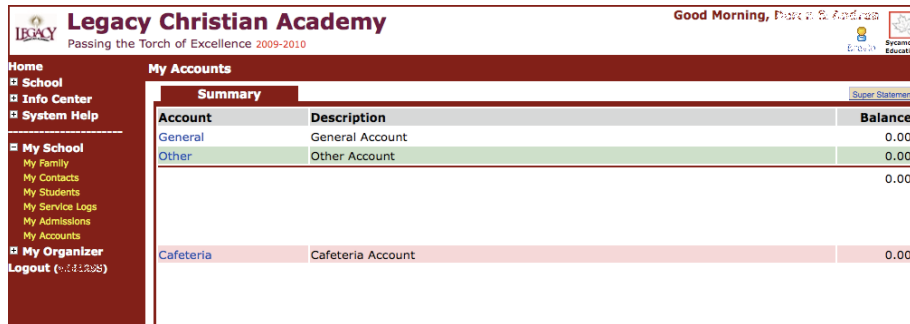
My Accounts – This area will show you what your current balance is

1. Click on “My School”, then “My Accounts”



Checking your School Accounts (Continued)

2. The following screen will appear.



The screenshot shows the 'My Accounts' page for Legacy Christian Academy. The page header includes the school logo, name, and a greeting: 'Good Morning, David S. Anderson'. A navigation menu on the left lists options like Home, School, Info Center, System Help, My School, My Organizer, and Logout. The main content area is titled 'My Accounts' and contains a table with the following data:

Summary		
Account	Description	Balance
General	General Account	0.00
Other	Other Account	0.00
		0.00
Cafeteria	Cafeteria Account	0.00

3. By clicking on one of the three accounts (General, Other, Cafeteria), you will see what your account balance is:

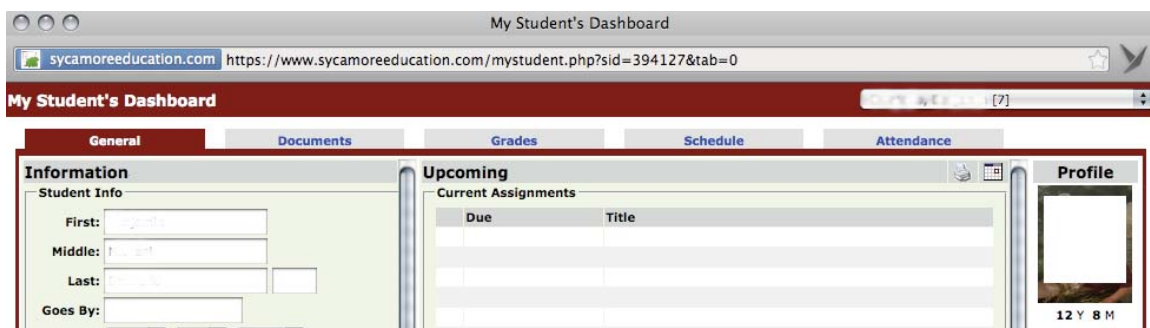
- General: includes tuition and after school care only
- Other: includes fees, contract classes, yearbook, cafeteria payments, etc
- Cafeteria: shows balance of remaining lunches

Checking Community Service Hours (4th–8th Grade Only)

Click on the student you want to get information on:



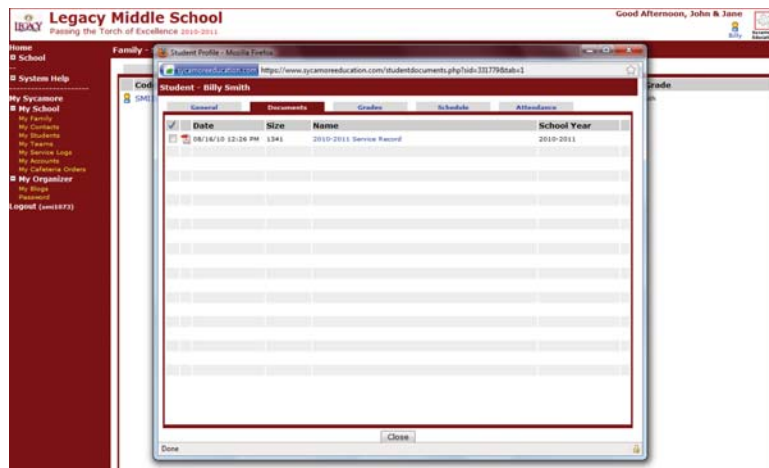
Student Dashboard – Click on the tab labeled “Documents” on the Student Dashboard.



The screenshot shows a web browser window titled 'My Student's Dashboard' with the URL 'https://www.sycamoreeducation.com/mystudent.php?sid=394127&tab=0'. The dashboard has a navigation bar with tabs for General, Documents, Grades, Schedule, and Attendance. The main content area is divided into three sections: Information, Upcoming, and Profile. The Information section contains a form for student info with fields for First, Middle, Last, and Goes By. The Upcoming section has a table for Current Assignments with columns for Due and Title. The Profile section shows a placeholder for a student photo and the text '12 Y 8 M'.

Checking Community Service Hours (continued)

When the following screen appears, click on the document entitled "Service Record". This should display what is "on record" with Legacy in regards to your student's community service hours.



**If there are any errors, please email Mr. Millett (Grades 4-6) at millett@legacy-christian.com, or Mr. Page (Grades 7-8) at page@legacy-christian.com

Technical Help

Having issues?

If you are require technical help, please do not contact Sycamore Support. Please ask someone at the front desk, or you can contact Mr. Astrera via email at astrera@legacy-christian.com.