

Sycamore Admissions Registration Guide

Introduction

HOPE International School uses the cloud based School Information System called **Sycamore School**.

This short guide will help you register for the Sycamore Admissions Portal.

Once registered you'll be able to download a further Guide for the Admissions Portal.

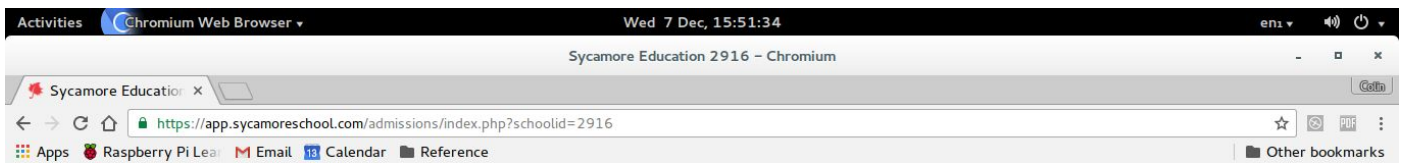
Registration

Accessing the Admissions Portal

To login open this URL in your browser:

<https://app.sycamoreschool.com/admissions/index.php?schoolid=2916>

The first web page you will see looks like this:



HOPE International School
Phnom Penh & Siem Reap, Cambodia

Online Admissions Portal

Username

Password

[Reset Your Password](#)

New to HOPE International School?
Click below to register for a new family account!

A cutting edge Student Information System brought to you by Sycamore Education

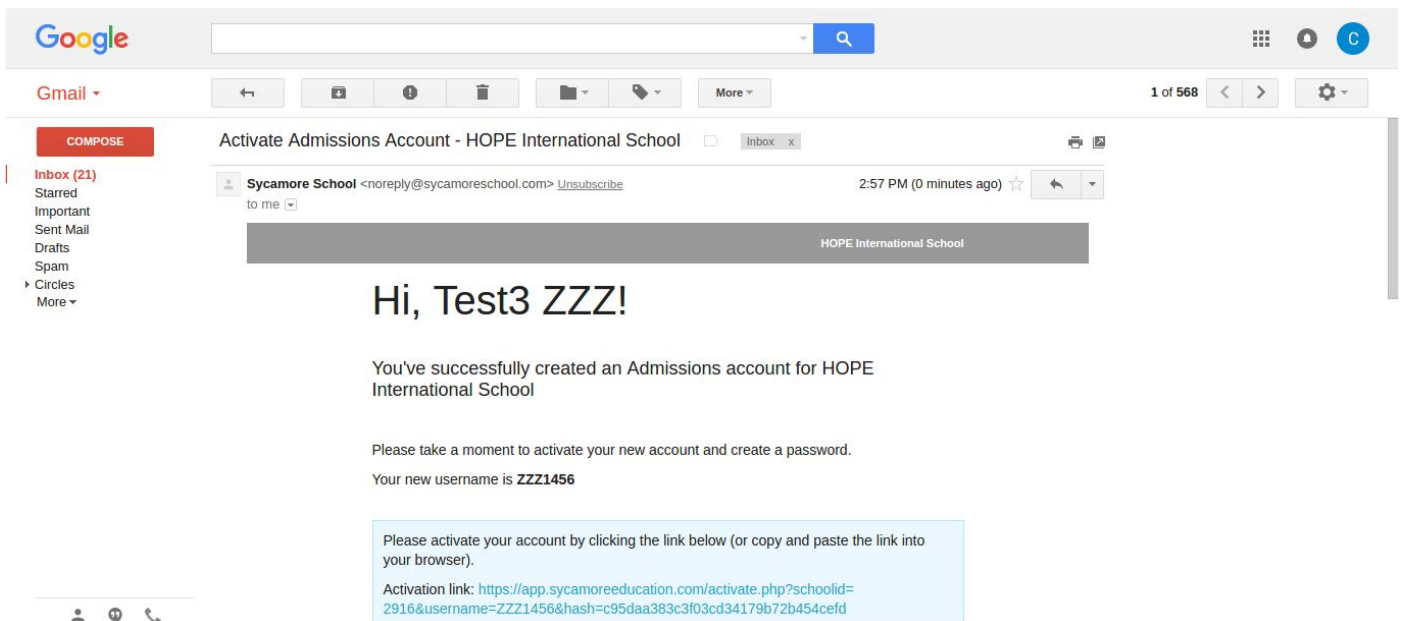
Registration

To be able to use the Admissions Portal you must register your details and create an account.

Click the Register button in the home page you will see this form:

Complete as much of the form as you can and click on the Register button.

You will then receive an email from Sycamore. This will include your username which will be the first 3 letters of your surname (family name) followed by a 4 digit number.



Click on the Activation link in the email and you will be asked to set a password for your Sycamore account.

Then you'll be logged in and your browser will redirect to the home page of the Admissions Portal.

Home Page

The first time you login the Home Page will look something like this:

Activities Chromium Web Browser Mon 5 Dec, 15:03:39 en1

Admissions Portal - Sycamore Education - Chromium

Activate Admissions x Admissions Portal - x

https://app.sycamoreeducation.com/admissions/index.php?schoolid=2916

Apps Raspberry Pi Learn Email Calendar Reference Other bookmarks

HOPE International School
Phnom Penh & Siem Reap, Cambodia

Test3 ZZZ
2016-17 Admissions
Status: None

Home Pre-Admissions Message Admissions Road Map

» Family
Checklist
Information
Additional Fields
Contacts
Medical
Documents
Agreements
Students

Help
Logout

Welcome to
HOPE International School Admission Portal

You will be able to complete your Admission for your children in this portal.

Your first step is to go to the Documents under Family the section in the left hand navigation area and download the Admissions Guide which will guide you through the Admissions procedure step by step.

If you have any questions please email enquiries@hope.edu.kh

Family Items:

- There are 8 documents available to download.
- Completed all required additional fields questions.
You need at least 1 non-guardian emergency contact.
- You have at least 1 legal guardian contact.
You need to acknowledge 1 agreement.
Add a student to the application.

School Checklist

Item	Complete	Flagged
Confirm Visa		
Confirm Agency		
Confirm Nationality		
Confirm Start Date		

When you have logged in you can download the full Sycamore Admissions User Guide.

To access this click on Documents under Family in the blue navigation panel on the left hand side.