



Reitz Memorial High School

Sycamore Education Login Information for PARENTS

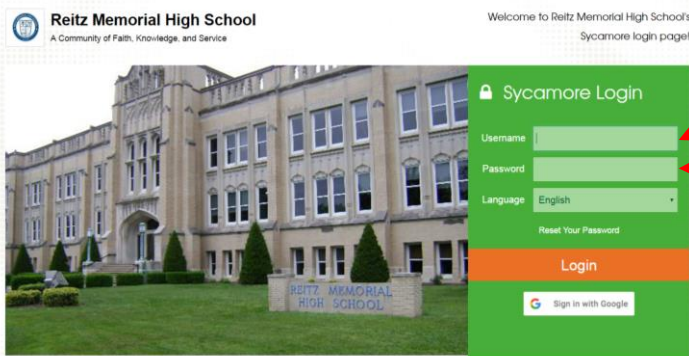
Sycamore allows parents to see a students grades and financial information.

To Login to Sycamore:



Go to the School Website, reitzmemorial.org, and click on the Sycamore tab in the top right corner or use the follow link: <https://app.sycamoreeducation.com/index.php?schoolid=2277>

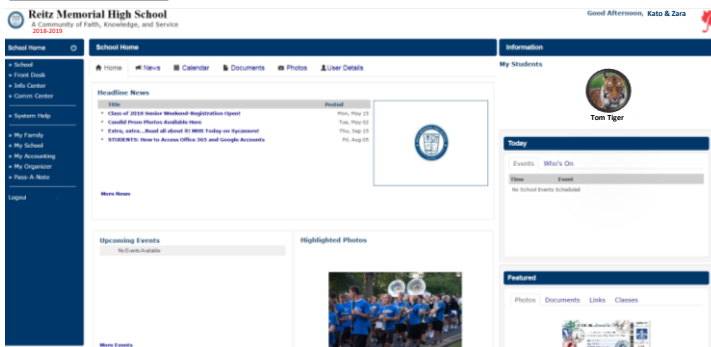
Login Screen:



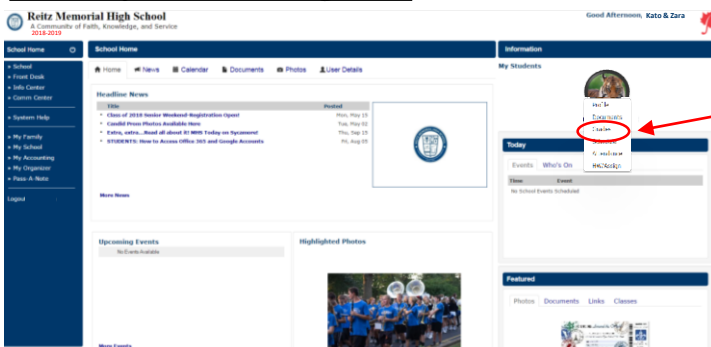
Username: ABC1234 (you need to login at the parent level, there is not dash and number)

Password: If you do not know your logon and password please call the school at 812-476-4973 ext. 3490

Main Screen



To View your student(s) grades:



From the main screen, place your cursor over the students picture. From the pop-up window, select Grades.

To View Financial Information:

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A Community of Faith, Knowledge, and Service
2018-2019

Good Afternoon, Kato & Zara

School Home | My Accounting | Summary

Summary | Invoices | Billing | Payment Methods

Cafeteria Account

Account	Description	Balance	
Cafeteria	Cafeteria account	0.00	Payment

On the left hand column:
1. click *My Accounting*
2. click *Summary*

My Accounting/Summary window shows cafeteria balances.

Setup a Payment Method:

This will allow you to pay tuition and cafeteria balances in Sycamore.
Credit Card Transactions are subject to limits and fees.

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Good Morning, Kato & Zara

School Home | My Accounting | Summary

Summary | Invoices | Billing | Payment Methods

Payment Method

Type	Name	Routing	Last 4	Expire	
Credit Card	Kato Tiger	0000	0000	12/2020	X

From *My Accounting/Summary* window
1. Click *Payment Method*
2. Click *Add Method*
3. Select Credit Card or eCheck
4. Enter the information
5. Click *Accept*

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Payment Method

Type	Name	Routing	Last 4	Expire	
Credit Card	Kato Tiger	0000	0000	12/2020	X

3 Credit Card

Credit Card # _____
Expire: Choose Year _____
CSC _____
Name On Card _____
Address: 1500 Lincoln Ave.
City: Evansville
State: IN Zip: 47711

5 Accept

To Make a Payment:

When you return to the *My Accounting/ Summary* Screen
the green payment box appears.

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Cafeteria Account

Account	Description	Balance	
Cafeteria	Cafeteria account	0.00	Payment

Click the *Payment* button next to the Cafeteria account.