



St. Leonard

COMMUNITY SCHOOL

Cafeteria

New Optional Online Cafeteria Payment Procedure

St. Leonard will be utilizing a cafeteria component this year using Sycamore Education, our current Student Information System. All students will have their account balances available on Sycamore under their family accounts. This software has additional features that will allow parents to access menus, view items ordered at lunch time, and add money directly to their students' accounts. Currently this is optional, and St. Leonard will still be accepting cash or checks to add money to the students' accounts.

Online Payment instructions are below:

- It is recommended that the initial setup be made on a desktop or laptop style computer.
- Go to: <http://www.stleonardlouisville-school.org/>
- Click "The Sycamore Education Login Portal" pencil icon below the scrolling main image.
- Login using your school-issued family username. Usernames follow this format below:
[first three letters of last name][4 numbers]
 - If you have forgotten your password, click the Reset Your Password link below the login box and follow the prompts.
- Once logged in, navigate to the left hand side of the page and look for and click on the section labeled, "My Accounting"
- Selecting "Summary" from the drop down menu will display the current cafeteria account balance (for online & cash/check payments)
 - Please note, if you select the blue cafeteria link under the lists of accounts, it will display any transactions that have been processed (ie. online deposits, cash/check deposits, lunch orders, snack bar purchases, etc.)
- On the "Summary" page you will see four tabs in blue across the top of the page. Clicking on the tab labeled "Payment Methods" will display payment methods stored in Sycamore.
- Click the blue button in the top right corner labeled "Add Method."
- Follow the prompts to type in your Credit Card #, Expiration, CSC/CVV, Name on Card, and address if different from address supplied on your account. When finished, click the blue "Accept" button. A red text will be displayed that the "Credit Card was Approved." Click "Close."

TURN PAGE OVER

- Please note that a blue triangle  will appear next to your listed Credit Card to display that your credit card information is stored in the PayJunction system. Personal Credit Card information will not be available to the St. Leonard Staff. PayJunction follows all “Payment Card Industry Data Security Standards” or “PCI Compliance” rules and regulations.
 - Once the credit card has been added under “Payment Methods,” navigate back to the “Summary” tab across the top of the page to see a green “Payment” button next to the Cafeteria Account. Click that button to bring up the payment window.
 - Following the prompts, select which student you are adding money to and the “Payment Method” by card type and last four numbers of the card. Enter the amount to add to the account that you desire. Click the check box to agree to the statement and click the blue “Make Payment” button at the bottom.
 - Please note Convenience Fees are part of using the online PayJunction platform.
 - A red text of “Payment Processed Successfully” will be displayed to confirm the payment has been captured.
- ★ ALL FUTURE payments can be made directly and quickly by clicking “My Accounting” then clicking “Summary” from the drop down menu and finally clicking the green “Payment” button.

If you have questions regarding your student’s account, please contact Monika Vowels at mvowels@stleonardlouisville.org

If you need technical assistance with online payments for your student, please contact Michele Stubblefield at mstubblefield@stleonardlouisville.org

