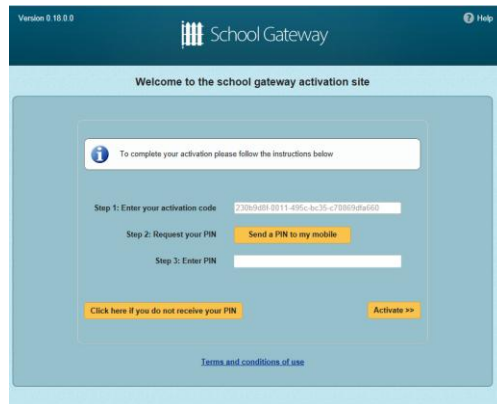


## Parents Guide to School Gateway

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### Account Activation

- Open the email invitation from your school. Follow the link in the email as instructed
- Select **Send a PIN to my mobile**. Wait a few minutes for the PIN to be sent to your mobile phone
- If you do not have a mobile number registered with the school you can contact the school and ask them to create a PIN for you



Version 0.10.0.0 Help

School Gateway

Welcome to the school gateway activation site

**i** To complete your activation please follow the instructions below

Step 1: Enter your activation code

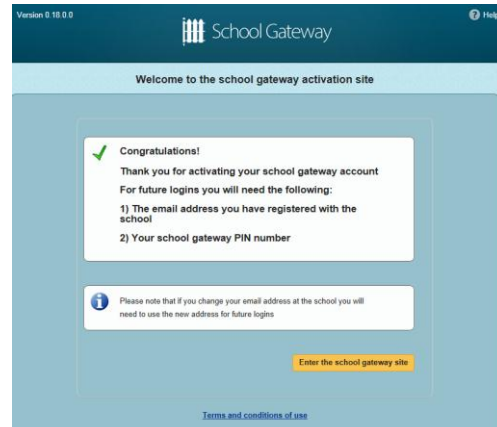
Step 2: Request your PIN Send a PIN to my mobile

Step 3: Enter PIN

Click here if you do not receive your PIN Activate >>

[Terms and conditions of use](#)

- Enter the PIN in the box and select **OK**
- You will need this PIN number each time you log in so keep it safe!



Version 0.10.0.0 Help

School Gateway

Welcome to the school gateway activation site

**✓** Congratulations!  
Thank you for activating your school gateway account  
For future logins you will need the following:  
1) The email address you have registered with the school  
2) Your school gateway PIN number

**i** Please note that if you change your email address at the school you will need to use the new address for future logins

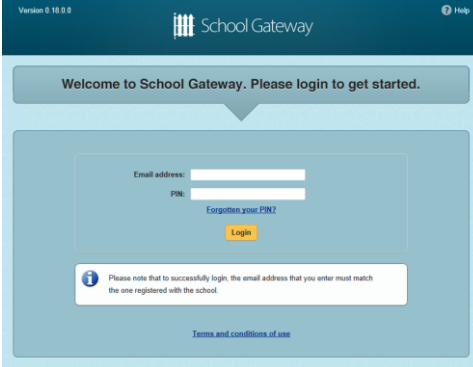
Enter the school gateway site

[Terms and conditions of use](#)

- Click **Enter** the school gateway site to get started
- If you did not receive your PIN number, select **Click here if you do not receive your PIN**
- Enter your email address and mobile number that is registered with the school and select **Send PIN**. Your PIN number will then be forwarded to your mobile number. If you are still having problems, then contact your school and they will be able to give you a PIN
- To return to the login page select **Back to login page**

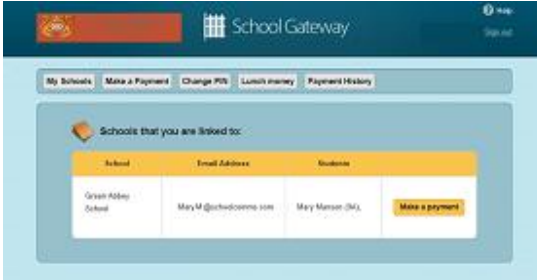
## Logging in

- Go to <https://login.schoolgateway.com/login>
- Enter your email address and PIN number



The screenshot shows the login page for School Gateway. At the top, it says "Version 0.10.0.0" and "School Gateway" with a "Help" icon. Below that is a message: "Welcome to School Gateway. Please login to get started." The main form has two input fields: "Email address:" and "PIN:". Below the PIN field is a link "Forgot your PIN?" and a yellow "Login" button. At the bottom, there is a note: "Please note that to successfully login, the email address that you enter must match the one registered with the school." and a link for "Terms and conditions of use".

- Once you have logged in you will be directed to the My Schools page



The screenshot shows the "My Schools" page in School Gateway. At the top, it says "School Gateway" and "Sign out". Below that are navigation tabs: "My Schools", "Make a Payment", "Change PIN", "Lunch money", and "Payment History". The main content area is titled "Schools that you are linked to:" and contains a table with the following data:

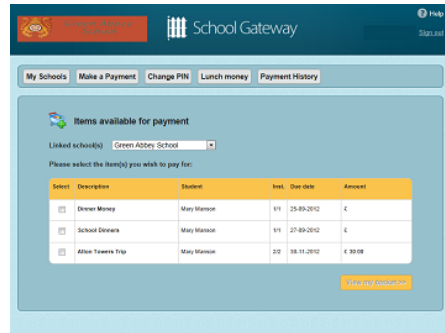
School	Email Address	Students	
Green Acres School	Mary M @schoolcomms.com	Mary Manson (M)	<a href="#">Make a payment</a>

- The schools that you are linked to will be shown
- Your registered email address and your child/children are displayed

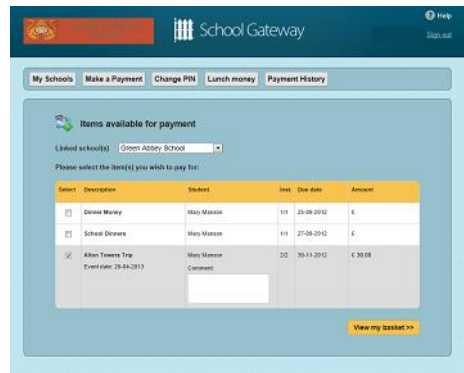
**NB:** If these details are not correct please contact the school directly

## Making Payments

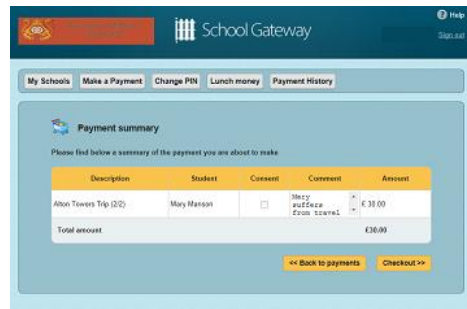
- To view and/or make a payment select **Make a payment**
- If you are linked to more than one school, select a school from the drop down **Linked school(s)** list
- Tick the **Make payment** tick box next to the item you wish to pay



- Parental consent or a parental comment may be required
- Tick the **Parental consent (required)** box if you are happy to give consent
- Enter your comment in the **Comment** box if required



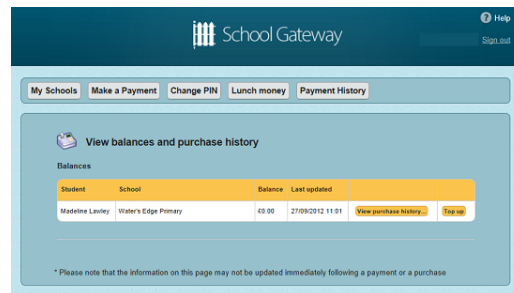
- To continue, choose another item to pay or if you have finished select the **View my basket** button
- You will be shown a summary of your payment



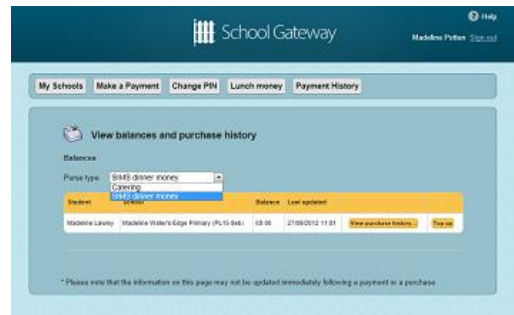
- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

## Lunch Money

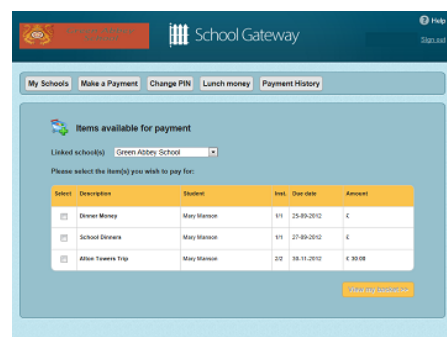
- Select **Lunch money** to view or top up your child's lunch money account



If you are registered to more than one child in the gateway and you have a child at Primary school and a child at Secondary school, you will need to select a **Purse Type** from the drop down menu



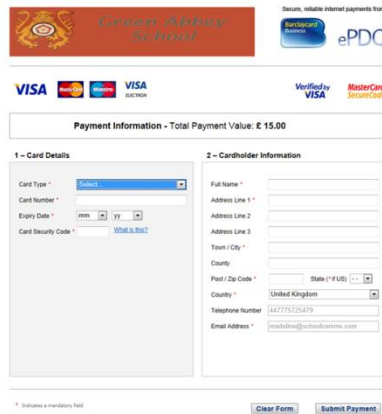
- Select **SIMS Dinner money** to top up or view the lunch money balance for a Primary school student
- Select **Catering** to top up or view the lunch money balance for a Secondary school student
- Click **Top up** to add funds to the lunch money account
- You will be redirected to the **Make a Payment** screen



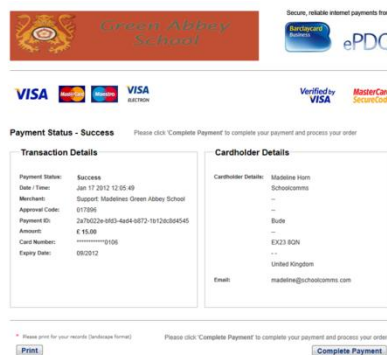
- Select the Dinner money item and enter the amount you wish to pay
- To continue, choose another item to pay for, or if you have finished select **View my basket**
- You will be shown a summary of your payment
- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

## Payment Screens

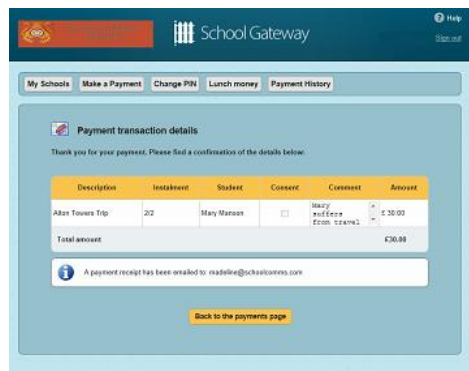
- Enter your card details and cardholder information



- To complete your payment select **Submit payment**
- To clear the form and start again, select **Clear Form**
- You may be redirected to a security screen. This will be Verified by Visa or MasterCard SecureCode depending on your card type
- When your payment is authorised the transaction details are displayed



- To print your payment summary, click **Print**
- Select **Complete Payment**. You will then be returned to the School Gateway where you will be shown the Payment transaction details

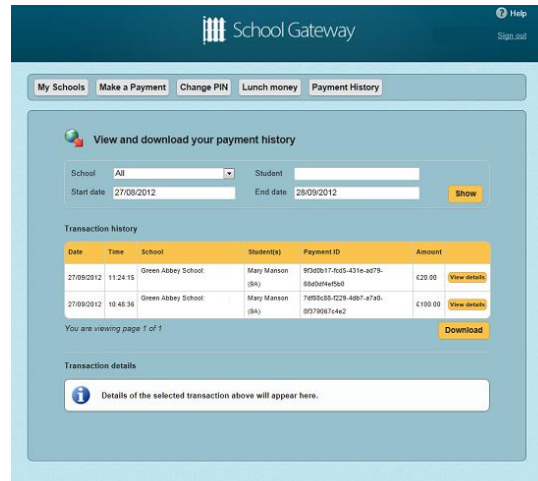


Description	Instabment	Student	Consent	Comment	Amount
Alban Towers Trip	202	Mary Marston	<input type="checkbox"/>	Mary Marston from 12/14/12	£ 30.00
Total amount					£30.00

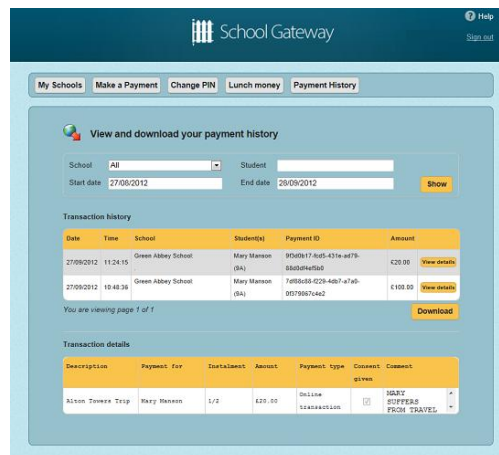
- To return to the list of payment items available to you, select **Back to the payments page**
- You will receive an email confirming the payment details

## Payment History

- Select **Payment History** to view and download your payment history
- Your transaction history will be listed



- Narrow your transaction history by using the search options
- Select a school if you are registered to multiple schools
- If you are registered to more than one child, narrow your search by entering the students name
- Select a start date and/or end date of when a payment was made
- Select **Show** to run the search
- To view details of a transaction select **View details**

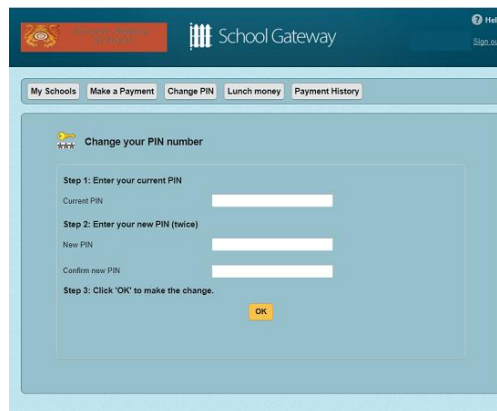


- Details of the transaction will be shown at the bottom of the screen in Transaction details
- To save a copy of your payment history select **Download**

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## Change your PIN

- Change your PIN by selecting **Change PIN**

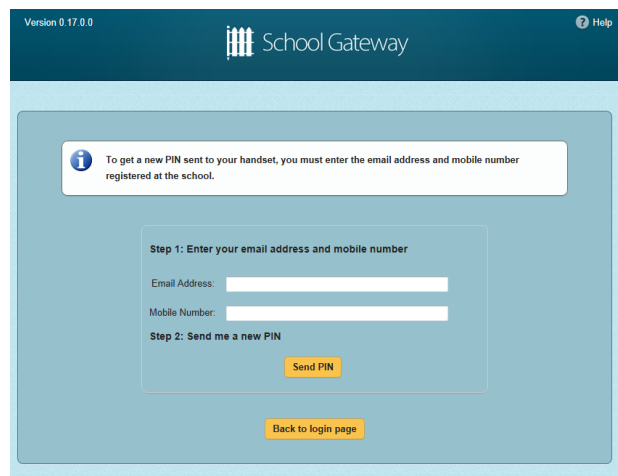


The screenshot shows the 'Change your PIN number' form within the School Gateway application. The form is titled 'Change your PIN number' and contains three steps: 'Step 1: Enter your current PIN' with a 'Current PIN' input field; 'Step 2: Enter your new PIN (twice)' with 'New PIN' and 'Confirm new PIN' input fields; and 'Step 3: Click 'OK' to make the change.' with an 'OK' button. The form is set against a light blue background with a white border.

- Enter your current PIN
- Enter your new PIN and again to confirm it
- Select **OK** to save the changes

## Resetting your PIN

- To reset your PIN, select the **Forgotten your PIN?** button on the login screen



The screenshot shows the 'Resetting your PIN' form within the School Gateway application. The form is titled 'Resetting your PIN' and contains two steps: 'Step 1: Enter your email address and mobile number' with 'Email Address:' and 'Mobile Number:' input fields; and 'Step 2: Send me a new PIN' with a 'Send PIN' button. There is also a 'Back to login page' button at the bottom. An information icon and a message box at the top state: 'To get a new PIN sent to your handset, you must enter the email address and mobile number registered at the school.' The form is set against a light blue background with a white border.

- Enter your email address and the mobile number that is registered with the school and select **Send PIN**
- A new PIN will be sent to your mobile number