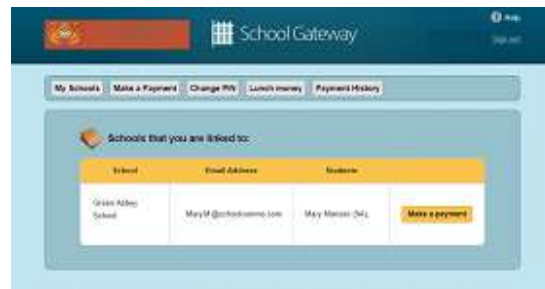


Logging in

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



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

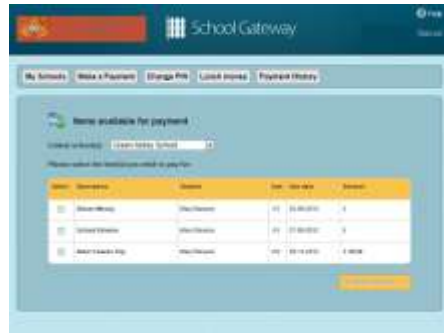


- The schools that you are linked to will be shown
- Your registered email address and your child/children are displayed

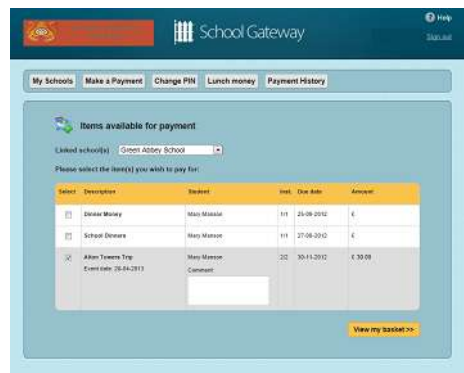
NB: If these details are not correct please contact the school directly

Making Payments

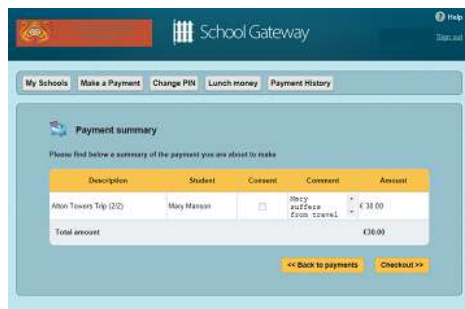
- To view and/or make a payment select **Make a payment**
- If you are linked to more than one school, select a school from the drop down **Linked school(s)** list
- Tick the **Make payment** tick box next to the item you wish to pay



- 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



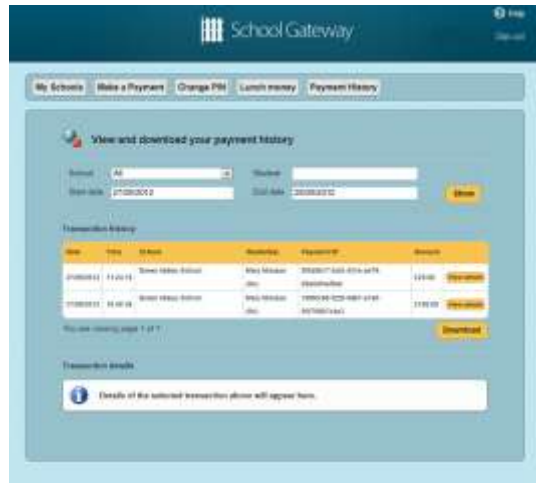
- To continue, choose another item to pay or if you have finished select the **View my basket** button
- You will be shown a summary of your payment



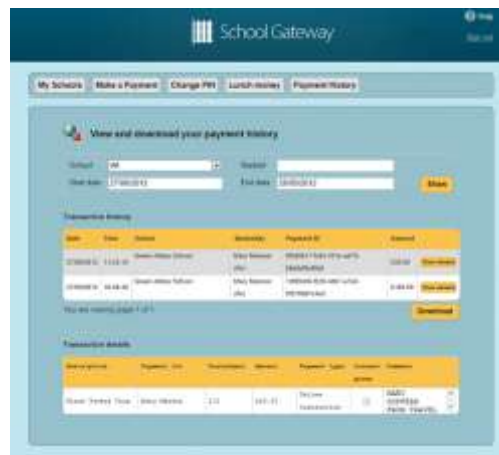
- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

Payment History

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



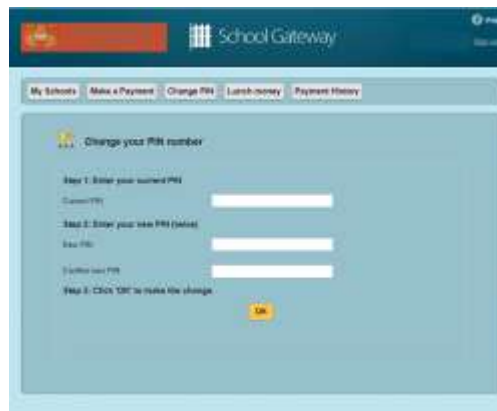
- Narrow your transaction history by using the search options
- Select a school if you are registered to multiple schools
- If you are registered to more than one child, narrow your search by entering the students name
- Select a start date and/or end date of when a payment was made
- Select **Show**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

Change your PIN

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



The screenshot shows the 'Change your PIN number' form in the School Gateway interface. The form is titled 'Change your PIN number' and has a yellow 'OK' button at the bottom. It contains three input fields: 'Current PIN', 'New PIN', and 'Confirm new PIN'. Below the input fields, there is a yellow 'OK' button. The form is set against a light blue background with a dark blue header containing the 'School Gateway' logo and navigation tabs: 'My Schools', 'Make a Payment', 'Change PIN', 'Launch money', and 'Payment History'.

- 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 'Reset your PIN' form in the School Gateway interface. The form is titled 'Reset your PIN' and has a yellow 'Send PIN' button at the bottom. It contains two input fields: 'Email Address' and 'Mobile Number'. Below the input fields, there is a yellow 'Send PIN' button and a 'Back to login page' button. The form is set against a light blue background with a dark blue header containing the 'School Gateway' logo and a 'Help' button. A message box at the top of the form reads: 'To get a new PIN sent to your handset, you must enter the email address and mobile number registered at the school.'

- 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