

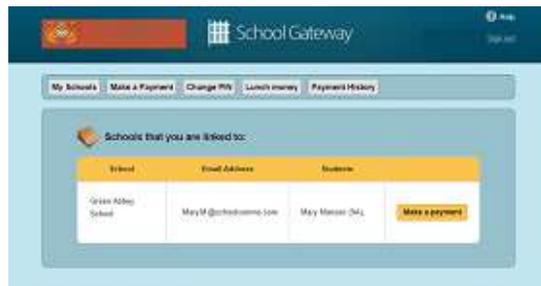


## Logging in

- 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

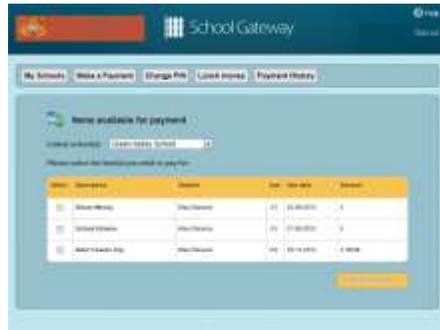


- The schools that you are linked to will be shown
- Your registered email address and your child/children are displayed

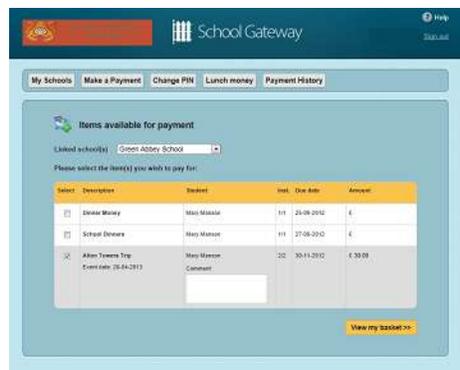
**NB:** If these details are not correct please contact the school directly

## 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

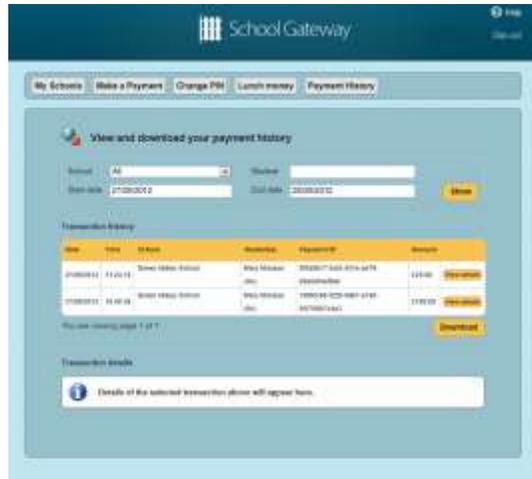


- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

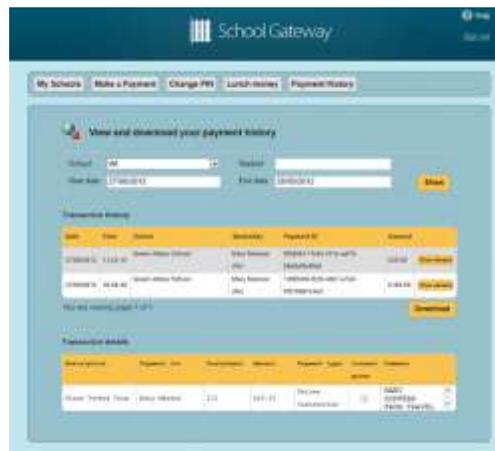


## Payment History

- 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 system. The form is titled 'Change your PIN number' and contains the following steps and fields:

- Step 1: Enter your current PIN**  
Current PIN:
- Step 2: Enter your new PIN (twice)**  
New PIN:   
Confirm new PIN:
- Step 3: Click OK to make the change**  
OK:

- 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 system. The form is titled 'Reset your PIN' and contains the following steps and fields:

- Step 1: Enter your email address and mobile number**  
Email Address:   
Mobile Number:
- Step 2: Send me a new PIN**  
Send PIN:
- Back to login page:

- 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