

School Gateway- Help For Parents

Account Activation

- Navigate to login.schoolgateway.com
- Select **I'm a new user**

Version 1.15.0.0

School Gateway

Help

Welcome to School Gateway. Please login to get started.

Welcome

School Gateway is the safe and secure way for parents to pay money to the school using credit or debit cards. You can also provide online consent for school trips using School Gateway.

Don't know your PIN code?

If you've forgotten your PIN code, we'll send you a new one to your mobile phone.

Not sure if your payment has gone through?

Log in to School Gateway and check the Payment History information.

Download the free School Gateway smartphone app

Install the School Gateway app (iPhone, iPad, iPod Touch or Android device)

Available on the **App Store**

ANDROID APP ON **Google play**

You will need your email address and PIN number

Your PIN has been sent by text message to your mobile number. Please enter it here and press 'Login'

Email address:

PIN:

Login

[I've forgotten my PIN](#)

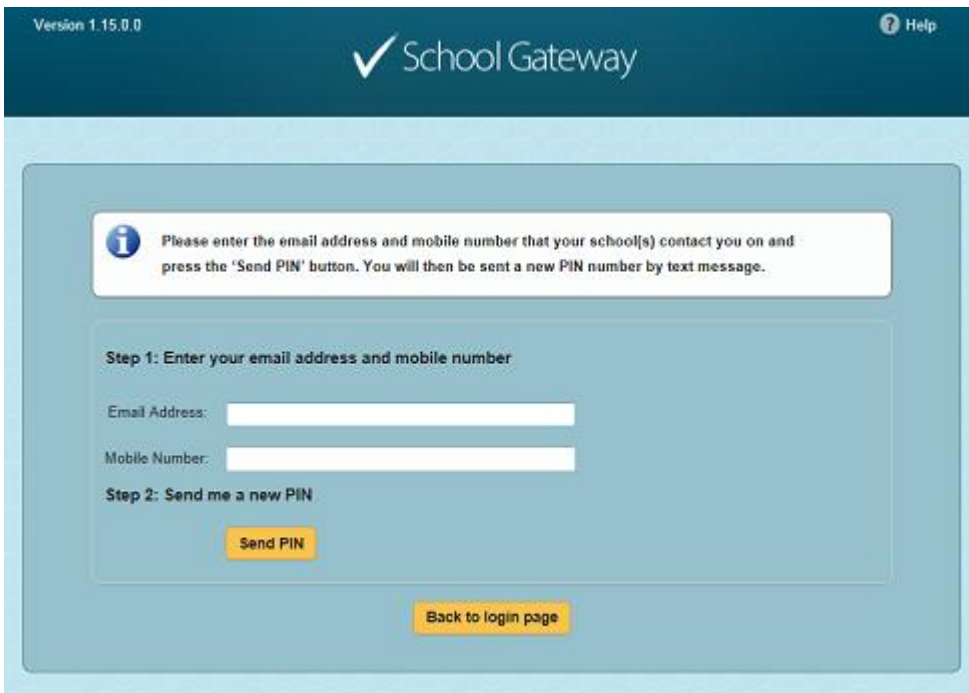
[I'm a new user](#)

i Please note that to successfully login, the email address that you enter must match the one registered with your school(s).

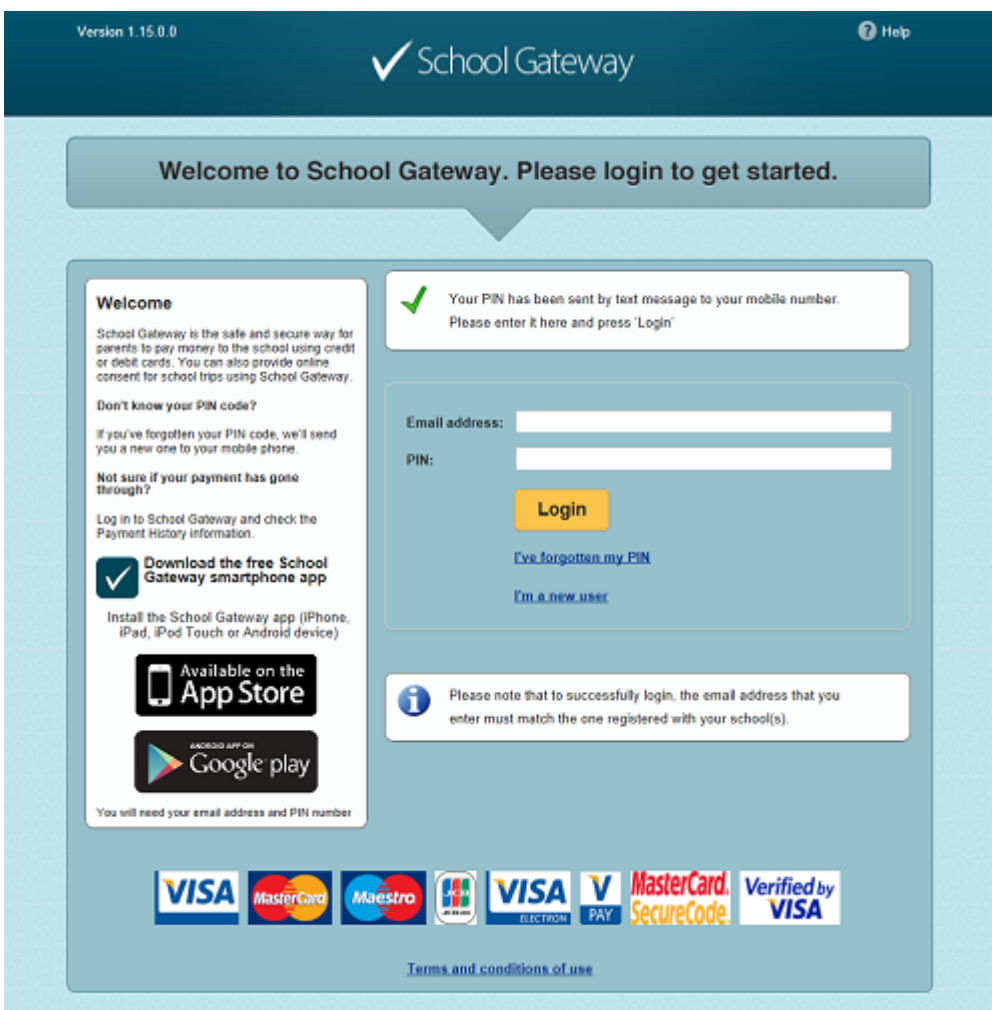
VISA MasterCard Maestro American Express VISA ELECTRON PAY MasterCard SecureCode Verified by VISA

[Terms and conditions of use](#)

- Enter your email address and mobile number that is registered with your child's school



- Select **Send PIN**- your 4 digit PIN will be sent via text message to your mobile phone
- You will need this PIN number each time you log in so keep it safe!



- Your email address will be pre-filled, enter your 4 digit PIN number

- Click **Login** to get started

Logging in

- Navigate to login.schoolgateway.com
- Enter your email address and PIN number

Version 1.15.0.0 Help

Welcome to School Gateway. Please login to get started.

Welcome

School Gateway is the safe and secure way for parents to pay money to the school using credit or debit cards. You can also provide online consent for school trips using School Gateway.

Don't know your PIN code?

If you've forgotten your PIN code, we'll send you a new one to your mobile phone.

Not sure if your payment has gone through?

Log in to School Gateway and check the Payment History information.

Download the free School Gateway smartphone app

Install the School Gateway app (iPhone, iPad, iPod Touch or Android device)

Available on the **App Store**

ANDROID APP ON **Google play**

You will need your email address and PIN number

Your PIN has been sent by text message to your mobile number. Please enter it here and press 'Login'

Email address:

PIN:

Login

[I've forgotten my PIN](#)

[I'm a new user](#)

i Please note that to successfully login, the email address that you enter must match the one registered with your school(s).

[Terms and conditions of use](#)

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

My Schools [Make a Payment](#) [Change PIN](#) [Lunch money](#) [Payment History](#)

Schools that you are linked to:

School	Email Address	Students
Green Abbey School	May.M@schoolcoms.com	Mary-Manson (SAL)

Make a payment

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

NB:If any of these details are not correct please contact your school

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
- If there are limited places available, this will be shown in brackets in the item description

Items available for payment

Linked school(s) Green Abbey School

Please select the item(s) you wish to pay for:

Select	Description	Student	Inst.	Due date	Amount
<input type="checkbox"/>	Dinner Money	Mary Manson	1/1	25-09-2012	€
<input type="checkbox"/>	School Dinners	Mary Manson	1/1	27-09-2012	€
<input checked="" type="checkbox"/>	Alton Towers Trip	Mary Manson	2/2	30-11-2012	€ 30.00

[View my basket >>](#)

- 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

Items available for payment

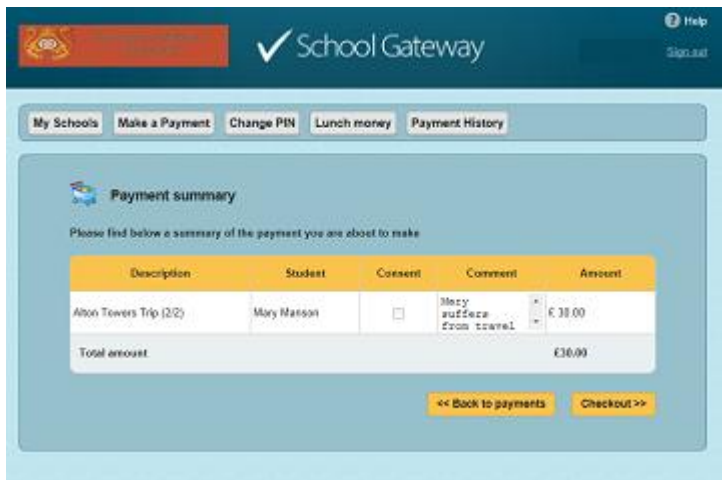
Linked school(s) Green Abbey School

Please select the item(s) you wish to pay for:

Select	Description	Student	Inst.	Due date	Amount
<input type="checkbox"/>	Dinner Money	Mary Manson	1/1	25-09-2012	€
<input type="checkbox"/>	School Dinners	Mary Manson	1/1	27-09-2012	€
<input checked="" type="checkbox"/>	Alton Towers Trip Event date: 28-04-2013	Mary Manson Comment:	2/2	30-11-2012	€ 30.00

[View my basket >>](#)

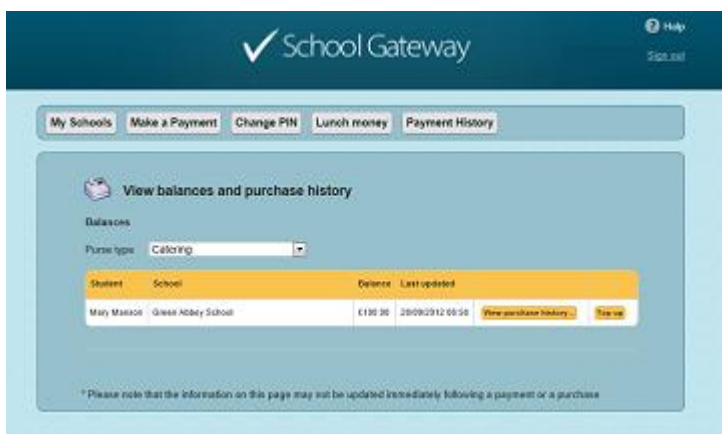
- To continue, choose another item to pay or if you have finished select the **View my basket** button
- You will be shown a summary of your payment



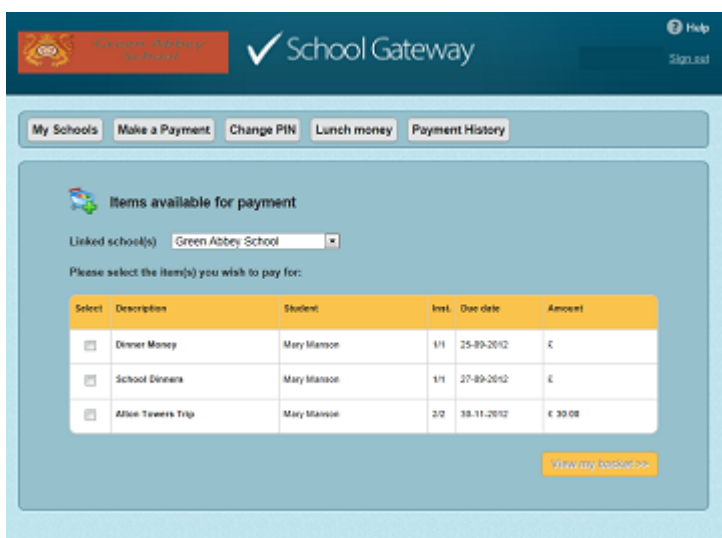
- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

Lunch Money

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



- 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

The screenshot displays the payment interface for Green Abbey School. At the top, there is a header with the school's logo and name, and logos for Barclaycard Business and ePDQ. Below this, logos for VISA, MasterCard, and American Express are shown, along with 'Verified by VISA' and 'MasterCard SecureCode'. A summary box indicates 'Payment Information - Total Payment Value: £ 15.00'. The main form is divided into two sections: '1 - Card Details' and '2 - Cardholder Information'. Section 1 includes fields for Card Type (a dropdown menu), Card Number, Expiry Date (with month and year dropdowns), and Card Security Code. Section 2 includes fields for Full Name, Address Line 1, 2, and 3, Town / City, Country, Post / Zip Code (with a State dropdown for US), Country (set to United Kingdom), Telephone Number, and Email Address. At the bottom, there are 'Clear Form' and 'Submit Payment' buttons, and a small asterisk indicating mandatory fields.

- 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



Secure, reliable internet payments from

VISA **MasterCard** **AMERICAN EXPRESS** **VISA ELECTRON** **Verified by VISA** **MasterCard SecureCode**

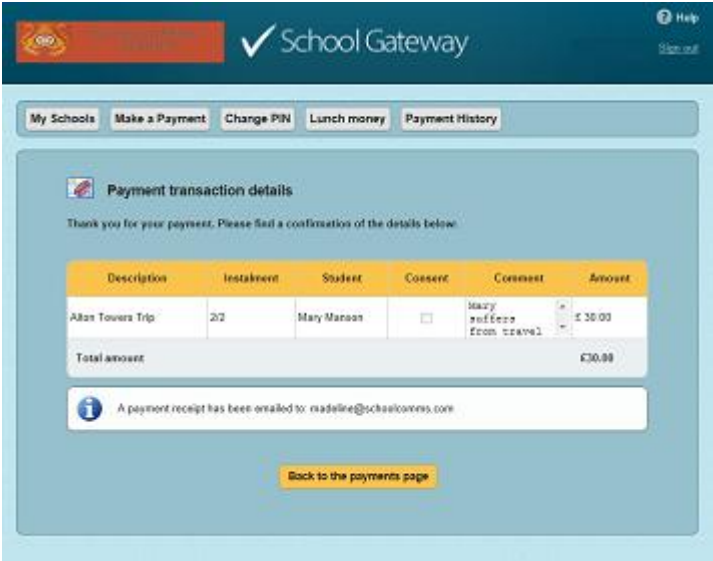
Payment Status - Success Please click 'Complete Payment' to complete your payment and process your order

Transaction Details		Cardholder Details	
Payment Status:	Success	Cardholder Details:	Schoolcomms
Date / Time:	Jan 17 2012 12:05:49		--
Merchant:	Support: Madeline Green Abbey School		--
Approval Code:	017896		Bole
Payment ID:	2a7b022e-6f63-4a64-b072-1b126c6d4545		--
Amount:	£ 15.00		EX23 8QN
Card Number:	*****0106		--
Expiry Date:	09/2012		United Kingdom
		Email:	Green Abbey School @schoolcomms.com

* Please print for your records (landscape format) Please click 'Complete Payment' to complete your payment and process your order

[Print](#) [Complete Payment](#)

- 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



School Gateway [Help](#) [Sign out](#)

[My Schools](#) [Make a Payment](#) [Change PIN](#) [Lunch money](#) [Payment History](#)

Payment transaction details

Thank you for your payment. Please find a confirmation of the details below:

Description	Instalment	Student	Consent	Comment	Amount
Alan Towers Trip	2/2	Mary-Manson	<input type="checkbox"/>	Mary-Manson From travel	£ 30.00
Total amount					£30.00

i A payment receipt has been emailed to: madeline@schoolcomms.com

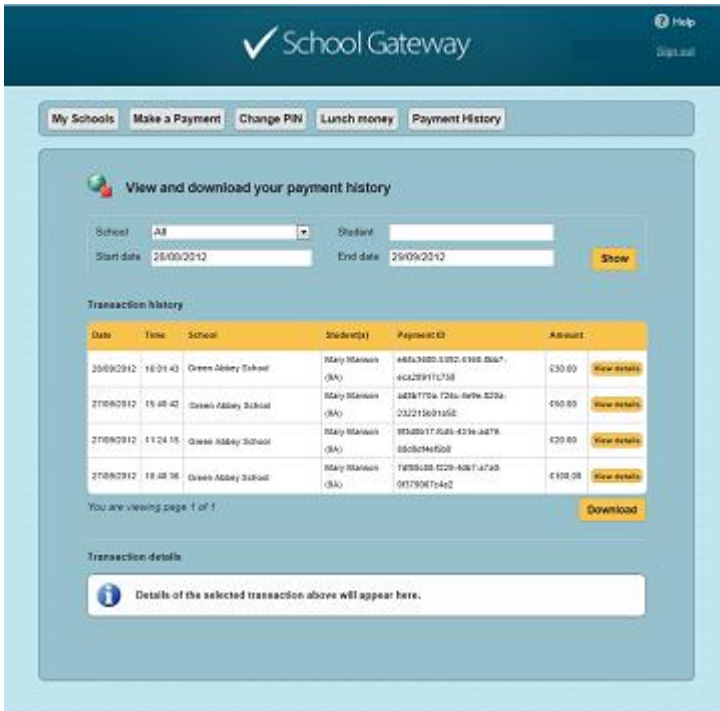
[Back to the payments page](#)

- 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

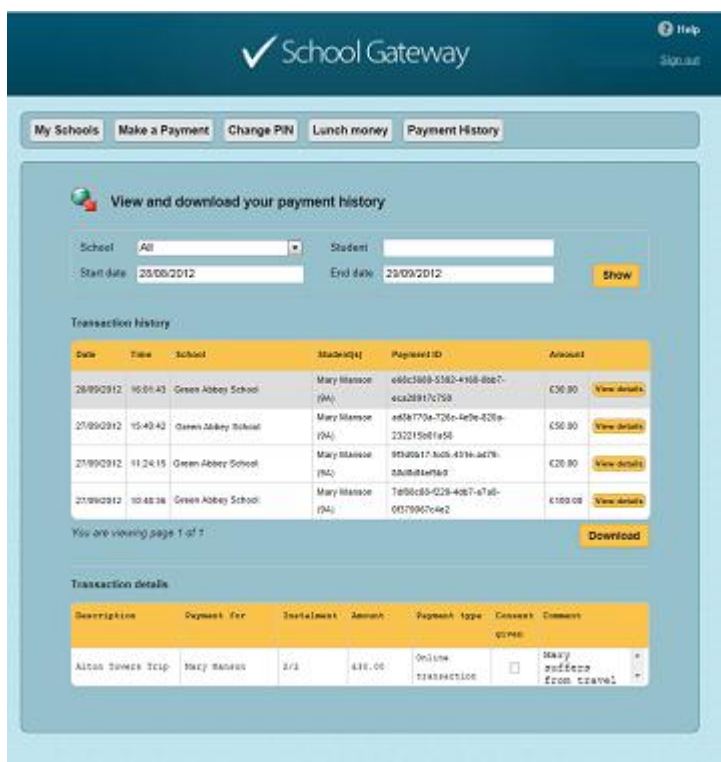
Payment History

- Select **Payment History** to view and download your payment history

Your transaction history will be listed



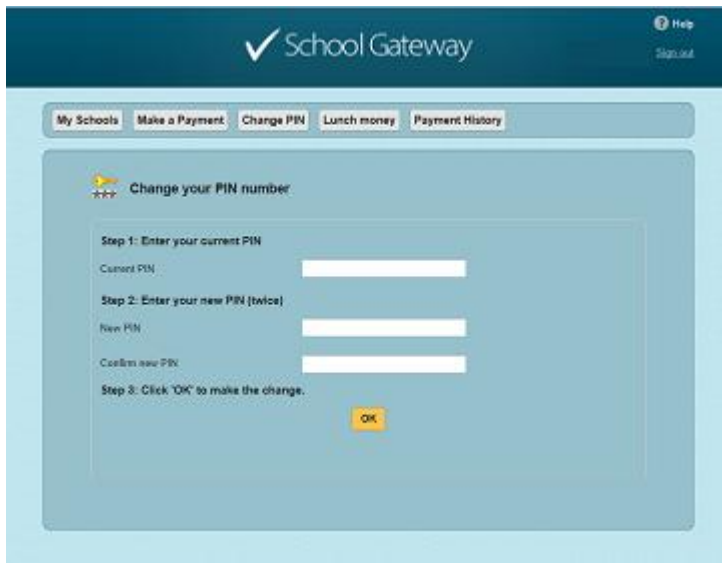
- Narrow your transaction history by using the search options
- Select a school if you are registered to multiple schools
- If you are registered to more than one child, narrow your search by entering the students name
- Select a start date and/or end date of when a payment was made
- Select **Show**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

Change your PIN

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



The screenshot shows the 'School Gateway' website interface. At the top, there is a dark blue header with the 'School Gateway' logo and a 'Help' button. Below the header is a navigation bar with buttons for 'My Schools', 'Make a Payment', 'Change PIN', 'Lunch money', and 'Payment History'. The main content area is titled 'Change your PIN number' and contains a form with the following steps:


- Step 1: Enter your current PIN. A text input field labeled 'Current PIN' is shown.
- Step 2: Enter your new PIN (twice). Two text input fields labeled 'New PIN' are shown.
- Step 3: Confirm new PIN. A text input field labeled 'Confirm new PIN' is shown.
- Step 4: Click 'OK' to make the change. A yellow 'OK' button is located at the bottom of the form.


- 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

Version 1.15.0.0 ? Help



 Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

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

If you require any help with the process, please pop in or contact the school office.