



Schoolgateway

www.schoolgateway.com

Online Payments School Gateway Help

Account Activation (It is easier to complete the registration setup on a PC/laptop/tablet rather than on your phone).

- Type in login.schoolgateway.com to go to the registration web page.
- Select **I'm a new user**
- Enter your email address and mobile number that you have registered with 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 automatically be pre-filled, enter your 4 digit PIN number
- Click **Login** to get started

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

- The schools that you are linked to will be shown (i.e St Dunstan's & Bishop Challoner)
- Your registered email address and your child/children are displayed

NB: If any of these details are not correct please contact school as this probably means we don't have your email address or the mobile number/email address we have are not up to date.

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 for the trip/or club, this will be shown in brackets in the item description**
- 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**

Instant Bank Transfer

If you do not wish to enter your card details each time you make a payment, please log into your account via the School Gateway website and set up Instant Bank Transfer. Once you have registered your details on future occasions you will simply need to enter the amount you wish to pay then click to authorise payment. This also saves the school money as we do not have to pay a card processing charge.

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 Secure Code depending on the card you use. (This is a security feature of your card issuer not the school).

- When your payment is authorised the transaction details are displayed
- If connected to a printer, you can print your payment summary now, click **Print**
- Select **Complete Payment**. You will then be returned to the School Gateway where you will be shown the Payment transaction details
- 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**
- 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
- 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

Logging in (once you have activated your account)

- Navigate to login.schoolgateway.com or [open the app](#)
- Enter your email address and PIN number

Messages sent via the School Gateway app

Parents, welcome to:
Schoolgateway

Download the app and save time and money
for Android and iPhone

Ashfield School

20 Oct 2014 11:30
Drama club will finish at 5:30 this week and not the usual time of 6:30. Please be there to collect Ben.

23 Oct 2014 11:59
Please remind Ben to bring his kit for Sports Day on Tuesday this week.

23 Oct 2014 12:03
Claire has a maths test on Monday, please ensure that she revises in preparation. Thank you, Mrs Barker.

App Store
Google play

Activate your account today!

Payment History on the School Gateway app

O2-UK 3G 10:38 12%

Back Payments

Ben Abbot (9A)
Green Abbey School

Music Lesson Due: 30 January 2015	£15.00 (1/1)
School Dinner Due: 15 February 2015	£10.00 (1/1)
Uniform Due: 15 March 2015	£10.00 (1/1)
Residential Trip Due: 15 June 2015	£150.00 (1/1)

Home Messages About Me School Details