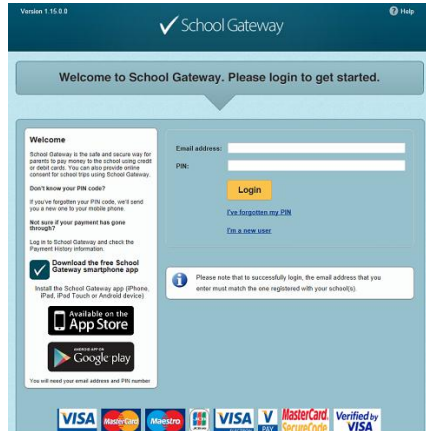


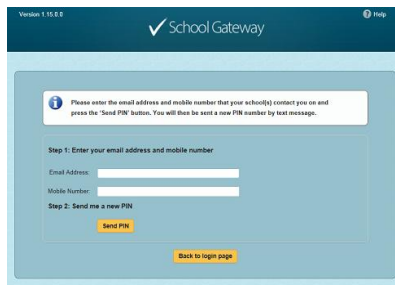
Parents Guide to School Gateway

Account Activation

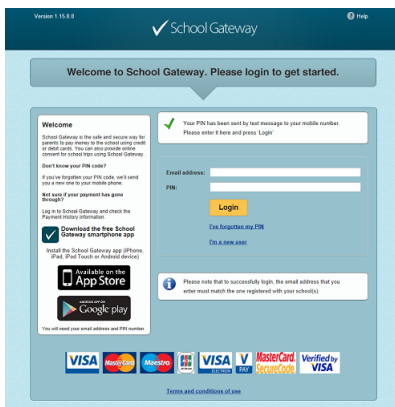
- Navigate to www.schoolgateway.com
- Select **I'm a new user**



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



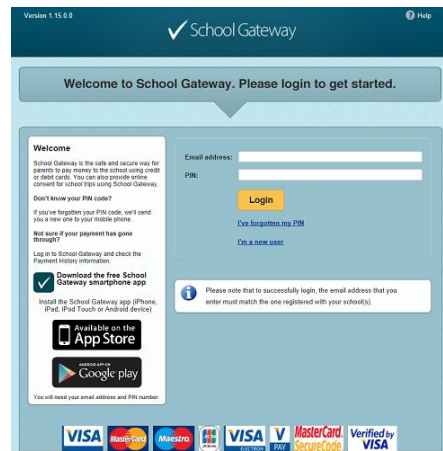
- Select **Send PIN**- your 4 digit PIN will be sent via text message to your mobile phone
- You will need this PIN number each time you log in so keep it safe!



- Your email address will be pre-filled, enter your 4 digit PIN number
- Click **Login** to get started

Logging in

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



Version 1.15.0.0

✓ School Gateway

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 devices)

Available on the App Store

Get it on Google play

You will need your email address and PIN number

Email address:

PIN:

Login

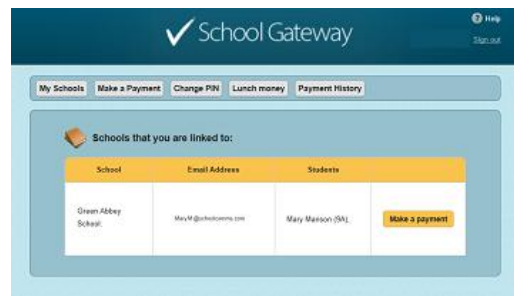
[I've forgotten my PIN](#)

[It's a new user](#)

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

VISA MasterCard Maestro Debit VISA VISA MasterCard Verified by VISA

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



✓ School Gateway

My Schools Make a Payment Change PIN Lunch money Payment History

Schools that you are linked to:

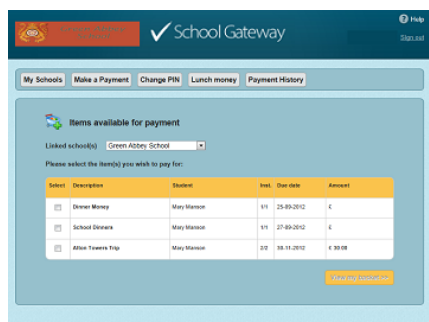
School	Email Address	Students	
Green Abbey School	WeyM@schoolcomms.com	Mary Manson (SM)	Make a payment

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

NB: If 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



Items available for payment

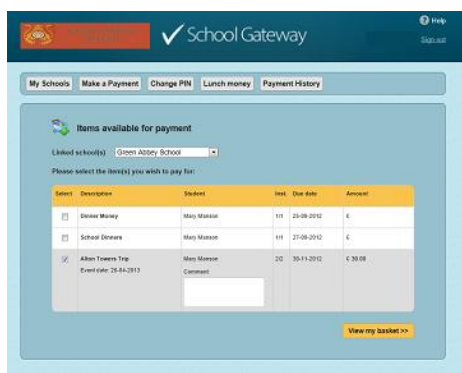
Linked school(s): Green Abbey School

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

Select	Description	Student	Inst.	Due date	Amount
☐	Dinner Money	Mary Manson	111	25-09-2012	£
☐	School Dinners	Mary Manson	111	27-09-2012	£
☒	Alton Towers Trip	Mary Manson	111	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

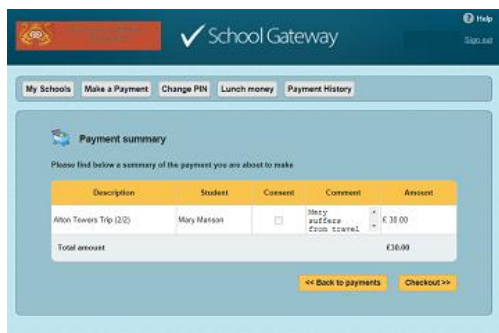
Please select the item(s) you wish to pay for:

Select	Description	Student	Inst.	Due date	Amount
☐	Dinner Money	Mary Manson	111	25-09-2012	£
☐	School Dinners	Mary Manson	111	27-09-2012	£
☒	Alton Towers Trip	Mary Manson	111	30-11-2012	£ 30.00

Event date: 28-04-2013

[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



Payment summary

Please find below a summary of the payment you are about to make:

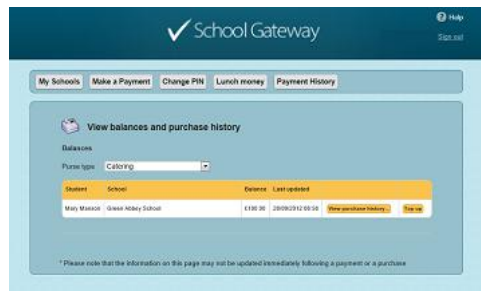
Description	Student	Consent	Comment	Amount
Alton Towers Trip (2/2)	Mary Manson	☒	Very pleased to see school trip	£ 30.00
Total amount				£30.00

[<< Back to payments](#) [Checkout >>](#)

- 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



School Gateway

My Schools Make a Payment Change PIN Lunch money Payment History

View balances and purchase history

Balance:

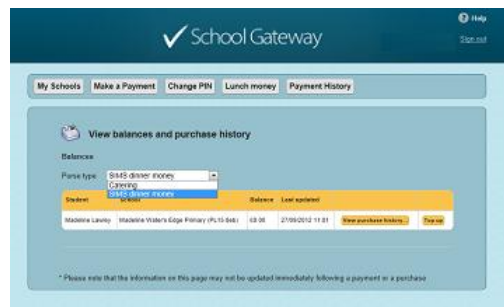
Purse type: Catering

Student	School	Balance	Last updated
Mary Watson	Green Abbey School	£180.00	20/06/2012 09:58

[View purchase history](#) [Top up](#)

* Please note that the information on this page may not be updated immediately following a payment or a purchase

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



School Gateway

My Schools Make a Payment Change PIN Lunch money Payment History

View balances and purchase history

Balance:

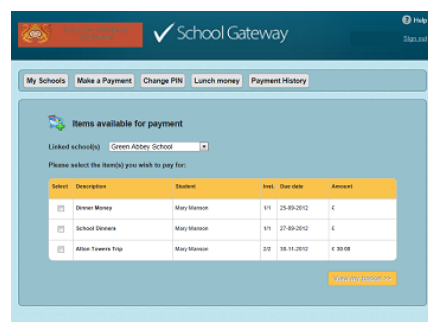
Purse type: SIMS dinner money

Student	School	Balance	Last updated
Madeline Lambie	Madeline Watson Edge Primary (H15-646)	£9.00	27/06/2012 11:01

[View purchase history](#) [Top up](#)

* Please note that the information on this page may not be updated immediately following a payment or a purchase

- 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



School Gateway

My Schools Make a Payment Change PIN Lunch money Payment History

Items available for payment

Linked school(s): Green Abbey School

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

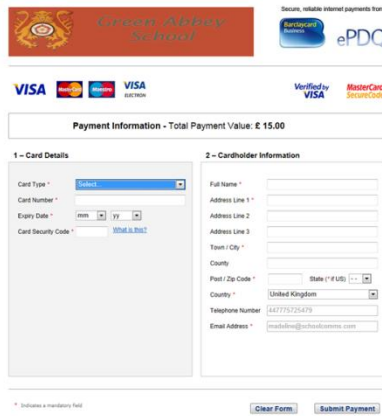
Select	Description	Student	Item	Due date	Amount
☐	Dinner Money	Mary Watson	1/1	25-09-2012	£
☐	School Dinners	Mary Watson	1/1	27-09-2012	£
☐	After-Town Trip	Mary Watson	0/0	09-11-2012	£ 90.00

[View my basket](#)

- 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



Secure, reliable internet payments from ePDQ

VISA MasterCard

Payment Information - Total Payment Value: £ 15.00

1 - Card Details

Card Type *

Card Number *

Expiry Date *

Card Security Code *

2 - Cardholder Information

Full Name *

Address Line 1 *

Address Line 2

Address Line 3

Town / City *

County

Post / Zip Code *

State (* If US)

Country *

Telephone Number

Email Address *

* Indicates a mandatory field

[Clear Form](#) [Submit Payment](#)

- 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 ePDQ

VISA MasterCard

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

Transaction Details

Payment Status: Success

Date / Time: Jan 17 2012 12:05:49

Merchant: Support: Madeline Green Abbey School

Approval Code: 677890

Payment ID: 247622a-9952-4668-b872-18126b064545

Amount: £ 15.00

Card Number: **** * 0006

Expiry Date: 08/2012

Cardholder Details

Cardholder Name: Madeline from Schoolcomms

Address: --

City: --

State: --

Post / Zip Code: --

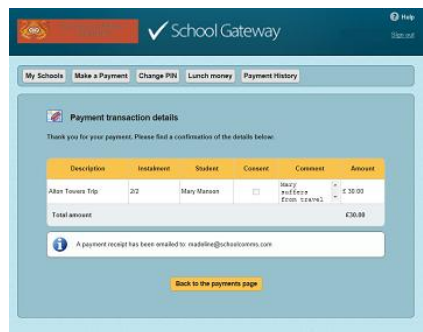
Country: United Kingdom

Email: madeline@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

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	Comment	Amount
Allen Towers Trip	2/2	Mary Mason	Mary Mason	£ 30.00
Total amount				£30.00

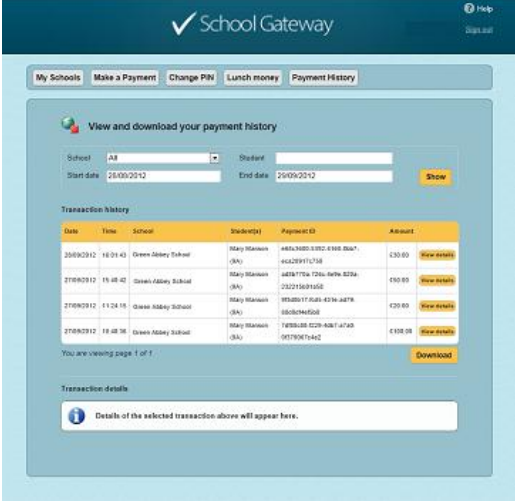
A payment receipt has been emailed to: madeline@schoolcomms.com

[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

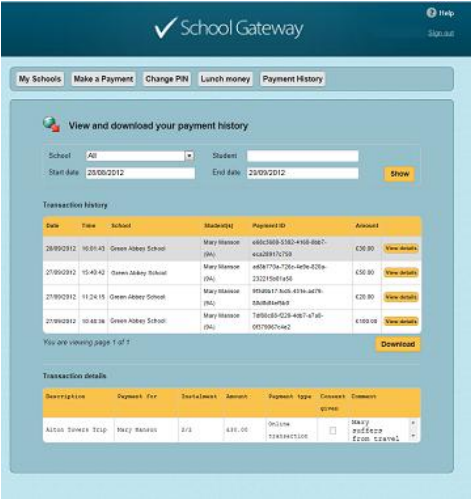
Payment History

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



The screenshot shows the 'Payment History' section of the School Gateway interface. It includes a navigation bar with options like 'My Schools', 'Make a Payment', 'Change PIN', 'Lunch money', and 'Payment History'. Below this, there's a section titled 'View and download your payment history' with search filters for 'School' (set to 'All'), 'Student', 'Start date' (26/03/2012), and 'End date' (26/09/2012). A 'Show' button is present. The main area displays a 'Transaction history' table with columns: Date, Time, School, Student(s), Payment ID, and Amount. It lists five transactions from Green Abbey School for May Hancock. Below the table, it says 'You are viewing page 1 of 1' and has a 'Download' button. At the bottom, there's a 'Transaction details' section with a message: 'Details of the selected transaction above will appear here.'

- 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**

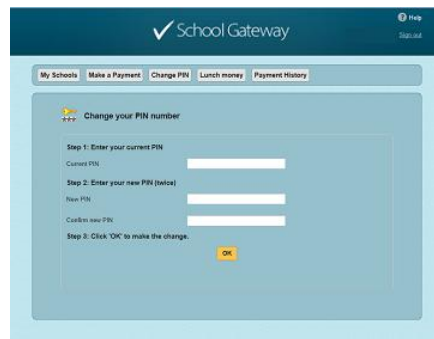


This screenshot shows the same 'Payment History' page, but with the 'Transaction details' section expanded at the bottom. The details table has columns: Description, Payment ID, Transaction, Amount, Payment type, and Comments. It shows details for the first transaction: 'Action: School Stop' for May Hancock, with a payment ID of 4851369333024100-0007, a transaction ID of 442409117158, and an amount of £30.00. The payment type is 'Lunch' and the comment is 'MAY 27 10:00 AM FOOD SERVICE'.

- 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**

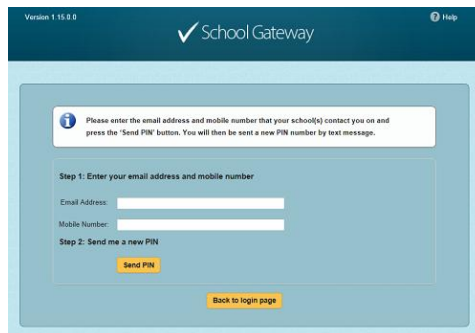


The screenshot shows the 'School Gateway' interface with a navigation bar containing 'My Schools', 'Make a Payment', 'Change PIN', 'Lunch money', and 'Payment History'. The 'Change PIN' option is selected. The main content area is titled 'Change your PIN number' and contains three steps: Step 1: Enter your current PIN (with a text input field), Step 2: Enter your new PIN (twice) (with two text input fields), and Step 3: Click 'OK' to make the change. (with an 'OK' button).

- 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 'School Gateway' interface with a navigation bar containing 'Version 1.15.0.0', 'School Gateway', and 'Help'. The main content area is titled '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.' It contains two steps: Step 1: Enter your email address and mobile number (with 'Email Address' and 'Mobile Number' text input fields) and Step 2: Send me a new PIN (with a 'Send PIN' button). A 'Back to login page' button is also visible at the bottom.

- 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