

Parent Guide for Activating and setting up your school gateway account

Navigate to www.schoolgateway.com

Select the **New user** tab



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!

Enter your email address and mobile number that is registered with the school.

Logging in

Navigate to www.schoolgateway.com



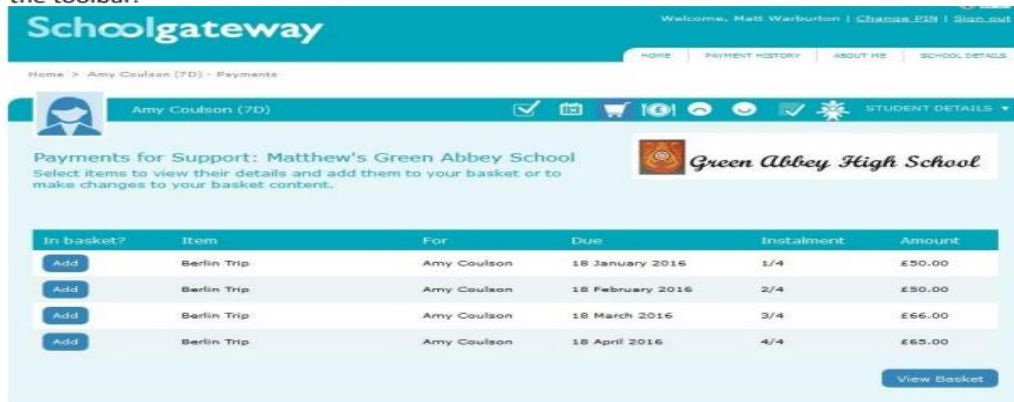
Enter your email address and PIN number

Once you have logged in you will be directed to the **Home** screen

The children you are linked to will be displayed

Payments

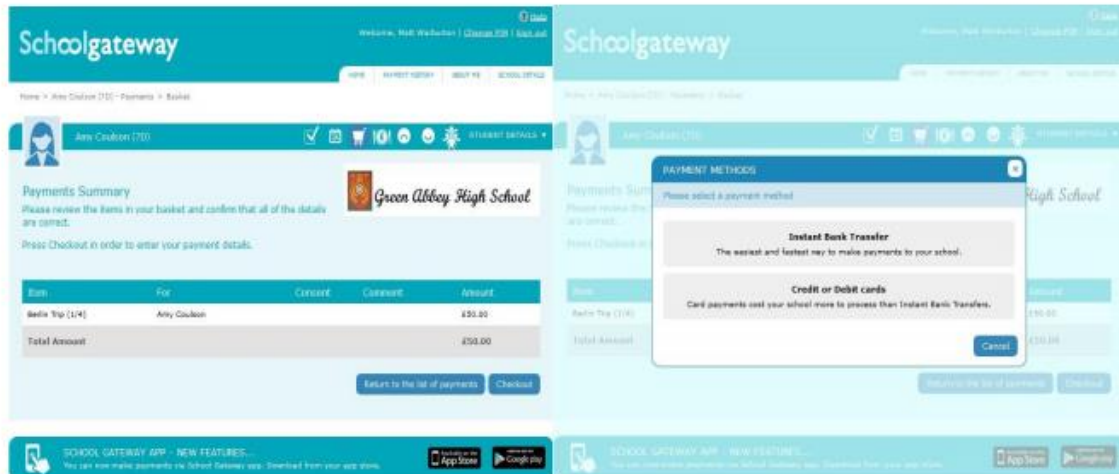
To view and/or make a payment select the Payments icon from the Home page or icon from the toolbar.



Press the **Add** button next to the item(s) you wish to pay for, parental consent or a comment may be required.

Tick the **Parental consent (required)** box if you are happy to give consent and then enter your comment in the **Comment** box if required.

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



To return to the items available for payment select **Return to the list of payments**.

If it is the first time you are paying you will see the option to pay via Instant Bank Transfer or pay by Credit or Debit card.

If you are happy with the amount you are about to pay press **Checkout**

Setting up Instant Bank Transfer

Setup Instant Bank Transfer
Enter the bank account details you would like to use for account transfer

About you

Firstname: * Matthew
 Surname: * Warburton
 Address Line 1: * Schoolcomms, Continental House, Kings Hill
 City: * Bude
 Post Code: * EX23 0LU

Bank account details

Account Holder Name: * Matthew Warburton
 Sort Code: * 000000
 Account Number: * 00000000

I confirm that I am the account holder and the only person required to authorize debits on this account

Proceed

Choose the Instant Bank Transfer option and you will see the above page. After the initial set up you will not have to fill out any of this information. You will go straight through to a page so you can confirm the payment. The Instant Bank Transfer details are saved meaning that any future payment you make online will be a lot quicker with no need to enter any payment details. You will always have the option to pay via Credit or Debit cards if you prefer.

Liz Aaron (4SL) STUDENT DETAILS

Direct Debit Confirmation

Please check your bank details are correct

Details

Account holder name: MRS A V HANNAH
 Sort code: 535052
 Account number: 56633823

[Back](#) [Submit](#)

SCHOOL GATEWAY APP - NEW FEATURES...
 You can now make payments via School Gateway app. Download from your app store.

[Available on the App Store](#) [GET IT ON Google play](#)

If your details are listed correctly and you are happy then press the Submit button. This will confirm that you wish to set up Instant Bank Transfer. At this point you will get the chance to read the Direct Debit guarantee and you will also receive an email confirming that Instant Bank Transfer has been set up.

Liz Aaron (4SL) STUDENT DETAILS

Confirmation

This payment will be debited on or shortly after: Monday 16 March 2015

Please make sure you have funds available in your account NATIONAL WESTMINSTER BANK PLC x-23

It will appear on your bank statement as: School Gateway, ref: DemoPrimar

A receipt has been emailed to: antoinette.hannah@schoolcomms.com

You can see a history of the transactions you have made at any time by going to [Payment History](#)

Item	For	Consent	Comment	Amount
After School Year 4 Swimming Club (1/1)	Sophie Aaron	<input checked="" type="checkbox"/>		£0.01
Total Amount				£0.01

[Make another Payment](#)

You will then see confirmation that the payment has taken place. Please note when you make your first payment using Instant Bank Transfer it takes 4 days for the funds to leave your account. After your first payment additional payments then take 3 days, however from the schools point of view money is credited instantly.

Liz Aaron (4SL) STUDENT DETAILS

Review your payment

Payment method - [Change](#)

Instant Bank Transfer: NATIONAL WESTMINSTER BANK PLC x-23 £0.01
 Payments made by Instant Bank Transfer will come out of your account approximately 3 days after you confirm the transfer.

Payment for: Demo: Primary School , 01288354403

The reference shown on your bank statement will be School Gateway, ref: DemoPrimar

[View a copy of your Direct Debit mandate here.](#)

[Return to Basket](#) [Make payment](#)

Now that Instant Bank Transfer has been set up, you will see a screen that gives you the chance to review your payment before proceeding. This is the screen you will see straight away after selecting Instant Bank Transfer as your desired payment option as the initial set up has now taken place. To proceed select Make payment or to return to the basket to make any changes select Return to basket.

Paying by Credit or Debit card

The screenshot shows the 'Transaction Details' section of the Sage Pay Schoolgateway interface. It features the Sage Pay logo and the Schoolgateway name. The transaction details are as follows:

To Pay For :	This transaction will appear on your card statement as ISUZ/SchoolGateway
Amount :	50.00 GBP

Below the details is the 'Select Payment Method' section, which includes a prompt to select a card type and buttons for VISA, VISA Delta, VISA Electron, MasterCard, and Maestro. A 'Cancel' button is also present.

FAQs
If your browser is not showing the secure padlock on your screen click on this padlock.

The screenshot shows the 'Enter Card Details' section of the Sage Pay Schoolgateway interface. It features the Sage Pay logo and the Schoolgateway name. The transaction details are as follows:

To Pay For :	This transaction will appear on your card statement as ISUZ/SchoolGateway
Amount :	50.00 GBP

Below the details is the 'Enter Card Details' form with the following fields:

Card Number:*	<input type="text"/>
Card Type	Visa Debit / Delta
Firstname:*	<input type="text" value="Sophie"/>
Surname:*	<input type="text" value="Aaron"/>
Valid from:	Month: <input type="text"/> Year: <input type="text"/>
Expiry date:*	Month: <input type="text"/> Year: <input type="text"/>
Security Code:*	<input type="text"/>

At the bottom of the form are 'Back' and 'Proceed' buttons.

Enter your card details and cardholder information

To complete your payment, click the **Proceed** button

To cancel the payment and return to School Gateway, click **Cancel**

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 will be displayed

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

You will receive an email confirming the details of your transaction

To return to the list of payment items available to you, select **Back to the payments page**