

Schoolgateway



Set up and user instructions

The set-up process is simple and will take no more than a couple of minutes:

1. Search for “School Gateway” in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
2. Install the app and if you are asked then say yes to “Allow Push Notifications”
3. When you launch School Gateway for the first time, please select ‘New User’ and enter the email address and mobile telephone number you have registered with the school (the email address to which you have received this email is the one we have set as your primary email address on our system)
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.
5. Select the “Payments” tab and you will see all the products and services available.
6. Select your product, add an amount and add to basket.
7. You will then be able to check out.
8. If you experience any problems with any aspect of the set up or purchase, please contact the school office.