

NOTES ON HOW TO CREATE AN ON-LINE PAYMENTS ACCOUNT

1. Log in to the school website : <https://www.cardinal-newman.org.uk> OR directly onto the school gateway website <https://login.schoolgateway.com/0/auth/login>

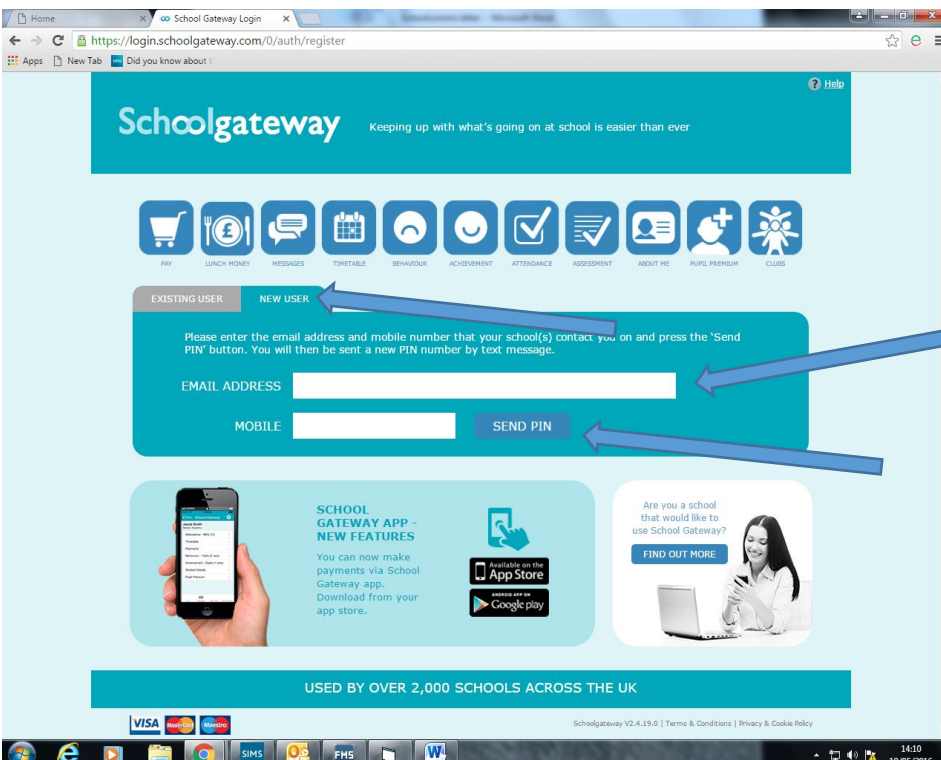
The following screen will appear



The screenshot shows the school's website header with a red background. On the left is the school logo, a yellow cross with 'C N H S' inside, surrounded by 'CARDINAL NEWMAN HIGH SCHOOL'. To the right of the logo is the text 'Cardinal Newman Catholic High School' and the tagline 'Together we can make a difference'. Below the header is a navigation menu with links: HOME, OUR SCHOOL, TRANSITION, CURRICULUM, FAITH AND PASTORAL CARE, STUDENTS, PARENTS AND CARERS, GOVERNORS, NEWS. Below the navigation menu are several service logos: tootoot, SHOW MY HOMEWORK, Office 365, Schoolgateway, and SIMS Parent App. Below the logos is a photograph of the school building. To the right of the photograph is a large blue arrow pointing upwards towards the Schoolgateway logo. To the right of the arrow is the text 'Ofsted Good rating' and a vertical blue bar with the text '2016'. Below the arrow and text is a white box with the text 'Click on Schoolgateway Online Payments'.

2. Click onto **Schoolgateway** Online Payments, then choose New User.

The following screen will appear



The screenshot shows the School Gateway Login page in a web browser. The page has a teal header with the 'Schoolgateway' logo and the tagline 'Keeping up with what's going on at school is easier than ever'. Below the header is a row of icons representing various school services: PAY, LUNCH MONEY, MESSAGES, TIMETABLE, BEHAVIOUR, ACHIEVEMENT, ATTENDANCE, ASSESSMENT, ABOUT ME, PUPIL PREMIUM, and CLUBS. Below the icons are two tabs: 'EXISTING USER' and 'NEW USER'. The 'NEW USER' tab is selected. Below the tabs is a form with the following text: '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.' The form has two input fields: 'EMAIL ADDRESS' and 'MOBILE'. Below the 'MOBILE' field is a 'SEND PIN' button. Below the form are two promotional banners. The first banner is for the 'SCHOOL GATEWAY APP - NEW FEATURES' and includes a smartphone image and text about downloading the app from the App Store or Google Play. The second banner is for 'Are you a school that would like to use School Gateway?' and includes a 'FIND OUT MORE' button. At the bottom of the page is a teal bar with the text 'USED BY OVER 2,000 SCHOOLS ACROSS THE UK'. The browser's address bar shows the URL 'https://login.schoolgateway.com/0/auth/register'. The Windows taskbar is visible at the bottom of the screen.

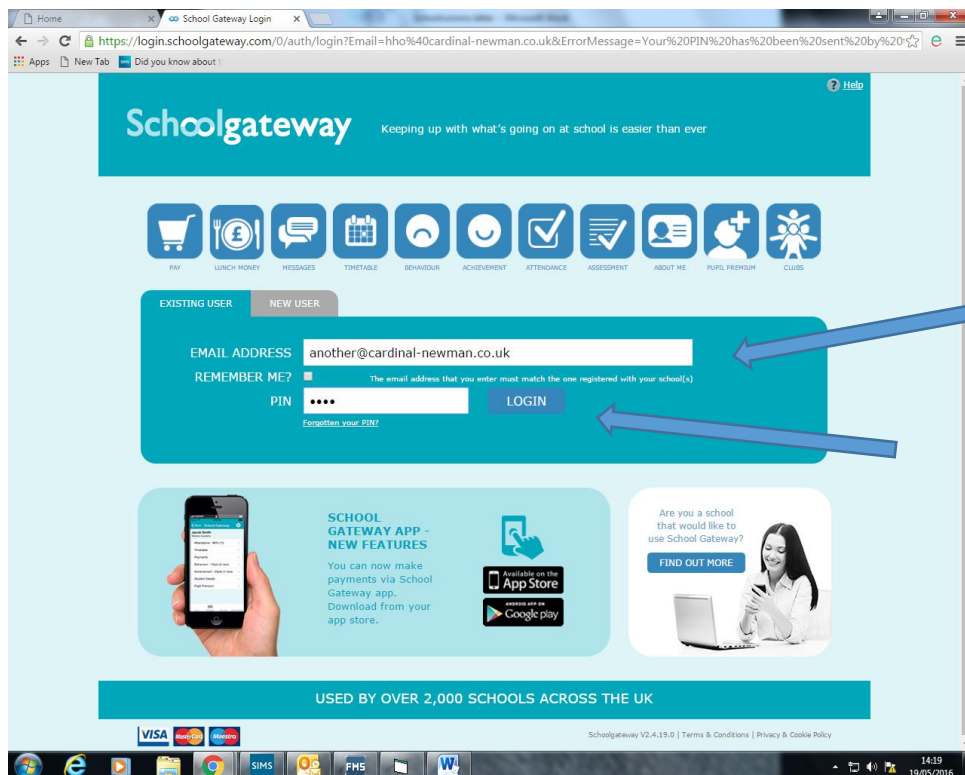
Choose new user option, then enter e-mail and mobile number

Choose SEND PIN

Enter e-mail address and mobile telephone number held by school, (*ring school if you are unsure*). Then click SEND PIN.

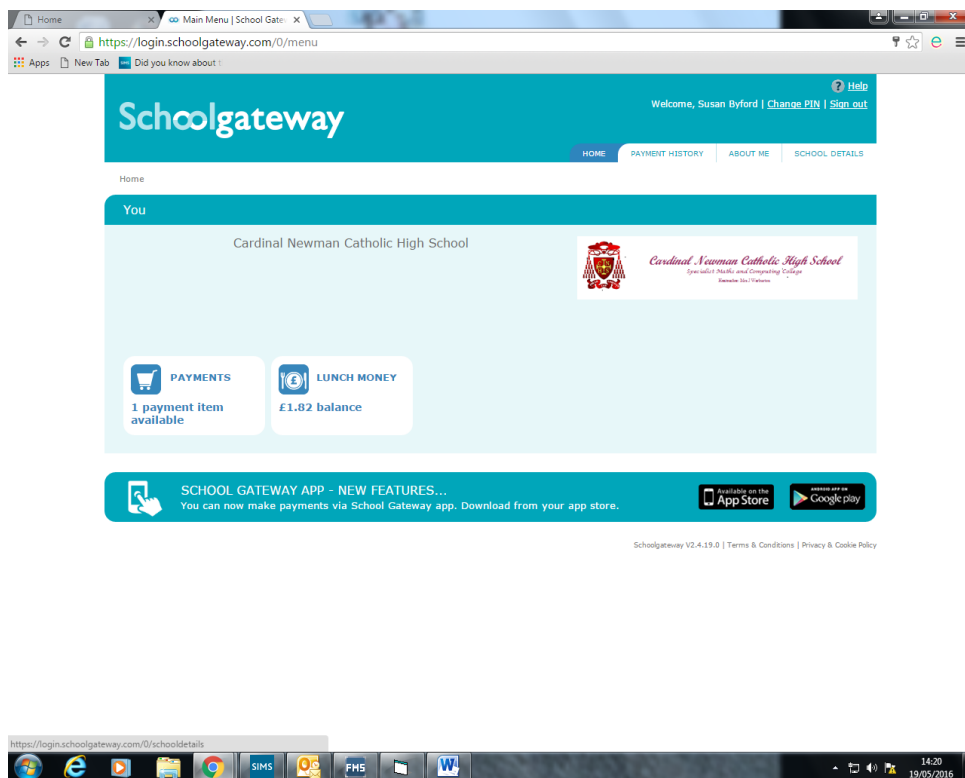
A pin number will be sent to your mobile telephone number.

Under the Existing User tab, enter the e-mail address and pin number on the screen as follows:



Choose existing user option, then enter e-mail and pin number

The following screen will appear:



Allowing you to add payments for lunch money or trips.