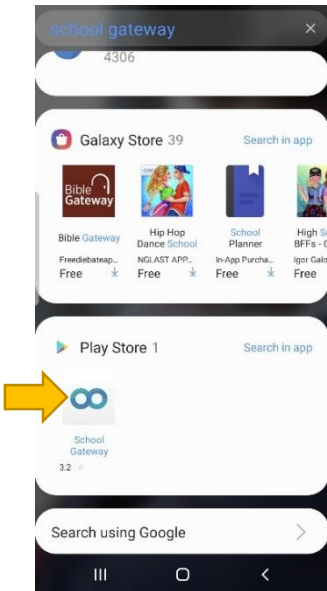# SCHOOL GATEWAY

STEP BY STEP SET UP GUIDE
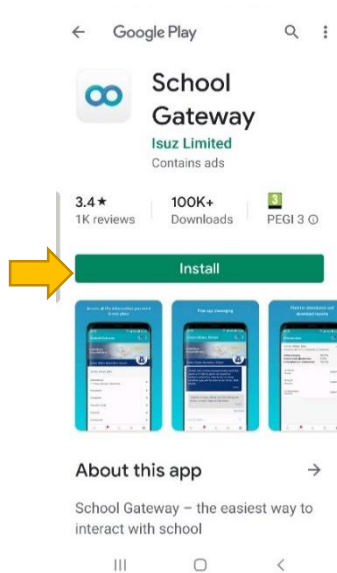
STEP 1

Search for 'School Gateway App – Choose symbol shown below

STEP 2

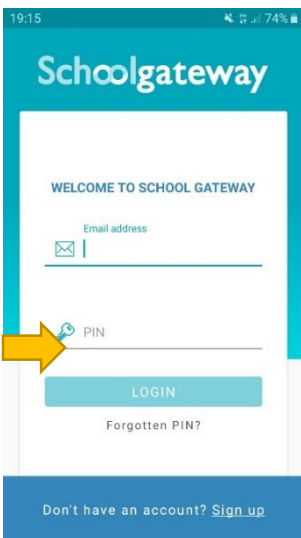Double click on School Gateway App and click "install"

STEP 3

Gateway App will open with front screen which looks like the one below
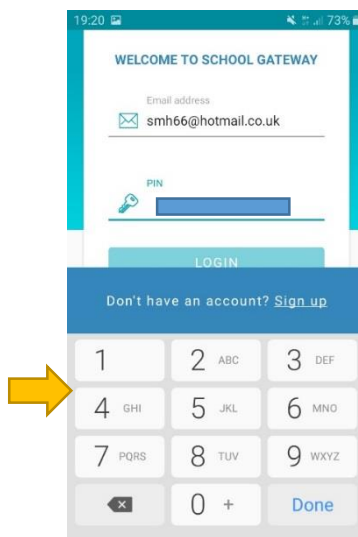
STEP 4

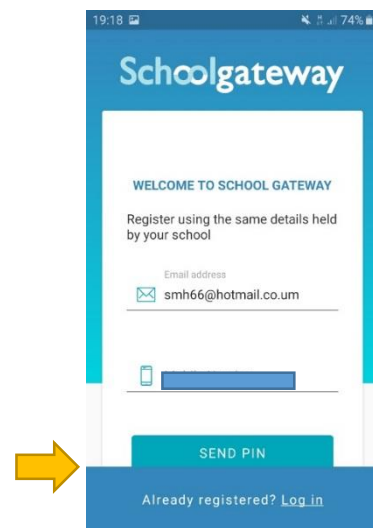You will then be asked to enter your email address and pin (**you do not have a pin yet**)

STEP 5

Once you have entered your email address click on 'Sign up' as shown below

STEP 6

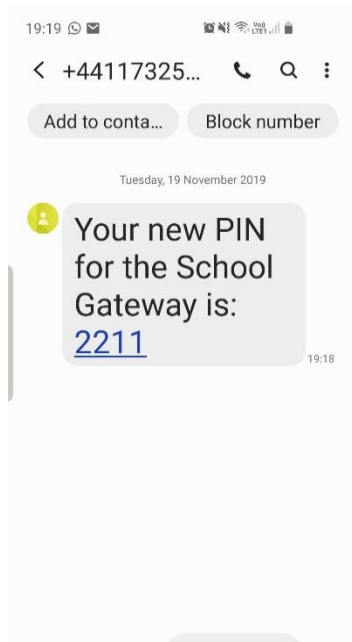You will now be required to enter your mobile number. Then click on 'Send Pin'
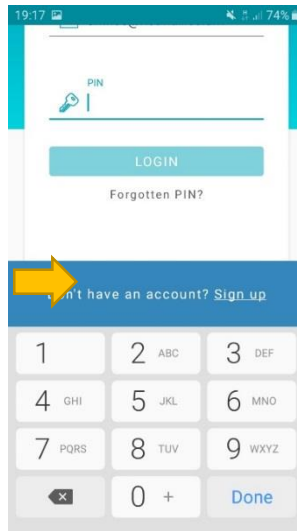
P.T.O.

STEP 7

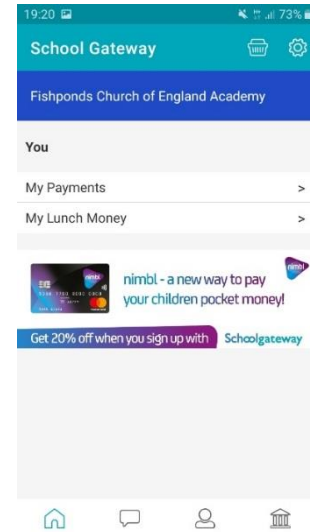You will receive a pin number on your mobile

STEP 8

Enter the pin number in the relevant section

STEP 9

You will then be in School Gateway and will be able to pay for school lunches and all school trips.

PLEASE NOTE:

Once you have installed the app, all text messages from the school will be shown within this app and will not appear in your normal text message inbox. Please activate notifications for this app so that you can see when we have sent you a message.