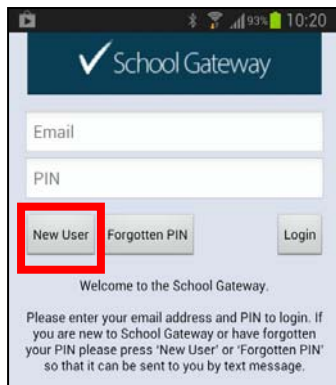


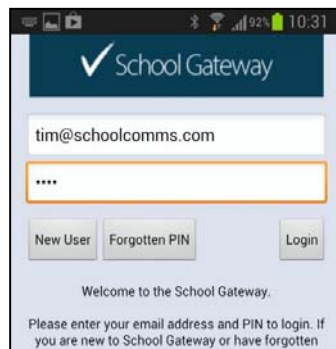
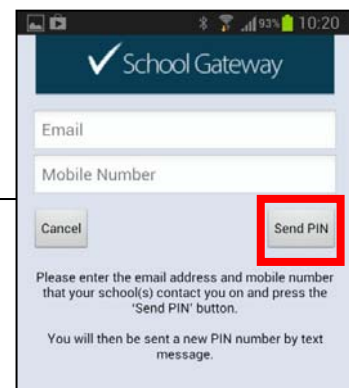
To download the app search for “School Gateway” in the Apple or Android app stores.
Please be aware that the School Gateway APP relies upon data connectivity to work i.e. 3G or Wireless.



1. Register for the app by selecting the **New User** button.

2. Enter your Email address and mobile telephone number. Click on **Send Pin**.

NB: The email address and mobile number you provide MUST be the same as that registered with the school.



3. Once the PIN number has been received you can log into the app using your registered email address and the 4 digit PIN. You only need to log in to the app once; unless you manually choose to log out.

You are now logged in and will see a welcome message, informing you that messages will now arrive in the app!

What happens if I forget my PIN?

If you forget your PIN, you can reset it via the login screen.

Select the **Forgotten PIN** button. You will be asked to enter the email address and mobile phone number that is registered with the school.

To have a new PIN number sent to you select the **Send PIN** button. A new PIN will be generated and sent to you by text to your mobile phone.

How do I go about changing my PIN?

There is no need for you to change your PIN, as you only need to enter it once when you first register, but if you would like to change your PIN, simply visit the School Gateway website

(www.schoolgateway.com). Once logged in, using the registered email address and 4 digit PIN number, you can select the Change PIN button on the toolbar.