

# Register for the Gateway Alternate

## Please Note: There are two steps to register for the Gateway Alternate

**Step One:** Create a Guest Account in MyPaymentsPlus

**Step Two:** Register for the Gateway Alternate.

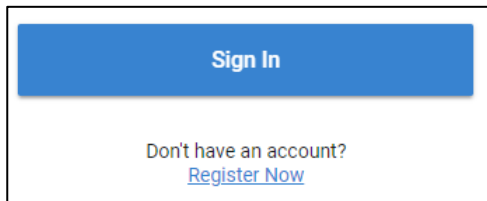
You must complete ***BOTH*** steps in order to be registered.

If you tested and created a MyPaymentsPlus account for Gateway Testing previously, you can skip to Step Two and enter the information for the account you created then.

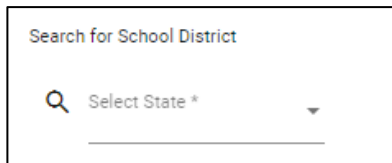
*Please note: parents can register students for Gateway Alternate and Retest using the account you already have. When the form pops-up, please fill in your student's information. At the end, you will receive a confirmation with your name, but as long as you filled in your student's name, you have registered your student, not yourself.*

## Step One: Create a Guest Account in MyPaymentsPlus

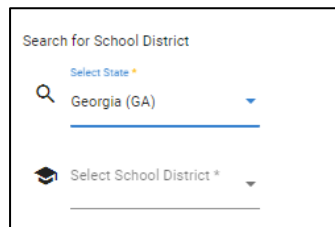
- Go to: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). If you already have a MyPaymentsPlus account, please login and skip to **Step Two: Register for the Gateway Alternate**.
- If you don't have an account, click "Register Now".



- From the dropdown box, select the state (GA).

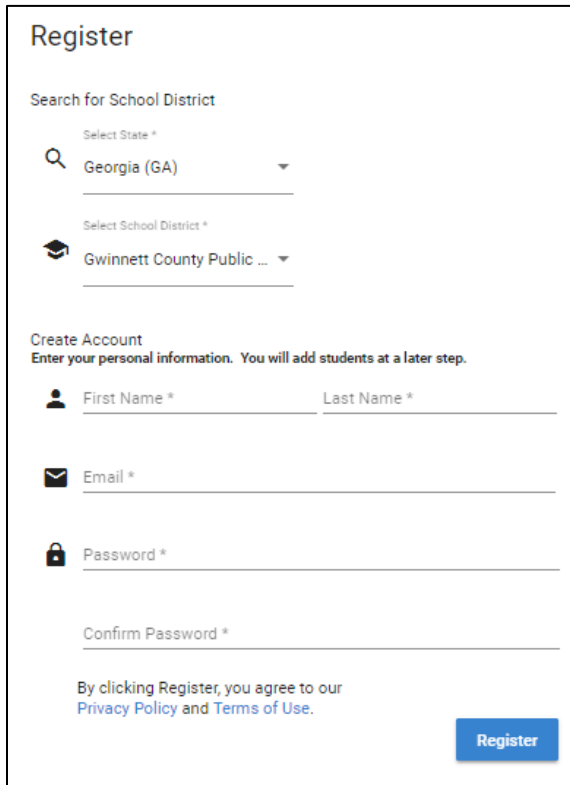


- Next, select school district (Gwinnett County).



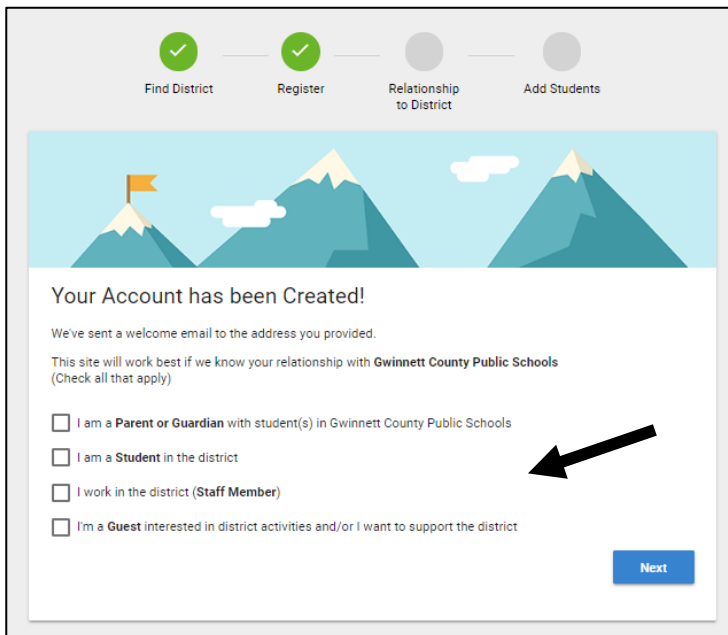
## Register for the Gateway Alternate

- Next, enter your contact information and choose a password. Then, click the blue register button.



The screenshot shows a registration form titled "Register". It includes a search section for "School District" with a dropdown menu set to "Georgia (GA)" and another dropdown set to "Gwinnett County Public ...". Below this is a "Create Account" section with the instruction "Enter your personal information. You will add students at a later step." The form contains fields for "First Name \*", "Last Name \*", "Email \*", "Password \*", and "Confirm Password \*". At the bottom, there is a link to "Privacy Policy and Terms of Use" and a blue "Register" button.

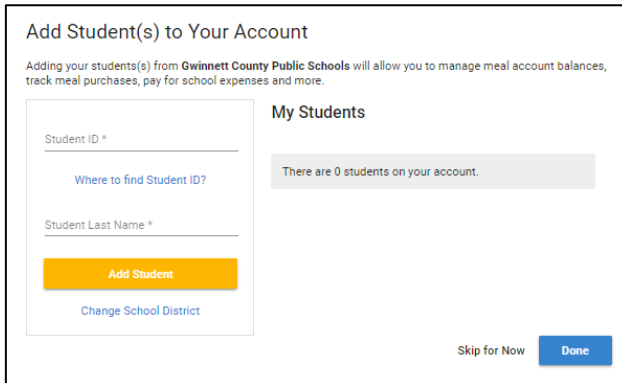
- Select "I'm a **Guest** interested in district activities and/or I want to support the district" and click the blue next button.



The screenshot shows a progress bar at the top with four steps: "Find District" (checked), "Register" (checked), "Relationship to District" (unchecked), and "Add Students" (unchecked). Below the progress bar is a banner with a mountain range illustration. The main content area is titled "Your Account has been Created!" and includes a welcome message and a prompt to select a relationship with Gwinnett County Public Schools. There are four radio button options: "I am a Parent or Guardian with student(s) in Gwinnett County Public Schools", "I am a Student in the district", "I work in the district (Staff Member)", and "I'm a Guest interested in district activities and/or I want to support the district". A black arrow points to the "Guest" option. A blue "Next" button is located at the bottom right.

## Register for the Gateway Alternate

- Enter the GCPS Student ID and Student Last Name and click the blue done button. If you do not have this information, you can select “Skip for Now”.



The screenshot shows a web form titled "Add Student(s) to Your Account". Below the title is a sub-header "My Students" and a message: "There are 0 students on your account." The form contains two input fields: "Student ID \*" and "Student Last Name \*". Below the "Student ID" field is a link "Where to find Student ID?". Below the "Student Last Name" field is a link "Change School District". At the bottom of the form is a yellow "Add Student" button and a blue "Done" button. A "Skip for Now" link is also visible at the bottom right of the form area.

- After completing all of these steps, you will be **registered as a Guest** for Gwinnett County Public Schools! **Now complete STEP TWO to register for Gateway testing.**
- **NOTE:** You will need your student’s GCPS Student ID number to register for Gateway Alternate. If you are ready, you can proceed to Step 2. If not, you will be able to return at a later time to register using your guest login.

# Register for the Gateway Alternate

## Step Two: Logon to MyPaymentsPlus and Register for Gateway Alternate

- Logon to your Guest account at MyPaymentsPlus.com. You will see categories under the yellow buttons on the screen. Click on the plus sign next to **Gateway Test Registration**.
- Select the test or tests and click the “Continue Payment” button. Your total will be \$0.00. There is no charge for registering for the Gateway.

Other Payments

- Community Donations, Sponsorships & Events
- Community School
- Gateway Test Registration

	Amount	Pay
Gateway Alternate - Science (December 2019 Grads and Post Grads Only) <a href="#">details</a>	\$0.00	<input type="checkbox"/>
Gateway Alternate - Social Studies (December 2019 Grads and Post Grads Only) <a href="#">details</a>	\$0.00	<input type="checkbox"/>

- School Uniforms

Meals Subtotal:

Fees & Activities Subtotal:

Total:

[Continue Payment](#)

[Cancel payment](#)

- A pop up box will appear for you to fill in your information for registration. **Please fill this out accurately, as it allows us to find your student record.**

First Name:

Last Name:

GCPS Student ID Number:

Email Address:

Be certain to scroll down and enter all the information. At the end of the form, you must enter your full name and then click

I acknowledge that I have read and understand the requirements for the Gateway Alternate.

Enter Full Name:  Date Signed: 8/8/2019

THIS SESSION IS NOT FOR CURRENT STUDENTS! IF A CURRENT STUDENT, CANCEL OUT OF THIS FORM AND DO NOT SIGN UP FOR THIS SESSION.

## Register for the Gateway Alternate

- Review the next page to check you are registering for the correct test. Your total will be \$0.00. There is no charge for registering for the Gateway.
- Click “Continue Payment”.

Activities		Details	Payment
Name	Activity		
[REDACTED]	Gateway Alternate - Science (December 2019 Grads and Post Grads Only)		\$0.00
[REDACTED]	Gateway Alternate - Social Studies (December 2019 Grads and Post Grads Only)		\$0.00
	Total:		\$0.00

Payment amount due:	\$0.00
Program fee:	\$0.00
<b>Total payment amount due:</b>	<b>\$0.00</b>

[Previous](#) [Continue Payment](#) [Cancel payment](#)

- This page is your confirmation for your registration. It is recommended that you click “printable version” and save a copy for your records.

Ensure your student always has Careteria funds, click here to enable auto-pay.

### Your Payment Information

[printable version](#)

Activities		Details	Payment
Name	Activity		
[REDACTED]	Gateway Alternate - Science (December 2019 Grads and Post Grads Only)		\$0.00
[REDACTED]	Gateway Alternate - Social Studies (December 2019 Grads and Post Grads Only)		\$0.00
	Total:		\$0.00

Payment amount due:	\$0.00
Program fee:	\$0.00
<b>Total payment amount due:</b>	<b>\$0.00</b>

### Payment Transaction Information

Payment Type:	Cash
Account Number:	*****
Payment Amount:	\$0.00
Payment Date:	8/8/2019
Payment Status:	COMPLETE

**You are now registered for Gateway testing.**

**Confirmation emails will be sent approximately one week prior to Gateway Alternate.**