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).
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- Next, enter your contact information and choose a password. Then, click the 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.
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- 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”.

- 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.
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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.

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.

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
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- 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”.

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

You are now registered for Gateway testing.
Confirmation emails will be sent approximately one week prior to Gateway Alternate.