

# 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:** Log into MyPaymentsPlus to register.

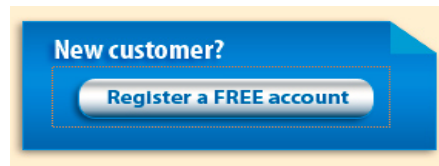
You must complete **BOTH** steps in order to be registered.

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.

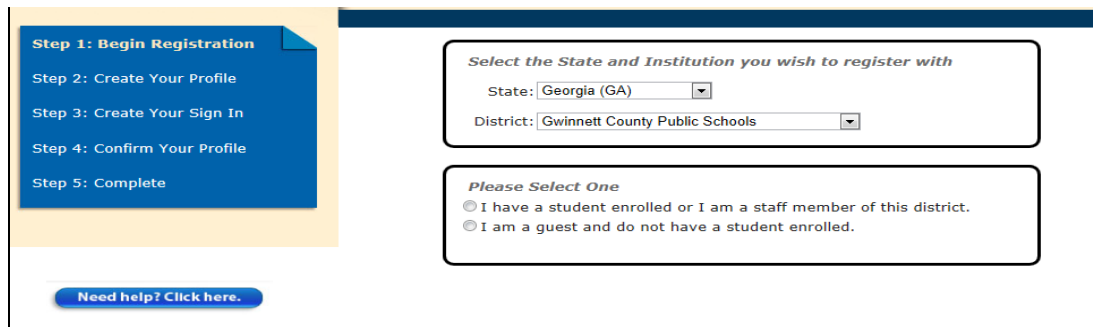
*Please note: parents can register students for Gateway Alternate and Retest using the account you already have. When the form pops-up, please fill in your student's information. At the end, you will receive a confirmation with your name, but as long as you filled in your student's name, you have registered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

## Step One: Create a Guest Account in MyPaymentsPlus

- Log on to: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)
- If you don't have an account, click "Register for a FREE Account" and register as a Guest.



- From the dropdown box, select the state (GA) and district (Gwinnett County) names.
- After making that selection, another box will appear.
- Select "I am a guest and do not have a student enrolled" and then click "next."

A screenshot of a registration form. On the left, a blue sidebar lists five steps: "Step 1: Begin Registration", "Step 2: Create Your Profile", "Step 3: Create Your Sign In", "Step 4: Confirm Your Profile", and "Step 5: Complete". Below the sidebar is a blue button that says "Need help? Click here.". The main form area has a title "Select the State and Institution you wish to register with". It contains two dropdown menus: "State: Georgia (GA)" and "District: Gwinnett County Public Schools". Below these is a section titled "Please Select One" with two radio button options: "I have a student enrolled or I am a staff member of this district." and "I am a guest and do not have a student enrolled."

- After identifying yourself as a Guest, a new box will appear in which you put your contact information.
- Please fill out all required information and then click "next."

# Register for the Gateway Alternate

**Your Name**

First name:

Last name:

**Your Address**

Street address:

Apartment/Building/Suite:

City:

State:

ZIP Code:

**Your Phone Number**

Daytime phone number:  Ext.

Evening phone number:

**Your E-mail**

*Enter the e-mail address you would like to have password hints and account confirmations sent. (Please verify you have the correct email address.)*

E-mail:

(Example: jdoe@myemail.com)

Confirm E-mail:

**Your Email Updates**

Receive important email updates from your Student's district and MyPaymentsPlus.

[Back](#) [Next](#)

[Cancel registration](#)

- After clicking “next,” you will then be taken to a page where you can create your username, password, and password reminder. Please enter all of the required information and click “next.”

**Your Username**

*Choose a username to use for MyPaymentsPlus. The username can contain both letters and numbers (e.g., johnsmith01).*

Username:  (3-100 characters)

**Your Password**

*Choose a password to use for MyPaymentsPlus. Passwords are CASE SENSITIVE.*

*Passwords must contain at least 1 number and 1 letter and must be at least 7 characters long.*

Select a Password:  (7-20 characters)

Confirm Password:

**Your Password Hint**

*In case you forget your password, MyPaymentsPlus can give you a hint that can help you remember your password.*

*Please enter a phrase that describes your password (e.g. anniversary, first pet's name, etc.).*

Password Hint:

[Back](#) [Next](#)

[Cancel registration](#)

# Register for the Gateway Alternate

- Be sure to review the information you have entered in the system.

**Please review your profile and verify that the information is correct.**

If you need to change any of the information, you can return to a step by clicking on the *Edit* link next to each section title.

Once you have verified the information is correct, click the *Finish Registration* link at the bottom of this page to complete the process.

**Your MyPaymentsPlus Sign In**

Username:  
Password Hint:

**Your Contact Information** [Edit](#)

Daytime phone:  
Evening phone:  
E-mail:  
**(Please be certain this is correct.)**

**Your Students** [Edit](#)

Student ID	FullName	District Name	State
GUEST_			

If you have verified that all of the information above is correct, then click *Finish Registration* to complete the process.

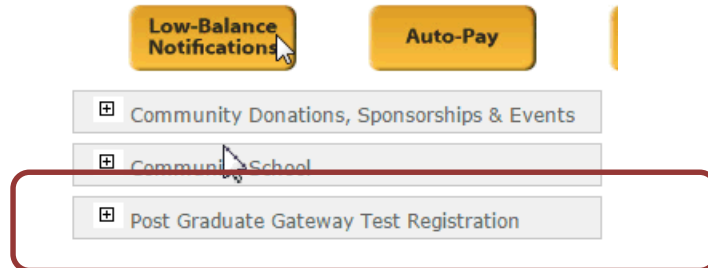
[Finish Registration](#)

- If all of the information is correct, click “Finish Registration.”
- An email will be sent to the email address you indicated in your registration.
- 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.**

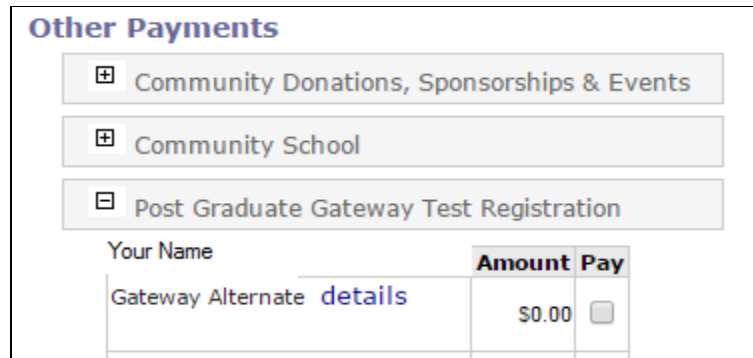
# Register for the Gateway Alternate

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

- Logon to your Guest account at MyPaymentsPlus.com. You will see 3 categories under the yellow buttons on the screen. Click on the plus sign next to **Post Graduate Gateway Test Registration**.



- Gateway Alternate will appear under this section.



## Register for the Gateway Alternate

- Complete the requested information.
- Click on the blue details link to receive more information about the Gateway Alternate.

**Activity Name:**

Gateway Alternate

**Description:**

The Gateway Alternate program is a combination of classes and the test administration. The intervention classes provide aligned content remediation and daily written practice on a sample Gateway prompt. At the conclusion of the classes, students participate in the Gateway assessment. The class ratio is approximately 7 students to 1 teacher.

- There is no cost. Once your selection has been made and you “continue” to check out, a pop up box will appear for you to fill in the following information. **Please fill this out accurately, as it allows us to find your student record.**

**First Name:**

**Last Name:**

**GCPS Student ID Number:**

**Email Address:**

**Phone Number:**

**Street Address or PO Box:**

**City, State, Zip Code:**

**Year of Certificate of Attendance:**

**Last month and year of attendance in a Gwinnett County school:**

**Gwinnett County high school attended:**

## Register for the Gateway Alternate

- Fill in the required information.
- Continue reading all information on the form and then electronically acknowledge that you understand all information about the Alternate.
- Once acknowledged, continue to “check out”. There is no charge for Gateway Alternate. Follow instructions to finish check out. The system creates a confirmation receipt of your registration.  
**You are now registered for Gateway testing.**
- **Confirmation emails will be sent out approximately one week prior to Gateway Alternate.**

*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.*