How to Use SchoolHubNG – For Parents

Step-by-step guide for parents

For Parents

1. Sign up (first time)

Use the Parent sign-in link on your school's subdomain. Click Sign up, enter email and phone (both must match the parent or guardian contact on your children's school records), create a password, and verify with the 6-digit code sent to email or phone.

2. Your children are linked automatically

After sign up, students whose parent/guardian email and phone match yours are added to your dashboard automatically. You do not add children with AIN—ask the school to fix their records if a child is missing.

3. Sign in (and 2FA when asked)

Sign in with email and password. You may be asked for a verification code (email or SMS) from time to time for security.

4. Select a child

If you have more than one child, pick the child to view or pay for from the dashboard child selector or menu. Most pages apply to the selected child only.

5. View the parent dashboard

The dashboard shows the selected child's fee summary (outstanding and paid), recent activity, and shortcuts. Switch child before paying or viewing academics.

6. Update your profile

Go to My Profile to edit your name, email, phone, and password.

7. View or update your child's profile

Go to Child's Profile for your child's details; update their photo if the school allows.

8. View your child's class

Go to Child's Class for their current class and level.

9. View your child's subjects

Go to Child's Subjects for subjects offered to their class this term.

10. Use learning materials

When e-learning is enabled, Learning materials lists published PDFs and videos for the selected child. Open an item to view; download PDFs when allowed.

11. View your child's scheme of work

When the school enables portal access, Scheme of work shows approved schemes for the current term (read-only weekly topics). Lesson notes are not shown to parents.

12. View your child's class schedule

When enabled, Class Schedule shows their weekly timetable.

13. View your child's class attendance

When enabled, Class Attendance shows present, absent, late, and excused records for recent dates.

14. View exam and test timetables

When enabled, use Examination/Test → Exam Timetable or Test Timetable for the selected child.

15. View your child's results

Go to Results and select a term. Structured mode: published scores, grades, and position when final; print or download report card PDF when available. Upload-only mode: open Result documents for PDF or image slips. Partial publishes may show as in progress.

16. Campus gate and student ID

When enabled, Campus gate shows check-in status and lets you download your child's student ID card PDF.

17. View fees for your child

Go to Fees for all fees, amounts due, and amounts paid for the selected child.

18. View and pay installments

When the school recorded an installment plan and allowed installment payments, Installment plan shows due dates and progress. Pay the current installment from Fees or Make payment. If you do not see installment options, the school may require full payment or has not enabled installments for your account.

19. Pay fees online

When online payments are enabled, pay from Fees, Make payment, or the dashboard. Select fees or the next installment, confirm the total, and pay via Paystack (card or bank). Download the receipt after success.

20. View payment history and receipts

Payment History lists payments for the selected child. Download receipt PDFs when available.

21. Read announcements

When enabled, Announcements shows school messages for the selected child.

22. View weekly assessments

When enabled, Weekly assessments lists teacher feedback for the selected child.

23. Report an issue to the school

When enabled, Report an issue lets you submit a concern and read the school's replies.