

How to Use SchoolHubNG – For Parents

Step-by-step guide for parents

For Parents

1. Sign up or sign in

Use the Parent sign-in link (often on your school's subdomain). If you're new, click "Sign up": enter your email and phone number (must match the parent/guardian contact on your children's school records), and create a password. Verify with the 6-digit code sent to your email or phone.

2. Your children are linked automatically

When you sign up with that email and phone, any students whose parent or guardian contact on file matches your email and phone are automatically added to your parent dashboard. You don't add children one by one or use AIN—just use the same email and phone the school has for you.

3. Sign in (and 2FA when asked)

Sign in with your email and password. For security, the system may ask for a verification code (email or SMS) from time to time—enter it to continue.

4. Select a child

If you have more than one child, choose which child you want to view or pay for from the dashboard or menu.

5. Update your profile

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

6. View or update your child's profile

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

7. View fee summary and details

You'll see the selected child's fee summary (outstanding, paid) on the dashboard. Go to Fees in the menu to see the full list of fees and amounts.

8. Pay fees

Click to pay fees for the selected child, or use Make payment in the menu. Choose which fees to pay, confirm the total, then complete payment via Paystack (card or bank). You'll get a receipt on screen and can download it.

9. View payment history and receipts

Go to Payment History in the menu to see all past payments for the selected child and view or download receipts.

10. View your child's class and class schedule

Go to Child's Class to see their class details. Go to Class Schedule to view their timetable (if the school has set it up).

11. View your child's subjects

Go to Child's Subjects in the menu to see the list of subjects for the selected child.

12. View your child's class attendance

Go to Class Attendance to see the selected child's attendance record (present, absent, late, excused) for recent dates.

13. View your child's results

Go to Results in the menu to view your child's result documents. You can open or download them if the school has published results.