

How to Use SchoolHubNG – For Schools

Step-by-step guide for administrators and staff

For Schools (Administrators & Staff)

1. Register your school

Go to the homepage and click "Register your school". Enter your school name, email, and create a password. Submit the form.

2. Verify your email

Check your email for a 6-digit verification code. Enter it on the verification page to activate your account.

3. Sign in

Use your school subdomain (e.g. yourschool.schoolhubng.com) or the main site and sign in with your email and password.

4. Update school information

Go to School → School Information to view your school details, or Edit School Info to update name, address, logo, and other details. Available to the school owner (super-admin).

5. Complete institution setup

If prompted, add at least one institution. Choose one institution type that best matches your school: if you only have Creche/Montessori, select Creche/Montessori; if you have Creche and Nursery, select Nursery only (you do not add Creche separately); if you have Creche, Nursery and Primary, select Primary School or Nursery and Primary School only. Then enter your institution name.

6. Configure class levels

Go to Class → Configure Class. Set your level names (e.g. JSS 1, JSS 2, SS 1) and sections (A, B, C) if you use them.

7. Create classes

Go to Class → All Classes. Add classes (e.g. JSS 1A, JSS 2B) by selecting level and section.

8. Add subjects

Go to Subjects → All Subjects. Add subjects (e.g. Mathematics, English). Use Subject Categories to group them if needed. Subjects are required for results and optional for subject-based attendance.

9. Set up academic sessions and terms

Go to Academic Terms → Academic Sessions to create a session (e.g. 2024/2025), then Academic Terms to add terms (First Term, Second Term, Third Term). Set one as current. Or use Use default (Nigerian calendar) on Academic Sessions to create a session with 3 terms at once.

10. Add fees

Go to Fees & Payments → All Fees. Add fees for the current term (e.g. Tuition, Bus, Excursion). You can assign fees to a specific class or all classes.

11. Add bank account

Go to Bank Account → Add Account to add your school's bank details for receiving payments. Use View Account to see or edit the account. Access may depend on your role permissions.

12. Add students

Go to Students → All Students. Add students one by one or use Bulk Import: download the CSV template, fill in names and class; leave the AIN column empty (it is auto-generated). Then upload.

13. Add staff

Go to Staff → Add Staff. Add teaching or non-teaching staff. For teaching staff, assign subjects and classes they teach.

14. Record salary payment

Go to Fees & Payments → Record Salary Payment to record salary or other payments made to staff. Select the staff member, amount, and payment details.

15. Add dashboard admins and set permissions

Go to Admin → All Admins to add other dashboard users (e.g. bursar, teacher). Use Admin → Configure Permissions to control what each role can do (view fees, view vs record class attendance, etc.).

16. Mark class attendance

Go to Class → Class Attendance. Select class, date, and optionally a subject. Click Load, then mark each student as present, absent, late, or excused. Save (your role needs Record / Edit Class Attendance permission). Students and parents can view attendance in their portals.

17. Record manual income

Go to Income & Expenses → All Income → Add Income. Select student, select fees paid, enter amount and payment method (cash, bank transfer, etc.). Submit. This appears in All Income and Fee Report.

18. Record expenses

Go to Income & Expenses → All Expenses. Add expenses (e.g. utilities, supplies) with amount, category, and date. These appear in Reports and Analytics.

19. Add or upload results

Go to Students → All Results → Add Result. Upload one result slip (PDF or image) per student per term. Students and parents can then view results in their portals.

20. Set up class schedule

Go to Class → Class Schedule. Add timetable entries (class, subject, day, time) so staff and students can see the schedule.

21. Student promotion

At end of term, go to Students → Student Promotion. Select the class and move students to the next class for the new term.

22. View reports and analytics

Use Fee Report to see what each student paid (per fee). Use Payment History for transaction history. Use Income & Expenses → Reports for monthly income and expenses; you can filter by calendar year (Jan–Dec) and download the summary. Use Analytics to see collection rate, total paid, and charts; filter by session and term as needed. Export to CSV or Excel from Fee Report if needed.

23. Get help

From the dashboard, go to Help and Support to contact support or see contact details. Available to the school owner (super-admin) only.