How to Use SchoolHubNG – For Students

Step-by-step guide for students

For Students

1. Get your AIN and sign-in link (for sign up)

Your school gives you an Academic Identification Number (AIN) and the student sign-in link (usually your school's subdomain, e.g. yourschool.schoolhubng.com). Use the AIN only for first-time sign up, not for everyday sign in.

2. Sign up (first time only)

On the student sign-in page, click Sign up. Enter your AIN, then email and phone (must match your school record or your parent's contact). Complete verification with the code sent to email or phone, then set your password. After that, sign in with email and password only.

3. Sign in to the student portal

Open the student sign-in page and sign in with email and password. You may be asked for a verification code (email or SMS) from time to time for security.

4. View your dashboard

The dashboard shows fee summary (outstanding and paid), recent fees and payments, class details, and shortcuts. If you have more than one enrollment at the school, use the switcher on the dashboard to change which record you are viewing.

5. Update your profile

Go to My Profile to view or edit your name, photo, and contact details where the school allows.

6. View your class

Go to My Class for your current class, level, and related details.

7. View your subjects

Go to My Subjects for the list of subjects for your class this term.

8. Use learning materials

When your school enables e-learning, open Learning materials to view published PDFs or videos (YouTube/Vimeo) your teachers shared. Open a item to read or watch; download PDFs when allowed.

9. View scheme of work

When your school turns on portal access, Scheme of work lists approved schemes for the current term by subject. Open one to read weekly topics (read-only). Lesson notes are not shown here.

10. View your class schedule

When enabled, Class Schedule shows your weekly timetable (subject, day, and time) set by the school.

11. View your class attendance

When enabled, Class Attendance shows your record (present, absent, late, excused) for recent dates.

12. View exam and test timetables

When enabled, use Examination/Test → Exam Timetable or Test Timetable for scheduled exams and tests.

13. View your results

Go to My Results and select a term. If your school uses structured results, you see published subject scores, grades, and position when final; you can print or download a report card PDF when available. Partial publishes (e.g. CA only) may show as in progress. If your school uses upload-only mode, open Result documents to view or download PDF or image slips the school uploaded.

14. Campus gate and student ID

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

15. View your fees

Go to My Fees for fees assigned to your class, amounts due, and what you have paid.

16. View your installment plan

When the school recorded an installment plan for you this term, Installment plan shows due dates, amounts, and progress. Pay each installment from My Fees or Make payment when the school allows installment payments.

17. Pay fees online

When online payments are enabled, click Pay on a fee, use My Fees, or go to Make payment. Select fees (or the next installment), confirm the total, and pay via Paystack (card or bank). After success, view or download your receipt.

18. View payment history and receipts

Payment History lists past payments. Download a receipt PDF for each transaction when available.

19. Read announcements

When enabled, Announcements shows messages from your school. Unread items are marked on the menu.

20. View weekly assessments

When enabled, Weekly assessments lists teacher feedback records for you. Open one to read comments and any attachments.

21. Report an issue to the school

When enabled, Report an issue lets you submit a problem (e.g. portal or fees) and track replies from the school.