

# 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 will give you an Academic Identification Number (AIN) and the student sign-in link (usually your school's subdomain, e.g. yourschool.schoolhubng.com). You need the AIN only for sign up (first-time account creation), not for sign in.

### 2. Sign up (first time only)

If you don't have an account yet, click "Sign up" on the student sign-in page. Enter your AIN, then your email and phone (must match your school record or your parent's). Complete verification (code sent to email or phone). Set your password. After that you sign in with email and password.

### 3. Sign in to the student portal

Open the student sign-in page and sign in with your email and password. You do not use AIN for sign in—only for the first-time sign up. For security, you may be asked for a verification code (email or SMS) from time to time; enter it to continue.

### 4. View your dashboard

After sign-in you'll see your fee summary (outstanding, paid) and quick links to subjects, results (if the school uses them), and payments.

### 5. Update your profile

Go to My Profile to view or edit your name, photo, and contact details.

### 6. View your fees

Go to My Fees to see the list of fees for your class, amounts due, and what you've already paid.

### 7. Pay fees online

Click Pay on a fee or go to Make payment in the menu. Select the fees you want to pay, check the total, then proceed. You'll be redirected to Paystack to pay by card or bank. After success, you'll see a receipt and can download it.

### 8. View payment history and receipts

Go to Payment History in the menu to see past payments. You can view or download receipts for each payment.

### 9. View your class and class schedule

Go to My Class to see your class details. Go to Class Schedule to view your timetable (if the school has set it up).

### 10. View your class attendance

Go to Class Attendance to see your attendance record (present, absent, late, excused) for recent dates.

### 11. View subjects and results

Go to My Subjects to see your subjects. Go to My Results to view result documents; you can open or download them if the school has published results.