



Linking SchoolsHUB Access

The department registers a [SchoolsHUB](#) organisation as a reporting entity. A [SchoolsHUB](#) organisation can be a School, Location, Office, Approved Authority or Block Grant Authority.

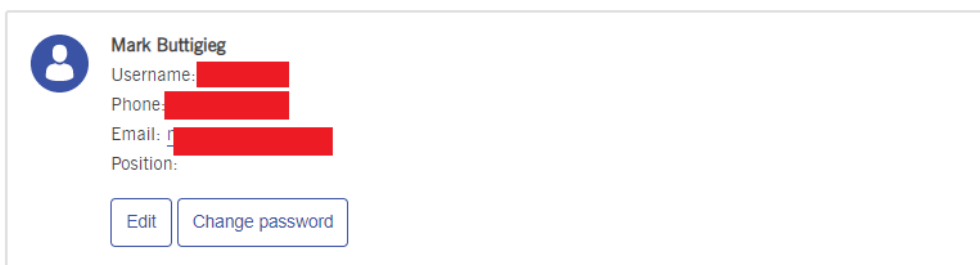
If you're a new account holder, select **find your organisation**.

If you're an existing account holder:

- select **profile** in the top right-hand corner.
- on the My Profile page, select **link an organisation**

SchoolsHUB redirect you to the find an organisation page.

Personal details



Mark Buttigieg
Username: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]
Position:
[Edit](#) [Change password](#)

No Roles Found.

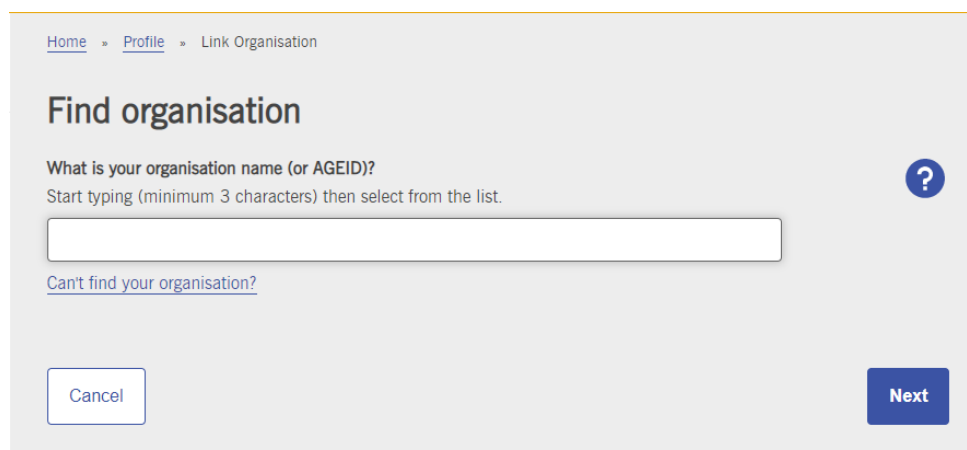


[Link an organisation](#) [New approved authority](#) [View access history](#)

Find your organisation/school/location(s)

On the **Find your organisation** page:

1. Type the AGEID or name of your organisation/school/location(s)
2. If the correct organisation/school/location(s) appears, **select** and click **“Next”**.



Home » Profile » Link Organisation

Find organisation

What is your organisation name (or AGEID)?
Start typing (minimum 3 characters) then select from the list.

[Can't find your organisation?](#)

[Cancel](#) [Next](#)



Use AGEIDs to find organisations

The department distributes unique Australian Government Education ID number (AGEID) to each organisation. Search for an approved authority, school, and location(s) with an AGEID.

If SchoolsHUB does not return the correct results, select “**can’t find your organisation**” then:

1. repeat step 1 above
2. filter the results by:
 - type (Location, Office, School, State Government, Approved Authority, Approved System Authority, Block Grant Authority)
 - state or territory
3. repeat step 2 above

NOTE: You can only submit one access request per AGEID at any given time until actioned.

Find organisation

Advanced search

Enter a search term (AGEID, Name or Suburb)

Filter by type Filter by state or territory

-- All types -- -- All states and territories --



Manage user access

After you find your organisation, you'll need to:

- submit access roles and permissions
- review access requests from schools
- edit or remove access.

Submit access roles and permissions

SchoolsHUB role access varies depending on the type of organisation you are applying for.

On the **Access request page**, choose one of the following roles, depending on the access required and the AGEID selected:

- **Authority Representative***: Full access to all the Approved Authority SchoolsHUB features. This includes modifying data; managing user access; and preparing and declaring data collections.
- **Access Manager**: Permissions to approve, remove or update an organisation's SchoolsHUB access request.
- **Applications Officer**: Access to Commonwealth Government Education Funding Programs. This role is only for Government Schools.
- **Data Reporter**: Access only to prepare data collections for the organisation/school/locations(s).
- **Data Declarer**: Access to legally declare data collections to the department.
- **Finance Officer**: Full access to all payment information for the Approved Authority. This also includes access to the school-level recurrent funding estimator.
- **Independent Accountant**: A Qualified Accountant who provides legal independent accounting services on behalf of the organisation. This access can only be approved for an individual who does not work within the school organisation.

Once you have selected your roles, click “**submit**”.



[Home](#) > [Profile](#) > Edit user access

Select Roles

Your organisation
1259: St Vincent de Paul School (SCHOOL)

Data Reporter
Select the collections you upload or manually enter data for:

Financial Questionnaire

Student Attendance (STATS)

Address Collection

Non-government Schools Census

Applications Officer
Do you require access to apply for Commonwealth government education programs?

Yes No

Data Declarer
Select the data collections you have permission to declare on behalf of the Authorised Representative:

Non-government Schools Census

Financial Questionnaire

Address Collection

Student Attendance (STATS)

Review access requests

After you submit an access request, an Approved Authority Representative will receive an email. They will log into their [SchoolsHUB](#) account and action the outstanding access request.

An Approved Authority Representative can action school level access requests. They have either Authority Representative or Access Manager roles.

Only the Department can verify requests for approval or removal of the Authority Representative role.



Edit or remove user access

To edit or remove an existing Organisation/School/Location(s) SchoolsHUB access, complete the following:

1. Sign into SchoolsHUB
2. Press **profile** in the top right-hand corner
3. Select **edit** to edit the organisation/school/location(s) existing access privileges

To remove all the organisation /school/location(s) access, select **remove**.