



Managing your SchoolsHUB user access and profile

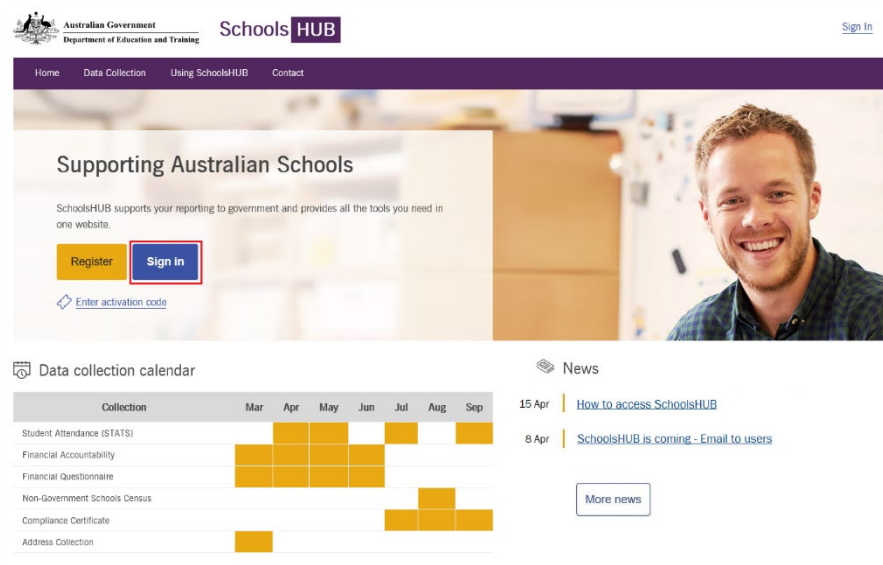
Who should read this guide and why?

All SchoolsHUB users will need to view or edit their user profile details at some stage. This step-by-step access guide outlines how to:

- view or edit your SchoolsHUB user profile details
- link to or remove an organisation
- add or remove a data collection
- reset your SchoolsHUB account password
- close your SchoolsHUB account
- view your account access history

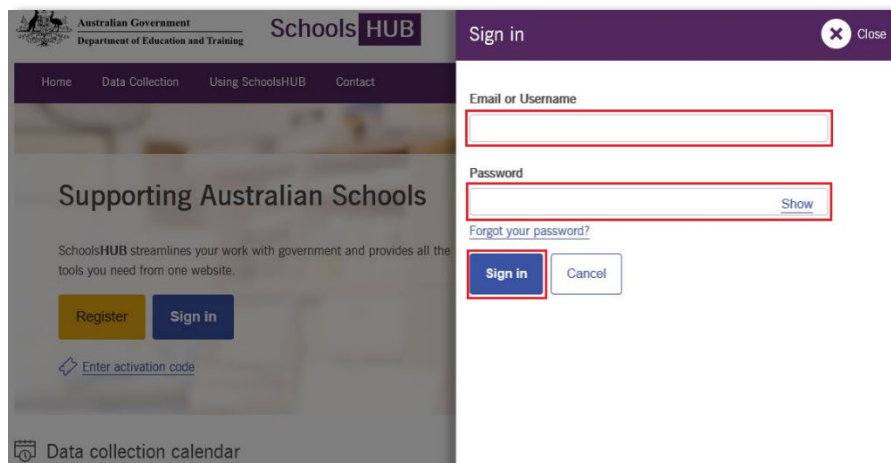
Manage your user profile

To begin, open the new [SchoolsHUB website](#). Click **Sign in**.



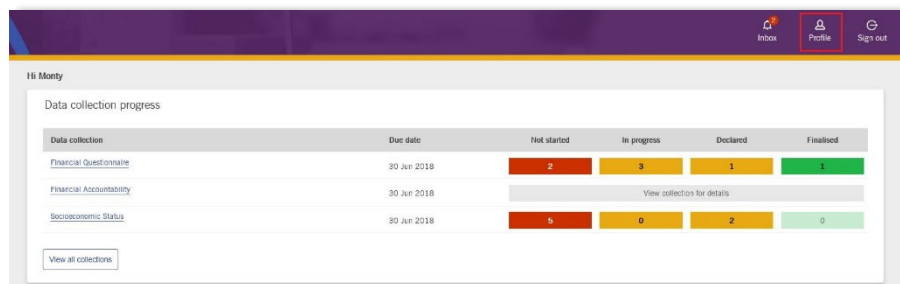
Step 2 – Sign in

Enter either your email or username and password. Click **Sign in**



Step 3 – Profile

On the right side of the SchoolsHUB banner. Click **Profile**



Your Profile page


Welcome to your **My profile** page. From this page you can:

- View and edit your personal details
- Change your password
- View and edit your qualifications (if applicable)
- View or edit your linked organisations and roles
- Link an organisation
- View your access history

Home » Profile


My profile

Personal details

 **Test Surname**
Username: JoBakerUAT1
Phone: 026200 0000
Email: email1@education.gov.au
Position: Business Manager

[Edit](#) [Change password](#)


Qualifications

 **Test Accountancy**
Address Line 1, Suburb, 2000

Registered company auditor
✔ *Primary qualification*
Membership number: 0000

[Edit](#)

Organisations and roles

 **0000: Sample School XX (APPROVED SYSTEM AUTHORITY)**
Independent Accountant


[Edit](#) [Remove](#)

[Link an organisation](#) [View access history](#)

View and edit your personal details

In the Personal details section, click **edit**.

Personal details



Test Surname
Username: joanna_baker
Phone: 02 6200 0000
Email: email@education.gov.au
Position: Business Manager

[Edit](#) [Change password](#)

Make changes to your given name, surname, email, phone, 4 digit pin number or position and click **Save personal details**.

[Home](#) » [Profile](#) » Edit personal details

Edit personal details

Given name (first name)

Surname (last name)

Email address

Phone number

4 digit PIN
This helps us identify you for telephone support
 [Show](#)


Position

[Cancel](#) [Save personal details](#)

Change password

In the Personal details section, click **Change password**.

Personal details



Test Surname
Username: test.surname
Phone: 02 6200 0000
Email: email@education.gov.au
Position: Business Manager

[Edit](#) [Change password](#)

Enter your old password, a new password and re-enter new password and click **Change password**.


Your password must have:

- at least 10 characters
- at least 1 uppercase (A-Z)
- at least 1 lowercase (a-z)
- at least 1 number (1-9)

[Home](#) » [Profile](#) » Change password

Change password

Password requirements

 Your password must have:

- at least 10 characters
- at least one lowercase character (a-z)
- at least one uppercase character (A-Z)
- at least one number (0-9)

Enter old password

[Show](#)

Enter new password

[Show](#)

Re-enter new password


[Show](#)

[Cancel](#) [Change password](#)

View and edit your qualifications

In the Qualifications section, click **Edit**.


Qualifications



Test Accountancy

Address line 1, Suburb, 0000

Registered company auditor



Primary qualification

Membership number: 100000000

Edit

Update your business name, address, qualification, membership number or membership level and click **Save qualification**.

You can also add another qualification if required.

[Home](#) » [Profile](#) » Update Accountant Details

Independent Accountant

Business details

Business name

Test Accountancy

Address line 1

Address Line 1

Address line 2 (optional)

Suburb

Suburb

State or territory

Australian Capital Territory

Postcode

2000

Qualifications

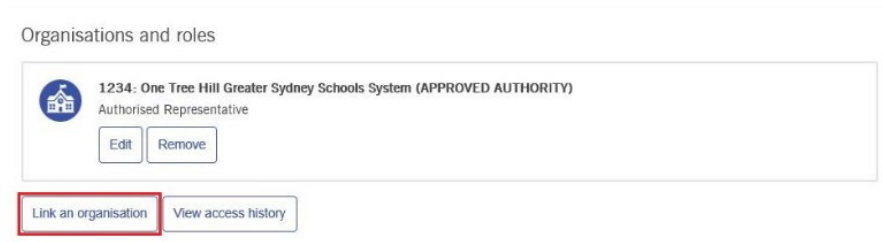
Primary	Qualification	Membership number	Membership level	Actions
<input checked="" type="radio"/>	Registered company auditor	100000000	Level	
<div>Add another qualification</div>				

Cancel

Save Qualification

Link an organisation

To link your profile to an organisation, underneath the Organisations and roles section, click **Link an organisation**.



Organisations and roles

1234: One Tree Hill Greater Sydney Schools System (APPROVED AUTHORITY)
Authorised Representative

Edit Remove

Link an organisation View access history

Find Organisation: Enter your organisation name or AGEID. Click **Next**.

By typing the organisation name multiple options may appear. At the end of the organisation name searched you will see the organisation type (in brackets).



Find organisation

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

Can't find your organisation?

Cancel Next

Select the appropriate organisation type as described in the table below. Click **Next**.

Table 1 - Organisation type and description

Organisation type	Organisation description
Approved Authority	The legal entity approved to attract Commonwealth funding for one or more school(s)/diocese.
Office	NSW and Queensland Catholic offices that manage schools in their diocese
School	A primary school, secondary school, combined (primary and secondary) school or a proposed school
Location	Physical campus location of a school
Block Grant Authority	A organisation managing Capital grants funding and Trade Training Centre programs (restricted access only)

If your organisation does not appear, advanced search fields and filters are available. Click **Can't find your organisation?**

Find organisation

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

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

If you are unable to find your organisation using the advanced search, please contact your Approved Authority or the SchoolsHUB helpdesk on 1800 677 027.

Select Role: You can now select the appropriate role you are responsible for based on role descriptions for the data collections you will report on. You may apply for multiple roles within one organisation (if available).

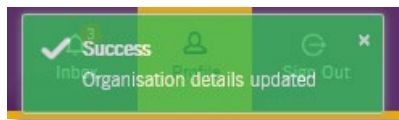
Roles available depend on which type of organisation you selected in Step 1. Select the appropriate role responsibilities and descriptions as described in the table below. Click **Submit**.

Table 2 - Role type and description

Role title	Role description
Authority Representative	You will have full access to all system features for the approved authority. You can modify data, manage user access and legally declare collections. The department verifies all Authorised Representative applications.
Access Manager	You will have access to approve and update SchoolsHUB user requests within an organisation.
Data Reporter	You will have access only to prepare (but not submit) data.
Finance Officer	You will have access to all payment information for the approved authority. You will also have access to a school-level recurrent funding estimator.
Independent Accountant	You are a Qualified Accountant and provide legal independent accounting services.
Applications Officer	You are authorised to apply for Commonwealth government education programs (Local Schools Community Fund). Note: Your profile must be linked to a school organisation to access this role (see Step 1 above)

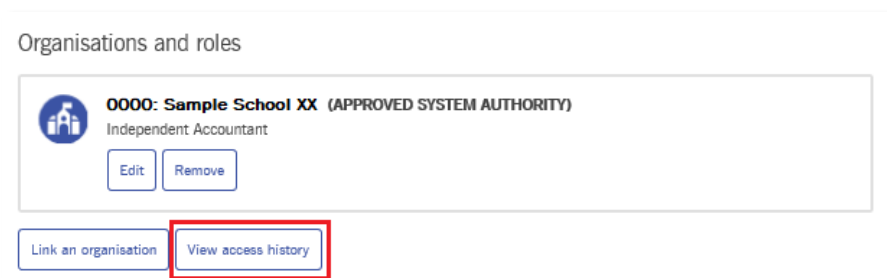
You have now completed your organisation details update. You will receive a confirmation email once your application is processed. Approval may take a few days.

Note: The department reviews all access requests for the Authority Representative role. The organisation's Authority Representative or Access Manager reviews all other access requests.

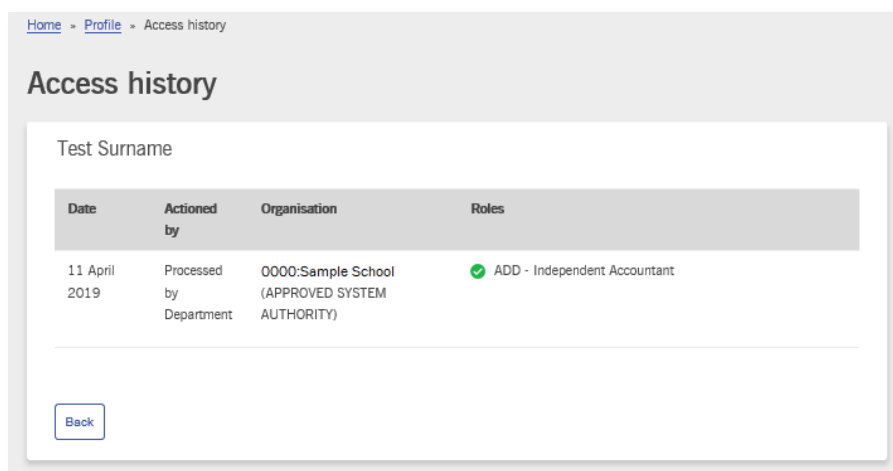


View your access history

To view your access history, underneath the Organisations and roles section, click **View access history**.



Your access history will be displayed by date, who it was actioned by, for which organisation and what role it related too.



Need more help?

We are here to help. You can contact us by:

- email at schools@education.gov.au
- phone on 1800 677 027
- submitting a new support request online from our Help and Support centre