Registering for SchoolsHUB

SchoolsHUB is an online portal for Australian schools and schooling organisations. You will use SchoolsHUB to manage your funding, inform the department of changes to your school or approved authority, and complete data collections.

*NOTE: A SchoolsHUB account is for individual use only and **must not** be shared with any members at the school or organisation at any given time. The Department will assume that any transaction using your User Id and Password was approved and authorised by the relevant approved user.*

Navigate to SchoolsHUB, and follow these registration steps.

1. On the *Register > Enter an email* screen, enter an **Email address.** If you read and agree to the terms of service proceed to the **next** step.

2. Open your email account to retrieve the six-digit **code** for SchoolsHUB.

3. On the *Register > Enter code* screen, **enter the code** then proceed to the **next** step.

4. On the Register > Personal details screen, enter your:
    1. **Given name** (first name)
    2. **Surname** (last name)
    3. **Phone number**
    4. **Position** (optional)

Proceed to the **next** page.

5. On the Register > Security details screen:

    o **Create a username**
        ▪ must be between 8 to 20 characters
        ▪ must **NOT** contain spaces or special characters (except for underscore _)
    o Enter a password that has at least:
        ▪ 10 characters
        ▪ one lowercase character (a-z)
        ▪ one uppercase character (A-Z)
        ▪ one number (0-9)
    o Re-enter your password (Select Show to reveal password characters)
    o Choose a 4-digit pin (Select Show to reveal password characters)

Proceed to the **Next** page for SchoolsHUB to generate the account.

Do not navigate away from the SchoolsHUB webpage. The process is complete once the webpage returns to the SchoolsHUB homepage.

6. Once registered for SchoolsHUB, select **Sign In**, enter your new log in credentials.
7. SchoolsHUB will redirect you to the Home / Welcome to SchoolsHUB page and confirm your registration is successful.

8. For visual instructions about setting up a new organisation download linking SchoolsHUB access file from SchoolsHUB.