



# 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.

Email address

Terms of use

By clicking **Next** you agree you have read and understood the [terms of use](#) and agree to comply with them.

Cancel Next

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

SchoolsHUB verification code CRM:0504554

DS DESE - Schools Entry Point  
To: [Redacted]

Activation code for SchoolsHUB:

**915986**

**Next steps:**

1. Use your activation code to verify your SchoolsHUB account.
2. Finalise your registration details.

Regards,

The SchoolsHUB team

Reply Reply All Forward Tue 16/08/2022 2:48 PM

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

Enter code

Cancel Next



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

Given name (first name)

Surname (last name)

Phone number

Position (optional)

Cancel Next

Proceed to the **next** page.

5. On the Register > Security details screen:
  - **Create a username**
    - must be between 8 to 20 characters
    - must **NOT** contain spaces or special characters (except for underscore \_)
  - Enter a password that has at least:
    - 10 characters
    - one lowercase character (a-z)
    - one uppercase character (A-Z)
    - one number (0-9)
  - Re-enter your password (Select Show to reveal password characters)
  - 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.



Create a username

Enter password

 [Show](#)

Re-enter password

 [Show](#)

Choose a 4 digit PIN

This helps us identify you for telephone support

 [Show](#)

**Username requirements**

- must be between 8 and 20 characters
- must **not** contain spaces or special characters (except for underscore\_)

**Password requirements**

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

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

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.

 **Registration successful**

Thank you for registering for SchoolsHUB. The next step is to link you to an organisation.

[Find your organisation](#)

Are you setting up a [new Organisation?](#)

8. For visual instructions about setting up a new organisation download linking SchoolsHUB access file from [SchoolsHUB](#).