



# SchoolsHUB access for government schools

## What is SchoolsHUB?

SchoolsHUB is the single point used to manage grant funding and reporting applications administered by the Australian Government Department of Education. It is through SchoolsHUB that users from government schools will submit applications for the Local Schools Community Fund (LSCF).

## Who should read this guide?

This registration guide is for government schools users who require a SchoolsHUB account to submit an application for the LSCF.

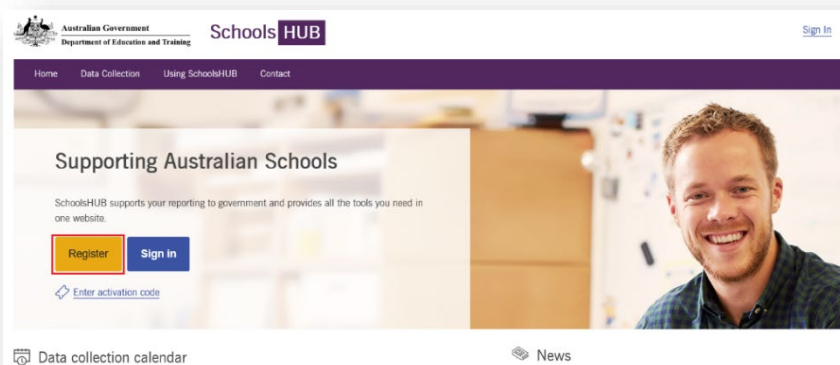
## What does this guide help me do?

This step-by-step access guide outlines how to:

- register for a SchoolsHUB account
- link your SchoolsHUB user profile to an organisation
- gain access to complete the LSCF application

# Register for SchoolsHUB

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



## Step 1 of 4 – Enter an email

Enter your email address and read the Terms of use. Click **Next** to accept.

- A six digit code will be sent to your email. You will need this code in Step 2.

The screenshot shows the 'Register Step 1 of 4 - Enter an email' form. The header is identical to the homepage. The main content area has a title 'Register | Step 1 of 4 - Enter an email'. Below the title, there's a text box with the instruction: 'Enter an email address for signing in to your account. We will email a code that you will need to enter into the next screen.' A yellow warning box states: 'All fields required unless marked (optional)'. There is an 'Email address' input field. Below it is a 'Terms of use' section with the text: 'By clicking Next you agree you have read and understood the terms of use and agree to comply with them.' At the bottom, there are 'Cancel' and 'Next' buttons.

## Step 2 of 4 – Enter Code

Enter the six digit code you received to verify your email. Click **Next**.

The screenshot shows the 'Register Step 2 of 4 - Enter code' form. The header is identical to the previous steps. The main content area has a title 'Register | Step 2 of 4 - Enter code'. Below the title, there's a text box with the message: 'We sent a code to joanna@outlook.com'. There is an 'Enter code' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

### Step 3 of 4 – Personal Details

Enter your given name, surname, phone number and position. Click **Next**.

Australian Government  
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Schools HUB

Home About Contact

Register | Step 3 of 4 - Personal details

Given name (first name)

Surname (last name)

Phone number

Position (optional)

### Step 4 of 4 – Security Details

Create a username, enter password, re-enter password then choose a 4 digit pin. Click **Next**.

- Username
  - With 8 to 20 characters
  - no spaces
  - no special characters (except \_)
- Password
  - With 10 or more characters
  - at least 1 uppercase (A-Z)
  - at least 1 lowercase (a-z)
  - at least 1 number (1-9)
- 4 digit pin

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Register | Step 4 of 4 - Security details

Create a username

Enter password

Re-enter password

Choose a 4 digit pin  
This helps us identify you for telephone support

**Username requirements**

- must be between 8 and 20 characters
- must not contain spaces or special characters

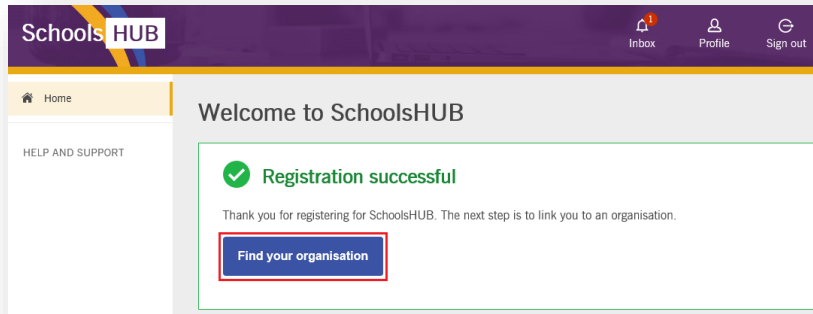
**Password requirements**

- 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)

## Registration Successful – Find your organisation

Your user account registration was successful, you now need to apply for access to your school or organisation.

Link your user account to your organisations now by clicking **Find your organisation**.



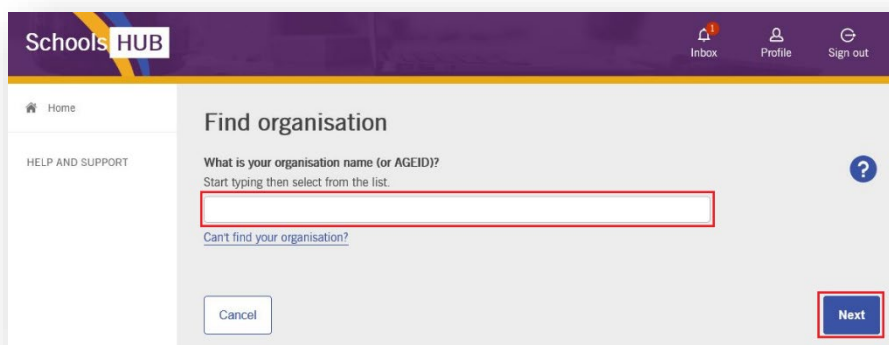
# Link your user profile to an organisation

## Step 1 of 2 – Find organisation

Type in your school's name or its AGEID number.

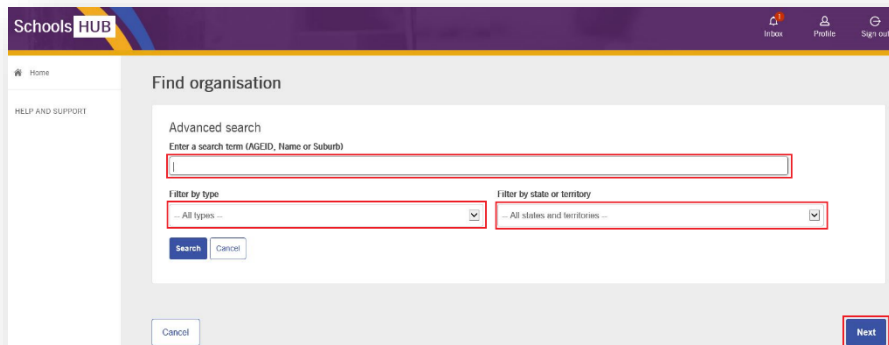
**Note:** By typing the school name, multiple options may appear. At the end of the organisation name searched you will see the organisation type (in brackets).

All users should select the record with “(SCHOOL)” at the end, including those submitting an application for a campus. Click **Next**.



The screenshot shows the 'Find organisation' page in the Schools HUB interface. The page has a purple header with the 'Schools HUB' logo and navigation links for 'Inbox', 'Profile', and 'Sign out'. A left sidebar contains 'Home' and 'HELP AND SUPPORT'. The main content area is titled 'Find organisation' and includes a text input field with the placeholder 'What is your organisation name (or AGEID)?'. Below the input field is a link that says 'Can't find your organisation?'. At the bottom of the main area are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

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



The screenshot shows the 'Advanced search' page in the Schools HUB interface. The page has the same purple header and left sidebar as the previous screenshot. The main content area is titled 'Find organisation' and includes an 'Advanced search' section. This section has a text input field with the placeholder 'Enter a search term (AGEID, Name or Suburb)'. Below this are two dropdown menus: 'Filter by type' (set to 'All types') and 'Filter by state or territory' (set to 'All states and territories'). At the bottom of the main area are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box.

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

## Step 2 of 2 – Select Role

Select **Yes** to the Applications Officer role, and then click **Submit**. When approved, this will allow you to submit the LSCF application.

The roles available will depend on the type of organisation you selected in Step 1. If your screen does not look like the one shown below, you may not be requesting access to the correct organisation.

*Role options when linking to a government school.*

Schools HUB

Home Profile Edit user access

Home

HELP AND SUPPORT

### Select Roles

Your organisation

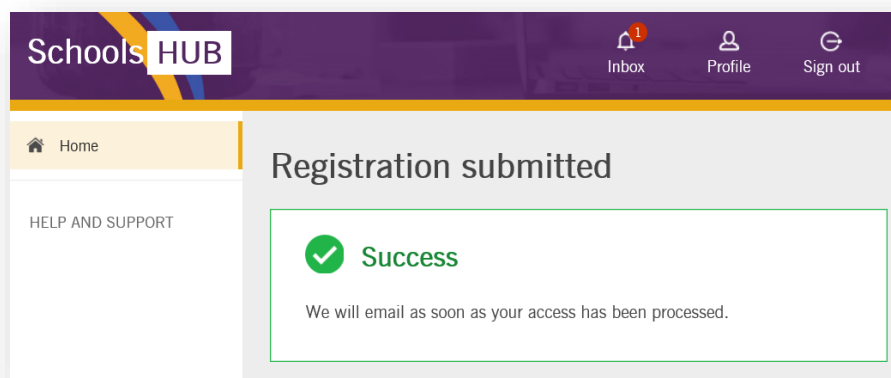
**Applications Officer**  
Do you require access to apply for Commonwealth government education programs?

Yes No

Cancel Submit

## Registration Submitted

You have now completed your SchoolsHUB access request. The department will review your request, and send a confirmation email once your application is processed. Approval may take a few days.

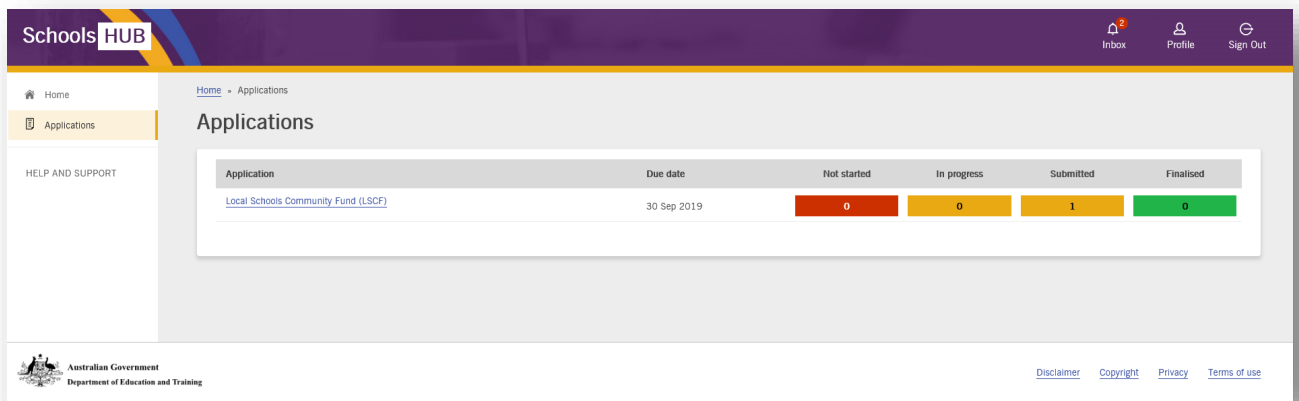


## What next?

You can access the LSCF application by selecting **Applications** on the left hand navigation menu and then following the **Local Schools Community Fund (LSCF)** link.

Sign in to your SchoolsHUB dashboard anytime to access your:

- LSCF application
- Personal Profile
- Message Inbox
- Help and Support



## Need more help?

We are here to help. You can contact us with questions about registration and requesting here:

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