



# SchoolsHUB access for a School Entry Point user

## What is SchoolsHUB?

SchoolsHUB is the new single point used to manage grant funding and reporting applications administered by the Department of Education and Training. SchoolsHUB will progressively replace the School Entry Point (SEP) reporting website from April 2019.

## Who should read this guide?

### Former SEP User

This registration guide is for users who require SchoolsHUB access and have used SEP since February 2017. To ease the transition from SEP to SchoolsHUB, all SEP user accounts accessed since February 2017 have been moved into SchoolsHUB. You can sign in to SchoolsHUB using your SEP details.

Please be aware during this process some links to collection information may direct you to the old system. For example, the 2019 Student Attendance (STATS) collection will be completed in SEP but you will access it through SchoolsHUB.

### If you are a new user...

If you have not used SEP within the last two years or you are a completely new user, you will need to register. To register for a SchoolsHUB new user account, please read the ***SchoolsHUB access for a new user*** guide.

**Important:** For security purposes, do not share your SchoolsHUB sign in details with any other user.

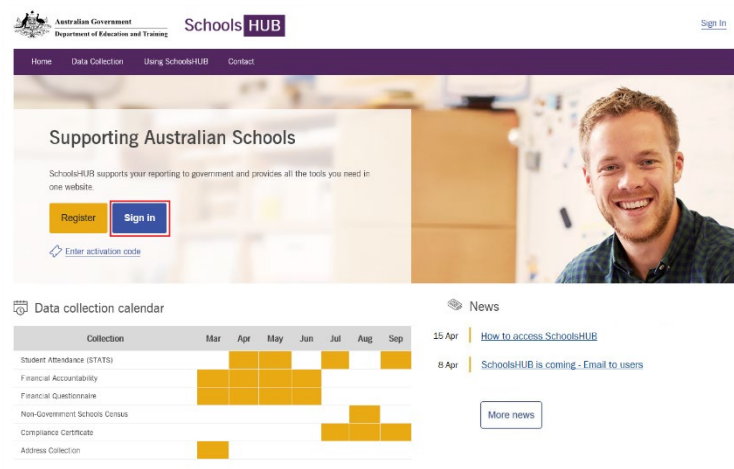
## What does this guide help me do?

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

- use your old SEP details to access your new SchoolsHUB account
- reset your new SchoolsHUB account password (if required)
- confirm your account details
- add your new 4 digit pin
- Link an organisation (if required)
- Change roles and collection access

# Sign in to SchoolsHUB and confirm your details

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

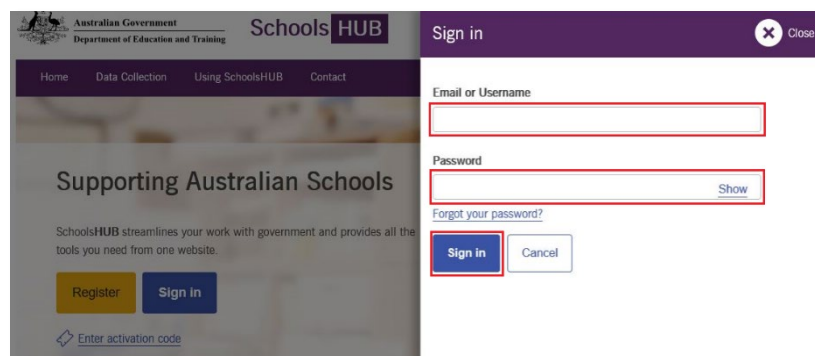


## Step 1 of 10 – Sign In

Enter your SEP user email address and password. Click **Sign in**.

If you have not accessed SEP within 90 days, you will need to reset your password. Click **Forgot your password?**

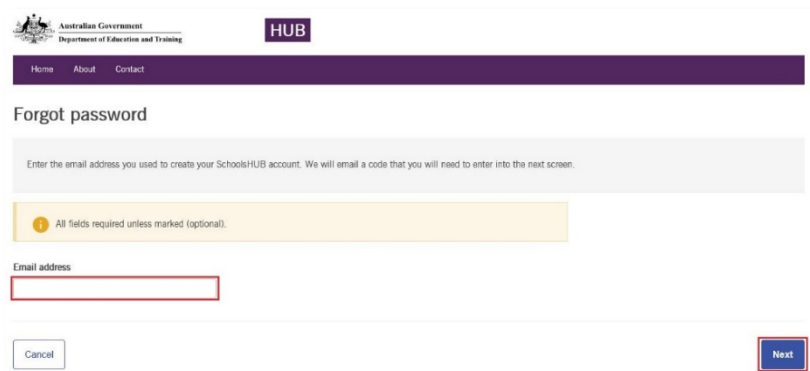
If you have accessed your SEP account within the last 90 days, **skip to step 5**.



## Step 2 of 10 – Forgot Password

Enter your SEP user email address. Click **Next**.

A six digit code will be sent to your email. You will need this code in Step 3.



### Step 3 of 10 – Enter code

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

The screenshot shows the 'Enter code' page of the Australian Government Department of Education and Training HUB. It features a purple header with the HUB logo and navigation links (Home, About, Contact). Below the header, it says 'Enter code' and 'We sent a code to joanna@outlook.com'. There is a text input field for the code, a 'Cancel' button, and a 'Next' button.

### Step 4 of 10 – Create a new password

Create a new password and re-enter new password to confirm. Click **Next**.

Your new password must contain:

- 10 or more characters
- at least 1 uppercase (A-Z)
- at least 1 lowercase (a-z)
- at least 1 number (0-9)

The screenshot shows the 'Create a new password' page. It includes a yellow box with password requirements: at least 10 characters, at least one lowercase character (a-z), at least one uppercase character (A-Z), and at least one number (0-9). Below this are two text input fields for 'Enter password' and 'Re-enter password', each with a 'Show' link. At the bottom are 'Back', 'Cancel', and 'Next' buttons.

### Step 5 of 10 – Update your Profile

Welcome to your SchoolsHUB user dashboard. Please proceed to update your profile and add your 4 digit security pin. Click **Profile**.

The screenshot shows the SchoolsHUB user dashboard for 'Hi Monty'. The top navigation bar includes 'Inbox', 'Profile' (highlighted with a red box), and 'Sign out'. The left sidebar lists navigation options: Home, Data collections, Manage organisation, Reports, Manage users, Finance, and HELP AND SUPPORT. The main content area displays 'Data collection progress' with a table showing the status of various collections.

Data collection	Due date	Not started	In progress	Declared	Finalised
<a href="#">Financial Questionnaire</a>	30 Jun 2018	2	3	1	1
<a href="#">Financial Accountability</a>	30 Jun 2018	View collection for details			
<a href="#">Socioeconomic Status</a>	30 Jun 2018	5	0	2	0

Below the table is a 'View all collections' button. At the bottom, the 'Inbox' section shows a system maintenance notice: 'SchoolsHUB will be undergoing system maintenance on Tue 1 May 2018 from 8pm to 11pm AEST' dated 06 Jul 2018.

## Step 6 of 10 – My profile

Welcome to your SchoolsHUB My profile page. This page contains all of your personal details and lists of your linked organisations and associated roles.

Add your new 4 digit telephone pin. Under the **Personal Details** section, click **Edit**.

**Note:** Qualifications will only list for qualified accountants.

The screenshot shows the 'My profile' page in SchoolsHUB. The left sidebar contains navigation links: Home, Data collection, Finance, Manage organisation, Manage users, Reports, and HELP AND SUPPORT. The main content area is titled 'My profile' and has a breadcrumb 'Home > Profile'. It is divided into three sections: 'Personal details', 'Qualifications', and 'Organisations and roles'. In the 'Personal details' section, a user profile for 'Test Surname' is shown with fields for Username, Phone, Email, and Position. An 'Edit' button is highlighted with a red box. The 'Qualifications' section shows a 'Test Accountancy' qualification with an 'Edit' button. The 'Organisations and roles' section shows a role for '0000 : Sample School Name (APPROVED AUTHORITY)' with 'Edit' and 'Remove' buttons.

## Step 7 of 10 – Edit personal details

Check all of your personal details are correct and enter a new 4 digit pin. Click **Save personal details**.

You will receive confirmation of your details update in the form of a Green Success box in the top right hand corner.

The screenshot shows the 'Edit personal details' page in SchoolsHUB. The left sidebar is the same as the previous page. The main content area is titled 'Edit personal details' and has a breadcrumb 'Home > Profile > Edit personal details'. It contains a form with the following fields: 'Given name (first name)' with value 'Test', 'Surname (last name)' with value 'Surname', 'Email address' with value 'email@education.gov.au', 'Phone number' with value '02 6200 0000', '4 digit PIN' with value '\*\*\*\*' (highlighted with a red box), and 'Position' with value 'Business Manager'. There is a 'Show' button next to the PIN field. At the bottom of the form are 'Cancel' and 'Save personal details' buttons, with the latter highlighted by a red box.

## Step 8 of 10 – My profile

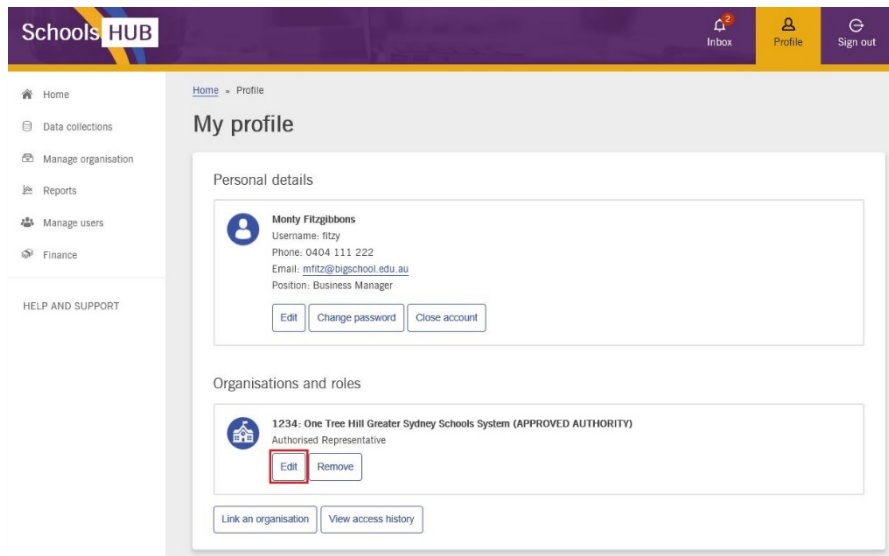
Welcome back to your SchoolsHUB My profile page. You can now check what organisations you are linked to and what role.

### *Confirm your account details*

Check your linked organisations and roles are correct, if so, your user account set up is complete. Please proceed back to your SchoolsHUB user dashboard and explore your new SchoolsHUB.

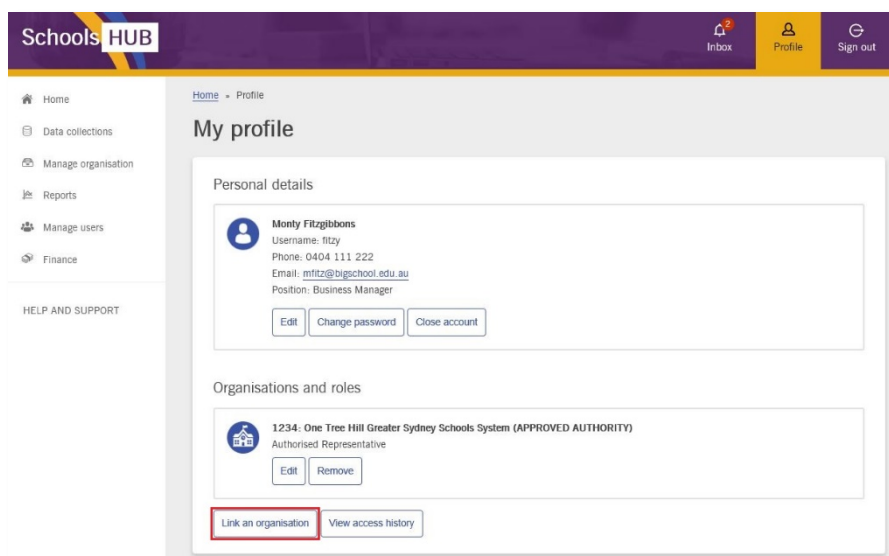
### *Change roles and collection access*

To edit your role and change data collection access for a linked organisation, under the **Organisations and roles** section you can edit each organisation, click **Edit**. **Skip to Step 10 (page 7)**.



### *Link an organisation*

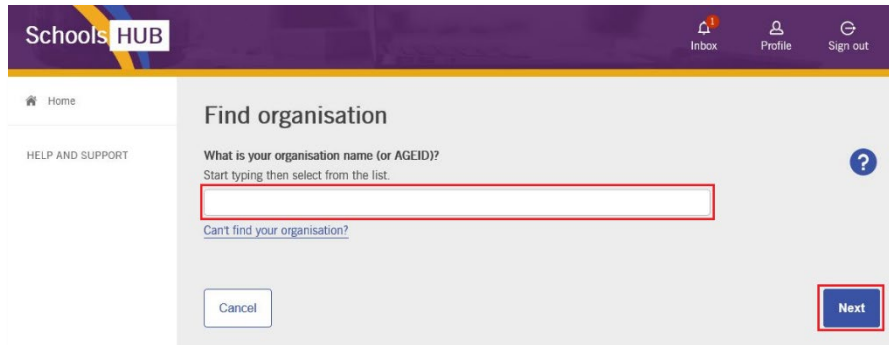
To link your profile to an organisation, underneath the **Organisations and roles** section, click **Link an organisation**.



## Step 9 of 10 – Find organisation

Enter your organisation name or AGEID. Click **Next**.

**Note:** 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).

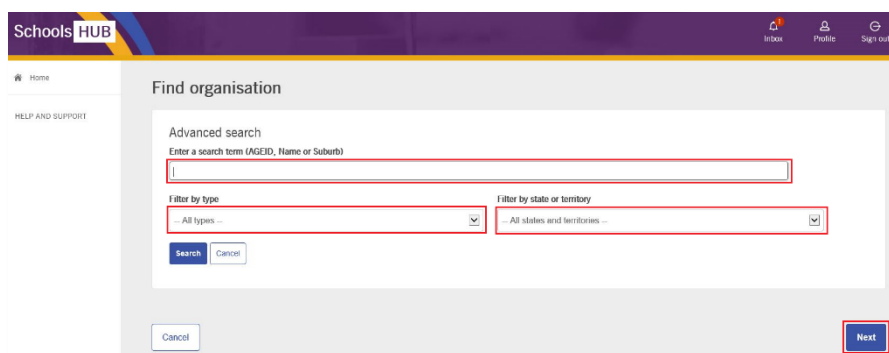
The screenshot shows the 'Find organisation' form in the Schools HUB interface. The form has a title 'Find organisation' and a sub-header 'What is your organisation name (or AGEID)?'. Below this is a text input field with a placeholder 'Start typing then select from the list.' and a red border. To the right of the input field is a blue question mark icon. Below the input field is a link 'Can't find your organisation?'. At the bottom of the form are two buttons: 'Cancel' and 'Next' (highlighted with a red border). The top navigation bar includes 'Inbox', 'Profile', and 'Sign out' links. The left sidebar shows 'Home' and 'HELP AND SUPPORT'.

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?**

The screenshot shows the 'Find organisation' form in the Schools HUB interface, specifically the 'Advanced search' section. The form has a title 'Find organisation' and a sub-header 'Advanced search'. Below this is a text input field with a placeholder 'Enter a search term (AGEID, Name or Suburb)' and a red border. Below the input field are two filter sections: 'Filter by type' and 'Filter by state or territory'. The 'Filter by type' section has a dropdown menu with 'All types' selected and a red border. The 'Filter by state or territory' section has a dropdown menu with 'All states and territories' selected and a red border. Below the filter sections are two buttons: 'Search' and 'Cancel'. At the bottom of the form are two buttons: 'Cancel' and 'Next' (highlighted with a red border). The top navigation bar includes 'Inbox', 'Profile', and 'Sign out' links. The left sidebar shows 'Home' and 'HELP AND SUPPORT'.

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.

## Step 10 of 10 – 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.
	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)

Role options when linking to a School, Location, Office or Block Grant Authority

**Schools HUB** Home Profile Log out

Home Profile Log out

### Select Roles

Your organisation  
1111 One Tree Hill College (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

Cancel Submit

## Role options when linking to an Approved Authority

Schools HUB

Inbox

Profile

Sign out

Home

HELP AND SUPPORT

### Select role

Your organisation

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

**Authorised Representative**

Are you legally responsible for declaring data and making changes to organisation details?

Yes

No

?

The Authorised Representative role has access to **all features**, including the authority to modify data, manage users and declare collections.

**Access Manager**

Do you want to approve and update user access for your organisation?

Yes

No

?

**Data Reporter**

Select the collections you upload or manually enter data for:

☐ Non-government Schools Census

☐ Student Attendance (STATS)

☐ Address Collection

☐ Financial Questionnaire

☐ Compliance Certificate

☐ Financial Accountability

?

**Finance Analyst**

Do you require access to payment documents and the funding estimator?

Yes

No

?

**Independent Accountant**

Do you require access to submit an acquittal certificate for the organisation?

Yes

No

?

Back

Cancel

Submit

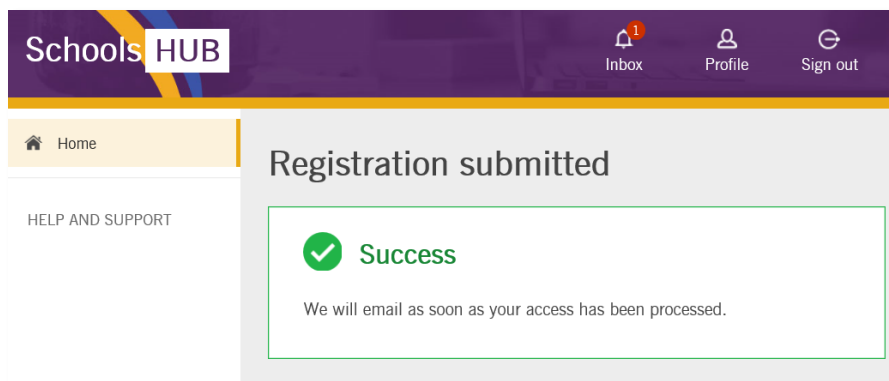


## Registration Submitted

You have now completed your SchoolsHUB access request. You will receive a confirmation email once your application is processed. Approval may take a few days.

The department reviews all access requests for the Authority Representative role.

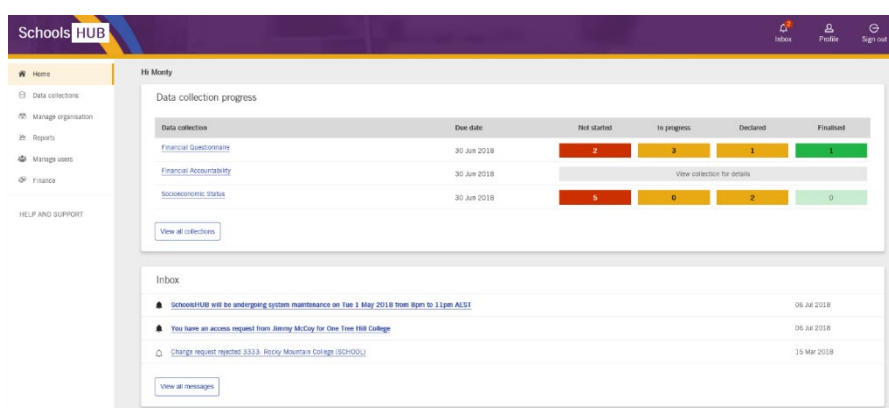
The organisation's Authority Representative or Access Manager reviews all other access requests.



## What next?

Sign in to your SchoolsHUB dashboard anytime to access your:

- Data collections progress table
- LSCF application
- Personal Profile
- Message Inbox
- Help and Support
- and more...



## Need more help?

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

- 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