



# SchoolsHUB access for a new 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?

### New users

This registration guide is for users who require SchoolsHUB access who are new to schools reporting, have never used SEP or have not accessed SEP since February 2017.

### If you are a SEP user...

If you have a SEP account that has been used since February 2017, you do not need to register for SchoolsHUB. You may sign in to SchoolsHUB using your SEP details, and follow the prompts to update your user profile. To sign in to SchoolsHUB as an SEP user, please read the ***SchoolsHUB access for Schools Entry Point user*** guide.

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.

**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:

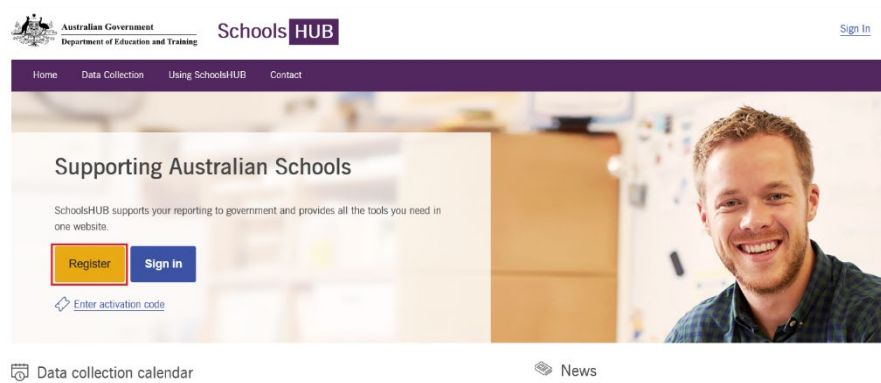
- register for SchoolsHUB
- link your SchoolsHUB user profile to an organisation

This guide explains:

- what an organisation is
- what roles are available within an organisation

# 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 the same as the homepage. The main content area has a title 'Register | Step 1 of 4 - Enter an email'. Below the title is a message: '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.' There is a yellow information box that says 'All fields required unless marked (optional)'. Below this is a text input field for 'Email address'. Below the input field 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 two buttons: 'Cancel' and 'Next'.

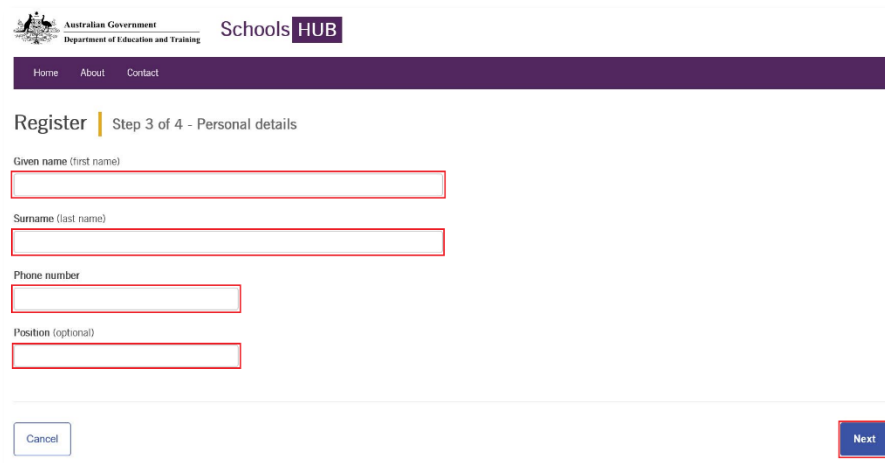
## Step 2 of 4 – Enter Code

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 the same as the homepage. The main content area has a title 'Register | Step 2 of 4 - Enter code'. Below the title is a message: 'We sent a code to joanna@outlook.com.' Below this is a text input field for 'Enter code'. At the bottom, there are two buttons: 'Cancel' and 'Next'.

## Step 3 of 4 – Personal Details

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



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Register | Step 3 of 4 - Personal details

Given name (first name)

Surname (last name)

Phone number

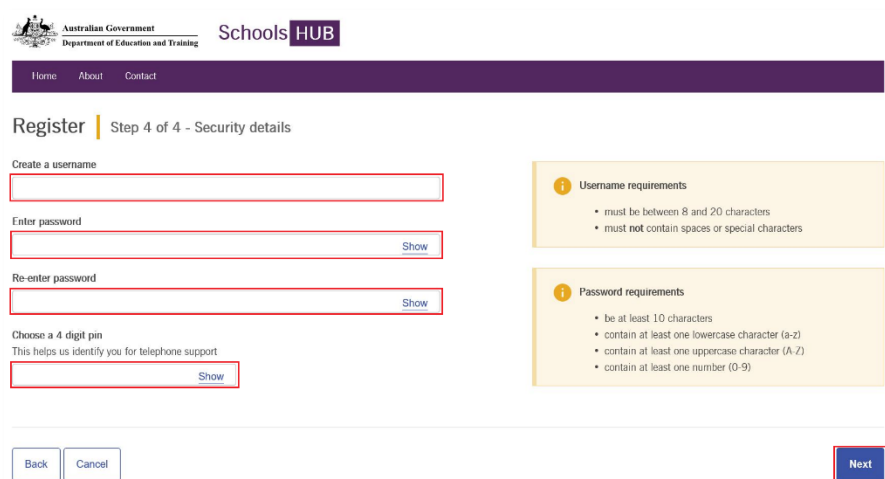
Position (optional)

Cancel Next

## 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  
 Show

Re-enter password  
 Show

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

Back Cancel Next

**Username requirements**

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

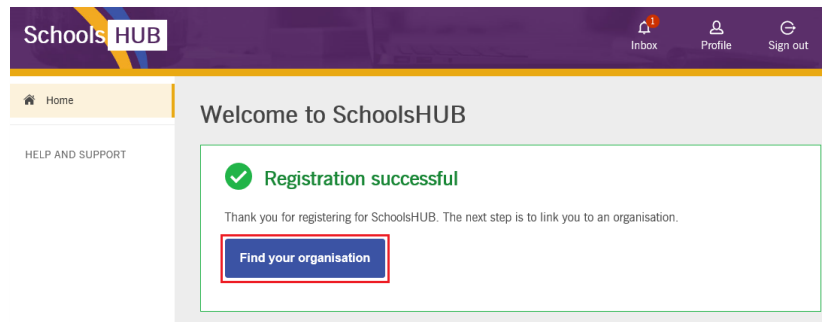
**Password requirements**

- 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 schooling organisations and their data collections.

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



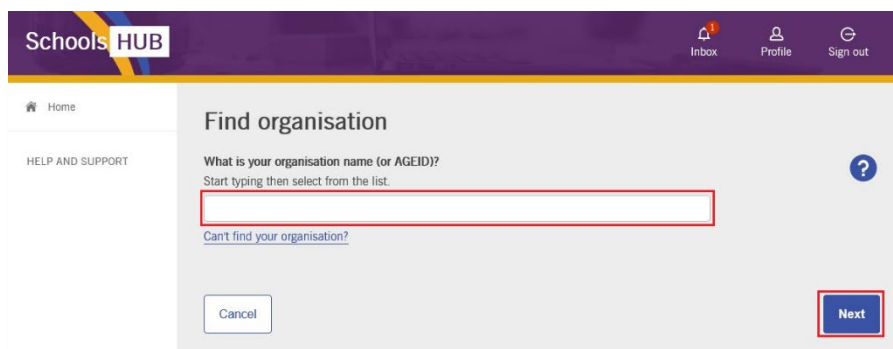
Note: If you are a new Approved Authority and need to set up your organisation in SchoolsHUB, Click **new Approved Authority**. For more information on setting up a new Approved Authority for SchoolsHUB access, please read the **SchoolsHUB manage users** guide.

# Link your user profile to an organisation

## Step 1 of 2 – Find organisation

Type in your organisations name or its 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).

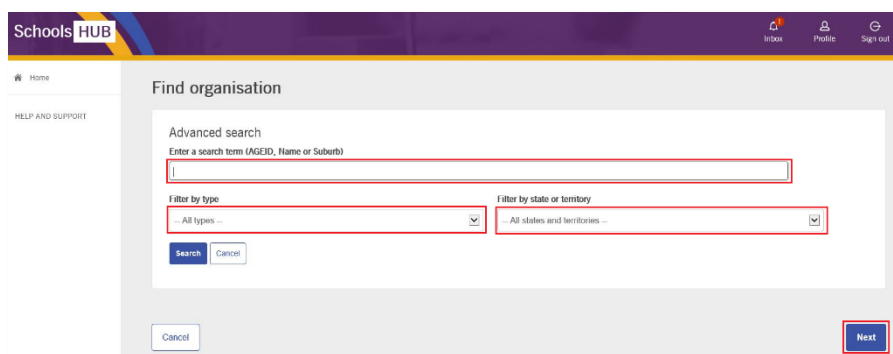


Select the appropriate organisation type as described in the table below. Click **Next**.

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?**



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 2 of 2 – 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). <b>Note:</b> 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**

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### 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

Home » Profile » Edit user access

Select Roles

Your organisation

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

Authority 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:

☐

Compliance Certificate

☐

Financial Questionnaire

☐

Address Collection

☐

Financial Accountability

☐

Student Attendance (STATS)

☐

Non-government Schools Census

Applications Officer

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

Yes

No

Finance Officer

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

Cancel

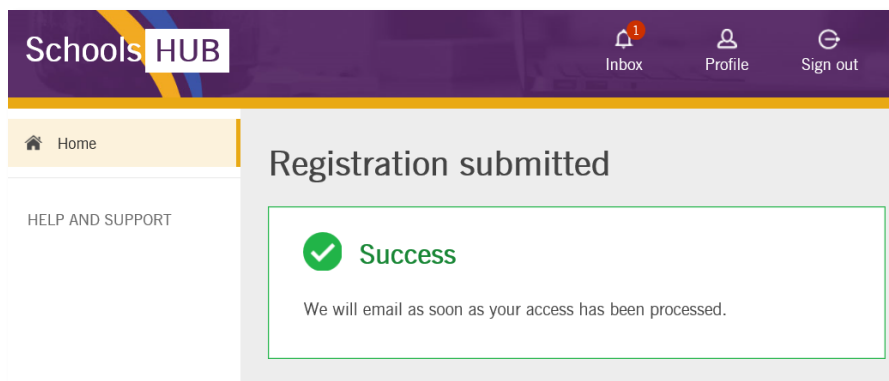
Submit

## 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.

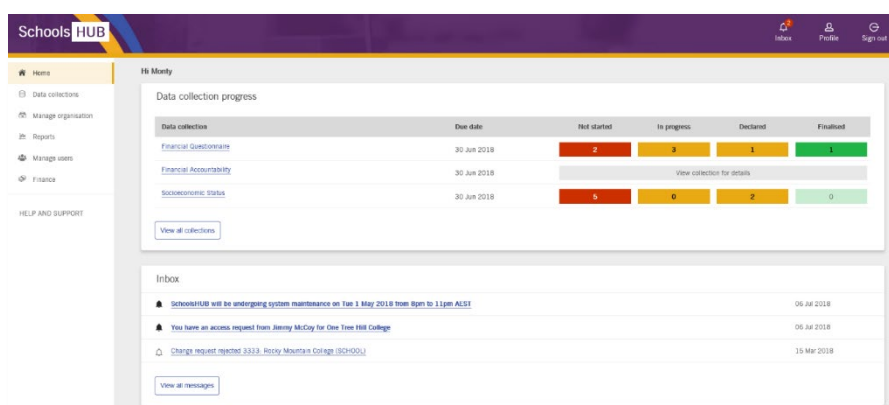
The organisation's Authority Representative or Access Manager reviews all other access requests.



## 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