

# ■ EduKit SMS

## Other Staff Guide

Staff portal access, profile management, and leave applications

edukits.com.ng · Version 1.0 · 2025

## 1. Overview

Other staff members (librarians, ICT officers, housemasters, security, support staff) have a basic EduKit SMS account. This guide explains what you can access and do with your staff login.

## 2. Logging In

- Go to [edukits.com.ng](https://edukits.com.ng) → Staff Login.
- Enter the email and password sent by the Admin.
- Your dashboard shows only the modules you have been given access to.

## 3. What You Can Access

- Staff Directory: view contact information for all staff members.
- School Announcements: read notices and circulars from the principal.
- My Profile: update your photo, phone number, and next-of-kin details.
- Leave Application: submit and track leave requests.

■ If you need access to additional modules (e.g. library records, ICT inventory), ask the Admin to update your permissions.

## 4. Submitting a Leave Application

**Step 1:** Go to My Profile → Leave Application.

**Step 2:** Click "Apply for Leave" and select the leave type (Annual, Sick, Compassionate).

**Step 3:** Enter the start date, end date, and reason.

**Step 4:** Attach any supporting document if required (e.g. medical certificate).

**Step 5:** Submit. Your HOD or the Principal will approve or decline via the system.

## 5. Updating Your Profile

- Go to My Profile → Edit to update your phone number, address, or bank details.
- Upload a professional passport photograph.
- Your qualifications can be updated — upload certificates for Admin verification.

## 6. Getting Help

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- Contact your school Admin if you are locked out or need access to more modules.
- For technical issues, email [support@edukits.com.ng](mailto:support@edukits.com.ng).
- Visit [edukits.com.ng](https://edukits.com.ng) for the latest guides and updates.