

■ EduKit SMS

Quick Start Guide

Set up EduKit SMS for your school in 10 minutes

edukits.com.ng · Version 1.0 · 2025

Get EduKit SMS Running in 10 Minutes

Follow these steps to set up EduKit SMS for your school from scratch. This guide is for the Admin or whoever is setting up the system for the first time.

■ Step 1: Register Your School (2 min)

- Go to edukits.com.ng → Register School.
- Fill in school name, state, LGA, type, and principal details.
- Choose a short school code (e.g. GRAMS2024) — staff and students will use this to join.
- Click Create School.

■ Step 2: Configure Your Session and Classes (2 min)

- Settings → Academic Session → Create session (e.g. 2024/2025) → Add terms.
- Settings → Classes → Add all your classes and arms.
- Set the current active session and term.

■ Step 3: Add Staff (2 min)

- Staff → Add Staff → Enter name, role, email.
- Staff receive login credentials by email automatically.
- Assign subjects to teachers from their profile.

■ Step 4: Add Students (2 min)

- Students → Add Student (one by one) or Bulk Upload (Excel).
- Each student gets a unique PIN for CBT access.
- Parent portal links are sent automatically if parent email/phone is provided.

■ Step 5: Set Up Fees (1 min)

- Finance → Fee Structure → Add Fee Items with amounts per class.
- Configure Paystack or Flutterwave keys if using online payments.
- Activate the fee structure for the current term.

■ Step 6: Generate Your First CBT (1 min)

- Open EduKit CBT (edukit-CBT.html or from the dashboard).
- Select exam type, subject, class, and number of questions.
- Click Generate — share the link or PIN with students.

■ **Your school is live on
EduKit!**

Visit edukits.com.ng for full guides, or email
support@edukits.com.ng for help.