

# **WWW.IMOLESMS.COM.NG**

***The most efficient and reliable school management  
software***

# **I-MoleSMS**

***Requirement for setting up schools admin  
portal and onboarding school***

# SCHOOLS SUPER ADMIN

*Setting up Schools Super Admin on imolesms portal*

# **INFORMATION NEEDED TO SET UP SCHOOLS SUPER ADMIN.**

1. **School full name.**
2. **School full physical addresses and phone number.**
3. **School logo (softcopy)**
4. **School official email addresses** (*each for either primary, secondary and creche*).
5. **School website with SSL, if any** (*we encourage schools to have a website*).

# NOTE FOR SCHOOLS SUPER ADMIN.

## NOTE:

*Every school that is onboarded on the imole software will have a super admin portal, which is the first **official email address** we shall be requesting to onboard such school. The super admin will have the right to manage students, staff, parents and have access to all rights on the portal. We encourage schools to use one who is reliable and has IT experience as their super admin. This person will liaise with our Tech Team when any issue arises while using the software.*

# ONBOARDING BY SCHOOL ADMIN

*Onboarding Students, Staff and Parents on  
imolesms portal*

**INFORMATION NEEDED TO ONBOARD  
STUDENTS, TEACHERS & PARENTS, BY THE  
SCHOOL SUPER ADMIN.**



1. **List of classes and the arms with each class teacher details.**
2. **Names of students and their classes.**
3. **Teachers details** (names, phone number, address, date of birth, gender, etc, *(we encourage schools to create official emails for classes, instead of using teachers personal email, this will enable school edit names quickly and with ease when a teacher leaves))*
4. **Parent names, emails, phones and address as shown on the data collection form.** *(please we encourage all info to be supply correctly).*
5. **Subjects offered by all classes and each subject teacher.**
6. **Result grading system** *(eg. 0 – 40 = F, 70 above A, etc.)*
7. **Various department including designation of each staff.**

**THE END**