School Onboarding Checklist

Getting your school live on AchievoEDU — a step-by-step guide for administrators.

All Plans | School Administrator | Version 1.0

WELCOME TO ACHIEVOEDU

This checklist guides your school's administrator and key staff through every step of going live on AchievoEDU — from initial setup through to your first live reward cycle. Estimated total time: 2–3 hours across 2 weeks.

BEFORE YOU BEGIN — WHAT YOU'LL NEED

Your school's name, address, and logo (PNG, minimum 200x200px)
A list of staff who will use AchievoEDU (name and email address)
Your student cohort list (CSV export from your school's MIS/SMS)
Decisions made on: store rewards, point values, character values
Your school's deputy principal or admin contact for platform queries

Phase 1 — Account and Platform Setup

Week 1, Days 1–2

- ☐ Receive your AchievoEDU welcome email and click the activation link
- ☐ Set your Administrator password
- ☐ Upload your school logo and confirm school name and address
- ☐ Set your school's reward currency name (e.g. Merit Points, Gold Coins, House Points)
- ☐ Configure your academic year start date and term dates
- ☐ Set your school's time zone to the correct Australian state
- ☐ Review and accept the Data Processing Agreement on behalf of your school

Phase 2 — Character Values and Recognition Setup

Week 1, Days 2–3

- ☐ Go to Admin — Programs — Character and review the six default values
- ☐ Rename, recolour, or reorder values to match your school's language and PBL matrix
- ☐ Deactivate any values you don't need (minimum of three must remain active)
- ☐ Go to Admin — Recognition — Points and add reasons under each value
- ☐ Set a point value for each reason *— fixed values recommended to start*
- ☐ Decide whether to enable custom free-text reasons for staff (optional)
- ☐ Tap Save after all changes

Phase 3 — Staff and Student Import

Week 1, Days 3–4

- ☐ Add staff accounts: Admin — Staff — Add Staff Member
- ☐ Assign staff roles: Teacher, Head of Department, Year Level Coordinator, or Admin
- ☐ Send staff their welcome emails via Admin — Staff — Send Invitations
- ☐ Import student list: Admin — Students — Import CSV (download the template first)
- ☐ Review the import preview and confirm year levels and classes are correct
- ☐ Set up student groups, houses, or forms if your school uses them
- ☐ Confirm student count matches your school's enrolment records

Phase 4 — Reward Store Setup

Week 1, Day 5

- ☐ Go to Admin — Store — Store and create your first reward items
- ☐ Set point costs and stock quantities for each reward
- ☐ Set up any digital rewards (profile banners — these are delivered instantly on redemption)
- ☐ Review and set the school's store day or store location details

Phase 5 — Staff Training

Week 2, Days 1–2

- ☐ Share the AchievoEDU Staff Training Guide with all teaching staff
- ☐ Schedule a 30-minute staff briefing before go-live
- ☐ Walk staff through: awarding points, approving challenges, viewing student profiles
- ☐ Show admin staff: running reports, managing the Reward Store, student imports
- ☐ Confirm all staff can log in successfully on their devices
- ☐ Create a test student account and run through the full award and redemption flow

Phase 6 — Go Live

Week 2, Days 3–5

- ☐ Run a 2-day pilot with one class or year level before school-wide rollout
- ☐ Review pilot data: confirm points are appearing correctly on student profiles
- ☐ Send the Parent Communication Letter home (available in AchievoEDU Document Library)
- ☐ Announce AchievoEDU to students — consider a launch assembly or class introduction
- ☐ Open the Reward Store for student redemptions
- ☐ Book a 30-day check-in call with your AchievoEDU account contact

Key Contacts and Resources

Resource	Detail
Support email	support@achievoedu.com.au
Onboarding and sales	contact@achievoedu.com.au or achievoedu.com.au/contact
Platform login	https://achievoedu.com.au/login

Support and resources	achievoedu.com.au/support
Platform status	https://achievoedu.com.au/status
iOS app	Search ‘AchievoEDU’ on the Apple App Store
Android app	Search ‘AchievoEDU’ on Google Play