ACNEXUS
School Manager

GUIDE

School Manager Installation Overview

What installation involves, what the school needs to provide, and how long it takes.

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What the school needs

- **Web hosting** for the school server: PHP 7.4+ and MySQL/MariaDB (ordinary cPanel hosting works). ACNEXUS can advise or assist.
- **Office computer(s)** with Windows 10/11 (64-bit) for the Windows app.
- **Phones or laptops** with a modern browser for teachers (web app).
- **Internet** for the first set-up and for synchronisation; day-to-day work continues offline.

Installation steps

Step	What happens
1. School server	The server files are uploaded to the school's hosting and the installer creates the database and the sync key.
2. First device	The Windows app is installed on the main office computer and connected to the server.
3. School set-up	School profile and logo, academic year and terms, classes, subjects, grading, fee structure, ID format.
4. Data	Students and staff imported from spreadsheets; user accounts and roles created.
5. Other devices	The bursar's computer and teachers' phones are connected with the same server address and key.
6. Licence	The licence key, issued in the school's registered name, is entered under Settings.
7. Training & go-live	Role-based training; parent portal and SMS switched on when the school is ready.

Good practice

- Install before the start of a term.
- Keep the sync key and recovery code in a safe place.
- Turn on two-step sign-in for administrators and accounts staff.
- Check that server backups are being made.

> The detailed installation guide is supplied with the software. Installation, hosting and training are services quoted separately from the licence.

Book a free demonstration
Call 0502603633 or 0554288208, WhatsApp us, or book online on the ACNEXUS School Manager website.