



Onboarding checklist

Everything Scholarium needs from your college to stand up a branded portal, gathered in one place so your registry, bursary and IT staff know exactly what to bring to the first call.

33 items in 6 groups. Partial is fine to begin.

Nothing here is a hard requirement to begin. Bring what you have; we start with your institution details and add the rest as it arrives.

A

Institution details

REGISTRY

The identity of the college as it should appear to students, on notices and on every document the portal generates.

- ☐ **Registered college name**
Exactly as it appears on official correspondence
- ☐ **Accreditation body and number**
Nursing and Midwifery Council of Nigeria registration
- ☐ **Campus address and postal details**
Printed on invoices, receipts and transcripts
- ☐ **Official phone and email**
Used as the reply-to on student notices
- ☐ **Head of institution and registrar**
Names and titles for signature blocks

B

Students, programmes and sessions

REGISTRY

How your academic structure is shaped, so levels, courses and cohorts are set up the way your college actually runs.

- ☐ **Current student headcount**
Determines your plan tier: under 350, up to 1,000, or above
- ☐ **Programmes offered and duration**
e.g. Basic Nursing, 3 years; Midwifery, 2 years
- ☐ **Levels and how students progress**
Level names and the promotion rule between them
- ☐ **Course list per programme and semester**
With credit units if you assign them
- ☐ **Current and next academic session**
Session naming, start and end dates
- ☐ **Existing student list**
Whatever CSV or Excel your registry keeps today

C

Domain and DNS

IT / REGISTRY

Where your portal will live. Starter and Pro run on a Scholarium subdomain; Business plans can use your own domain.

- ☐ **Preferred portal address**
e.g. portal.yourcollege.edu.ng or yourcollege.scholarium.ng
- ☐ **Who controls your DNS**
Registrar login or the person who can add a CNAME record

☐ **Existing website address**
So we can link the portal from your site

☐ **Email domain for staff accounts**
Used to verify who may hold an admin login

D Branding assets

MARKETING / REGISTRY

Your portal carries your college identity, not ours. Send the best originals you have. We will not redraw a logo from a photograph.

☐ **College logo**
PNG with transparency or SVG, at least 512px wide

☐ **Primary and secondary brand colours**
Hex codes if you have them, print references if not

☐ **College crest or seal**
For transcripts and official letters

☐ **Signature image of the registrar**
Optional, for generated documents

☐ **Preferred short name**
How the college is abbreviated in notices, e.g. SMCCNS

E Accounting and fee structure

BURSARY

What students owe, how it is collected and where the money settles. This is what makes the fee ledger reconcile on day one.

☐ **Fee heads and amounts**
Tuition, acceptance, hostel, practical, transcript and any levies

☐ **Fees by programme and level**
Where amounts differ between cohorts

☐ **Part-payment policy**
Whether instalments are allowed, and the deadlines

☐ **Institution bank account**
Account name, number and bank for gateway settlement

☐ **Preferred payment gateway**
Paystack, Flutterwave or Monipoint, or let us advise

☐ **Outstanding balances per student**
Current debtor list so nothing is lost in migration

☐ **Receipt and invoice requirements**
Any wording or reference format your auditors expect

F Staff, roles and academic records

REGISTRY / IT

Who gets access to what, and which historical records should come across with you.

☐ **Staff list with roles**
Registrar, bursar, lecturers, IT admin, student affairs

☐ **Who holds administrator access**
Usually two people, so you are never locked out

☐ **Grading scale and GPA rule**
Score bands, grade points and how CGPA is computed

☐ **Past results to migrate**
How many sessions back you want brought over



Transcript fee and process

Current charge and who signs off a release



Data retention expectation

Five, ten or up to twenty years of archival records

Got most of the list? Start the trial.

Send the trial request with whatever you have gathered. We will ask for the rest during the first call. Two months free, no card required.

scholarium.ng/onboarding scholarium@gmail.com 0905 791 0166