



Admins: How to Add Teachers/Users to the Singapore Math Hub

There are two ways administrators can add teachers to their school account:

Method 1: Teacher Self-Registration Using an Access Code (recommended method)

Method 2: Admin Adds a Teacher Directly

Method 1: Teacher Self-Registration (Using an Access Code)

Once an order for e-subscriptions is processed, the administrator receives a Singapore Math Hub welcome email from school@singaporemath.com. This email includes the Teacher Access Code and self-registration instructions, which the administrator then shares with teachers.

Step 1: Open the Registration URL

Teachers should open their browser and navigate to the following URL:

<https://hub.singaporemath.com>.

Step 2: Click “Sign Up”

On the login page, click the “Sign Up” button.

Step 3: Enter the Teacher Access Code

Enter the Teacher Access Code provided by the Admin.

Step 4: Create Login Credentials

- Enter an email address username.
- Create a password.
- Use the “Show Password” option if needed to verify the password.
- Click “Submit.”

Once submitted successfully, the teacher will be taken to their portal, where they can access materials associated with their school.

Step 5: Create Bookmarks

All users should bookmark the following URLs for future access:

- **Singapore Math Hub:** <https://hub.singaporemath.com> – For accessing digital subscriptions.
- **Singapore Math Hub Knowledge Base:** <https://www.singaporemath.com/hub-help> – For how-to articles, answers to frequently asked questions, and more.



Method 2: Admin Adds a Teacher Directly

Administrators can also add teachers directly from their Admin account.

Step 1: Log In to the Admin Account

- Log in to the Admin account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the Admin role. You must enter through the Admin role to add teachers.

Step 2: Click the “Users” Tab

Navigate to the “Users” tab in the Admin dashboard.

Step 3: Click “Add New Teacher”

Click the “Add New Teacher” button.

Step 4: Assign the School

Select the appropriate school from the dropdown menu.

Step 5: Enter Teacher Information

- Fill in the required teacher details.
- Ensure passwords match before saving.

Step 6: Save the Teacher

- Click “Save and Exit” to add one teacher.
- Or click “Save and Add Another” to continue adding more teachers.

Step 7: Share Login Information with the Teachers

Once all applicable teachers have been successfully added, the admin will send each teacher their username and password, along with the following URL: <https://hub.singaporemath.com>.

Step 8: Create Bookmarks

All users should bookmark the following URLs for future access:

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