## THE IUOKADA KOFA GUIDE

PREAMBLE

This is a general guide to the Student Information and Registration Portal of Igbinedion University Okada, Okada, Edo State, Nigeria. Kofa enables a gateway to access application and student registration processes and provides comprehensive and transparent information about study records and progress.

THE IU OKADA STUDENT

Below is the typical login procedure for accessing the Student Page as well as the various modules and activities available.

1. Go to the IUO Website. https://www.iuokada.edu.ng
2. Select the Iuokada Student Portal Menu Option
3. **Click on Login** at the top right corner of the page
4. For students that are accessing their records for the first-time; that is **first time login;** Click on the link for "Initialize your student account". Ensure that you have a valid email address. See Fig 1 below. The **username** and **password** you are sent becomes what you will use every time you return to your Online record on your Kofa Page except you change your password.
5. If you have successfully logged in before but have forgotten your password and wish to have it reset, then click on the link for "Request a new password See Fig1 Below
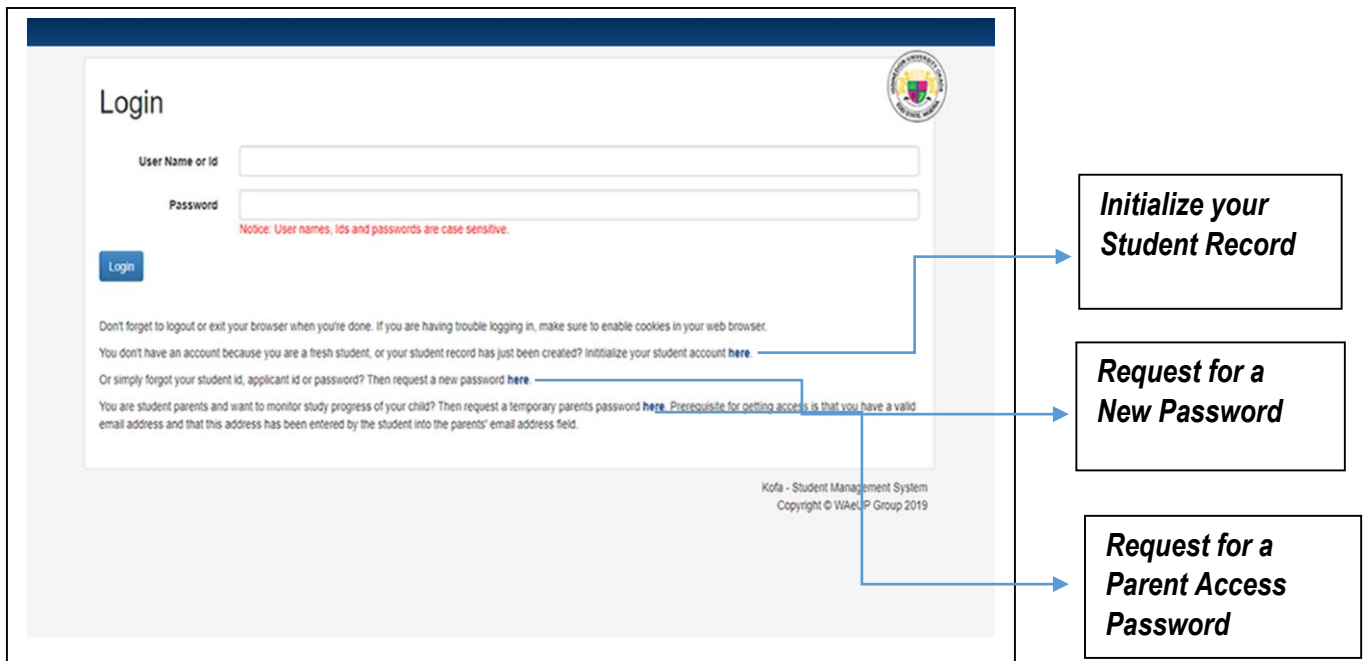
Fig. 1. IUOKADA Kofa Login Page

ONLINE ACTIVITIES

Below is the page that a student sees upon successful log in; and then selection of the **My Data** Menu option.
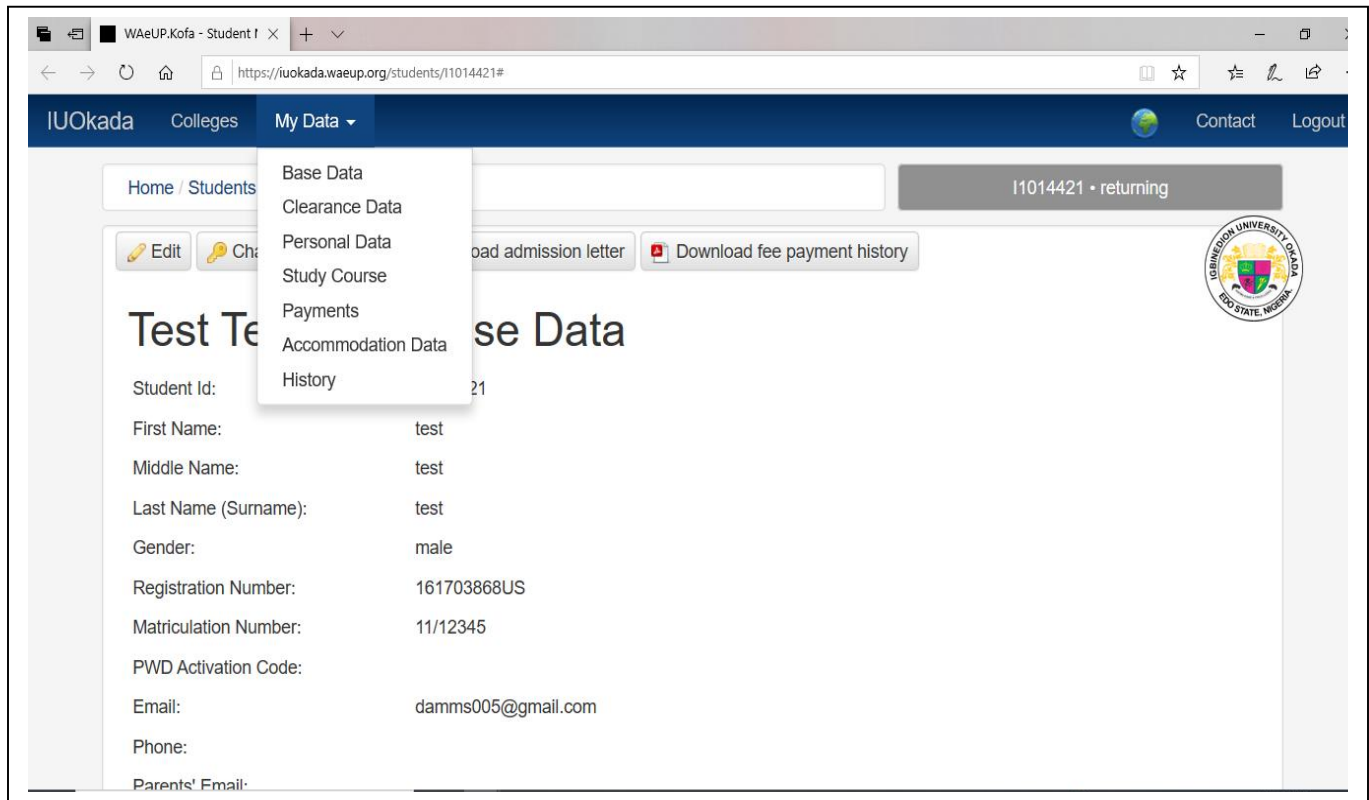
Fig. 2. IUOKADA Kofa Student Page

From the **My Data** Menu, students select the activity they want to carry out.

Base Data. The first menu option. Information from the base data is what is displayed upon successful login. See the data on the screen in Fig.2.

Edit – use to update email address and phone numbers

Other activities that can be carried out are *change password; Download Admission Letter and Download payment History* which shows all the payments made up to date.

Clearance Data

This is the page where you fill out or else update information that was carried over from your application record upon getting admitted. LGA; Date of birth and O'level / A'level qualifications. You are also required to attach scanned copies of credentials and other relevant clearance documents.

You can either *Save and continue if you plan to return another time with more information that may not be readily accessible then* or else *Request Final Clearance* if you have finished filling out all relevant information.

Then proceed to your School's Clearance Officer to present yourself for physical clearance and hence conclude the clearance exercise.

Personal Data

Click on edit to add all requested information. Choose Edit and provide all information required on this page. This is a very important page to complete.

Study Course

Note that you have to be in the online state (see top right corner) "School Fee Paid" to carry out this activity. Click on *Add Course List*. It shows your current Level. Click on *Create Course list.* This is a onetime activity. When next you log in for that session you can only *Edit Course List* until you finally submit and your State moves to Courses Registered. Print out your downloaded course form and present yourself to your level course adviser.

Payments

Click here to **make Payments;** create the ticket that corresponds to what items you want to pay for. First, ensure you have access to a valid ATM Verve or MasterCard from any commercial bank in Nigeria and that there is enough money in it.

Accommodation Data

Use this menu option to Book for accommodation during the IUOKADA approved accommodation booking period. This is set up afresh every session as it is expected that payment expires at the end of the previous session.

IUOKADA STAFF LOG IN

Staff essentially log in using the same page as sown in fig 1 above and following the procedure provided.

Staff usernames follow the pattern firstname.surname.

TO CHANGE YOUR PASSWORD

1.   Login with your current username and password.

2.   Click on My Preferences (menu),

3.   Enter your NEW password, retype it and then SAVE.

That becomes your new password. Note: Usernames and Passwords are case sensitive.

KOFA STAFF MENU TABS

These are the menu options available from the staff / admin side of the portal upon successful login. Note that based on level of access permission / roles assigned, some of these menu options may not be available.

1. **Colleges**
   This shows a list of all the Colleges available and have been created on the portal for IUOKADA.
   A new College can be created via this medium.
   Click on the code for a College to access more information such as departments, courses of study etc. that belong to the selected College.
2. **Applicants**
   This is used to access available applications as well as applicants that have started to apply or concluded their application.
3. **Students**
   Search for and carry out admin activities on a student's record.   There are several parameters to use to search for a student. The most commonly used is the Student Id. Others are Matric Number, Name (Enter one name at a time), etc. Then Click on *search*
4. **Hostels**
   Manage Hostel accommodation setup and assignment of specific spaces
5. **Documents**
   Access the various documents attached
6. **Contact**
   Send Message to the Kofa System Administrator.
7. **Logout**