

HOW TO GUIDE FOR STUDENTS

- Select Your School
- School Portal
- Home
- Programmes
- Admission
- Portal
- Contact

How to Register

1. Click on portal
 2. Register as old/Returning student(click on old/Returning student)
 3. Enter Matriculation/Registration Number
 4. Click NEXT
 5. Fill the registration form with valid records
 6. Click SAVE
 7. Upload your passport
 8. Click the DECLARATION and UNDERTAKING
 9. Click SUBMIT
 10. Print your student information form for your personal use onwards for verification process
- NOTE: without you being verified, you cannot login into the school portal

How to Pay School Fees

1. Go to school **PORTAL**
2. Login with your username and password
3. On the dashboard, click make payment to fee payment page
4. Click on **add payment button**
5. Select the session, level, mode of payment(online payment)
6. Click PAY
7. From the online payment page that will open, confirm your payment details before you click SUBMIT
8. Follow the instruction i.e entering your DEBIT CARD NUMBER, PIN, and EXPIRING DATE
9. Proceed to bursary for clarification

How to Register Courses

1. Go to portal
2. Login with your USERNAME and PASSWORD
3. Click course registration for student course management page to open
4. In student course management page, Select the necessary information
5. Click continue
6. In the next page select/check the courses you want to register
7. Click register button

How to Change Password

1. After verification, go to the portal, login with your Matriculation/Registration Number as username and password
2. Click on your name on the top right hand side of the screen,
3. Click change password,
4. Enter your new password and
5. Click SAVE

ADMIN LOGON

1. Click on the PORTAL
2. Enter USRENAME and PASSWORD which takes you to the dashboard

SYSTEM COFIGURATION

3. **Add School Information:** This enables you to update records of your school information
4. **Add Course:** This allows you to add courses offered in your school
5. **Add Department:** This allows you to add the entire departments in the various faculties in your school. e.g. Department of Computer Science.
6. **Add Faculty:** This allows you to add the various faculties in your school e.g. Faculty of Science
7. **Add fees:** This allows you to add the various types of fees paid by students.
8. **Add Programmes:** This allows you to add the various programmes in your institution e.g. Degree, Regular1, Pre-degree, Diploma etc.

STAFF MANAGEMENT: This allows you to create lecturers and staffs of your school as users on the portal.

ALLOCATE COURSE: You can allocate courses to each lecturer.

STUDENT MANAGEMENT: This allows you to manage student information by running a search query by; Faculty, Departments, Academic session and Student level.

NEW STUDENT APPLICATION: Allows you to view new student's applications and activate them.

NOTE: When a record shows RED it means pending Activation

When a record shows GREEN it means ACTIVATED.

TRANSCRIPT: Allows you to manage students request for transcript.

HOSTEL MANAGEMENT: This allows you to add Hostels, Rooms, and allocate rooms to students.

- **Add Hostel**
- **Add and view Rooms**
- **Allocate Rooms**
- **LIBRARY MANAGEMENT:** This allows you to add books to the library(this module is for the library section of the institution)

SET TIME TABLE (Time Table): This allows you to set time for exams and set time for lecturers

NOTIFICATION: Admin users can publicize news and events to all students and lecturers of the school which can be viewed on their user (student and lecturer) dashboard.

BURSARY/FINANCE

FINANCE

Add Fee: Allows you to add various fees for students

Confirm payment: Allows you to confirm all payment made by students

View Payments: Allows you to view payments made by students

LECTURERS

Course Management

View Course Allocation: Lectures can view courses allocated to them by their faculty

Export Course List: This allows you to view and download the course list

Result Management: List those who registered for a course allocated to you

Upload Result: This allows you to upload the results of a course allocated to you

View Uploaded Result: This allows you to view the uploaded results.