Nnamdi Azikiwe University
CEP Application User Manual
For ICT Officers
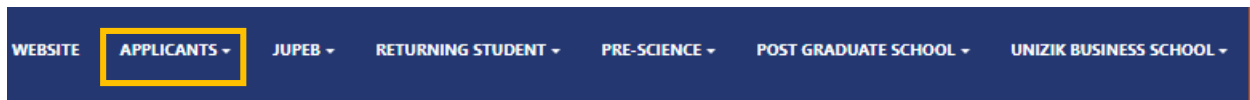
Contents

A. How to Generate Prescience Programme Application RRR

    i. Enter the portal url on your browser https://myedu.unizik.edu.ng

    ii. Click on **APPLICANTS** on the menu list

    iii. Click on **Generate Invoice**

    iv. Under Programme, select **CEP**

    v. Select the Course, Enter Surname, First name, Other Name, State, Mobile Phone, Email

    vi. Click on **Generate Invoice** to generate the RRR

    vii. Make payment by printing the invoice and paying in the bank or by using debit card

B. How to Fill Application Form

    i. Click on **APPLICANTS** on the menu list

    ii. Click on **Fill Application Form**
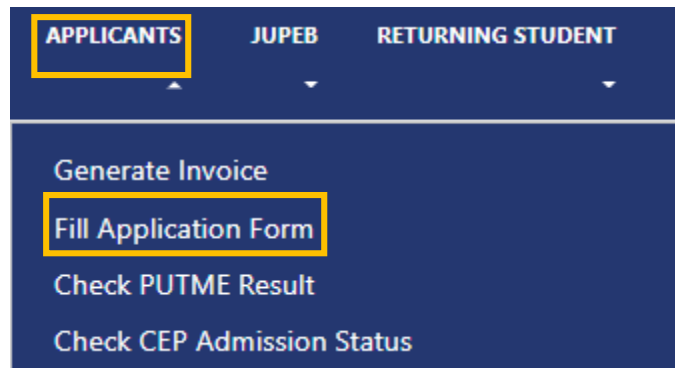
    iii. Enter the Application RRR and click on **Submit**

    iv. Enter the applicant Bio-Data

    v. Enter the Departmental Choice Information

C. How to Edit Applicant's Details

    i. Login as **CEP Admin**

Powered by **LloydAnt**

        ii.   Click on **Correct Applicant Details**

CORRECT INVOICE DETAILS

Enter Invoice Number or Confirmation Order Number

Invoice No Or Form No   NAU210000067307

[Search]   [Back to Home]

       iii.   Enter the applicant's Invoice number in the invoice number text box
       iv.   Click on search
       v.   You can modify name, department and other details of the applicant

Surname	Nwaogu
First Name	Jason
Other Names	C
Phone Number	07088978854
Email	jason.nwaogu@lloydant.com
Programme	CEP
Department	Accountancy
Department Option	-- Select --
Form Type	Application Form CEP
Date Of Birth	11/09/2009

[Update]

       vi.   Click on **Update** button to save the updates

D. How to Edit Student's Details
       i.   Click on **Applicant & Student**

Name Correction

Matriculation Number   9102111054

[Submit]

 ii. Enter the Students Matriculation number

 iii. Click on **Submit**

Surname

EZEOBI

The Surname field is required.
Other Name

JOSHUA

Email

ezeobijoshua444@gmail.com

Course of Study

Science Education

Matric Number

First Name

VICTOR

The First Name field is required.
Programme

CEP

Mobile Phone

09034841038

The Mobile Phone field is required.
Level

200 LEVEL

 iv. You can modify the Students Name

 v. Click on **Update**

E. How to Manage Applicant's Admission Process

 i. Click on **Applicant & Student**

 ii. Click on **Reset Step**

 iii. Enter Applicant Form Number

 iv. Click on **View**

Reset Applicant Status

Application Form Number

2021003088

View

 v. Select the status of the applicant and click on **update**

Application Number 2021003088

   Full name

Nwaogu Jason C

Offered Admission

Update