



Nnamdi Azikiwe University

Prescience Application User Manual

For ICT Officers



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A. How to Generate Prescience Programme Application RRR

- i. Enter the portal url on your browser <https://myedu.unizik.edu.ng>
- ii. Click on **Pre-science** on the menu list



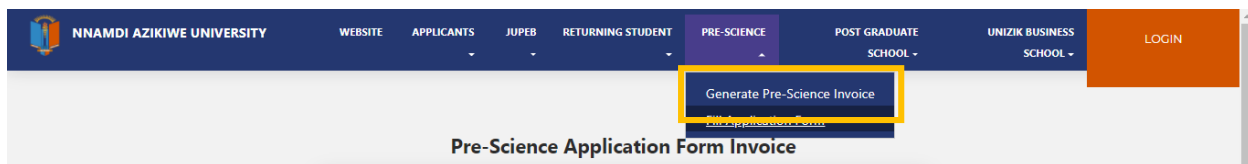
- iii. Click on **Generate Pre-Science Invoice**
- iv. Enter the applicant name, State, Mobile phone, Email and Select the session of application

 A screenshot of the 'Pre-Science Application Form Invoice' page. The form is titled 'Pre-Science Application Form Invoice' and contains several input fields: Surname (Nwaogu), First Name (Jason), Other Name (C), State (ABIA), Mobile Phone (0708897885), Email (jason.nwaogu@lloydant.com), and Session (2021/2022). A 'Generate Invoice' button is highlighted with a yellow box.

- v. Click on **Generate Invoice**

B. How to Fill Prescience Form

- i. After completing payment in the bank, proceed to the portal and click on **Pre-Science** on the menu list
- ii. Click on **Fill Application Form**



- iii. Enter the Application RRR on the RRR text box provided

Pre-Science Application Form

Kindly enter your Confirmation Order Number in the space provided at the right hand side, and click the Next Button to fill your Application Form. Please endeavour to print your Acknowledgment Slip after the submission of your form.

PLEASE ENTER YOUR RRR

320563218619

Next

- iv. Click on **Next**
- v. Fill up the applicant Bio-Data, Next of Kin Information, Previous Education, Department Choice, and O-level Information

Pre-Science Application Form

Bio Data

<p>Surname</p> <div style="border: 1px solid #ccc; padding: 2px;">NWAOGU</div>	<p>First Name</p> <div style="border: 1px solid #ccc; padding: 2px;">JASON</div>	<p>Other Name</p> <div style="border: 1px solid #ccc; padding: 2px;">C</div>
<p>Sex</p> <div style="border: 1px solid #ccc; padding: 2px;">-- Select --</div>	<p>Date of Birth</p> <div style="border: 1px solid #ccc; padding: 2px;">dd/mm/yyyy</div>	<p>State</p> <div style="border: 1px solid #ccc; padding: 2px;">ABIA</div>
<p>Local Government</p> <div style="border: 1px solid #ccc; padding: 2px;">Aba</div>	<p>Mobile Phone</p> <div style="border: 1px solid #ccc; padding: 2px;">0708897885</div>	<p>Passport (Image Upload Size Should Not Exceed 1Mb)</p> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> No file chosen </div>

Next of Kin Information

Declaration

I hereby acknowledge by ticking this check box that if it is discovered at any time that I do not possess any of the qualifications which I claim I have obtained, I will be disciplined by the university.

Please proceed to the prescience unit for clearance and school fees payment.

☒ **I Agree**

Submit

- vi. Agree on the declaration and
- vii. Click on **Submit**

C. How to Generate School Fees RRR for the Applicant

The ICT officer generates the RRR and also the receipt for the school fees. Follow the procedure to achieve that

- i. Login to the portal as an admin

Change Password

Hello, Presciencelloydant

Reports

Fees

Invoice and Receipt Management

Change Password

Current password

New password

Confirm new password

Save

- ii. Click on **Fees**
- iii. Click on **Invoice and Receipt Management**
- iv. Enter the Applicant Application Form Number on the Application number text box

PRE-SCIENCE RECEIPT/INVOICE MANAGEMENT

Enter the Application Number to continue.

Application Form Number

NAU/PSP/2020/000000387

Submit

- v. Click on **Submit**
- vi. Click on **Generate School Fees Invoice**

Applicant Details

Full name
ACHEBE
SOMTOCHUKWU
SHEDRACK

Application Number
NAU/PSP/2020/000000387

Email
ACHEBESOMTOCHUKWU@gmail.com

Phone
07036669683

School Fees
Invoice

Generate School fees invoice

Application
Form Invoice

Reprint Application Form invoice

Application
Form Receipt

Print Application Form Receipt

- vii. Make Payment using debit card or print and pay in the bank

PRINT INVOICE TO PAY AT THE BANK

PAY WITH CARD

D. How to Confirm School Fees Payment and Generate School Fees Receipt

- i. Login to the portal as an admin


- ii. Click on **Fees**
- iii. Click on **Invoice and Receipt Management**
- iv. Enter the Applicant Application Form Number on the Application number text box. This quesrrie if the applicant has made payment and if so, the receipt button would display, if not, the invoice generation button would display

PRE-SCIENCE RECEIPT/INVOICE MANAGEMENT

- v. Click on **Submit**
- vi. Click on **Print School Fees Receipt**



Applicant Details



Full name	OJIAKU HILARY CHIBUIKEM	Application Number	NAU/PSP/2020/000000434
Email	HILARYCHIBUIKEM@GAMIL.COM	Phone	08072101660

School Fees
Receipt

Print School Fees Receipt

School Fees
Invoice

Reprint School fees invoice

Application
Form Invoice

Reprint Application Form invoice

Application
Form Receipt

Print Application Form Receipt

