Nnamdi Azikiwe University
Prescience Application User Manual
For ICT Officers

Powered by LloydAnt

Contents

A. How to Generate Prescience Programme Application RRR 3

B. How to Fill Prescience Form 3

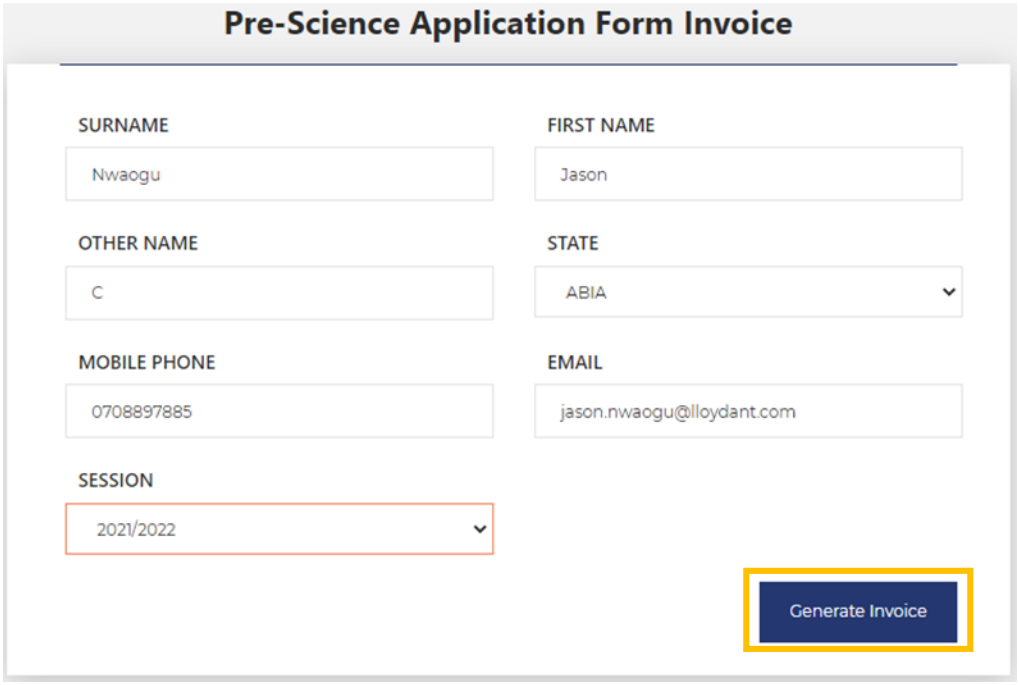
C. How to Generate School Fees RRR for the Applicant 4

D. How to Confirm School Fees Payment and Generate School Fees Receipt 6

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

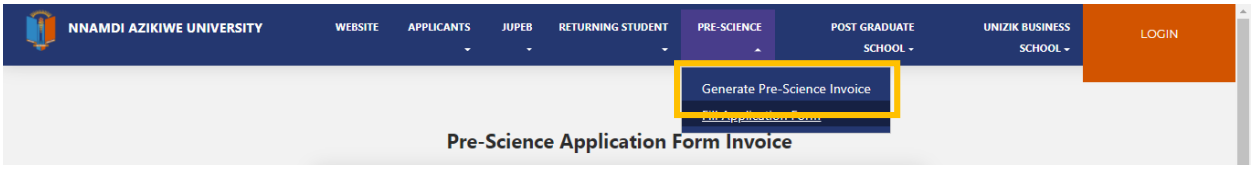
iii. Click on **Generate Pre-Science Invoice**
iv. Enter the applicant name, State, Mobile phone, Email and Select the session of application



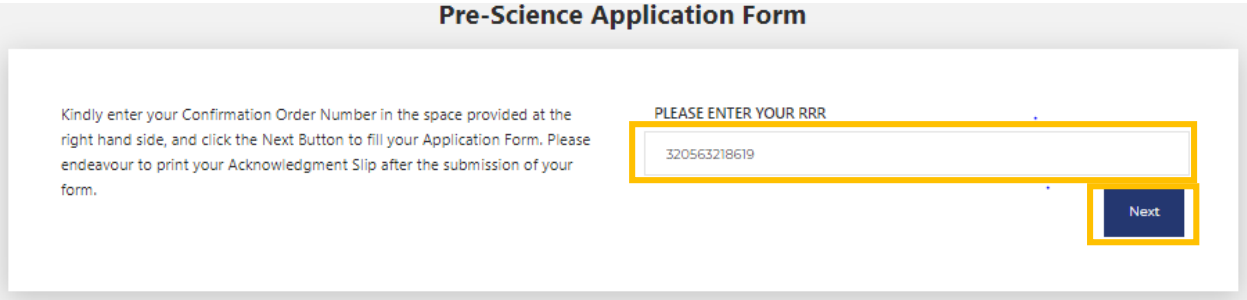
v. Click on **Generate Invoice**

B. How to Fill Prescience Form

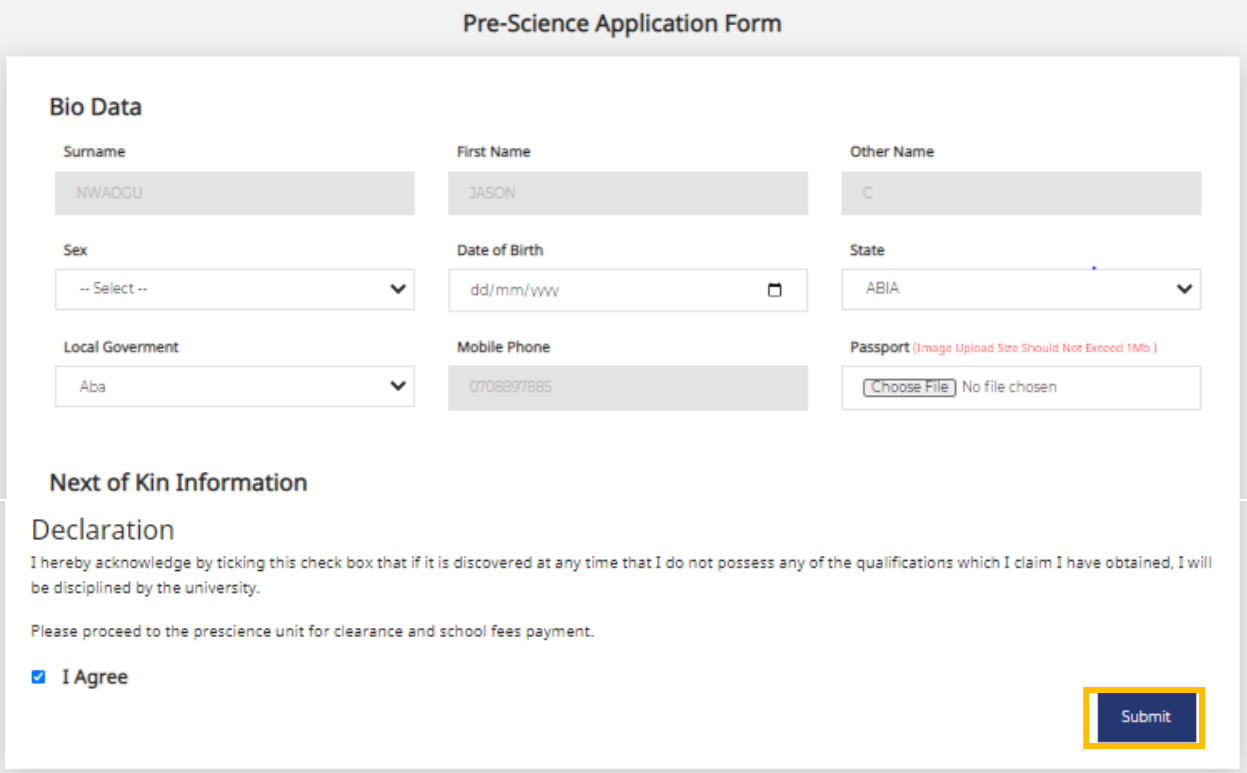
i. After completing payment in the bank, proceed to the portal and click on **Pre-Science** on the menu list
ii. Click on **Fill Application Form**



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



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

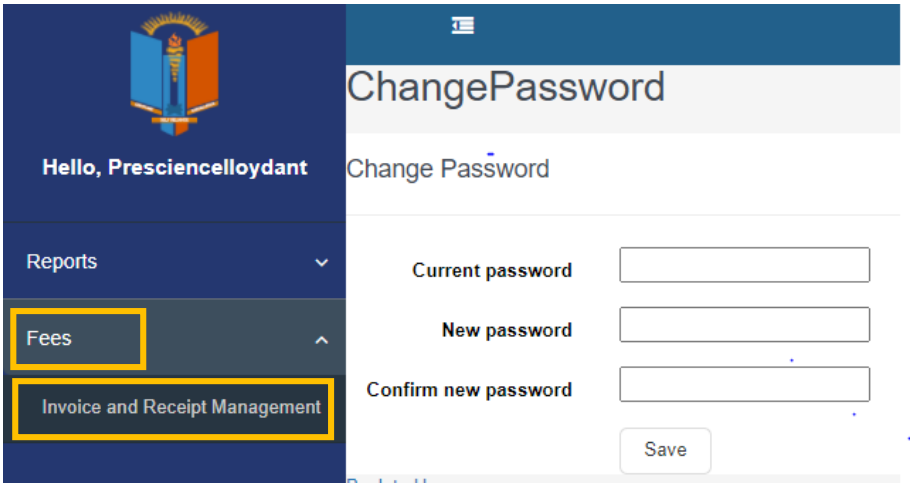


vi. Agree on the declaration and
vii. Click on **Submit**

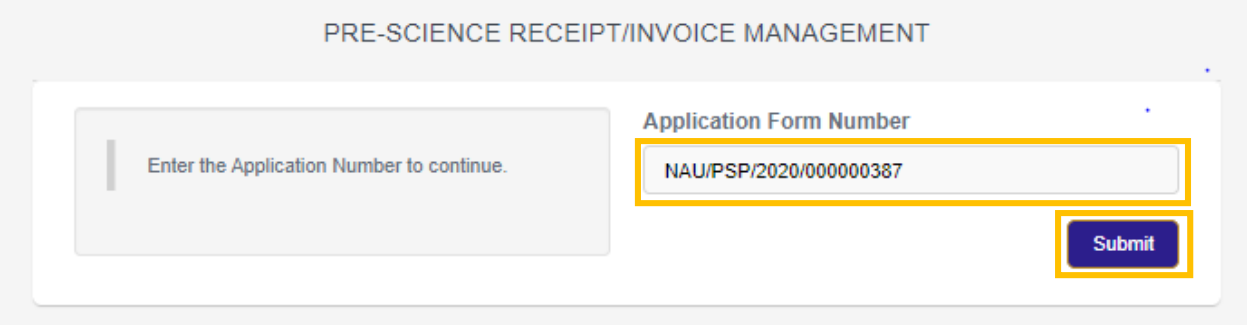
C. How to Generate School Fees RRR for the Applicant

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

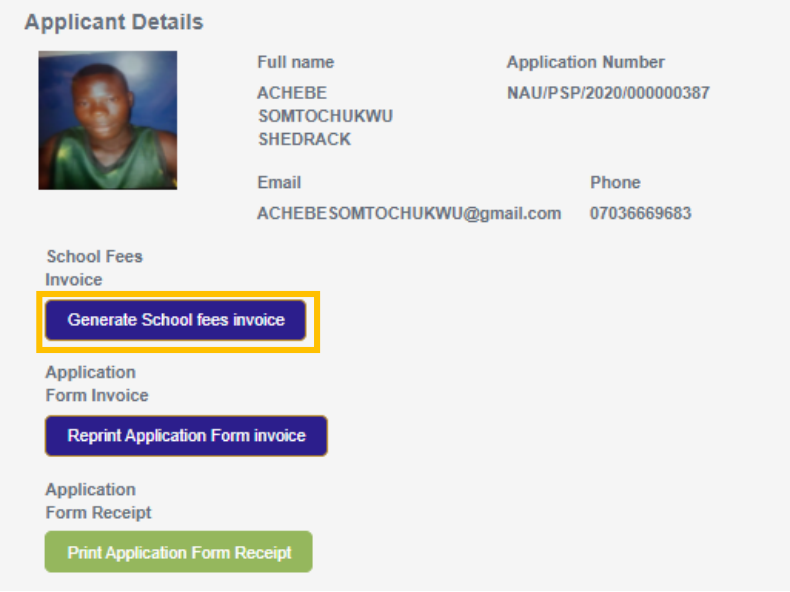
i. Login to the portal as an admin



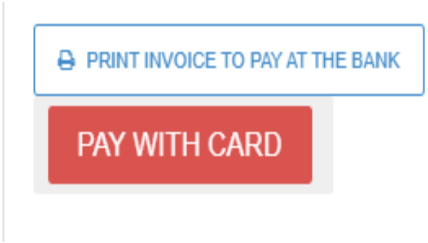
ii. Click on **Fees**
iii. Click on **Invoice and Receipt Management**
iv. Enter the Applicant Application Form Number on the Application number text box



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

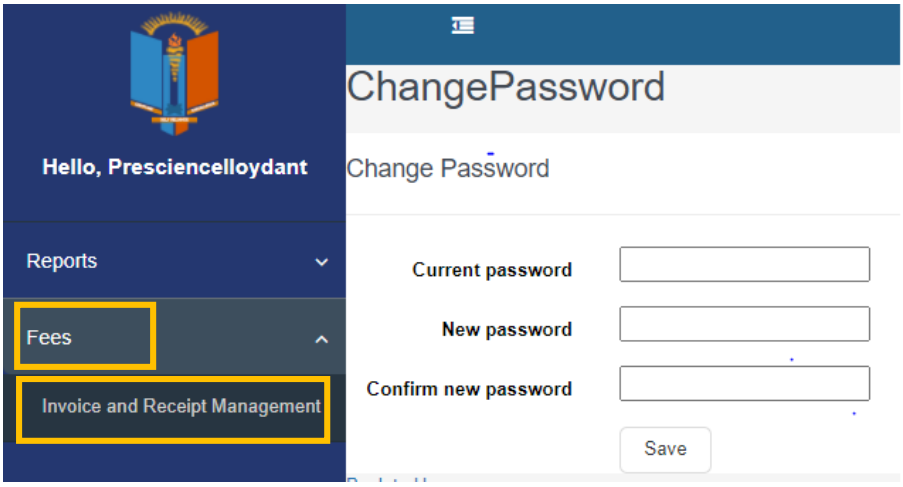


vii. Make Payement using debit card or print and pay in the bank

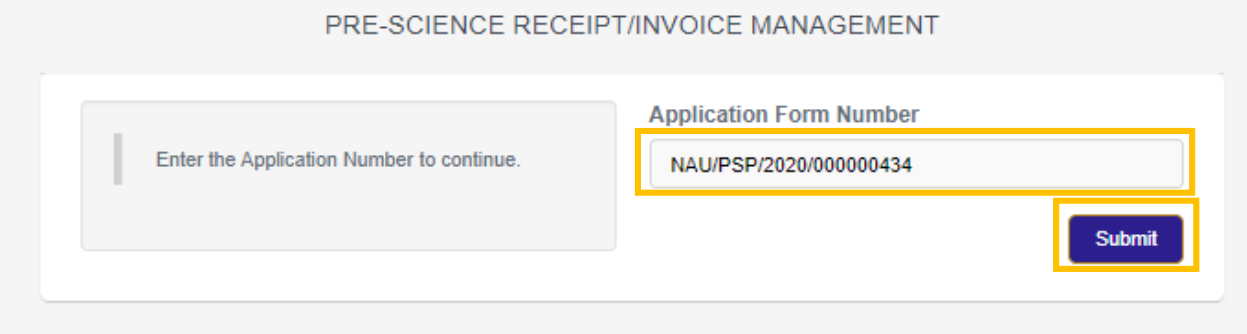


D. How to Confirm School Fees Payment and Generate School Fees Receipt

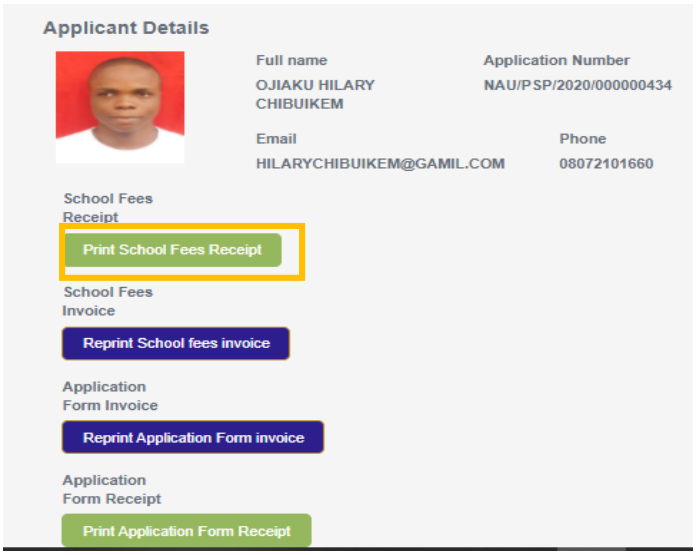
i. Login to the portal as an admin



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



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