

1. Register your account
 - (a) to begin the process Click here or follow this link
 - (b) <https://transcript.eportal.ng/register>
 - (c) Provide your name, email and password
 - (d) Check your email inbox and click on the verification link sent to you to activate your account
 - (e) Note: You will not be able to proceed until you have verified your email
2. Update Your Profile
 - (a) Login to your application portal using your email and password
 - (b) Click on "Update profile"
 - (c) Then Click on "Bio-data"
 - (d) provide your "Surname/Fathers Name/ Family Name", "phone number", "gender", "date of birth"
 - (e) Click on "update profile"
3. Select Transcript Module
 - (a) Locate the transcript module in the application system.
 - (b) Click on the transcript module to proceed.
4. Select New Transcript
 - (a) In the transcript module, choose the option to request a new transcript.
5. Fill Out the Request Form Accurately
 - (a) Complete the transcript request form with precise information
 - (b) Specify the delivery method (electronic, mail, or pick-up)
6. Follow the payment instructions provided by the system
7. Provide transcript delivery address.