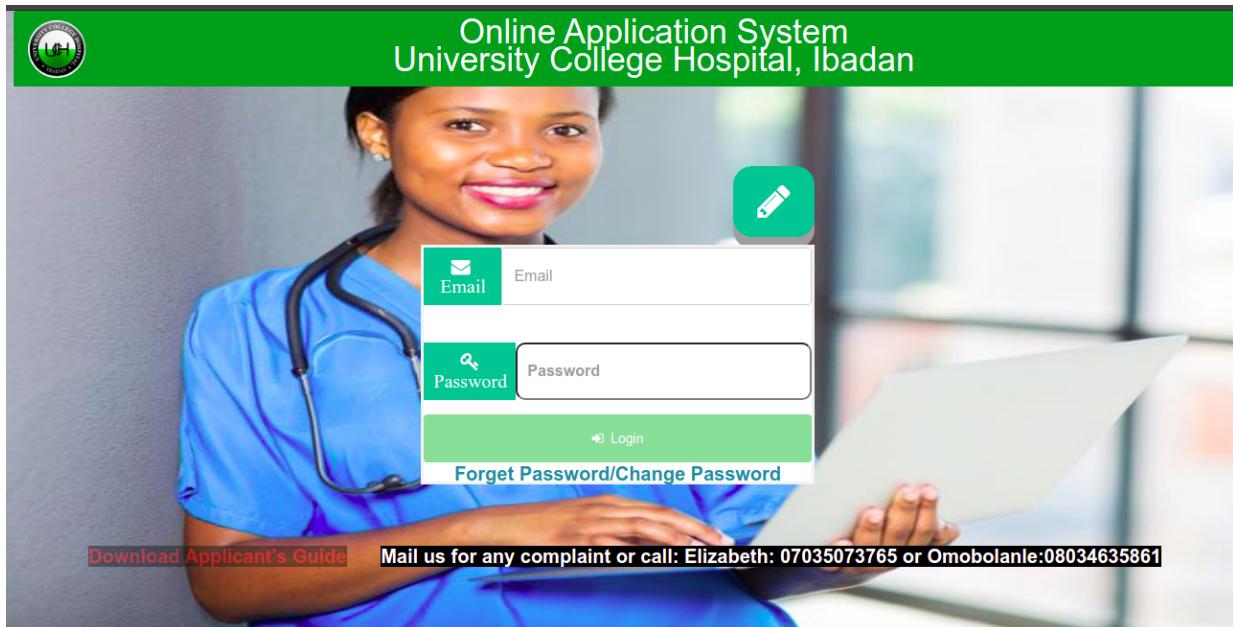


UNIVERSITY COLLEGE HOSPITAL
SCHOOL PORTAL INSTRUCTIONAL GUIDE
(Online Application Guide)

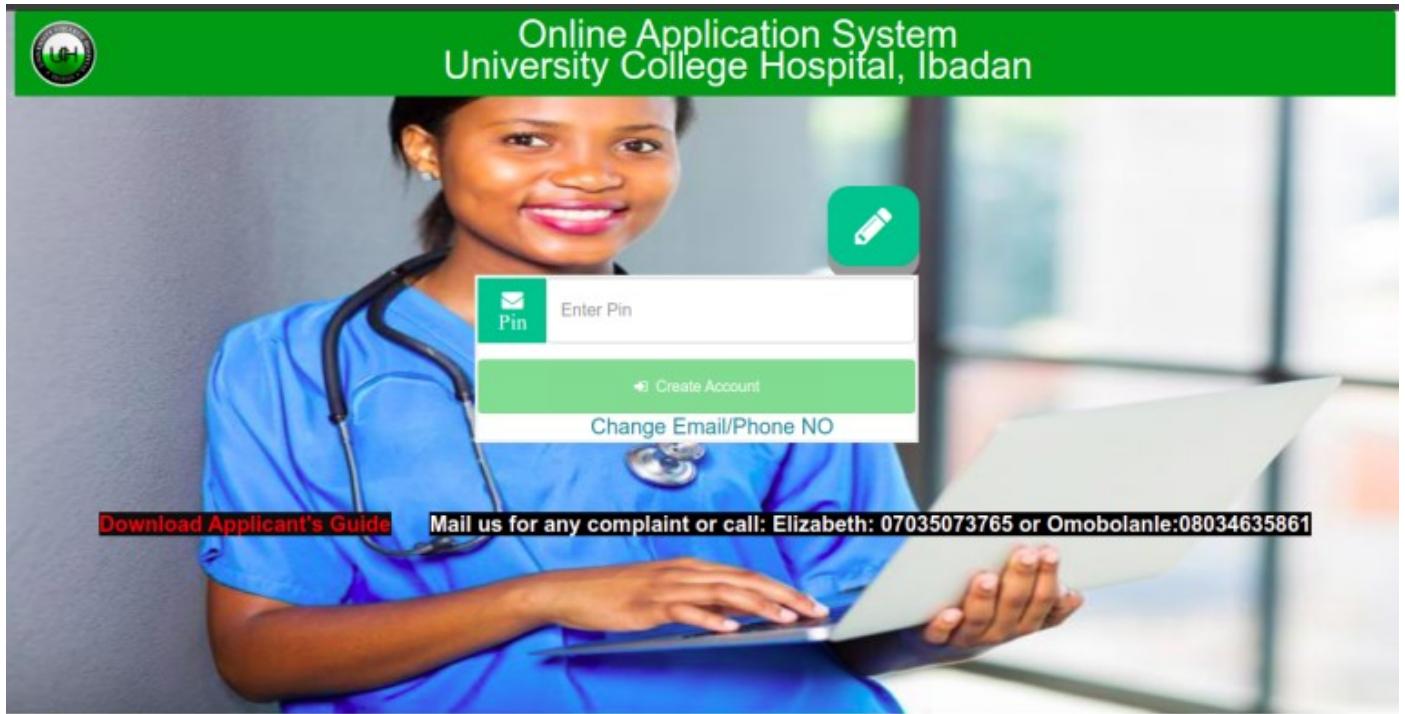
This document will help guide to use the UCH schools' portal. Please follow the step-by-step guideline for every page. They are as follows:

1. Open a browser, preferable Google Chrome
2. Type URL: <https://portal.uch-ibadan.org.ng>
3. You'll see the landing page just like the picture below

The Landing Page:



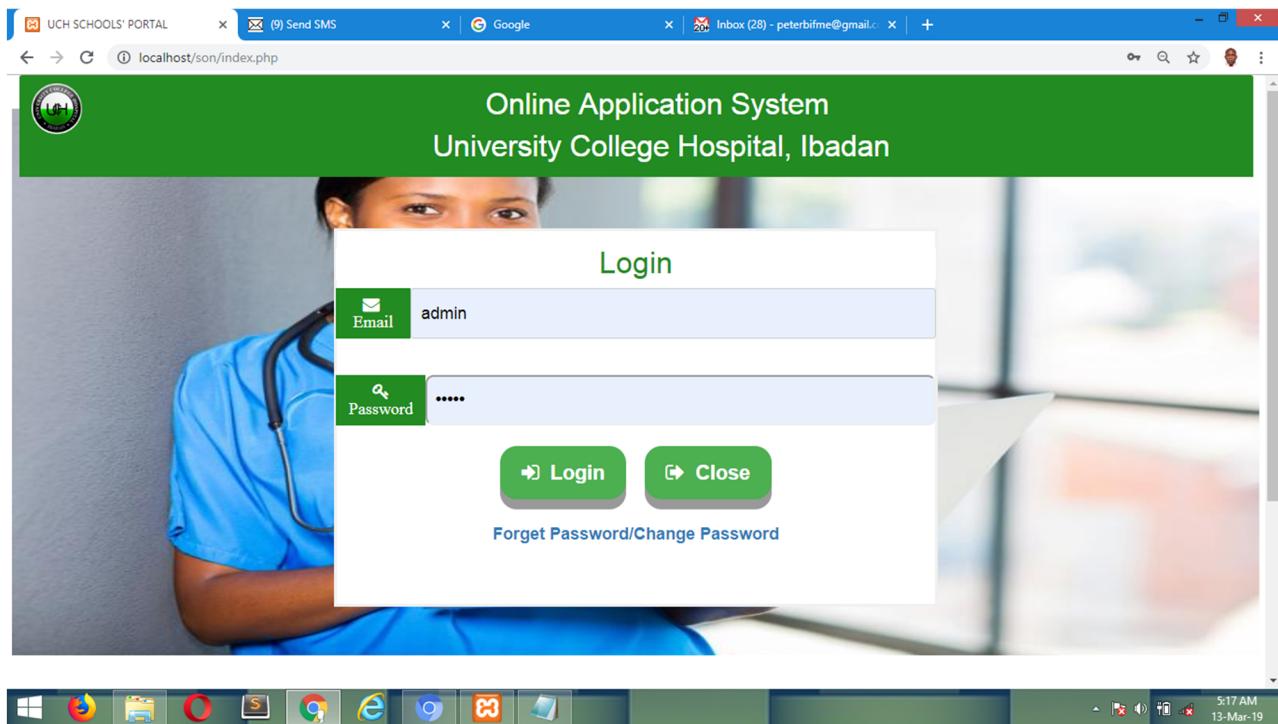
4. Click **Pencil button**
5. Enter Pin obtained from the school and Click **Create Account Button** as shown below and you will be taken to where you will create your credential.



6. CREATE ACCOUNT FORM: Fill in your credentials as stated below and click **Create Button** and you will be taken to home page to login with your credentials

A screenshot of a Microsoft Edge browser window. The address bar shows 'localhost/son/create_acct.php'. The main content area displays the 'Online Application System' logo and the text 'University College Hospital, Ibadan'. Below this is a 'Create Account' form. The form consists of four input fields: 'Email' (containing 'admin'), 'Phone NO' (containing '08034635861'), 'Password' (containing '*****'), and 'Confirm Password' (containing '*****'). To the right of the 'Confirm Password' field is a green 'Create' button with a white arrow icon. The status bar at the bottom of the browser shows various icons and the date '18-Mar-19'.

7. LOGIN: Click the login and login page bellow will be popped up, **Click login Button**



The screenshot shows a web browser window with the URL localhost/son/forget_password.php. The page title is "Online Application System" and the subtitle is "University College Hospital, Ibadan". On the left, there is a logo of the University College Hospital, Ibadan. The main content area is titled "Update Your Password". It contains four input fields: "Email" (admin), "Phone NO" (Enter your registered Phone No), "New Pin" (.....), and "Confirm New Pin" (.....). To the right of the "New Pin" field is a green "Update" button with a white arrow icon. In the top right corner of the page header, there is a "logout" button. The browser's address bar shows multiple tabs open, including "localhost", "php", "how to", "is it", "Google", "php", "is it", "Mesu", "YouTube", and "Facebook". The system tray at the bottom of the screen shows various icons and the date and time as 11:54 AM, 18-Mar-19.

7. **Click Forget Password/Change Password link:** In case you forget your password and need to change it as shown above

Please note that any form that's not filled is marked red and once filled it is marked white

8. **BIODATA FORM:** Fill in all required fields and **Click Save Button**. If the form is submitted, update can also be made by changing any field and **click the Update Button**

UCH SCHOOLS' PORTAL x (9) Send SMS x Google x | 20+ Inbox (28) - peterbifme@gmail.com x +

localhost/son/biodata.php



Online Application System

University College Hospital, Ibadan

Biodata

Welcome, Ogunleye Peter Fill the Form one after the other

School ✓
 Passport Photo ✓
 Permanent Address ✓
 Contact Address ✓
 O'Level Qualification ✓
 Academic Record ✓
 Sponsor ✓
 Next Of Kin ✓

| | | | |
|---|---------------|-------------|---|
| T | Surname | Ogunleye | Logout |
| T | Firstname | Peter | |
| T | Other Name | Omowonuola | |
| T | Maiden Name | Ogunsolu | |
| D | Date of Birth | 15-Jun-1955 | 63yrs |

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UCH SCHOOLS' PORTAL (9) Send SMS Google Inbox (28) - peterbifme@gmail.com

localhost/son/biodata.php

Contact Address ✓

O'Level Qualification ✓

Academic Record ✓

Sponsor ✓

Next Of Kin ✓

Referee ✓

Preview Form

Print Form

Photo Card

63yrs

Select Gender

Select Marital Status

Select Religion

9. SCHOOL: Click on school and a form is popped up, select your school and **Click Save**. If the form is submitted, update can also be made by changing any field and click the **Update Button**

Welcome, Ogaunlewe Peter Fill the Form one after the other

Online Application System
University College Hospital, Ibadan

Application Form into the School of

School of Nursing Select School Please select an item in the list

Update

Male Select Gender

Married Select Marital Status

Christianity Select Religion

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10. PASSPORT PHOTO: Click on **Passport Photo Button** and a form is opened up, upload your passport (White Background not more than 300kb) and **Click Save**. You can also change your passport.

Online Application System
University College Hospital, Ibadan

Upload Standard Passport
(White Background and not more than 300kb)

Back

Email: peterbifme@gmail.com

Passport: Choose File

Save



11. PERMANENT ADDRESS: Fill in, all the fields are required and **Click Save**. If the form is submitted, update can also be made by changing any field and click the **Update Button**

The screenshot shows a web browser window with the URL localhost/son/biodata.php. The page title is "UCH SCHOOLS' PORTAL". The main content area displays a green header with the text "Welcome, Ogaunlewe Peter Fill the Form one after the other" and the "Online Application System" logo. Below the header, the text "University College Hospital, Ibadan" is displayed. A modal window titled "Add Permanent Address" is open in the center. The modal contains six input fields: "Address" (No 3 Adeyemi Street), "City" (Ibadan), "State" (Oyo, dropdown menu "Select State"), "Local Govt." (Afijio, dropdown menu "Select Local Govt."), "Senate District" (Akwa Ibom South, dropdown menu "Select Senatorial District"), and "Country" (Bahamas, The, dropdown menu "Select Country"). On the left side of the screen, there is a sidebar with dropdown menus for "School", "Passport Photo", "Permanent Address", "Contact Address", "O'Lvel Qualification", "Academic Record", "Sponsor", "Next Of Kin", "Referee", and buttons for "Preview Form", "Print Form", and "Photo Card". The bottom right corner of the screen shows the system date and time as "5:19 AM 13-Mar-19".

UCH SCHOOLS' PORTAL | (9) Send SMS | Google | Inbox (28) - peterbifme@gmail.com | +

localhost/son/biodata.php

Online Application System University College Hospital, Ibadan

Add Permanent Address [Close](#)

| | | |
|---|---------------------|----------------------------|
| T | No 3 Adeyemi Street | |
| T | Ibadan | |
| L | Oyo | Select State |
| L | Afijo | Select Local Govt. |
| L | Akwa Ibom South | Select Senatorial District |
| L | Bahamas, The | Select Country |

Update

12. CONTACT ADDRESS: Fill in, all the fields are required and **Click Save**. If the form is submitted, update can also be made by changing any field and click the **Update Button**

UCH SCHOOLS' PORTAL | (9) Send SMS | Google | Inbox (28) - peterbifme@gmail.com | +

localhost/son/biodata.php

Online Application System University College Hospital, Ibadan

Welcome. Ogaunleve Peter Fill the Form one after the other [Close](#)

Add Contact Address

| | | |
|---|--------|--------------------|
| T | No 34 | |
| T | Ibadan | |
| L | Oyo | Select State |
| L | Afijo | Select Local Govt. |

Update

13. O' LEVEL QUALIFICATION: Fill in the required fields and **Click Save**. To update and delete, click the **Update/Delete Button**

The screenshot shows a web browser window with the URL localhost/son/biodata.php. The page title is "University College Hospital, Ibadan". On the left, there is a sidebar with various dropdown menus and buttons: School (selected), Passport Photo (selected), Permanent Address (selected), Contact Address (selected), O'Level Qualification (selected), Academic Record (selected), Sponsor (selected), Next Of Kin (selected), Referee (selected), Preview Form, Print Form, and Photo Card. The main content area displays a form titled "Examination Passed or Entered for (Add as many sittings: not more than two)". It includes a note "All fields are required, select or fill in N/A if not applicable". The form has two columns: "Sitting" and "Exam Type". Under "Sitting", there is a dropdown menu "Select Exam Sitting" and a dropdown menu "Select Exam type". Under "Exam Type", there is a dropdown menu "Select Exam Year" with the value "2016" and a dropdown menu "Exam Number" with the value "A45678923". Below these are five rows for subjects, each with a "Select Subject" dropdown and a "Select Grade" dropdown. The rows are labeled 1. Subject through 5. Subject. At the bottom right of the form are "Submit" and "Edit/Delete" buttons.

This screenshot shows the same web browser window and URL as the previous one. The sidebar and form structure are identical. The main difference is that the "O'Level Qualification" section now contains 10 rows for subjects, labeled 1. Subject through 10. Subject, each with a "Select Subject" and "Select Grade" dropdown. The "Submit" and "Edit/Delete" buttons are at the bottom right of the form area.

14. UPDATE O' LEVEL QUALIFICATION: Click **Edit button** to update and **Delete button** to remove any record. In case you want to update, fill in or select any field you want to update and click the **Update Button**.

Online Application System
University College Hospital, Ibadan

Update/Delete O'level Result

| Sitting | Exam-Type | Exam-Year | Exam-Number | 1.Subject/Grade | 2.Subject/Grade | 3.Subject/Grade | 4.Subject/Grade | 5.Subject/Grade | 6.Subject/Grade | 7.Subject/Grade | 8.Subject/Grade | 9.Subject/Grade | Action |
|-------------|-----------------|-----------|-------------|-----------------------|-----------------|-----------------|-----------------------|-------------------------|-----------------|------------------|-----------------|----------------------|------------------------------|
| 1st Sitting | WASSCE May/June | 2015 | GHFK12789 | Computer Science - A1 | Biology - A2 | Chemistry - A3 | English Language - C4 | Futher Mathematics - B2 | N/A - N/A | Mathematics - A1 | Physics - A2 | Civic Education - A3 | Edit Delete |

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15. ACADEMIC RECORDS: Fill in, all the fields are required and **Click Save**. To update and delete, click the **Update/Delete Button**

UCH S X localhost X php c X how t X is it p X Goog X php - X is it p X Mesut X (6) Ne X YouTube X f (1) Pe X +

localhost/sen/biodata.php

Online Application System
University College Hospital, Ibadan

Academic Records
(Add as many Academic Records as possible)

T Institution Name of Institution

T Qualification WASCCE

O Year (From) 2011

O Year (To) 2018

Add New Edit/Delete

12:36 PM 18-Mar-19

School ✓
Passport Photo ✓
Permanent Address ✓
Contact Address ✓
OLevel Qualification ✓
Academic Record ✓
Sponsor ✓
Next Of Kin ✓
Referee ✓
Preview Form
Print Form
Photo Card

16. UPDATE O' LEVEL QUALIFICATION: Click **Edit** button to update and **Delete** button to remove any record. In case you want to update, fill in or select any field you want to update and click the **Update Button**.

The screenshot shows a web browser window with the title 'UCH SCHOOLS' PORTAL'. The main content is titled 'Online Application System' and 'University College Hospital, Ibadan'. Below this, a sub-section titled 'Update/Delete Academic Records' is displayed. A table lists three academic records with columns for S/N, Institution, Qualification, Year (From), Year (To), and Action (containing 'Edit' and 'Delete' buttons). The records are:

| S/N | Institution | Qualification | Year (From) | Year (To) | Action |
|-----|----------------------|---------------|-------------|-----------|---------------------------|
| 1 | NOUN | B.science | 2006 | 2012 | Edit Delete |
| 2 | UI | B.sc. | 2011 | 2015 | Edit Delete |
| 3 | University Of Ibadan | RN | 2001 | 2003 | Edit Delete |



17. SPONSOR: Fill in all the fields are required and **Click Save**. If the form is submitted, update can also be made by changing any field and click the **Update Button**.

The screenshot shows a web browser window with the title 'UCH SCHOOLS' PORTAL'. The main content is titled 'Welcome, Ogunleye Peter Fill the Form one after the other'. A modal dialog box is open, titled 'Add Your Sponsor'. Inside the dialog, there are six input fields with labels: 'Surname' (Ogunleye), 'Firstname' (Kehinde), 'Occupation' (Civil Service), 'Contact Add' (NO 23 Adekunle Roads), 'Email' (kunle@gmail.com), and 'Phone' (08056231478). To the left of the modal, a sidebar lists various application sections with dropdown menus, such as 'School', 'Passport Photo', 'Permanent Address', 'Contact Address', 'O'Level Qualification', 'Academic Record', 'Sponsor', 'Next Of Kin', 'Referee', 'Preview Form', 'Print Form', and 'Photo Card'.

UCH SCHOOLS' PORTAL | (9) Send SMS | Google | Inbox (28) - peterbifme@gmail.com | +

University College Hospital, Ibadan

Add Your Sponsor

Surname: Ogunleye

Firstname: Kehinde

Occupation: Civil Service

Contact Add.: NO 23 Adekunle Roads

Email: kunle@gmail.com

Phone NO: 08056231478

Update

18. NEXT OF KIN: Fill in, all the fields are required and **Click Save**. If the form is submitted, update can also be made by changing any field and click the **Update Button**.

UCH SCHOOLS' PORTAL | (9) Send SMS | Google | Inbox (28) - peterbifme@gmail.com | +

Welcome. **Osunlere Peter** Fill the Form one after the other

Online Application System
University College Hospital, Ibadan

Add Parent/Guidance/Next of Kin

Surname: Ogunbilyi

Firstname: Omowo

Relationship: Brother

Gender: Male

Contact Add.: No 3 adeyemi Street

Email: omolara@yahoo.com

School ✓
Passport Photo ✓
Permanent Address ✓
Contact Address ✓
O'Level Qualification ✓
Academic Record ✓
Sponsor ✓
Next Of Kin ✓
Referee ✓

Preview Form Print Form Photo Card

Referee

Surname: Ogunbiyi
Firstname: Omowo
Relationship: Brother
Gender: Male
Contact Add.: No 3 adeyemi Street
Email: omolara@yahoo.com
Phone: 08063124524

Update

19. REFEREE: Fill in, all the fields are required and **Click Save**. To update and delete, click the **Update/Delete Button**

School ✓
Passport Photo ✓
Permanent Address ✓
Contact Address ✓
O'Level Qualification ✓
Academic Record ✓
Sponsor ✓
Next Of Kin ✓
Referee ✓

Preview Form Print Form Photo Card

Referee

Surname: [empty]
Firstname: [empty]
Occupation/ Post Held: Civil Service/Cheif Accountant
Gender: Select Gender
Contact Add.: Contact Address
Email: peterbifme@yahoo.com
Phone: 08056324789

Add New **Edit/Delete**

20. UPDATE REFEREE: Click **Edit button** to update and **Delete button** to remove any record. In case you want to update, fill in or select any field you want to update and click the **Update Button**.

UCH SCHOOLS' PORTAL (9) Send SMS Google inbox (28) peterbifme@9mail.com

7 C (localhost/son/ref_table.php)

Online Application System
University College Hospital, Ibadan

Update/Delete Referee

| SIN | Surname | Firstname | Gender | Occupation | Contact Address | Phone NO | Email | Action |
|----------|---------|-----------|--------------------------------|----------------------|-----------------|------------------|---|--------|
| Ogunfeye | Omo | Male | Civil Service/Cheif IT Officer | NO Adekeri Road | 08063452136 | Peter@yahoo.com | Edit Delete | |
| Adekunle | Ibola | Male | Civil Right Officer | 27, Ama du Bello Way | 08056321478 | Aw@gmail.com | Edit Delete | |
| Akin | Alabi | Female | Chief Police Officer | 27, Ama du Bello Way | 08023145698 | Alabi@ yahoo.com | Edit Delete | |

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5:21 AM 13-Mar-19

21. PREVIEW Form: Click Preview Form Button to preview the form before printing.

UCH SCHOOLS' PORTAL (9) Send SMS Google inbox (28) peterbifme@gmail.com

7 C (localhost/son/preview_print.php)

IBADAN. (GNEEC-SONUCHI)

APPLICATION FORM FOR ENTRY INTO THE SCHOOL OF NURSING, UGH, IBADAN

FORM NO
6591472

IMPORTANCE NOTICE
The Course is for a period of three years after which candidates will be presented for both Hospital Final Examination and the Nursing and Midwifery Council of Nigeria Final Examination to qualify as a General Nurse and be eligible to become a Registered Nurse (RN).

1. PERSONAL DATA

| | |
|---|---------------------------|
| SURNAME: OGUNLEYE | OTHERNAME: OMOWONUOLA |
| FIRST NAME: PETER | MARITAL STATUS Married |
| GENDER: Male | DATE OF BIRTH: 15-06-1955 |
| MAIDEN NAME: Ogunsolu | RELIGION Christianity |
| AGE: 63yrs | STATE OF ORIGIN: Oyo |
| COUNTRY: Bahamas, The | |
| LOCAL GOVT AREA OF ORIGIN: Afijo | |
| PERMANENT ADDRESS (HOME): No 3 Adeyemi Street | |
| POSTAL ADDRESS: No 34 | |
| EMAIL ADDRESS: PETERBIFME@GMAIL.COM | PHONE NO: 08067155307 |

5:21 AM 13-Mar-19

22. PRINT FORM: Click Print Button, scroll down and click Print Button to print the form.

UCH SCHOOLS' PORTAL UCH SCHOOLS' PORTAL (9) Send SMS Google Inbox (28) - peterbifme@gmail.com

localhost/son/applicant.php

GENERAL NURSING ENTRANCE EXAMINATION COMMITTEE, SCHOOL OF NURSING, UCH, IBADAN. (GNEEC-SONUCHI)

APPLICATION FORM FOR ENTRY INTO THE SCHOOL OF NURSING, UCH, IBADAN

FORM NO: 6591472





IMPORTANCE NOTICE
The Course is for a period of three years after which candidates will be presented for both Hospital Final Examination and the Nursing and Midwifery Council of Nigeria Final Examination to qualify as a General Nurse and be eligible to become a Registered Nurse (RN).

1. PERSONAL DATA

| | |
|---|---------------------------|
| SURNAME: OGUNLEYE | |
| FIRST NAME: PETER | OTHERNAME: OMOWONUOLA |
| GENDER: Male | MARITAL STATUS: Married |
| MAIDEN NAME: Ogunsolu | DATE OF BIRTH: 15-06-1955 |
| AGE: 63yrs | RELIGION: Christianity |
| COUNTRY: Bahamas, The | STATE OF ORIGIN: Oyo |
| LOCAL GOVT AREA OF ORIGIN: Afijo | |
| PERMANENT ADDRESS: (HOME) No 3 Adeyemi Street | |
| POSTAL ADDRESS: No 34 | |
| EMAIL ADDRESS: PETERBIFME@GMAIL.COM | PHONE NO: 08067155307 |

5:22 AM
13-Mar-19

6. ATTESTATION

I hereby confirm that this applicant is personally known me. The information supplied in his/her form is to the best of my knowledge. The attached photograph endorse by me is a true resemblance of the applicant.

Please Note:

Only the following categories of people can complete section 6 of the form i.e Clergy, Imam, Justice of Peace (JP), Lawyer, Civil Servant from Grade I level I2 and

above Full Name (Mr., Mrs. Chief Dr. Prof. Pst. Rev. Imam) **Ogunleye Omo**

Contact Address: NO Adekemi Road

Occupation/Post Held: **Civil Service/Chief IT officer**

Signature

Date

FOR OFFICIAL USE ONLY

SCORE IN THE ENTRANCE EXAMINATION

SCORE AT INTERVIEW LEVEL

INTERVIEWER'S COMMENT

SELECTED

NOT SELECTED



23. PHOTO CARD: Click Photo Card Button, click Print Button to print the Photo Card on Thick Paper (Please Print two (2) copies).



GENERAL NURSING ENTRANCE EXAMINATION COMMITTEE SCHOOL OF NURSING U C H B DAN (GNEEC SONUCHI)



FORM NO

6591472

ENTRANCE EXAMINATION/ INTERVIEW ADMISSION CARD Bring this card to the examination and interview venues

SURNAME: OGUNLEYE

FIRST NAME: PETER

OTHERNAME: OMOWONUOLA

MAIDEN NAME: Ogunsolu

SEX: Male

AGE: 63yrs

PHONE NO: 08067155307

POSTAL/CONTACT ADDRESS: No 34

EMAIL ADDRESS: peterbfme@gmail.com

EXAMINATION DATE

TIME

EXAM VENUE

DATE:

CANDIDATE'S SIGNATURE:

Prindpal's / Chairman's Signature/Stamp (GNEEC SONUCHI)



NB

1. Print the Form, attach all relevant documents, photocopies of all credentials and submit a copy to the School.
2. Print two (2) Photo Cards and take it to the school for Stamping and Signature