

COURSE REGISTRATION USER MANUAL FOR PETROLEUM TRAINING INSTITUTE




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Introduction: This manual is a guide that shows you the steps on how a student can go about his/her course registration on the PTI Eduportal.

Home Page: The screen shot below shows the various tasks that can be performed by a bona fide student during course registration in the Portal.



PETROLEUM TRAINING INSTITUTE, EFFURUN

[Home](#) | [Student Login](#) | [FAQs](#) | [Contact Us](#)

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[Return To My Application](#)
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Application for Admission

PART-TIME (ICE) ONLINE APPLICATION ON SALE:
TO APPLY, FOLLOW THESE STEPS BELOW (APPLICATION PROCEDURE)

1. Pay cash (=N=7800) for PTI Application Form 2012/2013 in any **Zenith bank** branch, with **Account Number:1012799133**.
2. Collect the Confirmation Bank PIN equivalent to the amount paid for your APPLICATION FORM.
3. If you have carried out the above steps, proceed with your application now.

***** Remember to print Your Application Form / Exam Card after you have completed the Form.. We wish you all the best !.**

Important Notice

ALL FULLTIME ND,HND,CERTIFICATE APPLICANTS SHOULD CLICK HERE OR LOG IN TO VIEW RESULTS

For Admission Enquiries;
admission@pti.edu.ng ,
08032640578
For Portal Complaints;
itsupport@pti.edu.ng ,
08126971127, 08052742813

All Calls must be between;
Mon-Fri, 9am-4pm.

ONLINE APPLICATIONS NOW CLOSED ...

Entrance examination for ND programmes holds on 15th September, 2012. Interview for HND candidates holds on Friday 21st September (1PM-6PM) and SAT 22nd September, 2012 (11am - 6pm)

Returning/Old Students:

Follow the steps below to do your session clearance:


- Pay for PTI School Fees at the participating bank listed below and obtain a receipt containing your Confirmation Order Number
- If you are Old/Returning Student who is new to the Portal kindly [click here](#) to continue
- If you have carried out the above step, kindly [click here](#) to continue.

Registration of Courses

New and returning students
Continuing with your course registration requires you to have done the following:

- Pay for PTI School Fees at the participating bank and obtain a receipt containing your Confirmation Order Number
- If you have carried out the above steps, kindly click on [\[REGISTER\]](#) to continue.

Get answers to your Frequently Asked Questions (FAQs)



NEED HELP?

Get Support >>

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STEPS:

Step 1. Click on *Course Registration* as shown below:

The screenshot shows the homepage of the Petroleum Training Institute, Effurun. The website has a green header with the institute's logo and name. A navigation bar includes links for Home, Student Login, FAQs, and Contact Us. On the left, a sidebar contains buttons for Application Procedure, Available Programmes, Apply For Admission, Return To My Application, Download Prospectus, Check Exam Scores, Check Admission Status, Course Registration, and E-LIBRARY. The 'Course Registration' button is highlighted with a red line. The main content area features an 'Application for Admission' section with a list of steps for part-time (ICE) online application, an 'Important Notice' section with contact information for admission enquiries and portal complaints, and a central banner stating 'ONLINE APPLICATIONS NOW CLOSED ...'. Below the banner, there are sections for 'Returning/Old Students' and 'Registration of Courses'. A 'NEED HELP?' section with a question mark icon and 'Get Support >>' link is located at the bottom left. A red line points from the 'Course Registration' button to a text box on the right that says 'Click on Course Registration to take you to the login Page.'

PETROLEUM TRAINING INSTITUTE, EFFURUN

Home | Student Login | FAQs | Contact Us

Application for Admission

PART-TIME (ICE) ONLINE APPLICATION ON SALE:
TO APPLY, FOLLOW THESE STEPS BELOW (APPLICATION PROCEDURE)

1. Pay cash (=N=7800) for PTI Application Form 2012/2013 in any Zenith bank branch, with Account Number:1012799133.
2. Collect the Confirmation Bank PIN equivalent to the amount paid for your APPLICATION FORM.
3. If you have carried out the above steps, proceed with your application now.

*** Remember to print Your Application Form / Exam Card after you have completed the Form.. We wish you all the best !.

Important Notice

ALL FULTIME ND,HND,CERTIFICATE APPLICANTS SHOULD CLICK HERE OR LOG IN TO VIEW RESULTS

For Admission Enquiries;
admission@pti.edu.ng ,
08032640578

For Portal Complaints;
itsupport@pti.edu.ng ,
08126971127, 08052742813

All Calls must be between;
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- If you have carried out the above step, kindly [click here](#) to continue.

Registration of Courses

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- Pay for PTI School Fees at the participating bank and obtain a receipt containing your Confirmation Order Number
- If you have carried out the above steps, kindly click on [\[REGISTER\]](#) to continue.

Get answers to your Frequently Asked Questions (FAQs)

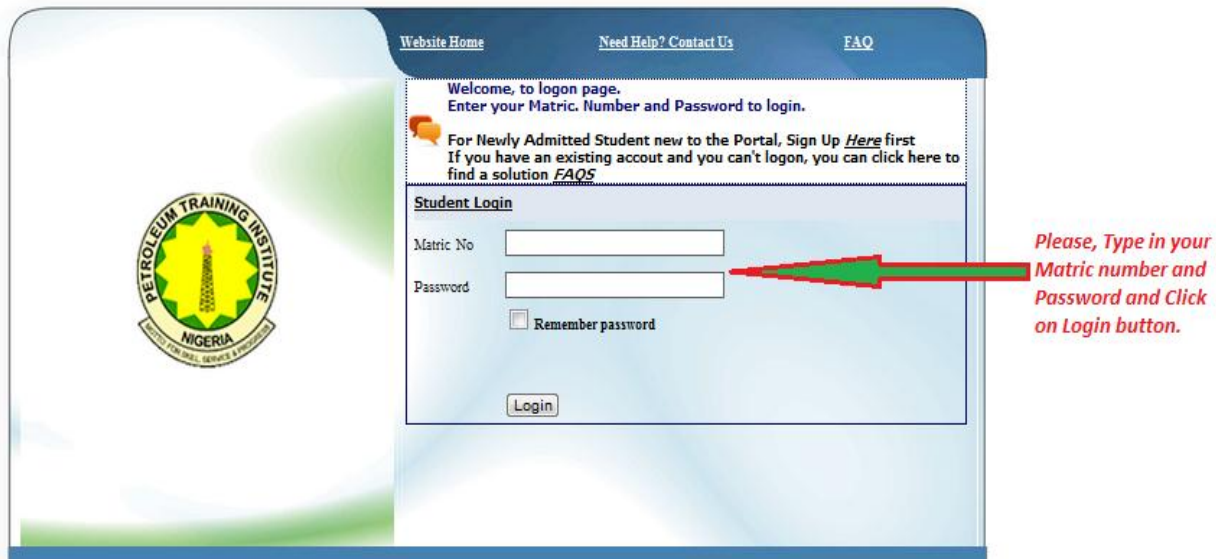
NEED HELP?

Get Support >>

Copyright © 2011 - 2012. Petroleum Training Institute, Effurun ody>

Logon Page:

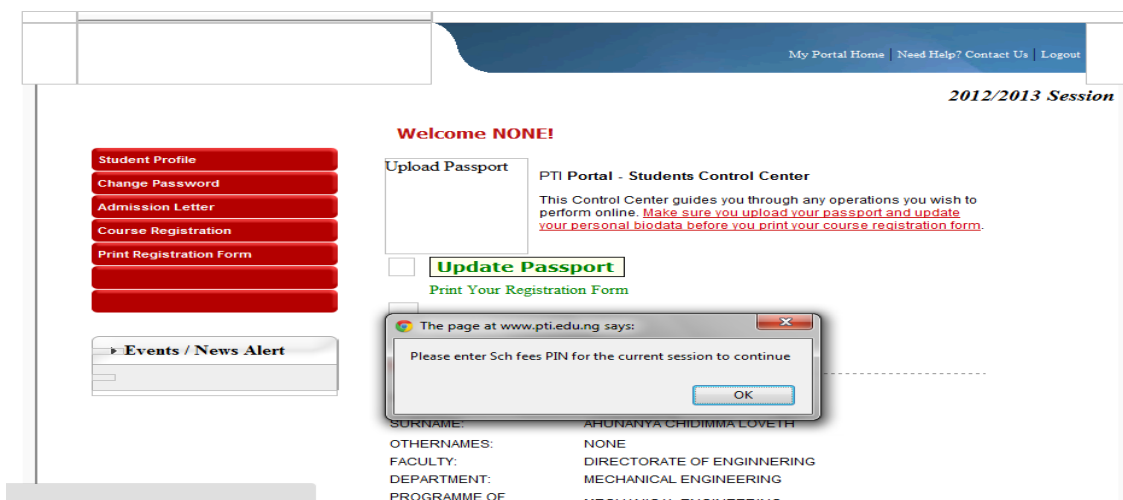
Step 2. Student enters *login credentials*, which is defaulted to *Matriculation Number both as username and Password*. These credentials can be changed by student at his convenience



Note: On successful login with the student's right credential, the application direct the student to a page where he/she is expected to type in his/her School Fee Payment PIN for fee confirmation

Below is the screen shot illustrating the next line of action

School Fees Confirmation Page:



Step 3. Student enters school fees PIN and click on continue button to navigate to student control center as shown below:

Website Home | Need Help? Contact Us | FAQ | Log Out

Welcome, Enter your School Ref Number Accordingly; Click Continue to Proceed

User Ref Number Authentication

Note that you can make a FULL or PART payment by selecting Payment Type (All payment outstanding must be completed by the beginning of 2nd Semester)

Full Payment

Sch Fees PIN

Continue

Please, enter your School Fee PIN and Click Continue button which the arrow is pointed to and continue your registration

For technical queries, send Email to itsupport@pti.edu.ng

Step 4. Student clicks on *student profile* to update student data.

Petroleum Training Institute

My Portal Home | Need Help? Contact Us | Logout

2012/2013 Session

Welcome SUKURAT TOPE!

PTI Portal - Students Control Center

This Control Center guides you through any operations you wish to perform online. Make sure you upload your passport and update your personal biodata before you print your course registration form.

Update Passport

Student Personal Information

MATRIC NUMBER:	011/DUC/FLC/BUS 016/0082
SURNAME:	ABDULRAMON
OTHERNAMES:	SUKURAT TOPE
FACULTY:	DIRECTORATE OF ENGINEERING
DEPARTMENT:	PETROLEUM AND NATURAL GAS PROCESSING
PROGRAMME OF STUDY:	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY
LEVEL:	ND II
STUDY MODE:	FULL-TIME
YOUR DELTA MAIL:	

Click on Student Profile to update your details

Student Profile

Change Password

Course Registration

Print Registration Form

Exam Clearance Form


Library Registration Authorisation

My ID Card

Payment Receipts

Events / News Alert

Personal Data Page: On this screen, student can modify his/her data.

**Petroleum Training Institute**

My Portal Home | Need Help? Contact Us | Logout

Personal Data Form2012/2013 Session

Important Notice
1. This page is to enable you update some of your personal information.
2. Only information fields required are enable for entry.

FACULTY DIRECTORATE OF ENGINEERING	PROGRAMME OF STUDY PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	LEVEL/MATRIC NO. ND II 011/DUC/FLC/BUS 016/0082
---	---	--

Make sure you click on UPDATE Button below to finish the update

Personal Detail


Title	Mrs.	
Surname	ABDULRAMON	
Othernames	SUKURAT TOPE	
Maiden name (If married Female)		
Date of Birth	Day	Month
Marital Status	Single	Year
Nationality	Nigerian	Sex
Religion	Christian	
Permanent Home Address (Not Postal Address)	BORIS AKA STREET	
Email Address		
Phone Number	8074025794	
Next of Kin Name:		
Next of Kin Address:	
Next of Kin Phone:	090	
Next of Kin Relationship:	
Next of Kin Email:	..	
Hall of Residence/Hostel	Room No
(Write "L.O." if living outside)		

Program Detail

Pick Location For Interactive Session:	<input type="radio"/> Ibadan	<input type="radio"/> Lagos
Pick Location For Examination Center (O-Level Only):	<input type="radio"/> Ibadan	<input type="radio"/> Lagos

Click here to Update

Step 5. Click on the update button as shown in the screen shot below


Petroleum Training Institute

[My Portal Home](#) | [Need Help? Contact Us](#) | [Logout](#)

Personal Data Form
2012/2013 Session

Important Notice

1. This page is to enable you update some of your personal information.
2. Only information fields required are enable for entry.

FACULTY DIRECTORATE OF ENGINEERING	PROGRAMME OF STUDY PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	LEVEL/MATRIC NO. ND II 011/DUC/FLC/BUS 016/0082
---	---	--

Make sure you click on UPDATE Button below to finish the update

Personal Detail

Title

Mrs.

Surname

ABDULRAMON

Othernames

SUKURAT TOPE

Maiden name (If married Female)

Date of Birth

Day
Month
Year

Marital Status

Single

Sex

Nationality

Nigerian

Religion

Christian

Permanent Home Address (Not Postal Address)

BORIS AKA STREET

Email Address

Phone Number

8074025794

Next of Kin Name:

Next of Kin Address:

Next of Kin Phone:

090

Next of Kin Relationship:

Next of Kin Email:

Hall of Residence/Hostel

Room No

39

(Write "L.O." if living outside)

Pick Location For Interactive Session:

☐ Ibadan
☐ Lagos

Pick Location For Examination Center (O-Level Only):

☐ Ibadan
☐ Lagos

Click here to Update

On completion of the form, click the button to update your details

Step 6. Student clicks on *Upload Passport* as shown below to upload his passport photograph.

Petroleum Training Institute

My Portal Home | Need Help? Contact Us | Logout

2012/2013 Session

Welcome **SUKURAT TOPE!**

PTI Portal - Students Control Center

This Control Center guides you through any operations you wish to perform online. Make sure you upload your passport and update your personal biodata before you print your course registration form.

Update Passport

Please, Click on Update Passport to Upload your passport photograph (15kb size).

Student Personal Information

MATRIC NUMBER:	011/DUC/FLC/BUS 016/0082
SURNAME:	ABDULRAMON
OTHERNAMES:	SUKURAT TOPE
FACULTY:	DIRECTORATE OF ENGINEERING
DEPARTMENT:	PETROLEUM AND NATURAL GAS PROCESSING
PROGRAMME OF STUDY:	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY
LEVEL:	ND II
STUDY MODE:	FULL-TIME
YOUR DELTAS MAIL:	

► Events / News Alert

The screen shot below shows a student's passport photograph, as well as his or her personal information

The screenshot shows the PTI portal interface. At the top, there is a header with the Petroleum Training Institute logo, the name 'Petroleum Training Institute', and navigation links: 'My Portal Home', 'Need Help? Contact Us', and 'Logout'. The session is identified as '2012/2013 Session'. On the left, a vertical menu contains buttons for 'Student Profile', 'Change Password', 'Course Registration', 'Print Registration Form', 'Payment Receipts', and 'Events / News Alert'. The main content area welcomes 'SUKURAT TOPE!' and features a 'PTI Portal - Students Control Center' section with a passport photo and instructions to upload a passport and update biodata. Below this is the 'Student Personal Information' section, which lists the following details:

MATRIC NUMBER:	011/DUC/FLC/BUS 016/0082
SURNAME:	ABDULRAMON
OTHERNAMES:	SUKURAT TOPE
FACULTY:	DIRECTORATE OF ENGINEERING
DEPARTMENT:	PETROLEUM AND NATURAL GAS PROCESSING
PROGRAMME OF STUDY:	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY
LEVEL:	ND II
STUDY MODE:	FULL-TIME
YOUR DELTAS MAIL:	

Step 7. Student clicks on *Change Password*, to change his pass word.

This screenshot is identical to the previous one, but includes a red arrow pointing to the 'Change Password' button in the left-hand menu. A red text annotation next to the arrow reads: 'Click on change password as to change your password to a preferred one'. The rest of the page content remains the same.

Step 8. Student enters username and password.

Enter your old password, the new password and confirmation of the new password and click apply

Petroleum Training Institute

My Portal Home | Need Help? Contact Us | Logout

Change User Password

UserID	011/DUC/FLC/BUS 01
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Step9. Click on *Course Registration*, this panel directs a student to a page where he/she can register his/her current semester courses as well as the carry over courses.

Please, Click on Course Registration form to register your courses and print out approved courses for the Semester

Petroleum Training Institute

My Portal Home | Need Help? Contact Us | Logout

2012/2013 Session

Welcome SUKURAT TOPE!

PTI Portal - Students Control Center


This Control Center guides you through any operations you wish to perform online. Make sure you upload your passport and update your personal biodata before you print your course registration form.

Student Personal Information

MATRIC NUMBER:	011/DUC/FLC/BUS 016/0082
SURNAME:	ABDULRAMON
OTHERNAMES:	SUKURAT TOPE
FACULTY:	DIRECTORATE OF ENGINEERING
DEPARTMENT:	PETROLEUM AND NATURAL GAS PROCESSING
PROGRAMME OF STUDY:	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY
LEVEL:	ND II
STUDY MODE:	FULL-TIME
YOUR DELTAS MAIL:	

The page below shows where a student can add or drop his carry overs course by checking or unchecking the Tick Box.

Step



Petroleum Training Institute

[My Portal Home](#) | [Need Help?](#) [Contact Us](#) | [Logout](#)

Course Registration - 011/DUC/FLC/BUS 016/0082

2012/2013 Session
 Semester: First

Programme Admitted To	Course	Current Level	Matric/Reg No.
DIRECTORATE OF ENGINEERING	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	ND II	011/DUC/FLC/BUS 016/0082

Welcome SUKURAT TOPE,
 PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW
 Also note that: If your print out shows 'APPROVAL PENDING' Please do come back to do your final print out for submission
 ie When APPROVAL is no longer 'PENDING'
[You may not be able to print if your passport is not available](#)

CURRENT SEMESTER COURSES:

Course	Course Title	Credit Unit(s)	Status	<input checked="" type="checkbox"/> Tick All
GNS201	USE OF ENGLISH II	2	C	<input checked="" type="checkbox"/>
MTH202	LOGIC & LINEAR ALGEBRA	2	C	<input checked="" type="checkbox"/>
PGT207	INTRODUCTION TO TRANSPORT	2	C	<input checked="" type="checkbox"/>
PGT211	PROCESS CONTROL	3	C	<input checked="" type="checkbox"/>
PGT213	PETROCHEMICAL PROCESSING TECHNOLOGY	3	C	<input checked="" type="checkbox"/>
PGT214	PETROLEUM & GAS EQUIPMENT MAINTAINANCE	2	C	<input checked="" type="checkbox"/>

CARRY OVER COURSES: PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW

Course	Course Title	Credit Unit(s)	Status	Ticked
GNS 101	USE OF ENGLISH I	2	CO	<input type="checkbox"/>

GRAND TOTAL CREDITS: 16
[Click here to Register](#)

[You may not be able to print if your passport is not available](#)

10.

Student clicks on the register command button (*Click here to Register*) to register his course/s after.



Course Registration - 011/DUC/FLC/BUS 016/0082

2012/2013 Session

Semester: First

Programme Admitted To	Course	Current Level	Matric/Reg No.
DIRECTORATE OF ENGINEERING	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	ND II	011/DUC/FLC/BUS 016/0082

Welcome SUKURAT TOPE,

PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW

Also note that: If your print out shows 'APPROVAL PENDING' Please do come back to do your final print out for submission ie When APPROVAL is no longer 'PENDING'

You may not be able to print if your passport is not available

CURRENT SEMESTER COURSES:

Course	Course Title	Credit Unit(s)	Status	<input checked="" type="checkbox"/> Tick All
GNS201	USE OF ENGLISH II	2	C	<input checked="" type="checkbox"/>
MTH202	LOGIC & LINEAR ALGEBRA	2	C	<input checked="" type="checkbox"/>
PGT207	INTRODUCTION TO TRANSPORT	2	C	<input checked="" type="checkbox"/>
PGT211	PROCESS CONTROL	3	C	<input checked="" type="checkbox"/>
PGT213	PETROCHEMICAL PROCESSING TECHNOLOGY	3	C	<input checked="" type="checkbox"/>
PGT214	PETROLEUM & GAS EQUIPMENT MAINTAINANCE	2	C	<input checked="" type="checkbox"/>

CARRY OVER COURSES: PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW

Course	Course Title	Credit Unit(s)	Status	Ticked
GNS 101	USE OF ENGLISH I	2	CO	<input type="checkbox"/>

Please, check the Ticked box to add a carry over course/s depending on the credit units allowed.

GRAND TOTAL CREDITS: 16

[Click here to Register](#)

Please, Click on the button which the arrow is pointed to and submit your registered courses for an approval.

You may not be able to print if your passport is not available

The next page shows a report page for a successful registration of courses



Course Registration - 011/DUC/FLC/BUS 016/0082

2012/2013 Session

Semester: First

Programme Admitted To	Course	Current Level	Matric/Reg No.
DIRECTORATE OF ENGINEERING	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	ND II	011/DUC/FLC/BUS 016/0082

Welcome SUKURAT TOPE,

PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW

Also note that: If your print out shows 'APPROVAL PENDING' Please do come back to do your final print out for submission ie When APPROVAL is no longer 'PENDING'

You may not be able to print if your passport is not available

CURRENT SEMESTER COURSES:

Course	Course Title	Credit Unit(s)	Status	<input checked="" type="checkbox"/> Tick All
GNS201	USE OF ENGLISH II	2	C	<input checked="" type="checkbox"/>
MTH202	LOGIC & LINEAR ALGEBRA	2	C	<input checked="" type="checkbox"/>
PGT207	INTRODUCTION TO TRANSPORT	2	C	<input checked="" type="checkbox"/>
PGT211	PROCESS CONTROL	3	C	<input checked="" type="checkbox"/>
PGT212	OIL MOVEMENT & STORAGE	2	C	<input checked="" type="checkbox"/>
PGT213	PETROCHEMICAL PROCESSING TECHNOLOGY	3	C	<input checked="" type="checkbox"/>
PGT214	PETROLEUM & GAS EQUIPMENT MAINTAINANCE	2	C	<input checked="" type="checkbox"/>

CARRY OVER COURSES: PLEASE SELECT YOUR CARRY OVERS FOR THE SEMESTER BELOW

Course	Course Title	Credit Unit(s)	Status	Ticked
GNS 101	USE OF ENGLISH I	2	CO	<input type="checkbox"/>

--- Registration was successful ---

GRAND TOTAL CREDITS: 0

You may not be able to print if your passport is not available

The page below shows the summary of the successful course registration notifying the student that he has to wait for course registration approval by the school authority:.



Course Registration - 011/DUC/FLC/BUS 016/0082

2012/2013 Session

FACULTY	PROGRAMME OF STUDY	CURRENT LEVEL	MATRIC NO.
DIRECTORATE OF ENGINEERING	PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY	ND II	011/DUC/FLC/BUS 016/0082

Welcome back SUKURAT TOPE,
You have registered your course(s) successfully, you may wish to print your course form from the link below.
Note that the approval for your registration is still PENDING.
You can also ADD/DROP courses from the link below

[Print My Form](#) | [Add/Drop Course](#)

Please, Click on [Print Form](#) to Print your Course Registration Form, You can also Click on [Add/Drop course](#) to enable you add or drop course/s depending on the required credit Units for the Semester

Step 11. Student clicks on [Print My Form](#). (Shown above)

This displays a printable course registration form:



PETROLEUM TRAINING INSTITUTE
PMB 20, EFFURUN-DELTA STATE, NIGERIA

[Print](#)

STUDENT REGISTRATION FORM FOR COURSES

(To be printed in Quadruplicate).

STUDENT PERSONAL INFORMATION

MATRIC NO:011/DUC/FLC/BUS 016/0082 SURNAME:ABDULRAMON

OTHER NAMES: SUKURAT TOPE



SEX: DATE OF BIRTH:YEAR/MONTH/DAY STATE OF ORIGIN:ENUGU

EMAIL ADDRESS: PHONE NUMBER:8074025794

PROGRAMME:ND :2011/2012

DEPARTMENT: PETROLEUM AND NATURAL GAS PROCESSING ENGINEERING TECHNOLOGY

DIRECTORATE: DIRECTORATE OF
ENGINEERING

SESSION OF REGISTRATION: 2012/2013 YearOfStudy/Class Code: ND II

Course(s) Registered for 2012/2013 Session

COURSE CODE	COURSE TITLE	UNIT(S)	STATUS	APPROVAL STATUS
GNS201	USE OF ENGLISH II	2	C	<input type="checkbox"/> PENDING
MTH202	LOGIC & LINEAR ALGEBRA	2	C	<input type="checkbox"/> PENDING
PGT207	INTRODUCTION TO TRANSPORT	2	C	<input type="checkbox"/> PENDING
PGT211	PROCESS CONTROL	3	C	<input type="checkbox"/> PENDING
PGT212	OIL MOVEMENT & STROAGE	2	C	<input type="checkbox"/> PENDING
PGT213	PETROCHEMICAL PROCESSING TECHNOLOGY	3	C	<input type="checkbox"/> PENDING
PGT214	PETROLEUM & GAS EQUIPMENT MAINTAINANCE	2	C	<input type="checkbox"/> PENDING

Semester Total Credit Units: 16

CARRY OVER COURSES :

COURSE CODE	COURSE TITLE	UNIT(S)	STATUS	APPROVAL STATUS
GNS 101	USE OF ENGLISH I	2	CARRY OVER	<input type="checkbox"/> PENDING

Carry Over Total Credit Units: 4

Grand Total Credit Units: 20

STUDENT'S SIGNATURE / DATE

DISTRIBUTION:

EXAMINATIONS & RECORDS DIVISION

STUDENT AFFAIRS OFFICER

DEPT. CONCERNED

STUDENT CONCERNED

NOTE:

To be printed in quadruplicate by every student at the beginning of every semester

HEAD OF DEPARTMENT'S SIGNATURE / DATE

REGISTRAR'S SIGNATURE / DATE

[Print](#)