This is a manual to guide all newly admitted Postgraduate Students on how to go about their online registration.

The guidelines have been arranged in step-by-step. Students are strongly advised to follow these guidelines as arranged.

**NOTE:** This manual is only for already confirmed students and **NOT** for candidates applying for postgraduate studies programme.

**STEP 1: LOGIN INTO YOUR APPLICATION FORM**

Candidates on receipt of admission notification (by SMS or email), should log on to the portal with their **application no** and **password** to check and print their **Offer of Admission**.

**STEP 2: PRINT THE OFFER OF ADMISSION AND ACCEPTANCE LETTER**

On login, a page will be displayed as shown below. **Print** your **Offer of Admission** and **Acceptance Letter**. Note however that, a non-refundable fee of **N10,000** must be paid before the Acceptance of Offer Letter can be printed. Check for further guidelines on how to pay on the portal.
STEP 3: CLICK ON THE BEGIN REGISTRATION BUTTON AND FILL OUT THE DISPLAYED PAGE

Click on the **Begin Registration** button to fill out some few fields. Note that it is very important to supply this information as it affects the fees you will be paying, and some of the registration information you may need.

After filling out the form, click on the **Update Information** button. Successful update message will pop-up, notifying you to go for your confirmation of admission. The page is displayed as shown below:

![Registration Form](image)

STEP 4: GO FOR YOUR CONFIRMATION OF ADMISSION

The next step is to meet officers of the Postgraduate School for confirmation of admission. Make sure you come with your original credentials. There will be need to verify the authenticity of these credentials as supplied by you during application.

Also here, any candidate verified as ‘OK’ will be issued an **Admission Number**. For candidates who may want to defer their admissions, this will be their stoppage point. Contact postgraduate school for more information on deferment.
**STEP 5: CONFIRMED STUDENT LOGIN**

After confirmation and issuance of Admission Number, student then visit the website and login with their admission number and password (the same password used during application), by clicking on the ‘STUDENTS LOGIN’ button (This is also applicable to returning students). On click, a pop-up window will be displayed, prompting you to enter your admission number and password. Supply both and click on ‘LOGIN NOW’. Wait a bit for verification to be done before you proceed. See as shown below:

![Student Login Process](image)

**STEP 6: GENERATE PAYMENT INVOICE**

On successful login, a page detailing your payment breakdown will be displayed. Click on ‘Process Payment Invoice’ button. Note, it is important to verify that the total amount payable is correct with that which is specified on the schedule of fees for your programme. If there’s any disparity, contact the MIS for adjustment before your proceed. The Invoice breakdown page is displayed as shown below:

![Payment Invoice](image)
STEP 7: PRINT PAYMENT INVOICE OR PAY ONLINE

By clicking on ‘Proceed’, you will be taken to payment page. Here, if you choose, you may pay online with your debit cards – Master Card, Visa Card, Verve, PocketMoni may be used. Click on the ‘Process Payment Now’ button to print your Remita payment invoice. You are to take this invoice to any bank nationwide and make the necessary payments.

Note also the ORDER ID, this is very important in any of the options you chose for your payment. The payment page is displayed as shown below:

STEP 8: VERIFY PAYMENT

After payment – either made online or through bank payment, you will need to verify the payment to make sure it has been confirmed by the school. How do you verify your payment? It’s simple! Under a very normal circumstance, your payment should be ready for verification immediately after the actual payment is made. This is where your ORDER ID is very important.
Enter your **Order ID** (automatically displayed in most cases) and click on the ‘**Verify Payment Now**’ button. Verification may take a while, depending on your internet connection, you just have to wait. After a short while, a message box will be displayed, telling you the status of your payment – could read successful verification or otherwise. Normally, it should flag ‘Payment Verified Ok’ with a link to print receipt. **Click the link to print payment receipt.**

**STEP 9: PRINT PAYMENT RECEIPT**

Next is to print your payment receipt. Information about you and details of your payment are shown here.
STEP 10: PRINT REGISTRATION FORMS

Printing of registration forms will be the next. There are several registration forms to be printed—Students Particular Form, Medical Examination Report, Course Registration Form and Students Clearance Form. All these forms are pre-filled with the information you have supplied while applying for PG studies. If you need to correct any of this information, you may open any of the registration pages and edit as appropriate. Any edit made would take effect immediately on the registration forms. Note that all these forms are to be printed in at least, quadruplicates; some of the forms might require more, though. Ask the PG school for the appropriate number of each of the forms to be printed.
Note: There are some of these forms that still require your inputs, like Medical Report Form and Course Registration Form – you may need to fill out or write with ink, the blank spaces that have not been pre-filled.