

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

STUDENT PORTAL PROCESS FLOW

RETURNING STUDENTS

A. STUDENT PORTAL ACCOUNT VERIFICATION.

- Visit the University website "[www.futo.edu.ng](http://www.futo.edu.ng)"
- Click on the link "*Portal*"
- Click on *verify your account* link to create login details.
- Select "*student type*" then enter your Matriculation number.
- Click on *submit* button to verify your account
- Get the Account Notification slip bearing your login details with the Matriculation number as the default username and password

B. PROFILE DETAILS

i. Change password

- Enter your username and password and click on the *Login* button.
- Click on change password to change your password.
- Enter the old password and the new password, confirm new password.
- Click *change password* button.

ii. Fill Profile

- Click the profile details menu and selects the fill the profile details menu
- Complete the profile and click the Submit Button
- Ensure you Update your Level to the current Level
- Print the Student profile information page

C. SCHOOL FEES PAYMENT PROCESS

- Login to the portal with your *username and password*
- Click on "*Pay School fees*" to generate your payment invoice
- **Select the required session and level for payment**
- Print your payment invoice contain the RRR code and proceed to any bank for payment.
- After successful payment in bank, return to the portal [www.portal.futo.edu.ng](http://www.portal.futo.edu.ng) and login with your account details to print FUTO school fees e-receipt with the RRR code on the invoice.

### Online School fees eReceipt

- Click the "*Pay School Fees*" menu
- Enter the required payment details
- Print the School Fees Receipt

### D. HOSTEL ALLOCATION

- Click the *hostel allocation* menu
- Click on "*Generate Hotel reservation*"
- Enter the required details
- Select *the Hostel* type
- Generate Hostel Allocation payment invoice
- Proceed to FUTO MFB for payment with the generated payment invoice.
- After successful payment in bank, return to the portal with the ePin generated in bank.
- Click on "*Print Hostel reservation receipt*" to print the allocated ROOM.
- Print the allocated room on the receipt and proceed to Student Affairs Unit further clearance.

### E. COURSE REGISTRATION

- Click the *course registration* menu and select *the Register Courses* menu.
- Select the *session* and *semester* and click the *submit* button.
- Select your courses for that semester and click the *submit* button,
- Print the registered courses,

### F. RESULTS

- Click the *Result menu* and select the *view result* menu.
- Select the semester and session and click the *submit* button
- Print the online semester result slip.

### G. SIGN OUT

- Click the close menu, this takes you back to Login page.

For further enquires contact ICT Centre, or send an email to [ict@futo.edu.ng](mailto:ict@futo.edu.ng).