

# REGISTRATION PROCEDURE FOR FRESHMEN/NEW STUDENTS

## Check Admission Status

- Visit the University website – [www.futo.edu.ng](http://www.futo.edu.ng)
- Click on “*Prospective student*”
- Click on “*Check Admission status*” to confirm your admission
- Chose the option “*click here to check 2016/2017 Undergraduate admission status*”
- Enter your JAMB REG NO and click on submit button to view your admission status
- After confirming your admission click on the link “*Click here to continue with the admission registration*”
- Update your O’level details by supplying your O’Level exam year, exam number and O’Level result scratch card pin.

## Portal Account Verification

- Click on the link ‘*Portal*’ on the website home page
- Then click on “*Verify your Account*” to generate portal login details.
- Get account details with the JAMB Registration number as the default username and password.
- Login with your username and password
- Click on “*change password*” to change your password

### 1. PROFILE DETAILS

- Click on *fill profile details*.
- Enter the required information on the field.
- Click on submit button to complete your profile details.
- Print the profile information slip.

### 2. Pay Acceptance Fees

- Login to the Portal [www.portal.futo.edu.ng](http://www.portal.futo.edu.ng) with your *username* and *password*
- Click on “*Pay Acceptance*” to generate your payment invoice
- Print your invoice and proceed to the any bank to pay using your RRR code on the invoice.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*s.
- After successful payment in the bank and online, print FUTO admission letter and Clearance Form 6.

### 3. Pay School Fees

- Login to the portal with your *username and password*
- Click on “*Pay School Fees*” to generate your payment invoice

- Print your invoice and proceed to any bank for payment.
- Alternatively, you can make payment using the online payment options with credit/ debit cards such as *Verve, Visa, MasterCard*.
- 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.

#### **School fees eReceipt**

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

#### **4. 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**

#### **5. OTHER CLEARANCE**

- Proceed to the Admissions unit for registration and collection of Green-file with original and photocopies of the following documents
- After payment of school fees proceed to FUTO Library for registration and issuance of Library card
- Proceed to FUTO health services center for registration/examination and issuance of a Health Clearance certificate.

**NOTE: All admitted Direct Entry Students are required to inform their institution to forward their Academic Transcript to the Registrar, Federal University of Technology, Owerri. PMB 1526**

#### **Online 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,

#### Online Result Checking

- 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.

#### Sign Out

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

#### REMARKS

- Students are once more reminded that payment of school fees is compulsory and this payment will give students access to;
  - i. Obtaining Matriculation Number automatically
  - ii. Online course Registration
  - iii. Semester Examination
  - iv. Campus WiFi.

## 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
- 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.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*.

***Note:*** You must ensure a payment invoice is generated on the portal for the online payment option.

- 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 students having issues with the above online process should contact FUTO ICT Centre, or send an email to [ict@futo.edu.ng](mailto:ict@futo.edu.ng)