STUDENT PORTAL PROCESS FLOW FOR (PRE_DEGREE)

1.
    I. Visit the University website   https://futo.edu.ng/
    II. Click on the link   *Portal*
    III. Click on   *Pre-degree*   and then   *Confirm Admission Status*
    IV. Enter your Application number.
    V. Click on *submit* button to confirm your admission status
    VI. Enter your   *email address*   and click on   *Update*
    VII. Get the Account Notification slip bearing your login details with your Application Number as the default username and Password.

2.
    ▪
        I. Enter your username and password and click on the *Login*
        II. Click on *change password* to change your password.
        III. Enter the default password and the new password, confirm the new password.
        IV. Click *change password*

    ▪
        I. Click the profile details menu
        II. Confirm and Print the Student profile information page

3.
    ▪ Click on the link   *Acceptance*   enter your email address and then submit to generate your payment invoice.
    ▪ Print your payment invoice containing 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, MasterCards.*

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

- After successful payment in a bank, return to the portal and log in with your account details to print FUTO your Acceptance receipt.

4.

- Login to the portal with your *username   password*

- Click on   *School Fees* , then submit to generate your payment invoice

- Print your payment invoice containing 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, MasterCards.*

- *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 and log in with your account details to print FUTO pre-degree fee e-receipt

- Print your Pre-Degree Registration number

5.

- Click the *Hostel* menu, click on *Generate* to select Hostel Type

- Select the *desired hostel* and click the *submit* button to generate your payment invoice

- Print your payment invoice and proceed to FUTO MICRO FINANCE bank for payment.

- After successful payment in a bank, return to the portal, log in and print FUTO Hostel allocation e-receipt.

6.

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