

KWARA STATE POLYTECHNIC FRESH STUDENTS REGISTRATION

INSTRUCTIONS

- 1) Login with your **StudentID** and **Password** on the login page of regular students (The two are contained in the admission notification that is available via your applicant portal).
- 2) Click on **Change Password** menu after logging in. This would enable you to start using a password that is more familiar to you than the one assigned to you by the computer.
- 3) Goto **Update My Info** menu if you desire to update your email address, phone number and Contact Address.
- 4) Notice your **status** at the right bottom corner of the screen. It should show **Admitted** as your status.
- 5) You need to pay your **Acceptance Fee** as soon as possible. To do this, click on **Make Payment** menu item on the left.
- 6) Firstly, read the instruction shown to you thoroughly, then click on **Acceptance Fees** tab
- 7) You should see the amount that you are expected to pay automatically. Click on **College Pay** button to proceed
- 8) Follow the instructions until you get to where you are asked to input your ATM Card details. Continue following stated instructions.
- 9) If your payment is successful, print your receipt and return to home page.
- 10) You would notice that your **status** at the bottom right corner has changed to **Clearance Started**.

- 11) Click on **Clearance Data** menu and proceed to upload scanned copies of your original credentials. Click the upload button after successfully attaching each document.
- 12) Click on **Save and Request Clearance** after you have uploaded all your documents.
- 13) Await a clearance officer to attend to your clearance request. This normally takes up to 3 days or more depending on how many students have requested for clearance and your position on request list.
- 14) Go back to your home page again to see that your status has changed once again to **Clearance Requested**.
- 15) Keep checking this status until you see **Cleared** as your status.
- 16) If your clearance is **rejected**, you would see a notification on your home page everytime you logged in. The same would be available in your email address.
- 17) Once **Cleared**, you are now free to make payment of your school fees. Click on Make Payment menu, read the instructions and click on **school fees tab** to proceed. Follow instructions shown on pages.
- 18) Successful payment would also change your status to **school fee paid** on home page.
- 19) Successful payment of school fees, gives you access to Generate your **Matriculation Number** on the home page of your portal.
- 20) Click on **Course Registration** menu to proceed with course registration.
- 21) Print your course registration slip, **BioData-A, B, and C, Clearance Slip and payment history** from **My Documents**.
- 22) You have now completed your registration for the **Academic Session**