Registration Guide for 2014/2015 Session

Dear Student,
Please go through the following steps to make your fees payment, course registration and accommodation booking (if you are entitled for accommodation).

1. If you are NOT a new student, go to Step 2. New students must be screened, first, before they start registration:
   a. New postgraduate students should go to the Postgraduate School for screening.
   b. Other students should go to their faculties/institutes/centers for screening.
   c. After screening, go to Step 2.
2. Go to the ABU Web Portal at http://portal.abu.edu.ng
3. Login based on your user category:

   a. Follow the following link if you forgot your password:
   b. If you cannot login, report to MIS on eportaldevelopment@abu.edu.ng or call any of the listed numbers: 07067430531, 07067430505, 07067430539, 07067430512 (*Calling Hours - Monday to Friday; 9.00am to 5.00pm*).

4. If you login successfully, proceed to Step 5.
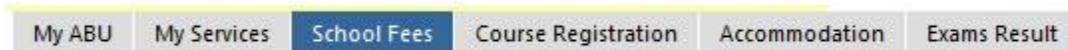5. After login successfully, you will be taken to a page similar to the following

6. On the page shown in the preceding step, click on the **School Fees** tab:

7.   The preceding step will open a window similar to the following:

Generate School Fees

Follow the link(s) shown on this section to generate your School Fees schedule. Note that the total amount is without accomodation fee or any other charge not directly associated with school fees.

2011/2012 SESSION: Registration fees Not Paid
2010/2011 SESSION: Registration fees Paid
2009/2010 SESSION: Registration fees Paid
2008/2009 SESSION: Registration fees Paid

8.   Click on the **2013/2014 SESSION** link to generate a Transaction Slip for you like the following:

Student's Registration Payment Details - 2011/2012

Transaction Slip

Reg No.:	P0810872	Session	2011/2012
Name :	MUHAMMAD, Aminu Fagge	Level:	900
Degree :	Ph.D Economics (Full-time)		
Transaction ID:	**PR0103241816**		

1	Others		18,500.00
2	Tuition		25,000.00
		Total Amount:	43,500.00

This Transaction is Not Paid

9.   Compare the fees generated above with the fees payable above. If the fees are the same, proceed to the next step. If the fees are NOT the same, Logout and report the problem to eportaldevelopment@abu.edu.ng or call MIS office on (08036527382).

10. Log out from the portal. You will log back to continue after paying your fees.

11. Take your Transaction Slip to any of the designated banks to make payment. The list of designated banks can be found here: http://portal.abu.edu.ng/designatedBanks.pdf

12. After paying your fees, you can login to the portal to continue your **Course Registration**:

a. The following page should open after clicking on **Course Registration:**

b. If your payment for 2013/2014 is confirmed, you will see a link **2013/2014 SESSION** for course registration.

c. Click on **2013/2014 SESSION** link to proceed to do course registration for 2013/2014.

d. The Course Registration page looks like the following:

e. Click on **First Semester** to register for first semester courses or **Second Semester** to register for second semester courses. A window like the following will open:

	FULL NAME:	ANUJEONYE, Nneamaka Christiana				REG. NO:	P0713843		FACULTY:	Science
	DEPARTMENT:	Mathematics				COURSE OF STUDY:	M.Sc Computer Science (Full-Time)		LEVEL:	800
	SESSION:	2010/2011								

First Semester **Second Semester**

First Semester

S/No	Code	Title	Unit	Status	Information	Lecture Group(s)	Lab. Group(s)	Add/Drop
1.	COSC703	Data Security And Encryption	4	C	?	Select Group ▼	NA ▼	☐
2.	COSC707	Special Topics In Computer Science Theory	4	C	?	Select Group ▼	NA ▼	☐
3.	COSC711	Advanced Computer Algorithms	3	C	?	Select Group ▼	NA ▼	☐
4.	COSC713	Object And Distributed Database	4	C	?	Select Group ▼	NA ▼	☐
5.	COSC715	Multimedia Information Systems	4	C	?	Select Group ▼	NA ▼	☐
6.	COSC717	Special Topics In Information Management	4	C	?	Select Group ▼	NA ▼	☐

i. Notice that a course has a lecture component and an optional laboratory component. A course may have more than one lecture/laboratory groups.

ii. To register a course, select the lecture group you wish to enroll in:

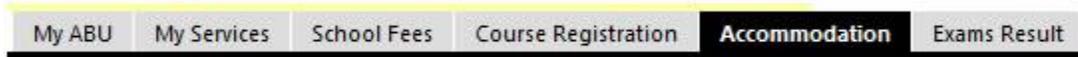| 1.	COSC703	Data Security And Encryption	4	C	?	Select Group ▼	NA ▼	☐
						Select Group		
2.	COSC707	Special Topics In Computer Science Theory	4	C	?	1	NA ▼	☐

iii. If a course has a laboratory component, you must select the laboratory component, too, before you can register that course. When **NA** is written under the Lab. Group(s) header, then that course has no Lab. component.

iv. Get information about the course you are about to register by clicking on the button labeled with "?":

ENROLLMENTS FOR COSC703

Lecture Grouping

Group	Lecturer	Day-(Time)-Venue	Enrolled	Status
1	kana	M-(12:00-13:00)-BC	1	Open

No Labs. for this Course

[CLOSE]

v. Click on the checkbox to register the course:

vi. You can de-register a course by unchecking the checkbox in Step (v).

vii. Register more courses by repeating Steps (i) to (v) above.

viii. Scroll down the page and follow the link to register elective courses:

ix. As you register/de-register courses, your Course Form is updated. The Course Form is shown in the lower part of your course registration page:

x. Follow the following link to preview/print your Course Form:

f. Click on **Second Semester** to register for second semester courses similarly

- 13. After Course Registration, you can book accommodation. You can only book for accommodation after course registration and only if you are entitled for accommodation.

My ABU	My Services	School Fees	Course Registration	Accommodation	Exams Result

14. Read the instructions carefully on the following pages to book your accommodation:

Reserve Room

Reserve Room: If you have paid your school fees and done course registration, click to initiate the process of securing accommodation.

Accommodation Guide

For you to gain accommodation in any of the hostels, please take note of the following:

1. You must be an active student, i.e. you have paid your school fees, done your course registration, and you have not overstayed.

15. In case of any difficulty contact us on eportaldevelopment@abu.edu.ng or call any of the listed numbers: 07033983378, 07067430531, 07067430505, 07067430539, 07067430512 (*Calling Hours - Monday to Friday; 9.00am to 5.00pm*).

16. Good luck!