Registration Guidelines for 2022/2023 and 2023/2024

**New Students**

1. Login to the Portal: https://my.fulafia.edu.ng/
2. Login with the Applicant ID and password
3. Update your Biodata and Passport Photo (if prompted)
4. Click on “ADMISSION MENU” Button to Accept your Admission
	1. First, Click on “Generate/Print invoice” to generate payment invoice
	2. Then Click “Accept Admission” to pay Acceptance fee
5. Make the payment.

*You can choose to either pay online or at any Commercial Bank. If you choose to pay online, you would be redirected to Remita where you would have 5 options to pay.*

1. *Mastercard: Enter your card number, Expiry date, CVV and click on pay.*
2. *Bank Branch: Print the invoice and proceed to any commercial bank.*
3. *USSD: Dial appropriate code for your bank e.g., \*737\*000\*Your RRR# on your phone number registered with GTB or Dial \*770\*000\*Your RRR# on your phone number registered with FIDELITY Bank*
4. *Internet Banking: Select your bank from the dropdown and follow the prompt.*
5. *eWallet: You can use your Paga Account*

*Your payment must be initiated from MIS Platform. Any RRR not generated on the portal would not be recognized by the portal and it would be difficult for any student to have a successful registration in this case*

Important: Make sure you include the bank charges shown when making payments because failure to do this will make your payments unsuccessful

1. To download Acceptance Fee receipt

Click on “ADMISSION MENU”, select "Generate/Print invoice" Button

1. To download Admission Letter

Click on “ADMISSION MENU”, select “Download Admission Letter” Button

Once your acceptance fee payment is successful, the fee payment page will be active

1. To Pay School Fees
2. Click on FEES on the side Menu
3. Select Session “2023/2024”
4. Click on “Generate invoice”
5. Proceed to pay using options in (6) above
6. On successful payment of school fees,
	1. Your Matric Number will be sent to your email address and you will be returned to your dashboard OR
	2. When you log in again with your Applicant ID, your Matric Number will pop up, copy it and replace your Applicant ID with it and log in to proceed
7. Proceed to pay your other charges such as Portal fees ICT fees etc
8. To Proceed with your course registration
	1. Go to your departmental Level adviser to get a list of courses you are to take OR
	2. Go back to dashboard, click on Course Registration and then on “Semester” then “First/Second” to register for First/Second Semester Courses
	3. Select/Check the Courses to Register for your courses and click on "Submit"
9. Take the printed course registration form to your Level adviser for endorsement.
10. Visit your department (All Students), faculty (All Students) and submit the first Semester CRF.
11. Visit the academic affairs and submit all the Semester CRF.

All payments must be made on the portal. Failure to register at the stipulated time or adhere to the guidelines would attract a penalty of 10,000 NGN

Should you encounter any technical difficulties, please send them to **putme@fulafia.edu.ng** and expect reply/resolution minimum 48hrs**.**

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**Returning Students**

1. Login to the Portal: https://my.fulafia.edu.ng/
2. To Pay School Fees
3. Click on FEES on the side Menu
4. Select Session “2022/2023 or 2023/2024” as the case maybe
5. Click on “Generate invoice”
6. Proceed to pay using options below

*You can choose to either pay online or at any Commercial Bank. If you choose to pay online, you would be redirected to Remita where you would have 5 options to pay.*

1. *Mastercard: Enter your card number, Expiry date, CVV and click on pay.*
2. *Bank Branch: Print the invoice and proceed to any commercial bank.*
3. *USSD: Dial appropriate code for your bank e.g., \*737\*000\*Your RRR# on your phone number registered with GTB or Dial \*770\*000\*Your RRR# on your phone number registered with FIDELITY Bank*
4. *Internet Banking: Select your bank from the dropdown and follow the prompt.*
5. *eWallet: You can use your Paga Account*

*Your payment must be initiated from MIS Platform. Any RRR not generated on the portal would not be recognized by the portal and it would be difficult for any student to have a successful registration in this case*

Important: Make sure you include the bank charges shown when making payments because failure to do this will make your payments unsuccessful

1. Proceed to pay your other charges such as Portal fees ICT fees etc
2. To Proceed with your course registration
	1. Go to your departmental Level adviser to get a list of courses you are to take
	2. Go back to dashboard, click on Course Registration and then on “Semester” then “First/Second” to register for First/Second Semester Courses
	3. Select/Check the Courses to Register for your courses and click on "Submit"
3. Take the printed course registration form to your Level adviser for endorsement.
4. Visit your department (All Students), faculty (All Students) and submit the first Semester CRF.
5. Visit the academic affairs and submit all the Semester CRF.

All payments must be made on the portal. Failure to register at the stipulated time or adhere to the guidelines would attract a penalty of 10,000 NGN

Should you encounter any technical difficulties, please send them to **putme@fulafia.edu.ng** and expect reply/resolution minimum 48hrs**.**