

Registration Guide for 2015/2016 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).

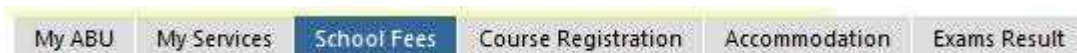
1. If you are NOT a new student, go to Step 2. New students must be screened, first, before they start registration:
 - a. New postgraduate students should go to the Postgraduate School for screening.
 - b. Other students should go to their faculties/institutes/centers for screening.
 - c. After screening,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

New Students	Students with username and password
<p>New Students</p> <p>Please follow the link below to verify your profile, generate a transaction ID, and get login parameters</p> <p>Verify Profile Get Login Details</p>	<p>Students Login</p> <p>Already have a username and password? Then login here</p> <p>UserName <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p>

- a. Follow the following link if you forgot your password:
 - b. If you cannot login, report to MIS on portaldevelopment@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 [Close] [Print]

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 **2015/2016 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 2015/2016 is confirmed, you will see a link **2015/2016 SESSION** for course registration.

c. Click on **2015/2016 SESSION** link to proceed to do course registration for 2015/2016.

d. The Course Registration page looks like the following:

FULL NAME:	MUHAMMAD, Aminu Fagge	REG. NO:	P0810872	FACULTY:	Social Science
DEPARTMENT:	Economics	COURSE OF STUDY:	Ph.D Economics (Full-time)	LEVEL:	900
SESSION:	2010/2011				

[First Semester](#) [Second Semester](#)

[Print Course Form](#)

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:	ANUJJEONYE, Nneamaka Christiana	REG. NO:	P0713843	FACULTY:	Science
DEPARTMENT:	Mathematics	COURSE OF STUDY:	M.Sc Computer Science (Full-Time)	LEVEL:	800
SESSION:	2019/2011				

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	<input type="checkbox"/>
2.	COSC707	Special Topics In Computer Science Theory	4	C	?	Select Group	NA	<input type="checkbox"/>
3.	COSC711	Advanced Computer Algorithms	3	C	?	Select Group	NA	<input type="checkbox"/>
4.	COSC713	Object And Distributed Database	4	C	?	Select Group	NA	<input type="checkbox"/>
5.	COSC715	Multimedia Information Systems	4	C	?	Select Group	NA	<input type="checkbox"/>
6.	COSC717	Special Topics In Information Management	4	C	?	Select Group	NA	<input type="checkbox"/>

- 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	<input type="checkbox"/>
2.	COSC707	Special Topics In Computer Science Theory	4	C	?	Select Group	NA	<input type="checkbox"/>

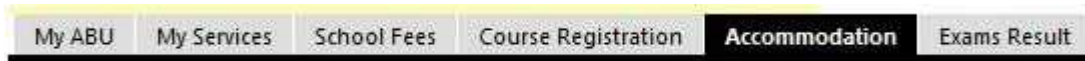
- iii. If a course has a laboratory component, you must select the laboratory component, too, before you can register that course. When **NA** is written under the Lab. Group(s) header, then that course has no Lab. component.
- iv. Get information about the course you are about to register by clicking 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				

- 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.



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



15. In case of any difficulty contact us on portaldevelopment@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*).or contact,

16. The Web Master Institute of Education, Aliyu Garba Elsadiq, Room 205 @ ICICT, Tel No 08060771540.

16. Good luck!