

DRAFT

STUDENT REGISTRATION INSTRUCTIONS

NEW STUDENT: REGISTRATION PROCEDURE 2006/2007

1. Using your preferred browser, open <http://uniben.waeup.org>.

Anonymous User

- Staff Login
- Student Login
- View PUME Results
- Check Admission

Welcome to the Student Registration Portal of the University of Benin, Nigeria

This is the frontpage of Uniben's Student Registration Portal (SRP) which is part of the West African e-University Project. For further information see waeup.org.

Fresh Students, who register for the first time, proceed to the respective application entrance page (UME, DE or Local Programmes). Later they can login to check their admission status and to proceed with the admission and clearance process.

Returning Students can login to check the course results of the previous session, to register courses for the current session, to pay their school fees and to book accommodation.

This site is best seen in Firefox browser.

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2. On the left pane of the welcome page, click "View PUME Results".
3. Enter your JAMB Registration Number in the space provided.

Anonymous User

- Staff Login
- Student Login
- View PUME Results
- Check Admission

Display Your Post University Matriculation Examination Results!

JAMB Registration Number:

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4. Your result will be displayed.

Anonymous User

- Staff Login
- Student Login
- View PUME Results
- Check Admission

[PUME Result Slip](#)

PUME Results of Peter Johnbull

Student ID:	M187921
JAMB Registration Number:	69333629AJ
Student's Name:	Peter Johnbull
Sex:	M
Email Address:	
Mobile Phone No:	
PUME General Score:	44.0
PUME English Score:	46.0
PUME Total Score:	90.0

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5. Print your PUME Result Slip.
6. If you have passed, you are requested to buy an Application Scratch Card at a designated center and proceed to checking your admission status.
7. Click "Check Admission" at <http://uniben.waeup.org>.

8. Enter your JAMB Registration Number and your APP Access Code:
Enter the batch number first and then your 10-digit PIN.
Please provide also your active email address.

The screenshot shows a web interface for an anonymous user. On the left, there is a navigation menu with options: Staff Login, Student Login, View PUME Results, and Check Admission. The main content area is titled 'Check Your Admission Status!'. It contains three input fields: 'JAMB Registration Number' with the value '69333629AJ', 'Access Code' with 'APP- 1' and '9621459704', and 'Email Address' with 'my_email@address.ng'. Below these fields is a 'Check' button. At the bottom, there are instructions: 'Buy an Application Scratch Card' and 'Enter your JAMB Registration Number, the Admission PIN and your Email Address above.'

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9. Click "Check".

The screenshot shows a user profile for Peter Johnbull. At the top right, there are navigation tabs: Home, My Study, My Accommodation, Prospectus, and Support. The user's name 'Peter Johnbull' is displayed. Below the name, there is a 'Log out' button and a link to 'Up one level'. A blue link for 'Admission Slip' is also visible. The main content area is titled 'Registration Status' and contains a message: 'This is to inform you that you have been provisionally admitted into University of Benin as follows:'. Below this message, there is a list of user details: Student ID: M187921, JAMB Registration Number: 69333629AJ, Student's Name: Peter Johnbull, Sex: M, Email Address: my_email@address.ng, and Mobile Phone No. Below these details, there is a section titled 'Your Study Course:' with the following information: Certificate: BACHELOR OF SCIENCE (ACCOUNTING) PT, Certificate ID: BIA, Faculty: Social Sciences, and Department: Accounting. At the bottom, there are two buttons: 'Raise an Objection' and 'Continue'.

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10. Your admission status is shown. Print the Admission Slip. Note: Write down or even try to memorize your Student ID which has been assigned by the portal. This ID serves as your user name for future access to the portal (see section 'Portal Access' below).
11. To view all application data (including Application PIN which serves as password for future access to the portal) go to 'My Study' and click 'Application Data'.
12. If you are admitted but disagree to the Study Course proposed, click "Raise an Objection". A message form will show up where you can communicate the reason for your objection. Your registration status has changed from 'Admitted' to 'Objection raised'. If you change your mind, you can always continue with the clearance process unless the deadline is not exceeded.

Home My Study My Accommodation Prospectus Support

Peter Johnbull

Up one level Admission Slip

Registration Status

Admission started
Admission requested
PUME passed
Admitted
Objection raised
Clearance started
Clearance requested
Cleared
Admission deferred

You raised an objection, please explain why!

Full Name:

Email:

Reason:

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13. Click "Continue" if you agree to the Study Course proposed.

14. Upload your scanned passport-sized photograph. The image file will be automatically resized by the portal. However, it's recommended to keep the file size as small as possible to save upload time. Click "Save & Continue".

Home My Study My Accommodation Prospectus Support

Peter Johnbull

Up one level

Registration Status

Admission started
Admission requested
PUME passed
Admitted
Objection raised
Clearance started
Clearance requested
Cleared
Admission deferred

Update your Application Data!

JAMB Registration Number: 69333629AJ

Access Code: APP-1-9621459704

Application Date: 2006-11-16 14:09

Email Address:

Mobile Phone No:

Name: Peter Johnbull

Sex: M

Mode of Entry:

JAMB State: Bayelsa

First Choice Course of Study: bia

Second Choice Course of Study: Ind. Chemistry

Passport Picture: None Change


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15. The Clearance PIN form shows up (see next chapter).

16. You can also view your admission data again (including passport picture) by clicking on the 'Admitted' link in the registration status box on the left plane.

Peter Johnbull


[Up one level](#) [Admission Slip](#)

 [Log out](#)

Registration Status

- Admission started
- Admission requested
- PUME passed
- Admitted**
- Objection raised
- Clearance started
- Clearance requested
- Cleared
- Admission deferred

This is to inform you that you have been provisionally admitted into University of Benin as follows:




Student ID: M187921
 JAMB Registration Number: 69333629AJ
 Student's Name: Peter Johnbull
 Sex: M
 Email Address: my_email@address.ng
 Mobile Phone No:

Your Study Course:

Certificate: BACHELOR OF SCIENCE (ACCOUNTING) PT
 Certificate ID: BIA
 Faculty: Social Sciences
 Department: Accounting

and print your Admission Slip.

This is to inform you that you have been provisionally admitted into University of Benin as follows:



Student ID: M187921
 JAMB Registration Number: 69333629AJ
 Student's Name: Peter Johnbull
 Sex: M
 Email Address: my_email@address.ng
 Mobile Phone No:

Your Study Course:

Certificate: BACHELOR OF SCIENCE (ACCOUNTING) PT
 Certificate ID: BIA
 Faculty: Social Sciences
 Department: Accounting

17. Click "Continue" twice to return to the Clearance PIN form.

NEW STUDENT: CLEARANCE PROCEDURE

1. Carefully enter your APP Access Code: Enter the batch number first and then the 10-digit PIN.

The screenshot shows the 'Start Clearance!' page. At the top right, there are navigation tabs: Home, My Study, My Accommodation, Prospectus, and Support. The user's name 'Peter Johnbull' is displayed in the top left. On the left side, there is a 'Registration Status' menu with options: Log out, Admission started, Admission requested, PUME passed, Admitted (highlighted in green), Objection raised, Clearance started, Clearance requested, Cleared, and Admission deferred. The main content area is titled 'Start Clearance!' and contains the text 'Access Code: CLR- 1 - 3054022424'. Below this, there is a 'Start' button.

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2. Click "Start".
3. Carefully enter all applicable information fields and upload scanned documents accordingly.

The screenshot shows the 'Fill Your Clearance/Eligibility Form!' page. At the top right, there are navigation tabs: Home, My Study, My Accommodation, Prospectus, and Support. The user's name 'Peter Johnbull' is displayed in the top left. On the left side, there is a 'Registration Status' menu with options: Log out, Admission started, Admission requested, PUME passed, Admitted, Objection raised, Clearance started (highlighted in green), Clearance requested, Cleared, and Admission deferred. The main content area is titled 'Fill Your Clearance/Eligibility Form!' and contains the following fields:

- Matriculation Number: (empty)
- Access Code: CLR-1-3054022424
- Entry Date: 16/11/2006
- Entry Session: 2006/2007
- Day of Birth: (empty)
- Local Government Area: Abia / Aba North (dropdown)
- Nationality: Nigeria (dropdown)
- First Sitting Data:
 - Fullname: ? (input field)
 - Exam Number: (input field)
 - Exam Date: (input field)
 - Exam Type: None (dropdown)
 - Results: Subject (None dropdown), Grade (None dropdown), Add/Modify button
- Scan of First Sitting Result: Maximal size: 976.56 Kb. Radio buttons for None (selected) and Change (input field), and a 'Durchsuchen...' button.
- Second Sitting Data:
 - Fullname: ? (input field)
 - Exam Number: (input field)
 - Exam Date: (input field)

.....


Referee Letter:	Maximal size: 976.56 Kb. <input checked="" type="radio"/> None <input type="radio"/> Change <input type="text"/> <input type="button" value="Durchsuchen..."/>
Credential:	Maximal size: 976.56 Kb. <input checked="" type="radio"/> None <input type="radio"/> Change <input type="text"/> <input type="button" value="Durchsuchen..."/>
Statutory Declaration of Good Conduct:	Maximal size: 976.56 Kb. <input checked="" type="radio"/> None <input type="radio"/> Change <input type="text"/> <input type="button" value="Durchsuchen..."/>
Age Declaration:	Maximal size: 976.56 Kb. <input checked="" type="radio"/> None <input type="radio"/> Change <input type="text"/> <input type="button" value="Durchsuchen..."/>
Accepted by Institution:	Maximal size: 976.56 Kb. <input checked="" type="radio"/> None <input type="radio"/> Change <input type="text"/> <input type="button" value="Durchsuchen..."/>
Former UNIBEN Student:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Former Matric/RegNo:	<input type="text"/>
Deferment of Admission: <input <="" td="" type="button" value="?"/> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td>	<input type="radio"/> Yes <input checked="" type="radio"/> No

I hereby acknowledge by ticking this check box that, if it is discovered at any time that I do not possess any of the qualifications which I claim to have obtained, I will be expelled from the University and shall not be re-admitted for the same or any other programme, even if I have upgraded my previous qualifications or possess additional qualifications.

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4. Click 'Save & Return Later' to upload and buffer the entered data. We recommend to repeat saving as often as possible to split up the amount of data to be uploaded.
5. Tick the agreement field at the bottom of the form and click "Save & Submit" when all documents are uploaded.
6. Print your Clearance/Eligibility Slip.

Clearance/Eligibility Slip



Student ID:	M187921
JAMB Registration Number:	69333629AJ
Student's Name:	Peter Johnbull
Sex:	M
Email Address:	my_email@address.ng
Mobile Phone No:	
Matriculation Number:	none
Access Code:	CLR-1-3054022424
Entry Date:	16/11/2006
Entry Session:	2006/2007
Day of Birth:	-
Local Government Area:	Abia / Aba North
Nationality:	Nigeria
First Sitting Data	
Fullname:	none

7. Log out.

NEW STUDENT: PORTAL ACCESS AND ACCOMMODATION BOOKING

If you want to take a break or have been kicked out due to technical problems, you can always return to the registration process by logging into the portal with your Student ID and original Application PIN which serves as password. You can find the Student ID on your Admission Slip.

1. Using your preferred browser, open <http://uniben.waeup.org>
2. On the left pane of the welcome page, click "Student Login".
3. Enter your unique Student ID and your password which is the 10-digit number of your Application Scratch Card in the space provided.
4. Click on "Login" and browse the various sections.

The screenshot shows the student portal interface for Peter Johnbull. At the top right, there are navigation tabs: Home, My Study, My Accommodation, Prospectus, and Support. The user's name, Peter Johnbull, is displayed in the top left. Below the name is a 'Log out' button. A 'Registration Status' sidebar on the left lists various stages from 'Admission started' to 'Admission deferred', with 'Clearance requested' highlighted in green. The main content area is titled 'Academic Section' and contains a list of faculties and their codes:

Office for University of Benin Industrial Training and Graded Reports Scheme	UBITS
Faculty of Agriculture	AGR
Faculty of Arts	ART
Faculty of Dentistry	DEN
Faculty of Education	EDU
Faculty of Engineering	ENG
Faculty of General Studies	GST
Institute of Education	INE
Institute of Public Admin	INP
Faculty of Law	LAW
Faculty of Medicine	MED
Faculty of Pharmacy	PHA
Faculty of Social Sciences	SSC
Faculty of Life Sciences	LSC
School of Basic Medical Sciences	BMS
Faculty of Physical Sciences	PSC

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5. If you are having problems using the system you can submit the support form. The contact details are already filled.

The screenshot shows the 'Support Form' page in the student portal. The navigation tabs and user name are the same as in the previous screenshot. The 'Registration Status' sidebar is also present. The main content area is titled 'Support Form' and includes the instruction: 'If you are having problems using the system please fill the form below with your correct details.' The form fields are pre-filled with the following information:

- Full Name:** Peter Johnbull
- Email:** my_email@address.ng
- Problem Type:** Payment (selected from a dropdown menu)
- Description:** A large empty text area for the user to describe the problem.

A 'Submit' button is located at the bottom of the form.

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6. If you are cleared you can proceed with accommodation booking. Buy your Accommodation Scratch Card at a designated center.
7. Click on the 'My Accommodation' tab.
8. Select your status (= New student) and enter the Access Code of your HOS Scratch Card.

Peter Johnbull	
Home My Study My Accommodation Prospectus Support	
Log out Registration Status Admission started Admission requested PUME passed Admitted Objection raised Clearance started Clearance requested Cleared Admission deferred	<h3>Book Your Accommodation!</h3> <p>Status: <input type="text" value="New Student"/></p> <p>Access Code: HOS- <input type="text" value="1"/> <input type="text" value="3396844303"/></p> <p><input type="button" value="Book"/></p> <p>Instructions :</p> <ul style="list-style-type: none"> Buy a Hostel Application Scratch Card. Enter the PIN above. Print the Hostel Allocation Slip.


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9. Click "Book".
10. The next form shows your Hostel Application Data and the bed which has been reserved for you.
11. Print your Hostel Allocation Slip.
12. The Hostel Application Data do also reveal the scratch card type needed for paying the maintenance fee. Buy the required scratch card and enter the Access Code in the field provided.

Peter Johnbull	
Home My Study My Accommodation Prospectus Support	Accommodation Slip
Log out Registration Status Admission started Admission requested PUME passed Admitted Objection raised Clearance started Clearance requested Cleared Admission deferred	<h3>Pay Your Accommodation Maintenance Fee!</h3> <p>Session: 2006 Bed: Old Hall / Block 1 / Room 102 / Bed A Status: New Student Access Code: HOS-1-3396844303 Hostel Application Date: 2006-11-16 14:22 Access Code: HMU- <input type="text" value="1"/> <input type="text" value="6097833904"/></p> <p><input type="button" value="Save"/></p> <p>Instructions :</p> <ul style="list-style-type: none"> Buy a Hostel Maintenance Scratch Card (Code: HMU) for 1000.0 Nairas Enter the PIN above. Print the Hostel Maintenance Receipt.


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13. Click "Save"

Peter Johnbull	
 Log out	Up one level
Registration Status Admission started Admission requested PUME passed Admitted Objection raised Clearance started Clearance requested Cleared Admission deferred	Accommodation Slip My Accommodation Record Session: 2006 Bed: Old Hall / Block 1 / Room 102 / Bed A Status: New Student Access Code: HOS-1-3396844303 Hostel Application Date: 2006-11-16 14:22 Access Code: HMU-1-6097833904 Maintenance Payment Date: 2006-11-16 14:25

and print the combined Hostel Allocation Slip / Maintenance Receipt.

Hostel Allocation Slip (and Maintenance Receipt)



Student ID:	M187921
JAMB Registration Number:	69333629AJ
Student's Name:	Peter Johnbull
Sex:	M
Email Address:	my_email@address.ng
Mobile Phone No:	
Session:	2006
Bed:	Old Hall / Block 1 / Room 102 / Bed A
Status:	New Student
Access Code:	HOS-1-3396844303
Hostel Application Date:	2006-11-16 14:22
Access Code:	HMU-1-6097833904
Maintenance Payment Date:	2006-11-16 14:25