



**FEDERAL POLYTECHNIC, EDE
ACADEMIC AFFAIRS DIVISION**

**PROCEDURES FOR ND (FT, DPT, RPT), HND & CERTIFICATE COURSE
REGISTRATION FOR 2017/2018 ACADEMIC SESSION**

- i. Click on **ePortal**, then select '**admission**' or click '**Application Forms**' from '**Quick Links**'.
- ii. Fill the Create Account Form (**Note:** The candidate Phone Number is mandatory)
 - Supply all required information, including the password and make sure you supply appropriate e-mail and phone number. Select appropriate form option (i.e. *National Diploma (FT) Screening, National Diploma (Daily Part Time), National Diploma (Regular Part Time), Pre National Diploma, Higher National Diploma (Full Time), Certificate Course (Diploma) Form*)
 - Select your course of study
 - Submit the form
- iii. Immediately, a mail will be sent to your email, you can proceed from it or click on '**click here to proceed**', this will redirect you to a payment page
- iv. Enter your email address and phone number for transaction, then choose your payment option.
- v. Payment can be made via online enabled ATM cards (Visa, MasterCard)
- vi. You will be redirected to the payment platform where you will enter your details and complete payment

PAYMENT VIA BANK

- Select Bank Branch from payment type and click pay
 - You will be redirected to the Remita site where an RRR (Remita Retrieval Reference) number will be generated for you
 - Take this number to any bank branch and make payment with it
 - After payment, return to the Polytechnic website, click '**ePortal**' → '**admission**' and click on '**existing user**' and login with your *transaction number* and *password*.
 - Your payment would have reflected on the portal, if not click on payment history and click re-query for the specified transaction.
- vii. After a successful transaction, click on Print Receipt
 - viii. Then click on 'Click here' to continue or you can still continue from the email sent to your box earlier.
 - ix. Fill the Application Form (**Note that all fields are mandatory and ONLY required FIVE (5) O'level subjects are also expected**)
NOTE: CHECK FOR ADMISSION O'LEVEL REQUIREMENTS FROM THE WEBSITE (academics → admission requirement)
 - x. On the completion of the form, print the completed Form displayed.