KWARA STATE POLYTECHNIC FRESH STUDENTS REGISTRATION INSTRUCTIONS

1. Login with your **ApplicantID** and **Password**

2. Print your application slip. Your **StudentID** and **Password** are at the bottom of your downloaded slip

3. Use the **StudentID** and **Password** you obtained in (**2**) above to login to your student profile. *Note that these will remain your **username** and **password** till you graduate unless you change your password*

4. *Change your password to something you can readily remember when you need it*

5. Download and print your notification of provisional admission

6. Click on **My Data** at the top of your page and select **Personal Data** from the drop down menu

   a) Click on the **Edit Button** at the top left hand corner which should allow you update your personal details

   b) Click on **Save/Confirm** button at the bottom of the page when done

7. Click on **My Data** at the top of your page and select **Clearance Data** from the drop down menu

   a) Click on the **Start Clearance** button at the top left hand corner of your page

   b) Click on **Start Clearance Now**

   c) *Fill the clearance form and when done, open the scans tab and upload original scanned copies of your credentials and requisite documents. Note that you are to obtain a result checking scratch card of the O-level examination body (or bodies) for the verification of the result(s)/certificate(s) you uploaded e.g. SSCE, NECO, NABTEB, etc. Ensure you activate your scratch card by using it at least once but not more than twice to check the result for which the scratch card details are being indicated. In addition, it is mandatory for all HND fresher's to upload a scanned copy of their ORIGINAL ND certificate*

   d) **Save the clearance form** if you wish to complete it later otherwise, click on **Save and Request Clearance**. *Note that you will not be allowed to edit this form after submission*

   e) Download and print your clearance slip and *wait for 24 Hrs for your clearance officer to clear you before proceeding with your registration*

8. After your next login you can download and print your registration slip

9. Click on **My Data** at the top of your page and from the drop down menu select **Accommodation Data**

   a) Click on **Book Accommodation** to book a bed space in the hostel. *Note that beds are randomly allocated*

   b) Download and print your bed allocation slip

10. Click **My Data** at the top of your page and select **Payments**

    a) Click on **Add Current Session Payment Ticket**

    b) Select **Hostel Maintenance Fee** from the list of payment items

    c) Create a payment ticket and open that ticket

    d) Click on the **CollegePay** button at the top of your page and follow the guide to effect your payment

    e) *Note: If your payment is not successful and you received a debit alert, you can click on the Requery CollegePay button at the top of your page*

    f) Download and print your payment slip

    g) Repeat steps (a -f) above for school fee and/or any other fee type you will like to pay

11. Click on **My Data** and select **Course of Study** from the drop down menu

    a) Click on **Start New Session** and *enter the activation code (i.e: SFE-X-XXXXXXXXX) provided on your school fee payment slip*

    b) Click on **Add Course List**

    c) Click on **Create Course List Now** which will populate all the courses you are expected to register at your level

d) Click on the study level created and download your course registration slip for printing

12. *Submit the requisite registration printouts at your Institute and/or Department and commence lectures*