



INSTRUCTIONS MANUAL FOR USING THE STAFF PORTAL.

Prerequisite;

- ❖ Before you try to login/create an account you must ensure you know your Employee Number and you have a **working email account** that **you have access to**.

Procedure

- a) Click on '**Create an Account**' link and choose the '**Employee**' option.
- b) Key in your details in the available fields that is, Employee Registration Number and a Password that you can easily remember then click on Submit button.
- c) A link will be sent to your email so you have to log into your email and open that link to confirm your account.
- d) Clicking the link in your email will redirect you to the Portal Login section.
- e) Key in your Employee Registration Number as Username and enter your password then click login button to access.
- f) You will repeat procedure (e) for every time you wish to access the staff portal.
- g) After successful login you will be able to view your details such as leave balance, apply for leave and online imprests as well as be able to send messages to your colleagues and students within the Institute.

Note:

This Portal is an official Institute Information and Communications tool and is monitored by The Systems and Portal Administrators. Avoid using innappropriate/obscene language and sharing passwords.