INSTRUCTIONS MANUAL FOR USING THE STUDENT PORTAL.

Prerequisite;

- ❖ Before you try to login/create an account you must ensure you have the **new Student Admission Numbers** e.g. AGR500/0021/19, and a **working email account** that **you have access to**.
- ❖ This email account should be the one you gave during registration.

Procedure

a) Click on '**Create an Account**' link and choose the '**Student**' option (*Very Important).
b) Key in your details in the available fields that is, Student Admission Number and a Password that you can easily remember (e.g. your Admission Number) 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 admission 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 student portal.
g) After successful login you will be able to view your details such as fee balance, view and download termly transcripts and reports as well as be able to send messages to your lecturers, fellow students and officers 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 innapropriate/obcene language and sharing passwords.