

REGISTRATION PROCEDURE FOR FRESHMEN/NEW STUDENTS

Check Admission Status

- Visit the University website - www.futo.edu.ng
- Click on “*Prospective student*”
- Click on “*Check Admission status*” to confirm your admission
- Chose the option “*click here to check 2018/2019 Undergraduate admission status*”
- Enter your JAMB REG NO and click on submit button to view your admission status
- After confirming your admission click on the link “*Click here to continue with the admission registration*”
- Update your O’level details by supplying your O’Level exam year, exam number and O’Level result scratch card pin.
- Candidates combining two results are required to supply two result scratch card pins based on the examination body.

Portal Account Verification

- Click on the link ‘*Portal*’ on the website home page
- Then click on “*Verify your Account*” to generate portal login details.
- Get account details with the JAMB Registration number as the default username and password.
- Login with your username and password
- Click on “*change password*” to change your password

1. PAY ACCEPTANCE FEES

- Login to the Portal www.portal.futo.edu.ng with your *username* and *password*
- Click on “*Pay Acceptance*” to generate your payment invoice
- Print your invoice and proceed to the any bank to pay using your RRR code on the invoice.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*s.
- After successful payment in the bank and online, print FUTO admission letter and Confirmation of admission form.

2. PAY FEES

- Login to the portal with your *username* and *password*
- Click on “*Pay Fees*” to generate your payment invoice
- Print your invoice and proceed to any bank for payment.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*s.
- After successful payment in bank, return to the portal www.portal.futo.edu.ng and login with your account details to **print FUTO school fees e-receipt** with the RRR code on the invoice.

Fees eReceipt

- Click the “*Pay Fees*” menu
- Select the required payment details

- Print the School Fees Receipt
- Portal automatically assigns matriculation number.
- *NOTE that only candidates who have printed their FUTO school fees e-receipts will be captured in the school fees report used for registration.*

3. PROFILE DETAILS

- Click on *fill profile details*.
- Enter the required information on the field.
- Ensure your entry level is entered accurately (Year of admission)
- Click on submit button to complete your profile details.
- Print the profile information slip.
- Complete and print the validity form and acceptance letter.

4. CONFIRMATION OF ADMISSIONS / COLLECTION OF GREEN FILES (DATE AND VENUE for registration will be communicated in due course)

- Required documents for the confirmation of admission / Collection of Green files:
 - JAMB Result slip printed directly from JAMB's website
 - JAMB Admission Letter printed directly from JAMB's website
 - FUTO PUTME Result Slip
 - O'Level Statement of Results
 - Confirmation of Admission form printed from FUTO website
 - FUTO admission Letter
 - School Fees Receipt
 - Candidate's Profile Slip, Validity Form with passport and Signed Acceptance Letter (all printed from FUTO website)
 - Birth Certificate
 - LGA Identification Letter
 - Direct Entry Credentials - A'Level certificate, OND/HND/Degree statements of results (for Direct Entry candidates only).
- University Admissions Officer uses the verified results/Certificates to authenticate the Admission Letter or assigns the candidate to another Department as the case may be.

5. COMPLETION OF FORMS IN THE GREEN FILES AND SUBMISSION OF THE FILES TO THE DEPARTMENTS FOR FURTHER NECESSARY ACTIONS.

6. OTHER CLEARANCE

- Registration at the Health Services and University Library.
(Note that the completion of registration in the Health Services and the University Library will be a requirement for the issuance of the e-ID card)

NOTE:

- All admitted Direct Entry Students are required to inform their institution to forward their Academic Transcript to the Registrar, Federal University of Technology, Owerri. P.M.B. 1526.

- ii. After matriculation, the student proceeds to the admissions unit of the registry to sign the Matricula within one (1) week.
- iii. This Matricula from the admissions unit will serve as the input for the issuance of e-ID cards to Freshmen.

7. HOSTEL ALLOCATION

- Click the *hostel allocation menu*
- Click on "*Generate Hotel reservation*"
- Enter the required details
- Select *the Hostel type*
- Generate Hostel Allocation payment invoice
- Proceed to FUTO MFB for payment with the generated payment invoice.
- After successful payment in bank, return to the portal with the ePin generated in bank.
- Click on Print Hostel reservation receipt to print the allocated ROOM.
- **Print the allocated room on the receipt and proceed to Student Affairs Unit further clearance**

8. ONLINE COURSE REGISTRATION

- Click the *course registration menu* and select *the Register Courses menu*.
- Select the *session and semester* and click the *submit button*.
- Select your courses for that semester and click the *submit button*,
- Print the registered courses

9. ONLINE RESULT CHECKING

- Click the *Result menu* and select the *view result menu*.
- Select the semester and session and click the *submit button*
- Print the online semester result slip.

Sign Out

REMARKS

- Students are once more reminded that payment of school fees is compulsory and this payment will give students access to:
 - i. Obtaining Matriculation Number automatically
 - ii. Online course Registration
 - iii. Semester Examination
 - iv. Campus WiFi.

Students having issues with the above online process should contact **FUTO ICT Centre**, or send an email to ict@futo.edu.ng

John U. Nnabuihe
Registrar