



## ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

### REGISTRATION PROCESS FLOW FOR CONTINUING STUDENTS FOR 2015/2016 SESSION

<b>STEP 1</b>	Student logs in to the portal for the first time, and he / she is required to do verification and create a portal account. Get to the University's website, <a href="http://www.esut.edu.ng">www.esut.edu.ng</a> , and click on the <b>University Portal</b> hyperlink on the top right hand side of the webpage; or use <a href="http://www.portal.esut.edu.ng">www.portal.esut.edu.ng</a>
<b>STEP 2</b>	Student logs in to the portal, and the system prompts to <b>change the password</b> ; the student then enters the <b>old and new passwords</b> , and clicks the <b>change</b> button
<b>STEP 3</b>	Student clicks the <b>profile details</b> menu and completes the profile; the <b>submit</b> button is clicked, and the <b>Biodata form</b> is printed
<b>STEP 4</b>	Student clicks <b>School Fees</b> menu; selects <b>Get School Fees Invoice</b> ; students selects the correct <b>session</b> and <b>level</b> ; and clicks <b>Generate</b> button. Student proceeds to the bank, and pays the <b>SCHOOL FEES</b> with the generated invoice.
<b>STEP 5</b>	Student returns from the bank; logs in to the portal again with the login details; clicks on <b>School Fees</b> menu, selects <b>Pay School Fee</b> , selects the <b>Payment options</b> and pays using the <b>e-Tranzact, Card Payment</b> or <b>POS</b> ; and prints the <b>School Fees Receipt</b>
<b>STEP 6</b>	Student clicks on <b>Course Registration</b> menu and select <b>Register Courses</b> menu; student selects correct <b>session</b> and <b>semester</b> , and clicks submit button. The student registers courses for the selected semester, adds the carry-over courses using <b>BORROWED</b> courses link (if any), and clicks <b>REGISTER</b> . The system displays the registered courses for printing. Student proceeds to the department for other registration formalities.