

REGISTRATION PROCESS GUIDELINES

FOR ALL NEW STUDENTS:

- 1) Go and make your payment in any branch of UBA, UNION BANK or FIRST BANK OF NIGERIA nationwide so to obtain your Personal Identification Number (PIN).
- 2) Log onto the College website www.fcepankshin.org from any Computer with Internet access or from any cybercafé.
- 3) From the “Quick Links” segment on the right hand side of the website homepage, click on the first icon “NCE Course Registration Form” (NCE only) and second icon “Degree Course Registration Form” (Degree Only) respectively to access the form. Access is granted only after the student has entered the access codes obtained from the bank after payment.
- 4) Student is to fill out the downloaded Course Registration Form, and take it to his/her department for manual processing at the end of which student is to return to the portal for online processing.
- 5) At this point, Students will go to the College website and click on the “PORTAL LOGIN>>” link, and then “New Students” should enter their **Jamb Registration Number** as Username, and “password” as the student Password; while the *Returning Students* should enter their **Registration or Matriculation Number** as Username, and “password” as the student Password to log into the portal.
- 6) Student should click on “**My Portal**” menu and select the “Course Registration” option from the resultant drop-down menu to register your courses.
- 7) Once step 6 above is successfully done, print out the Course Registration report and submit to your department for processing.
- 8) Student should return to the portal after step 7 above was done successfully, login and fill out his/her **Biodata form**. The form is accessible by following the steps in 5 above, and then in step 6, from the resultant window after clicking on **My Portal**, student should select the last option from the drop-down menu that reads “**Biodata**”.
- 9) For support issues kindly send mail to FCEPankshinSupport@fleettechltd.com

WARNING:

- 1) **STUDENTS SHOULD CHANGE THEIR PASSWORDS (FROM THE DEFAULT VALUE TO ANOTHER OF THEIR CHOICE) ON THEIR FIRST VISIT TO THE PORTAL. KEEP YOUR NEW PASSWORD SAFE. YOUR PASSWORD IS TO BE PRIVATE. DO NOT GIVE IT TO ANOTHER PERSON.**
- 2) **STUDENTS SHOULD ALWAYS MAKE SURE THEY LOGOUT PROPERLY FROM THE PORTAL WHENEVER THEY USE IT. DO NOT CARELESSLY LEAVE YOUR PORTAL ACCOUNT OPEN FOR THE NEXT COMPUTER USER TO ACCESS. YOU WILL BEAR ANY**

RESULTANT CONSEQUENCE OF YOUR CARELESSNESS AND NEGLIGENCE OF THESE INSTRUCTIONS.