

HOW TO ACCESS E-LEARNING PLATFORM AS A STUDENT AND ENROLL YOUR COURSES USING A LAPTOP/DESKTOP

THINGS TO NOTE BEFORE ACCESSING E-LEARNING PLATFORM VIA LAPTOP/DESKTOP

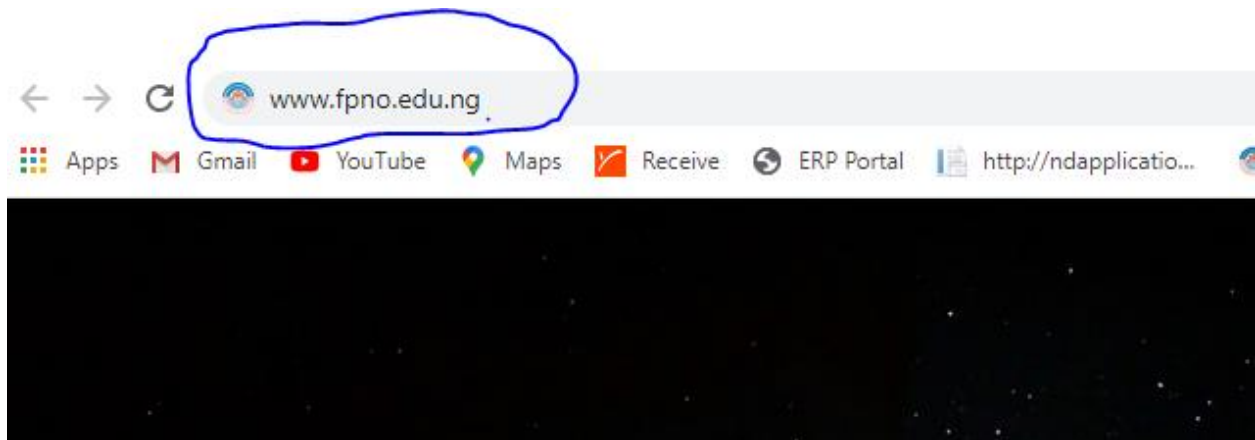
1. You **MUST** know your Student official Email or Application number or Registration/Matriculation number.
2. For new students (2019/2020 Session and onwards); You **MUST** have paid your acceptance fee, uploaded your documents online for E-Screening (Online Screening) and you must have been screened successfully.
3. You **MUST** have paid your school fees for the current session with the unique RRR number generated from your **ERP Dashboard** or sent to you on your **Screening Dashboard** or by **SMS** (*Incase you did not get an sms, send "allow" as sms to 2442 to disable Do-Not-Disturb on your phone line or Log into your screening dashboard by clicking on this link http://erp.fpno.edu.ng:8080/index.php?register/start_screening; then type in your application number and O'level verification RRR number to check your screening status*) after Successful First Screening - E-screening (Online Screening) for new students.
4. You **MUST** have logged into your ERP Dashboard to process the school fees RRR number to get the receipt.
5. To get your Student official Email, Log into your dash board and click on profile to find it.

STEP 1

On your Desktop, Open “**Google Chrome Browser**” application on your laptop. Ensure that you have internet access on your system.

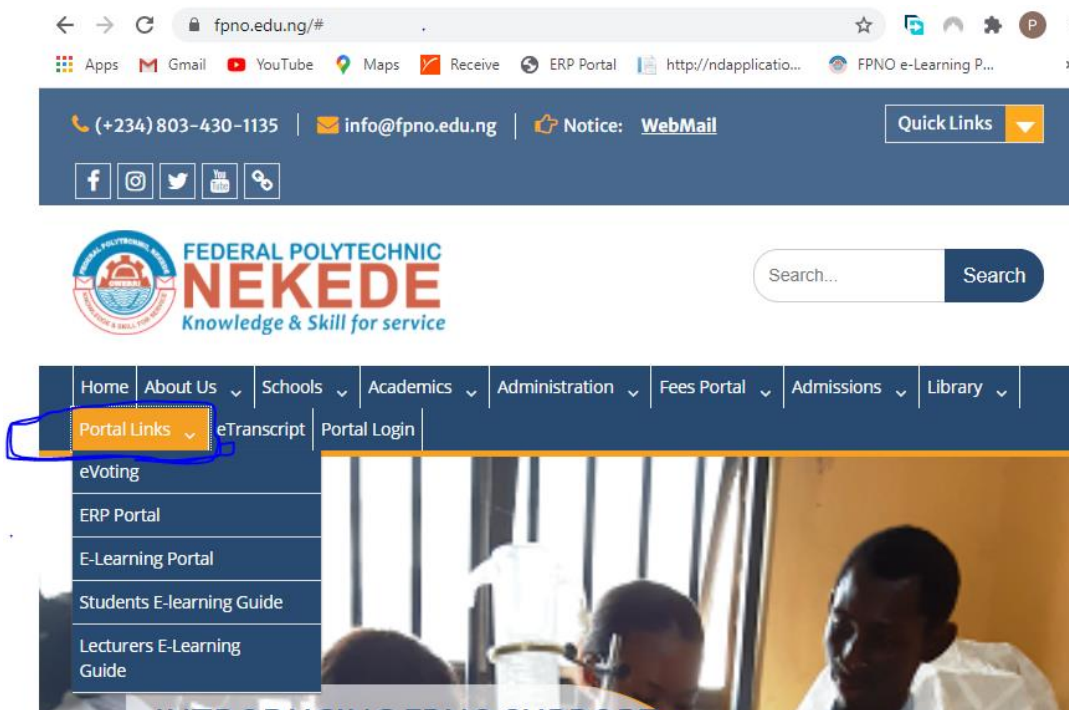
STEP 2:

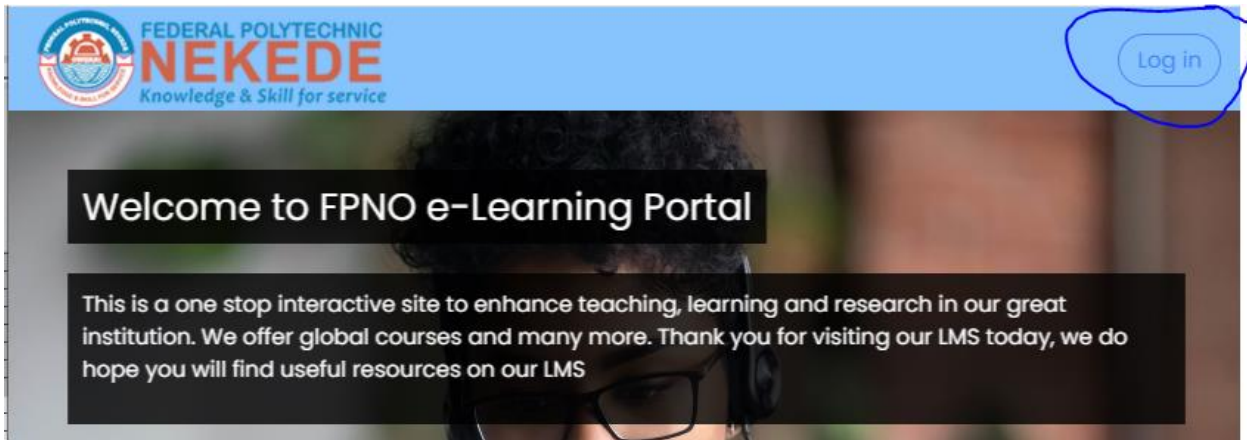
On the title bar go to www.fpno.edu.ng



STEP 3:

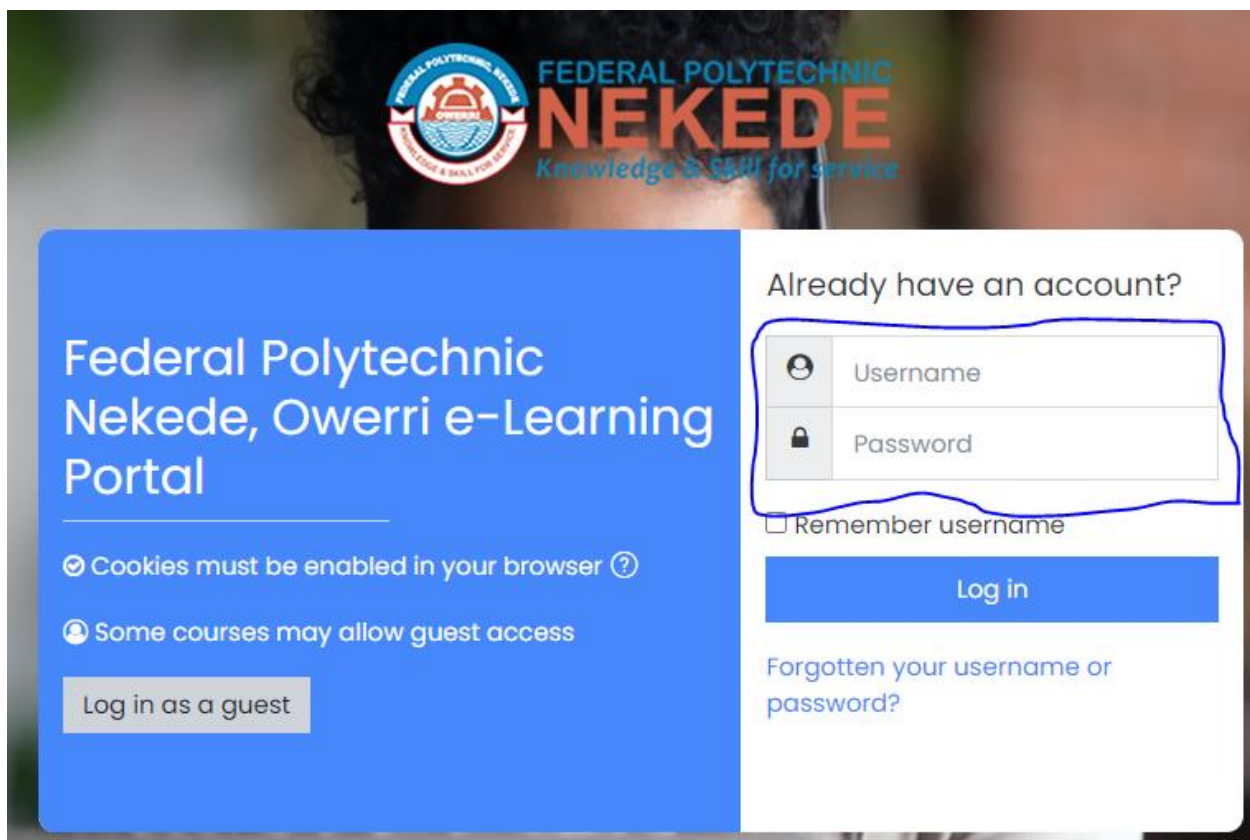
Press your enter key, once the school site opens, navigate to Portal links as shown below.





STEP 4:

This will reveal where you will type in your Username which is the Student official Email/Application number/Reg. Number/Matriculation, followed by your Password as shown below.



STEP 5:

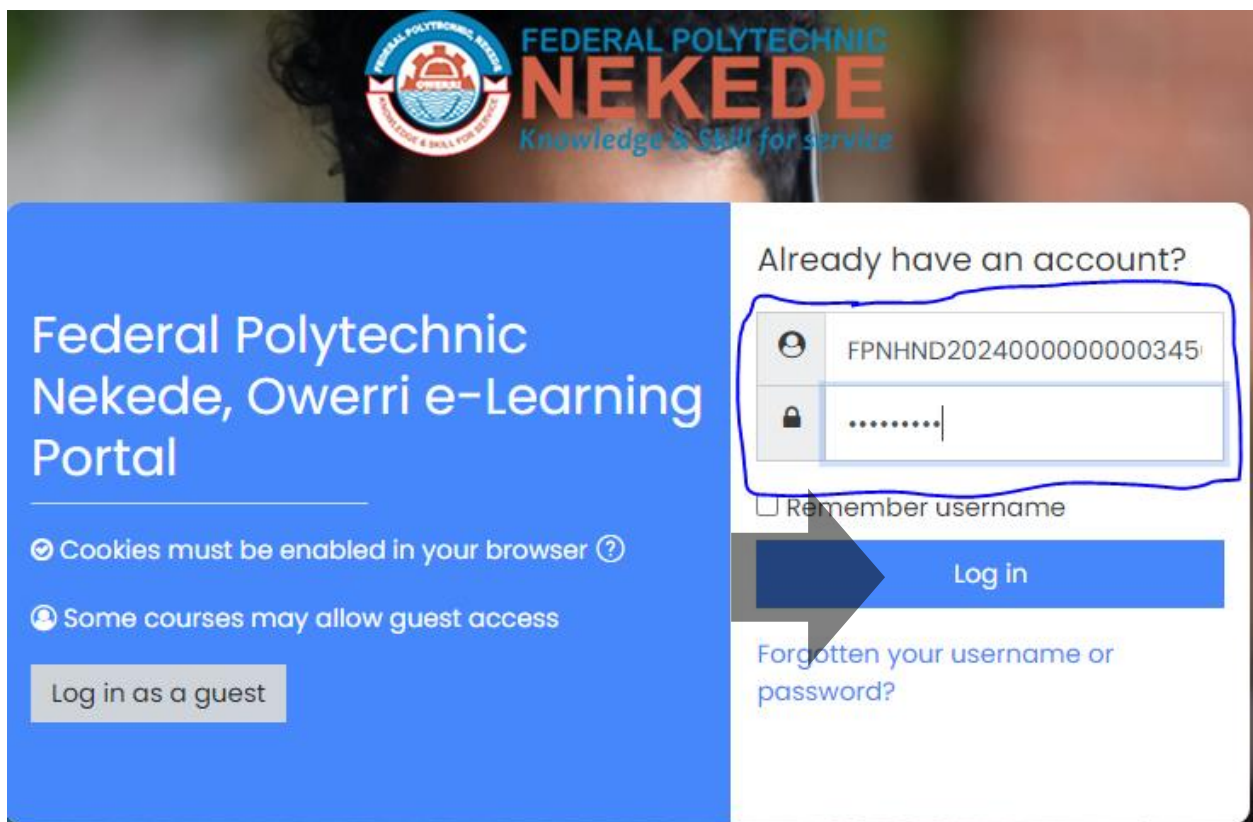
Type in your Student official Email/Application number/Reg. Number/Matriculation number if you have.

NOTE: remove the slashes (.///..) found in those numbers – example:
FPN/HND/2024/0000000003456 will be typed as FPNHND20240000000003456

FPN/ND/2024/0000000003456 will be typed as FPHND20240000000003456
24H/000654/BG-H will be typed as 24H000654BG-H

Default Password for all students is fPNO@STU1

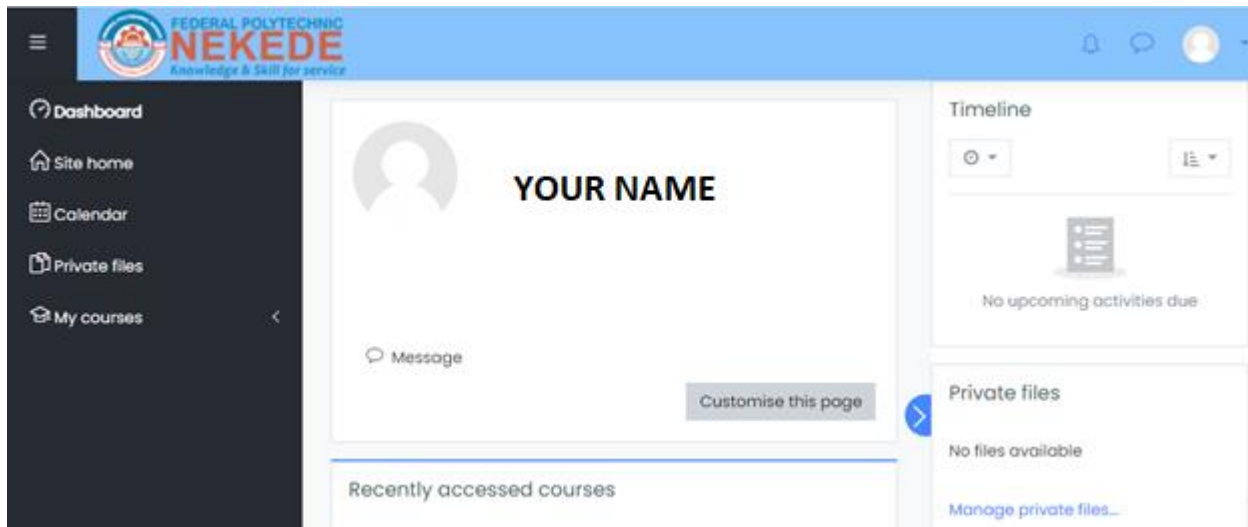
ALSO: The password is CASE SENSITIVE, just type it as it is. Where your Student official Email/Reg. Number/Matric Number didn't work, please use your Application number without the slashes.



click on Log In just below the password.

STEP 6:

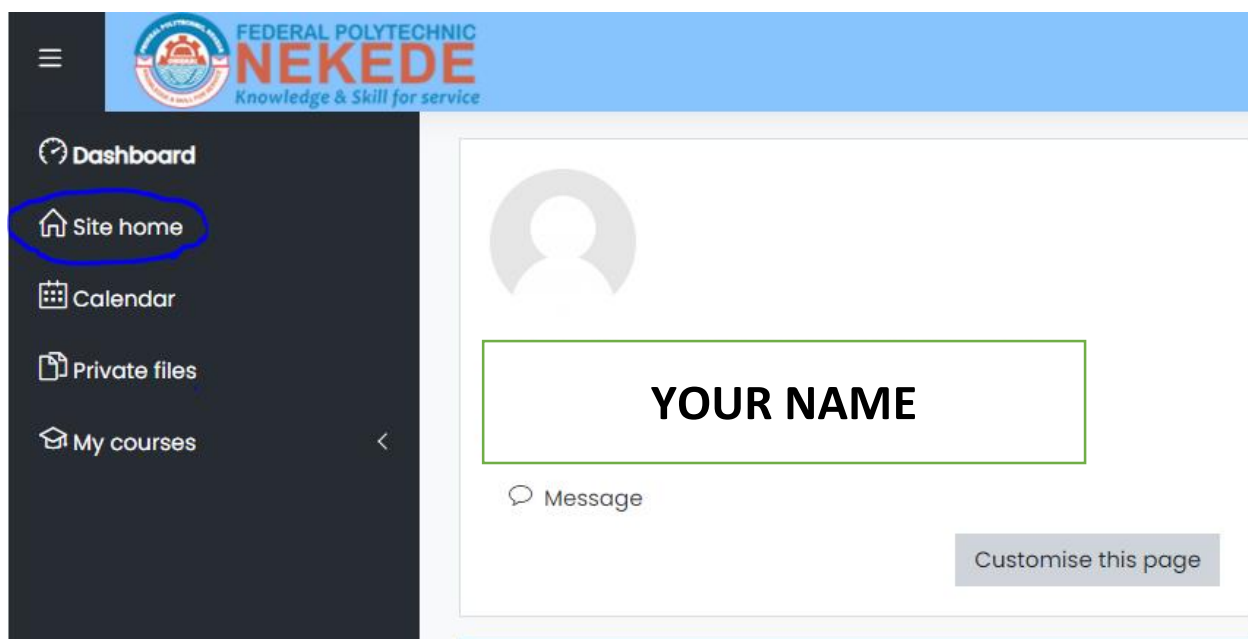
This will take you to your unique dashboard as shown below.



HOW TO ENROLL YOUR COURSES AS A STUDENT

STEP 7:

Click on Site Home icon as shown below



STEP 8:

This will take you to where you will see all available courses as shown below.

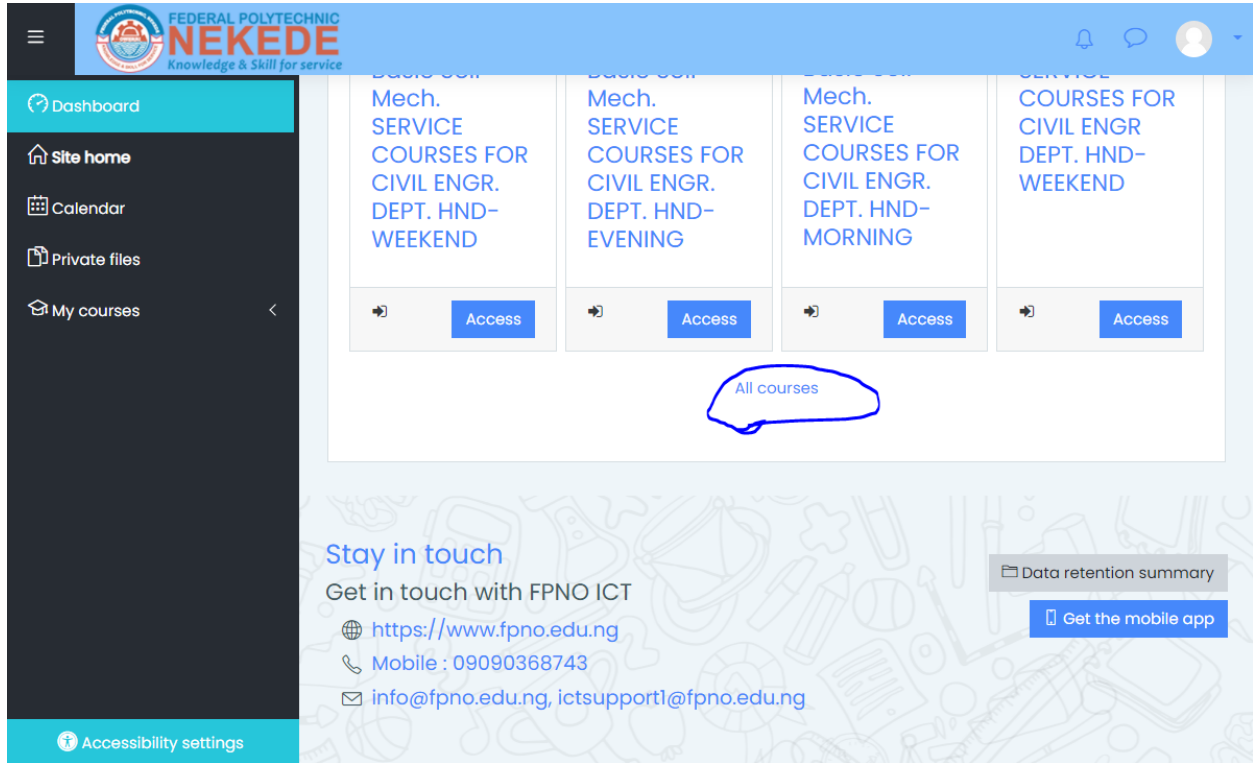
The screenshot displays the user interface of the Federal Polytechnic Nekeke Learning Management System (LMS). At the top, there is a blue header with the institution's logo and name, "FEDERAL POLYTECHNIC NEKEDE Knowledge & Skill for service". A dark sidebar on the left contains navigation options: Dashboard, Site home, Calendar, Private files, and My courses. The main content area is titled "Available courses" and features a grid of four course cards. Each card includes a thumbnail image of hands writing on a tablet, the course code and title, and an "Access" button. The courses listed are:

- GIT 304** Principles of Geo-informatics For Surveying And GeoInformatics HND-HND MORNING
- URP 627** Tourism and Recreational Planning for URP FULL PROFESSIONAL DIPLOMA (POST HND) II HND-EVENING
- URP 627** Tourism and Recreational Planning for URP FULL PROFESSIONAL DIPLOMA (POST HND) II HND-MORNING
- URP 626** Environmental Laws for URP FULL PROFESSIONAL DIPLOMA (POST HND) II HND-EVENING

Each course card has a blue "Access" button at the bottom. A blue hand-drawn circle highlights the "Available courses" title, and a vertical orange double-headed arrow is positioned on the right side of the course grid.

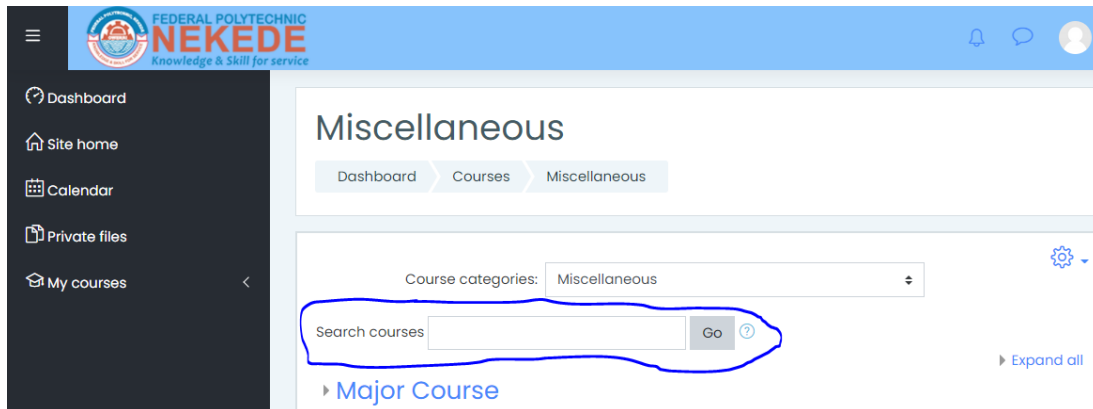
STEP 9:

Scroll down to where you will see **“All Courses”**. Click on it to get to the next page to search for your courses as shown below.



STEP 10:

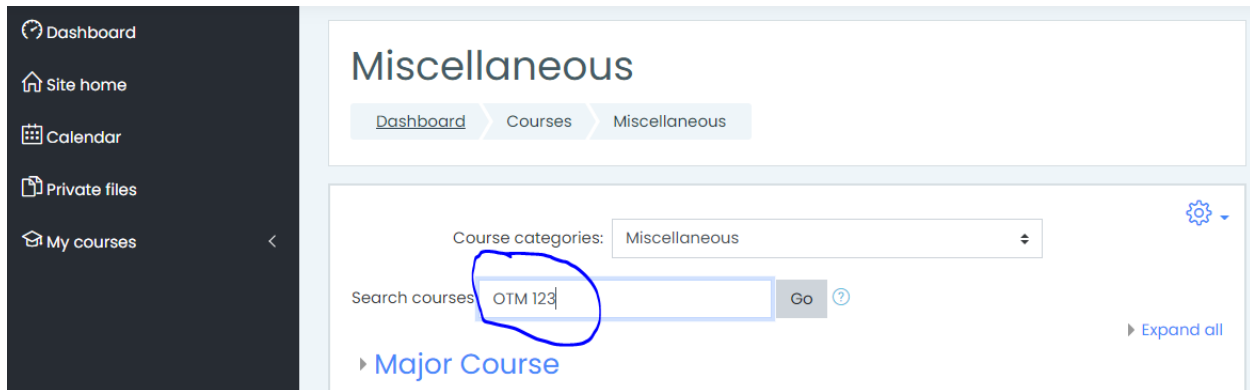
Scroll back up to see **“Search courses”**; in the box beside it, type in the course title you registered in your Portal Dashboard to enroll and join the lectures.



NOTE: Enroll one course at a time.

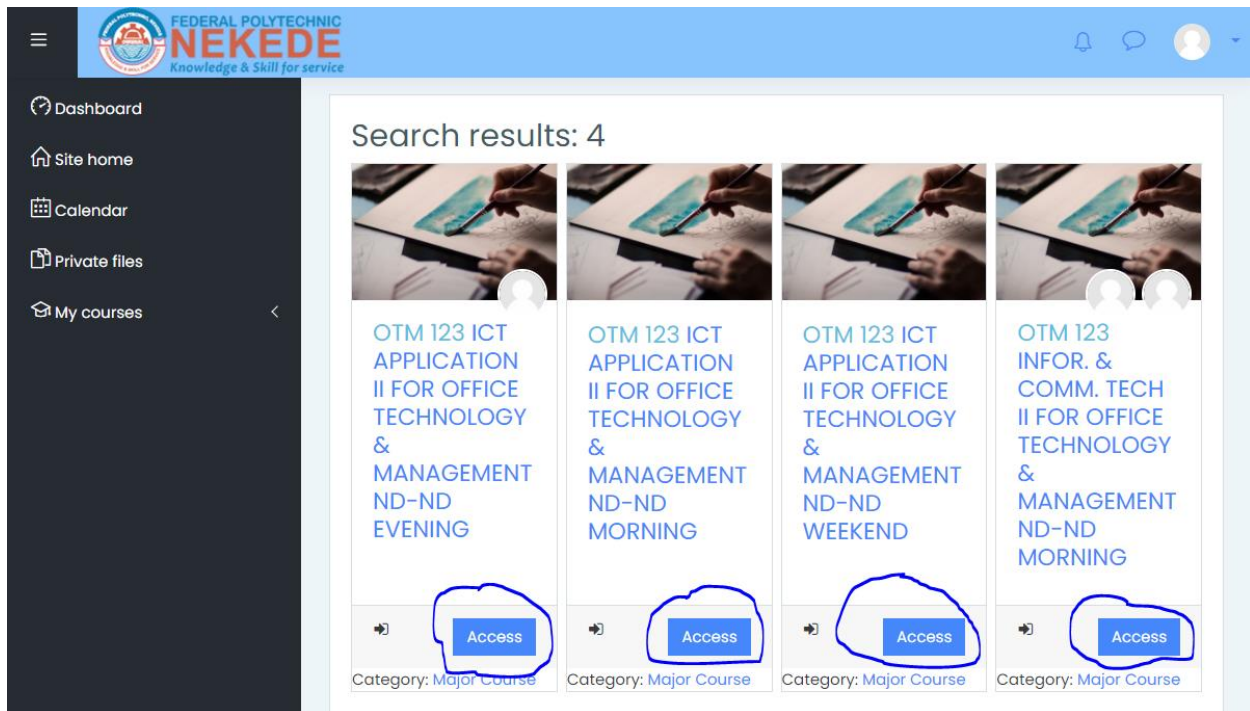
STEP 11:

Type in the course title/course name/course code and click on “Go”



STEP 12:

Courses related to what you have typed will appear, carefully choose the one that you registered on the Students’ Portal Dashboard by clicking on “Access” just below the course, bearing in mind that it is **ONE COURSE AT A TIME**.



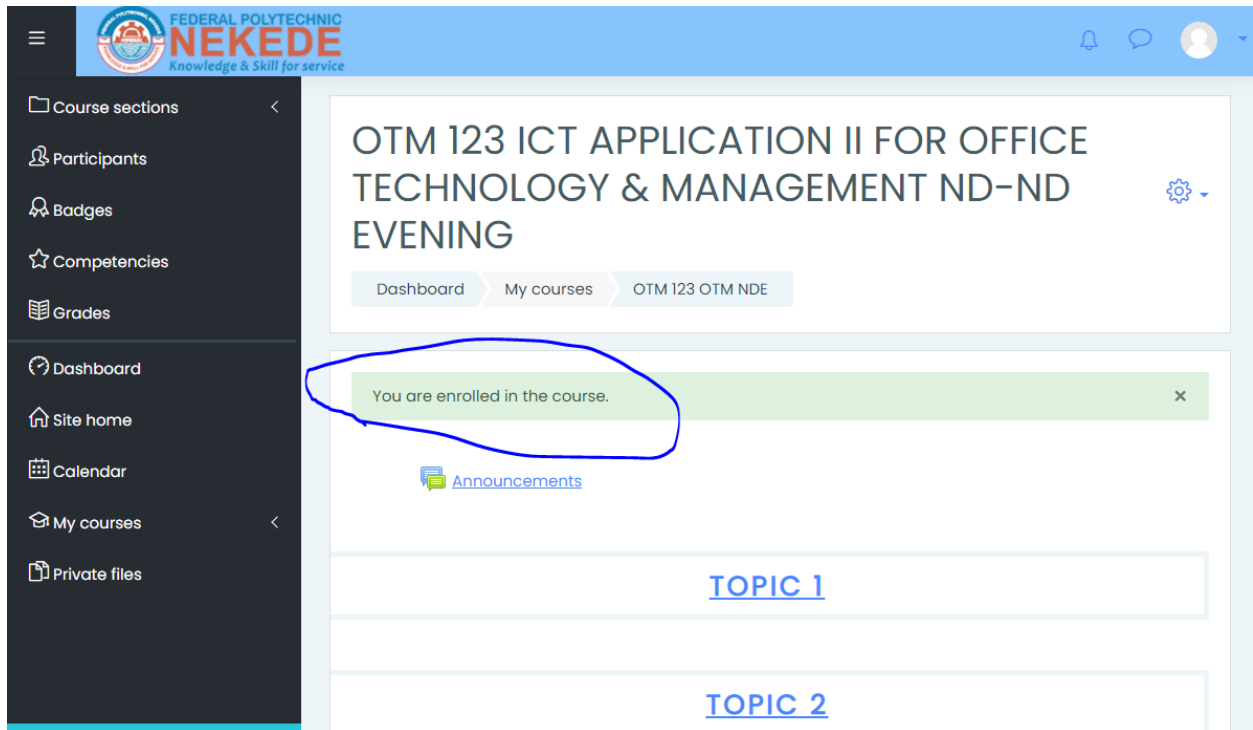
STEP 13:

This will take you to a page as seen below, click on **“Enroll me”**

The screenshot displays the NEKEDE LMS interface. At the top, the header includes the NEKEDE logo and the tagline 'Knowledge & Skill for service'. A navigation menu on the left lists 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'My courses'. The main content area shows the course title 'OTM 123 ICT APPLICATION II FOR OFFICE TECHNOLOGY & MANAGEMENT ND-ND EVENING' and a breadcrumb trail: 'Dashboard > Courses > Miscellaneous > Major Course > OTM 123 OTM NDE'. Below the breadcrumb, there are two buttons: 'Enrol me in this course' and 'Enrolment options'. The 'Enrolment options' section is expanded, showing 'Self enrolment (Student)' with the note 'No enrolment key required.' and a blue 'Enrol me' button circled in blue. A small image of hands writing on a document is visible on the left side of the enrollment options section.

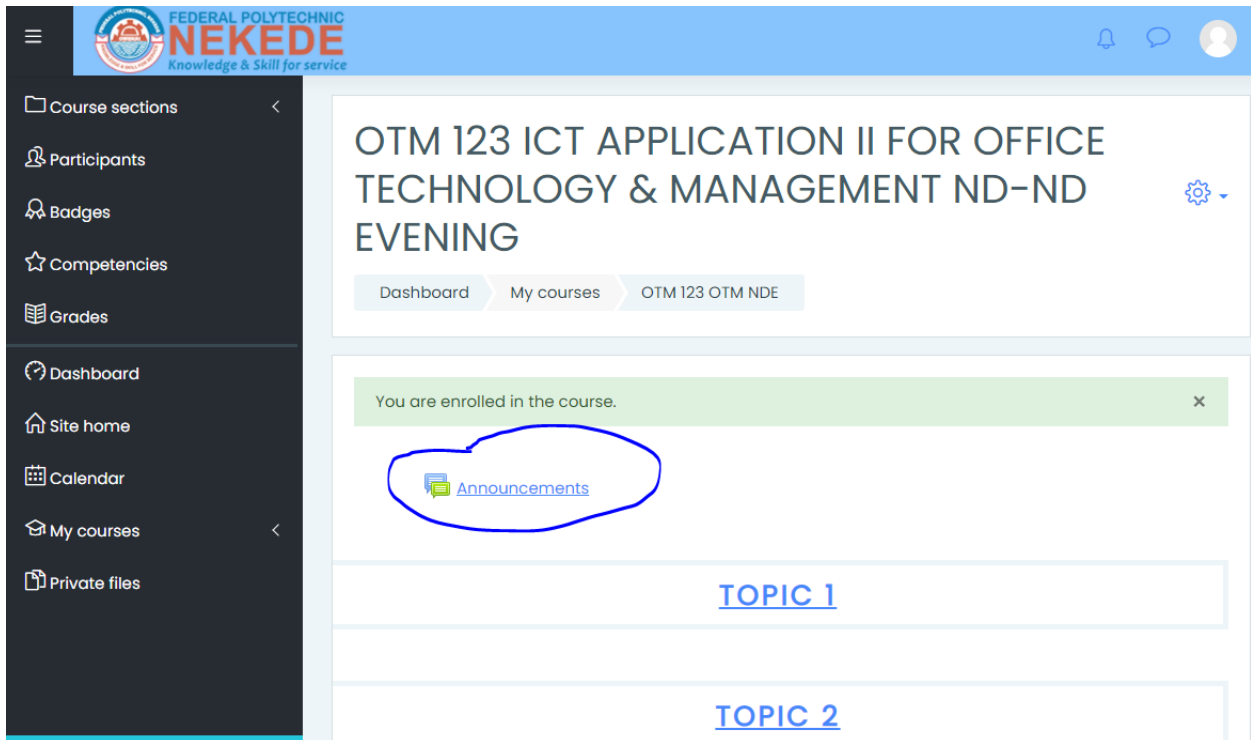
STEP 14:

This will take you to a page as seen below, notifying you that you have been successfully enrolled in the course, showing the different topics the lecturer handling course has uploaded and Announcements from the lecturer.



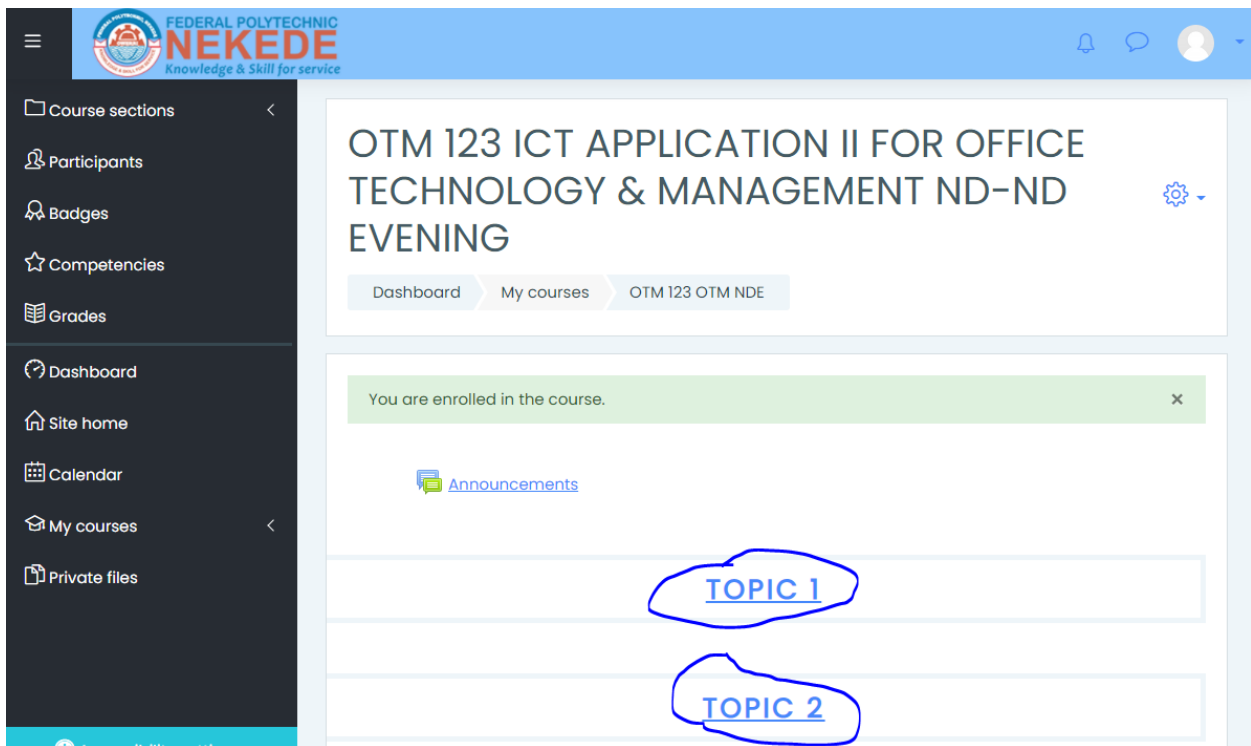
NOTE:

Always check the Announcements to find out when there will be an Assignment, test/quiz or exams etc.



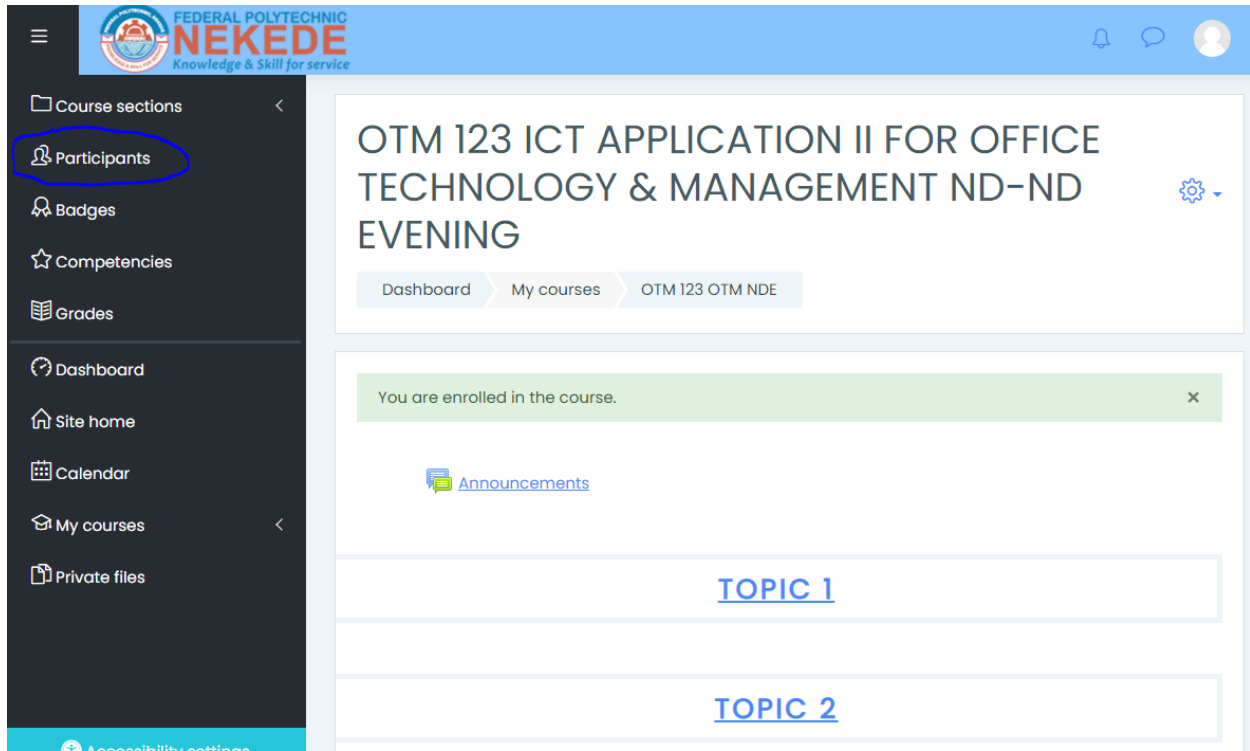
STEP 15:

You can also see the topics of that particular course on the first ICON on the menu as shown below.



STEP 16:

The second ICON on the menu is Participants, this reveals your course mates those currently online participating in the same lecture with you.



NOTE:

Click on the ICON shown with the arrow below to private chat any of your Course mates.



STEP 17:

The ICON circled on the picture below will show you the courses you have been enrolled for the Semester.



POWERED BY ICT DIRECTORATE FEDERAL POLYTECHNIC NEKEDE, OWERRI

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