

PROCESS FLOW FOR APER APPRAISAL FORM

- Visit the school's website at <https://www.fpno.edu.ng>
- On the Header Menu, click on the **Staff** Menu and *Navigate* to **APER Form**. This will take you to the APER portal.
- Login with your **Access code** if you already have. If you don't, click on the "*I do not have access code*" link, and your access code will be forwarded to your official email address.
- Login to your official email inbox
- Copy your access code from your inbox and use it to log into the aper portal.
- Click on proceed.
- Follow the prompt for you to upload all necessary documents by clicking on the **Yes** button.
- Upload all relevant documents that will be used for your appraisal.
 - (Birth certificate from a government hospital, or age declaration from a court) as contained in your Staff file.
 - Academic Qualifications Certificate,
 - Signature, etc.
- Select the form you are to fill, (choose between academic, non-academic as in your case) and fill in the correct details.
- PART 1 and PART 2 to are to be filled by the staff being appraised
- At the bottom of the form, you can save your progress by clicking on the save button.
- Click on submit **only when you are satisfied** with the data entry you have filled earlier.
- When you click on Submit, the document gets submitted to the Head of Department or Unit.

- **PART 3** is filled by the **Head of Department**.
- Note that once the HOD saves the appraisal data, the Staff appraised will get an email notification and phone SMS notification.
- Fill in Satisfactory Note on the Scores received from the appraisal, and click on Submit.
- **PART 4** is filled by the **DEAN**
- **PART 5** is filled by the **Rector**.

