

## HOW TO LOG INTO YOUR PORTAL AS A STUDENT AND PROCESS/GENERATE THE RECEIPT OF YOUR SCHOOL FEES WITH SMART PHONES

### THINGS TO NOTE

1. You **MUST** know your Application number or Registration/Matriculation number and your Portal Password. If the password is forgotten, use the WhatsApp ICON below the school's webpage [www.fpno.edu.ng](http://www.fpno.edu.ng) to complain, and an ICT Staff will assist you to retrieve it.
2. You **MUST** have paid your school fees a unique RRR number generated from your **Portal Dashboard**; For New Students, the RRR Number is sent to you on your **Screening Dashboard** or by **SMS** after Successful First Screening - E-screening (Online Screening). *In case you (New Student) did not get the SMS, often check your screening status by login into your screening dashboard. Just click on this link [http://erp.fpno.edu.ng:8080/index.php?register/start\\_screening](http://erp.fpno.edu.ng:8080/index.php?register/start_screening); then type in your application number and O'level verification RRR number to see your E-Screening Dashboard.*

A view of the student's Portal Dashboard using a computer showing the Menu with different categories listed vertically at the Left Hand Side of the Dashboard.

The screenshot displays the FPNO ERP Student Dashboard. On the left, a vertical navigation menu lists various categories: Dashboard, Admissions, Acceptance Fees, School Fees, Medicals, TEDO Fees, Microsoft Collaboration Fee, Other Fees, Course Management, Results, Time Table, Hostel Accommodation, View All Payments, and Account. The main dashboard area is titled "Student Dashboard" and contains several sections:

- Quick Links:** A row of six icons for Profile, Courses, Payment, Accommodation, Exams, and Library.
- Fee Report:** A table with columns for Payment Type, Session, and Confirmation Code.
- Accommodation Report:** A table with columns for Hostel, Room, and Serial.
- Examination Best Score:** A table with columns for Course Code, Session, and Score, including a "View Score" link.
- Examination Worse Score:** A table with columns for Course, Session, and Score, including a "View Score" link.
- Event Schedule:** A calendar for September 2020 with a grid showing dates from 1 to 30. The 13th is highlighted in blue.

At the bottom of the dashboard, there is a copyright notice: "©2020. Powered By FPNO ICT".

## STEP 1

Open “**Google Chrome**” application on your phone. Ensure that you have data and it is on – ensure that you have access to the internet.



# Google

Search or type web address

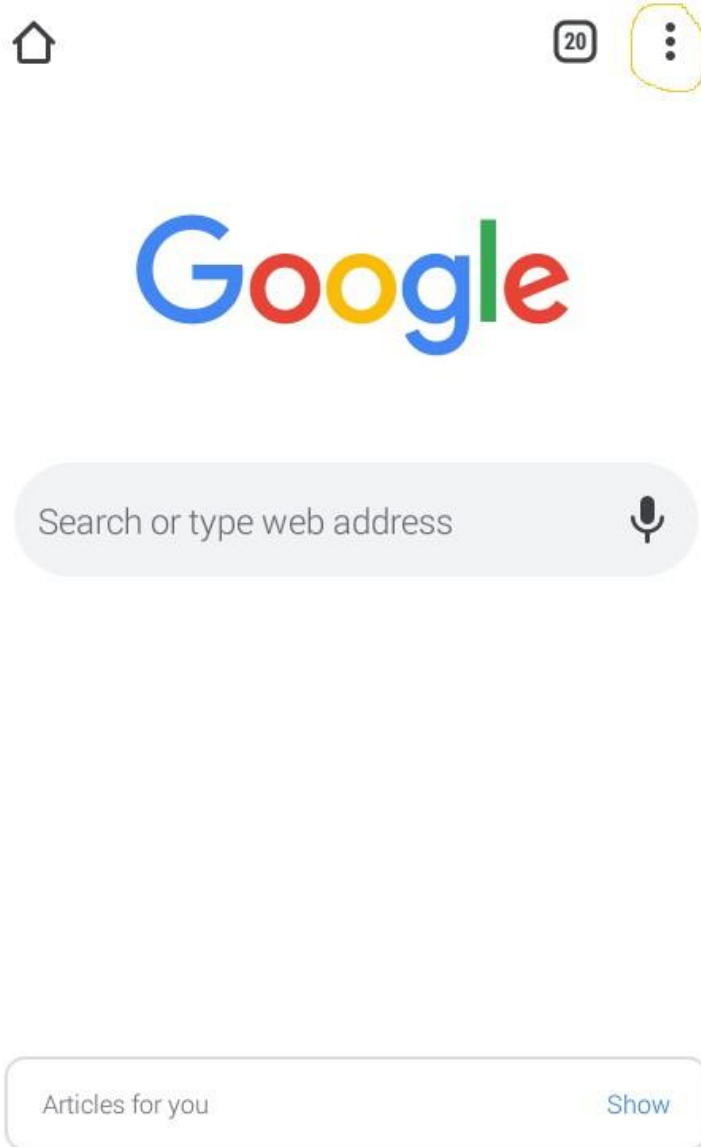


Articles for you

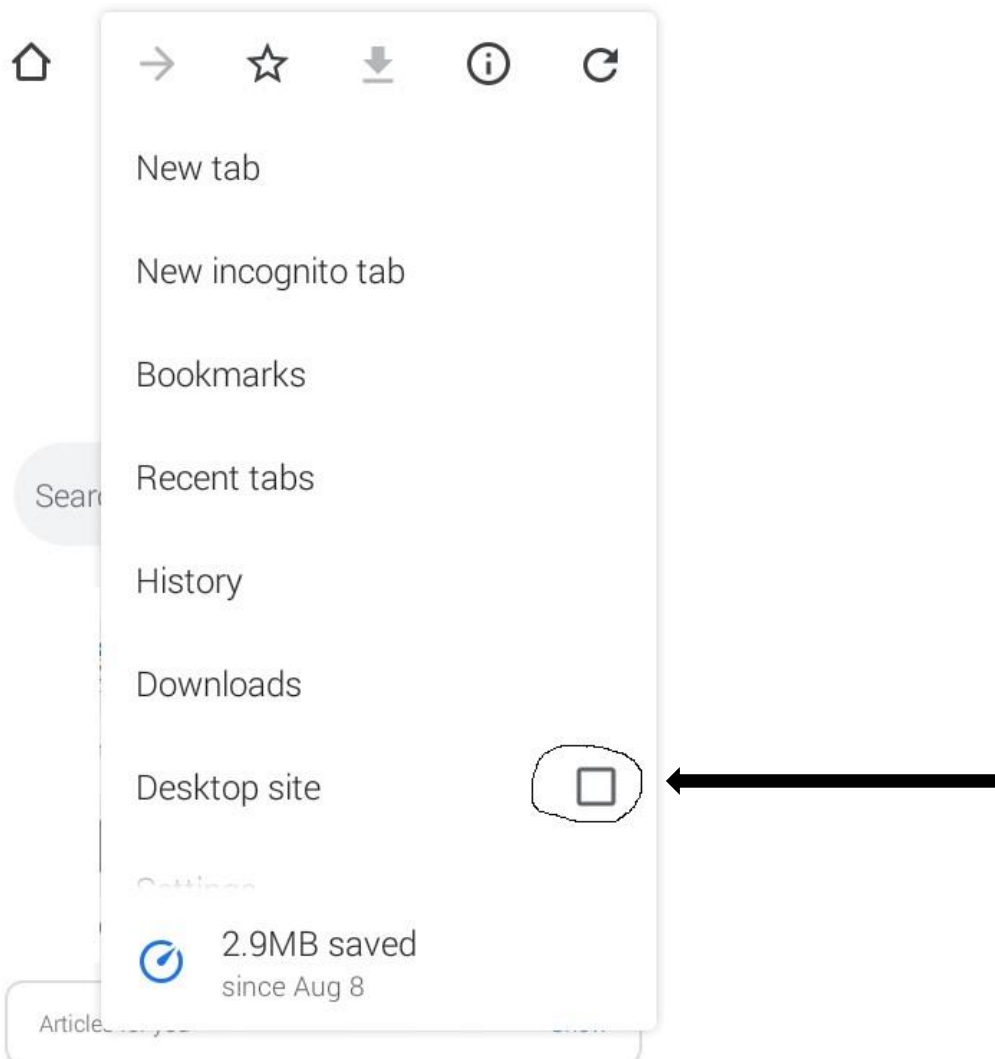
Show

**STEP 2:**

Turn on the desktop view of your “**Google Chrome**” browser. By clicking on the three dots on the circled part as shown below.



**STEP 3:** Click the square by “Desktop site”



**STEP 4:** On the address bar, type [www.fpno.edu.ng](http://www.fpno.edu.ng) and press enter to load the school's website homepage as shown below.

Home About Us Schools Academics Administration Fees Portal Admissions Library Portal Links

eTranscript Portal Login

### 2019/2020 ADMISSION INTO URBAN AND REGIONAL PLANNING FULL PROFESSIONAL DIPLOMA (FPD) PROGRAMME

HOW TO APPLY STEP 1: On our site [www.fpno.edu.ng](http://www.fpno.edu.ng), click on "Admissions" on the menu or click [HERE](#) which will take you to our Application form site. STEP 2: On...

#### About Us

Vision Statement: In line with the goals and objectives of the Federal Government of Nigeria's policies on Education and Science and Technology, it's academic mandate and the current global thrust in Science and Technology, the Federal Polytechnic, Nekede, under the...

#### Schools

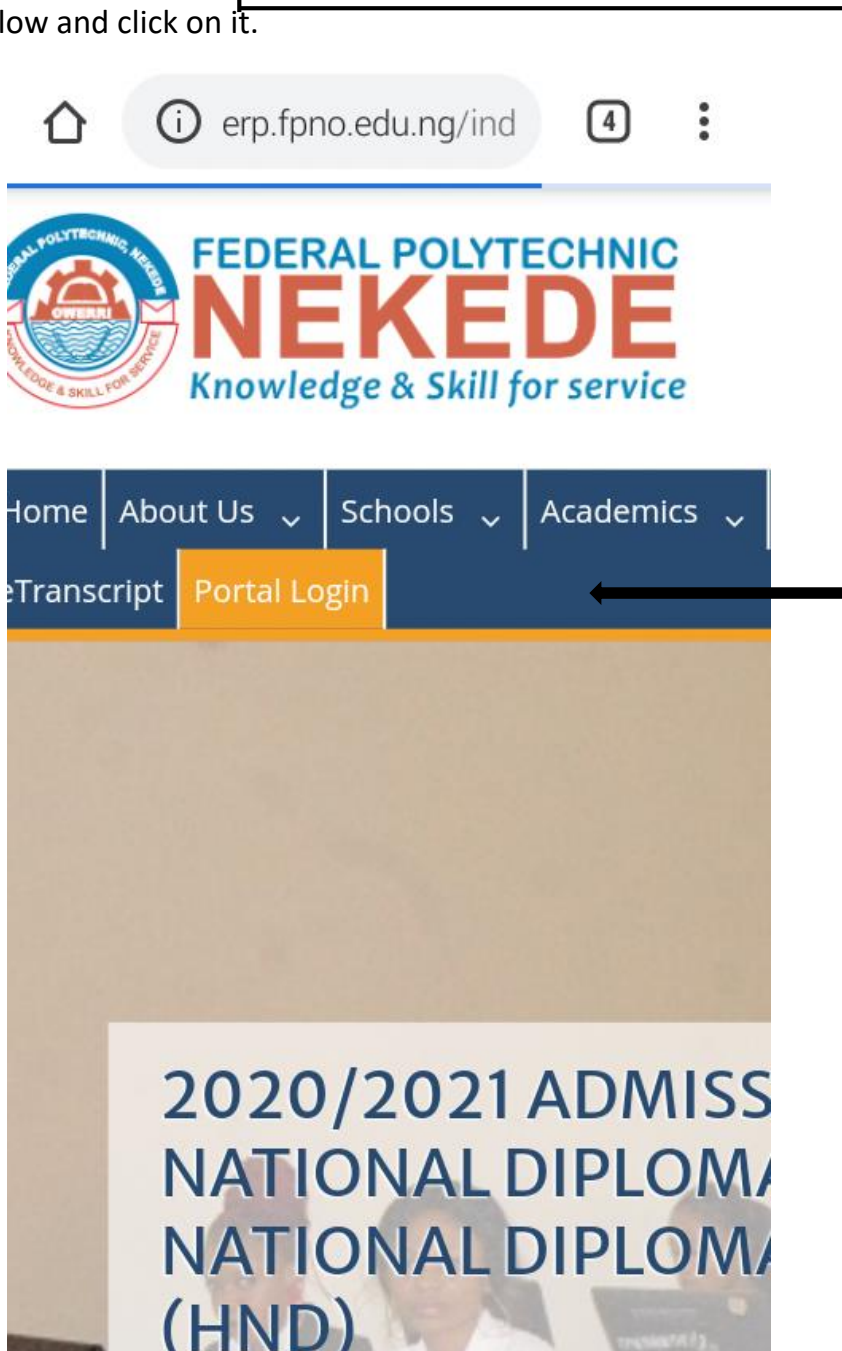
SCHOOL OF BUSINESS AND MANAGEMENT  
TECHNOLOGY SCHOOL OF INDUSTRIAL AND APPLIED SCIENCES SCHOOL OF ENVIRONMENTAL DESIGN TECHNOLOGY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES SCHOOL OF ENGINEERING TECHNOLOGY

#### FPNO Library

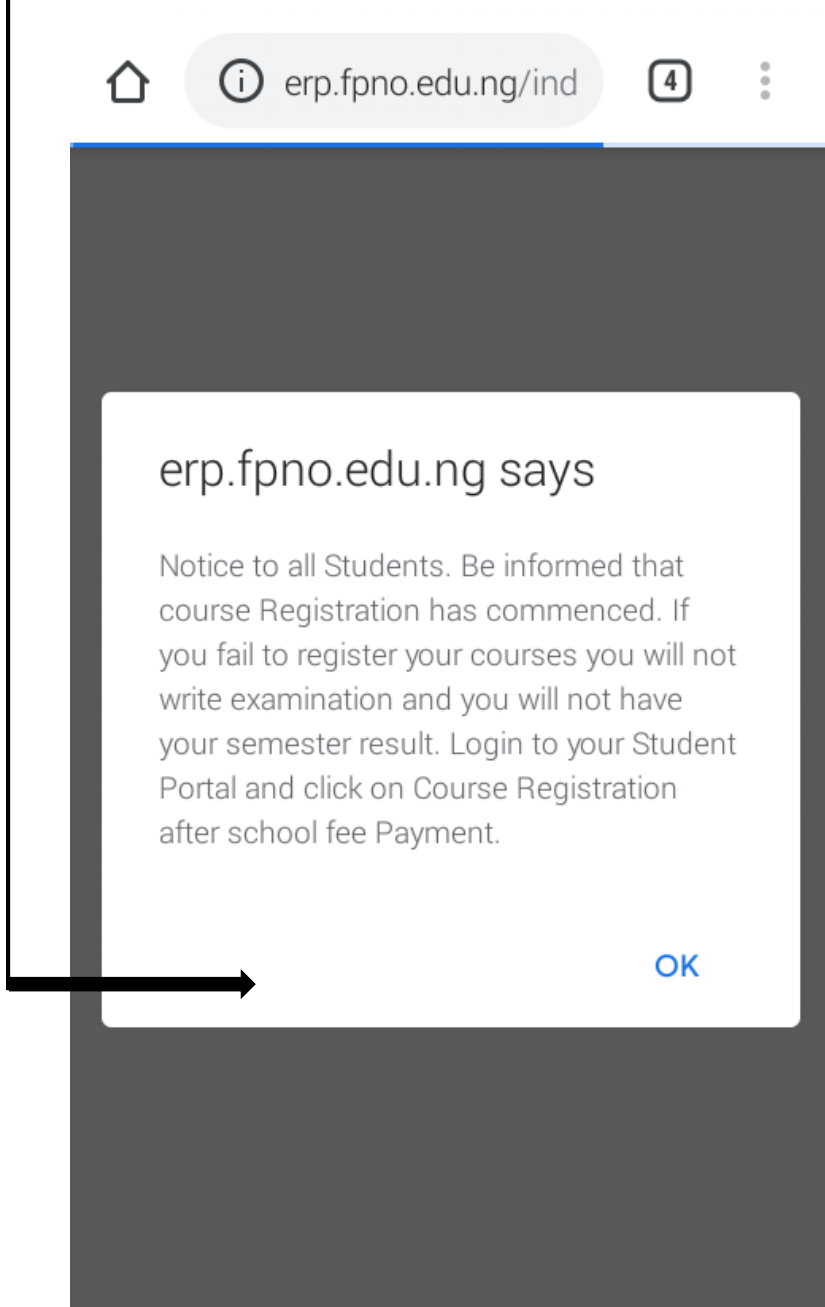
Librarian Enyla, Christian Obiske is the Polytechnic Librarian of Federal Polytechnic Nekede Owerri. He hails from Umuasia Nsulu, in Isiala Ngwa North LGA of Abia State. Enyla studied at Imo State University, Abia State University, National Open University of Nigeria...

Need help? Chat with us

**STEP 5:** On the menu bar, zoom in your phone screen to locate **“Portal Login”** as shown below and click on it.

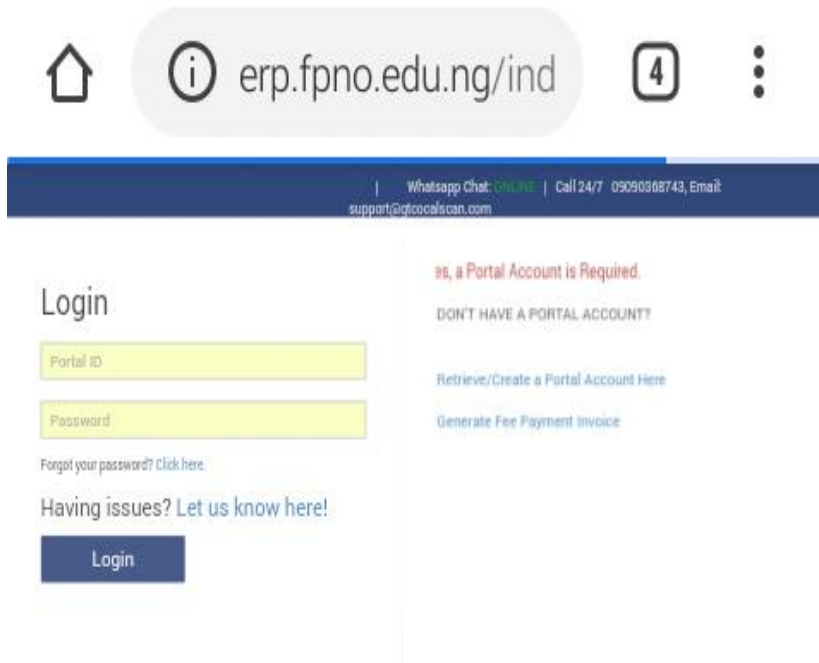


**STEP 6:** The Portal Login page will open as seen below, read the information and click on "OK" to continue.





**STEP 7:** It will take you to the Portal Login page as shown below.



**STEP 8:** Zoom in to where you will type in your Application number/Reg. /Matriculation Number, followed by your **Password** as shown below. Type them correctly without leaving space between the numbers and click on **“Login”**

erp.fpno.edu.ng/ind

# Login

FPN/HNDM/18 Application/Reg./Mat Number

..... Password

[Forgot your password? Click here.](#)

Having issues? [Let us know here!](#)

Login Login

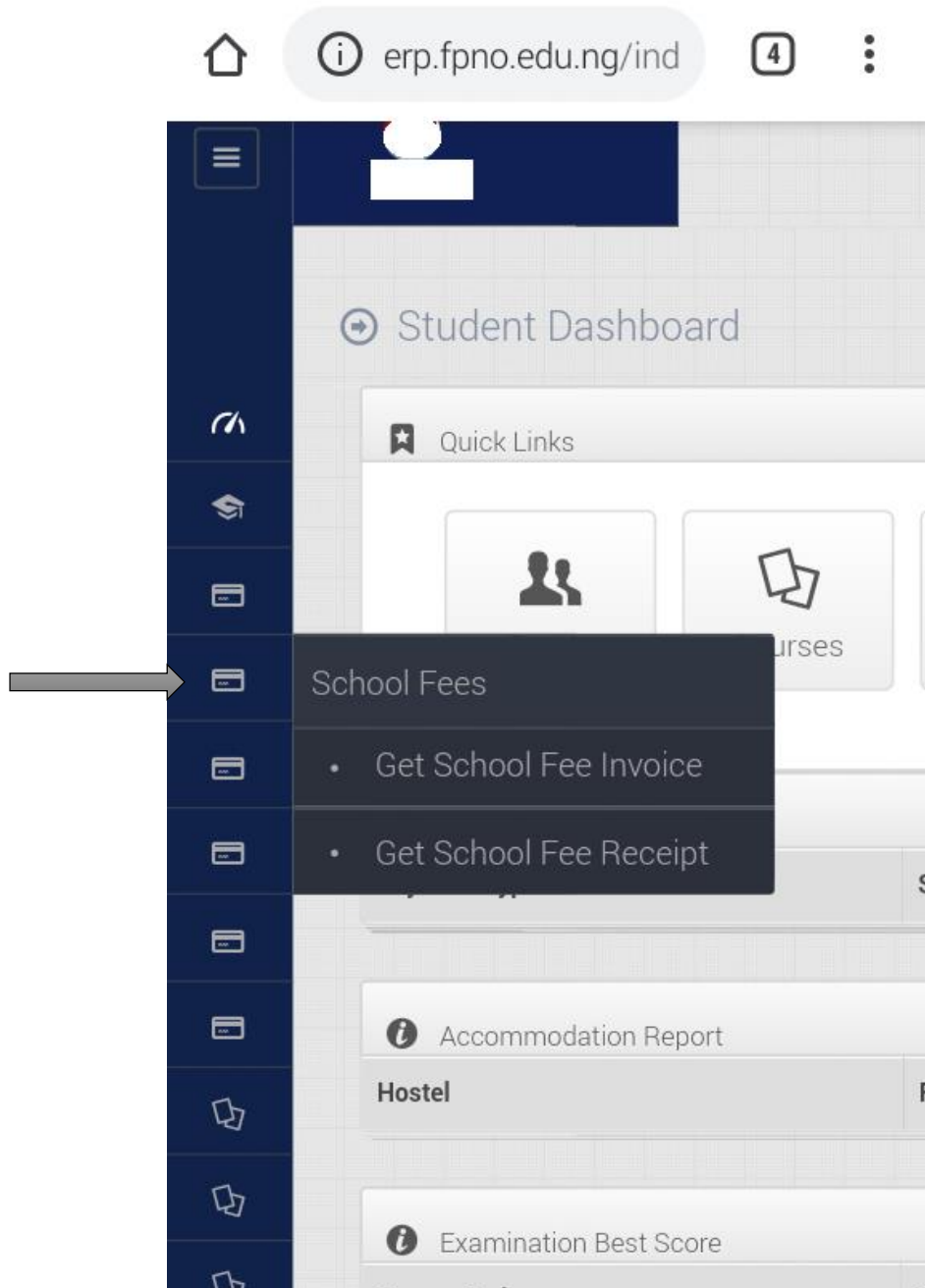
**STEP 9:** This will take you to your portal dashboard as shown below.

The screenshot shows a web browser with the address bar displaying `erp.fpno.edu.ng/ind`. The browser has a home icon, an information icon, and a tab with the number 4. The page content is a 'Student Dashboard' with a dark blue sidebar on the left containing navigation icons. The main content area is titled 'Student Dashboard' and includes a 'Quick Links' section with buttons for Profile, Courses, Payment, Accommodation, Exams, and Library. Below this are four report sections: 'Fee Report' (table with columns: Payment Type, Session, Confirmation Code), 'Accommodation Report' (table with columns: Hostel, Room, Serial), 'Examination Best Score' (table with columns: Course Code, Session, Score, and a 'View Score >' link), and 'Examination Worse Score' (table with columns: Course, Session, Score, and a 'View Score >' link). The bottom section is 'Event Schedule', which displays a calendar for September 2020. The calendar shows days from Monday to Sunday, with the 18th of September highlighted in blue.

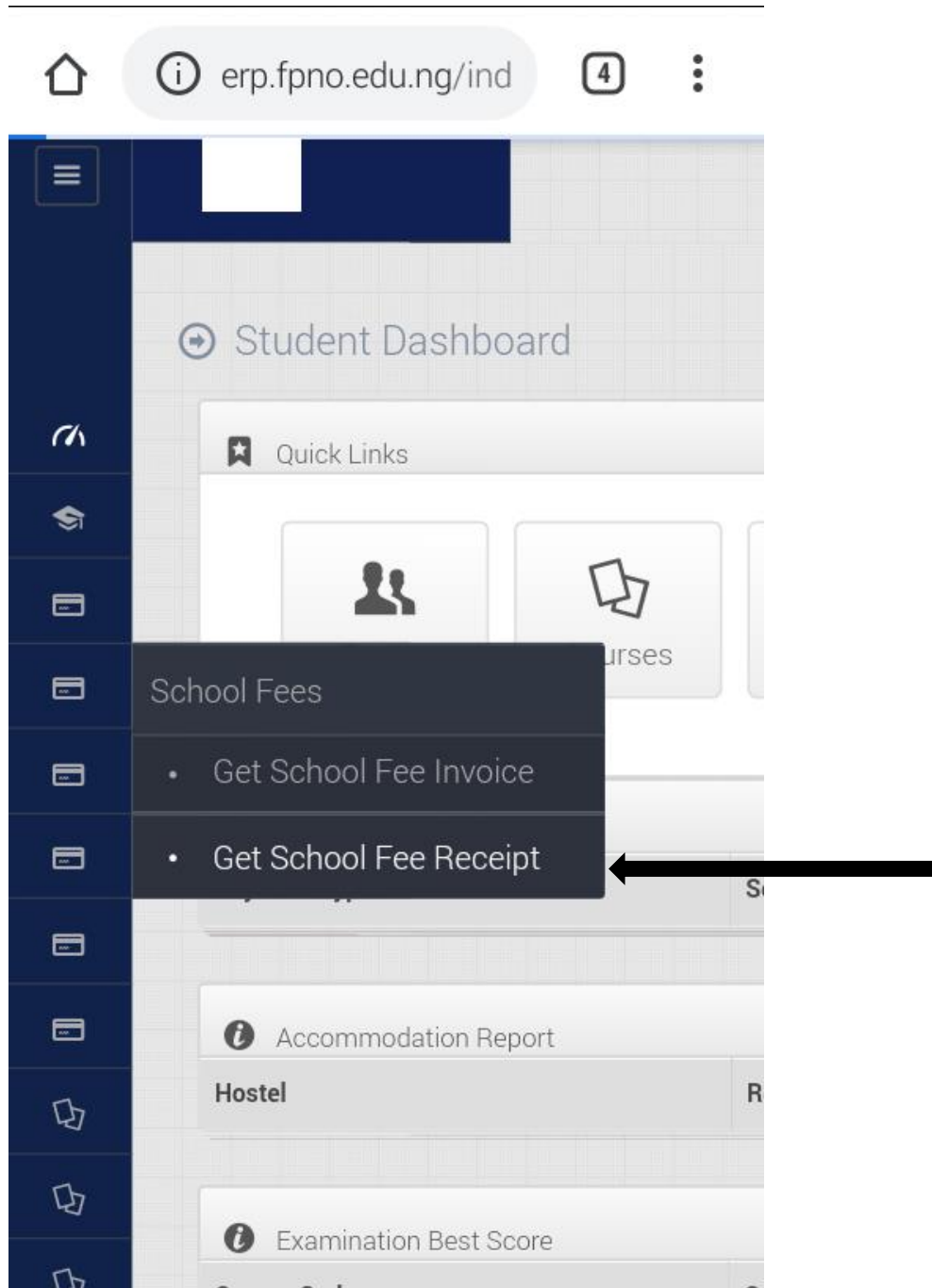
Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**STEP 10:** Click on the fourth ICON on the menu list which is **School Fees** – Refer to page two of this manual to know the title of each ICON on the menu.

A submenu will open from the School Fees as shown below.



**STEP 11:** Click on **Get School Fee Receipt** from the submenu as shown.

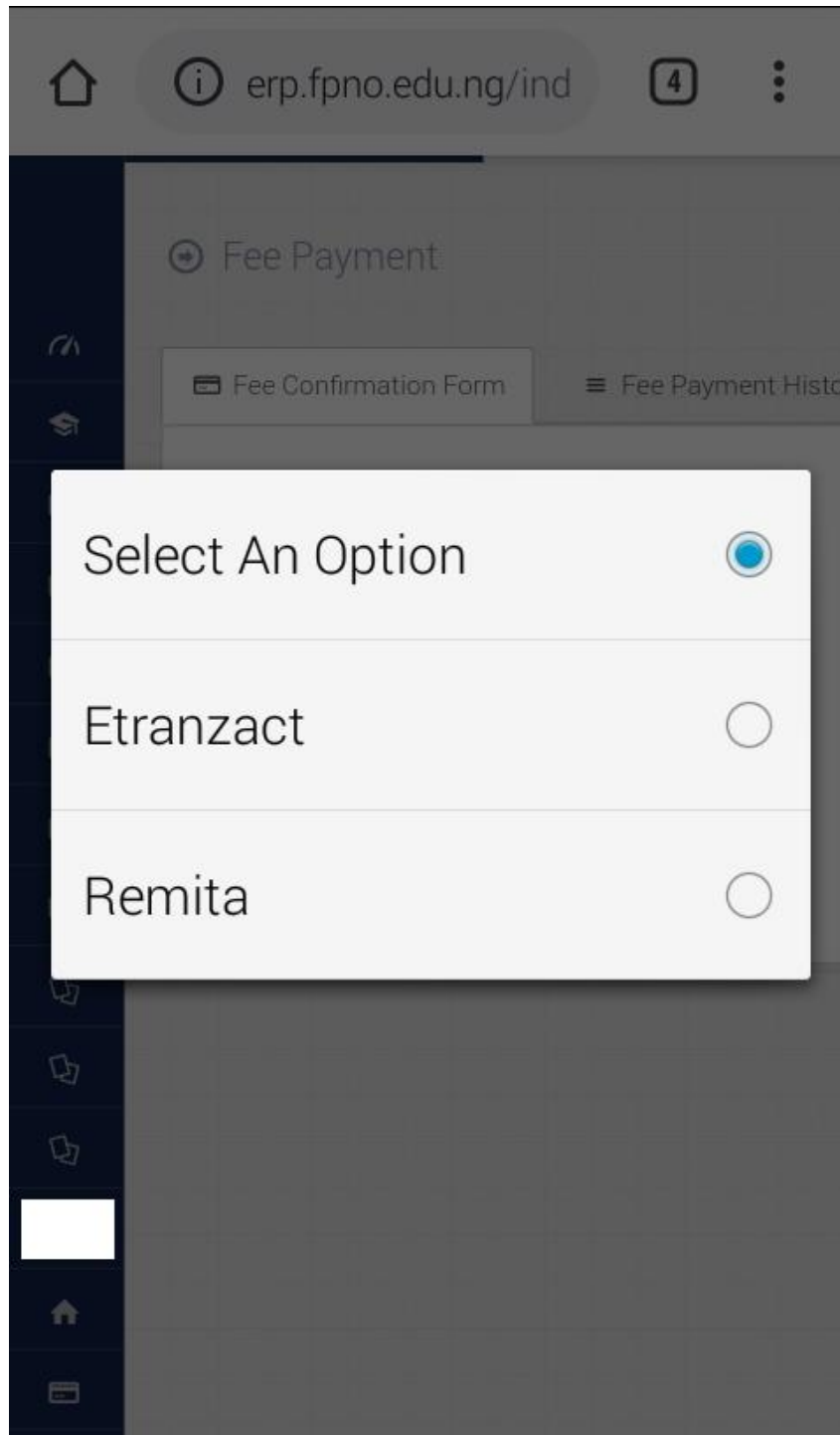


**STEP 12:** This will take you to where you type the school fees RRR number that you have paid with on the rectangular box labelled **RRR/Confirmation Code**;

The screenshot shows a web browser window with the address bar displaying 'erp.fpno.edu.ng/ind'. The browser's address bar also shows a home icon, an information icon, a notification icon with the number '4', and a menu icon. The page content is titled 'Fee Payment' and includes a sub-header '©2020 . Powered By FPNO ICT'. Below the header, there are two tabs: 'Fee Confirmation Form' (which is active) and 'Fee Payment History'. The main content area contains a form with two input fields: 'RRR / Confirmation Code' and 'Payment Platform'. The 'RRR / Confirmation Code' field has a small 'A' icon on the left and a text input box. The 'Payment Platform' field has a small 'A' icon on the left and a dropdown menu with the text 'Select An Option'. Below these fields is a blue button labeled 'Confirm Fee Payment'. A dark blue sidebar with various navigation icons is visible on the left side of the page.

**STEP 13:** On the second rectangular box labelled **Payment Platform**, Click on **Select An Option**.

Two options will open – Remita and Etranzact; Select **Remita** and click on **Confirm Fee Payment**.



A receipt will be generated which you will print out of you wish to and a copy will be saved automatically on your portal dashboard under **Fee Payment History**.

Where error message is encountered, report to ICT Directorate FPNO, behind Rector's building inside the school premises.

S/N	Portal ID	Semester	Level	Amount (₦)	Session
1	FPN/HNDM/	FIRST	HND I	₦ 38950	2018/2019
2	FPN/HNDM/	FIRST	HND II	₦ 28050	2019/2020

Showing 1 to 2 of 2 entries

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**ENGR. MRS. MARY N. NWAKAMMA**  
**AG. HEAD, ICT.**