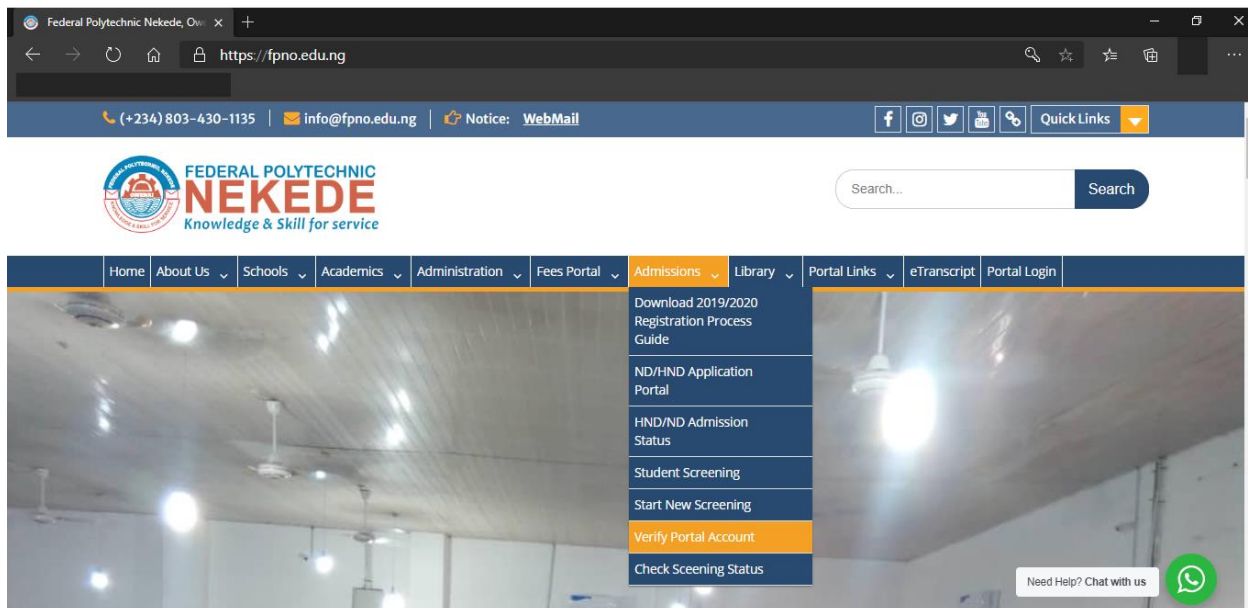


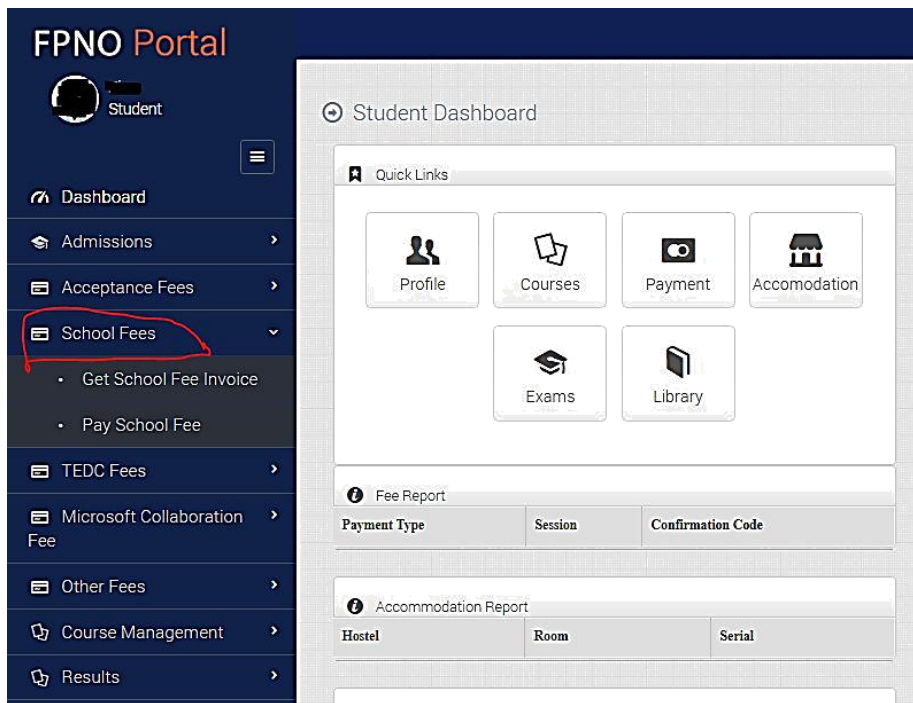
PROCESS FLOW FOR RETURNING STUDENTS – NDII AND HNDII STUDENTS

1. Proceed to the schools' website www.fpno.edu.ng, click on Verify Portal Account under the Admissions.



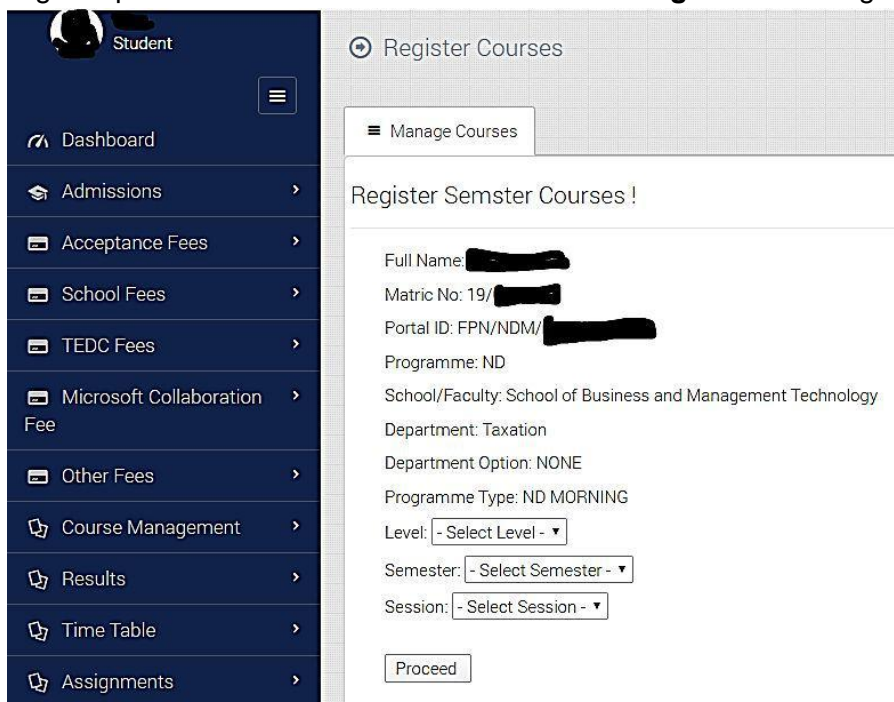
Enter your Application Number and Select your Student Type (New student or Returning student) then create your portal account. A unique Portal ID, email and password will be issued to you.

2. Login to your Portal account with the issued portal account details and Select **“School Fee Menu”** and choose **“Get School Fee”**



then and make fee payment at the Bank or from the school portal via ATM Card and Click on “**Get School fee receipt**” under School Fee Menu and Print the fee receipt.

3. Proceed to Medicals for X-Ray Screening if you haven't done your Medicals, you will be assigned to a medical facility automatically. The Facility will upload scanned copies of the X-Ray for Examination. Visit MIS for Matric Number and Student Identity Card if you haven't done so previously.
4. Login to portal account and click on “**Course Management**” to Register Semester Courses.



5. Print Semester Course Registration and Take to Department for Approval.

[Click Here to Print your Course Reg Form](#)

ID	COURSE CODE	COURSE TITLE	CREDIT UNIT	COURSE TYPE	ACTION
1	BIO 151	GENERAL BIOLOGY I	2	MAJOR COURSE	✗
2	ED 102	HISTORY OF EDUCATION	2	MAJOR COURSE	✗
3	CHEM 111	BASIC PRINCIPLES OF CHEMISTRY II	2	MAJOR COURSE	✗
4	G.S 101	USE OF ENGLISH I	2	GENERAL STUDIES COURSE	✗
5	G.S 103	SOCIAL SCIENCE I	2	GENERAL STUDIES COURSE	✗
6	PHY 191	PRACTICAL PHYSICAL I	1	ELECTIVE	✗
7	C.S 101	INTRODUCTION TO COMPUTER SCIENCE	3	MAJOR COURSE	✗
8	INT.SC 122	LIFE SCIENCE	2	ELECTIVE	✗

(The class Adviser will login and approve courses for students as they register.)

For assistance/support kindly visit ICT Directorate, Behind Rector's building or send mail to ict@fpno.edu.ng