

## HOW TO LOG INTO YOUR PORTAL AS A STUDENT AND REGISTER YOUR COURSES 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 1st to 30th.

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

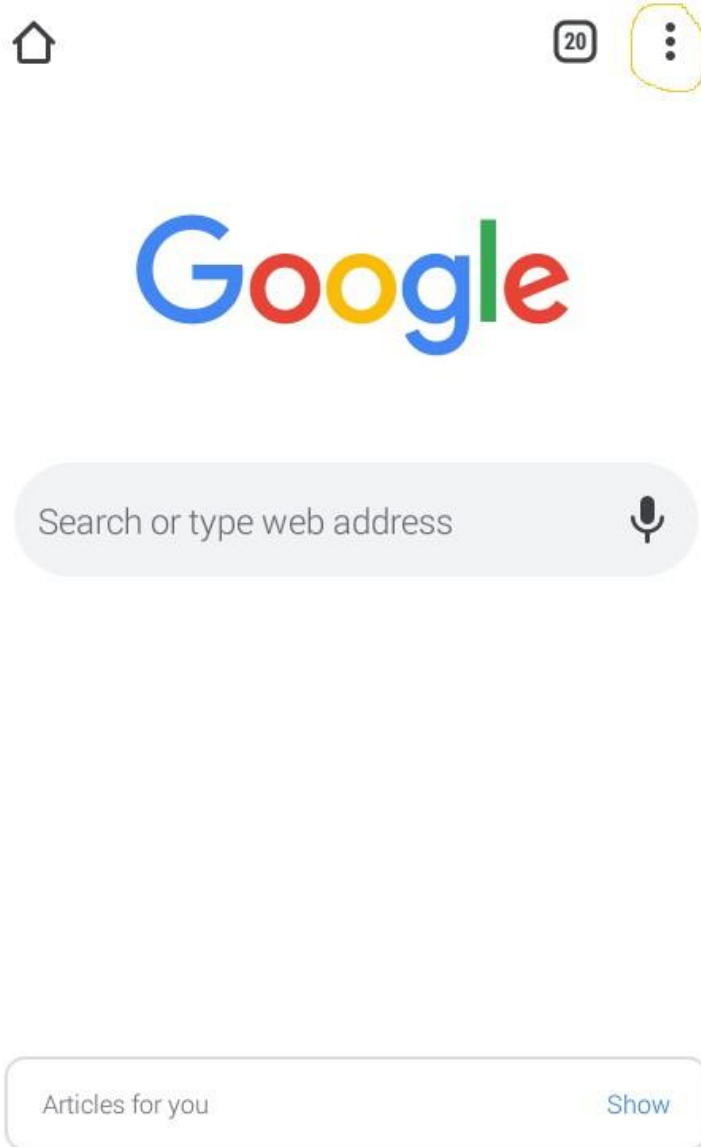


Articles for you

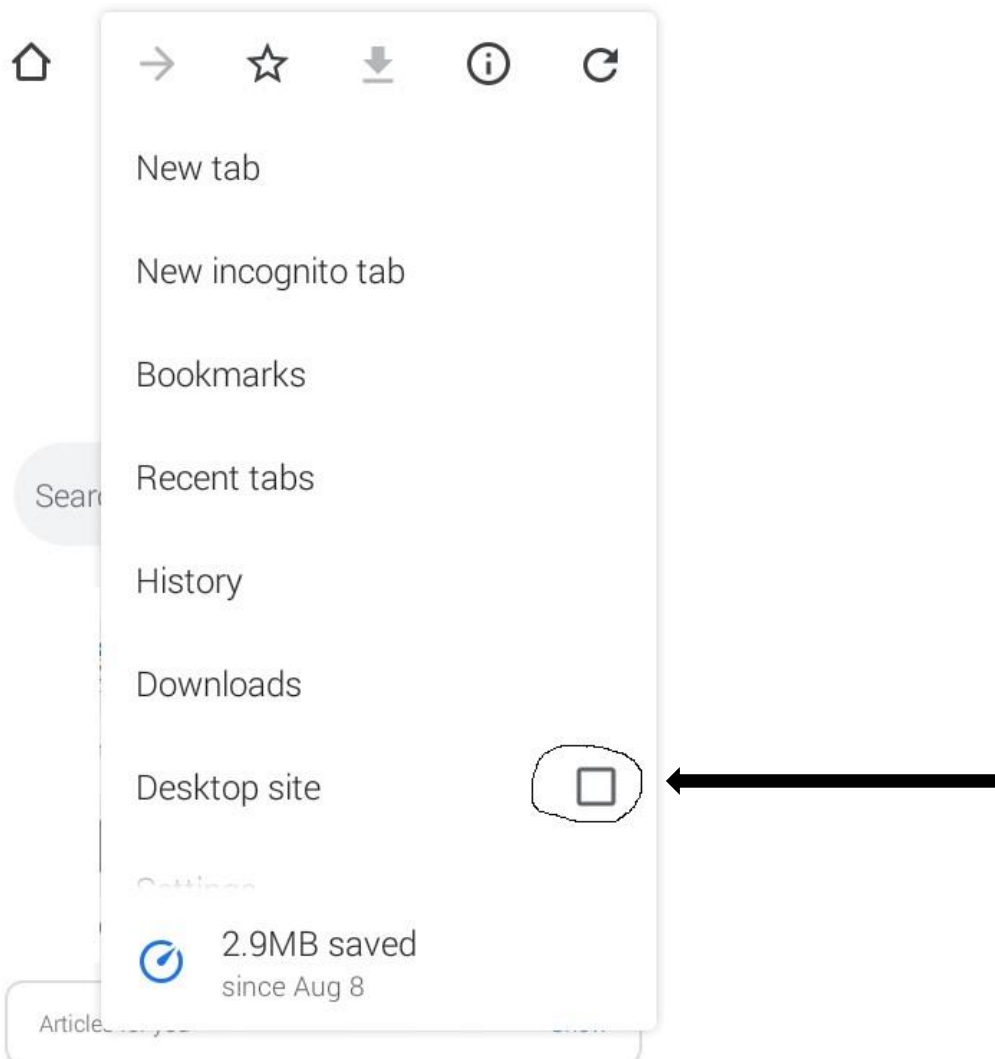
Show

**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

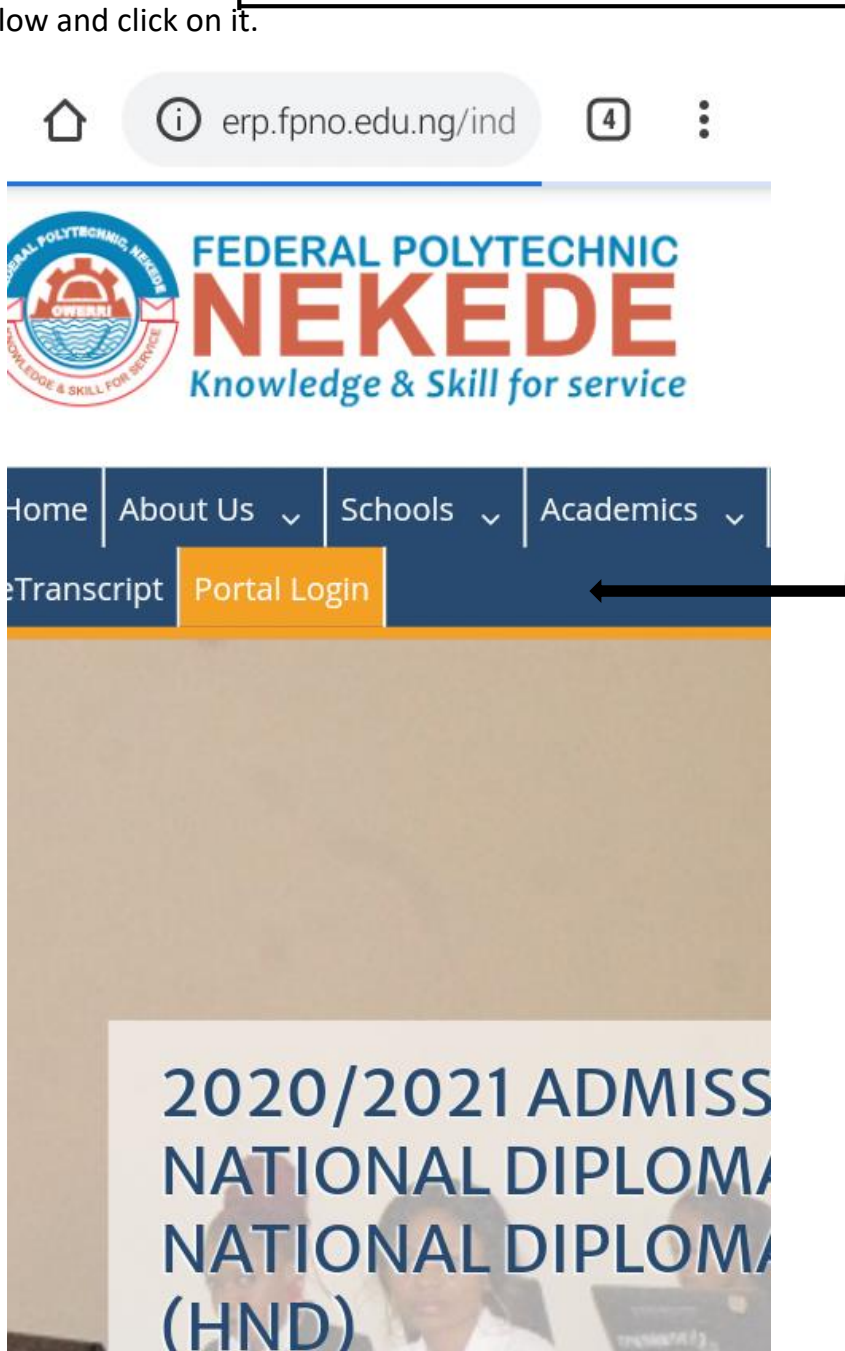
SCHOOL OF BUSINESS AND MANAGEMENT  
TECHNOLOGY SCHOOL OF INDUSTRIAL AND APPLIED SCIENCES SCHOOL OF ENVIRONMENTAL DESIGN TECHNOLOGY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES SCHOOL OF ENGINEERING TECHNOLOGY

#### FPNO Library

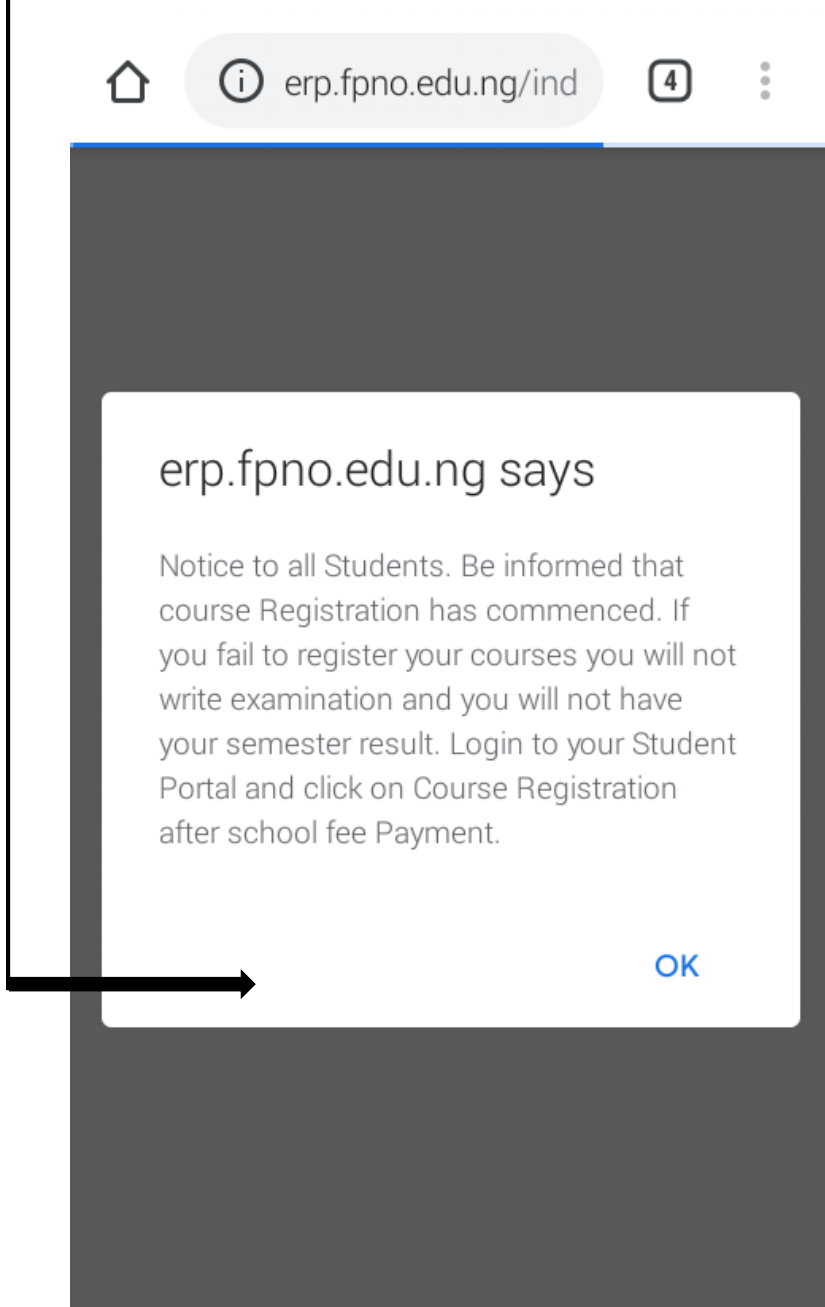
Librarian Enyla, Christian Obiske is the Polytechnic Librarian of Federal Polytechnic Nekede Owerri. He hails from Umuasia Nsulu, in Isiala Ngwa North LGA of Abia State. Enyla studied at Imo State University, Abia State University, National Open University of Nigeria...

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.

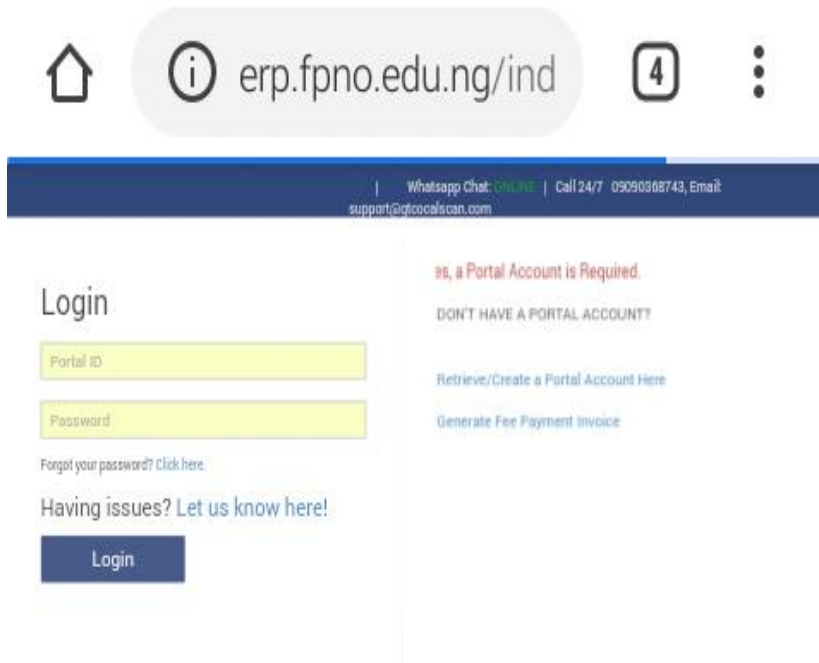


**STEP 6:** The Portal Login page will open as seen below, read the information and click on “OK” to continue.





**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.

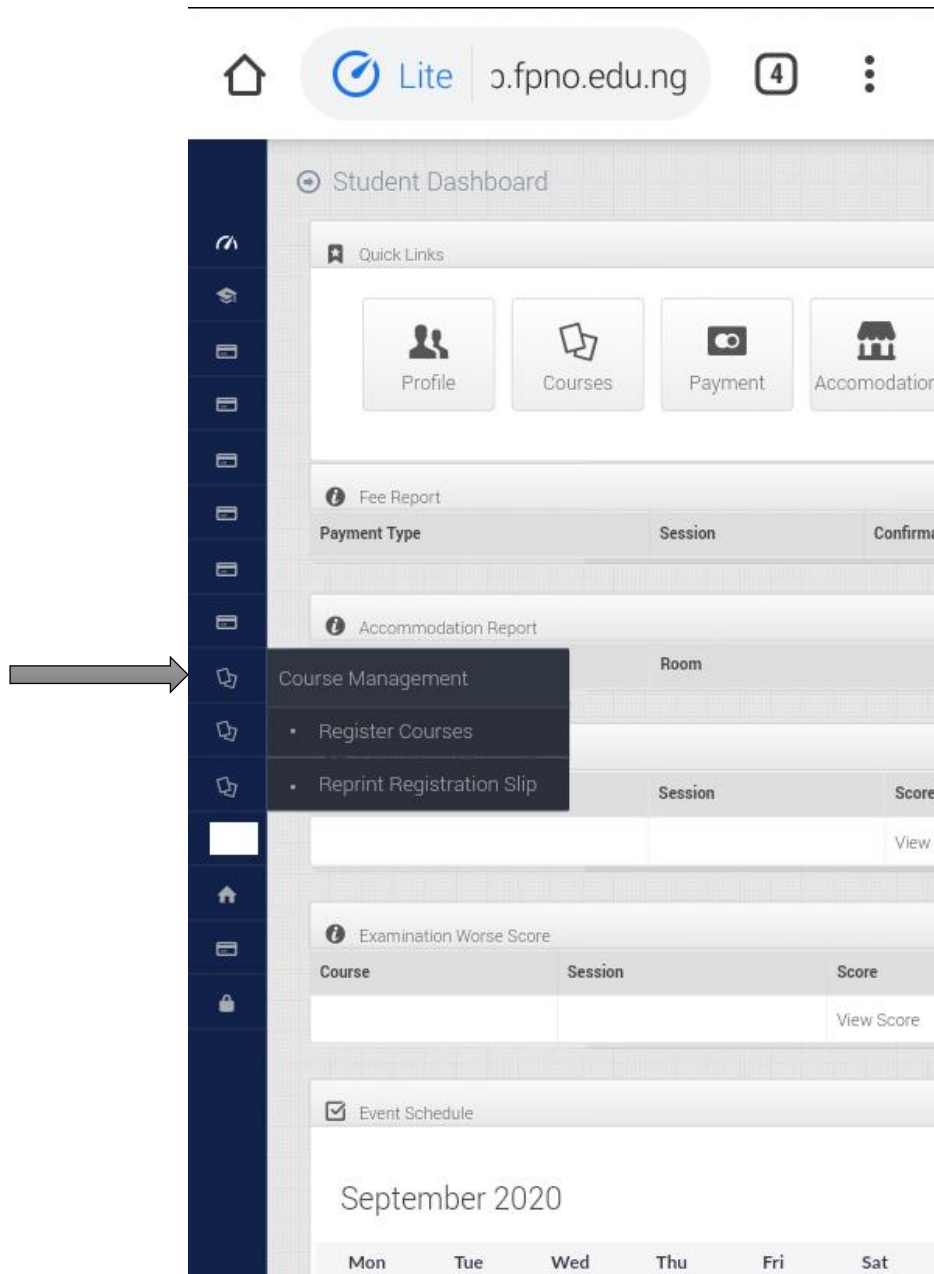
The screenshot displays a web browser with the address bar showing 'erp.fpno.edu.ng/ind'. The page content is a 'Student Dashboard' with a dark blue sidebar on the left. The dashboard features several sections:

- Quick Links:** A row of six buttons: Profile, Courses, Payment, Accommodation, Exams, and Library.
- Fee Report:** A table with columns: Payment Type, Session, Confirmation Code.
- Accommodation Report:** A table with columns: Hostel, Room, Serial.
- Examination Best Score:** A table with columns: Course Code, Session, Score. A 'View Score >' link is present.
- Examination Worse Score:** A table with columns: Course, Session, Score. A 'View Score >' link is present.
- Event Schedule:** A calendar for September 2020. The date 18 is highlighted in blue.

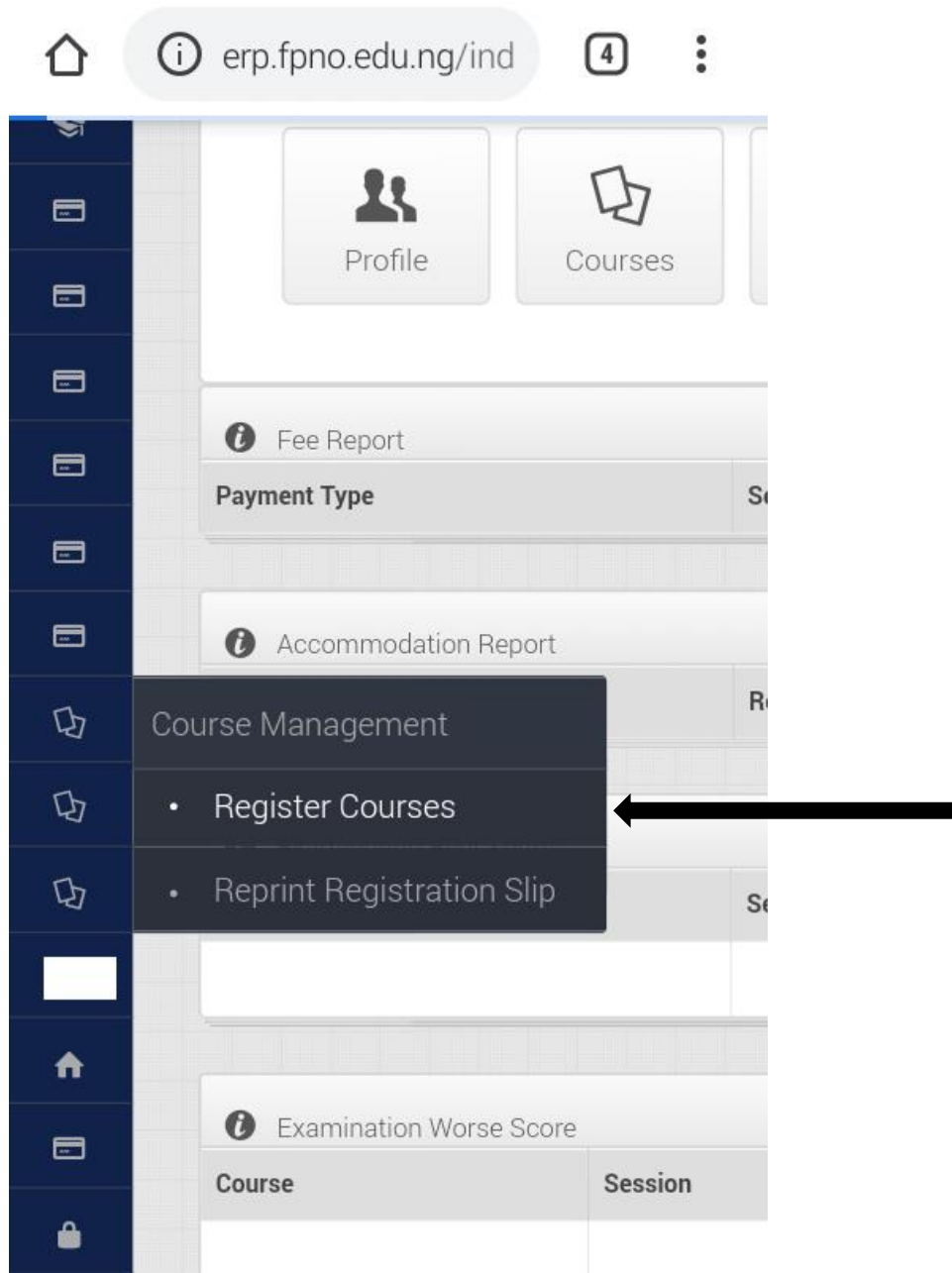
Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

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

A submenu will open from the **Course Management** as shown below.



**STEP 11:** Click on **Register Courses** from the submenu as shown.



**STEP 12:** A page as seen below will appear, select your level, semester and session.

**NOTE:** You register courses for a semester at a time, and ensure that you must have paid and processed your school fees payment for the session you want to register the courses.

The screenshot shows a web browser window with the URL [o.fpno.edu.ng](http://o.fpno.edu.ng). The page title is "Register Courses". Below the title, there is a "Manage Courses" button and a heading "Register Semester Courses!". The form contains the following fields and values:

- Full Name:
- Matric No:
- Portal ID: FPN/HNDM/
- Programme: HND
- School/Faculty: School of
- Department:
- Department Option: NONE
- Programme Type: HND MORNING
- Level:
- Semester:
- Session:

At the bottom of the form is a "Proceed" button.

**STEP 13:** After the selections based on your own Level, Semester and session, click on proceed as shown below.

The screenshot shows a web browser window with the address bar displaying 'Lite | o.fpno.edu.ng'. The page title is 'Manage Courses'. The main heading is 'Register Semster Courses !'. Below the heading, there are several fields for user information and course selection:

- Full Name:
- Matric No:
- Portal ID: FPN/HNDM/
- Programme: HND
- School/Faculty: School of
- Department:
- Department Option: NONE
- Programme Type: HND MORNING
- Level: HND II (dropdown menu)
- Semester: First Semester (dropdown menu, highlighted with an orange border)
- Session: 2019/2020 (dropdown menu)

At the bottom left, there is a 'Proceed' button. A large black arrow points from the right side of the page towards this button. In the bottom right corner, there is a copyright notice '©202'.

**STEP 14:** This will show you available courses for the level, semester and session you have selected.

Register Courses

Manage Courses

Register Semester Courses !

Programme: HND  
 School: School of  
 Department:  
 Programme Type: HND MORNING  
 Session: 2019/2020  
 Fees Confirmation No:

Courses Available for this semester !  
 Click here to borrow Course / Add Carry Over Course |

CH	COURSE CODE	COURSE TITLE	CREDIT UNIT	COURSE TYPE
<input type="checkbox"/>	STM 411*	MICROBIAL GENETICS	2	MAJOR COURSE
<input type="checkbox"/>	STM 412*	MICROBIOLOGICAL TECHNIQUES III	2	MAJOR COURSE
<input type="checkbox"/>	STM 413	PHARMACEUTICAL MICROBIOLOGY	3	MAJOR COURSE
<input type="checkbox"/>	STM 414*	MEDICAL/PATHOGENIC MICROBIOLOGY	3	MAJOR COURSE
<input type="checkbox"/>	STB 318*	BIOLOGICAL TECHNIQUES II	3	MAJOR COURSE
<input type="checkbox"/>	STB 413*	ANIMAL MORPH AND TAXONOMY	2	MAJOR COURSE
<input type="checkbox"/>	STB 412*	PLANT ANAT AND PHYSIOLOGY	3	MAJOR COURSE
<input type="checkbox"/>	EED 413	Entrepreneurship	2	MAJOR COURSE
<input type="checkbox"/>	STM 323*	ENVIRONMENTAL MICROBIOLOGY	3	MAJOR COURSE
<input type="checkbox"/>	STM 424*	SEMINAR	1	MAJOR COURSE
<input type="checkbox"/>	STB 316*	PARASITOLOGY	3	MAJOR COURSE
<input type="checkbox"/>	GNS 401	Com. In English	2	GENERAL STUDIES COURSE

Register Selected Courses!

Courses Registered

ID	COURSE CODE	COURSE TITLE	CREDIT UNIT	COURSE TYPE	ACTION
No Courses Registered!					

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**STEP 15:** On the list of available courses, select the ones that are peculiar to you by clicking on each box beside each course code.

**NOTE:** For ND Students, you are advised to click all the boxes and for HND students, select the ones that are peculiar to you based on your option.

Fees Confirmation No:

Courses Available for this sem

[Click here to borrow Course / Add Carry Over](#)

CH	COURSE CODE	COURSE TI
<input checked="" type="checkbox"/>	STM 411*	MICROBIAL
<input checked="" type="checkbox"/>	STM 412*	MICROBIOLC
<input checked="" type="checkbox"/>	STM 413	PHARMACEI
<input checked="" type="checkbox"/>	STM 414*	MEDICAL/PA
<input checked="" type="checkbox"/>	STB 318*	BIOLOGICAL
<input type="checkbox"/>	STB 413*	ANIMAL MO
<input type="checkbox"/>	STB 412*	PLANT ANA
<input type="checkbox"/>	EED 413	Entrepreneu
<input type="checkbox"/>	STM 323*	ENVIRONME
<input type="checkbox"/>	STM 424*	SEMINAR
<input type="checkbox"/>	STB 316*	PARASITOLC
<input type="checkbox"/>	GNS 401	Com In Enrl

