

KWARA STATE POLYTECHNIC RETURNING STUDENTS REGISTRATION

INSTRUCTIONS

1. Use your **StudentID** and your matriculation number as your **Password** to login to your student profile. *Note that matriculation number is now your password*
2. *Change your password to something you can readily remember when you need it*
3. Click on **My Data** at the top of your page and select **Personal Data** from the drop down menu
 - a) Click on the **Edit Button** at the top left hand corner which should allow you update your personal details
 - b) Click on **Save/Confirm** button at the bottom of the page when done
4. Click **My Data** at the top of your page and select **Payments**
 - a) Click on **Add Current Session Payment Ticket**
 - b) Select **School Fee** from the list of payment items
 - c) Create a payment ticket and open that ticket
 - d) Click on the **CollegePay** button at the top of your page and follow the guide to effect your payment
 - e) *Note: If your payment is not successful and you received a debit alert, you can click on the Requery CollegePay button at the top of your page*
 - f) Download and print your payment slip
5. Click on **My Data** and select **Course of Study** from the drop down menu
 - a) Click on **Start New Session** and *enter the activation code provided on your school fee payment slip i.e: SFE-0-0000000000*
 - b) Click on **Add Course List**
 - c) Click on **Create Course List Now** which will populate all the courses you are expected to register at your level
 - d) Click on the study level created and download your course registration slip for printing
6. *Submit the requisite registration printouts at your Institute and/or Department and commence lectures*