

PORTAL GUIDELINES FOR STUDENTS (NEW/ EXISTING STUDENTS)

PORTAL ACCOUNT VERIFICATION;

- ✓ Click on the link '*Portal*' (<https://portal.fceehamufu.edu.ng/>)
- ✓ Then click on "*Verify your account*" to generate portal login details.
- ✓ Select "*Student type*" New student or Returning Student.
- ✓ Type in your "*Jamb registration number/NCE application number*" for New student type E.g "85667" ... or "FCEE/2020/..." and click verify
- ✓ Type in your "*Matric registration number/NCE registration number*" for Returning student type E.g "FCEE/2019/..." or "18201..." and click verify
- ✓ Kindly login with the exact login details.

PROFILE DETAILS

- ✓ Kindly "*change your password*" to your desired format when you login.
- ✓ Click on "*profile details*".
- ✓ Enter the required information on the field.
- ✓ Click on "*submit button*" to complete your profile details.
- ✓ "*Print*" the profile information slip.

ADMISSION:

- ✓ Click on "*confirm admission status*" to confirm admission status and print Your slip

ACCEPTANCE:

- ✓ Click on "*generate acceptance invoice*" to generate your acceptance invoice that is for new students, take your invoice to the bank for payment.
- ✓ Click on "*pay acceptance*", key in "**the confirmation order number**" from the bank for Degree students or "**the remita retrieval reference (RRR)**" for NCE students.

SCHOOL FEES:

- ✓ Click on "*generate invoice*" to generate your school fees invoice, take your invoice to the bank for payment.

- ✓ Click on *“pay school fees”*, key in the *“confirmation order number”* from the bank for Degree students or *“the remita retrieval reference (RRR)”* for NCE students.
- ✓ *“Reprint school fees receipt”* can also be used to reprint all schools payment made on the portal

COURSE REGISTRATION:

- ✓ Click on *“Register courses”* to be able to register your courses
- ✓ Choose *“session, “semester”* and *“submit”*

SESSIONAL RESULTS.

- ✓ Click on *“check results”*
- ✓ Select *“session”, “semester”,* and submit.

For any difficulty, use this link to create a ticket,
<http://www.teneceschoolsupport.com/>

or call our support line: 08139833300

Thank you.