

## ONLINE PAYMENT AND REGISTRATION PROCEDURE

1. Click '**Portal Login**' from the navigation links on the left side of the main website (<http://www.fedpoffa.edu.ng/portal>). Click '**NewStudentStartHere**' to fill out the data form.  
The completion and saving of this form automatically enlist you as a user on the portal.  
**NOTE: Please, ensure that all necessary data are correctly filled, especially your level. (Example: 000 for PRE-ND, 100 for ND1 both full-time and part-time, 300 for HND1)**
2. You can now Login with your Registration/Application Number and Payment Code.
3. If your Login is successful, you can now load your e-purse by clicking on the **Load Purse menu**. After your purse loading is successfully done.
4. Go to '**My Polytechnic**' > '**My Fees**' to make your school fees payment. The fees menu opens with two options: 'Payment' and 'Payment history'.
5. Click on '**Payment**' and the fees you are specified to pay will appear in a two column format. Click the '**next**' button; you will be informed that you have been specified to pay Nxxxx (e.g 12,550) depending on your level and program of study.
6. Click the '**Make Payment**' button to complete the payment of your school fees.  
**Your receipt will be displayed. You can now print your Online RECEIPT.**

After your payment has been successful, you can proceed on your COURSE REGISTRATION:

1. Go to '**My Polytechnic**' click on '**My Registration**'.  
**NOTE: Be reminded that you are doing the Registration for both 1<sup>st</sup> & 2<sup>nd</sup> semesters all at once. Hence, you must be very careful at this point because once you register your courses you will not be able to login for registration again. Ensure all the COURSES are CORRECT and PROPERLY ENTERED.**
2. The Course Registration Form appears; but you must '**upload your passport photograph**' first before the '**register course**' button shows, after which you will
3. Click the '**First Semester**' button and then '**Second Semester**' button for Final Registration.
4. Having done this successfully, you will proceed on the **Signing of the Course Registration Forms** which you will submit to the Registration Officer of your respective Departments.
5. In conclusion, a **Completion code** will be given to you to finally terminate your portal registration for the session.