

## REGISTRATION PROCESS-RETURNING STUDENTS

- Student visits [www.mouaportal.edu.ng](http://www.mouaportal.edu.ng)
- Student clicks on **Student admission process---**> **Application Process-Regular--** **->RETURNING STUDENT REGISTRATION**. And enters the system generated Matriculation Number as on the Biodata.
- The student is now led to an information page. Kindly ensure that the “**Level to Register**” is indeed the level you are actually in in this 2016-2017 session.
- If “Level to Register” is not correct, Kindly visit the portal office to clear outstanding issues. If, however, “Level to Register” is correct, click on ***Please click here to pay your School Fee.***
- This leads the student to School Fees payment platform which is done via Remita gateway. There is a tab labelled ‘Pay/paid via’, student should click on the drop down menu and choose pay using *Remita Payment Gateway* and then execute the Submit button.
- Remita link is now displayed. Student should click on the “**Make Payment**” link. The Remita payment secured platform shows up. There are various options. Student can either do Internet Banking, Pay with ATM Cards or Pay physically at the any Bank
  - a. If student is paying with internet banking, s/he should select his/her bank and sign in with his/her existing bank details and proceed to make payment
  - b. If student is paying at local bank branch, at the top right of the page, there is a link, [Print Invoice](#), student clicks on that link to get payment details to take to the bank
  - c. If student is paying via ATM card/Mobile wallets, the student should click appropriate card type, the gateway to the payment platform is opened and student can proceed to enter card details and make payment.

P.S: If you are paying online, **ensure that you print out your payment receipt!**

Returning students are however advised to make payments at the bank. This is to ensure that the School’s receipt can be printed for the student.

- Once the payment is made, if it was done online, the system will redirect the student to enter SUG PIN.

The Course Registration PIN which has been the norm since the inception of “*mouaportal*” has been removed. This is because the charges for the fees are now included in the School Fees of each student.

- If payment was made at the local bank branch however, when the student returns to the Portal, student uses same procedure as when generating transaction details for School Fees. This time however, the student is led enter SUG PIN.
- Once this is done, Student can now login to the student’s area with his/her pre-existing username/password.
- The course registration for the present session will now be made available for the student.

## RETURNING STUDENTS- PAY ACCOMMODATION FEES

- Student logs into student area with pre-existing user login details
- On the top-left of the student's page, there is a black tab button indicating "Registration"
- Click on the tab and a drop down menu appears
- Select Pay Hostel Fee
- This leads the student to the Hostel fees payment platform which is done via Remita gateway, where s/he will be required to select which hostel s/he wants to pay for.
- Once hostel type is selected, student clicks on tab labelled 'Pay/paid via', choose pay using *Remita Payment Gateway* and then execute the Submit button.
- Remita link is now displayed. Student should click on the "Make Payment" link. The Remita payment secured platform shows up. There are various options. Student can either do Internet Banking, Pay with ATM Cards or Pay physically at the any Bank
  - a. If student is paying with internet banking, s/he should select his/her bank and sign in with his/her existing bank details and proceed to make payment
  - b. If student is paying at local bank branch, at the top right of the page, there is a link, [Print Invoice](#), student clicks on that link to get payment details to take to the bank
  - c. If student is paying via ATM card/Mobile wallets, the student should click appropriate card type, the gateway to the payment platform is opened and student can proceed to enter card details and make payment.
- Once Payment is made. Student should proceed to the Hostel **WITH** his/her school fees payment to get an allocated bed space in the hostel type being paid for.

Kindly note that there will be balloting for the old hostel bed spaces. Allocation will be given based on successful candidates for the ballot and also if student has paid for both hostel accommodation **AND** school fees for current session