

# New Student's Online Registration Process

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Step 6

#### Step 1 - Admission

Check Admission Status, Accept and Print Adimission Letter, Accept and print pledge form.

#### Step 3 – Deptal. Clearance

Visit the Department with all credentials for verification and issuance of Clearance Form. Submit the clearance form to the

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**Accommodation** 

Check clearance status, if cleared on the Portal, generate RRR Code

for Accommodation, pay and

validate on the portal.

Step 3

#### Step 5 – School Charges

Generate RRR Code for School charges, pay and validate on the Portal.

Step 6 – SUG Dues

Get SUG Card and enter Pin on

the portal

Step 5

#### Step 7 – Biodata

Complete biodata, create username and password, print all printable forms



#### Step 2 – Development Levy

Generate RRR Code for Development Levy, pay and validate on the portal.

#### Note: The Portal refers to www.portal.mouau.edu.



https://portal.mouau.edu.ng



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Registration

Register course and print course form



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### **ADMISSION**

To check admission status: Visit www.portal.mouau.edu. ng

1 – Click on Admission 2 – Click on Admission Status

Then a page opens for you to enter your JAMB Registration number. Enter your JAMB **Registration Number and** submit



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## **ADMISSION cont.**

The admission letter opens if you have been admitted.

Accept and print the admission letter to proceed with the process.

Next page is the pledge form.





### **ADMISSION cont.**

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**DEVELOPMENT LEVY** 

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Generate RRR code for development levy.

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You can make payment online or print the RRR code and visit any bank to make the payment.

Return to www.portal. mouau.edu.ng to validate the payment.





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**DEVELOPMENT LEVY cont.** 

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To validate the payment Visit <u>www.portal.mouau.</u> edu.ng

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Click on "Query Remita" The Query Remita page opens, then enter RRR code and click submit.



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### **DEPARTMENTAL CLEARANCE**

To proceed, login in with JAMB Registration number through the admission page.

If the validation for development levy payment is successful, the Departmental clearance page will be displayed. If not successful, repeat validation process.

Visit your Department with all credentials for Departmental Clearance.

After Departmental clearance, upload the clearance form from the Department to the Portal.

You will be notified once you are cleared via your email. https://portal.mouau.edu.ng







### ACCOMMODATION

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Once your Departmental clearance has been marked by the Portal Admin, you can proceed to generate RRR code to pay accommodation charges.

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Make payment of accommodation charges and validate as noted earlier.







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# SCHOOL CHARGES

https://portal.mouau.edu.ng



After validating your accommodation payment charges, you can generate school charges RRR code.

To proceed, login with your JAMB Registration number on the Portal through the admission page and the school charges payment page will be opened.

Generate RRR code for school charges, make payment and validate it to proceed.



### **SUG Pin**

After validating your accommodation charges, Login in on the portal with your JAMB Registration number through the admission page.

If the validation is successful the SUG Due page will be opened. If the validation is not successful repeat the validation process.

Enter the PIN issued by the Student Union Government (SUG) and click submit.







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#### **BIODATA**

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Complete the Biodata form displayed and click Submit.

Note: Some fields are pre-filled and cannot be edited.

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### **BIODATA** cont.

Click "Print Login details" to Print the username and password page. And Click "Print Biodata" to print your biodata form

Note: To proceed, ensure to print or document your username and Password before clicking "REGISTER YOUR COURSES". You will be required to login to complete your course registration.



Congratulations on your registration with the MOUAU PORTAL. Please proceed to register your courses. Note down your username and

password

#### **REGISTRATION COMPLETED SUCCESSFULLY**

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Password:	MOUAUTEST	
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# **COURSE REGISTRATION**

Login using your username and password.

If login is successful, the student dashboard page will be displayed.

On the next page, click on Course Registration

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## **COURSE REGISTRATION cont.**

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