

PROCESS FLOW FOR EXTERNAL CANDIDATE REGISTRATION

1. Go to the University portal- www.unnportal.unn.edu.ng

The screenshot shows the University of Nigeria portal homepage. At the top, there is a green header with the university's logo and name, "University of Nigeria" with the tagline "To restore the dignity of man". Below the header, there are navigation links for "Return Home", "FAQ", and "Recover Password". The main content area features a "Welcome to University of Nigeria, Nsukka Portal!" message. A blue box contains "Portal Instruction!" with a "Read Carefully" note and a support email address. Below this, there are four green boxes for different student categories: "Prospective Students", "New Students", "Returning Students", and "Postgraduate Students". Each box contains instructions and links for users to access the portal.

Portal Instruction!
Read Carefully -- Please select a link applicable to what you want to do-- For Administrators, Kindly [Click here](#) to login. For any difficulty, kindly report to the portal administrator at support@tenece.com

Prospective Students
Are you a prospective student of the University of Nigeria?. You are advised to click on any of the links below as applicable to you. You can check your PUTME Results or Navigate to the different available application forms.

New Students
Are you a new student who has just been admitted into the University of Nigeria. Click the link below to verify your portal account and login to your profile to Proceed!
• [Click here to Verify Your Account](#)

Returning Students
If you are an already existing student of the University, and you are yet to get account in the Portal. Verify your account below and Login to your profile. Already has an account, kindly login to your Profile!

Postgraduate Students
Prospective Postgraduate Students are advised to check their 2015/2016 Screening results. Already existing Postgraduate Students should kindly proceed to the Postgraduate Portal.
• [Check 2015/2016](#)

2. Under prospective students click Bursary Collection Invoice

The screenshot shows the "Prospective Students" section of the portal. It features a green header with the text "Prospective Students" and a graduation cap icon. Below the header, there is a paragraph of text: "Are you a prospective student of the University of Nigeria?, You are advised to click on any of the links below as applicable to you. You can check your PUTME Results or Navigate to the different available application forms." Below this text is a list of links:

- [Check 2014/2015 POST UTME Screening Results](#)
- [Check 2015/2016 POST UTME Screening Results](#)
- [Check 2015/2016 Direct Entry Screening Results](#)
- [2015/2016 Direct Entry Application form](#)
- [Online Application Forms](#)
- [Generate JUPEB Acceptance Invoice](#)
- [Bursary Collection Invoice](#)

3. Select Student related payments under fee category,
Select External Course Registration under Sub Category
Select your student type- Diploma, Undergraduate or Postgraduate
4. Click Next



Setup

Fee Category : * Student Related Payments

Sub Category : * External Course Registration

Type : Undergraduate

Reg. No :

Powered By Tenece Professional Services

next

5. Select Number of Courses as other fields will Pre-Populated



New

External Course Registration(Undergraduate)

Surname :

Firstname :

Middlename :

Reg No/Staff No :

Email :

Telephone No :

Select No of Courses

Amount (N) :

Submit

6. Click Submit
7. Print Invoice with RRR on it.
8. Go to the Bank with your printout.
9. Make Payment with the RRR.
10. Return to the student Portal.

11. Log in with your Registration Number and Password.

Sign In

User Name:

Password:

12. Click Course Registration.



University
To restore

PROFILE	▼
ADMISSIONS	▼
ACCEPTANCE	▼
SCHOOL FEES	▼
HOSTEL ALLOCATION	▼
COURSE REGISTRATION	▲
Register Courses	
Previous Courses Registered	
ELEARNING	▼
RESULTS	▼
Education Service Charge	▼
UNN HOTSPOT	▼
SIGN OUT	▼



13. Click Register Course.
14. Click on “click here to register as external candidate”



REGISTER COURSES

Select Session	Select the Session ▾
Select the Semester	Select the Semester ▾
Current Year Of Study	500 LEVEL
	<input type="button" value="Submit"/>

[Click here to Register as an External Candidate](#)

15. Enter your RRR and select the relevant semester.



REGISTER COURSES

 RRR	<input type="text"/>
Select Session	2015-2016 ▾
Select the Semester	Select the Semester ▾
Current Year Of Study	500 LEVEL
	<input type="button" value="Submit"/>

16. Click Submit
17. Register the Courses. If course is for a previous session, **click add previous session courses**.

18. Print your course registration form.
19. Sign out of the Portal.