RETURNING STUDENTS FEES PAYMENT PROCESS FLOW



Visit the UNN portal <u>https://unnportal.unn.edu.ng/</u>

Click "Login" in the top right corner.



Type in your username and password.

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	Log in to explore, learn, and shape your future.
Welcome to UNN Login to access portal Username	
UNN/PG/2017-18/0000000	
Password	
••••••••••••	
Forgot Password?	
New Student? Verify account Sign in	Welz

Enter an active email and unique email address, and then click "Submit."

An email will be sent to you containing your username and a link for a password reset.

Log in to your account using the credentials.

HOW TO HANDLE LOGIN CHALLENGES:

For returning students who cannot login to the portal, kindly do the following;

- 1. Click on FORGOT PASSWORD
- 2. Enter your Email address to reset your password
- 3. A reset link will be sent to your email
- 4. Login to your email and click the reset link
- 5. Change your password (Example; @Chida2hjuu)
- 6. Go back to the university portal and login with your username and password

HOW TO PAY ACCEPTANCE FEES:

To pay your school fees, do the following;

- 1. Visit the university portal: unnportal.unn.edu.ng
- 2. Click login
- 3. Enter your username and password (Now you have logged in)
- 4. In the top left, click the three dotted lines.
- 5. Click Academic Fees
- 6. Click ACCEPTANCE
- 7. Select Session, Payment Type and Level

- 8. Click Submit
- 9. Now you have your invoice
- 10. Proceed to the bank to make your payments
- 11. Print the remita receipt
- 12. Visit your portal to print Admission Letter, reprint invoice and Print the Particulars of Admission

HOW TO PAY SCHOOL FEES:

To pay your school fees, do the following;

- 1. Visit the university portal: unnportal.unn.edu.ng
- 2. Click login
- 3. Enter your username and password (Now you have logged in)
- 4. In the top left, click the three dotted lines.
- 5. Click Academic Fees
- 6. Click 'New Invoice'
- 7. Select Session, Payment Type and Level
- 8. Click Submit
- 9. Now you have your invoice
- 10. Proceed to the bank to make your payments
- 11. Print the remita receipt
- 12. Visit your portal to print the school fees receipt

HOW TO MAKE OTHER PG PAYMENTS:

To pay for Entrepreneurship, PGC 601, PGC 701, Examination fee, Convocation, Statement of results, Late payment etc, kindly go through the following steps.

1. Visit the University portal unnportal.unn.edu.ng <u>UNN SM Core Portal</u>



University of Nigeria						
		All Bursa	ary			
Bursary Fee Collections						
Fee Category	Select a category	~ R	Reg. Number	Enter reg. number		
					Next	

- 3. Select Payment Category: Student Related Payments
- 4. Select Payment Type: Postgraduate
- 5. Select Sub Category: Example Statement of results
- 6. Enter your registration number: Example PG/PHD/18/00000
- 7. Click on NEXT

University of Nigeria							
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Bursary Fee Collections							
Fee Category	Student Related Payments	Туре	Postgraduate	~			
Sub Category	Statement of Results	Reg. Number	PG/PHD/18/00000				
				lext			
Statement Of Results							

- 8. Fill in your details correctly
- 9. Submit
- 10. Proceed to the bank to make your payments