

PROCESS FLOW FOR STAFF ID CARD SELF-CAPTURE

Requirements

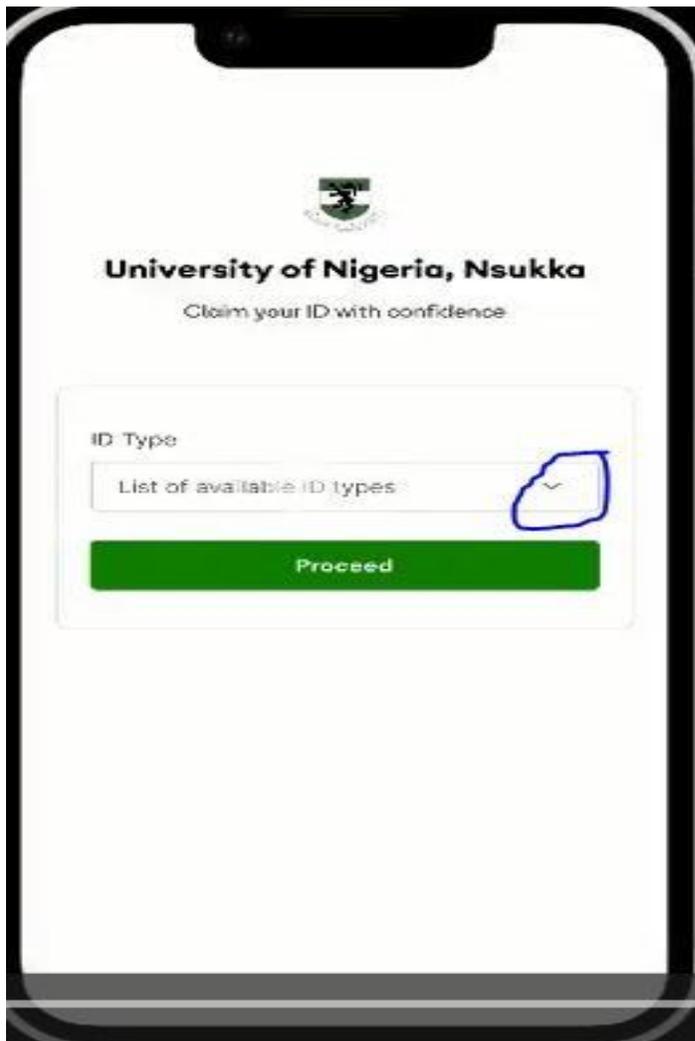
Staff Number, NIN, and an Internet-enabled device with a webcam

STAGE ONE:

To Self-Capture your Staff ID card, click on the following link;

<https://bit.ly/IDQR-UNN>

Click on **Select the role that best fits you** –on the drop-down, then select **Staff** then click on **Proceed**



STAGE TWO:

Personal Information: Here Fill the dialogue boxes, then click **Continue**

[← Back](#)



New ID Card

Fill the form below to continue

Provide your Staff. ID in the fields below:

Staff ID.	Title: ▼
-----------	----------

Fill in your personal details in the fields below:

First Name:	Middle Na...	Last Name:
Email Address:		
Phone:		
Faculty:		
Department:		
Staff Type: ▼	Designation:	

Continue

STAGE THREE:

Confirm details: Confirm your details, then click **CONTINUE**

STAGE FOUR:

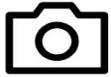
Image Capturing: Select an option from the list below to either capture a fresh picture or upload an existing picture

← Back



Photo Capture

Select an option from the list below



Take a Photo

Tap on this option to take a nice selfie photo with your camera



Upload a Photo

Tap on this option to take a nice selfie photo with your camera

Note: Take/Use your ID photo with a plain background and good lighting

You can retake a self-picture if it is not clear by clicking the Retake button at the top right-hand corner of your screen. If you wish to go back from the process, click the Back button at the top left-hand corner of your screen

STAGE FIVE:

NIN Validation Process: Enter your NIN and proceed. If validated successfully a Payment page will be displayed next

[← Back](#)



Verify Your Identity

University of Nigeria, Nsukka wants you to verify your identity

National Identification Number:

[Verify Details](#)

NOTE: The system will match your selfie with the image on your NIN. If the image does not match, your ID card may not be issued

STAGE SIX

Make Payment: Select **Pay with FlutterWave** OR **Pay with PayStack**, then make payment through Bank Transfer or ATM Card

← Back



Make Payment

University of Nigeria, Nsukka wants you to pay for
your ID card



Pay with FlutterWave

Tap on this option to take a nice
selfie photo with your camera



Pay with PayStack

Tap on this option to take a nice
selfie photo with your camera

You will be notified through your E-mail when your Card is ready for collection. If you encounter any challenges, Send an e-mail to ict.innovation@unn.edu.ng

or visit;

ICT Access Bank Building (Nsukka Campus) or

ICT Center (Enugu Campus)