

PROCESS FLOW FOR STUDENT ID CARD SELF-CAPTURE

Requirements

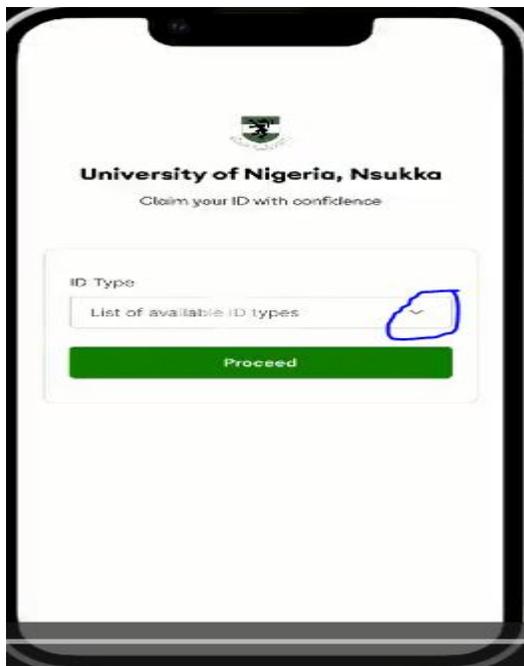
Matric Number, NIN, and an Internet-enabled device with a webcam

STAGE ONE:

To Self-Capture your student ID card, click on the link below;

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

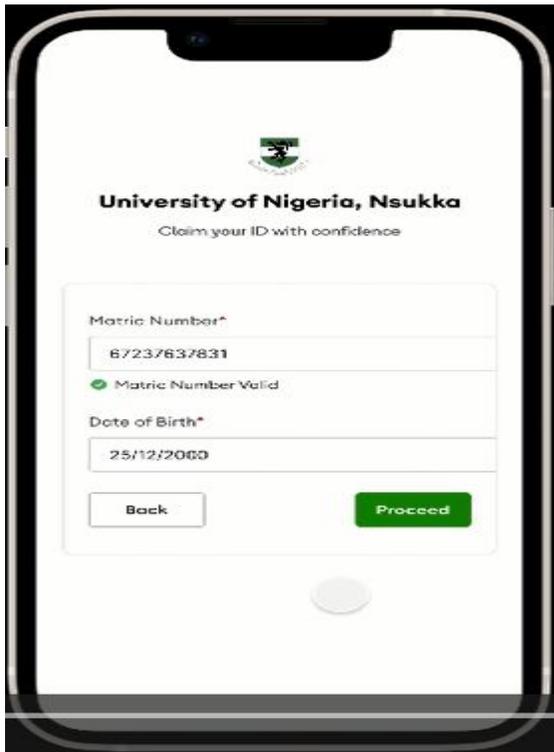
Click on **Select the role that best fits you** –on the drop-down, then select **Undergraduate** then click on **Proceed**



STAGE TWO:

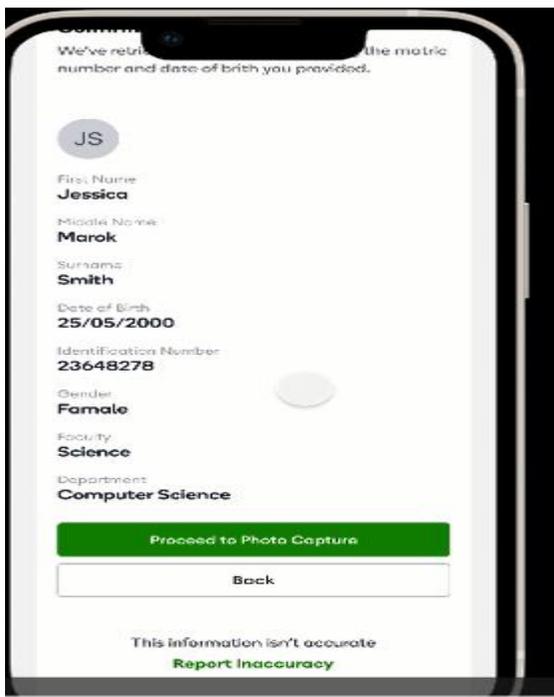
Identification: Here we have two dialogue boxes, **Matric Number** and **Date of Birth**. Enter your matriculation number and date of birth in the dialog boxes, then click **Verify Details**

Note: The date of birth you provide must match what you submitted to the University



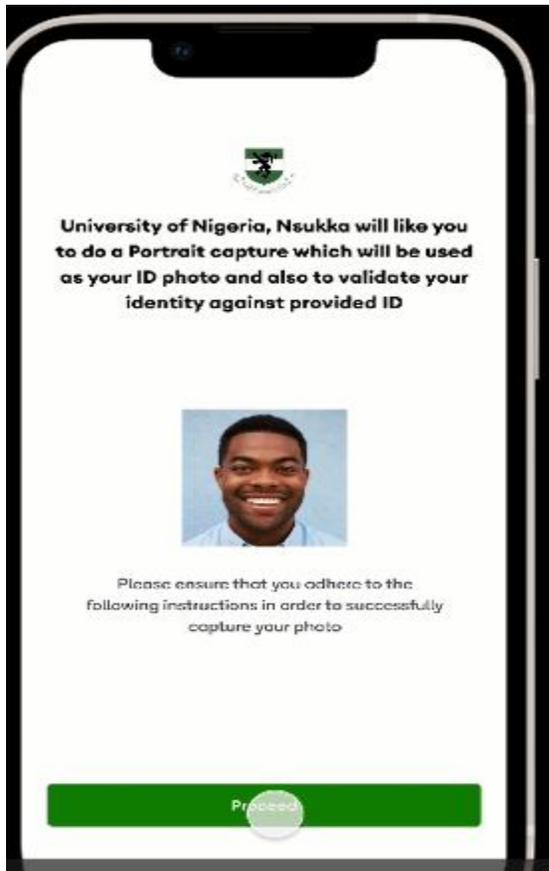
STAGE THREE:

Verify your details: The system will generate your details from the school portal.
click **PREVIEW AND CONTINUE**



STAGE FOUR:

Image Capturing: Take a self-picture and click **continue**.

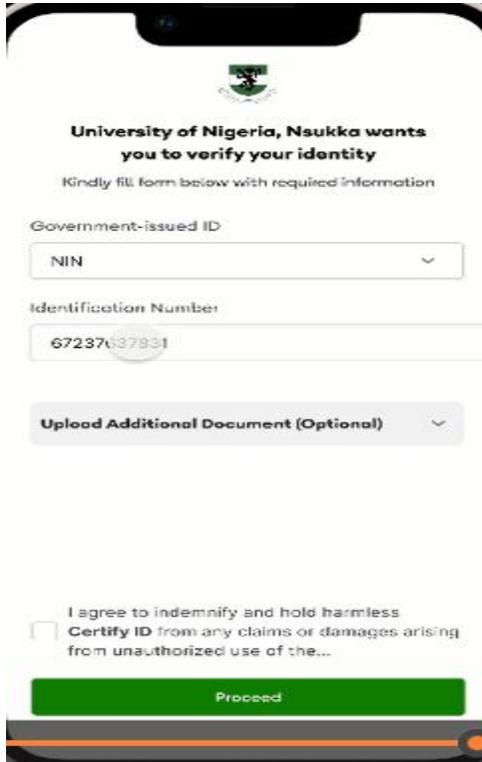


*Note: Take your ID photo with a plain background and good lighting, **impersonation is strictly prohibited.***

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 congratulatory message will display on your screen and you will be communicated once your card is ready for collection.



The screenshot shows a mobile application interface for NIN validation. At the top, the University of Nigeria, Nsukka logo is displayed. Below the logo, the text reads: "University of Nigeria, Nsukka wants you to verify your identity" and "Kindly fill form below with required information". The form includes a dropdown menu for "Government-issued ID" with "NIN" selected. Below that is a text input field for "Identification Number" containing "67237637831". There is also a dropdown menu for "Upload Additional Document (Optional)". At the bottom, there is a checkbox for "I agree to indemnify and hold harmless Certify ID from any claims or damages arising from unauthorized use of the..." and a green "Proceed" button.

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

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)**