



ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

REGISTRATION PROCESS FLOW FOR CONTINUING STUDENTS FOR 2015/2016 SESSION

STEP 1	Student logs in to the portal for the first time, and he / she is required to do verification and create a portal account. Get to the University's website, www.esut.edu.ng , and click on the University Portal hyperlink on the top right hand side of the webpage; or use www.portal.esut.edu.ng
STEP 2	Student logs in to the portal, and the system prompts to change the password ; the student then enters the old and new passwords , and clicks the change button
STEP 3	Student clicks the profile details menu and completes the profile; the submit button is clicked, and the Biodata form is printed
STEP 4	Student clicks School Fees menu; selects Get School Fees Invoice ; students selects the correct session and level ; and clicks Generate button. Student proceeds to the bank, and pays the SCHOOL FEES with the generated invoice.
STEP 5	Student returns from the bank; logs in to the portal again with the login details; clicks on School Fees menu, selects Pay School Fee , selects the Payment options and pays using the e-Tranzact, Card Payment or POS ; and prints the School Fees Receipt
STEP 6	Student clicks on Course Registration menu and select Register Courses menu; student selects correct session and semester , and clicks submit button. The student registers courses for the selected semester, adds the carry-over courses using BORROWED courses link (if any), and clicks REGISTER . The system displays the registered courses for printing. Student proceeds to the department for other registration formalities.