FEDERAL COLLEGE OF AGRICULTURAL PRODUCE TECHNOLOGY – KANO (FCAPT)

PLOT 54 – 56 HOTORO GRA, NEAR AHMED MUSA MINI STADIUM, TARAUNI LG, KANO, NIGERIA E-MAIL: <u>admin@fcapt.edu.ng</u> Web Site: <u>www.fcapt.edu.ng</u>



Steps of Registration

- 1. Print admission letter, Acceptance Letter, Fees Schedule and Registration Guide from www.fcapt.edu.ng
- 2. Visit the college with your original credentials and the documents printed in step 1 for verification.
- 3. Verify your documents with departmental Admission Officer and complete Admission Undertaken Form.
- 4. Visit ICT/MIS unit to collect username and password for online registration, come along with evidence of verification.
- 5. Visit <u>www.fcapt.edu.ng</u> and do online registration, please follow the steps in this document to do online registration.
- 6. At the end of online registration you are expected to print 3 copies of Receipt, Course Registration form, Bio-data form, and health information form. Make three copies of all your credentials: Birth Certificate, Primary Certificate, SSCE Result, Jamb Admission Letter, Secondary School Testimonials, National Identity Card (if any), College Admission Letter, Admission Undertaken Form (AUF), Copies of Verified Receipts, National Diploma (if any), and Medical Certificate of fitness from any recognized government hospital.
- 7. Visit the Busary Office and verify your receipts.
- 8. Collect two files from College Admission Officer, and complete the forms and attach all documents of step 6 in each file.
- 9. Submit one file to level coordinator/HOD of your programme, and one other file to College Admission Officer.

Note: Any student who has difficulty in payment, registration, password, ID card or any other problem related to registration should report to **ICT/MIS Unit** for support or send e-mail to ictmis@fcapt.edu.ng

REGISTRATION GUIDE

1. Visit <u>www.fcapt.edu.ng</u> from your web browser.



- 2. Click Student login from the menu
- 3. You will be redirected to student login page. New students can enter their registered phone number (application id of their form) as username, while returning students should use the full registration number as Username. All new students should collect passwords should from ICT/MIS unit, students should come along with evidence of verification to collect passwords. Returning students should use their full registration number as username and the password is 12345678 (all passwords are reset to avoid complains of forgot passwords), if you can't log in your account please visit ICT/MIS unit of the college.

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- 4. You will be required to change password. Enter previous password, new password and confirmation of new password to change password.
- 5. You will be required to upload signature, please ensure you snap/scan a picture of your signature to upload it. Signatures uploaded will be used in ID cards.
- 6. Click Fees Payment.
- 7. You will be prompt to upload your picture, please ensure you snap/scan a photograph to upload your photograph. Please ensure you upload the right picture. Uploading wrong photographs may attract penalty charges.

FCAPT Kano Compi Second	uter and Statistics Department Semester, 2019/2020				What's new?	YUSUF HAMZA (ORIYOMI (OS	11861	17032)	L
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	Payment Status:				NOT PAID					
	Student Type: Minimum Amount To Pay				NORMAL ¥27.000.0	D				
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8. Click Proceed to payment.

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← → C paylog.flexisaf.com/	#checkout;ref=861954468	6852705	☆ 😩 :
	CHECKOUT		
	Full Name	YUSUF HAMZA ORIYOMI	
	Transaction Reference	8619544686852705	
	Amount	₩27,000.00	
	Transaction Charge	₩0.00	
	Total Amount	₩27,000.00	
	Payment Method	MASTERCARD V	
	By checking this the information pro-	box you've agreed that you have verified vided above and it is correct	
	Accept		
		100% SECURE TRANSACTION	
		Powered by FLEXISAF	

9) Select the payment of your choice, there are five choices: Visacard, Mastercard, POS, Bank Branch, Internet Banking and tick the checkbox and click Accept.

3005-3828-1309 Amount Payable : # 27,161.25 Beneficiary : FEDERAL COLLEGE OF PRODUCE INSPECTION AND STORED PRODUCTS TECHNOLOGY, KANO - 021500200100 Payer's name * YUSUF HAMZA ORIYOMI Payer Phone * Payer Email * ahmadbnsalihu@gmail.com By clicking Submit you agree to our Terms and Conditions and Privacy Policy SUBMIT RESET About Us Pricing Support and FAQs	Remita Retrieval Refe	rence (RRR) *			
Amount Payable : # 27,161.25 Beneficiary : FEDERAL COLLEGE OF PRODUCE INSPECTION AND STORED PRODUCTS TECHNOLOGY, KANO - 021500200100 Payer's name * YUSUF HAMZA ORIYOMI Payer Phone * Payer Email * ahmadbnsalihu@gmail.com By clicking Submit you agree to our Terms and Conditions and Privacy Policy SUBMIT RESET	3005-3828-1309				
Payer's name * YUSUF HAMZA ORIYOMI Payer Phone * Payer Email * ahmadbnsalihu@gmail.com By clicking Submit you agree to our Terms and Conditions and Privacy Policy SUBMIT RESET	Amount Payable : Beneficiary : FEDER/ PRODUCTS TECHNO	₩ 27,161.25 \L COLLEGE OF PROD ULOGY, KANO - 021500			
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Payer Phone Payer Email ahmadbnsalihu@gmail.com By clicking Submit you agree to our Terms and Conditions and Privacy Policy SUBMIT RESET	YUSUF HAMZA C	RIYOMI			
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10) In the figure above you have an option either to copy Remita Retrieval Reference (RRR) and pay in any Bank or Click Submit to proceed with payment.

ount Payable eficiary : FED	SELECT A PAYMENT OPTION	FEDERAL C INSPECT PRODUCTS	OLLEGE OF PRODUCE FION AND STORED TECHNOLOGY, KANO - 11500200100
er's name *	Bank Account	CARD NUMBER	
YUSUF HAMZ	USSD	EXPIRY DATE	cvv
•	Remita		123
clicking Subm	Wallet Phone Number	Service Pay I	Charge: NGN 306.38 NGN 27,306.38
SUBMIT			

11) Enter your card details and click Pay. In the next step the system will send OTP (Onetime Code) to your phone for verification or you can use bank token to authorize your transaction. Once you complete your payment it will display Payment is Successful. It will either redirect you back to FCAPT SRMS or you can use back arrow in your browser to return to FCAPT SRMS page.

12) Click verify fees to verify your RRR.

FCAPT Kano Comp	puter and Statistics Department d Semester, 2019/2020	What's new?	YUSUF HAMZA ORIYOMI (08118617032)	Logout
Search for activity	Verify Fees Payment			
🔮 Student				
Health Information	Verify School Fees Payment			
Hostel Reservation				
Profile	Remita Retrieval Reference(RRR):			
Manage Student Progress Report	Verify			
Course Registration				
Accommodation Payment				
Fees Payment				
Verify Fees Payment				
View Registered Courses				
Luser User				

13) Enter your RRR and Click Verify. Once your verification is completed, you can proceed with course registration.

Note: Any student who failed to do course registration for both first and second semester will not see his first and second semester result. It is the most important part of registration that must be completed.

14) Click Course Registration from the menu.

FCAPT Kano	Compute Second Se	r and Statistics De mester, 2019/2020	partment				w	hat's ner	ew?	YUSUF HA	MZA ORIYO	MI (FCAPT/ND/ST	C/19/3488)	Logout
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Health Information		Semester:		+ Level										
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View Registered Courses		Add to Register	Add All Core Courses					C	Course Code	Course Title	Unit(s)	Classification	Group	Remarks
💄 User		Course Code	Course Title	Unit(s)	Classification	Elective Group	Remarks					1-1 of 0 🛞 🛞		
		COM101	Introduction to Computer	4	Core		-	No	of Cours	e(s): 0		Total Unit	(s): 0	
		GNS127	Citizenship Education I	2	Core		-							
		LSC101	Use of Library	2	Core		-							
		MTH111	LOGIC AND LINEAR ALGEBRA	5	Core									
		MTH112	Trigonometry and Analytic Geometry	5	Core									
		NST111	POST HARVEST SCIENCE	з	Core									
		OTM112	Technical English I	2	Core		-							
		STA101	Introduction to Statistics	4	Core		-							
		STA111	DESCRIPTIVE STATISTICS 1	7	Core		-							
			CI CALCAUTA DV											

15) Select First Semester and "Click Add All Core Courses".

Note: For returning Students who have carryover in some course, student need to "click add Carryover/Outstanding Course" before clicking "Add all core courses"

FCAPT Kano	Computer and Statistics Department Second Semester, 2019/2020	What's new	V? YUSUF HAM	IZA ORIYON	II (FCAPT/ND/STO	2/19/3488)	Logoul
Search for activity	Course Registration						
😟 Student							
Health Information	Semester: First Semester, 2019/2020 V Level ND1 V						
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Course Registration	Persinantia Courses	Commenter Par					
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Verify Fees Payment View Registered Courses	Add to Register Add All Core Courses	Course Code	Course Title	Unit(s)	Classification	Elective Group	Remarks
Luser User	Course Course Unit(s) Classification Elective Remarks Code Title Unit(s) Classification Group	COM101	Introduction to Computer	4	Core		-
	1-1 of 0 💌 H	GNS127	Citizenship Education I	2	Core		-
		LSC101	Use of Library	2	Core		
		MTH111	LOGIC AND LINEAR ALGEBRA	5	Core		-
		MTH112	Trigonometry and Analytic Geometry	5	Core		-
		NST111	POST HARVEST SCIENCE	з	Core		-
		OTM112	Technical English I	2	Core		-
		STA101	Introduction to Statistics	4	Core		-
		STA111	DESCRIPTIVE STATISTICS 1	7	Core		-
		STA112	ELEMENTARY PROBABILITY	5	Core		

16) Click Register from Courses to Register. Once you register the courses they will appear in Registered Courses.

Students' Records Man.	agement S × +							•	- 6) 23
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FCAPT Kano Compl Second	uter and Statistics Depi Semester, 2019/2020	artment		What's new	YUSUF HAI	MZA ORIYOMI (FCAPT/ND/STC/	(19/348	8)	Logou
Search for activity	Registration Info									
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View Registered Courses	Code Ti	tle Group	Kennerk	<u> </u>						
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	COM122	INTRODUCTION TO INTERNET	2	Core		-				
	COM123	COMPUTER APPLICATION PACKAGE 1	4	Core		-				
	GNS128	Citizenship Education II	2	Core		-				
	MTH121	Calculus	5	Core		-				
	STA121	Descriptive Statistics II	7	Core						
	STA122	Statistical Theory I	5	Core						
	STA123	Demography	5	Core						
		🕫 🔍 1-8 of	8 🖲 🖻							
	No of Course(s): 8			Total Unit	(s): 33					
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16) You now Select Second Semester and Click "Add all core courses" and repeat step 14 and 15 to register second semester courses.

17) Click Print Registration Form.

18) Click Fees Payment and Click Print Receipt.

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FCAPT Kano Compu Second	iter and Statistics Department Semester, 2019/2020				What's new?	YUSUF	HAMZA ORIYOMI (FO	CAPT/ND/STC/	19/3	488)	1
earch for activity	Print Previous Semesters Receipts: N	D1 level, Second Semester, 20	019/2020 🗙								
🔮 Student	1										
Health Information	Compulsory Fees			Optio	nal Fees						
Hostel Reservation	Item	Description	Amount(₩)		Item		Description	Amount(¥)			
Profile	DEVELOPMENT FEE	CHARGES	5,000.00		Late Registration Cha	arnes	Late Registration	5 000 00	-		
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Course Depictration	HEALTH INSURANCE	CHARGES	2,000.00		(R)	1-20	of 2 🕑 🖻	,			
Lourse Registration	LIBRARY FEE	CHARGES	1,500.00								
Accommodation Payment	HANDBOOK FEE	CHARGES	500.00								
Fees Payment	SPORT FEE	CHARGES	500.00								
Verify Fees Payment	EXAMINATION FEE	CHARGES	3,500.00								
View Registered Courses	LABORATORY FEE	CHARGES	4,000.00								
User	WORKSHOP FEE	CHARGES	2,000.00								
-	CAUTION FEE	CHARGES	1,500.00								
	ID CARD FEE	CHARGES	1,000.00								
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19) Click Profile and complete your bio-data and other information and then click Print Profile.

20) Click Health Information, and enter your Emergency Contact Number, Select any underlying illness you are suffering from but If you are free of all the listed illness don't select any illness.

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FCAPT Kano Comp Secon	puter and Statistics Department what's new? YUSUF HAMZA ORIYOMI (FCAPT/ND/STC/19/3488) Logout
Search for activity	Health Information
1 Student	Update your profile in the profile section and select all that apply here
Health Information Hostel Reservation Profile Manage Student Progress Report	Diabetes: Egilepty Hypertention: Sickic call Allergy: Contact Phone Number:
Course Registration	Save Print Form
Fees Payment	
Verify Fees Payment	
View Registered Courses	
Luser User	

- 21) Click Save and Click Print Form.
- 22) At the end of online registration, you are expected to print the following documents:
 - a) Receipt
 - b) Course Registration Form
 - c) Student Bio-data Form
 - d) Health Information Form