



# ABUBAKAR TAFAWA BALEWA UNIVERSITY (ATBU), BAUCHI

## SCHOOL OF POSTGRADUATE STUDIES (SPGS)

### 2021/2022 ACADEMIC SESSION

## Registration Guidelines

### CLEARANCE:

Visit your Department with original copies of the documents you provided during the online application for physical clearance.

### PAYMENT

1. Visit [www.pgatbu.com.ng](http://www.pgatbu.com.ng) Go to 'Portals Menu' and click on the '**Online Registration**', or '**Login to Register**' on the Homepage.

All the above links will bring you to the login page as shown below.

2. Type the **phone number** you used during the online application as username and **password** as password.

SRMS

Login

Username  
test/001

Password  
\*\*\*\*\*

Log in

Forgot your Password? [click here](#)

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SRMS

Login

test/001

\*\*\*\*\*

Log in

Forgot your Password? [click here](#)

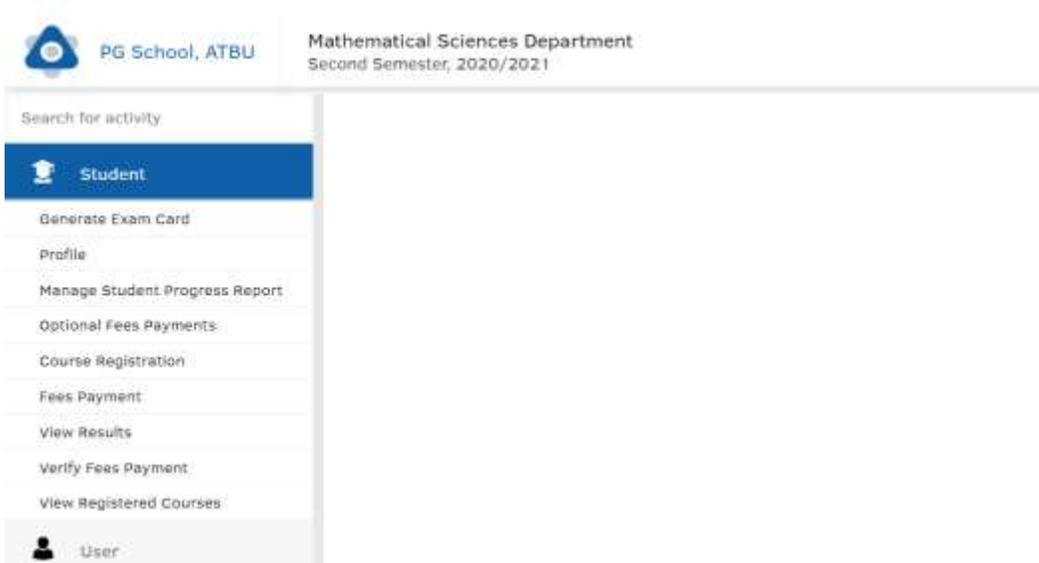
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3. You will be prompted to change your password.



A screenshot of a 'Change Password' form. The form has a blue header with the text 'Change Password'. Below the header, there are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field is a simple rectangular box. Below the 'Confirm Password' field, there is a 'Save' button.

4. Type in the default password e.g: '**08012345678**' in the '**CURRENT PASSWORD**' field
5. Type in your desired password in the '**NEW**' and '**CONFIRM PASSWORD**' field (The password should not be less than 8 characters and can be a mixture of both numbers and alphabets).
6. On successful login, confirm your information to be correct before proceeding to make payment. Information to confirm include (Name, Level and Department/Subprogram).
7. You are required to provide your phone number in the prompt that will be displayed.
8. Click on '**FEES PAYMENT**' on the left-hand side of your 'Screen/Dashboard'.



9. Confirm that your schedule and the total amount is correct.

PG School, ATBU Mathematical Sciences Department  
Second Semester, 2020/2021

What's new?

Search for activity

Student

- Generate Exam Card
- Profile
- Manage Student Progress Report
- Optional Fees Payments
- Course Registration
- Fees Payment
- View Results
- Verify Fees Payment
- View Registered Courses

User

### School Fees Payment Details

Payment Closed!

Print Previous Semesters Receipts: Year 1 level, Second Semester, 2020/2021

Compulsory Fees		
Item	Description	Amount(N)
Registration Fees Returning	Registration Fees For Returning Students	108,750.00

1 - 1 of 1

<b>Total Amount:</b>	N108,750.00
<b>Payment Status:</b>	PAID
<b>Student Type:</b>	NIGERIAN
<b>Minimum Amount To Pay</b>	N108,750.00
<b>Balance</b>	N0.00
<b>Amount Paid:</b>	N108,750.00
<b>Level:</b>	Year 1

Make Part Payment Make Full Payment Print Receipt

10. Click on 'MAKE PART PAYMENT' or 'MAKE FULL PAYMENT'.

11. You will be redirected to 'PAYLOG' where your RRR and transaction reference number will be generated.

### CHECKOUT

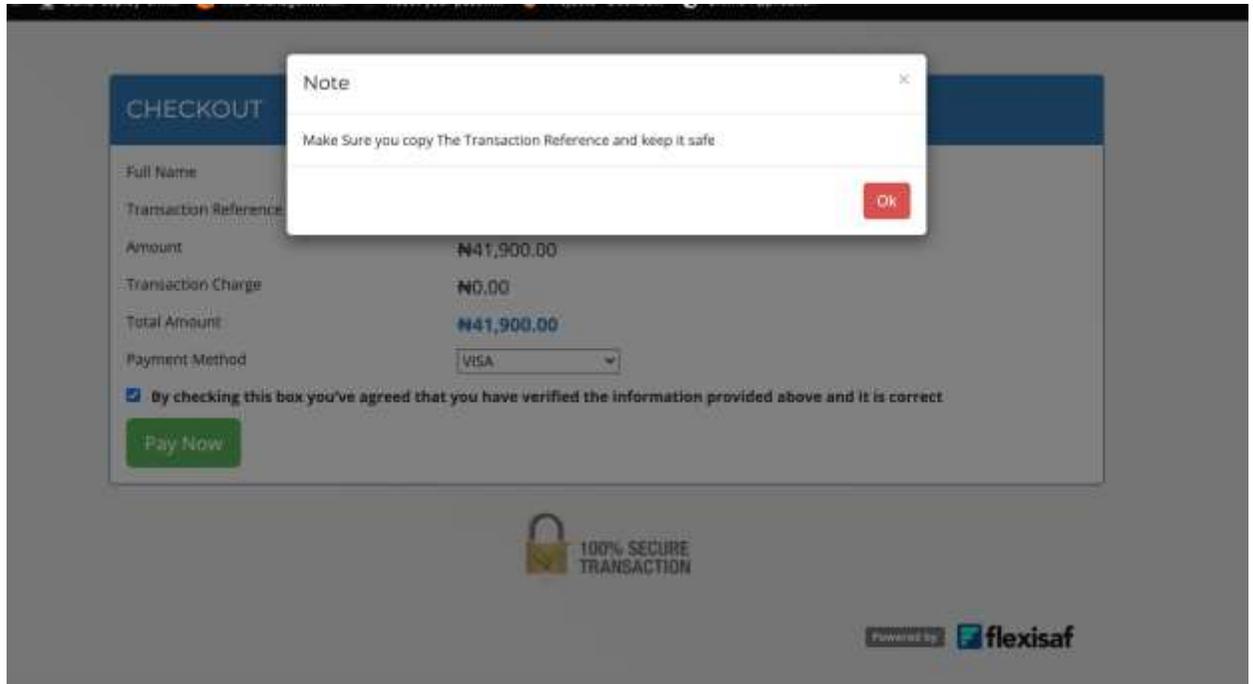
Full Name	Demo Test
Transaction Reference	2810258121208105
Amount	N41,900.00
Transaction Charge:	N0.00
Total Amount	N41,900.00
Payment Method	VISA

By checking this box you've agreed that you have verified the information provided above and it is correct

Accept

100% SECURE TRANSACTION

12. Select your desired payment method (Card, Bank Bank Branch etc).
13. Click on 'Accept Terms and Conditions'



14. You will be redirected to remita as shown in the image below.
15. Provide all necessary information for payment on remita platform.

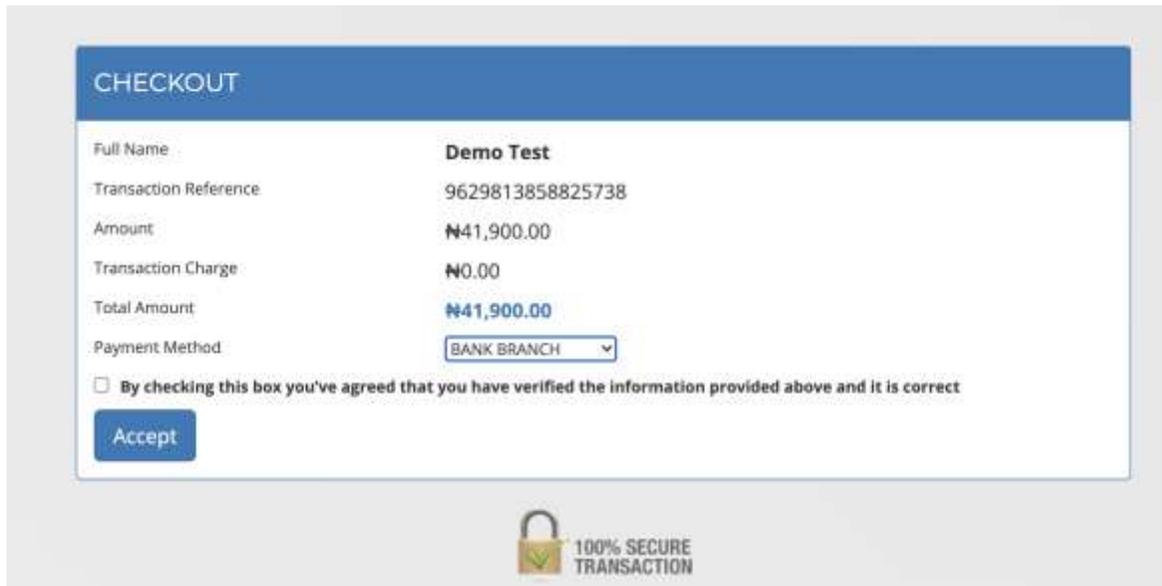


16. After a successful payment, you will be redirected to your portal dashboard.
17. Click on 'PRINT RECEIPT'

## **BANK BRANCH PAYMENT OPTION**

You can choose to make your payment using the bank branch option if you do not have a debit/ATM card.

1. Select BANK BRANCH from the drop down menu as shown in the image below.



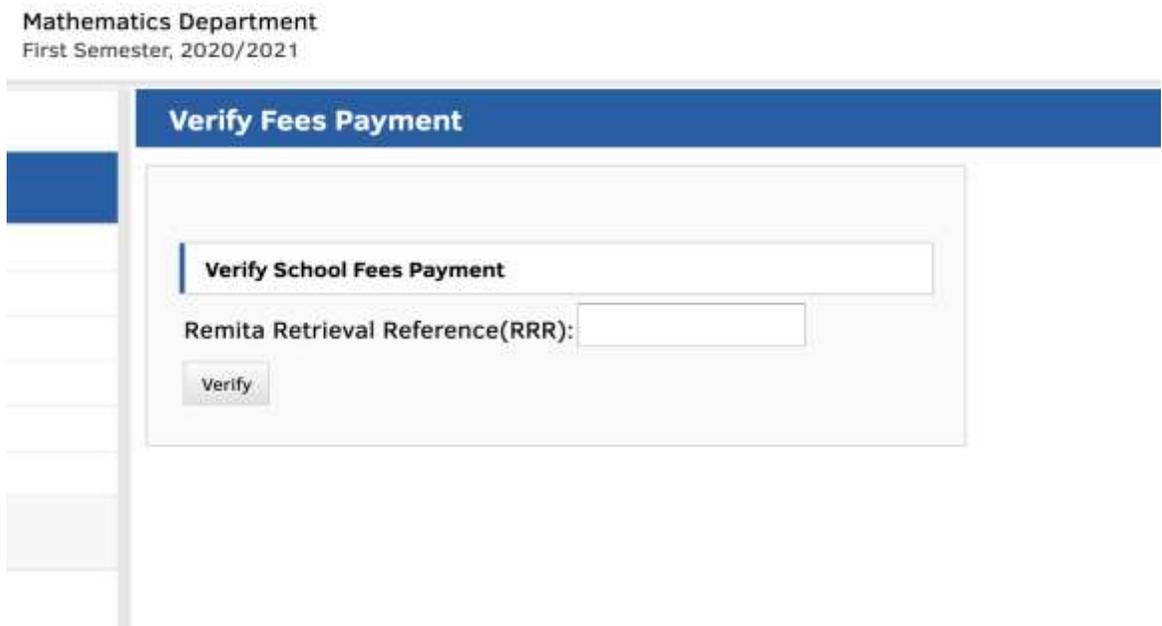
The screenshot shows a 'CHECKOUT' page with the following details:

Full Name	Demo Test
Transaction Reference	9629813858825738
Amount	₦41,900.00
Transaction Charge	₦0.00
Total Amount	₦41,900.00
Payment Method	BANK BRANCH

Below the table, there is a checkbox with the text: "By checking this box you've agreed that you have verified the information provided above and it is correct". A blue 'Accept' button is located below the checkbox. At the bottom of the page, there is a lock icon and the text "100% SECURE TRANSACTION".

2. Generate your remita invoice and make payment in any bank branch.
3. Login to your account and click on VERIFY PAYMENT.

Mathematics Department  
First Semester, 2020/2021



The screenshot shows a 'Verify Fees Payment' page. At the top, it says 'Mathematics Department' and 'First Semester, 2020/2021'. Below that is a blue header with the text 'Verify Fees Payment'. The main content area has a text field labeled 'Verify School Fees Payment' and a text field labeled 'Remita Retrieval Reference(RRR):'. Below the 'Remita Retrieval Reference(RRR):' field is a 'Verify' button.

4. Another page with a text field will be displayed as shown below, type in your RRR and click on the VERIFY button. If your payment is successful, a message will be displayed indicating that and you may now proceed to do your course registration.

***NOTE: You are required to print the remita receipt and collect official receipt from the Bursary department.***

## **COURSE REGISTRATION**

After printing your payment receipt from the portal you can now proceed to '**COURSE REGISTRATION**'

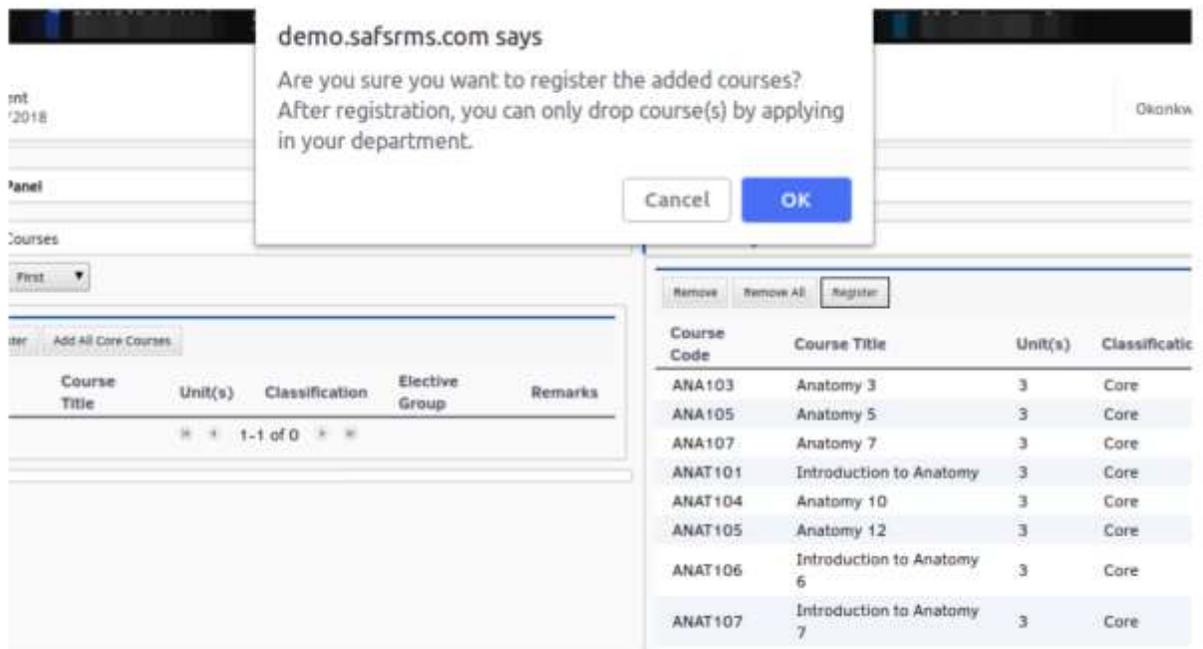
1. Click on **COURSE REGISTRATION** by the left-hand side of your screen/dashboard.

The screenshot shows the 'Course Registration' interface. On the left, a navigation menu has 'Course Registration' highlighted with a red arrow labeled '1'. The main content area has a header 'Course Registration' and a 'Registration Info' section with 'Semester' set to 'First Semester, 2017/2018' and 'Level' set to 'PART 1'. Below this is a 'Registration Panel' with a table of 'Registrable Courses'. A red arrow labeled '2' points to the 'Add All Core Courses' button. The table lists the following courses:

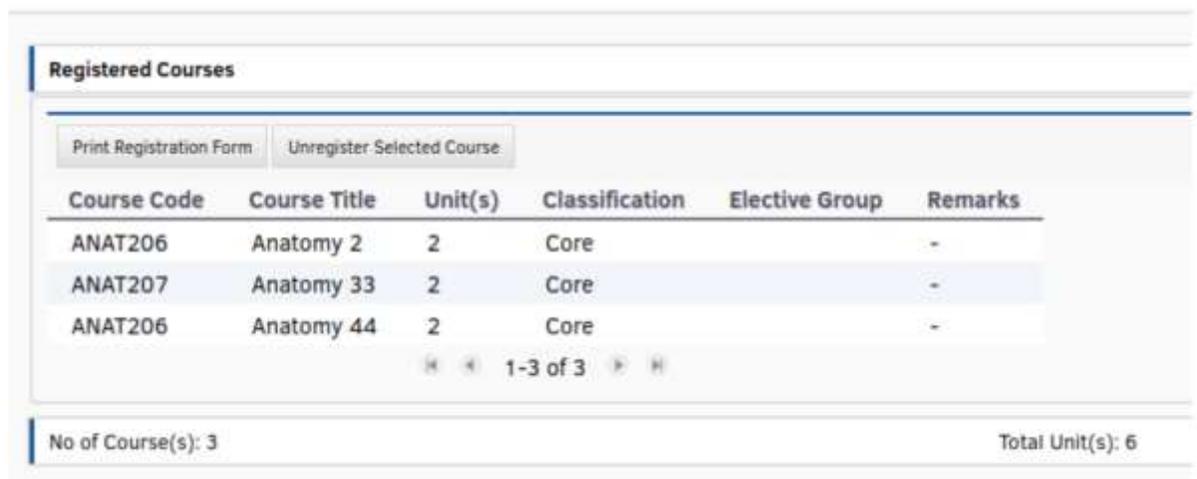
Course Code	Course Title	Unit(s)	Classification	Elective Group	Remarks
ANA 103	Anatomy 3	3	Core	-	-
ANA 105	Anatomy 5	3	Core	-	-
ANA 107	Anatomy 7	3	Core	-	-
ANAT 101	Introduction to Anatomy	3	Core	-	-
ANAT 104	Anatomy 10	3	Core	-	-
ANAT 105	Anatomy 12	3	Core	-	-
ANAT 106	Introduction to Anatomy 6	3	Core	-	-

To the right of the table is a 'Courses to Register' section with a table and a 'Register' button. The table has columns for 'Course Code', 'Course Title', 'Unit(s)', 'Classification', 'Elective Group', and 'Remarks'. Below the table, it shows 'No of Course(s): 0' and 'Total Unit(s): 0'.

2. This will display all regular courses currently approved by your department.
3. Click on **ADD ALL CORE COURSES** to add all your core courses.
4. If you have elective courses, click on the course marked as **ELECTIVE COURSE** and add.
5. At the top of your screen, you will see the current semester, click on the drop-down and select the next semester (SECOND) this will display your courses for the next semester, go ahead and follow the same procedure as above and add all **at when due in second semester**.
6. Once you are done, look by the right-hand side of your screen, you will see '**REGISTER COURSES**'. click on the button and confirm the prompt that you want to proceed with registering the courses you have added.



- On successful registration, you then click on '**PRINT REGISTRATION FORM**' at the bottom and proceed to print your course registration form.



- Proceed for signature on the printed course registration form. After all the signatories duly signed, you are required to open 3 files with photocopies of all your documents and submit each to HOD, Dean of Faculty, and SPGS.