



Bingham University

Student Registration Portal Guide

[**Student Edition**]

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Errata

Although we have taken every care to ensure the accuracy of our content, mistakes do happen. If you find a mistake in one of our usage guides - maybe a mistake in the text or the image - we would be grateful if you would report this to us. By doing so, you can help us to improve subsequent versions of the guide(s). If you find any errata, please report them by sending an email with the subject “Errata – <Page Number>” to systemadmin@binghamuni.edu.ng and note the mistakes clearly.

Requirements

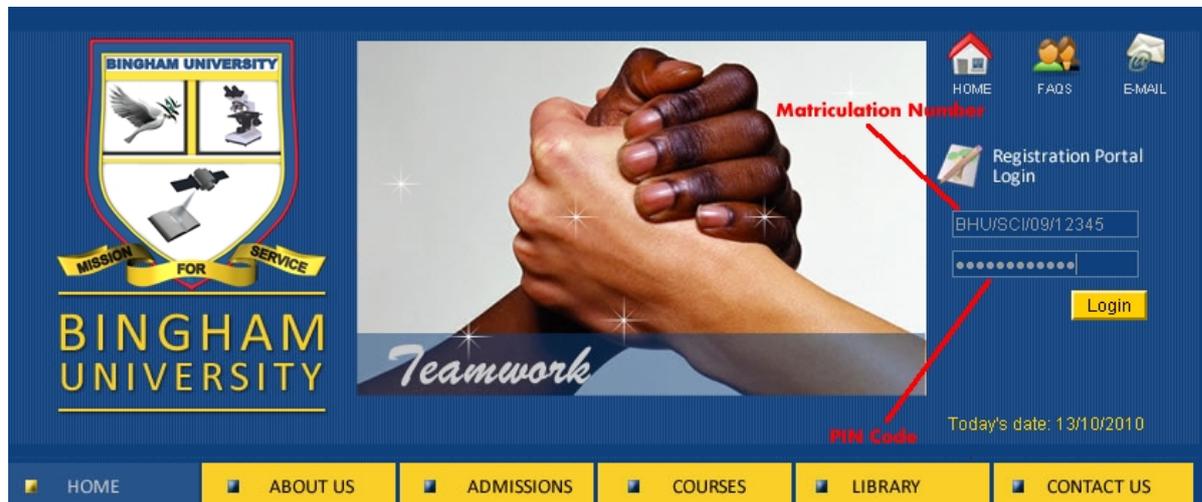
As students of Bingham University, you are entitled to a unique Matriculation number (e.g. BHU/SCI/09/12345). However, to access the student registration portal, you will require a PC/Laptop with a web browser having internet access; you will also be required to provide your **Matriculation number** and a **PIN code** which will be sent to your mobile phone. Throughout this guide, we will use the following Matriculation number and PIN code just for demonstration;

- Matriculation number = **BHU/SCI/09/12345**
- PIN = **945544589388**
- Name = **Student Registration Portal**
- Department = **Computer Science**
- Level = **100**

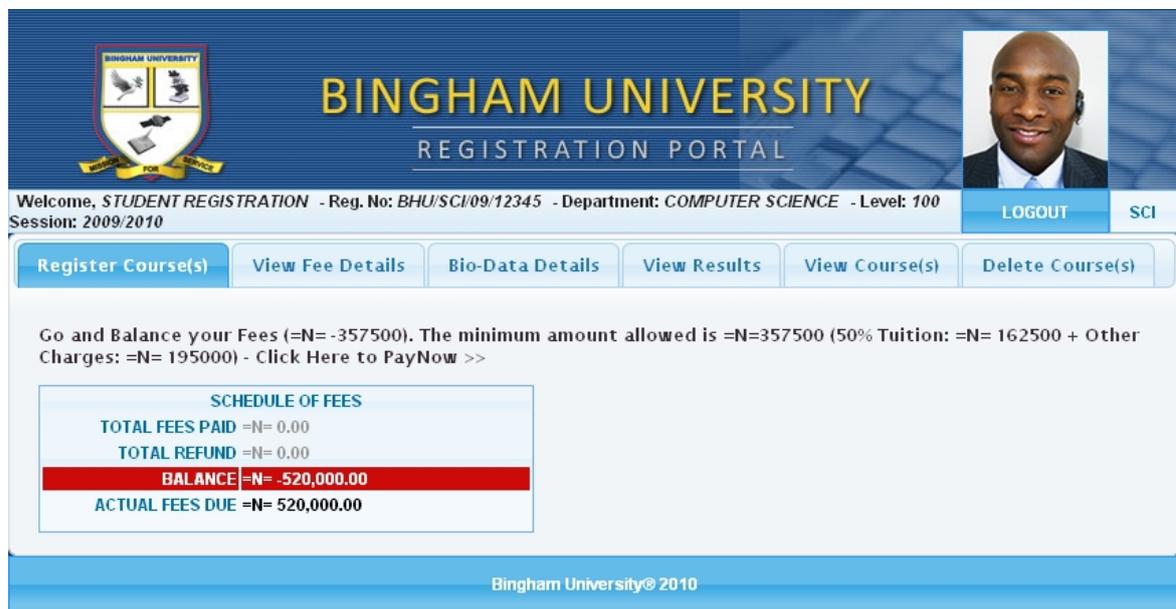
Student Login

Visit the Bingham University website located at <http://www.binghamuni.edu.ng>

You will be presented with the University's homepage. Enter your Matriculation number and the provided PIN code as shown below:



After providing the details, click “**Login**”. If the details are correct, you will be taken to the student registration portal as shown below:



To have an understanding of how the page works, check the next image showing the preloaded student details. The image shows:

- *Student Name*
- *Student Matriculation Number*
- *Department*

- *Level*
- *Session*
- *Minimum amount to pay*
- *Actual fees due and more.*

Student Name Student Matric Number Department

BINGHAM UNIVERSITY
REGISTRATION PORTAL

Welcome, *STUDENT REGISTRATION* - Reg. No: *BHU/SCI/09/12345* - Department: *COMPUTER SCIENCE* - Level: *100*
Session: *2009/2010* LOGOUT SCI

Register Course(s) View Fee Details Bio-Data Details View Results View Course(s) Delete Course(s)

Present Session
Go and Balance your Fees (=N= -357500). The minimum amount allowed is =N=357500 (50% Tuition: =N= 167500 + Other Charges: =N= 195000) - Click Here to PayNow >>

SCHEDULE OF FEES	
TOTAL FEES PAID	=N= 0.00
TOTAL REFUND	=N= 0.00
BALANCE	=N= -520,000.00
ACTUAL FEES DUE	=N= 520,000.00

Minimum amount required to register Student Level

Actual fees to be paid by student

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To register your courses, you will have to pay a minimum amount or the actual fees due in full as shown on the registration portal and the image above. Click on “**View Fee Details**” tab to show a detailed breakdown of the fees you are expected to pay.

Student Name Student Matric Number Department

BINGHAM UNIVERSITY
REGISTRATION PORTAL

Welcome, *STUDENT REGISTRATION* - Reg. No: *BHU/SCI/09/12345* - Department: *COMPUTER SCIENCE* - Level: *100*
Session: *2009/2010* LOGOUT SCI

Register Course(s) View Fee Details Bio-Data Details View Results View Course(s) Delete Course(s)

DETAILS	AMOUNT (=N=)
GAMES	=N=5000
CAUTION DEPOSIT	=N=50000
HOSTEL ACCOMMODATION	=N=60000
EXAMINATION FEES	=N=15000
LIBRARY SERVICES	=N=15000
REGISTRATION CHARGES	=N=5000
SPORTWEAR	=N=5000
ICT SERVICES/TRAINING	=N=25000
STUDENT HANDBOOK	=N=5000
DEVELOPMENT LEVY	=N=10000
Other Charges	=N=195,000.00
Tuition Fee	=N=325,000.00
Balance	=N=(-520,000.00)
Total	=N=520,000.00

RECEIPT NO AMOUNT (=N=)

Total Fee(s) Paid
=N=0.00

RECEIPT NO AMOUNT (=N=)

Total Refund
=N=0.00

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Once you have paid your fees, you can continue with the rest of the guide.

Editing Bio-Data

Click on “**Bio-Data Details**” tab to edit your personal information like address, phone numbers etc. Please note that there are fields you are not allowed to edit and are highlighted as grey. Click on “**EDIT**” and make the necessary changes after which, you click on “**Update**”, to finalize the process click on “**Click Here to Close Window**”. If you decide not to edit anything, click on “**Close window without Updating**”.

Welcome, *STUDENT REGISTRATION* - Reg. No: *BHU/SCI/09/12345* - Department: *COMPUTER SCIENCE* - Level: *100*
Session: *2009/2010*

LOGOUT SCI

Register Course(s) View Fee Details **Bio-Data Details** View Results View Course(s) Delete Course(s)

(EDIT)
Click to Edit Bio-Data

Matric No *BHU/SCI/09/12345*
Title *Mr.*
Surname *STUDENT*
First Name *REGISTRATION*
Middle Name *PORTAL*
Former Surname (if any)

If Disabled, State Type *

If Medication Is Required, State Type *

Click to Update Academic Session *2009/2010*

Level *100*

Update

NOTE: ONLY FIELDS WITH * ARE EDITABLE

Close window without Updating Click to Cancel

The Details was Updated Successfully!!!

Click Here to Close Window

Click to close this window

Registering courses

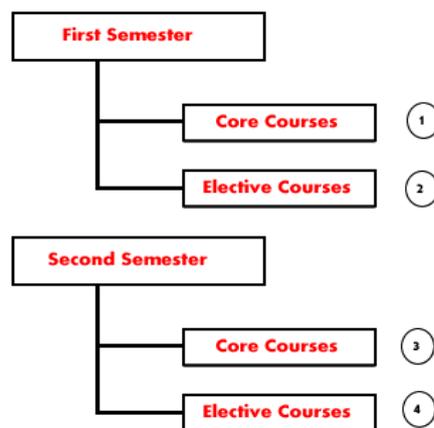
Click on “**Register Course(s)**” tab to register your first and second semester courses. The image below shows the registration section of the portal.

The screenshot displays the Bingham University Registration Portal. At the top, the university logo and name are visible. A navigation bar includes tabs for "Register Course(s)", "View Fee Details", "Bio-Data Details", "View Results", "View Course(s)", and "Delete Course(s)". The "Register Course(s)" tab is active, showing options for "First Semester Course Registration" and "Second Semester Course Registration", each with links for "Core Course(s)" and "Elective Course(s)". A "SCHEDULE OF FEES" section shows: TOTAL FEES PAID =N= 520,000.00, TOTAL REFUND =N= 0.00, BALANCE =N= 0.00 (highlighted in red), and ACTUAL FEES DUE =N= 520,000.00. A user profile picture and "LOGOUT" button are also present.

The normal order of precedence for registering your courses is as follows:

- Start by registering your core courses followed by your elective courses for first semester.
- Now register your core courses and elective courses for the second semester.

A block representation of the order is show below:



Student Course Registration block diagram

The images below shows how courses are registered using the registration portal.

BINGHAM UNIVERSITY
REGISTRATION PORTAL

Welcome, *STUDENT REGISTRATION* - Reg. No: *BHU/SCI/09/12345* - Department: *COMPUTER SCIENCE* - Level: *100*
Session: *2009/2010*

LOGOUT SCI

Register Course(s) View Fee Details Bio-Data Details View Results View Course(s) Delete Course(s)

First Semester Course Registration

>> Core Course(s) **Click on Core courses for first semester**

>> Elective Course(s)

Second Semester Course Registration

>> Core Course(s)

>> Elective Course(s)

SCHEDULE OF FEES

TOTAL FEES PAID =N= 520,000.00

TOTAL REFUND =N= 0.00

BALANCE =N= 0.00

ACTUAL FEES DUE =N= 520,000.00

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BINGHAM UNIVERSITY
REGISTRATION PORTAL

Welcome, *STUDENT REGISTRATION* - Reg. No: *BHU/SCI/09/12345* - Department: *COMPUTER SCIENCE* - Level: *100*
Session: *2009/2010*

LOGOUT SCI

Register Course(s) View Fee Details Bio-Data Details View Results View Course(s) Delete Course(s)

First Semester - Core Course(s)

Main Courses **CMP101 - INTRODUCTION TO COMPUTER SCIENCE I**

Register Course **Click on the drop-down and Select the required course**

First Semester Course Registration

>> Core Course(s)

>> Elective Course(s)

Second Semester Course Registration

>> Core Course(s)

>> Elective Course(s)

After selecting the course Click Register Course

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After registering all your courses, you are ready to move onto the next phase. Please make sure you registered the proper courses for your department before printing.

Viewing courses

To view the courses you registered, click on the “**View Course(s)**” which displays all your registered courses. If you have not registered courses more than 18 credit units or above, a red warning is shown below:

	2	2
	2	2
	2	2
<p>This warning shows that you have less than 18 credit units.</p> <p>Signature of HOD/Level Coordinator</p>		<p>Total Units 17 ? ATTENTION: MINIMUM Units that can be registered = 18, MAXIMUM = 24. Please make adjustments as appropriate.</p>

If you have registered 18 credit units and above, a total of the registered units is displayed as shown below:

CHRISTIAN BELIEFS	1	2
GENERAL CHEMISTRY I	1	2
INTRODUCTION TO COMPUTER SCIENCE I	1	2
USE OF ENGLISH	1	2
ELEMENTARY MATHEMATICS I	1	2
ELEMENTARY MATHEMATICS III	1	2
ELEMENTARY MATHEMATICS III	1	2
GENERAL PHYSICS I	1	2
GENERAL PHYSICS III	1	2
		<p>Total Units 18</p>

NOTE: The total courses registered per semester **MUST** be equal to **18** credit units or **ABOVE** as this is a mandatory requirement by the University.

Deleting courses

In an event that that you registered the wrong course(s), you can delete such courses by clicking on “**Delete Course(s)**” tab. A list of all the courses you registered will be displayed. Look for the course that you will like to delete and click on “**Delete**” under the action menu.



The screenshot shows the Bingham University Registration Portal. At the top, there is a header with the university logo, name, and a user profile picture. Below the header, a navigation bar contains several tabs: Register Course(s), View Fee Details, Bio-Data Details, View Results, View Course(s), and Delete Course(s). The 'Delete Course(s)' tab is highlighted. Below the navigation bar, a table lists registered courses with columns for Course Code, Course Title, Semester, Course Units, and Action. A red arrow points to the 'Delete' button in the Action column for the course GST101. A red text annotation above the table reads 'Click on Delete to remove a course'.

COURSE CODE	COURSE TITLE	SEMESTER	COURSE UNITS	ACTION
CHM101	GENERAL CHEMISTRY I	1	2	Delete
PHY101	GENERAL PHYSICS I	1	2	Delete
MAT103	ELEMENTARY MATHEMATICS III	1	2	Delete
GST101	USE OF ENGLISH	1	2	Delete
PHY103	GENERAL PHYSICS III	1	2	Delete
MAT102	ELEMENTARY MATHEMATICS III	1	2	Delete

Click on “**Click Here to Close Window**” to finalize the process.



A dark blue rectangular box containing a white confirmation message: "GST101 was deleted Successfully!!!". Below the message is a white button with the text "Click Here to Close Window".

Printing registered courses

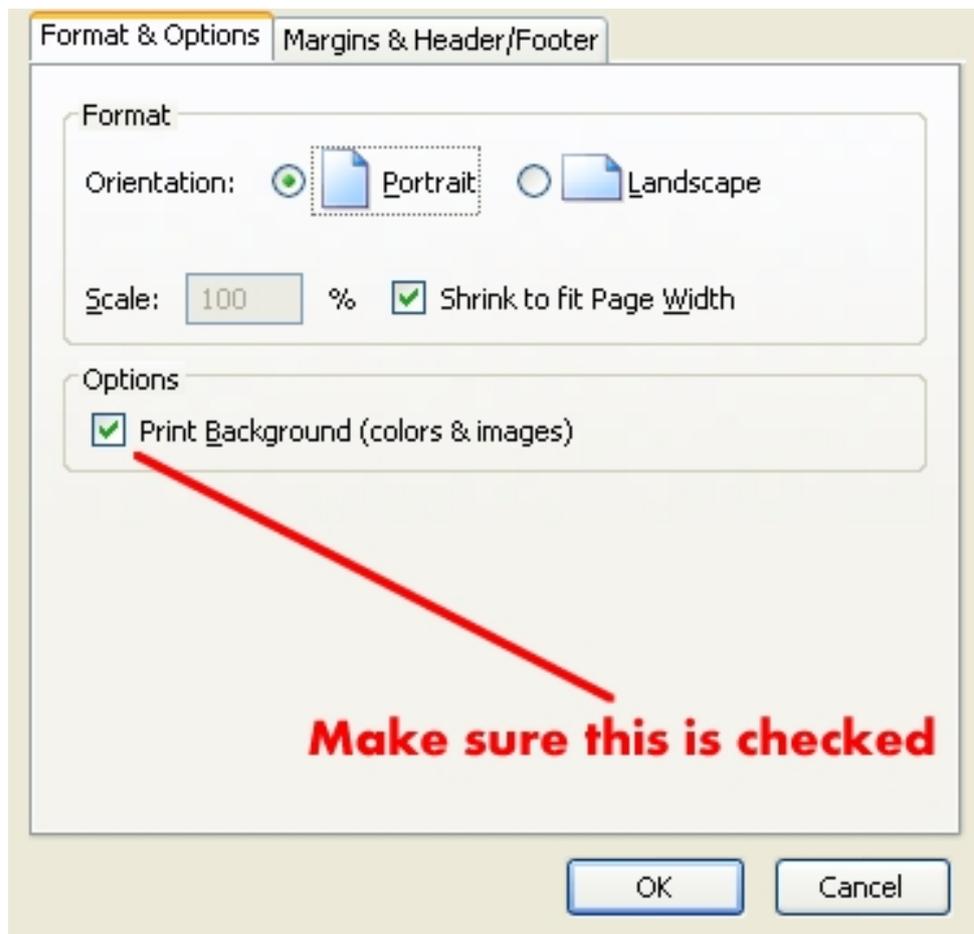
Below are the lists of documents you **SHOULD** print:

- **Student Bio-Data**
- **List of Registered courses**

To print the list of registered courses, click on “**View Course(s)**” to display your registered courses. Now you will have to enable Background printing to be able to print the documents in an acceptable format. The image below shows how to enable background printing in different web browsers.

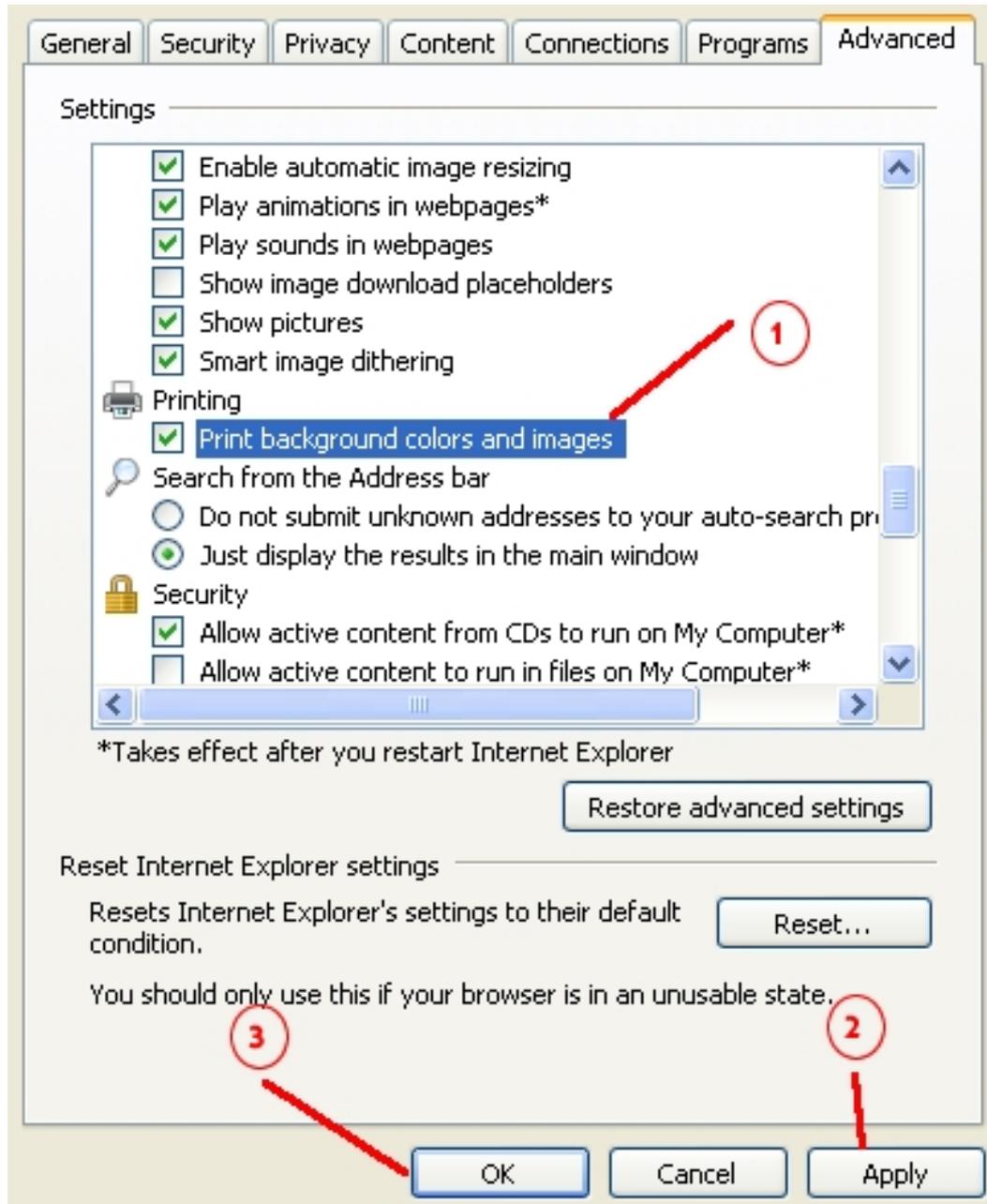
Mozilla Firefox (2, 3)

Click on File -> Page Setup -> Check “Print Background (colors & images)” under options -> Ok



Internet Explorer (6, 7, 8)

Click on Tools -> Internet Options -> Advanced -> Check "Print background colors and images" under Printing -> Apply -> Ok



Finally, after enabling background printing as described above, press the following combination (**Ctrl + P**) or click on File -> Print. Select the installed printer and print.

