# Table of Contents

- Errata ........................................................................................................... 3
- Requirements ................................................................................................. 4
- Student login ................................................................................................. 5
- Viewing and editing Bio-Data ....................................................................... 7
- Registering courses ....................................................................................... 8
- Viewing courses ............................................................................................ 10
- Deleting courses ........................................................................................... 11
- Printing registered courses ......................................................................... 12
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
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.

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”.

The Details was Updated Successfully!!!

Click Here to Close 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 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:
The images below shows how courses are registered using the registration portal.

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRISTIAN BELIEFS</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>GENERAL CHEMISTRY I</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION TO COMPUTER SCIENCE I</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>USE OF ENGLISH</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>ELEMENTARY MATHEMATICS I</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>ELEMENTARY MATHEMATICS III</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>ELEMENTARY MATHEMATICS III</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>GENERAL PHYSICS I</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>GENERAL PHYSICS III</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units**

18

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Deleting courses

In an event 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.

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