

RETURNING STUDENTS OPERATIONAL PROCEDURES
(APPLICABLE TO ALL UNDER-GRADUATE STUDENTS ADMITTED FROM 2018/2019 ACADEMIC SESSION)

Login Operation

1. Go to aris.uniport.edu.ng



**University of
Port Harcourt**

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BE INFORMED
Regular Students School Fee Payment Deadline is on the 8th of March, 2019.
Course Registration Deadline is on the 15th of March, 2019.



[Forgot your PIN and/or Password?](#)

2. On the Home page, do the following:
 - a. Enter you User PIN (all in uppercase letters)
 - b. Enter your Password
 - c. Click Log In. if both User PIN and Password are correct you will be logged on to your Profile, and a Notification page (similar to the one below) will be displayed.



**University of
Port Harcourt**

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Welcome OKONKWO
The following are your information


Status	
Faculty :	HUMANITIES
Department:	ENGLISH STUDIES
Degree Course:	ENGLISH STUDIES
Degree Course Duration:	4
Target Degree Award:	BACHELOR OF ARTS
Program Type:	FULL-TIME
Study Year:	1
Registered Courses Count:	13
Applied Excess Course Count:	0
Applied Excess Unit:	NONE

Current Academic Session Info

Note: The Notification page displays summary information about your Profile. Always take time to read through to ensure that the status of your profile is correct.

School Fee Payment Operation

1. After logging on, click PAYMENTS on the menu. A page similar to the one below will be displayed, showing brief information about your financial status, as well as your new eligible Course Level. **IF THE NEW ELIGIBLE COURSE LEVEL IS NOT THE COURSE LEVEL YOU ARE SUPPOSED TO BE IN, PLEASE CONTACT ICTC TO STEP YOU DOWN TO THE CORRECT COURSE LEVEL. PLEASE DO NOT PROCEED WITH PAYMENT.**



University of Port Harcourt

NOTIFICATION PAYMENTS ACCOMODATION REGISTRATION EXCESS UNIT APPLICATION STUDENT INFO SCHOOL INFO MY PROFILE LOG OUT

Fee Payment Transaction

Surname	OKONKWO	Others	OZIOMA PEACE
Sex	FEMALE	Study Year	1
Degree Type	UNDER-GRADUATE	Program Type	FULL-TIME
Faculty	HUMANITIES	Department	ENGLISH STUDIES

Payment Info as at 2018/2019

Last Course Level	100	Fee Charge Count	0
Temporary Withdrawal	0	Pending Fee Charge Count	0
Outstanding Fee Balance	0	Fee Balance Status	NOT OWING

Last Registration Info

Academic Session	2018/2019	Course Level	100
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IF THE NEW ELIGIBLE COURSE LEVEL (BELOW) THAT APPEARS FOR YOU IS NOT THE COURSE LEVEL YOU ARE SUPPOSED TO BE IN, PLEASE DO NOT INITIATE PAYMENT. CONTACT ICTC FOR RESOLUTION.

New Eligible Course Level	100	Generate
Payment Style	FULL PAYMENT	

Fee Payment Style Analysis		
Total Fee Charge	Instalment Payment Value	Instalment Stage
111,950.00	111,950.00	First
	0.00	Second
	0.00	Third
111,950.00	111,950.00	Totals

Print Previous Payment Receipts

Select Payment Select Payment

[Print](#) [Continue with Payment](#)

2. If the New Eligible Course Level is correct, then select the Payment Style you wish to pay with. Only the payment Style Applicable to your Degree Program and Study Year will be displayed. The different applicable Payment Styles are:

Degree Program	Full-Payment	1 st Installment	2 nd Installment	3 rd Installment
Under-Graduate (FT)	Applicable	Applicable	Applicable	Not Applicable
Under-Graduate (PT)	Applicable	Applicable	Applicable	Applicable
PNCE	Applicable	Not Applicable	Not Applicable	Not Applicable
PHND	Applicable	Not Applicable	Not Applicable	Not Applicable

- When you select an applicable Payment Style, the Fee Payment Style breakdown will be displayed just to alert you of the amounts for the different installments for the payment style. If you are comfortable with the payment style, then click **Generate** button to generate your payment based on the Payment Style you selected. For instance, if you selected 2-INSTALLMENT PAYMENT, you will have two payments generated for you (one will be the first installment and the other, second installment).
- In Select Payment drop-down box, select the payment of interest and click **Continue with Payment** button to generate the RRR number for it. The RRR number will be generated and you can proceed to any of the accredited banks to make payment (or you can click on the online payment link on the Payment Receipt to connect you to Remitta platform where you can make the online payment)
- After making your payment (either at the bank or via online payment platform), come back to the portal and log on to verify your payment, as well as print your University of Port Harcourt School Fee receipts.

Notes:

- The portal performs automatic payment verification periodically, which means that your payment may be verified automatically immediately the payment is successful.
- You can always reprint any of your previous payment receipts at any time.
- You cannot generate RRR number for payment when there are unpaid previous payments.
- You will not be able to generate payments for a particular year if there are outstanding payments yet to be cleared.
- You can only generate payment for the current academic session.
- Once you initiate payment based on a particular payment style, you will not be able to change to another payment style.
- Your payment history will be displayed at the bottom of the Payment window (similar to the one below)

Print Previous Payment Receipts

Select Payment

Print

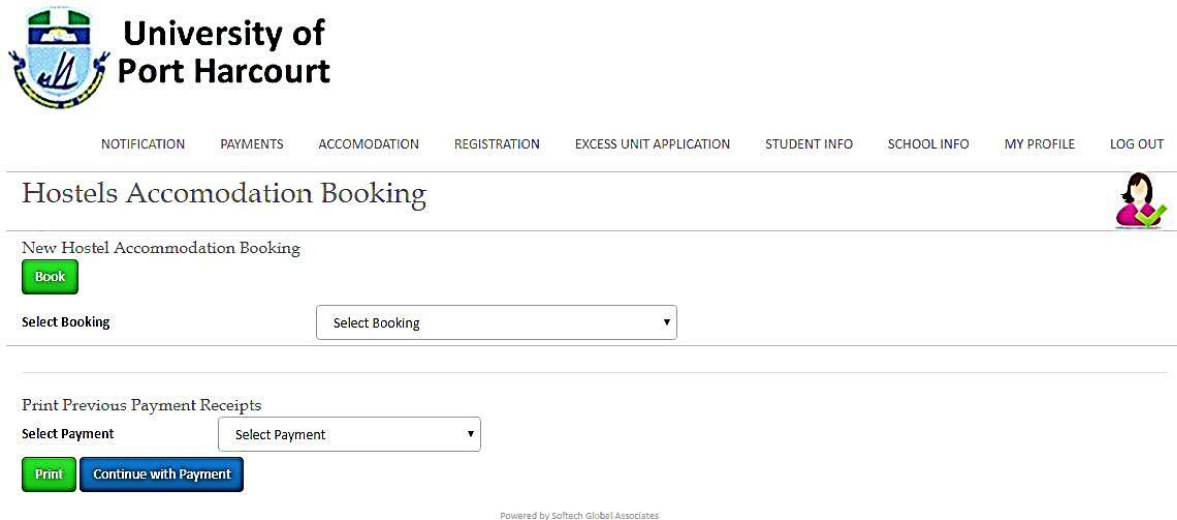
Continue with Payment

Date	Transaction Description	Level	Charges	Payments	Balance	Bank Code	Payment Code
2018-09-24	ACCEPTANCE FEE CHARGE	100	30,000.00	0.00	-30,000.00		
2018-09-24	ACCEPTANCE FEE PAYMENT	100	0.00	30,000.00	0.00		140248837590
2018-10-19	2018/2019 FEES CHARGE	100	111,950.00	0.00	-111,950.00		
2018-10-19	2018/2019 FEES PAYMENT	100	0.00	111,950.00	0.00		310250156378
2018-10-24	2018/2019 ACCOMMODATION FEES CHARGE	100	20,500.00	0.00	-20,500.00		
2018-10-24	2018/2019 ACCOMMODATION FEES PAYMENT	100	0.00	20,500.00	0.00		290250901324

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Accommodation Fee Payment Operation

1. After logging on, click ACCOMMODATION on the menu. A page similar to the one below will be displayed.

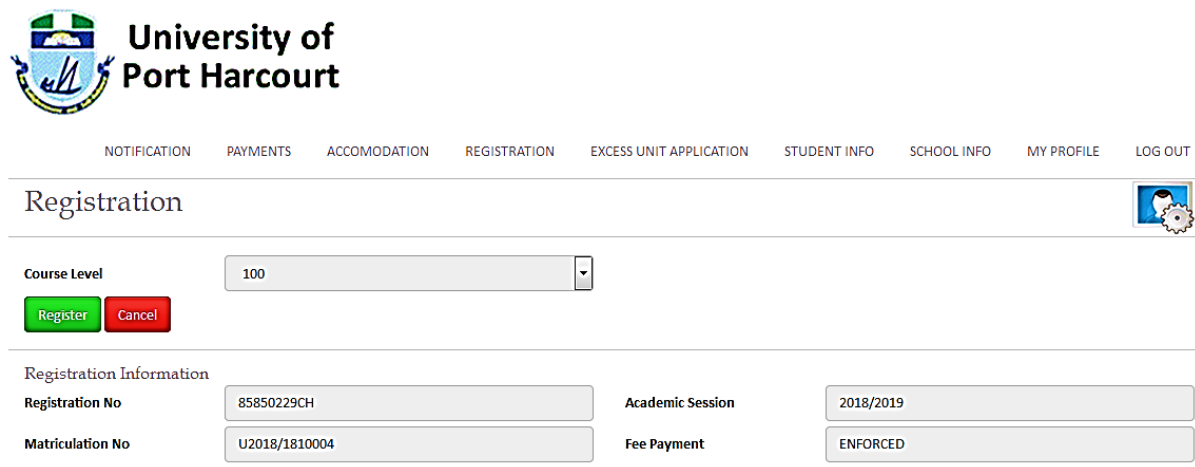


The screenshot shows the University of Port Harcourt website's Accommodation Booking interface. At the top is the university logo and name. A navigation menu includes: NOTIFICATION, PAYMENTS, ACCOMODATION, REGISTRATION, EXCESS UNIT APPLICATION, STUDENT INFO, SCHOOL INFO, MY PROFILE, and LOG OUT. The main heading is "Hostels Accomodation Booking" with a user profile icon. Below this is a section for "New Hostel Accommodation Booking" featuring a green "Book" button and two "Select Booking" dropdown menus. A section for "Print Previous Payment Receipts" includes a "Select Payment" dropdown, a green "Print" button, and a blue "Continue with Payment" button. At the bottom, it says "Powered by Softech Global Associates".

2. Click **Book** button to generate Hostel Accommodation payment. You will only be able to book if the approved limit has not been reached.
3. On successful booking, your details will be displayed and the payment will appear in the Select Payment drop-down box.
4. Select the payment and click **Continue with Payment** button to generate the RRR number for the payment. Like in all payments, proceed to any of the accredited banks to make payment (or you can click on the online payment link on the Payment Receipt to connect you to Remitta platform where you can make the online payment)
5. After making your payment (either at the bank or via online payment platform), come back to the portal and log on to verify your payment, as well as print your University of Port Harcourt School Fee receipts.

Online Course Registration Operation

1. After logging on, click REGISTRATION on the menu. A page similar to the one below will be displayed.



The screenshot shows the University of Port Harcourt website's Online Course Registration interface. At the top is the university logo and name. A navigation menu includes: NOTIFICATION, PAYMENTS, ACCOMODATION, REGISTRATION, EXCESS UNIT APPLICATION, STUDENT INFO, SCHOOL INFO, MY PROFILE, and LOG OUT. The main heading is "Registration" with a user profile icon. Below this is a "Course Level" dropdown menu set to "100" and two buttons: "Register" (green) and "Cancel" (red). A "Registration Information" section contains four input fields: "Registration No" (85850229CH), "Academic Session" (2018/2019), "Matriculation No" (U2018/1810004), and "Fee Payment" (ENFORCED).

2. The Course Level you made payment for the current Academic Session will be shown by default.

- Click **Register** button to register for that Course Level. This will register you for the Course Level as well as all the compulsory courses for your Degree Course.

To register other courses (like your electives and/or carry-over courses), continue from step 4 by scrolling down the Registration page

Faculty	HUMANITIES	Maximum	24	24	0
Department	ENGLISH STUDIES	Minimum	21	20	0

Registration Criteria	
Semester	SECOND
Operation	ADD ACADEMIC COURSE
Carry Over	NO
Course Category	RESTRICTED ELECTIVE (RECOMMENDED)
Academic Course	Select Academic Course

Registered Courses

Code	Title	Unit	Lecturer
EST120.2	INTRODUCTION TO THE STUDY OF LITERATURE	3	OJUKWU, CHINYELU
EST122.2	GRAMMAR AND COMPOSITION	3	OJUKWU, CHINYELU
EST126.2	LANGUAGE AND SOCIETY	3	OJUKWU, CHINYELU
EST128.2	UNDERSTANDING FICTION	3	OJUKWU, CHINYELU
GES100.2	COMMUNICATION SKILLS IN ENGLISH LANGUAGE II	3	OJUKWU, CHINYELU
GES102.2	INTRODUCTION TO LOGIC AND PHILOSOPHY II	2	GWUNIREAMA, I.U.
Course Count: 6		Total Unit	17

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- Select the **Semester** for the courses you want to register.
- Select the **Operation**. You can ADD or REMOVE courses. This is ONLY possible if Course Registration is yet to be LOCKED.
- Select YES (if the course you want to register is a carry-over course) or NO (if it is not). If you select YES, all the courses you failed for the semester you selected will be displayed.
- If you selected NO in step 7, select the Course Category of the course you want to register. There are four categories:
 - Compulsory**: This refers to all recommended compulsory courses for your Degree Course option.
 - Restricted Elective (Recommended)**: This refers to all recommended elective courses for your Degree Course option which you can choose from.
 - Unrestricted Elective (From Faculty)**: This refers to elective courses within your Faculty you are free to choose from.
 - Unrestricted Elective (Outside Faculty)**: This refers to elective courses outside your Faculty you are free to choose from.
- Select the course you wish to register. The courses displayed will be based on the criteria you selected in steps 6 and 7.
- Click **Add/Remove** button. The selected course will be added or removed depending on the operation you selected in step 5.
- Repeat steps 4 through 9 for other courses you wish to add or remove.

Notes:

- As you add or remove courses, the courses will be added or removed from the grid at the bottom of the Registration page.
- The total credit units of the registered courses cannot exceed the approved maximum total credit unit for your Degree Course option for the Course Level
- You cannot remove or add course again once the Registration process has ended.
- You will only be able to register the courses for the semester you have fully paid fees for.