

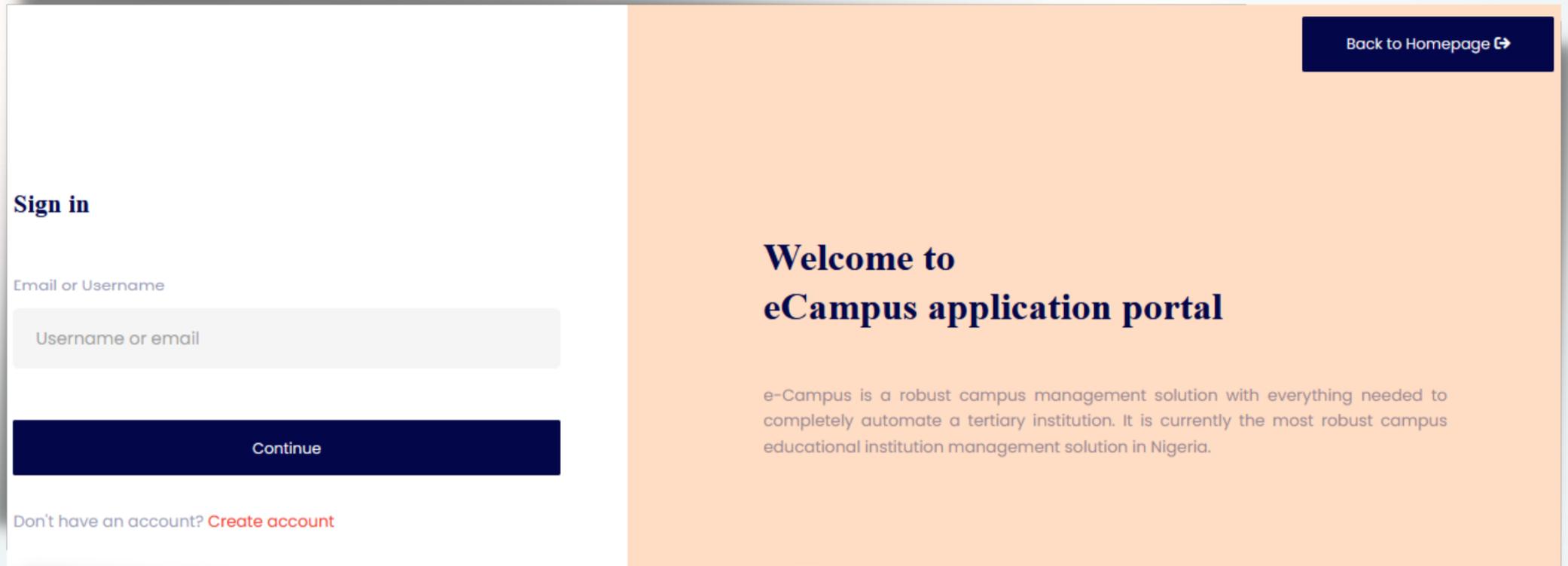


# Convocation Application USER MANUAL

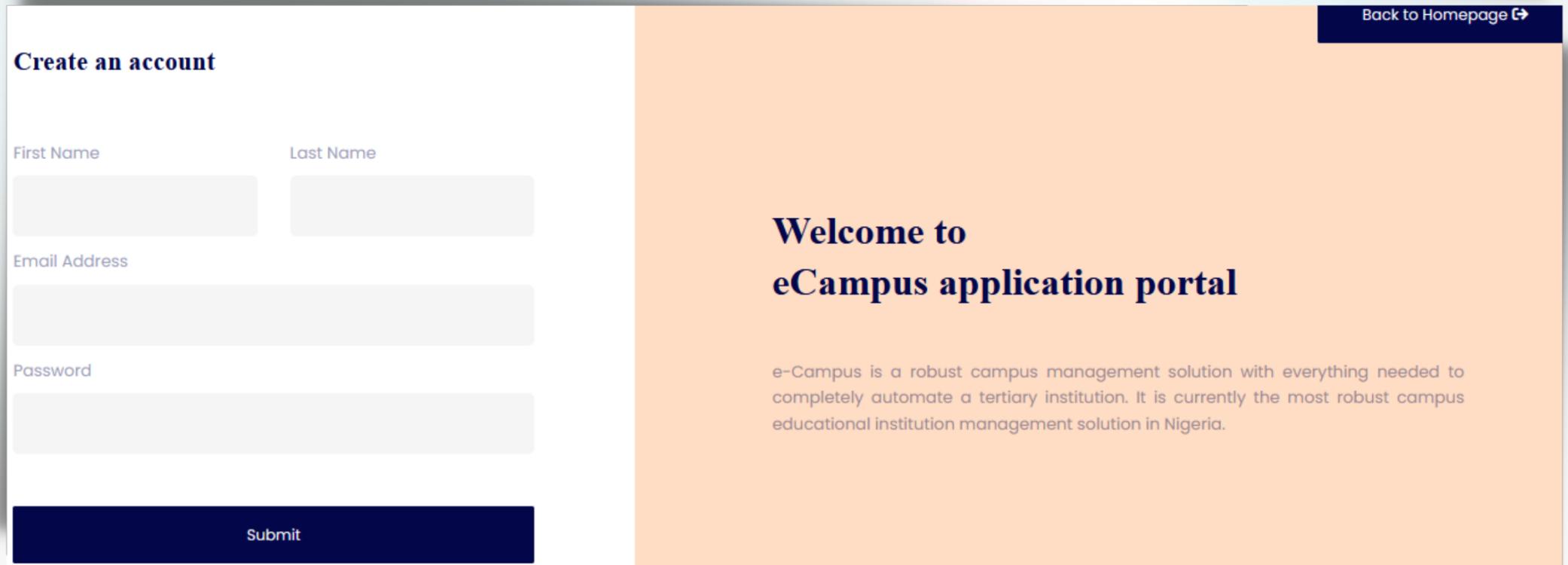


Welcome to eCampus Aspire. Carryout your application with ease.

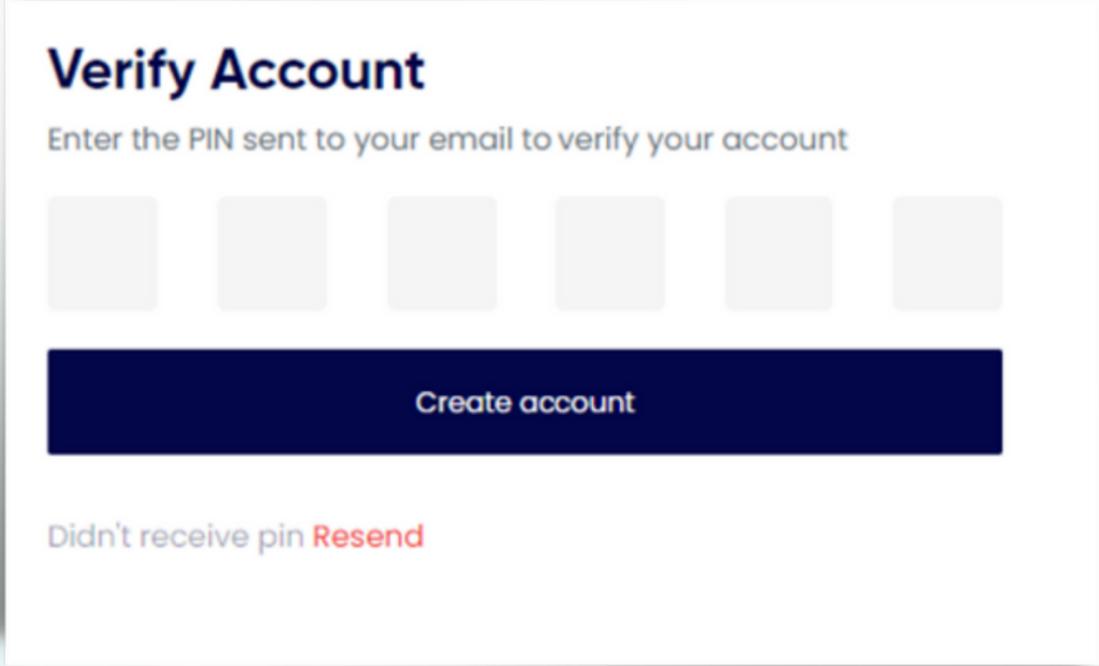
Click on Create account, if you are a first time user; otherwise enter your login details to proceed.



Enter Name, email address and password to create account. A confirmation code will be forwarded to your mail.



1 Enter your confirmation code from your mail and click on **Create Account**.



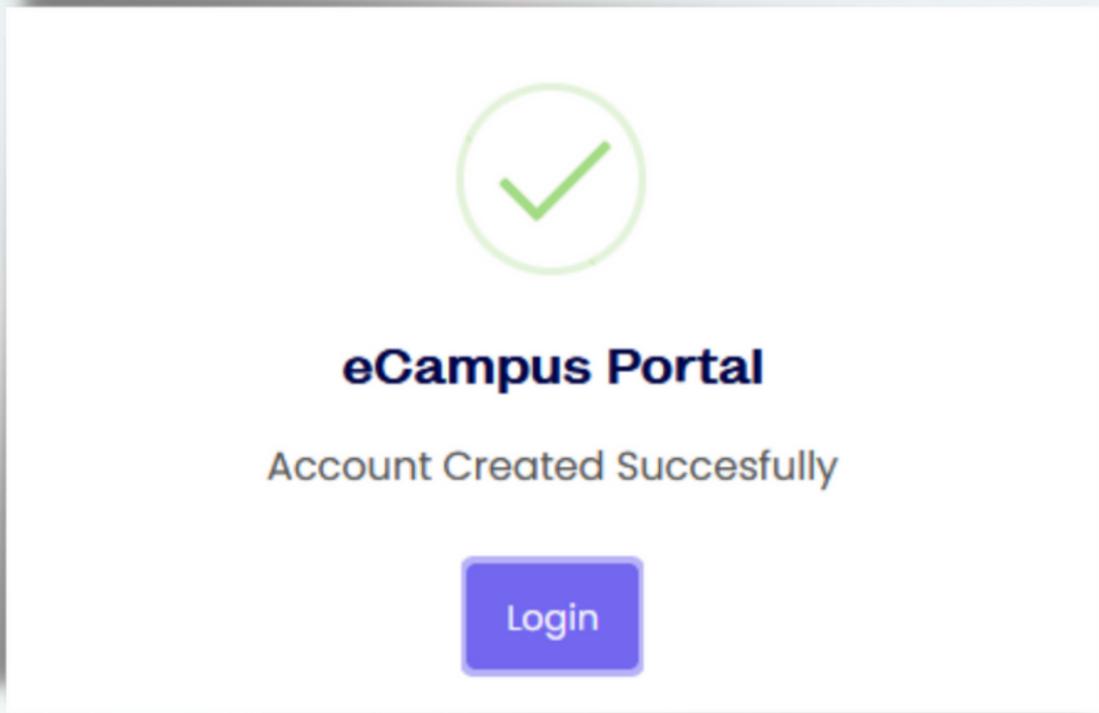
**Verify Account**  
Enter the PIN sent to your email to verify your account

□ □ □ □ □ □

**Create account**

Didn't receive pin [Resend](#)

2 Acknowledgement of successful Signup.



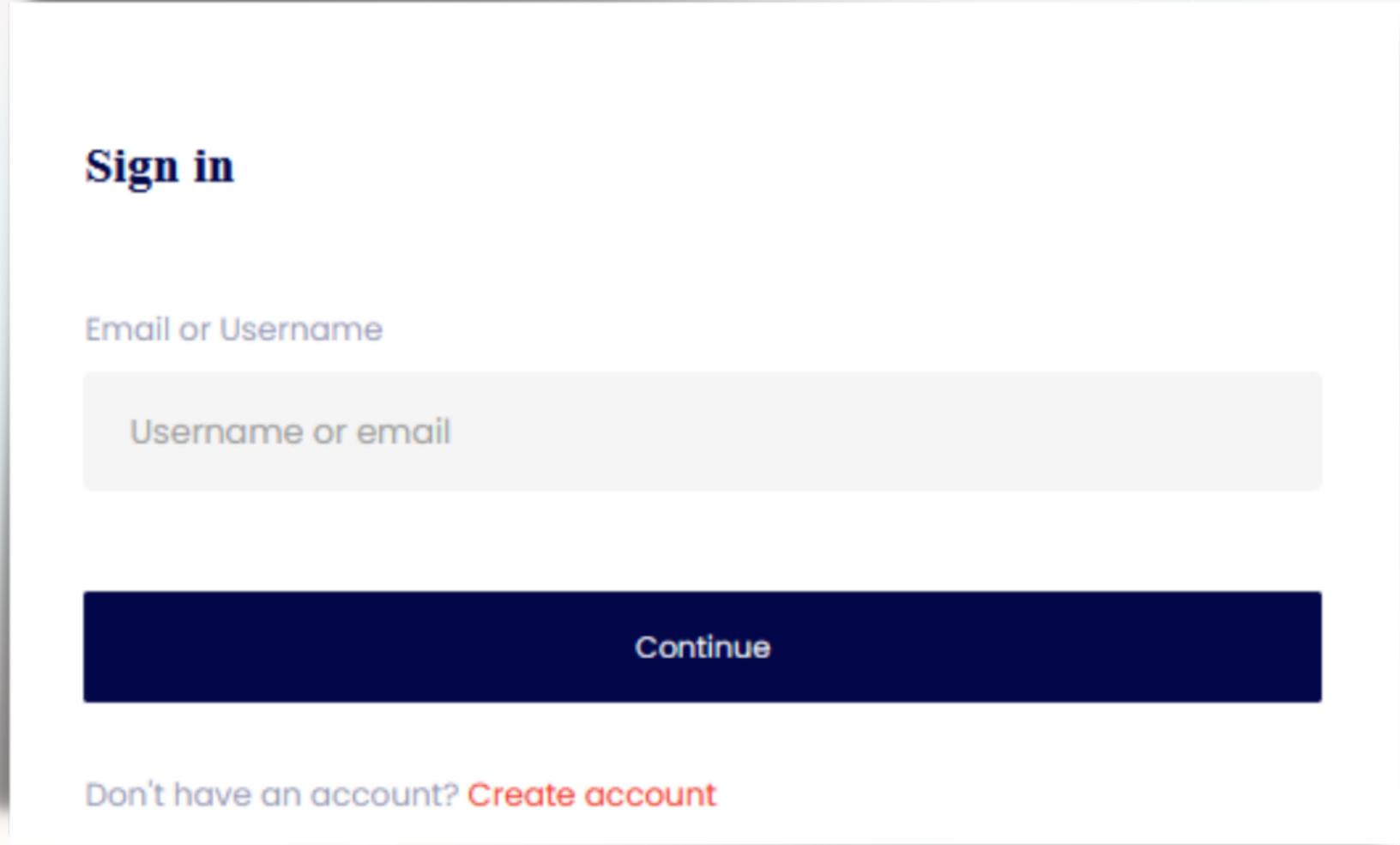


**eCampus Portal**  
Account Created Successfully

**Login**

Signup/ Login

3 Enter your email address and click on "Continue". Then enter your password and click on login.



**Sign in**

Email or Username

Username or email

**Continue**

Don't have an account? [Create account](#)

# Update Phone Number

Your Application Dashboard - List of all current applications are listed. You will be prompted to enter your phone number for first time users.

The screenshot shows a user interface for an application dashboard. At the top, there is a search bar for programs and courses, and a user profile section for 'Monday, Victor' with a notification bell. A 'Check Admission Status' button is visible in the top right. Below this is a search bar for applications. The main section is titled 'Applications' and contains a list of application cards. A modal window titled 'Phone Number' is overlaid on the cards, featuring a text input field with the placeholder 'Enter Phone Number' and a red 'Proceed' button. The application cards show details like 'APPLICATION FOR FULL-TIME HND PROGRAMME FOR 2022/2023', a deadline of '31st October 2022', and a 'Start Application' button with a right-pointing arrow.

1

Search for application or choose your preferred application and click on **Start Application**.

**Welcome, James.**

convocation application Undergraduate

**Applications**

**New Convocation Application Undergraduate**

This is a test Convocation application

Deadline - 30th November 2022

**Start Application**

2

Click on **Search again** at the lower right section of the page.

**New Convocation Application Undergraduate**

This is a test Convocation application

**REQUIREMENTS FOR THIS APPLICATION**

Search Student Applicant Information

**APPLICATION DEADLINE**

30th November 2022

**Payment Summary**

Breakdown down of fee payment

Application Name	New Convocation Application Undergraduate
Application ID	APPLJQO1206
Application Fee	NGN 20000

Total Amount NGN 20000

Secured Payment

mastercard Verve VISA

**Search again**

**Proceed to pay**

3 Enter your matriculation number and click on **Search**.

The screenshot shows a 'Search Form' with a search bar containing the text 'Search Student' and a red 'Search' button with a right-pointing arrow. Below the search bar is a 'Continue' button.

4 Click on **Pay For Student Transcript**.

The screenshot displays a red 'X' icon at the top, followed by the heading 'eCampus Portal'. Below this, the text reads: 'You are required to pay for your student transcript before commencing this application. Kindly proceed to pay and apply for **APPLICATION FOR STUDENT TRANSCRIPT** to continue'. At the bottom, there is a red button labeled 'Pay For Student Transcript'.

5 Follow the payment prompt to complete your payment for Student Transcript.

The screenshot shows a 'Payment Summary' for an 'Application For Student Transcript'. It lists the following items and amounts:

Amount	NGN 5,000.00
Gateway Charges	NGN 77.67
Convenience Fee	NGN 100.00
<b>Total</b>	<b>NGN 5,177.67</b>

A blue 'Continue' button is located at the bottom of the summary. A red diagonal watermark reading 'Demo Transaction' is overlaid on the table.

The screenshot shows a green checkmark icon in a circle at the top. Below it, the text reads: 'Payment Successful' and 'You paid NGN 5,177.67 to cPayPanel'. At the bottom, there is a lock icon followed by the text 'Secured by **paystack**'.

6 At the bottom of the search form, click on **Continue**.

Department	Option	Degree in View *
Chemical/Petrochemical	Choose Option	BACHELOR OF TECHNOLOGY

**Continue**

7 Click on **Continue** and follow the payment prompt to complete your payment for Student Transcript.

Payment Summary

**New Convocation Application Undergraduate**

Amount	<b>NGN 20,000.00</b>
Gateway Charges	<b>NGN 306.10</b>
Convenience Fee	<b>NGN 100.00</b>
<b>Total</b>	<b>NGN 20,406.10</b>

**Continue**

*Demo Transaction*



**Payment Successful**  
You paid NGN 20,406.09 to cPayPanel

 Secured by **paystack**

Click on **Payment Receipt**

Under Action section click on Receipt to view/print your receipt.  
Click on **Query** to confirm status of pending transactions.

Dashboard

**GENERAL**

- Profile
- Applications >
- Payment Receipt**
- Logout

### Payments

View your application payments

10

S/N	Name	Application Status	Amount	Payment Status	Invoice Number	Action
1	Application For Student Transcript	Successfully Submitted	₹5,000.00	success	20220630042763	Receipt
2	New Convocation Application Undergraduate	Not successfully Submitted	₹20,000.00	success	20221115033856	Query

### Student Receipt

Date	Session	Receipt No/Invoice No
Thu Jun 30 2022	2021/2022	20220630042763

**Paid By**

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Registration Number

Student Name

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**Fee Details**

Description	Amount
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