

STUDWARE STUDENTS' MANUAL

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StudWare: NOUN Students' Portal

Muhtar H. Alhassan



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INTRODUCTION

StudWare is an interactive, user-friendly students' portal exclusively designed for the students of the National Open University of Nigeria. The portal provides services ranging from admission, electronic wallet, and several types of registration that the students periodically conduct throughout their studies in NOUN.

StudWare is built to provide electronic work-flows that enable users to access only tasks that are assigned to them based on their individual roles. Accordingly, the operations manual for StudWare comes in three flavours, namely:

1. Students' Manual
2. Faculty Manual
3. User Support Manual

The Students' Manual presented here is a Guide to the students on the right way to access and make optimal use of the StudWare portal.

CHAPTER 1

UPLOADING CREDENTIALS FOR VERIFICATION

Verification is the process of confirming your admission into NOUN and it culminates in obtaining your matriculation number. A verification officer needs to sight all documents used in obtaining the Letter of Provisional Admission by an applicant. The student needs to upload the relevant credentials so that the Verification Officer can sight them online. The landing page for uploading credentials is at the URL:

https://nouonline.net/credsup_idx.php

Instructions about documents required, the format and file size are clearly presented on the landing page. There is also an instruction on how to use a freely-available third party application to reduce PDF file size before uploading. This is shown by clicking on the button labelled *How to Reduce PDF size*. To start uploading the credentials the new student should select from three categories displayed on the page, namely:

- Undergraduate
- PGD /Masters
- PhD



Figure 1.1 Documents to be uploaded for verification



Figure 1.2 Landing page for credential uploads

1.1 Undergraduate Credentials Upload

Figure 1.3 shows the undergraduate upload page. All that is required to kick start the process is the RRR number used to purchase the Undergraduate admission form. If the RRR is vetted ok by the system the user is presented with step-by-step instruction on how to proceed, and given a link to 'CLICK TO UPLOAD' as shown in Fig. 1.4. When this link is clicked, the document upload form is then displayed as shown in Fig. 1.5. On the document upload form there is still a clear message that emphasises how the documents should be scanned in to one single PDF file which should be optimised before upload. If the upload is successful the system displays the message: *You have successfully uploaded the file!*

1.2 Postgraduate Credentials Upload

Figure 1.6 shows the postgraduate upload page. To start the process the RRR number used to purchase the Postgraduate admission form is required. If the RRR is vetted ok by the system the user is presented with step-by-step instruction on how to proceed, and given a link to 'CLICK TO UPLOAD'. When this link is clicked, the document upload form is then displayed similar to the undergraduate case shown in Fig. 1.5. On the document upload form there is still a clear message that emphasises how the documents should be scanned in to one single PDF file which should be optimised before upload. If the upload is successful the system displays the message: *You have successfully uploaded the file!*

4 UPLOADING CREDENTIALS FOR VERIFICATION

The screenshot shows the NOUN website interface. At the top, there is a green banner with the text 'NATIONAL OPEN UNIVERSITY OF NIGERIA' and 'University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.' Below this, the date 'Thursday, 03 December 2020' is displayed. A navigation menu includes links for 'HOME', 'Check RRR', 'Students', 'Staff', 'Admissions', 'Enrol Again', and '2020/2 Verification Slip'. The main content area is titled 'SUBMIT CREDENTIALS FOR UNDERGRADUATE VERIFICATION' and contains three columns. The left column lists 'REQUIRED CREDENTIALS UNDERGRADUATE APPLICANTS' including Birth Certificate, O-Level, ND/NCE/HND/First Degree, NYSC, CHO/CHEW, Registered Nurse License, Registered Midwifery/Medical Laboratory License, NOUN Admission Letter, Passport-size Photograph, and Evidence of Payment. The middle column is a form with a label 'RRR*' and an input field 'Enter RRR', followed by a 'Submit' button. The right column lists 'REQUIRED CREDENTIALS POSTGRADUATE APPLICANTS' including Birth Certificate, O-Level, ND/HND/First Degree, NYSC, NOUN Admission Letter, and Passport-size Photograph.

Figure 1.3 Undergraduate credentials upload page

1.3 Checking Your Verification Status

After successfully uploading your credentials you can check your verification status via the URL

https://nouonline.net/matno_check.php

The landing page is as shown in Figure 1.7. Here, you enter the RRR used for admission and click submit. If the Verification Officer has verified your credentials and approved them as suitable, a matric number would have been generated for you. In this case, clicking the submit button brings up your matric number and a button marked *View Matriculation Slip* as shown in Fig. 1.8. Click on the button to view your verification slip with the newly generated matric number and other details as shown in Fig 1.9

| APPLICANT DETAILS | |
|-------------------|--|
| Name of Applicant | Yetunde Zainab BADMUS |
| Form No. | FP070202/OYBAD1908165120Y/20093816 |
| Programme | P070202: B.Sc. Environmental Management and Toxicology |
| Entry Level | 100 |
| Faculty | Faculty of Science |

PROCEDURE FOR UPLOADING YOUR CREDENTIALS

1. Scan each document in colour (both sides if necessary)
2. Save all scanned documents into a **single** PDF file
3. Ensure that the pdf file is clear and NOT bigger than 2MB in size

[CLICK TO UPLOAD CREDENTIALS](#)

Figure 1.4 Instructions on how to proceed with the upload

Yetunde Zainab BADMUS : 330414141652
 B.Sc. Environmental Management and Toxicology
 Entry Level:

PLEASE UPLOAD ONLY ONE PDF FILE THAT CONTAINS ALL YOUR CREDENTIALS AS REQUIRED

You need to upload ALL the required credentials as listed below before you are issued your Matriculation Number to become a verified NOUN student.

If the approving officer does not see all your credentials uploaded your admission will not be verified and you cannot register to start your studies.

amme
me)
se (for

Choose file | No file chosen

Submit File

PROCEDUR

1. Scan each docu
2. Save all scanne
3. Ensure that the

Figure 1.5 Document upload form

6 UPLOADING CREDENTIALS FOR VERIFICATION

Home Check RRR Students Staff OMOJ Admissions Enrol Again 2020/2 Verification Slip

How to reduce PDF size

REQUIRED CREDENTIALS UNDERGRADUATE APPLICANTS

- Birth Certificate/Declaration of Age
- D-Level Certificate(s)
- ND/HND/First Degree Certificates for Direct Entry
- Nursing Certificate (for Nursing Programmes)
- NOUN Admission Letter
- NYSC Certificate (if available)
- Passport-size Photograph

SUBMIT CREDENTIALS FOR 2021/1 POSTGRADUATE VERIFICATION

RRR*

Submit

REQUIRED CREDENTIALS POSTGRADUATE APPLICANTS

- Birth Certificate/Declaration of Age
- D-Level Certificate(s)
- ND/HND/First Degree Certificates
- NYSC Certificate (if available)
- NOUN Admission Letter
- Passport-size Photograph
- Evidence of Payment (via Remita)

Figure 1.6 Postgraduate credentials upload page

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Saturday, 20 February 2021

Home Check RRR Students Staff OMOJ Admissions Enrol Again 2020/2 Verification Slip

PROCEDURE FOR UPLOADING YOUR CREDENTIALS

1. Scan each document in colour (both sides if necessary)
2. Save all scanned documents into a **single** PDF file
3. Ensure that the pdf file is clear and NOT bigger than 2MB in size

2021 VERIFICATION STATUS

RRR*

Submit

REQUIRED CREDENTIALS

Make sure you have uploaded all the credentials used to obtain information entered in to your application form. Approving officers will only endorse your admission and generate matriculation number if all the documents are present in the pdf file you have uploaded!

Figure 1.7 Checking your verification status

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Saturday, 20 February 2021

Home Check RRR Students Staff OMOJ Admissions Enrol Again 2020/2 Verification Slip

PROCEDURE FOR UPLOADING YOUR CREDENTIALS

1. Scan each document in colour (both sides if necessary)
2. Save all scanned documents into a **single** PDF file
3. Ensure that the pdf file is clear and NOT bigger than 2MB in size

2021 VERIFICATION STATUS

RRR*

Submit

REQUIRED CREDENTIALS

Make sure you have uploaded all the credentials used to obtain information entered in to your application form. Approving officers will only endorse your admission and generate matriculation number if all the documents are present in the pdf file you have uploaded!

NOU211173804
View Matriculation Slip

Figure 1.8 Matriculation Number confirmed



NATIONAL OPEN UNIVERSITY OF NIGERIA

2021/1 VERIFICATION SLIP

| | |
|-----------------------------|---|
| Matriculation Number | NOU211173804 |
| Name | MUAZU Sani Saleh |
| RRR | |
| Programme | P080601: B.Sc. Peace Studies and Conflict Resolution |
| Entry Level | |
| Faculty | Faculty of Social Sciences |
| Study Centre | TR02: Wukari Study Centre |
| Date Verified | 19-02-2021:22:48:35 |

OK

Figure 1.9 Matriculation Slip

CHAPTER 2

PORTAL REGISTRATION

Every student must register on the portal at the beginning of each Semester. Portal registration is free and available to any student who has an active, valid matriculation number. A matriculation number can be deactivated if the student is on suspension or if (s)he is deemed to have graduated. Without registering on the portal for the current semester, the student cannot login and conduct other portal activities such as funding the wallet, course registration, exam registration etc. To register on the portal visit the home page at <https://www.nouonline.net> and click on the item *Students* on the Menu. A dropdown menu appears with *Register* as the first item. See Fig. 2.1 Click on *Register* and this takes you to the registration page where the form shown in Fig. 2.4 is displayed. Fill the portal registration form making sure you choose your password carefully to conform with current best practice. The following can act as a guide in choosing your portal password:

- Include 12 characters as minimum
- Include numbers, symbols, and mixed capitalization
- Don't use dictionary words
- Don't use obvious word combinations



Figure 2.1 *Students dropdown menu with Register as the first item*

To conclude, verify the password and submit the form. If the passwords match and all other fields are populated correctly a popup message says OK to Submit as shown in Fig. 2.3. Press Ok on the popup and the outcome appears. If the submission is successful you get the message Success! Make sure you store the password securely where you can access it, and do not share it with anybody. You can now go on and login with your new password and start using the portal.

First Semester 2021
Students Portal Registration

Students' Portal Registration Page

2021/1 Portal Registration

Matric Number *

Surname *

Other Names *

Email *

Mobile Number*

State of Origin*

Password *

Verify Password *

[Home](#)

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Figure 2.2 Portal Registration Form

www.nouonline.net says

OK to submit!

OK

Figure 2.3 OK to submit Portal Registration Form

The image shows a web form titled "2021/1 Portal Registration" with a light blue header and a light green background. The form contains the following fields and controls:

- Matric Number * (Text input)
- Surname * (Text input)
- Other Names * (Text input)
- Email * (Text input)
- Mobile Number* (Text input)
- State of Origin* (Dropdown menu showing "State")
- Password * (Text input)
- Verify Password * (Text input)
- Reset button
- Submit button

At the bottom of the form, the text "Success!!!" is displayed in a large, bold font.

Figure 2.4 *Successful Portal Registration*

CHAPTER 3

STUDENT LOGIN AND HOME PAGE

To make use of the services offered on the portal, the student must login first. To login, go to the home page at <https://www.nouonline.net> and click on the item *Students* on the Menu. A dropdown menu appears with *Login* as the second item. See Fig. 3.1

Click on *Login* and this takes you to the Student Login page where the form shown in Fig. 3.2 is displayed.

Enter your matriculation number and password then click on Submit. After verifying your login details you are taken to your home page which is similar to Fig. 3.3.

As you can see there is a menu bar containing various links as shown in Fig. 3.4

The first item on the menu bar is your name. When you click that you are returned to the Home Page. The second item is *eWallet*. When you click this, a dropdown menu appears as shown in Fig. 4.1. This item therefore enables you to do the following:

- Generate Remita Number to initiate payment into your eWallet
- Credit any payment made with an RRR
- View your eWallet



Figure 3.1 Students dropdown menu with Login as the second item



Figure 3.2 Student Login Form

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Sunday, 21 February 2021

BIYA Wa Zo eWallet 2021/1 Slips Registration Tasks 2021/1 ID Card
Logout Naira 366000

Cyber security awareness (CSA) questionnaire for NOUN Students

National Open University of Nigeria
First Semester 2021
NOUNIS Students' Information System
NOUN179999999: BIYA Wa Zo
Programme: P07D107: M.Sc.
Information Technology
Abuja Model Study Centre

Welcome to StudWare
09022550098

The NOUNIS Pledge
NOUNIS will work on data obtained from faculty officers to continuously process test and examination results of all students and generate a variety of comprehensive and reliable reports about the academic performance of each and every student of the University in a timely manner. Such reports will be available to authorized users across the University's intranet. In particular, NOUNIS will prepare comprehensive reports to be presented by Deans to the Senate and subsequently capture the approved results and make them available to various end-users in appropriate formats. This way NOUNIS will provide full technical support for the determination of qualified graduating students and preparation of transcripts and testimonials.

NOUNIS at your service...
noumis@noun.edu.ng

BIYA Wa Zo eWallet 2021/1 Slips Registration Tasks 2021/1 ID Card Logout Naira 366000

Figure 3.3 A Sample Student's Home Page

Figure 3.4 Student's Menu Bar



Figure 3.5 eWallet Dropdown Menus

The third item on the Menu Bar is a link to view your registration slips for the current Semester. When clicked it brings out links to slips for *Course Registration*, *Exam Registration*, and *Project Registration* for the Semester as shown in Fig. 3.6.

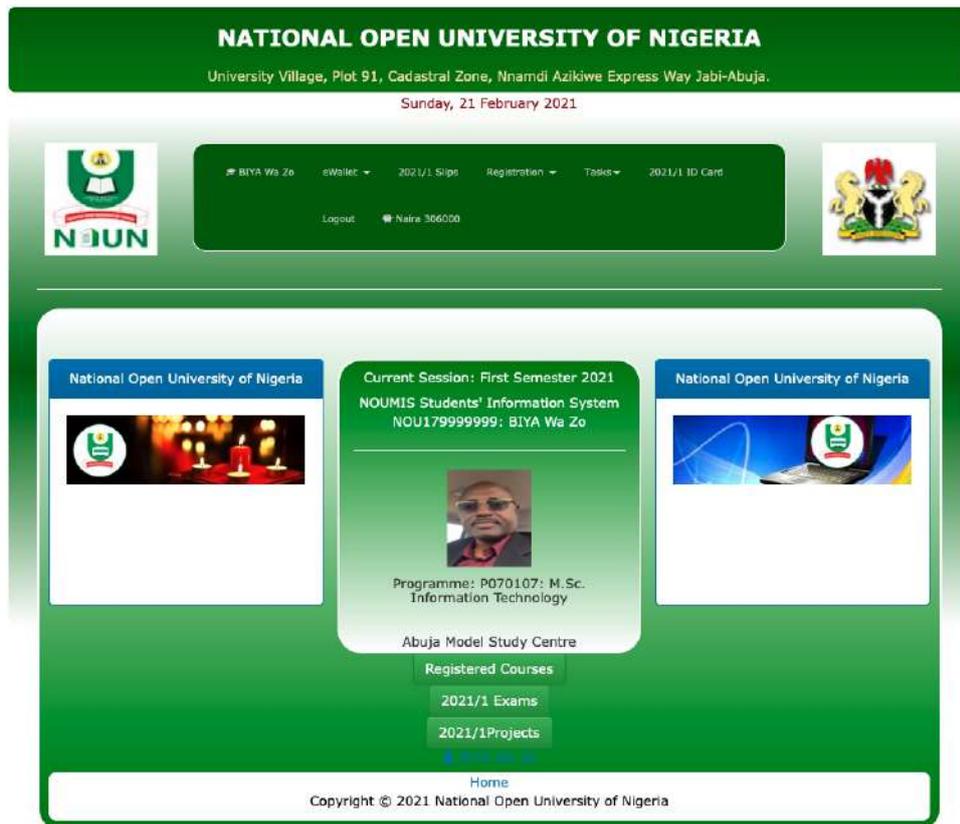


Figure 3.6 Links to registration slips

The fourth item on the menu Bar is labelled *Registration* and when selected displays a dropdown menu as shown in Fig. 3.7.



Figure 3.7 Registration Menu Items

This Registration Menu therefore enables you to do the following:

- Semester Registration
- Course Registration
- Exams Registration
- Project Registration
- Carry-over Exams Registration
- Carry-over Project Registration

The fifth item on the Menu Bar is labelled *Tasks* and provides a dropdown menu as shown in Fig. 3.8. Thus, the *Task* menu items are used for the following:

- View your most recently concluded TMA scores
- View your most recently released exam result
- View your most recently released project result
- Upload your photo
- View and print your ID Card

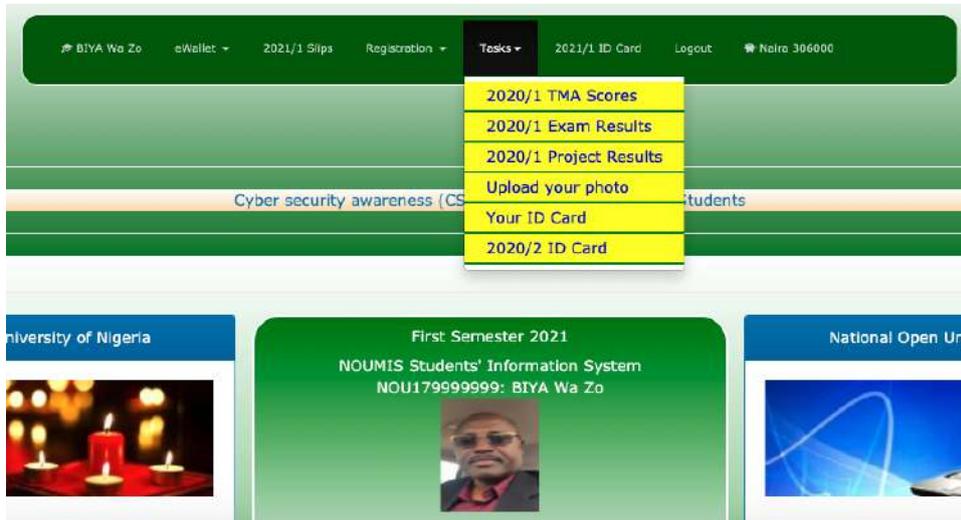


Figure 3.8 Student's Task Menu Items



Figure 3.9 ID Card preview link

The sixth item on the Menu Bar, labelled *2021/1 ID Card*, is for generating the ID Card for the student. When clicked it takes you to the ID Card preview page as shown in Fig. 3.9. If you click on *Preview ID Card*, the current ID Card is displayed as a pop-up as shown in Fig. 3.10 and you can print it or save it as a PDF document. Alternatively you can screen-capture it. The seventh item on the Menu Bar is the *Logout* button. If you click this you are logged out of the portal. The eighth item on the Menu Bar shows your current wallet balance. To refresh this value after a transaction just click on your name (the first item on the Menu Bar).

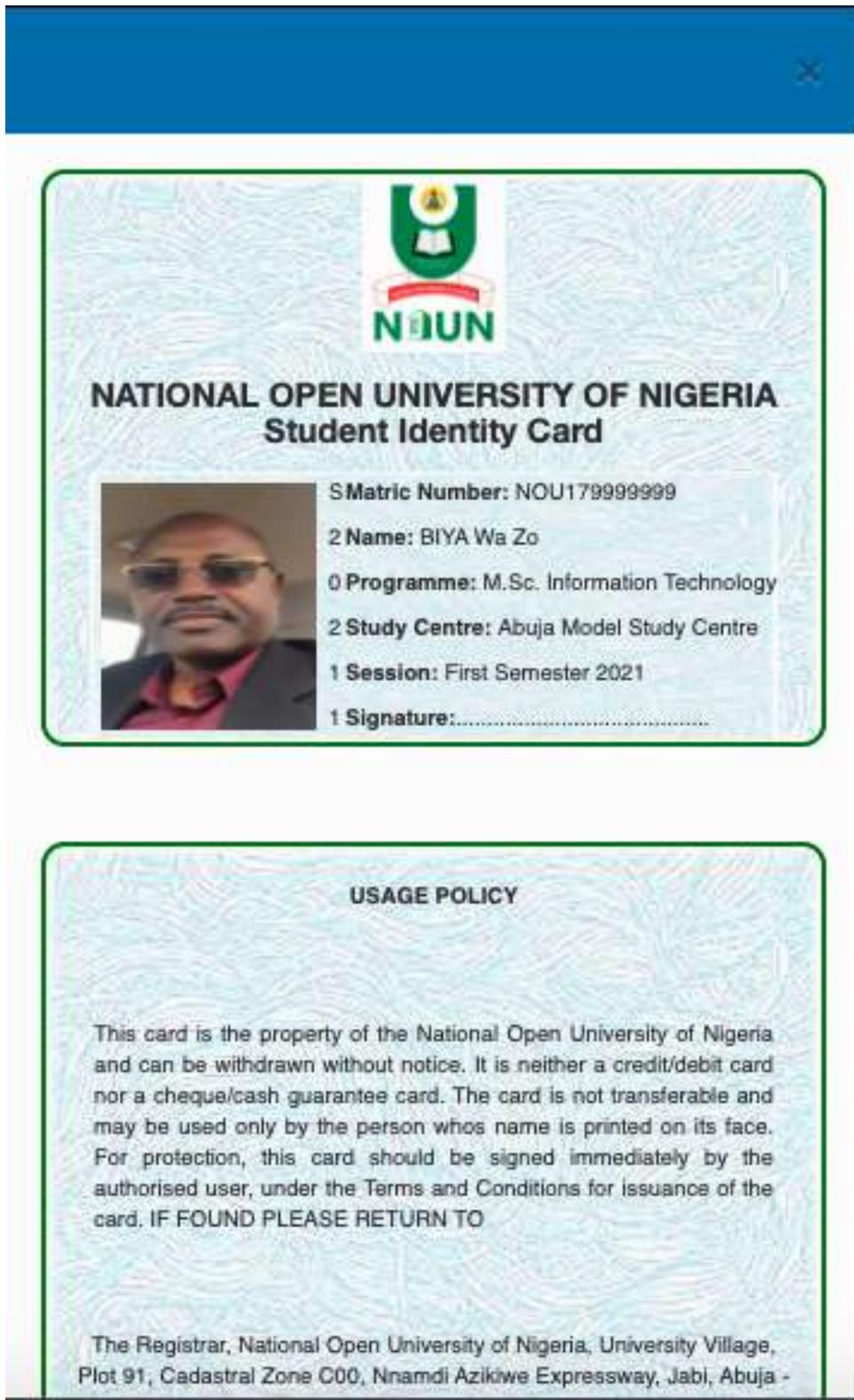


Figure 3.10 Sample ID Card

CHAPTER 4

MANAGING YOUR EWALLET

Every student in NOUN has an electronic wallet, also referred to as eWallet. All financial transactions through the portal must be conducted via the eWallet. To start managing your wallet you click on the eWallet item on your your Home Page menu bar. This is the second item on the Menu Bar. When you click this, a dropdown menu appears as shown in Fig. 4.1. This item therefore enables you to do the following:

- Generate Remita Number to initiate payment into your eWallet
- Credit any payment made with an RRR
- View your eWallet

4.1 Generating Remita Number

This is the first step in trying to make a payment into your wallet. Note that **only RRRs generated through the link labelled *Generate Remita Number* will be recognised by the system** later, when you try to credit your wallet. **If you make payment through an RRR generated elsewhere, there will be considerable delay before**



Figure 4.1 eWallet Dropdown Menus

the Bursary can manually credit your wallet, AFTER you have reported the case.

When you click on the item *Generate Remita Number* you are taken to the wallet funding page as shown in Fig. 4.2.

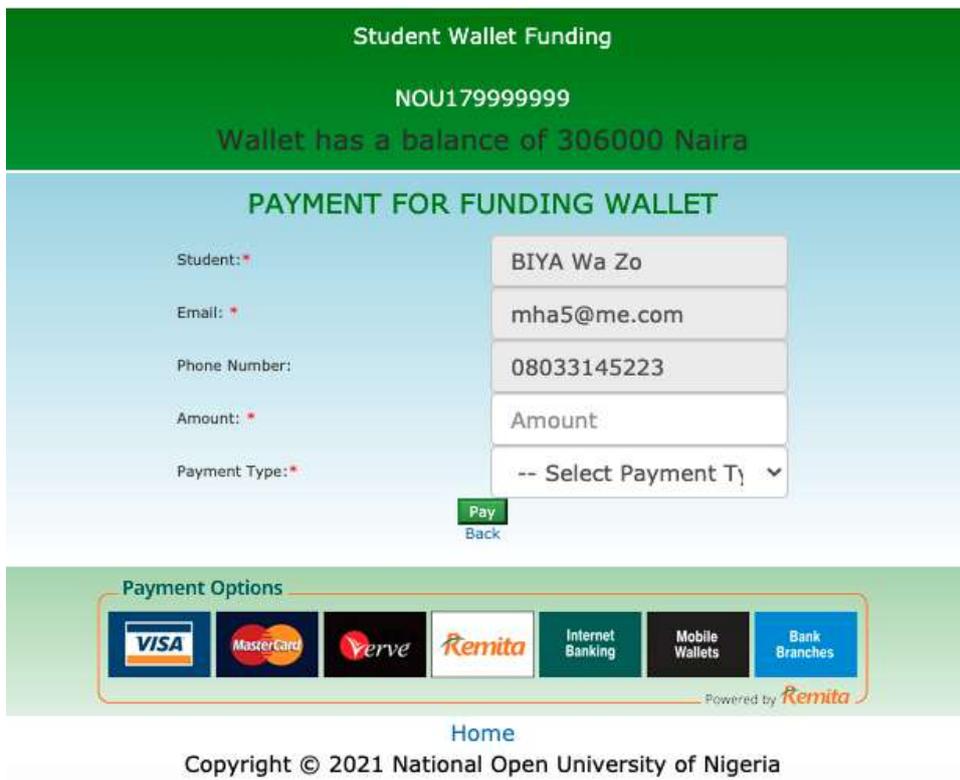


Figure 4.2 Initiating Wallet Funding

As you can see most fields on the form such as current wallet balance, your name, matriculation number, and others have been automatically obtained from the system.

All you need to do is enter the amount you intend to pay and choose the payment method. You then click *Pay*. When you click on *Pay*, the system redirects you to Remita payment portal as shown in Fig. 4.3. Note that the amount you intend to pay

Pay a Biller

PAY ONCE RECURRING PAYMENT PAY E-INVOICE

**NATIONAL OPEN UNIVERSITY -
051702400100**

Remita Retrieval Reference (RRR) *

1404-6009-4962

Amount Payable : ₦ 35,161.25
Beneficiary : NATIONAL OPEN UNIVERSITY - 051702400100

Payer's name *

BIYA Wa Zo

Payer Phone * Payer Email *

0803 314 5223 mha5@me.com

Figure 4.3 Remita Payment Bill with RRR

plus Remita's charge are added and displayed as *Amount Payable*. The Remita retrieval Reference (RRR), a 12-digit number, is also displayed in a simplified human-readable form (by including dashes). Thus, in the example shown, the amount the student wants to pay is 35,000 Naira and the RRR is 140460094962. After generating the RRR you print the Bill and take it along to the Bank ofr effecting your payment. Alternatively, Remita can accept card payment, which can be effected by clicking on the green button labelled **SUBMIT**. In all cases you need to save the RRR used for making the payment so it can be used later for crediting your Wallet.

4.2 Crediting Your RRR

After making payment via the RRR generated as detailed above, you need to credit the payment into your wallet. This is done by clicking on *Credit Your RRR* from

the *eWallet* dropdown menu. This brings up the CREDIT RRR PAYMENT form as shown in Fig. 4.4. The form has your matriculation number inserted and you need

Current Session: First Semester 2021
NOUMIS Students' Information System
NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc. Information Technology
Abuja Model Study Centre

CREDIT RRR PAYMENT

Matric Number NOU179999999

RRR Enter Your RRR

Credit RRR Payment

Back...

Figure 4.4 Credit RRR Payment Form

only provide the RRR generated from the portal and used for payment. **If the RRR was not generated from the portal, you cannot credit the wallet.** In such instances the system will display a message similar to Fig. 4.5 and you may need to submit the RRR to the accounts officer in your Study Centre.

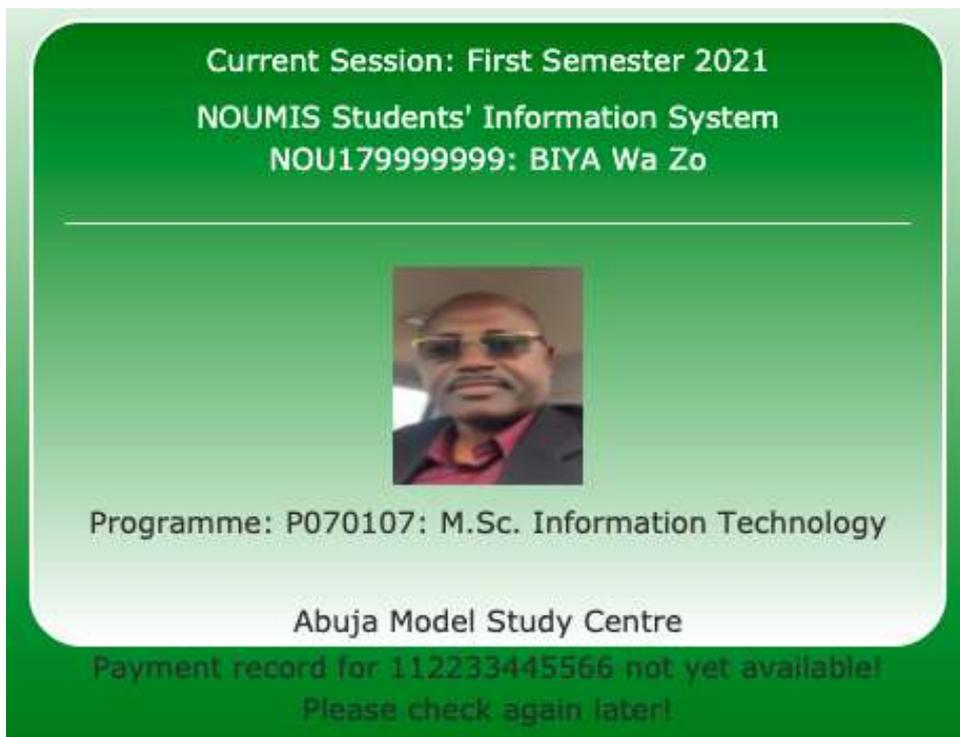


Figure 4.5 *Failed crediting of wallet*

4.3 Viewing Your Wallet

To view details of transactions in your wallet and the current balance, you click on *View Wallet* from the *eWallet* dropdown menu. This brings up two tables, one for all payments into the wallet, and the other for all deductions made for services rendered, as shown in Fig. 4.6. Note that, both payment and expense tables are designed, by default to display a maximum of 10 rows at a time, so you may have to use the pagination tabs at the bottom of each table to go through other pages when the entries are more than 10 as is the case for the expense table in the sample wallet shown in Fig. 4.6. There is also the option to change the maximum number of rows per display at the top of each table.

NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.

Monday, 22 February 2021

BIYA Wa Zo | Wallet | 2021/1 Slips | Registration | Tasks | 2021/1 ID Card

National Open University of Nigeria

Current Session: First Semester 2021

NOUMIS Students' Information System
NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc.
Information Technology

Abuja Model Study Centre
Considered RRRs:
111122223333

NOUMIS: Remita Payments
NOU179999999: BIYA Wa Zo

National Open University of Nigeria

Payments into Wallet
NOU179999999: BIYA Wa Zo

Show 10 entries
Search:

| Serno | Order ID | RRR | Date | Amount | Audited | Narration |
|-------|------------------------|--------------|------------------------|--------|---------|------------------------------|
| 1 | NOU179999999WZB7777777 | 111122223333 | 2016-09-23 12:00:00 | 445000 | 445000 | TEST STUDENT VIRTUAL PAYMENT |

Total Payments into the Wallet: 445000 Naira

Showing 1 to 1 of 1 entries
First Previous **1** Next Last

Expenditure From Wallet
NOU179999999: BIYA Wa Zo

Show 10 entries
Search:

Expenditure From Wallet

| Semester | Date | Service Type | Code | Description | Units | Amount |
|----------|---------------------|----------------------------|--------|--------------------------------------|-------|--------|
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT811 | User Interface Design and Ergonomic | 3 | 3000 |
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT853 | Internet Concepts and Web Design | 2 | 2500 |
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT851 | Advanced Systems Analysis and Desig. | 3 | 3000 |
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT843 | Introduction to Database Management | 2 | 2500 |
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT841 | Advanced Information Storage and Re | 2 | 2500 |
| 2020/1 | 2020-12-01 00:20:09 | 2020/2 Course Registration | CIT831 | Software Engineering Methodologies | 3 | 3000 |
| 2020/2 | 2020-12-01 00:46:58 | 2020/2 Exam Registration | CIT831 | Software Engineering Methodologies | 3 | 2000 |
| 2020/2 | 2020-12-01 00:46:58 | 2020/2 Exam Registration | CIT811 | User Interface Design and Ergonomic | 3 | 2000 |
| 2020/2 | 2020-12-01 00:46:58 | 2020/2 Exam Registration | CIT841 | Advanced Information Storage and Re | 2 | 2000 |
| 2020/2 | 2020-12-01 00:46:58 | 2020/2 Exam Registration | CIT843 | Introduction to Database Management | 2 | 2000 |

Total Expenditure from the Wallet: 139000 Naira

Showing 1 to 10 of 34 entries
First Previous **1** 2 3 4 Next Last

Wallet Balance is 306000

Home

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CHAPTER 5

REGISTERING FOR THE SEMESTER

Semester Registration is compulsory for any student that wishes to engage in academic activity for the given semester. Indeed the other types of registration such as course registration, exams registration, and others are only activated after the student has registered for the current semester. To start Semester Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Semester Registration as the first item as shown in Fig. 11.1.



Figure 5.1 Registration Dropdown Menu

When you clicks on the Semester Registration you are taken to the Semester Registration Form page as shown in Fig. 5.2.

The screenshot shows a web interface for '2020/2 Semester Registration'. The form is titled '2020/2 Semester Registration' and contains the following fields and values:

| Field | Value |
|---------------------------|---------------------|
| Current Balance | 65000 |
| Semester Registration Fee | 18000 |
| Caution Deposit | 3500 |
| Orientation Fee | 1500 |
| Matriculation Fee | 1500 |
| ID Card Fee | 500 |
| Regularization Fee | 0 |
| Verification Fee | 10000 |
| Total Registration Fee | 35000 |
| Registered By | BIYA Wa Zo |
| Reg Date | 2020-11-30 23:05:38 |

At the bottom of the form, there are two buttons: 'Submit' and 'Print'. A small 'Back' link is visible at the very bottom of the page.

Figure 5.2 Semester Registration Form

Note that the Semester Registration form automatically determines all relevant components of registration for you and the fees payable. The only input from you is to click on Submit and /or Print the form.

Please note the following about Semester Registration:

- Semester registration is only possible after you have registered on the portal (a free process) and if there is sufficient fund in your eWallet.
- The registration module determines the fee payable for the Semester Registration based on a fee schedule provided by the Bursar. In particular, distinction is made between first time cases where caution fee and other payments are needed and returning students who just pay the regular semester registration fee.

- Before the process of registration commences your wallet is verified and all outstanding charges deducted to obtain a true wallet balance.
- If wallet balance is below the required fee for registration, you are advised promptly to replenish the wallet
- The registration process requires you to upload your recent passport-size photograph if you have not done so earlier.
- At the end of a successful process you are issued with a registration slip, which can be printed or saved as a pdf document.
- The registration process updates your wallet after deducting the registration fees and keeps record of the transaction

If you had registered earlier for the Semester, you are reminded as shown in Fig. 5.3.

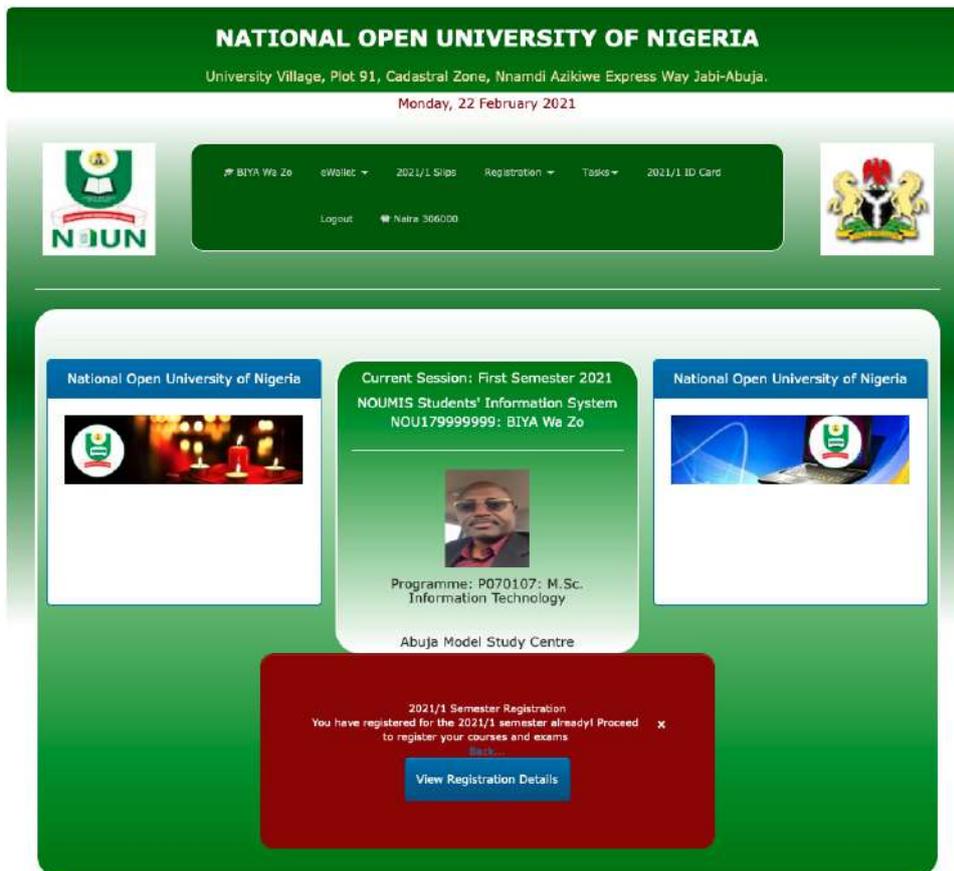


Figure 5.3 Semester Registration already done

In this case clicking on *View Registration Details* displays your registration slip for the semester as shown in Fig. 5.4.

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Monday, 22 February 2021

BTYA Wa Zo eWallet 2021/1 Slips Registration Tasks 2021/1 ID Card
Logout Naira 3660.00

2021/1 Semester Registration Details:

BTYA Wa Zo
Semester: 2021/1
Matric Number : NOU170999999
Student : BTYA Wa Zo
Semester : 2021/1
Programme : M.Sc. Information Technology
Date : 2021-01-15 15:24:37
Registration Fee : 15000
Registered By : BTYA Wa Zo
Study Centre : FC01- Abuja Model Study Centre

Print Slip Close Slip

Figure 5.4 Semester Registration Slip

CHAPTER 6

COURSE REGISTRATION

StudWare provides an interface for course registration for all students who have registered for the Semester and have adequate funds in their e-wallets.

Course registration puts a cap on the credit units for each student according to the Faculty requirement. Course registration like other aspects of study in NOUN is quite flexible. You decide the number of courses to register based on your personal schedule and financial situation.

To start Course Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Course Registration as the second item as shown in Fig. 11.1.



Figure 6.1 Registration Dropdown Menu

When you clicks on Course Registration you are taken to the page shown in Fig. 6.2. Here you select the course level so that the corresponding registrable courses for the level will be displayed to you after clicking on Submit.

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Monday, 22 February 2021

BIYA Wa Zo eWallet 2021/1 Slips Registration Tasks 2021/1 ID Card

Logout Naira 366000

National Open University of Nigeria

National Open University of Nigeria

Current Session: First Semester 2021
NOUMIS Students' Information System
NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc.
Information Technology

Abuja Model Study Centre

2021/1 Course Registration

Level 700 Submit Reset

Home
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Figure 6.2 Selecting the course level

When you have selected the course level and clicked Submit, a button labelled *Proceed...* appears with your Matriculation Number also displayed as shown in Fig. 6.3

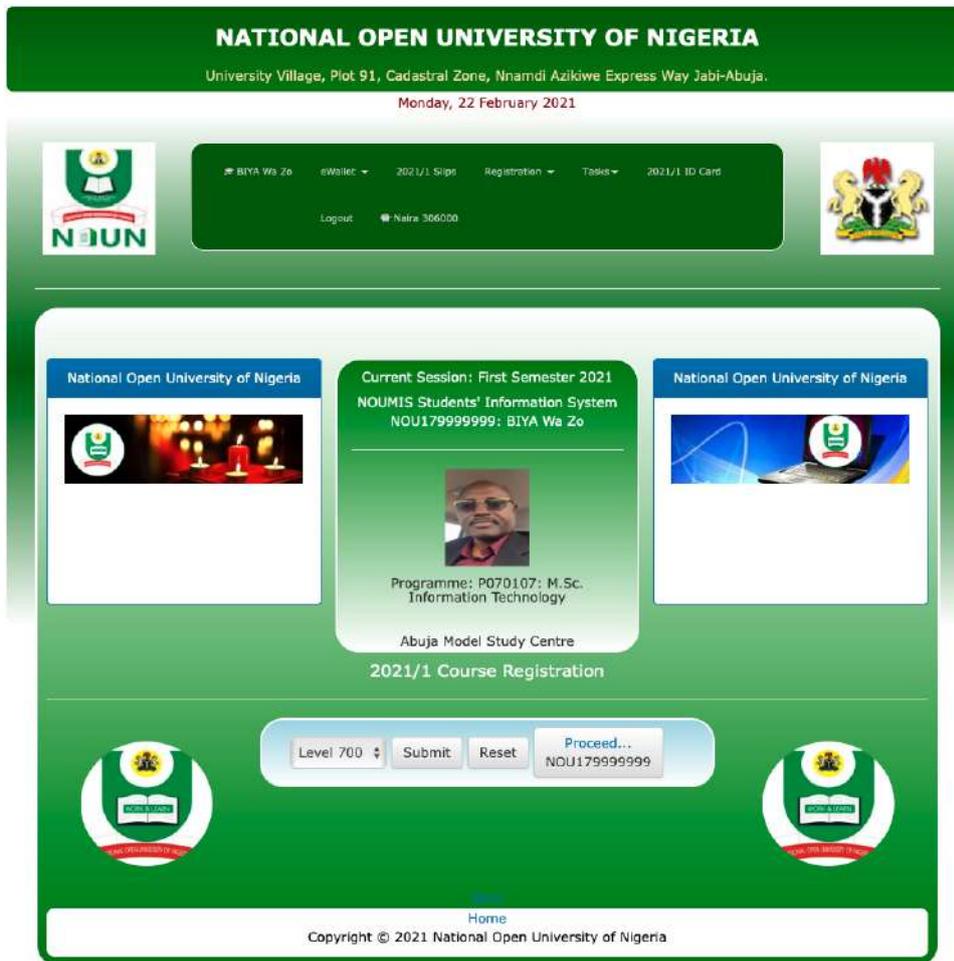


Figure 6.3 Ready to proceed with course registration

When you click on *Proceed...* you are taken to the course registration page as shown in Fig. 6.4.

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Monday, 22 February 2021

BIYA Wa Zo eRatof 2021/1 Steps Registration Tasks 2021/1 ID Card Logout News 366008

National Open University of Nigeria
Current Session: First Semester 2021
NOUNIS Students' Information System
NOL17999999: BIYA Wa Zo

Abuja Model Study Centre
2021/1 Course Registration
NOUNIS Students' Information System

Student: BIYA Wa Zo
NOL17999999
Programme: M.Sc. Information Technology
Abuja Model Study Centre
2021/1 COURSES REGISTERED EARLIER: (2)

| S/N | Sem | Code | Title | Units | Fee |
|-----|-----|--------|------------------------------------|-------|------|
| 1 | 211 | CT7831 | Advanced Multimedia Technology | 3 | 3000 |
| 2 | 211 | CT7807 | A STUDY GUIDE FOR DISTANCE LEARNER | 2 | 2000 |

Total registered credits: 5
Total paid fees: 5500

Registerable Courses
Level: 800

| Code | Title | Status | Units | Semester | Fee | Action |
|--------|-------------------------------------|--------|-------|----------|------|--------|
| CT7802 | Technical Report Writing | C | 2 | 2 | 2000 | Add |
| CT7802 | Operating Systems Concepts and Role | E | 2 | 2 | 2500 | Add |
| CT7804 | Object-oriented Programming using C | C | 2 | 2 | 3000 | Add |
| CT7804 | Advanced Database Management System | B | 2 | 2 | 2500 | Add |
| CT7802 | Data Communication and Networks | C | 2 | 2 | 3000 | Add |
| CT7804 | Network Design and Programming | C | 2 | 2 | 2000 | Add |

Submit

Selected Courses
Level: 800

| Title | Status | Units | Fee |
|--------------------------|--------|-------|------|
| Technical Report Writing | C | 2 | 2000 |

Reset

Back...
Home
Copyright © 2021 National Open University of Nigeria

Figure 6.4 Course Registration Page

In Fig. 6.4 you are presented with two panes. The left pane contains a list of registrable courses for the chosen level with each row having an *Add* button. The right pane contains the list of selected courses. Clicking the Add button for a registrable course adds the course to the list of Registered Courses on the right panel, and dis-

ables the corresponding *Add* button. As you add the courses, the total credit units and fees are calculated and displayed at the bottom of the Registered Courses list as shown in Fig. 6.5

NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
Monday, 22 February 2021

BIYA Wa Zo vWafat 2021/1 Slips Registration Tasks 2021/1 ID Card Logout News 365009

National Open University of Nigeria
Current Session: First Semester 2021
NOUMIS Students' Information System
NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc. Information Technology
Abuja Model Study Centre
2021/1 Course Registration
NOUMIS Students' Information System

Student: BIYA Wa Zo
NOU179999999
Programme: M.Sc. Information Technology
Abuja Model Study Centre
2021/1 COURSES REGISTERED EARLIER: (2)

| S/N | Sem | Code | Title | Units | Fee |
|-----|-----|--------|------------------------------------|-------|------|
| 1 | 211 | CT1831 | Advanced Multimedia Technology | 3 | 3000 |
| 2 | 211 | CT1807 | A STUDY GUIDE FOR DISTANCE LEARNER | 2 | 2500 |

Total registered credits: 5
Total paid fees: 5500

Registerable Courses
Level: 800

| Code | Title | Status | Units | Semester | Fee | Action |
|--------|--------------------------------------|--------|-------|----------|------|--------|
| CT1802 | Technical Report Writing | C | 3 | 3 | 3000 | Add |
| CT1832 | Operating Systems Concepts and Notes | E | 3 | 3 | 3500 | Add |
| CT1834 | Object-oriented Programming using C | C | 3 | 2 | 3000 | Add |
| CT1844 | Advanced Database Management System | B | 2 | 3 | 3500 | Add |
| CT1853 | Data Communications and Networks | C | 3 | 3 | 3000 | Add |
| CT1854 | Network Design and Programming | C | 3 | 2 | 2000 | Add |

Submit

Selected Courses
Level: 800

| Code | Title | Status | Units | Fee |
|--------|-------------------------------------|--------|-------|------|
| CT1802 | Technical Report Writing | C | 3 | 3000 |
| CT1832 | Operating Systems Course | E | 3 | 3500 |
| CT1834 | Object-oriented Programming | C | 3 | 3000 |
| CT1844 | Advanced Database Management System | E | 2 | 3500 |

Total Credit Units: 13

Reset

Back...
Home
Copyright © 2021 National Open University of Nigeria

Figure 6.5 4 Courses Registered

When you are done selecting courses you want to register, click the *Submit* button. There is also an option to cancel your selection by clicking on *Reset*. If course registration is successful you are taken to the page shown in Fig. 6.6.

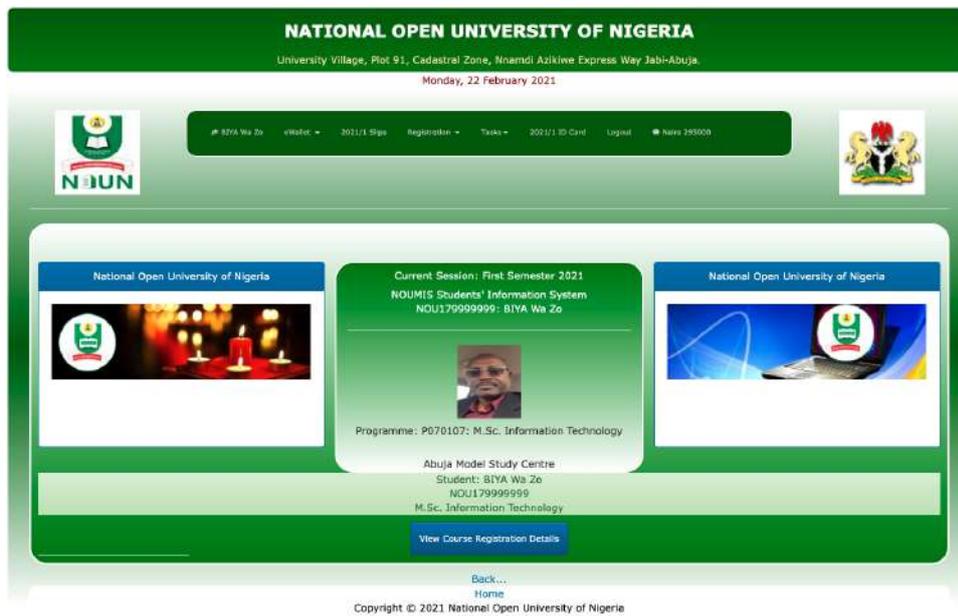


Figure 6.6 Courses Registration successful!

Here, when you click on the button labelled *View Course Registration Details* a window pops up as shown in Fig. 6.7 displaying the Registration details which can be printed or saved as PDF.

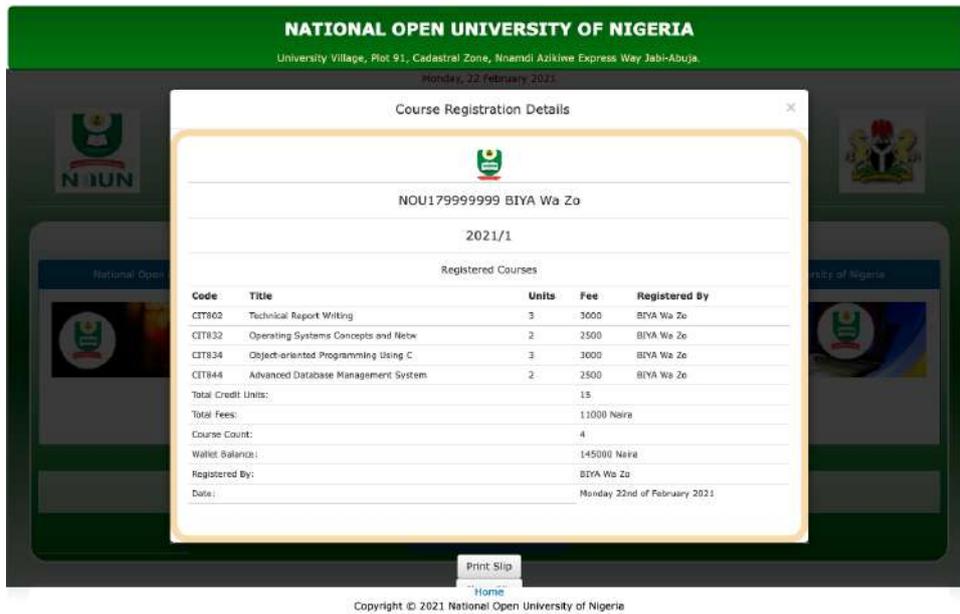


Figure 6.7 Courses Registration Slip

Course Registration can fail for the following reasons:

- If the total credit units surpass the maximum for the Faculty
- If the Wallet balance cannot cover the total fee
- If the registration is closed

In any of the cases above, you will be notified by the system.

CHAPTER 7

EXAM REGISTRATION

The interface for exam registration is available to you if

- you have registered for the Semester and
- you have registered at least one course (including carry-over)

and have adequate funds in their e-wallets.

Exam registration puts a cap on the credit units for each student according to the Faculty requirement. Exam registration like course registration is quite flexible. You decide the number of exam courses to register based on your personal schedule and financial situation.

To start Exam Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Exam Registration as the third item as shown in Fig. 11.1.



Figure 7.1 Registration Dropdown Menu

When you clicks on Exam Registration you are taken to the page shown in Fig. 7.2. Here you select the course level so that the corresponding registrable exams for the level will be displayed to you after clicking on Submit.

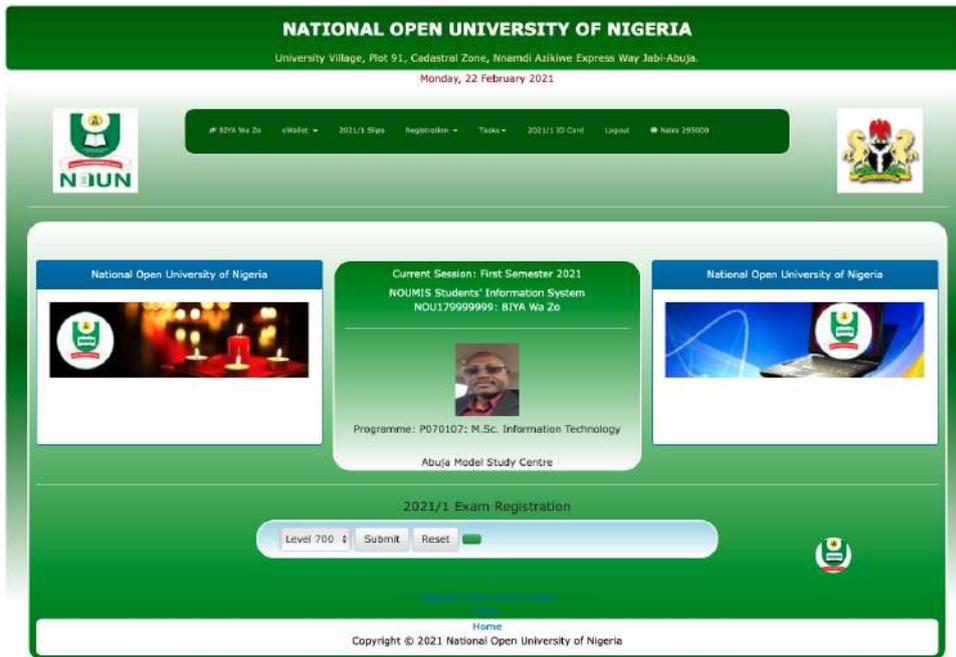


Figure 7.2 Selecting the exam level

When you have select the exam level and click Submit, you are informed about your wallet balance and the number of your registered courses and a button labelled *Proceed...* appears with your Matriculation Number also displayed as shown in Fig. 7.3

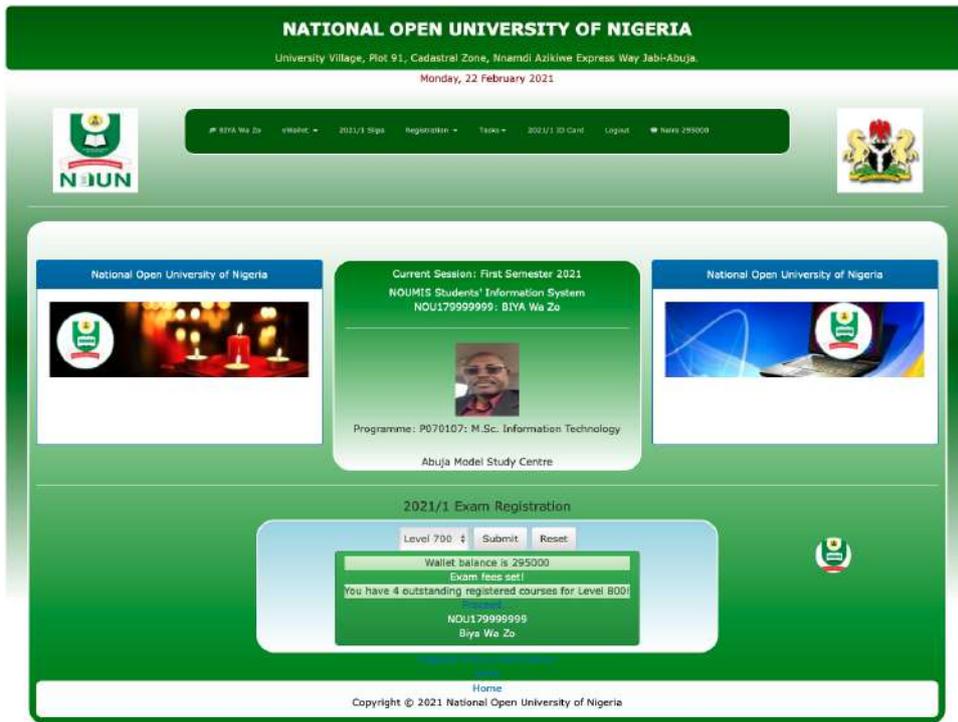


Figure 7.3 Ready to proceed with exam registration

When you click on *Proceed...* you are taken to the exam registration page as shown in Fig. 7.4.

When you are done selecting courses you want to register for exam, click the *Submit* button. There is also an option to cancel your selection by clicking on *Reset*. If exam registration is successful you are taken to the page shown in Fig. 7.6.

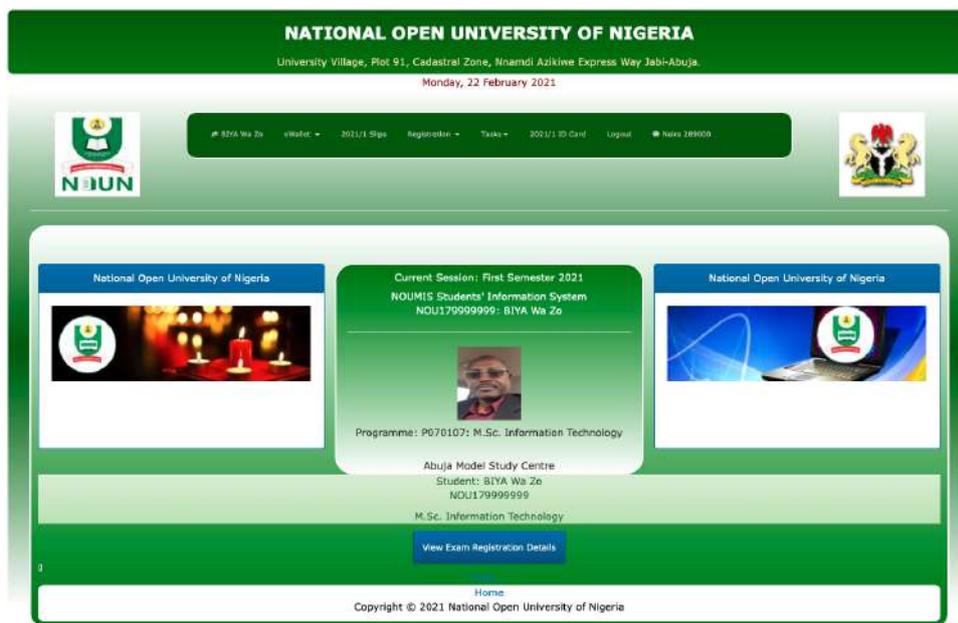


Figure 7.6 Exam Registration successful!

Here, when you click on the button labelled *View Exam Registration Details* a window pops up as shown in Fig. 7.7 displaying the Registration details which can be printed or saved as PDF.

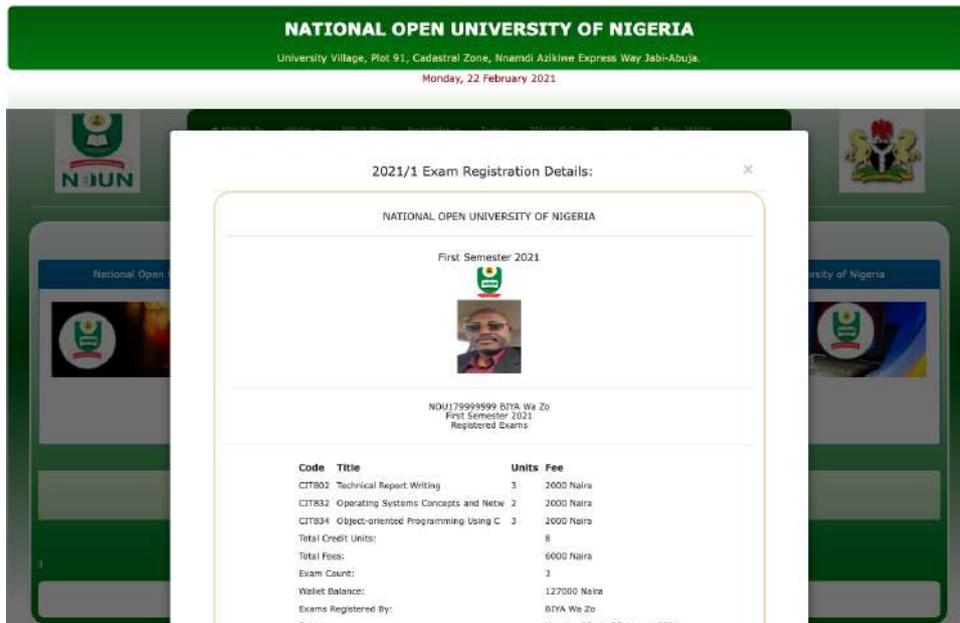


Figure 7.7 Exam Registration Slip

Exam Registration can fail for the following reasons:

- If the total credit units surpass the maximum for the Faculty
- If the Wallet balance cannot cover the total fee
- If the registration is closed

In any of the cases above, you will be notified by the system.

CHAPTER 8

PROJECT REGISTRATION

To start Project Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Project Registration as the fourth item as shown in Fig. 11.1.



Figure 8.1 Registration Dropdown Menu

When you clicks on Project Registration you are taken to the page shown in Fig. 8.2. Here you select the course level so that the corresponding registrable exams for the level will be displayed to you after clicking on Submit.

NATIONAL OPEN UNIVERSITY OF NIGERIA
 University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
 Tuesday, 23 February 2021

BIYA Wa Zo eWabot 2021/1 Steps Registration Tasks 2021/1 ID Card Logout News 289908

National Open University of Nigeria
 National Open University of Nigeria
 National Open University of Nigeria

Current Session: First Semester 2021
 NOUMIS Students' Information System
 NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc. Information Technology
 Abuja Model Study Centre
 2021/1 Project Registration

Level 700 Submit Reset

Home
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Figure 8.2 Selecting the project level

When you have selected the project level and clicked Submit, a button labelled *Proceed...* appears with your Matriculation Number also displayed as shown in Fig. 8.3



Figure 8.3 Ready to proceed with project registration

When you click on *Proceed...* you are taken to the project registration page as shown in Fig. 8.4.

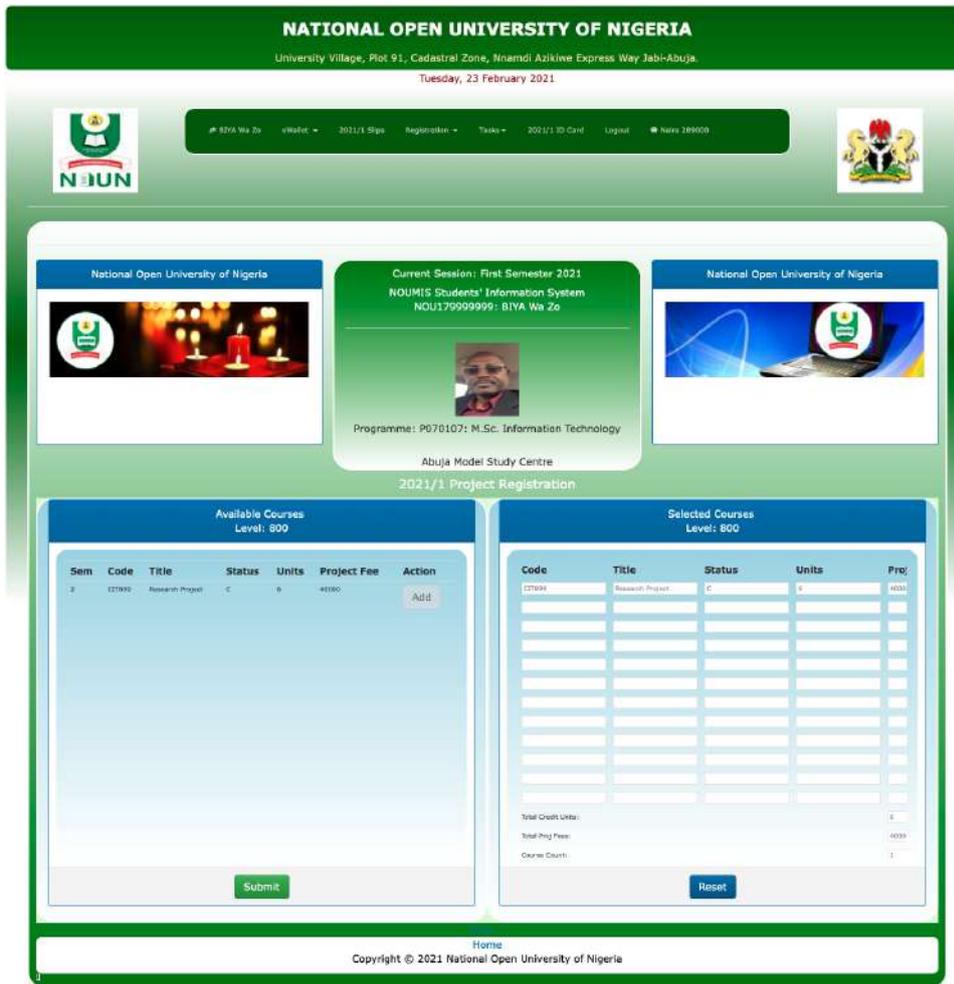


Figure 8.5 Selected project

When you are done selecting projects you want to register, click the *Submit* button. There is also an option to cancel your selection by clicking on *Reset*. If project registration is successful you are taken to the page shown in Fig. 8.6.

The screenshot displays the NOU website interface. At the top, a green header contains the university's name and address: "NATIONAL OPEN UNIVERSITY OF NIGERIA, University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja." Below this, the date "Tuesday, 23 February 2021" is shown. A navigation bar includes the NOU logo, a user profile for "# BIYA Wa Zo", and menu items for "eRatoc", "2021/1 Steps", "Registration", "Tasks", "2021/1 ID Card", "Logout", and "News 249908". The main content area features three panels. The central panel, titled "Current Session: First Semester 2021", displays the "NOUMIS Students' Information System" with the student's name "NOL179999999: BIYA Wa Zo" and a profile picture. Below the photo, it lists the "Programme: P070107: M.Sc. Information Technology" and the "Abuja Model Study Centre". The student's details are repeated: "Student: BIYA Wa Zo, NOL179999999, M.Sc. Information Technology". A blue button labeled "View Project Registration Details" is positioned at the bottom of this panel. The footer of the page includes a "Home" link and the copyright notice "Copyright © 2021 National Open University of Nigeria".

Figure 8.6 Project Registration successful!

Here, when you click on the button labelled *View Project Registration Details* a window pops up as shown in Fig. 8.7 displaying the Registration details which can be printed or saved as PDF.

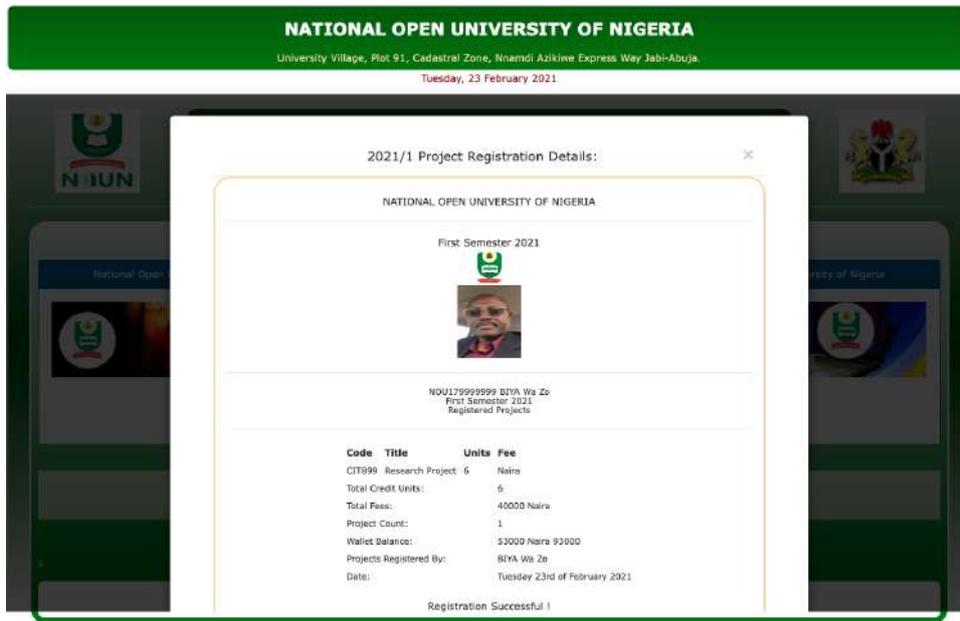


Figure 8.7 Project Registration Slip

Project Registration can fail for the following reasons:

- If the total credit units surpass the maximum for the Faculty
- If the Wallet balance cannot cover the total fee
- If the registration is closed

In any of the cases above, you will be notified by the system.

CHAPTER 9

CARRY-OVER EXAM REGISTRATION

To start Carry-over Exam Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Carry-over Exam Registration as the fifth item as shown in Fig. 11.1.



Figure 9.1 Registration Dropdown Menu

When you clicks on Carry-over Exam Registration you are taken to the page shown in Fig. 9.2. Here you select the course level so that the corresponding registrable exams for the level will be displayed to you after clicking on Submit.



Figure 9.2 Selecting the Carry-over Exam level

When you select the Carry-over Exam level and clicked Submit, you are presented with your wallet balance and the number of carry-over courses you have registered. If there is at least one carry-over course a button labelled *Proceed...* appears with your Matriculation Number also displayed. If there is no carry-over for you in that level you are advised as shown in Fig. 9.3



Figure 9.3 No carry-over to register

If you have at least one carry-over registered course, you are informed about your wallet balance and the number of your carry-over registered course and a button labelled *Proceed...* appears with your Matriculation Number also displayed as shown in Fig. 9.4

The screenshot displays the NOU website interface. At the top, the header reads "NATIONAL OPEN UNIVERSITY OF NIGERIA" with the address "University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja" and the date "Tuesday, 23 February 2021". A navigation bar includes links for "BIA Wa Zo", "eWallet", "2021/1 Sign", "Registration", "Tasks", "2021/1 ID Card", "Logout", and "News 249008". The main content area features three panels: "National Open University of Nigeria" with a candle image, "Current Session: First Semester 2021 NOUMIS Students' Information System NOU179999999: BIA Wa Zo" with a student profile for "Programme: P070107: M.Sc. Information Technology" at the "Abuja Model Study Centre", and another "National Open University of Nigeria" panel with a laptop image. Below these is the "2021/1 Carry-Over Exam Registration" section, which includes a "Level 700" dropdown, "Submit" and "Reset" buttons, and a message: "Wallet balance is 249000 Exam fees set! You have 1 outstanding carry-over courses for Level 800!". The footer contains "Home" and "Copyright © 2021 National Open University of Nigeria".

Figure 9.4 Ready to proceed with carry-over exam registration

When you click on *Proceed...* you are taken to the carry-over exam registration page as shown in Fig. 9.5.

exam to the list of Selected exams on the right pane, and disables the corresponding *Add* button. As you add the carry-over exams, the total credit units and fees are calculated and displayed at the bottom of the Registered Projects list as shown in Fig. 9.6

NATIONAL OPEN UNIVERSITY OF NIGERIA
 University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
 Tuesday, 23 February 2021

BIYA Wa Zo | eMail | 2021/1 Steps | Registration | Tasks | 2021/1 ID Card | Logout | Name 249009

Current Session: First Semester 2021
 NOUMIS Students' Information System
 NOU179999999: BIYA Wa Zo

Programme: P070107: M.Sc. Information Technology
 Abuja Model Study Centre
 YOU HAVE 7 EXAMS REGISTERED EARLIER

| S/N | Code | Title |
|-----|--------|--|
| 1 | CT001 | Advanced Multimedia Technology |
| 2 | QST007 | A STUDY GUIDE FOR DISTANCE LEARNER |
| 3 | CT033 | Software Engineering Methodology |
| 4 | CT041 | Advanced Information Storage and Retrieval |
| 5 | CT043 | Introduction to Database Management |
| 6 | CT051 | Advanced Systems Analysis and Design |
| 7 | CT053 | Internet Concepts and Web Design |

Total credits: 17

2021/1 Carry-Over Exam Registration

Available Courses
Level: 800

| Sem | Code | Title | Status | Units | Exam Fee | Action |
|-----|-------|--------------------------------------|--------|-------|----------|--------|
| 202 | CT011 | User Interface Design and Ergonomics | E | 3 | 2000 | Add |

Submit

Selected Courses
Level: 800

| Code | Title | Status | Units | Exam Fee |
|-------|--------------------------------------|--------|-------|----------|
| CT011 | User Interface Design and Ergonomics | E | 3 | 2000 |

Total Credits Units: 3
 Total Exam Fees: 2000
 Course Count: 1

Reset

Home
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Figure 9.6 Selected project

When you are done selecting projects you want to register, click the *Submit* button. There is also an option to cancel your selection by clicking on *Reset*. If project registration is successful you are taken to the page shown in Fig. 9.7.



Figure 9.7 Carry-over Exam Registration successful!

Here, when you click on the button labelled *View Carry-over Exam Registration Details* a window pops up as shown in Fig. 9.8 displaying the Registration details which can be printed or saved as PDF.

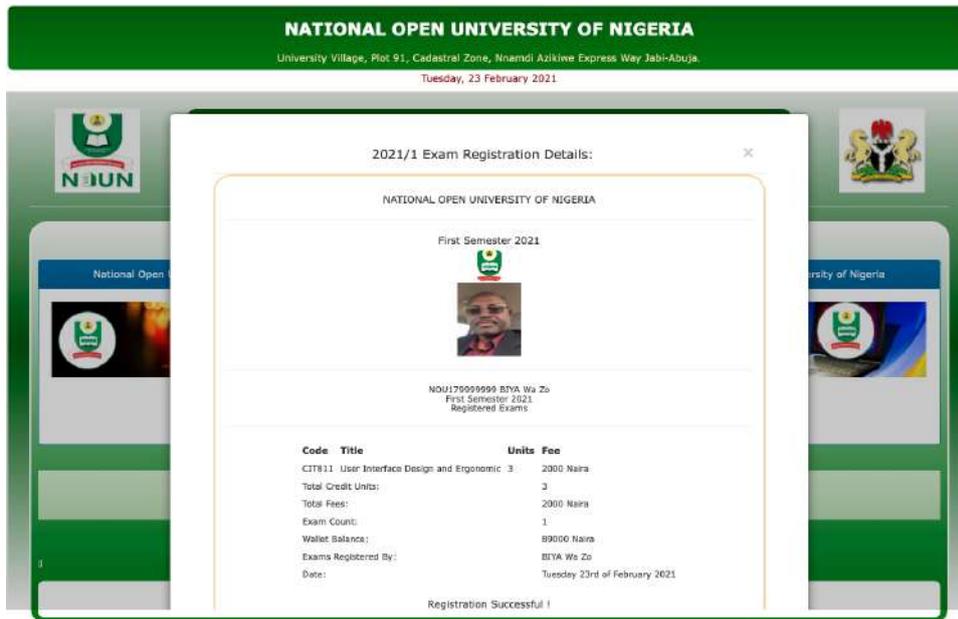


Figure 9.8 Project Registration Slip

Carry-over Exam Registration can fail for the following reasons:

- If the total credit units surpass the maximum for the Faculty
- If the Wallet balance cannot cover the total fee
- If the registration is closed

In any of the cases above, you will be notified by the system.

CHAPTER 10

CARRY-OVER PROJECT REGISTRATION

Carry-over project registration is strictly for students who have registered and obtained an F in the project. If you have registered a project but have not yet been graded for it, you do not need to register it as a carry-over. To start Carry-over Project Registration from your homepage, you select *Registration* from the Home Page Menu, and a dropdown menu appears with Carry-over Project Registration as the sixth item as shown in Fig. 11.1.



Figure 10.1 Registration Dropdown Menu

When you clicks on Carry-over Project Registration you are taken to the page shown in Fig. 10.2. Here you select the project level so that the your previously *failed* Projects for the level will be displayed to you after clicking on Submit.

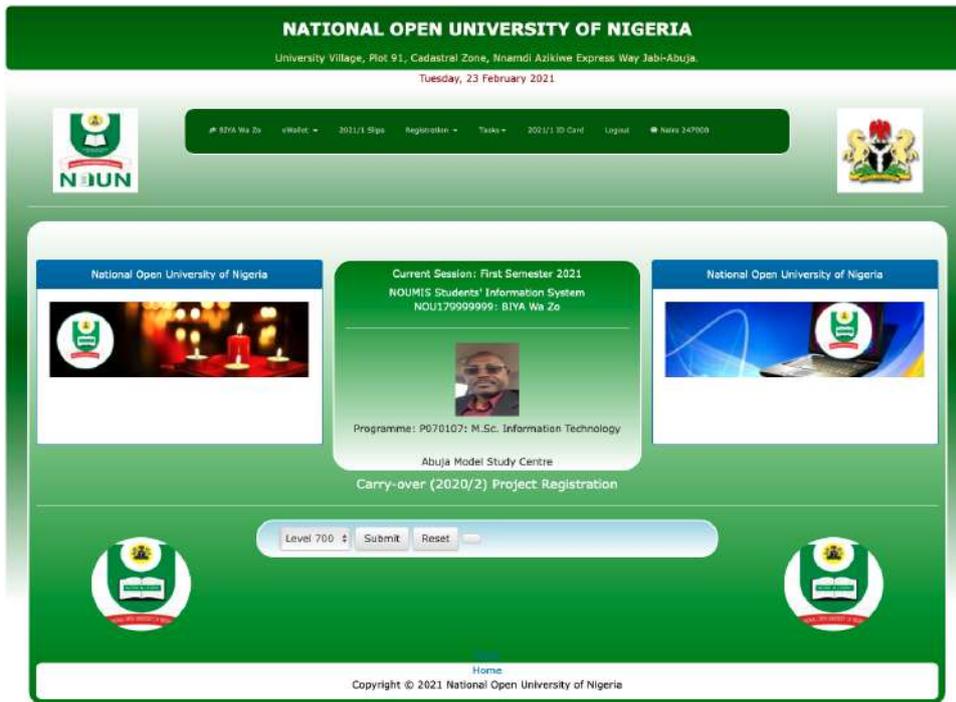


Figure 10.2 Selecting the Carry-over Project level

When you select the Carry-over Project level and clicked Submit, you are presented with your wallet balance and the number of carry-over (failed or omitted) projects you have. If you have at least one carry-over project, a button labelled *Proceed...* appears with your Matriculation Number also displayed as shown in Fig. 10.3

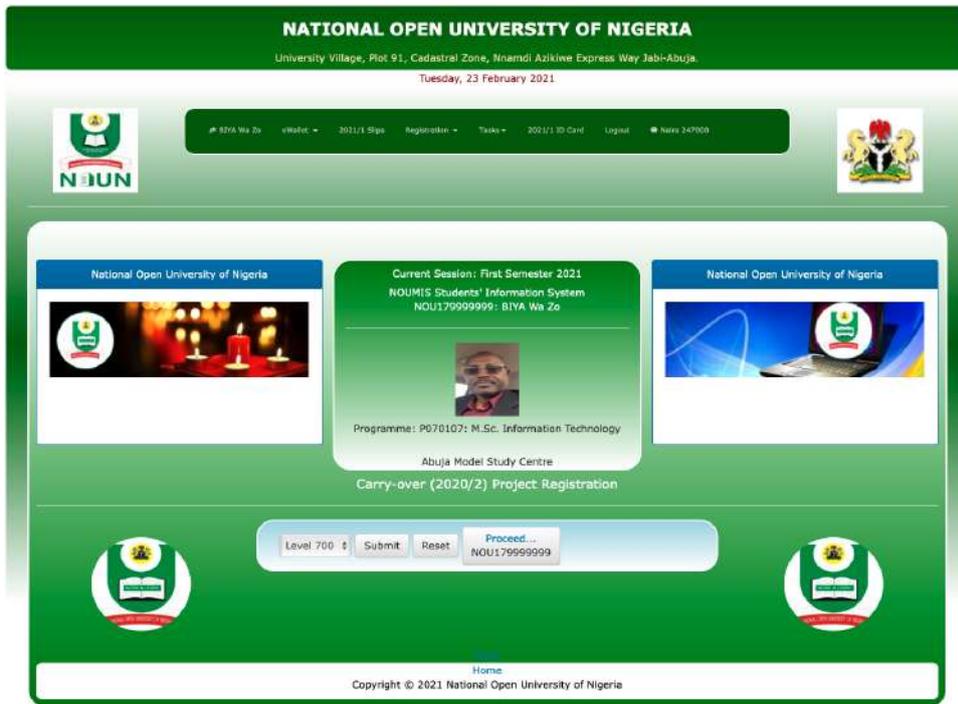


Figure 10.3 Ready to proceed with carry-over Project registration

When you click on *Proceed...* you are taken to the carry-over Project registration page as shown in Fig. 10.4.

NATIONAL OPEN UNIVERSITY OF NIGERIA
 University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.
 Tuesday, 23 February 2021

BIYA Wa Zo eWallet 2021/1 Sign Registration Tasks 2021/1 ID Card Logout News 247008

National Open University of Nigeria
 Current Session: First Semester 2021
 NOUMIS Students' Information System
 NOU179999999: BIYA Wa Zo

National Open University of Nigeria

Programme: P070107: M.Sc. Information Technology
 Abuja Model Study Centre
 YOU HAVE 1 PROJECTS REGISTERED 2021/1

| S/N | Code | Title |
|-----|------|-------|
| | | |

Total credits: 0
 No outstanding projects to register

Figure 10.4 Carry-over Project Registration Page

In Fig. 10.4 you are presented with a list of any Projects you may have registered earlier in this Semester. If you have failed projects, you are also presented two registration panes. The left pane contains a list of failed carry-over Projects for the chosen level with each row having an *Add* button. The right pane contains the list of carry-over Projects you have selected. Clicking the *Add* button for a failed Project on the left pane adds the Project to the list of Selected Projects on the right pane, and disables the corresponding *Add* button. As you add the carry-over Projects, the total credit units and fees are calculated and displayed at the bottom of the Registered Projects list. When you are done selecting projects you want to register, click the *Submit* button. There is also an option to cancel your selection by clicking on *Reset*.

If you do not have any failed projects for the level you are informed as shown in Fig. 10.5



Figure 10.5 No Carry-over project

Carry-over Project Registration can fail for the following reasons:

- If the total credit units surpass the maximum for the Faculty
- If the Wallet balance cannot cover the total fee
- If the registration is closed

In any of the cases above, you will be notified by the system.

CHAPTER 11

VIEWING YOUR REGISTRATION SLIPS

To view and print your registration slips, there are two options. You can either click on *2021/1 Slips* from your Home Menu, or select *Registration* from the Home Page Menu, and a dropdown menu appears with Registration Slips as the seventh item as shown in Fig. 11.1.

NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi-Abuja.

Monday, 22 February 2021



NOUN

BIYA Wa Zo
eWallet
2021/1 Slips
Registration
Tasks
2021/1 ID Card



Logout Naira 366000

Cyber security awareness (CSA)

2021/1 Semester Registration

2021/1 Course Registration

2021/1 Exams Registration

2021/1 Project Registration

2021/1 Carry-Over Exams Registration

2021/1 Carry-Over Project Registration

2021/1 Registration Slips

2021/1 Semester Registration Slip

National Open University of Nigeria



First Semester 2021

NOUNIS Students' Information System
NOU179999999: BIYA Wa Zo



Programme: P070107: M.Sc.
Information Technology

Abuja Model Study Centre

National Open University of Nigeria



Welcome to StudWare



09022550098

The NOUNIS Pledge

NOUNIS will work on data obtained from faculty officers to continuously process test and examination results of all students and generate a variety of comprehensive and reliable reports about the academic performance of each and every student of the University in a timely manner. Such reports will be available to authorized users across the University's intranet. In particular, NOUNIS will prepare comprehensive reports to be presented by Deans to the Senate and subsequently capture the approved results and make them available to various end-users in appropriate formats. This way NOUNIS will provide full technical support for the determination of qualified graduating students and preparation of transcripts and testimonials.

NOUNIS at your service...



noumis@noun.edu.ng

Figure 11.1 Registration Dropdown Menu