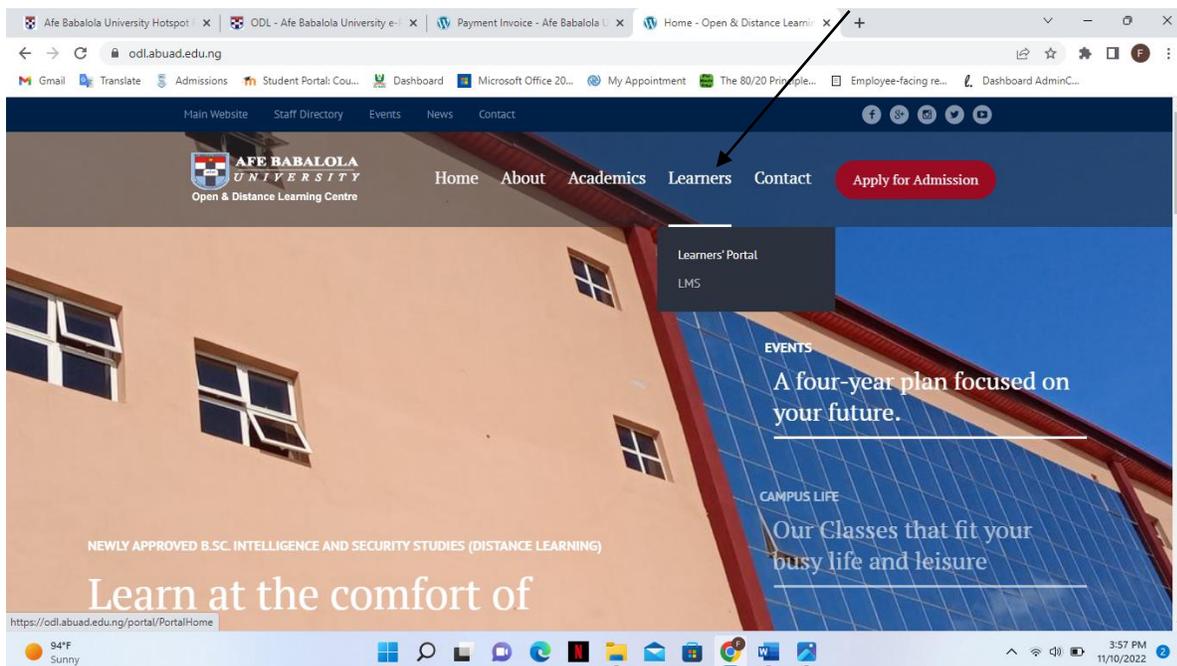


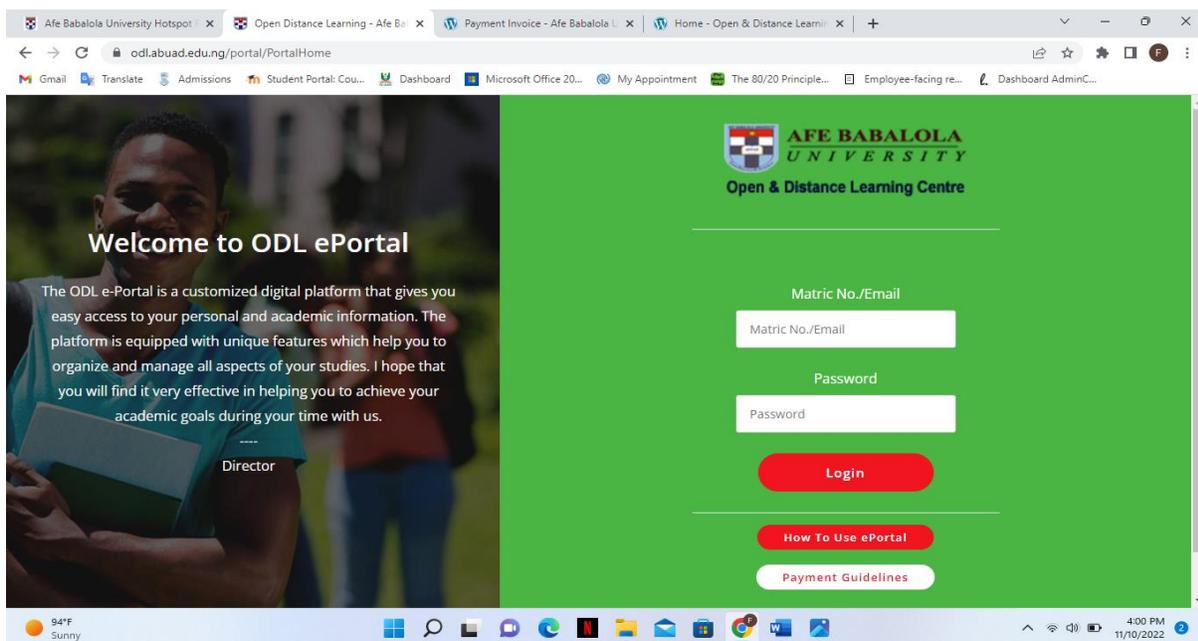
HOW TO USE THE EPORTAL

Setting up your Profile

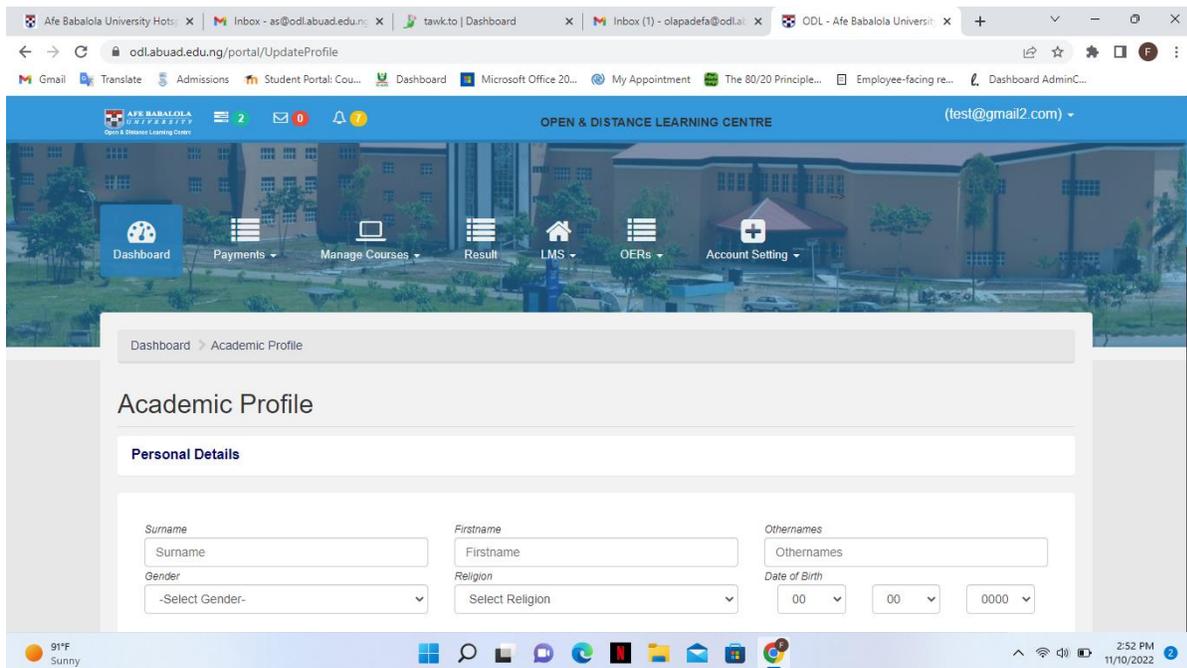
To access the ePortal, visit the ODL website on odl.abuad.edu.ng and click on the Learners' tab. From the drop-down options, click on learners' portal and you will be redirected to the learners' eportal as shown in the image below



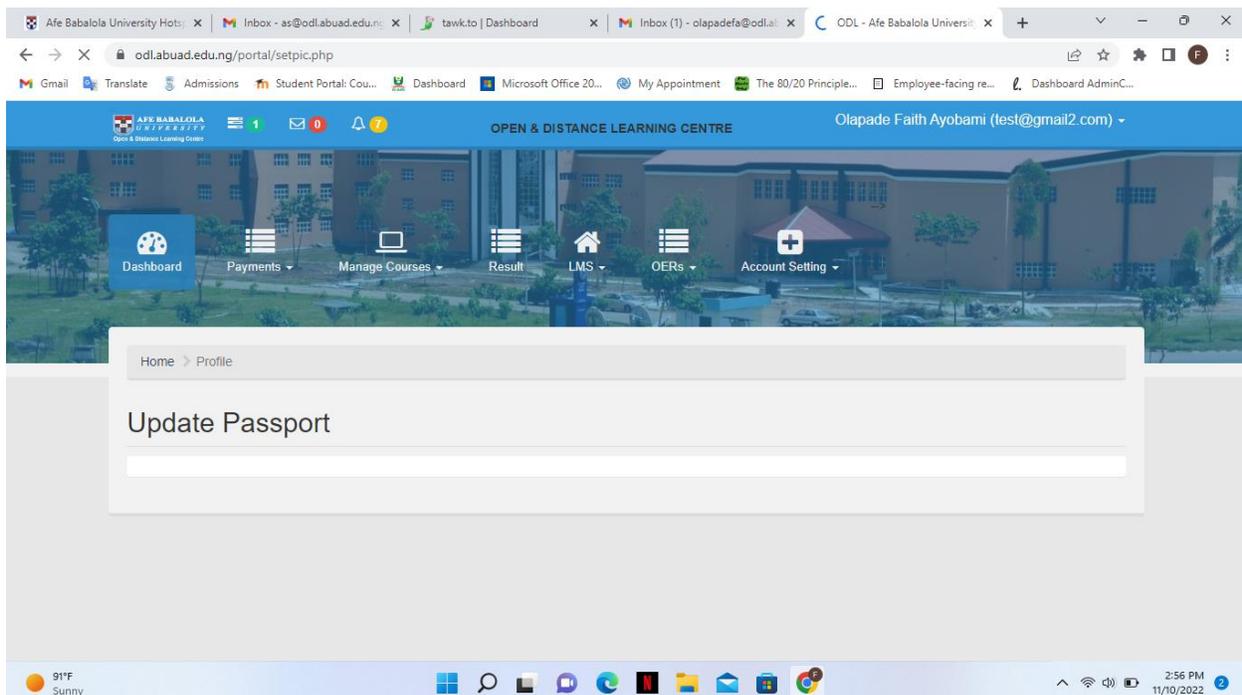
You will be required to login with either your email or matric number. When logging in, use the matric number contained in the email sent to you and 'password' as your default password. You will be prompted to change your default password after your first login.



After you log in, you will be required to complete your profile and input your details correctly



After completing your profile, you will also be required to upload a passport photograph. This passport will be used for your student ID card. It is important to note that the passport **MUST** be in **JPEG, JPG or PNG** format, and must be less than 50kb in size or you will not be able to upload it. See image below.



After you upload your passport, you will be asked to set up your fees for the session. The fees and their amount have been loaded on the portal, just click 'complete setup'

Home > Dashboard

School Fees Setup for 2022/2023 Session

The following are the fees to be paid for the 2022/2023 Session

School Fees for Intelligence and Security Studies (100 Level)	N 130,000
Course Materials	N 20,000
Confirmation of Results	N 2,000
ICT Proficiency Test	N 5,000

[Complete Setup](#)

91°F Sunny 2:56 PM 11/10/2022

Making Payments

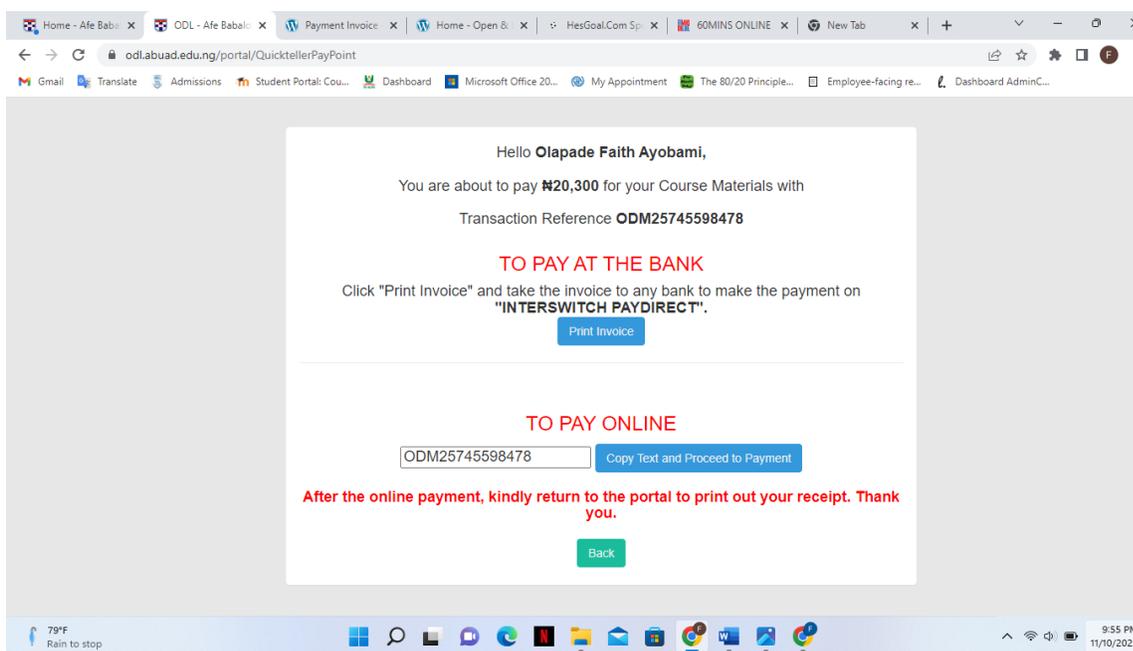
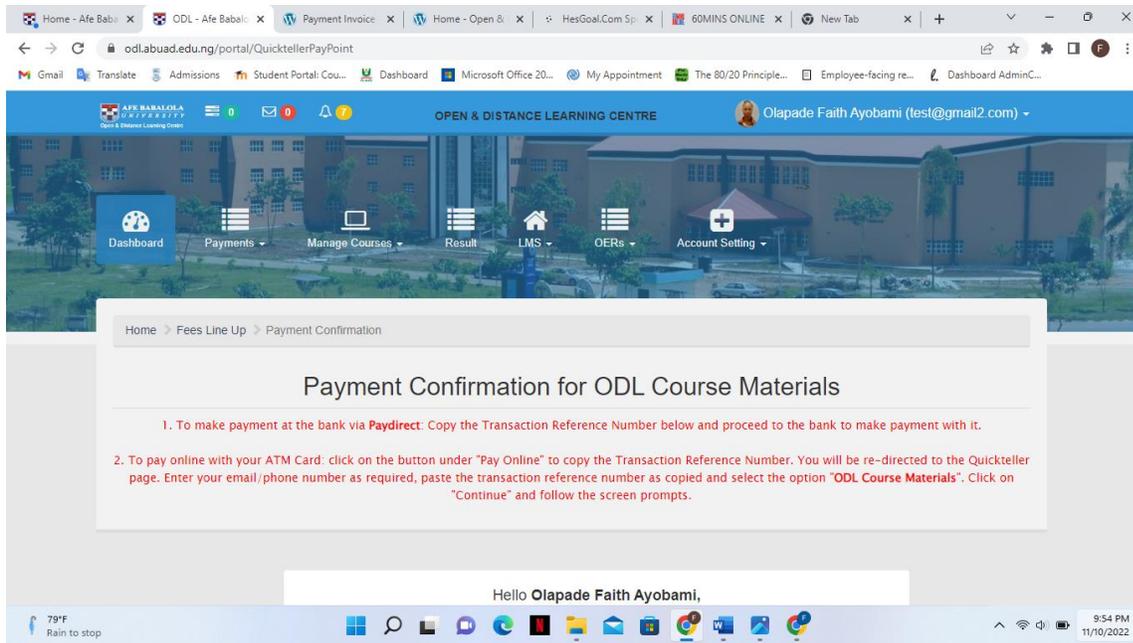
After setting up your fees for the session, click on the 'payment' icon then click on fees lineup; the fees schedule will be displayed as shown in the image below. Please take note that **only the school fees** can be paid in **two installments**. As indicated on your admission letter, other mandatory fees such as confirmation of results fee, ICT proficiency fee and course material fee must be paid in full before you will be able to register your courses for the semester.

The screenshot shows a web browser window displaying the 'Fees Schedule for 2022/2023 Session' on the ODL Labuada.edu.ng portal. The page includes a navigation bar with 'Home > Dashboard' and a main heading 'Fees Schedule for 2022/2023 Session'. A red notice states: 'PLEASE NOTE, THERE ARE TWO WAYS OF MAKING PAYMENT: 1. Pay online with your ATM Card using Quickteller: to do this, click on "Pay Now" and follow the instructions under "TO PAY ONLINE". 2. Make payment at the bank via the Paydirect platform: to do this, click on "Pay Now". On the next page, under "TO PAY AT THE BANK" click on "Print Invoice". Proceed to any commercial bank with the invoice to make payment through the PayDirect Platform.' Below this, a table lists four fee categories: School Fees (N65,000), Course Materials (N20,000), Confirmation of Results (N2,000), and ICT Proficiency Test (N5,000). Each row has a 'Pay Now' button.

Fee Category	Description	Amount	Status	Action
School Fees	You have to pay at least 50% (N65,000) of 130000.00	N65,000	Awaiting payment	Pay Now
Course Materials -	Payment is required before registration -	N20,000	Awaiting payment	Pay Now
Confrimation of Results -	Payment is required before registration -	N2,000	Awaiting payment	Pay Now
ICT Proficiency Test -	Payment is required before registration -	N5,000	Awaiting payment	Pay Now

To make payments, click on the 'Pay Now' icon beside each payment and you will be redirected to the payment portal. For school fees payment, you will be allowed to choose to pay either 50% of the fees or the whole fees at once. For other payment, you will automatically be redirected to the payment page, as shown below.

The screenshot shows a 'School Fee Payment' modal window on the ODL Labuada.edu.ng portal. The modal text reads: 'You may pay once (full payment), or in two instalments of 50% each. Kindly select your payment option below:'. Below the text is a dropdown menu with three options: '-Choose a Payment Option-', '-Choose a Payment Option- Full Payment (N130,000)', and '-Choose a Payment Option- Half Payment (N65,000)'. The 'Half Payment (N65,000)' option is selected and highlighted in blue. In the background, a form shows 'School Fee' as 'NIL', 'Amount Paid' as 'NIL', and 'Outstanding School Fee 2022/2023' as '130,000'. A 'Make Payment' button is visible at the bottom of the modal.



Also note that, you can choose to either pay online with your ATM card using the QuickTeller platform, or pay at any commercial bank using Interswitch PayDirect. As shown in the image above, if you would like to pay at the bank, click on the “Print Invoice” icon; your invoice will be generated. Print the invoice and take it to any commercial bank except First Bank (First Bank is unable to process PayDirect transactions presently) and tell the cashier that you would like to make a payment to Afe Babalola ODL Centre through PayDirect. A sample of the payment invoice is shown below.

AFE BABALOLA UNIVERSITY
Open & Distance Learning Centre

PAYMENT INVOICE - Olapade Faith Ayobami



Scan Barcode to confirm Invoice



Status: **UNPAID**

Transaction Reference Number (TRN)

ODS27252196748

TRN Generated on 2022-11-10 14:59:32

STUDENT INFORMATION	
Matric No	test@gmail2.com
Level	100
Course of Study	Intelligence and Security Studies
Session	2022.2023
Email Address	olapadefa@odl.abuad.edu.ng

To make payment online, click on the “Copy Text and Proceed to Payment”. You will be redirected to the QuickTeller Payment Page. Fill in the details correctly and make your payment. **It is very important that you select the correct account name** that matches the payment you are about to make and enter the correct amount (i.e. 20,300 for course materials, 5,300 for ICT Proficiency and 2,300 for Confirmation of Results). The extra 300 naira is the transaction charge that is deducted by the QuickTeller platform.

Quickteller Paypoint



[Login](#)
[Sign Up](#)

Ekiti

Email or Mobile Number

Transaction ID

ATM Code 04109015 | USSD Code *723*04109015*Amount#

Option

Amount

Continue



N130,300.00

Card Number

Expiry MM / YY

CVV

Pay



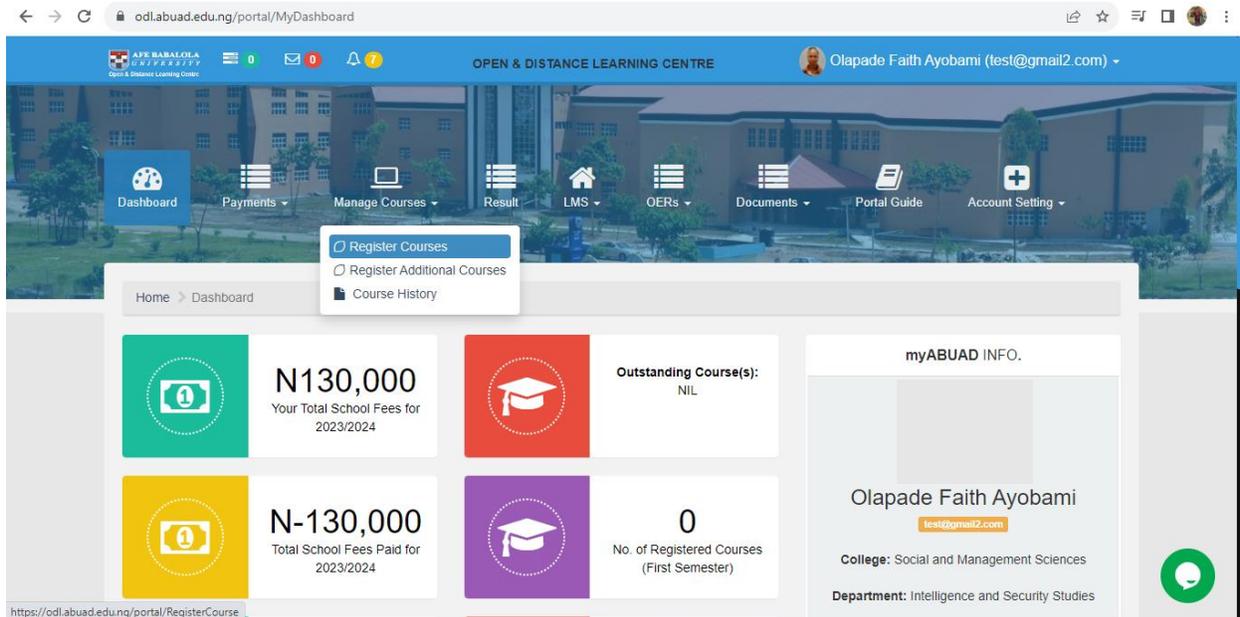


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Return to your dashboard and wait for your payment status to be confirmed and updated; the payment is usually updated after 24 hours. After your payment has been updated on your dashboard, you can go ahead and register your courses.

Registering your courses

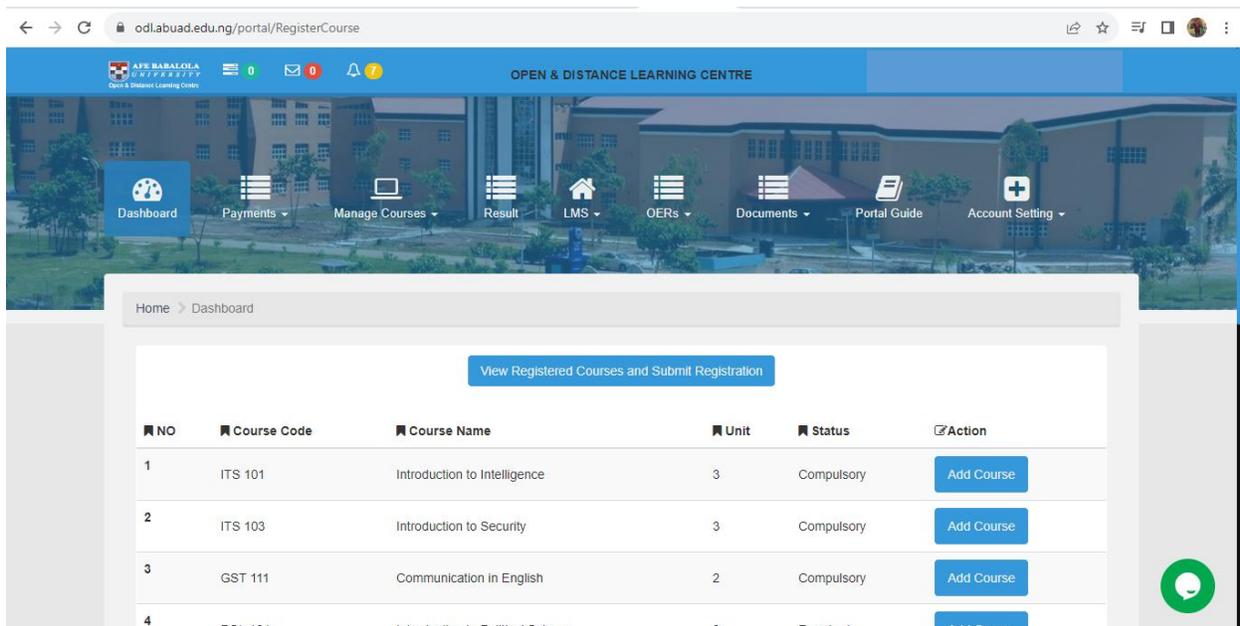
After you have made all **mandatory payments**, you will now be able to register your courses. To do this, simply click on the “Manage Courses” icon and then click “Register Courses” as shown in the image below.



The screenshot shows the myABUAD portal dashboard. The user is logged in as Olapade Faith Ayobami (test@gmail.com). The dashboard displays several key metrics:

- Outstanding Course(s):** NIL
- myABUAD INFO:** Olapade Faith Ayobami, College: Social and Management Sciences, Department: Intelligence and Security Studies
- Financial Summary:** N130,000 (Your Total School Fees for 2023/2024) and N-130,000 (Total School Fees Paid for 2023/2024)
- Registration Status:** 0 No. of Registered Courses (First Semester)

The 'Manage Courses' menu is open, showing options: Register Courses, Register Additional Courses, and Course History. The 'Register Courses' option is selected.



The screenshot shows the 'RegisterCourse' page. A button at the top reads "View Registered Courses and Submit Registration". Below this is a table of available courses:

NO	Course Code	Course Name	Unit	Status	Action
1	ITS 101	Introduction to Intelligence	3	Compulsory	Add Course
2	ITS 103	Introduction to Security	3	Compulsory	Add Course
3	GST 111	Communication in English	2	Compulsory	Add Course
4	POL 101	Introduction to Political Science	3	Required	Add Course

Click on “Add Course” in front of the corresponding course that you would like to register. When you are done, click “View Registered Courses and Submit Registration” to submit your registration.

odl.abuad.edu.ng/portal/registered_courses.php

COURSE REGISTRATION

PLEASE NOTE:
 After registering ALL your courses, you must submit your registration form for review. **DO NOT SUBMIT IF YOU HAVE NOT REGISTERED ALL YOUR INTENDED COURSES.** To submit, click on the "Submit Reg. Form" button below.

Home > Dashboard

[Submit Reg. Form](#)

NO	Course Code	Course Title	Unit	Status
1	GST 111	Communication in English	2	Compulsory
2	ITS 101	Introduction to Intelligence	3	Compulsory
3	ITS 103	Introduction to Security	3	Compulsory
4	ECO 101	Introduction to Economics	2	Required
5	MAN 105	Elements of Management	2	Required

Read the prompt and ensure that you have added all the courses that you wish to register; go ahead and click “Submit Reg. Form”. You will be notified that your course registration has been forwarded to your programmes officer for approval.

odl.abuad.edu.ng/portal/registered_courses.php

odl.abuad.edu.ng says

Successful! Your course form has been forwarded to your Programme Officer for consideration

[OK](#)

Home > Dashboard

[Submit Reg. Form](#)

NO	Course Code	Course Title	Unit	Status
1	GST 111	Communication in English	2	Compulsory
2	ITS 101	Introduction to Intelligence	3	Compulsory

Waiting for va.tawk.to...