

ABUBAKAR TATARI ALI POLYTECHNIC BAUCHI

ONLINE REGISTRATION GUIDELINES FOR LEVEL II STUDENTS (DIPLOMA & ND II)

ONLINE REGISTRATION FOR 2013/2014 THIRD SEMESTER

Welcome back to the Abubakar Tatari Ali polytechnic Bauchi. Read the Instructions carefully before registering courses. After making your payment, you will be given a Scratch card and bank teller, you are also expected to collect Receipt of Payment from the Polytechnic and keep them Safe.

LOGIN TO WEBSITE @ www.atapoly-bauchi.edu.ng and CLICK REGISTER ON THE STUDENTS REGISTRATION PORTAL SECTION, A WELCOME PAGE IS DISPLAYED, SELECT OPTION B FOR LEVEL II STUDENTS.

STEP 1: CREATE ACCOUNT AND UPDATE PAYMENT RECORD card

Carefully Create an Account and Payment facts and enter the followings online:

- 6 digit card serial number
- 10 digit pin number
- Admission number
- Receipt number (Issued by Polytechnic)
- Amount Paid
- Bank of Payment
- Date of Payment

Click Create Account, if successful you will see a Congratulatory message on the screen

STEP 2: LOGIN WITH ADMISSION NUMBER/ PIN NUMBER

Enter your Admission number and your online Registration Card pin number; Click Login –if Successful your Bio- data will display.

STEP 3: COMPLETE BASIC BIODATA

Enter your Bio data and Click Save to Save Bio data

STEP 3: CLICK REGISTRATION ON THE MENU REGISTER YOUR COURSES

Click on the Registration item of the page Menu, the system automatically Registers the third semester courses, you can add carry over course by selecting a course from the programmes' courses and click add course. To delete a course, click on the delete link on the Action column.

STEP 4: CLICK COMPLETE REGISTRATION TO COMPLETE REGISTRATION

Click complete registration to confirm your Registration.

Upon completion, you will print the Registration Form and take it for signing by the Head of Department.

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STEP 5: LOG OUT OF THE SYSTEM