

**ABUBAKAR TATARI ALI POLYTECHNIC BAUCHI**  
**GUIDELINES FOR ONLINE REGISTRATION FOR NEW STUDENTS**  
**@[www.atapoly-bauchi.edu.ng](http://www.atapoly-bauchi.edu.ng) FIRST SEMESTER 2013/2014 SESSION**

Congratulations on securing admission to the Abubakar Tatari Ali polytechnic Bauchi. You are expected to come for Screening with all Original Certificates/Credentials to the Polytechnic, after which you will be cleared and authorized to make payments at the Bank.

**DO NOT LOGIN YOUR DETAILS UNTIL YOU COLLECT RECEIPT FROM THE POLYTECHNIC**

After making Payment, you will be given an Online Registration Scratch Card, Make sure you collect Receipt of Payment from the Polytechnic and keep them Safe.

**LOGIN THE WEBSITE @ [www.atapoly-bauchi.edu.ng](http://www.atapoly-bauchi.edu.ng) AND CLICK REGISTER ON THE STUDENTS REGISTRATION PORTAL SECTION FOLLOW THE STEPS BELOW:**

**STEP 1: CREATE ACCOUNT AND UPDATE PAYMENT RECORD**

Carefully Create an Account and Payment facts enter the following on the online Registration Portal

-6 Digit Card Serial Number(On Online Registration Card)

-10 Digit Pin Number (On Online Registration Card)

-Application number (On the Admission letter)

-Receipt number (Issued by Polytechnic)

-Amount Paid

-Bank of Payment

-Date of Payment (on your teller)

Click Create Account , if you are successful you will see a Congratulatory message on screen with your **REGISTRATION NUMBER**, Copy it and keep it safe, you will use it to login and Register your courses.

**STEP 2: LOGIN WITH ADMISSION NUMBER/ PIN NUMBER**

Enter your Admission number (Generated by the System) and your online Registration Card Pin Number, Click Login Now. If you are Successful, Instructions on how to Register is displayed, Read the Instructions.

**STEP 3: CLICK REGISTER COURSES**

Click Register Courses to Register your Courses, or Click Exit to Logout of the System. When you click Register you will see your Basic Biodata.

**STEP 4: CLICK REGISTRATION ON THE PAGE MENU**

Click the Registration item of the Bio-data page Menu, the system automatically Registers the courses based of the Course Approved to you, Click Complete Registration to Confirm your Registration. Once completed, you will print the Registration Form, Make photocopies and take it for signing to the Head of Department.

**STEP 4: LOG OUT OF THE SYSTEM**