



# AJAYI CROWTHER UNIVERSITY, OYO

P.M.B. 1066, Oyo, Oyo State, Nigeria.  
Web: [www.acu.edu.ng](http://www.acu.edu.ng), Email: [info@acu.edu.ng](mailto:info@acu.edu.ng)

Attachment III

## FRESH STUDENTS' ONLINE COURSE REGISTRATION PROCESS

After printing your Admission Letter, visit the University homepage at [www.acu.edu.ng](http://www.acu.edu.ng) and click on the **Portal Login** button.

On the resulting page and click on the **New Student Profile** link.

Ajayi Crowther University, Oyo  
School Portal

Home > New Student Profile

New Student Profile

Matric No/Reg. No:

School Program: --Select School Program Here--

Program of Study:

Mode Of Admission:

Level: Select Level

Personal Data

Supply your online Application Number (APP2010XXXXX) in the Matric No/Reg. No box. Choose your Degree Program (BSc or BA) for the School program dropdown list.

The page should reload with your basic personal details.

Confirm these details are yours; select your **correct** level before proceeding to fill out the rest of the form.

**Note:** Your details may not be saved and you will not be able to proceed to register your courses online if you do not fill in your correct level.

Ajayi Crowther University, Oyo  
School Portal

New Student Profile

New Student Profile

Matric No/Reg. No: APP201000243

School Program: Degree Programme (BSc)

Program of Study: Accounting

Mode Of Admission: JAMB

Level: Select Level

Personal Data

Note: The following names must be your  
100  
200  
300  
400  
500  
Firstname:

Once all details have been correctly filled, click the **Continue** button to view the summary and if all the information you have on this page is correct, click the **Save** button, you should get a confirmation the details have been saved.

Pay your **tuition fee** to any branch of First Bank plc account of the University and ₦500 (Five Hundred Naira only) to the Oceanic Bank plc account of the University. Details of the banks are as below:

<b>First Bank Plc</b>	-	<b>Acct No: 6202030000222</b>
<b>Oceanic Bank Plc International</b>	-	<b>Acct No: 1121201004851</b>

Ensure you fill your details on the Bank teller as follows:

Phone Number / Surname, Firstname Othernames.

Send the following details for each of the two payments to [bursar@acu.edu.ng](mailto:bursar@acu.edu.ng):

1. Bank name and branch
2. Teller Number
3. Payment date
4. Your surname, firstname and othernames, and

On verification of payment of your tuition fee and the ₦500 (Five Hundred Naira only), your online **Purse** will be credited with the amount of tuition fee paid. This should be within **48 working hours** of receiving your email.

Make a request for your password by sending the following details to **admissions@acu.edu.ng**:

1. Your Application Number (APP2010XXXXXX)
2. Surname, firstname and othernames
3. Level, and
4. Program of Study.

Your password should be sent to you within **48 working hours** of receiving your email.

1. Visit the University homepage at [www.acu.edu.ng](http://www.acu.edu.ng) and click on the [ACU PROSPECTUS 2009-2013](#) link to download the University Prospectus. Click on the button. Login **Portal Login** with your Application Number as your username and your password is the password sent to you, click the **Login** button.
2. Proceed to click the 'My Fees' link under the 'My University' drop down list and on the webpage that comes up showing the amount available in your purse, click the 'Payment' button.



3. At the page showing the Fees breakdown, click next to proceed.
4. On the Payment page, click on the check box (except you are making payment of exactly the amount displayed as the minimum allowed Tuition Fee) and when the field is enabled, enter the amount that you have in your purse and click the 'Make Payment' button. A receipt is then generated which you must print immediately and take to the Bursary Unit for endorsement.



**NOTE:** Ensure you print the online receipt immediately it is displayed as it will not be accessible again once you have closed it.

5. Proceed to the 'My Registration' under the 'My University' drop down list to register your courses for the semester.



**Note:** Please consult the University Prospectus for the courses you need to register for the semester. Make sure you follow these steps exactly. In case of any challenges in getting any of the steps done, please contact [info@acu.edu.ng](mailto:info@acu.edu.ng).