

ACCOUNT GUIDE FOR STUDENTS' ENROLMENTS ON DATA BOT FOR STAFF AND STUDENTS

The need to build a central database of students in the various academic departments of the polytechnic has increasingly become necessary for more efficient and effective data management.

As a result, all enrolled students in participating departments are hereby directed to create their respective accounts online.

The exercise involves the following steps:

STEP 1

Creation of online account at

<https://bspdatabot.name.ng/ssPortal/accounts/signup>

STEP 2

Enrolment re-validation (New Semester registration) for each student until graduation from the polytechnic at

<https://bspdatabot.name.ng/ssPortal/accounts/login>

IMPORTANT NOTES:

1. All enrolled students of participating departments are required to create their accounts on this portal.
2. They are required to have:

- i. Digital copies of their passport-size photos ready in jpg, jpeg or png formats.
 - ii. Scanned copies of their birth certificates and school entry qualifying certificates ready in jpg, jpeg or png formats.
3. After a successful account creation, students can access their individual accounts after a 'Compliance & Monitoring Officer' (CMO) assigned to their departments has confirmed their enrolments on the portal based on an official admission list provided by their H.O.D.s.
4. Each student shall pay an approved department registration fee every semester via online payment service. This requires the use of an active debit or credit (ATM) card, or a bank account number. This is necessary to:
 - i. Enable each student to register or re-validate their enrolment status in their respective departments every semester on the portal.
 - ii. Generate the live data on current and active enrolments for the semester in view.
5. Students can not create an account on the portal unless their respective H.O.D.s have duly registered their departments on the portal.
6. H.O.D.s are advised to ensure that their students create their accounts and register every semester on the portal throughout their stay in school. This is to ensure that:

- i. Every department's enrolment data is tracked and kept up-to-date on a semester basis to aid effective access, coordination and management by authorized staff.
- ii. The department's enrolment data is readily available in real time and accessible in a secure manner to enhance a speedy and efficient synergy between the departments and the polytechnic management at mitigating academic issues and any matter of public concern such as insecurity, emergence of a pandemic, natural hazard and other unforeseen emergencies which may arise.

For further guide and assistance please send a mail to:
coordinator@bspdatabot.name.ng

