

REGISTRATION GUIDE FOR HEADS OF DEPARTMENT

The need to maintain a database of students and staff in the various departments of the polytechnic has increasingly become necessary for better management of students' and staff's records.

As a result, each head of department is required to create and maintain an account at:

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

REQUIREMENT:

Collection of department validation PIN from the [Directorate of ICT](#).

IMPORTANCE:

1. Existing H.O.D.s of both academic and non-academic departments can register their departments on the portal.
2. After a successful registration, each H.O.D. can access the department's account where they are required to activate the department's administrator account that will enable staff login.
3. H.O.D.s of academic departments need to register their departments to enable their students create their enrolment accounts on the portal.
4. H.O.D.s of both academic and non-academic departments can add staff members on the platform to enable them activate and update their profiles online.

