

## **REGISTRATION GUIDE ON DATA BOT FOR STAFF AND STUDENTS FOR PARTICIPATING HEADS OF DEPARTMENT**

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

As a result, existing Heads of Department (H.O.D.s) of both academic and non-academic departments can register their respective departments on the platform.

The exercise involves two steps as follows:

### **STEP 1**

Collection of department validation PIN:

<b>Sn</b>	<b>H.O.D.s</b>	<b>Venue For Collection</b>
1	Existing Departments	<a href="#">Directorate of ICT.</a>

**See 'Important Notes' below.**

### **STEP 2**

Registration of department at

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

## **IMPORTANT NOTES:**

1. Existing H.O.D.s of both academic and non-academic departments can register their departments on this portal.
2. Requirement for the collection of validation PINs:
  - H.O.D.s (*or their representatives*) MUST be permanent staff of the polytechnic.
3. The validation PIN will enable them complete the registration on the portal.
4. 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.
5. H.O.D.s should protect their department validation PINs and treat all data accessible by them on the portal with utmost confidentiality.
6. H.O.D.s of academic departments need to register their departments to enable their students create their department enrolment accounts on the portal.
7. 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.
8. H.O.D.s of academic departments can 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. Their 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. Such data are readily available in real time and accessible in a secure manner to enhance a speedy and efficient synergy between their departments and the polytechnic management at mitigating staff and student 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](mailto:coordinator@bspdatabot.name.ng)

