

STEPS TO REGISTER CODFEL COURSES

1. Visit the college portal at portal.yabatech.edu.ng and select the CODFEL registration option in the navigation menu. Alternatively, visit the college website, open the "Student" menu, and choose CODFEL registration from the dropdown.

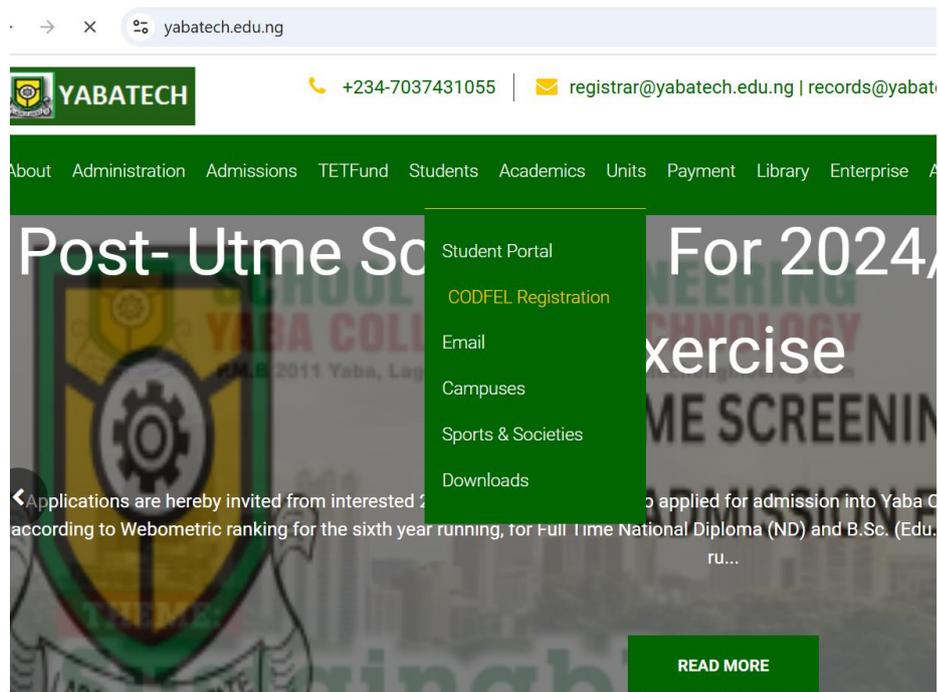


Figure 1: College website codfel registration link.

2. If it is the start of a new session (i.e., first semester), please ensure you complete your statutory payment. You can do this by clicking on the "Make Statutory Payment" link on the CODFEL landing page. Note that without this payment, you cannot access the CODFEL portal for registration. See Figure 2.

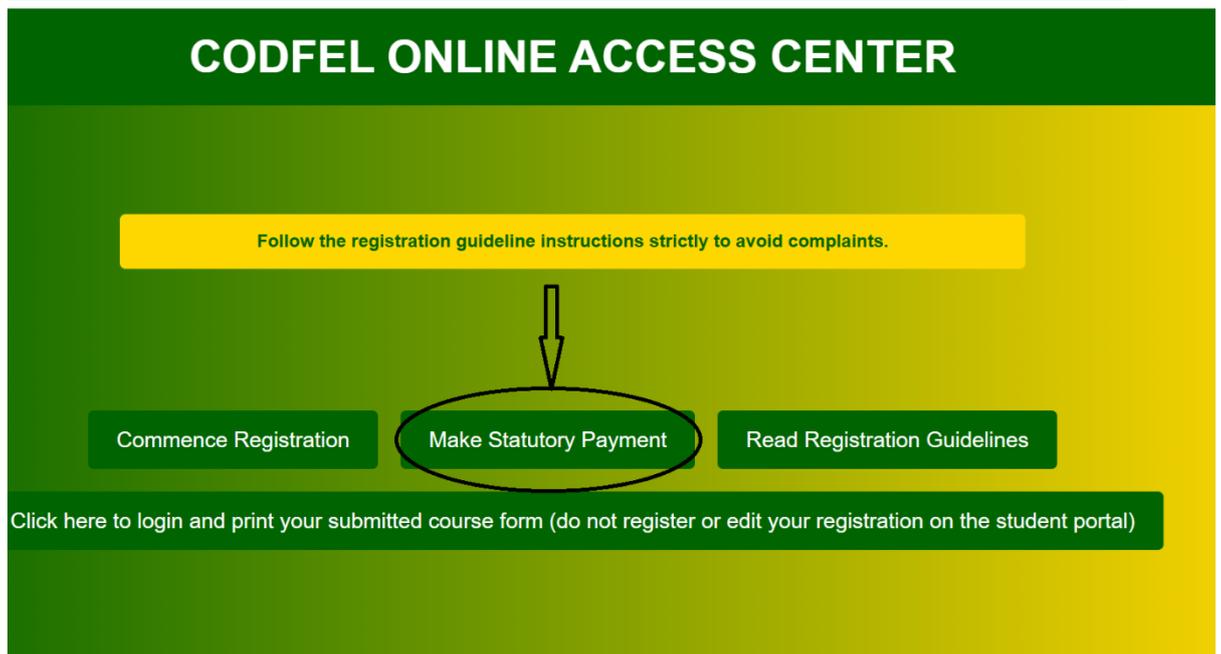


Figure 2: Codfel access center "Make Statutory Payment"

3. Log in to the CODFEL portal: Click "Commence Registration" on the CODFEL Online Access Center. This will take you to the login page, as shown in Figure 4, where you can enter your username and password to begin registration. Make sure your statutory payment is complete before logging in.

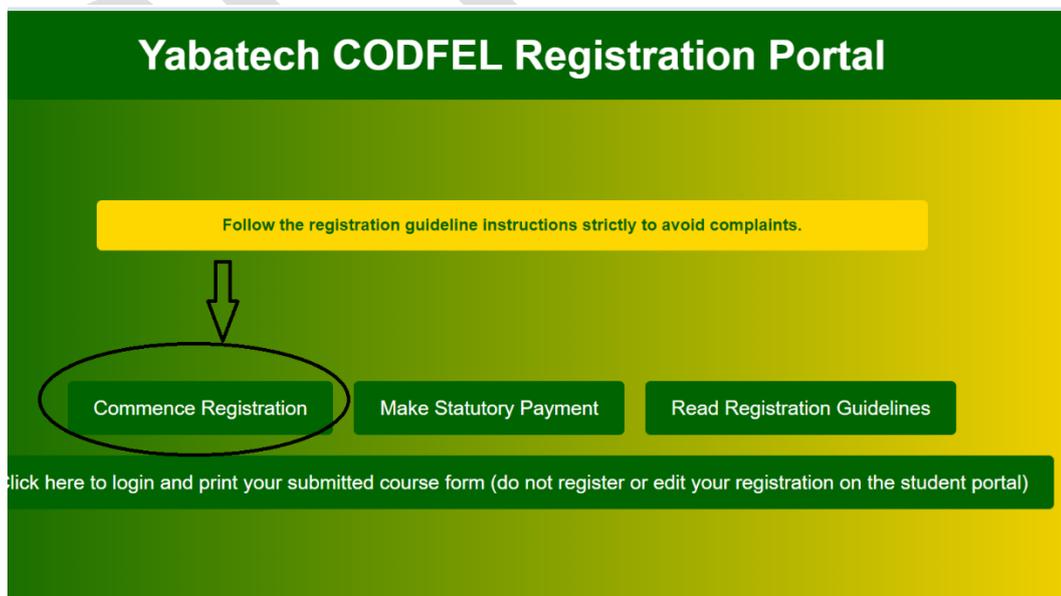


Figure 3: Commence Registration link

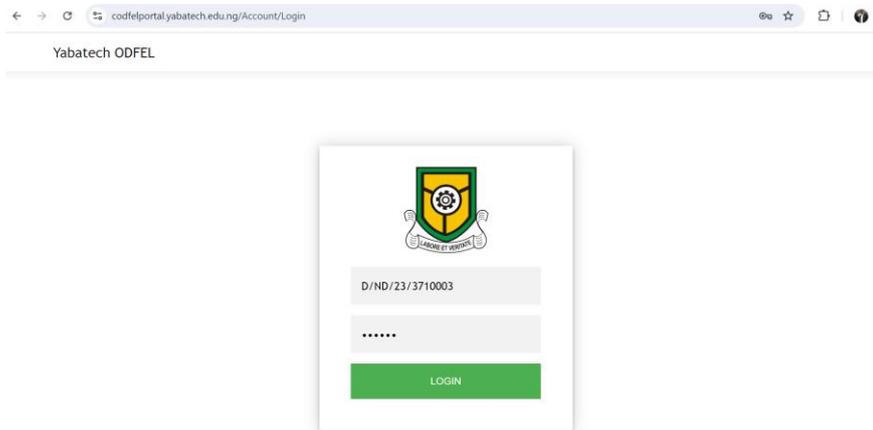


Figure 4: Login page

4. Choose Your Courses: From the list displayed, select the courses you wish to register. See Figure 5 for an example.

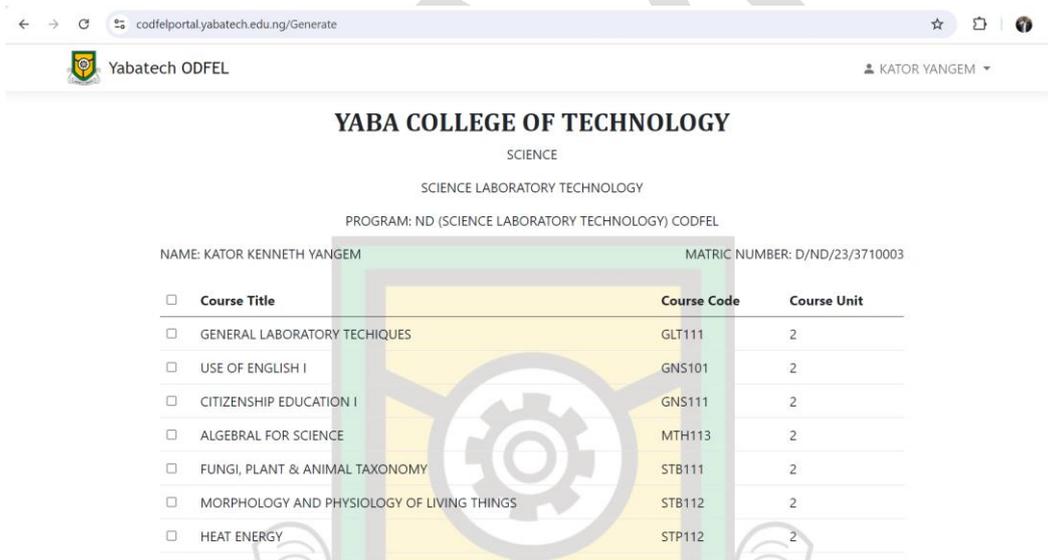


Figure 5: List of courses

5. Select the courses you want to register and click on the "Select Courses" button. As seen in Figure 6.

<input checked="" type="checkbox"/>	HEAT ENERGY	STP112	2
<input checked="" type="checkbox"/>	ELECTRONIC LOGIC FOR SCIENCE	STP115	2
<input checked="" type="checkbox"/>	PRACTICAL (STP111&STP112)	STP116	2
<input checked="" type="checkbox"/>	PRACTICAL (STB112 & STB111)	STB113	2
<input checked="" type="checkbox"/>	GENERAL PRINCIPLES OF CHEMISTRY	STC111	2
<input checked="" type="checkbox"/>	INORGANIC CHEMISTRY II	STC112	2
<input checked="" type="checkbox"/>	PRACTICAL (STC111&STC112)	STC113	2
<input type="checkbox"/>	INORGANIC CHEMISTRY II	STC211	2
<input checked="" type="checkbox"/>	MECHANICS.	STP111	2

Select your courses



Figure 6: Select courses page

- The select course button will take you to a page where you can either proceed to payment or edit the selected courses. Please ensure you are certain before proceeding to payment. If you are unsure, click "Edit" to change the selected courses; this will automatically adjust the payment amount. See Figure 7.

MORPHOLOGY AND PHYSIOLOGY OF LIVING THINGS	STB112	2
HEAT ENERGY	STP112	2
ELECTRONIC LOGIC FOR SCIENCE	STP115	2
PRACTICAL (STP111&STP112)	STP116	2
PRACTICAL (STB112 & STB111)	STB113	2
GENERAL PRINCIPLES OF CHEMISTRY	STC111	2
INORGANIC CHEMISTRY II	STC112	2
PRACTICAL (STC111&STC112)	STC113	2
MECHANICS.	STP111	2

Your courses

Edit Courses Generate Fees

fees status: **PAYMENT INCOMPLETE**

course registration status: **NOT REGISTERED**

Figure 7: Generate fee or edit courses page

- Select "Generate Fees" to proceed with the payment of the calculated amount based on the number of units selected.

8. After you've made the payment, click "Submit Registration" on the CODFEL Online Access Center to log in and finalize your course selection. See Figure 8 and 9.

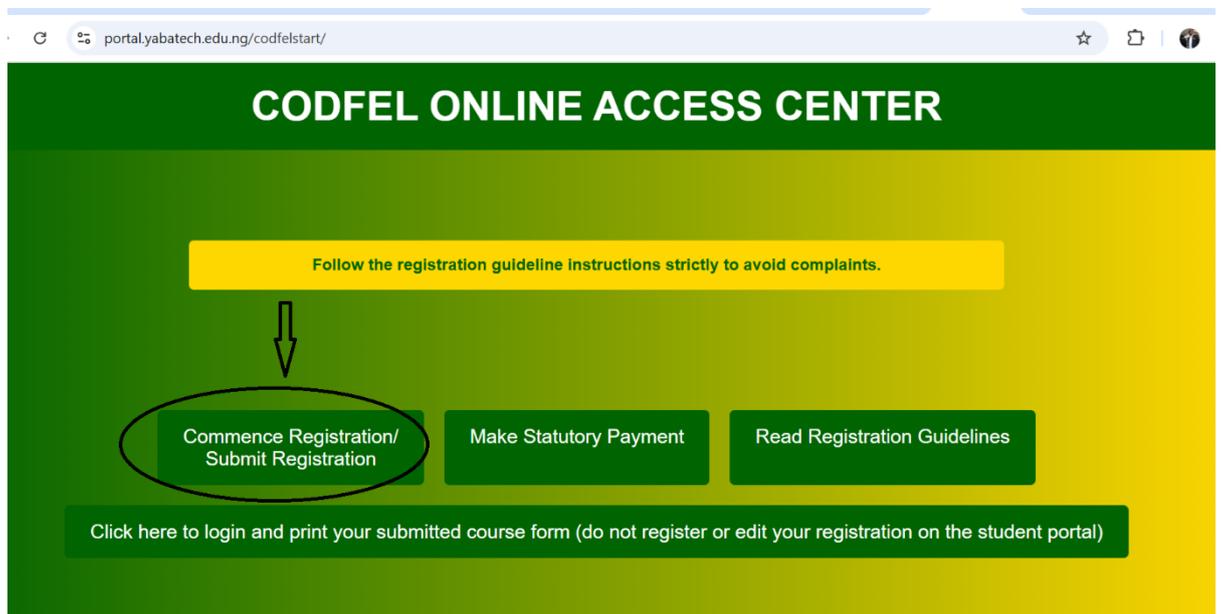


Figure 8: Click on Submit Registration link on the Access Center.

MORPHOLOGY AND PHYSIOLOGY OF LIVING THINGS	STB112	2
HEAT ENERGY	STP112	2
ELECTRONIC LOGIC FOR SCIENCE	STP115	2
PRACTICAL (STP111&STP112)	STP116	2
PRACTICAL (STB112 & STB111)	STB113	2
GENERAL PRINCIPLES OF CHEMISTRY	STC111	2
INORGANIC CHEMISTRY II	STC112	2
PRACTICAL (STC111&STC112)	STC113	2
MECHANICS.	STP111	2

Your courses

fees status: **PAYMENT COMPLETE**

course registration status: **NOT REGISTERED**

Figure 9: Submit courses page.

9. After you have submitted your courses log out. Visit the access center to navigation button to print the course form. Please do not attempt to update your courses on the general student portal.

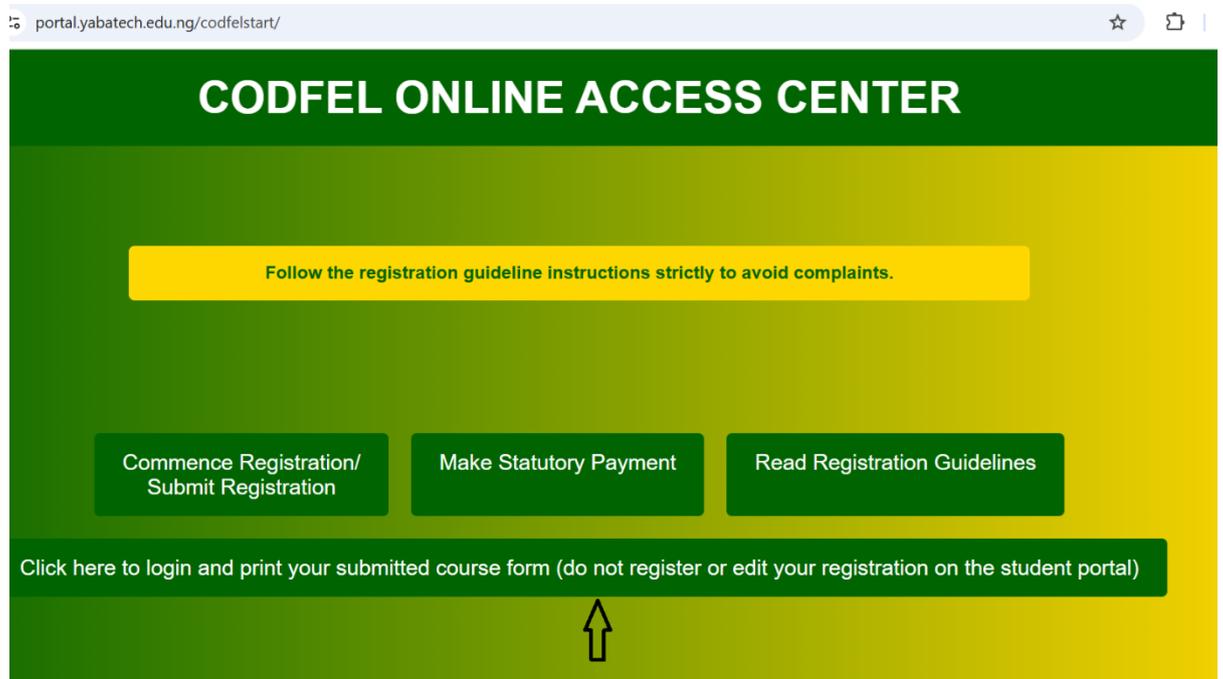


Figure 10: Link to login to general student portal. To only print course form.

10. To print your course form, select the "Course Registration" tab on the general student portal dashboard. See Figure 11.

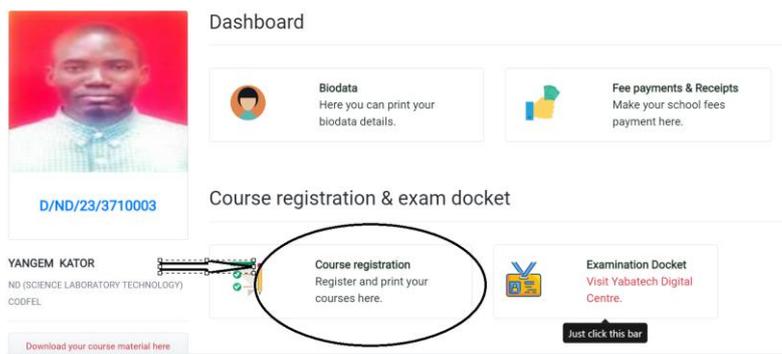


Figure 11: General portal dashboard

11. Click only on the "Print Course Registration" link. Please ignore other links on this page, as using the "Register My Courses" or "Unlock Course" links can delete your CODFEL-registered courses. See Figure 12.

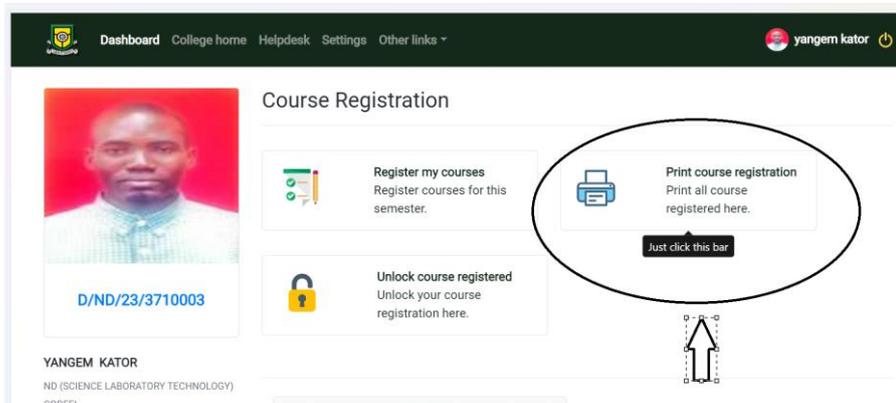


Figure 12: Select print course registration

12. Print your course form.

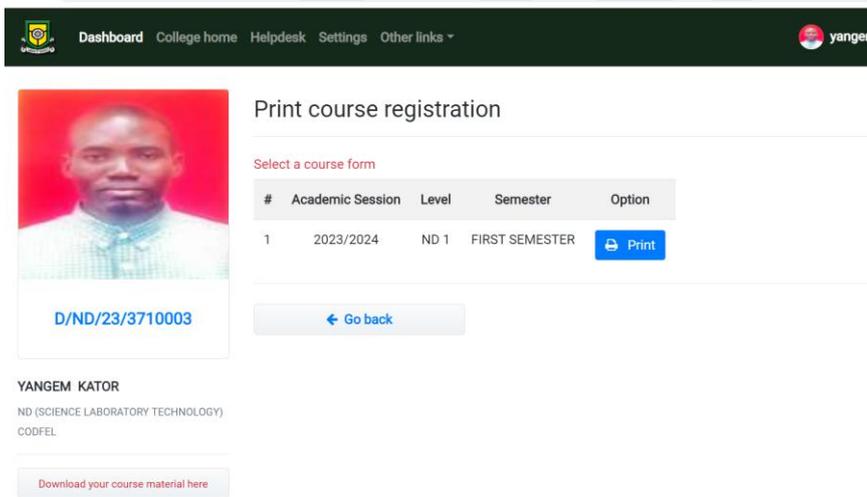


Figure 13: Select the semester to print



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COURSE FORM

- MATRIC. NO.: D/ND/23/3710003
- NAME: YANGEM KATOR KENNETH
- PROGRAMME TYPE: ND (SCIENCE LABORATORY TECHNOLOGY) CODFEL
- DEPARTMENT: SCIENCE LABORATORY TECHNOLOGY
- PROGRAMME: ND (SCIENCE LABORATORY TECHNOLOGY) CODFEL
- SESSION: 2023/2024
- SEMESTER: FIRST SEMESTER
- LEVEL: ND 1



COURSE CODE	COURSE TITLE	COURSE STATUS	UNIT
GLT111	GENERAL LABORATORY TECHIQUES	C	2
GNS101	USE OF ENGLISH I	C	2
GNS111	CITIZENSHIP EDUCATION I	C	2
MTH113	ALGEBRAL FOR SCIENCE	C	2
STB111	FUNGI, PLANT & ANIMAL TAXONOMY	C	2

Figure 14: Print your course form.

- To add courses, please visit the CODFEL office to generate an invoice for the number of units you wish to add. After making the payment, return to the CODFEL office with the courses you intend to register and the payment receipt.

DO NOT ATTEMPT TO UPDATE OR UNLOCK YOUR COURSE FORM ON THE GENERAL STUDENT PORTAL. DOING SO AMOUNTS TO ATTEMPTING TO REGISTER YOUR COURSES ILLEGALLY AND COULD RESULT IN A FINE, AS IT IMPLIES ADDING NEW COURSES WITHOUT MAKING THE REQUIRED PAYMENT.