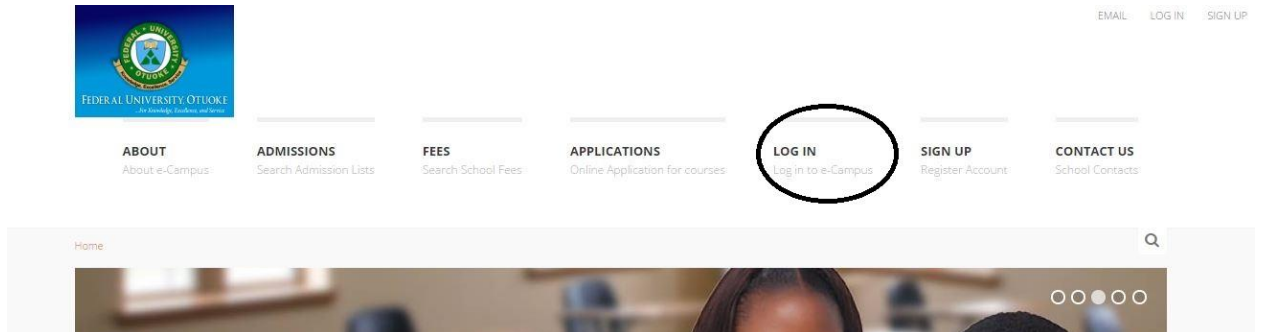


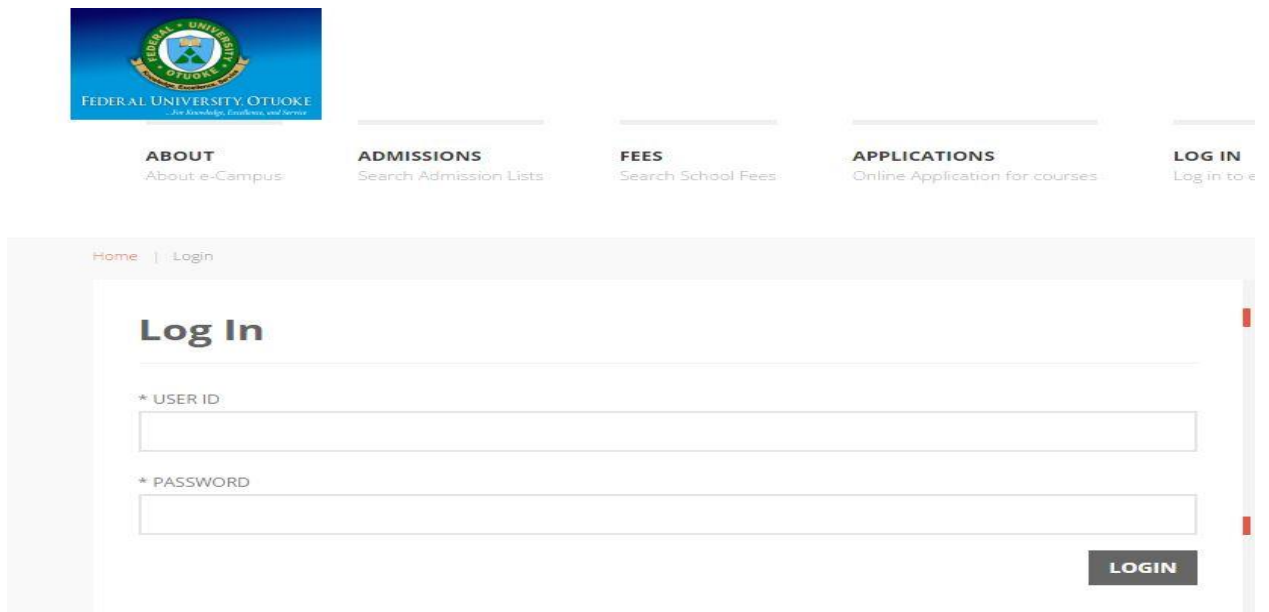
STEPS FOR ONLINE APPLICATION FOR 2016/2017 ACCOMODATION

This document shows a stepwise process for application for 2016/2017 accommodation.

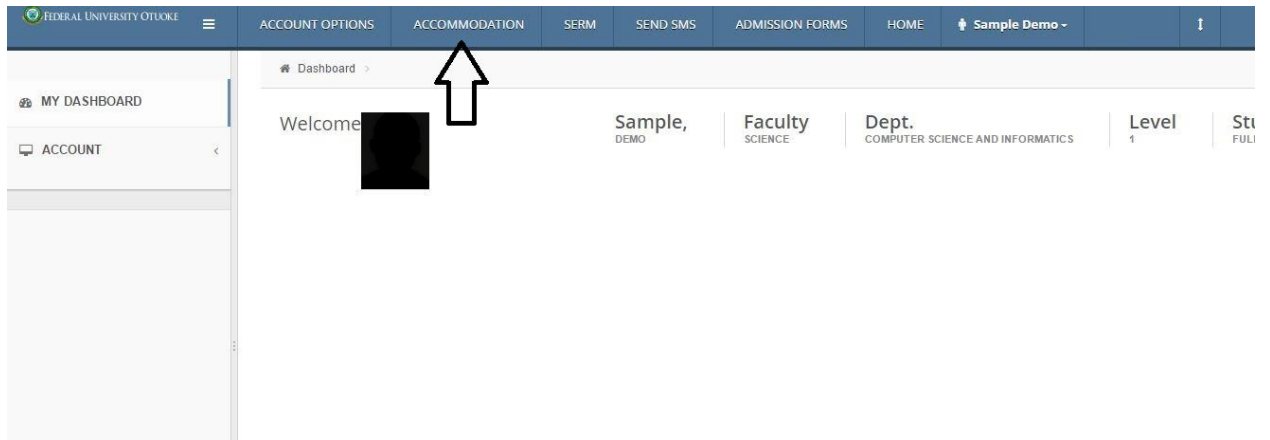
1. (a) Visit www.ecampus.fuotuoke.edu.ng and click on the link **LOG IN**



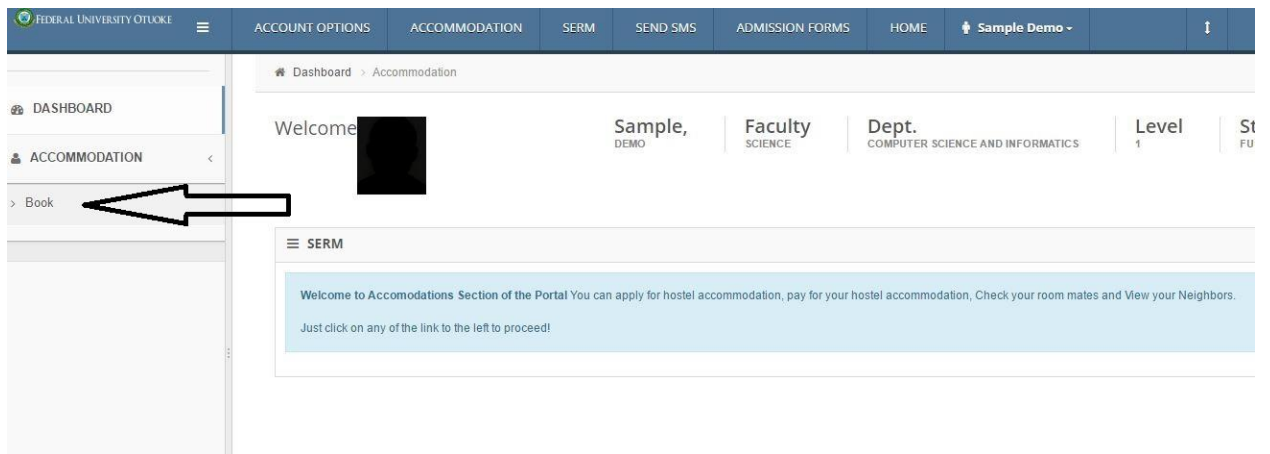
- (b) Fill the required fields and click the **login** button



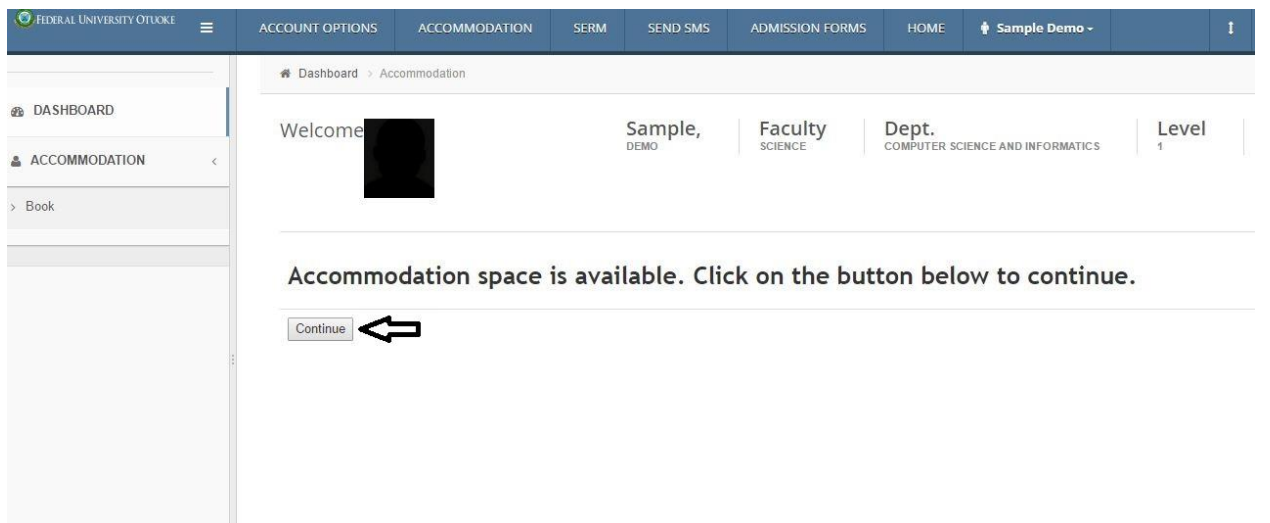
2. **Log into** your account and click on the **ACCOMODATION** tab on the homepage.



3. **Click on ACCOMODATION** on the left side bar.



4. (a) **Click on BOOK** to check for available space, if **available**, proceed to pay for **ACCOMODATION** (see step 5).



(b) Confirmation of available space.

The screenshot displays the 'ACCOMMODATION' section of the portal. The user is logged in as 'Sample, DEMO' from the 'Faculty SCIENCE' department, 'Dept. COMPUTER SCIENCE AND INFORMATICS', 'Level 1', and 'Stu FULL-T'. The main heading reads 'The space below has been reserved for you:'. Below this, a table lists the booking details:

Booking ID :	ACC802387429
Hall :	HOSTEL Male
Block :	BLOCK 1
Wing :	
Room :	171
Bed Space :	A

A note at the bottom of the table states: 'Note: You have 24hrs to pay for this space else it will be reallocated.' This note is circled in red in the original image.

5. To pay, click on the **ACCOMODATION** tab again on the home screen.

The screenshot shows the home screen of the portal. The 'ACCOMMODATION' tab in the top navigation bar is highlighted with a red arrow. The user is logged in as 'Sample, DEMO' from the 'Faculty SCIENCE' department, 'Dept. COMPUTER SCIENCE AND INFORMATICS', 'Level 1', and 'Stu FULL-T'. The main heading reads 'Welcome [redacted]'.

6. Click the **recharge account** from the sub menu on the left.

The screenshot shows the 'ACCOMMODATION' section of the portal. The user is logged in as 'Sample, DEMO' from the 'Faculty SCIENCE' department, 'Dept. COMPUTER SCIENCE AND INFORMATICS', 'Level 1', and 'Stu FULL-T'. The main heading reads 'Welcome [redacted]'. The left sidebar menu is expanded, and the 'Recharge Account' option is highlighted with a red arrow. Below the menu, a blue banner contains the following text: 'Welcome to Accomodations Section of the Portal You can apply for hostel accommodation, pay for your hostel accommodation, Check your room mates and View your Neighbors. Just click on any of the link to the left to proceed!'.

7. Click the **buy pin** button.

The screenshot shows the 'Recharge Account' page in the E-Campus system. The page has a dark blue header with navigation links: ACCOUNT OPTIONS, ACCOMMODATION, SERM, SEND SMS, ADMISSION FORMS, HOME, and Sample Demo. A sidebar on the left contains a menu with DASHBOARD, ACCOMMODATION, My Booking Details, Recharge Account, and Pay For Accommodation. The main content area displays a 'Welcome' message, user details (Sample, DEMO; Faculty SCIENCE; Dept. COMPUTER SCIENCE AND INFORMATICS; Level 1), and a red warning banner. Below the banner is a 'Recharge Account' section with a 'Card Pin:' input field and two buttons: 'Recharge' and 'Buy PIN'. A white arrow points to the 'Buy PIN' button.

8. Fill the required fields and click **pay using remita**

The screenshot shows the 'Online PIN Shop' page. The header and sidebar are identical to the previous screenshot. The main content area is titled 'Online PIN Shop' and includes a welcome message. Below the message are three dropdown menus: 'Payment Session' (2016/2017), 'What are you paying for?' (School Charges), and 'Please select from the list' (STUDENT ACCOMMODATION). A 'Details:' section follows, with the sub-header 'Please Confirm Your Details'. It lists the following information: Name (Sample, Demo), Faculty (SCIENCE), Department (COMPUTER SCIENCE AND INFORMATICS), Study Type (FULL-TIME), Category (Non-Indigene), Fee Name (STUDENT ACCOMMODATION), and Fee Amount (10000). Below these are input fields for 'Email' and 'Phone', which are highlighted in yellow. At the bottom of the form is a blue button labeled 'PAY USING REMITA', with a white arrow pointing to it.

9. Select your preferred method of payment and click on **next**
N/b: please take note of the Remita Retrival Reference (RRR)

Confirmation Form

Please confirm your order
Order ID: RMT07122016A306E
RRR: 2901393306S2
Fee Name: STUDENT ACCOMMODATION
Amount: NGN10000.00
Transaction: NGN0.00
Fee:
Payment Type: BANK BRANCH
Full Name: Sample, Demo
E-Mail:
Phone:

Payment Options

VISA MasterCard Yerve Remita Internet Banking Mobile Wallets Bank Branches

Next

Phone: 0800033739

10. On completion of payment (either at the bank or online), log in to your page again and click on the **account options** tab at the top menu.

FEDERAL UNIVERSITY OTUKKI

ACCOUNT OPTIONS ACCOMMODATION SERM SEND SMS ADMISSION FORMS HOME Sample Demo

Dashboard > Account Options

Welcome

Sample, DEMO Faculty SCIENCE Dept. COMPUTER SCIENCE AND INFORMATICS Level 1 Study Type FULL-TIME

DASHBOARD

ACCOUNT DETAILS

11. Click **account details** and select **Receipts**

The screenshot shows the student portal interface. The top navigation bar includes 'ACCOUNT OPTIONS', 'ACCOMMODATION', 'SERM', 'SEND SMS', 'ADMISSION FORMS', 'HOME', and 'Sample Demo'. The left sidebar contains 'DASHBOARD', 'ACCOUNT DETAILS', 'Receipts', 'Make Payments', 'Recharge A/C.', 'PIN Shop', 'My Cards', and 'A/C. Balance'. The 'ACCOUNT DETAILS' section is expanded, and 'Receipts' is highlighted with a white arrow. The main content area displays a welcome message and two tables:

Payment For School Charges				
SN	Fee Name	Amount	Academic Session	Time Paid
1	student accommodation	10000	2018/2017	2018-12-07 10:07:49
2	student charges	66500	2018/2017	2018-12-01 13:55:39
Total Amount:		76500		

Payment For Portal Charges				
SN	Fee Name	Amount	Academic Session	Time Paid
Total Amount: 0				

12. Click **student accommodation** to view and print receipt.