

## PROCESS FLOW FOR FPNO APPLICANTS

1. VISIT FPNO WEBSITE <https://fpno.edu.ng>
2. CLICK ON APPLY FOR ADMISSIONS.
3. SELECT YOUR PROGRAMME TYPE.
4. GENERATE INVOICE FOR APPLICATION FORM.
5. PAY INVOICE AT THE BANK OR ONLINE WITH YOUR ATM/DEBIT CARD.
6. PROCEED TO FILL THE APPLICATION FORM.
7. ON COMPLETING THE FORM, CLICK TO PAY FOR OLEVEL VERIFICATION.
8. PRINT O'LEVEL VERIFICATION CERTIFICATE (To verify if the O'level verification is successful or not and to verify if there is any need for correction and re-verification).
9. CHECK FOR ADMISSIONS STATUS.

## PROCESS FLOW FOR FPNO NEWLY ADMITTED CANDIDATES

1. PRINT ADMISSIONS LETTER BY CHECKING YOUR ADMISSIONS STATUS THROUGH THE WEBSITE <https://fpno.edu.ng>.
2. GENERATE INVOICE FOR ACCEPTANCE FEE AND SCHOOL FEES, AND PAY AT THE BANK OR ONLINE WITH YOUR ATM/DEBIT CARD.
3. FILL SCREENING FORM, UPLOAD THE NECESSARY DOCUMENTS AND SUBMIT ON THE WEBSITE:

- **DOCUMENTS FOR ND:**
  - **Birth Certificate.**
  - **Local Government Identification Certificate.**
  - **Secondary School Testimonial.**
  - **Anti-Cult Declaration.**
  - **Other files.**

- **DOCUMENTS FOR HND:**

- **Birth Certificate.**
- **Local Government Identification Certificate.**
- **Attestation Letter.**
- **Completion of IT Certificate.**
- **ND Statement of Result.**
- **Pre-ND Result (If any).**
- **Anti-Cult Declaration.**
- **Other files.**

4. MONITOR YOUR ONLINE SCREENING DASHBOARD. ONCE YOUR SCREENING IS SUCCESSFUL, YOU WILL RECEIVE AN SMS OR EMAIL.
5. PROCEED TO FILL YOUR MEDICAL FORM THROUGH THE STUDENT'S ERP DASHBOARD AND COMPLETE THE PROCESS.
6. CONFIRM THAT MATRIC NUMBER HAS BEEN GENERATED ON THE STUDENT'S ERP DASHBOARD, UNDER PROFILE.
7. PROCEED TO REGISTER COURSES ONLINE ON THE STUDENT'S ERP DASHBOARD.

**NOTE:**

1. To monitor your online screening dashboard, go to the menu bar on the school's website <https://fpno.edu.ng>; Click on FAQ on the menu to reveal and download the manual on how to check the students' online screening dashboard, etc.

2. Those that have already purchased and processed the application form should go back to the application website to generate the O'level verification Invoice and pay for the O'level result(s) verification(s) to stand the chance of gaining admission.