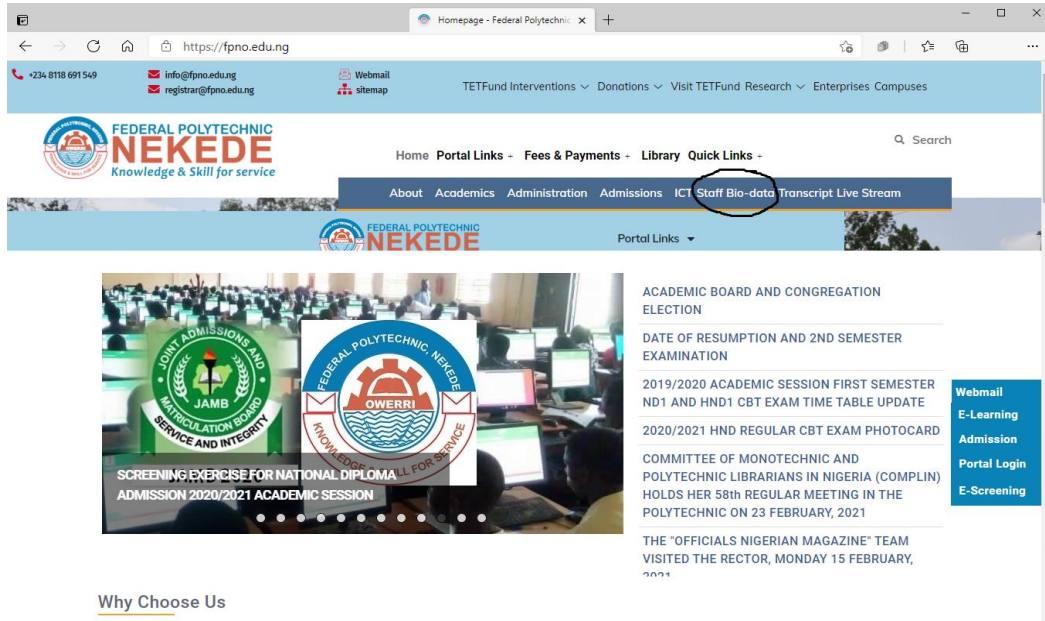# HOW TO FILL AND SUBMIT YOUR STAFF BIO-DATA

To fill your staff Bio-Data, First and foremost ensure that you have an active internet access on your computer/cellphone, then proceed to the school's official website https://www.fpno.edu.ng/

STEP 1

Go to the main menu and click on "Staff Bio-Data".

Two drop down sub-menus labelled **"Steps to fill staff Bio-data"** and **"fill Staff Bio-data"** will appear as shown below.


Click on **"Steps to fill staff Bio-data"** to download the guide/manual in pdf format on how to fill the bio-data, then proceed to Click on **"fill Staff Bio-data"** to access the online form to fill your Bio-data

Clicking on **"fill Staff Bio-data"** takes you to your official email portal, where you have to sign in with your correct login details.
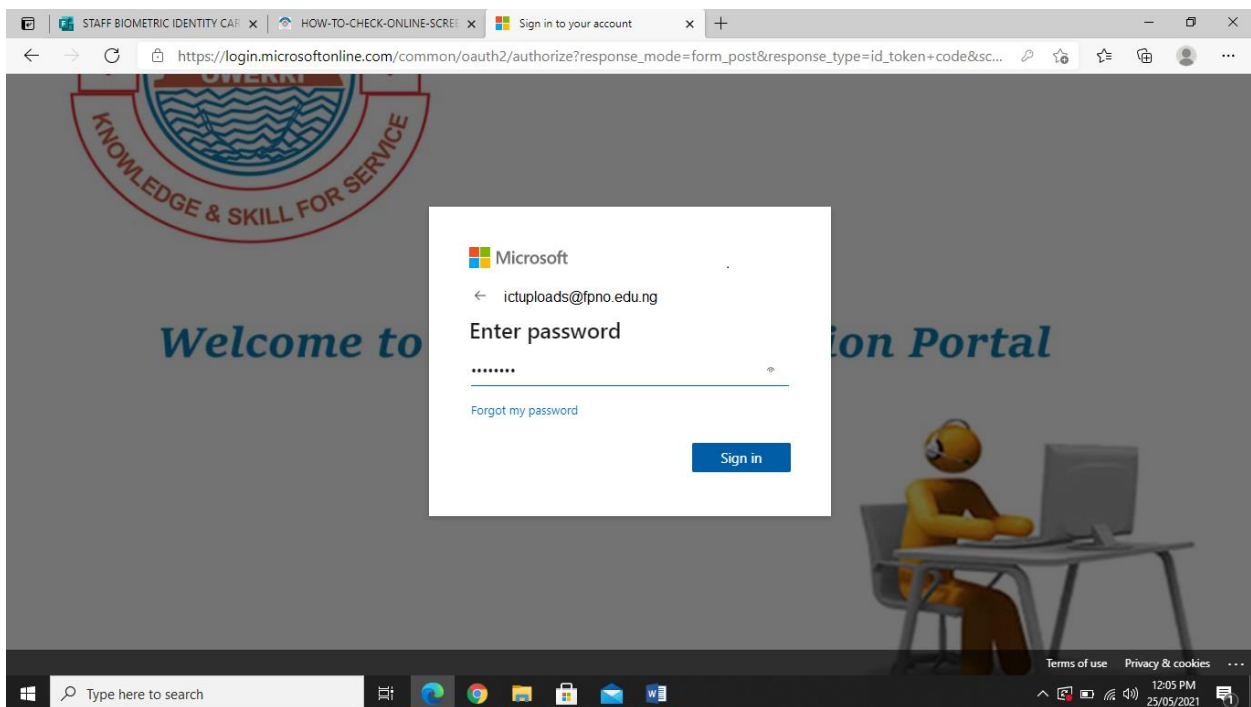
STEP 2

Type in your **PERSONAL OFFICIAL EMAIL ADDRESS**, and click on next.
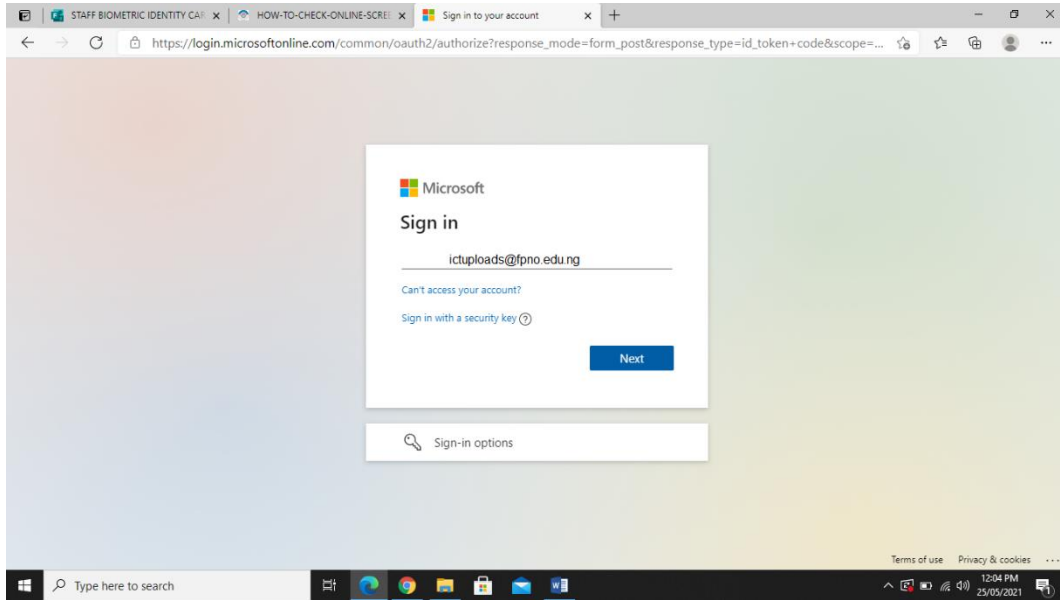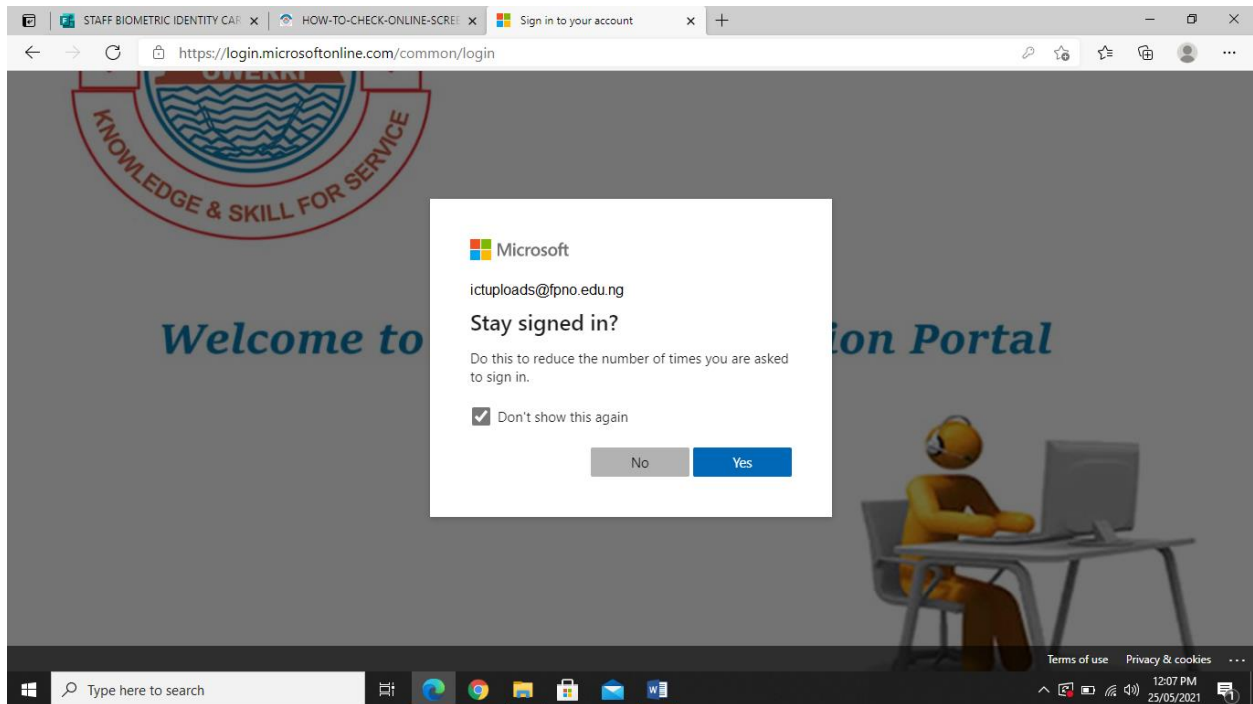

STEP 3

Type in your correct password and click on next.

NOTE: if this procedure is being done on your personal computer, please accept the prompt to stay signed in to your email account. If it is not your personal computer, please refuse the prompt to stay signed in.

After signing in, you will be launched into the STAFF BIO-DATA Form fields. Fill in the correct and required details to go to the next step.

STEP 4

After filling in the correct details, at the bottom of the page, click on next to proceed to the next step
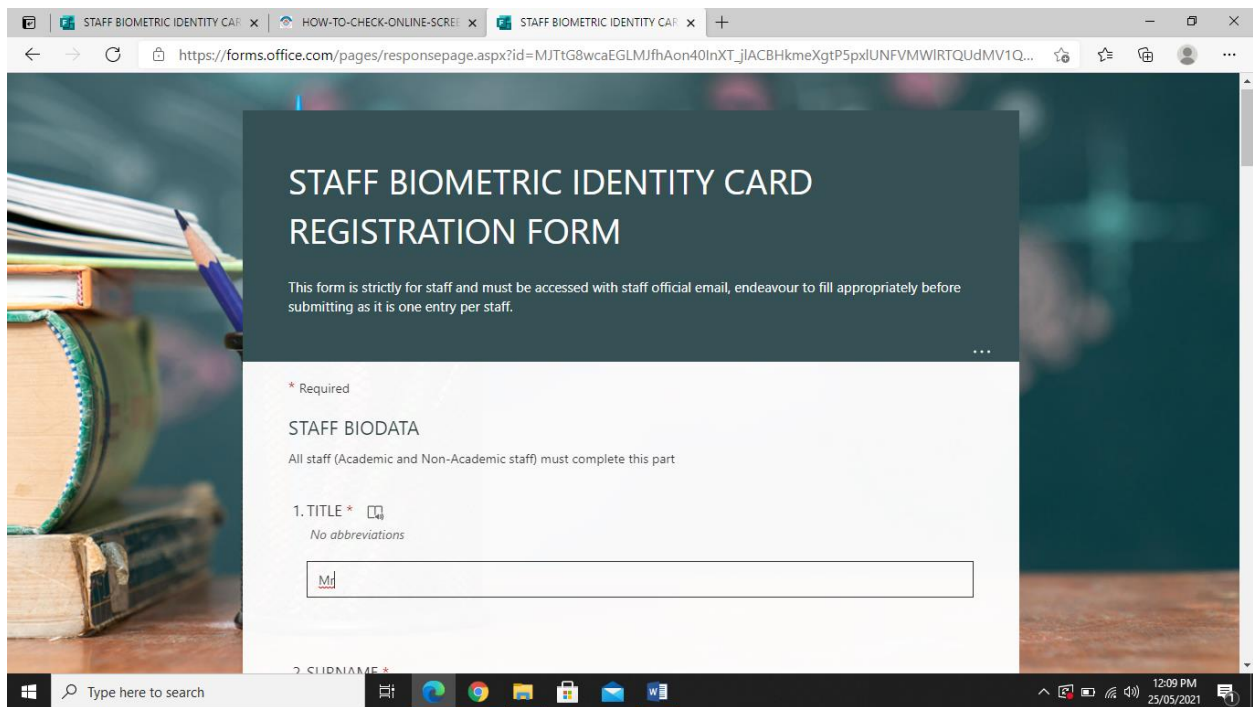
STEP 5

Fill out the required correct details, either as an academic staff, or a Non-Academic Staff.

STEP 6

After completing the **Section B** part of the form – Either Academic or Non-Academic, click on the "**Submit**" button, to submit your details to the Database.

If done successfully, you'll get a thank you note at the next screen.

This concludes the manual on how to Fill and successfully submit your staff bio-data.