**Subject: New Portal Access Instructions for University students**

Dear Student,

I hope this message finds you well. We are pleased to announce the launch of our new portal, which aims to streamline and enhance various processes for our academic community. This portal will serve as a solution to all the challenges faced in the previous academic session and will enhance our activities going forward.

To ensure a smooth transition to the new system, please follow the steps outlined below to access and use the portal:

**Note: Only freshers (admitted and cleared UTME and DE students) will be able to login and commence registration at this time, returning student’s account will be enabled soon.**

 **Step 1: Accessing the Portal:**

Open your web browser and navigate to <https://portal.unilorin.edu.ng>

1. Use your matriculation number (returning students) or JAMB registration number (freshers) as the username
2. The initial password is your matriculation number or JAMB registration number in capital letter (e.g. 123456789AC), which you will be prompted to change upon your first login.

**Step 2: Changing Your Password**

1. Upon your first login, you will be prompted to change your password for security reasons.
2. Choose a strong password that includes a mix of uppercase and lowercase letters, numbers, and special characters.

**Step 3: Exploring the Portal Features**

1. Familiarize yourself with the portal's main features, such as:
	1. **Fees and Receipts:** This allows you to pay the school fee for the current session and view current and subsequent receipts.
	2. **Course Management:** This allows you to select courses as prescribed by your level advisor, submit selected courses for approval, view approved course registration and print course registration form.
	3. **Timetable Management:** This allows you to view the timetable of your courses/lectures
	4. **Transactions Validation:** This allows you to validate payments made via Bank transfer, Bank branch and USSD.
	5. **Announcement:** This allows you to view announcements from the management.
	6. **Hostel Accommodations:** This allows you to book hostel accommodation, pay for hostel accommodation and confirm bed space.
	7. **Learning Management Portal**: This allows you to organize learning activities with your students, upload learning materials for them, and organize quizzes and other learning activities.

**Step 4: Troubleshooting:** In the event of any technical issues or difficulties, please contact our IT support team at COMSIT.

We appreciate your cooperation and understanding as we implement this new system to improve our overall efficiency and communication within the university.

Thank you for your attention to this matter.

Best regards,