

# NEW STUDENT REGISTRATION MANUAL FOR NEW ACADEMIC SESSION

## STEPS:

- 1.0) **Get Your ACCESS CODE:** Visit the Students Affairs Unit with your necessary documents such as School fees receipt, etc and collect ten (10) alphanumeric characters, Unique Access Code.
- 2.0) **Browse Nigerian Law School Lagos Campus website,** i.e., <https://www.lawschoollagos.org> and on STUDENTS menu, Hover on Apps and click New Student Registration sub-menu to display Welcome/login page:

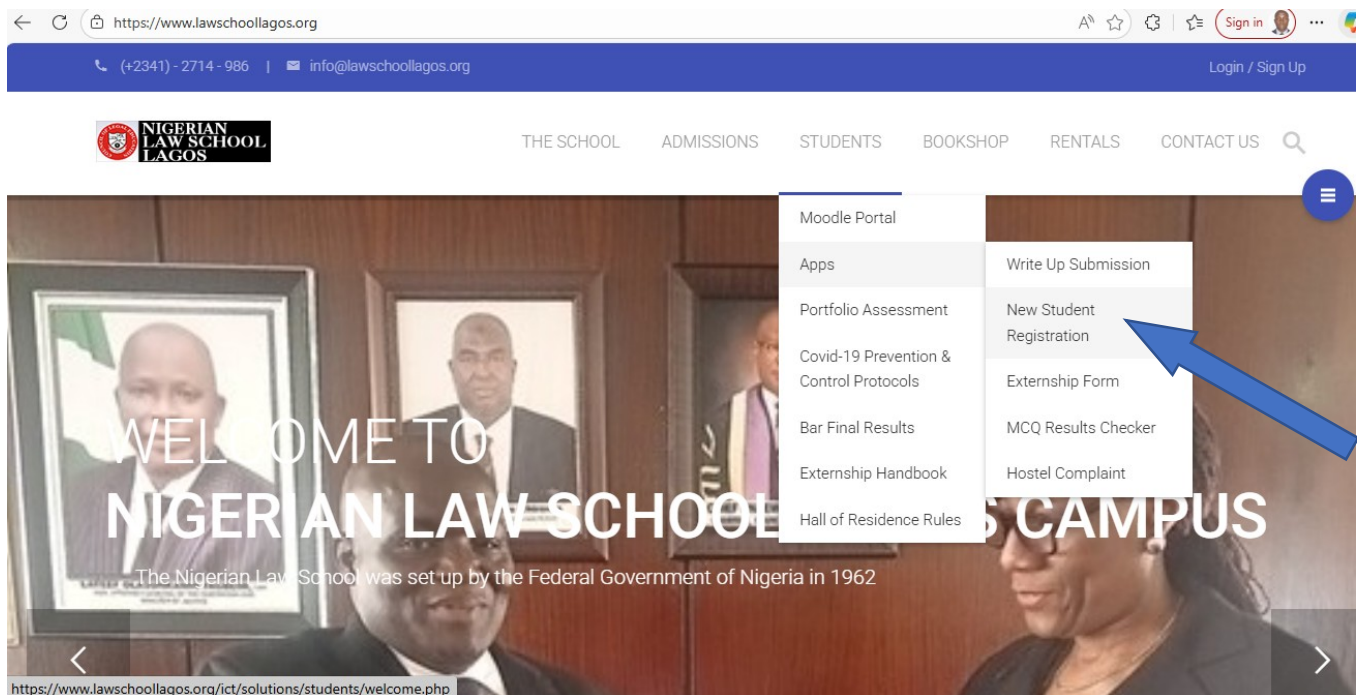


Fig. 1: Home page

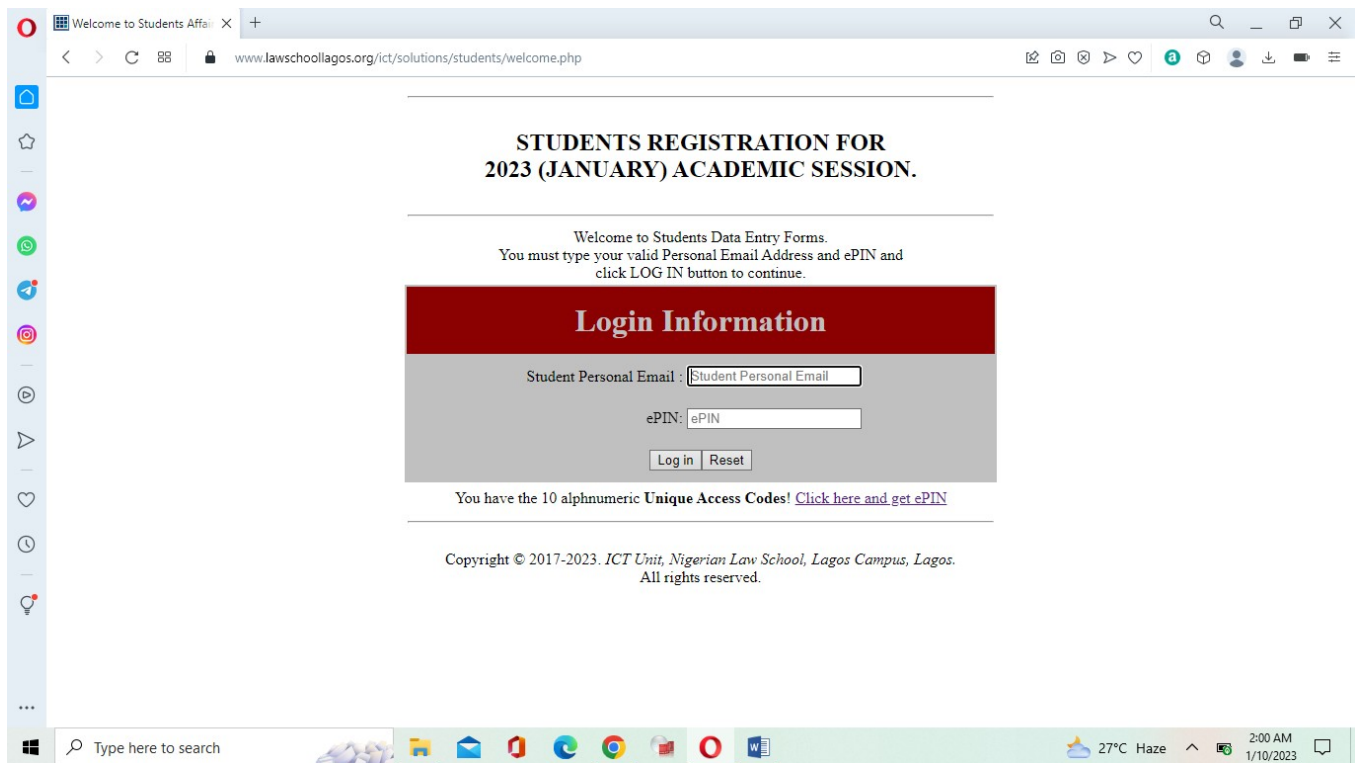


Fig. 2: Welcome/Login page

**3.0) Get Your ePIN:** On the Welcome/Login page above, browse [Click here and get ePIN](#), Type and carefully confirm your valid personal email address that nobody has **EVER** used on this platform before and the one you can access immediately otherwise you will be logged out and type your ten (10) alphanumeric characters, Unique Access Code, e.g., **A0000B0000** (where A & B are different characters and follow by 4 digits each) and click the Get ePIN button.

**NOTE:** You can only use this code **ONCE** and Students Affairs unit will not give you another code if you either misused or misplaced it.

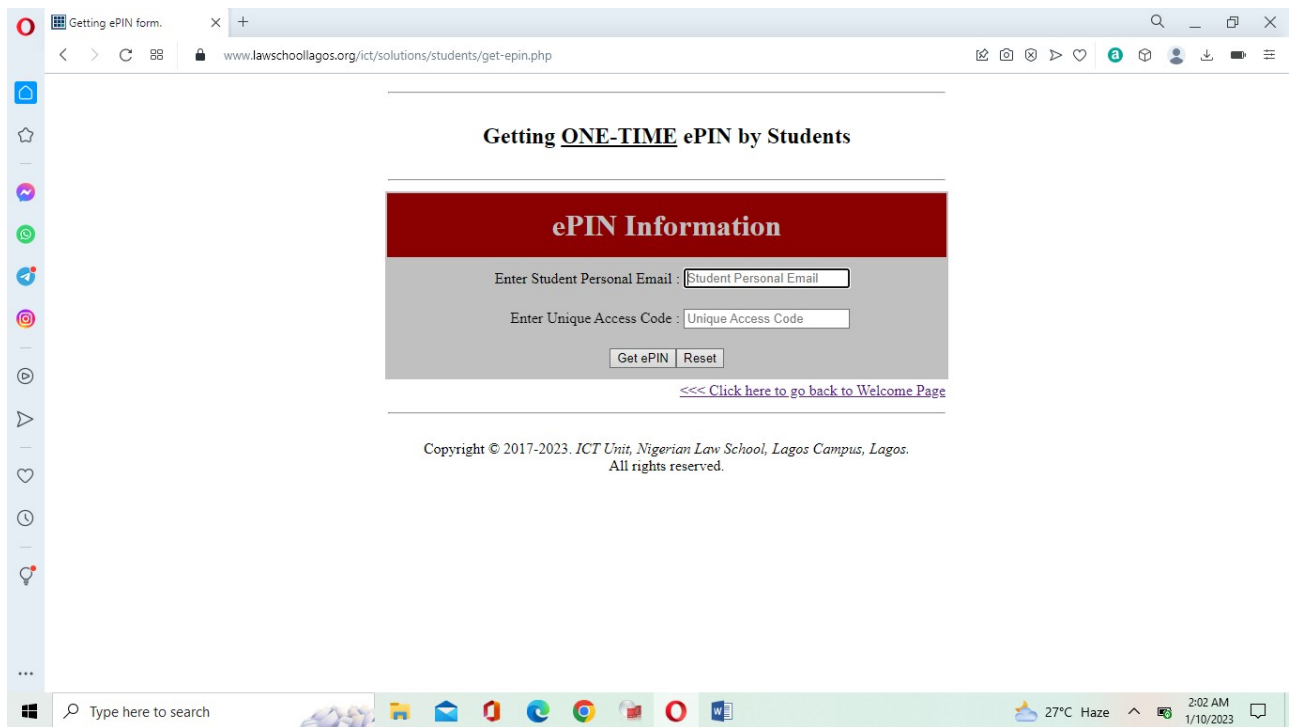


Fig. 3: Get ePIN Information page

If the email address and Unique Access Code you typed in 3.0 are acceptable, the system will generate the **eight (8) alphanumeric characters, ePIN** (electronic Personal Identification Number) and it will display a useful message for you on a dialog box including your ePIN: xxxxxxxx as shown below. **YOU MUST write the ePIN down, or take a snapshot before you close the dialog box. No re-issuance of another Unique Access code or ePIN, if you misplaced it.**

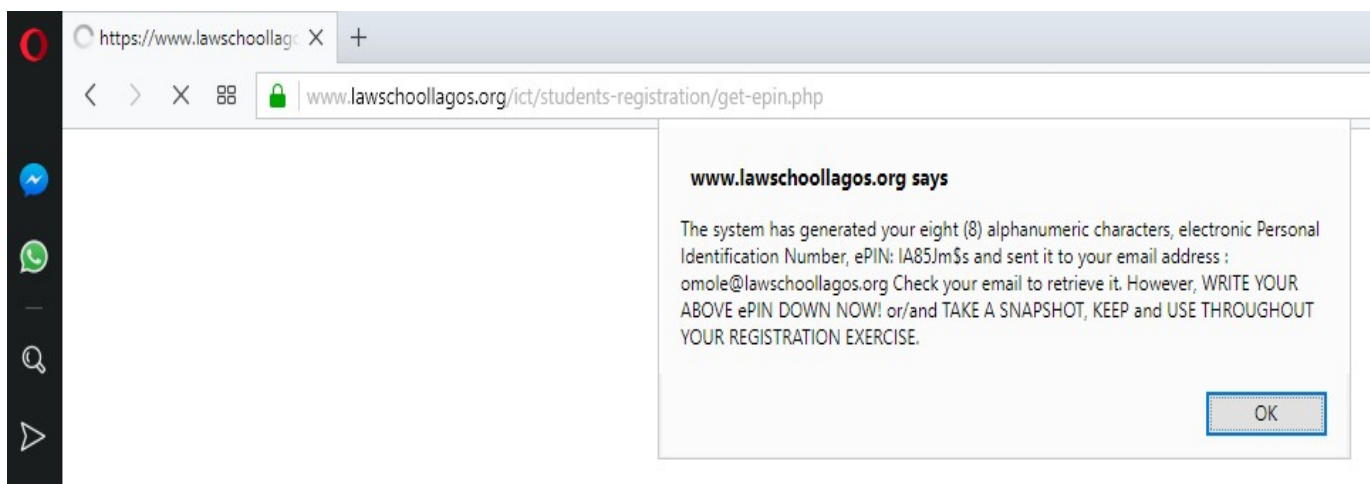


Fig. 4: ePIN dialog box.

Also, where the internet/network is stable, the system will send the same ePIN to your email address. Check your personal email address used in step 3.0 above, and open your inbox or SPAM, click on email from **ictsupport@lawschoollagos.org** with heading **“ePIN for 2026 MARCH Student Registration Exercise”** to retrieve the eight (8) alphanumeric characters, ePIN.

4.0) **Login to fill the Data forms:** On Welcome/Login page above, type the same personal email address you used in step 3.0 above and type your system generated ePIN. These two (2) items are very important, and the system will proceed to step 5.0 if you are authenticated and identified, otherwise, check your entries or contact the System Analyst/Programmer for technical assistance.

5.0) **The Main Menu page.** If you are an authorized user, this page welcomes you with your email address and it presents the menus for your navigation.

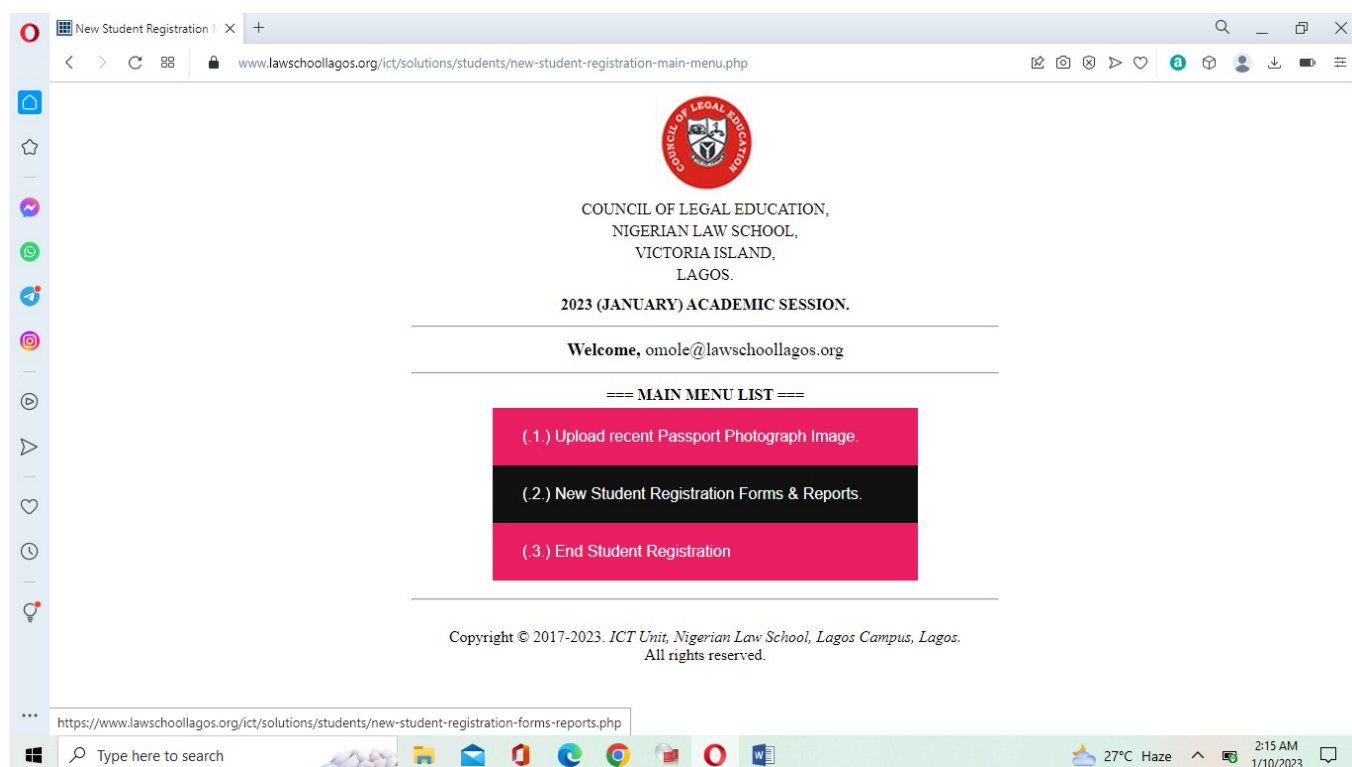


Fig. 5: The Main Menu.

## The Main Menu Items

**5.1 Upload recent Passport Photograph image:** First, you scan the passport photograph and reduce its filesize to less than or equal 15KB. Otherwise, the system will generate an error message and if you are ready, click Upload Image File button and the system will upload and display your image immediately with other information such as date. Once you are done, click Return to Main Menu.

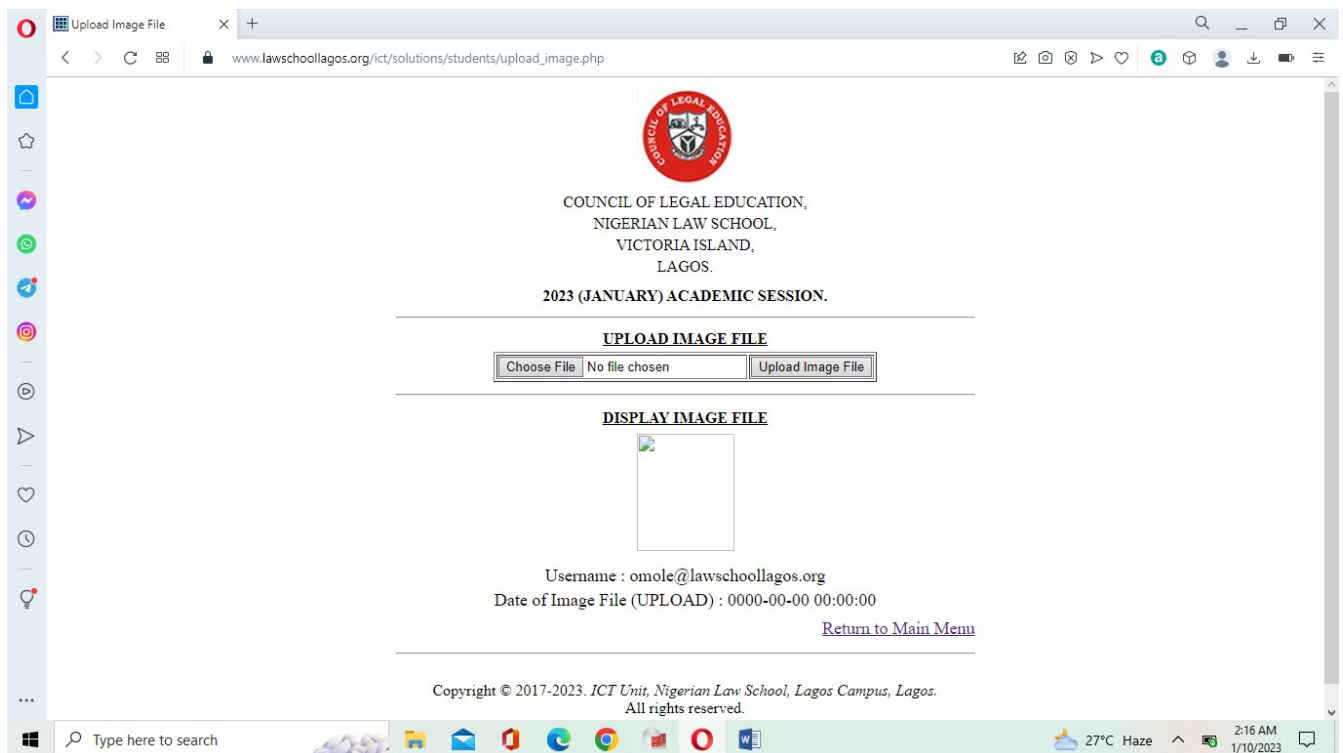


Fig. 6: Upload Passport Photograph page.

**5.2 New Student Registration Forms & Reports** will be displayed if you are an authorized user. Follow the instructions on this form accordingly. Once you are done, click Return to Main Menu.

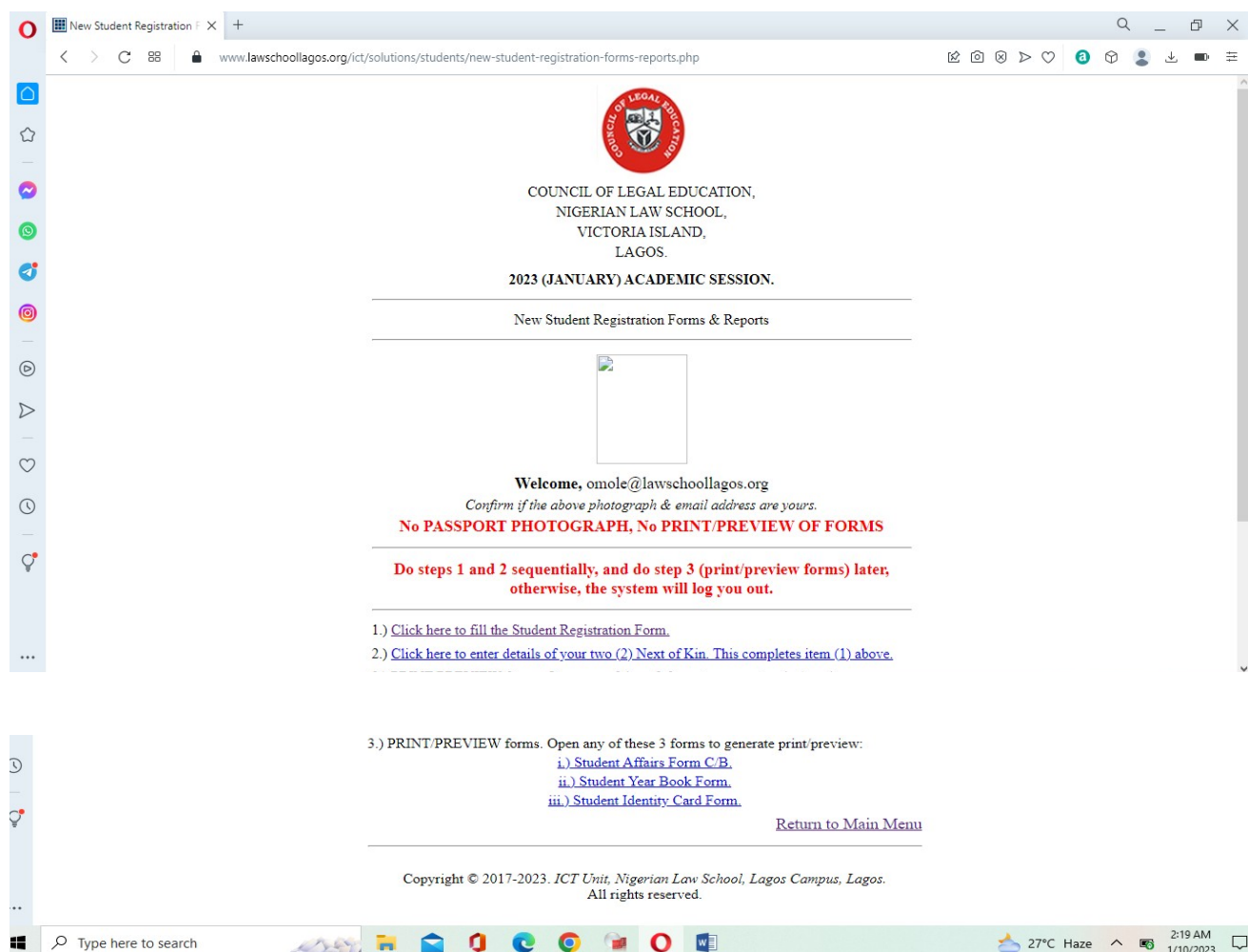


Fig 7: Student Registration Forms & Reports page.

**Now, open, fill and submit the two (2) data forms sequentially:**

**5.2.1) Click here to fill the Student Registration Form.**

As a new student, click on this link to open, fill and submit the student registration form information and follow the instructions. **If you have submitted before do not click on it otherwise you will be logged out.**

Once you are done, click Return to Forms & Reports Menu.

**5.2.2) Click here to enter details of your two (2) Next of Kin (to complete item (5.2.1) above)**

Fill all the necessary information on this form and submit accordingly. Note, the two (2) Next-of-kin details are on the same page. All items are required, so scroll up/down and complete them otherwise the system will not allow you to preview/print Student Registration forms when you desire it. If you have submitted before do not click on it otherwise you will be logged out.

5.2.3) Now, generate and preview/printout these 3 forms:

**a.) Student Registration Form C/B.**

**b.) Student Year Book Form.**

**c.) Student Identity Card Form.**

Once you are done on each of the report, click Return to Forms & Reports Menu.

**NOTE:**

- Each student should submit four (4) digital passport photographs together with the forms. That is, Three (3) coloured passport photographs; and one (1) black & white passport photograph.
- All passport photographs **must** be taken by the Nigerian Law School, Lagos Campus photographers.

***THANK YOU.***