

# UNIVERSITY COLLEGE HOSPITAL SCHOOL

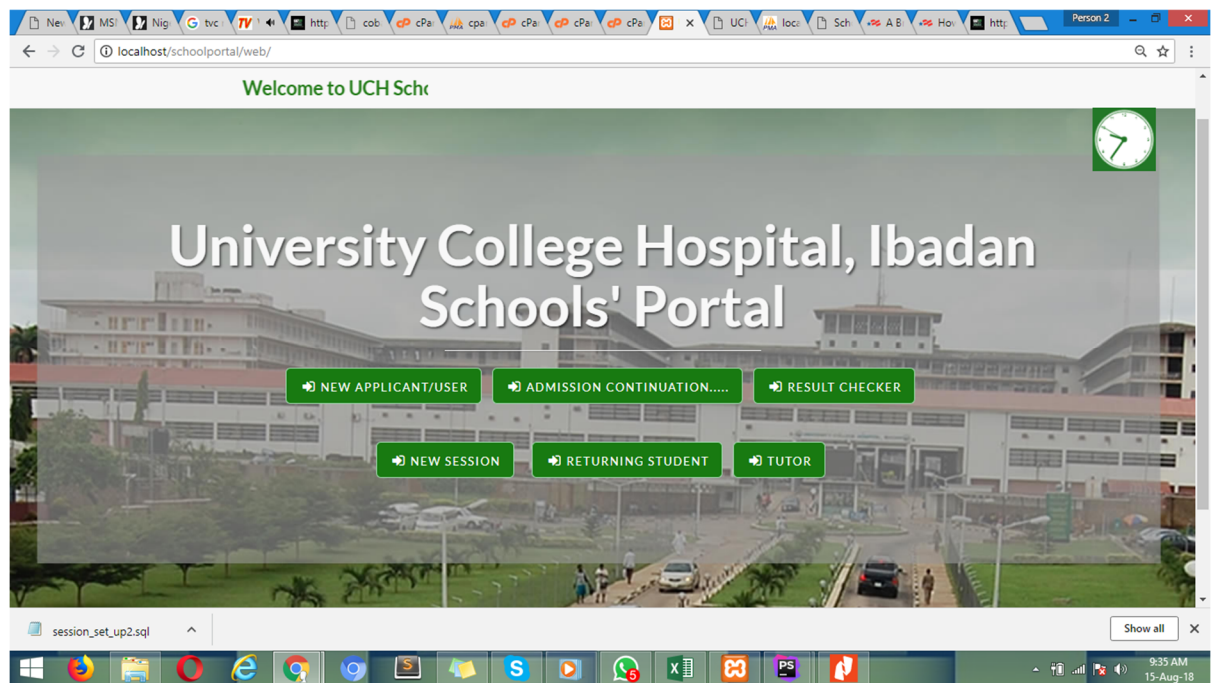
## PORTAL INSTRUCTIONAL GUIDE

### (Admission Guide)

This document will help guide to use the UCH school portal. Please follow the step-by-step guideline for every page. They are as follows:

1. Open browser
2. Type url : [www.schoolportal.uch-ibadan.org.ng](http://www.schoolportal.uch-ibadan.org.ng)
3. You'll see the landing page just like the picture below

The Landing Page:



4. Click **Applicant/New user button**
5. Login with **email** and **access codes** obtained from the school

[Home](#)[Contact](#)[Returning Students](#)[Tutors](#)

# University College Hospital, Ibadan Schools' Portal

05:39:26pm Tuesday, 11-07-2017

Welcome, please enter your Email and Access Code

Email

Access Code

 Login

## 6. Fill Bio-data form with accurate information

The screenshot displays the 'University College Hospital, Ibadan Schools' Portal'. The header includes a logo, navigation links (Home, Contact, Returning Students, Tutors), and the portal name. A green sidebar on the left contains links: Biodata, Biodata Update, Create Password, Upload passport, Update Role/Password, and Forget Password?. The main content area shows a 'Welcome, please enter your Biodata!' message. Below this is the 'Student Biodata' form with fields for Surname, Firstname, Othername, Gender (radio buttons for Female and Male), Date Of Birth (dd----yyyy), Contact Address, State Of Residence (dropdown), L/Govt Of Residence (dropdown), and State Of Origin (dropdown). A 'Logout' button is in the top right of the form area. Below the form, there is a section for 'Othername', Gender, Date Of Birth, Contact Address, State Of Residence, L/Govt Of Residence, State Of Origin, L/Govt Of Orgin, Email (pre-filled with 'peterbifmee@gmail.com'), Phone Number (pre-filled with 'e.g 08067155307'), and Non-Nigerian (pre-filled with 'Cameroon'). A 'Save' button is at the bottom right of this section.

University College Hospital, Ibadan Schools' Portal

Home Contact Returning Students Tutors

05:35:40pm Tuesday, 11-07-2017

Logout

Welcome, please enter your Biodata!

Student Biodata

Logout

Surname

Firstname

Othername

Gender ☒ Female ☐ Male

Date Of Birth dd----yyyy

Contact Address.

State Of Residence Select State

L/Govt Of Residence Select L/Govt

State Of Origin Select State

Othername

Gender ☒ Female ☐ Male

Date Of Birth dd----yyyy

Contact Address.

State Of Residence Select State

L/Govt Of Residence Select L/Govt

State Of Origin Select State

L/Govt Of Orgin Select L/Govt

Email peterbifmee@gmail.com

Phone Number e.g 08067155307

Non-Nigerian Cameroon

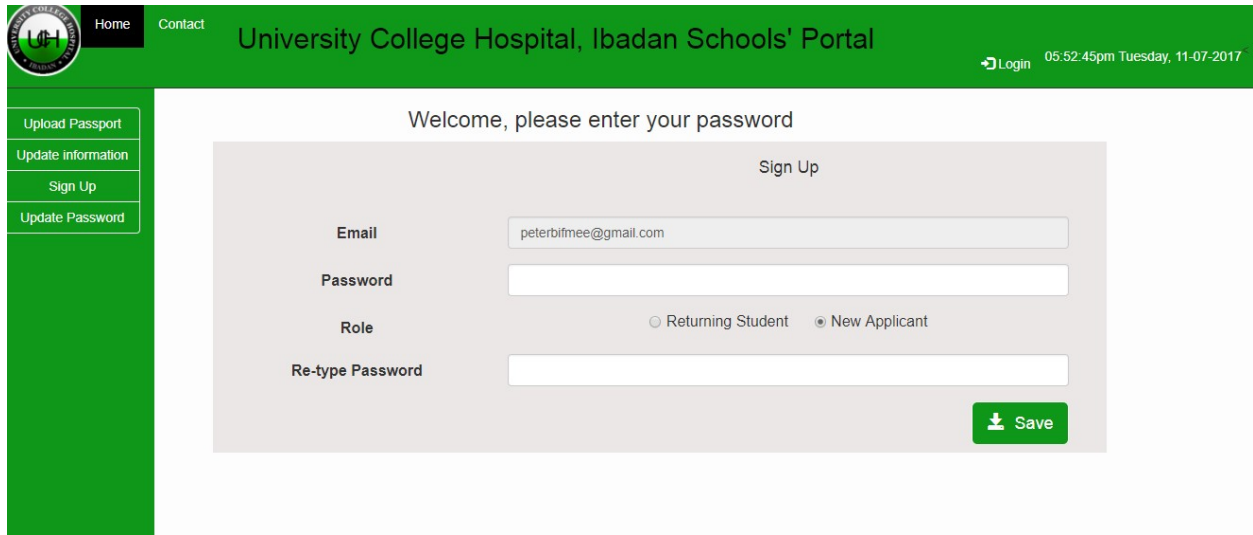
Save

7. Click Save

8. Sign-up with your password with a minimum of 8 characters

9. Select new applicant

10. Retype the password and Click Save



University College Hospital, Ibadan Schools' Portal

Welcome, please enter your password

Sign Up

Email: peterbifmee@gmail.com

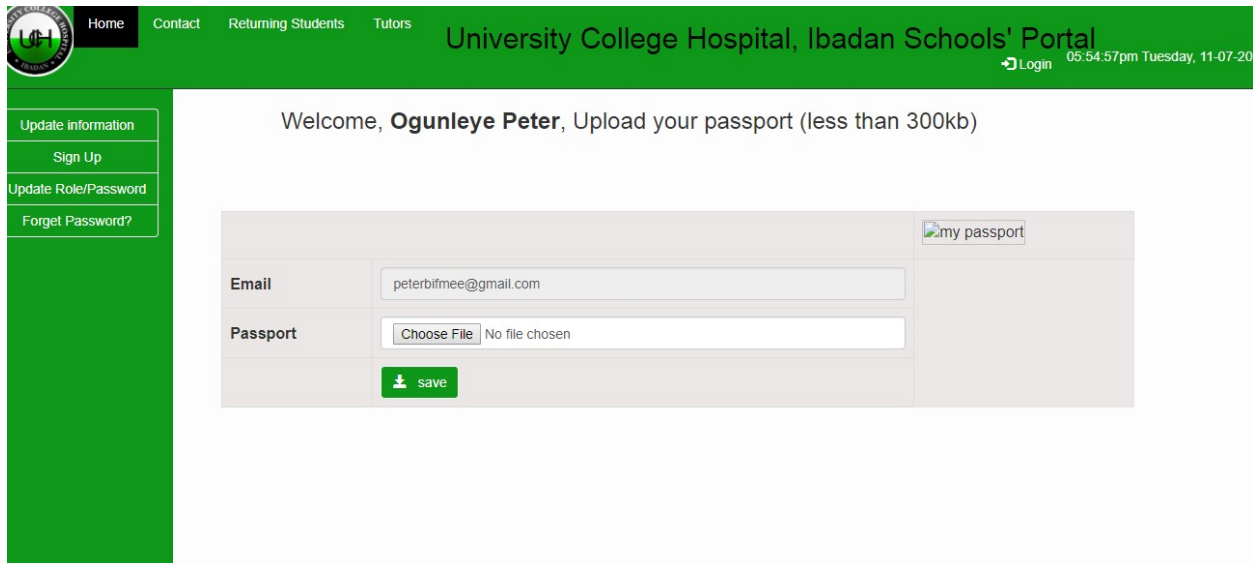
Password:

Role: ☐ Returning Student ☒ New Applicant

Re-type Password:

Save

11. Add a passport photograph (less than 300kb size)



University College Hospital, Ibadan Schools' Portal

Welcome, **Ogunleye Peter**, Upload your passport (less than 300kb)

my passport

Email: peterbifmee@gmail.com

Passport: Choose File No file chosen

save

12. Login with your email address and the new password created

University College Hospital, Ibadan Schools' Portal

Home Contact Tutors

Basic Information  
Create Password  
Update information  
Update Role/Password  
Forget Password?

Enter Your New Password!

Email: peterbifmee@gmail.com

Password: [Empty Field]

Login Logout

13. Fill the application form (where empty)

University College Hospital, Ibadan Schools' Portal

Home Contact Returning Students Tutors

Application Form

Welcome, **Ogunleye Peter** please apply for the program of your choice

Application Form

Logout

Basic Information

Title: Select title

Surname: Ogunleye

Firstname: Peter

Othername: Omo

Gender: ☒ Female ☐ Male

14. Click Save

15. Hover on the Application form link on the top left of the page. You will see a dropdown list of events as shown below

University College Hospital, Ibadan Schools' Portal

Welcome, **Ogunleye Peter** please apply for the program of your choice

Application Form

Update Biodata  
Basic Information  
Basic Information Update  
First Sitting Result  
2nd Sitting Result  
Additional Qualification  
NOK's Information  
Ref's Information  
Application Print-out

Logout

**Basic Information**

Title: Select title

Surname: Ogunleye

Firstname: Peter

Othername: Omo

Gender: ☒ Female ☐ Male

Date Of Birth: 12-Jul-2017

16. Hover on the **Application form** link on the top left of the page. Click Basic information update to update information (if necessary)

17. Hover on the **Application form** link on the top left of the page. Click First Sitting Result to enter result details (as shown below) and **click save**

University College Hospital, Ibadan Schools' Portal

Welcome, **Ogunleye Peter** please apply for the program of your choice

Application Form

Logout

**Post-Secondary Requirements**

At least five (5) Relevant and Compulsory subjects not more than two (2) sittings

**First Sitting**

All fields are required, select or fill in N/A if not applicable

Exam Type: Select Exam type

Exam Year: 2016

1. Subject: Select Subject

1. Grade: Select Grade

3. Subject: Biology, 3. Grade: C4

4. Subject: Chemistry, 4. Grade: C5

5. Subject: Physics, 5. Grade: C4

6. Subject: Select Subject, 6. Grade: Select Grade

7. Subject: Select Subject, 7. Grade: Select Grade

8. Subject: Select Subject, 8. Grade: Select Grade

9. Subject: Select Subject, 9. Grade: Select Grade

10. Jamb Score: 200

[Save](#)


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18. Hover on the **Application form link** on the top left of the page. Click Second sitting result to enter second result details (if available) and **click save**

Application Form

Welcome, **Ogunleye Peter** please apply for the program of your choice

Application Form [Logout](#)



**Post-Secondary Requirements**

**2nd Sitting**

All fields are required, select or fill in **N/A** if not applicable


| Exam Type        | Exam Year    |
|------------------|--------------|
| Select Exam type | 2016         |
| 1. Subject       | 1. Grade     |
| Select Subject   | Select Grade |
| 2. Subject       | 2. Grade     |
| Select Subject   | Select Grade |
| 3. Subject       | 3. Grade     |
| Select Subject   | Select Grade |

19. Hover on the **Application form link** on the top left of the page. Click **additional qualification** to include additional qualifications (if available)

Application Form

Welcome, **Ogunleye Peter** please apply for the program of your choice

Application Form [Logout](#)



**Additional Requirements**

select or fill in the applicable

| 1. Qualification     | Grade        | Year |
|----------------------|--------------|------|
| Select Qualification | Select Grade | 2002 |
| 2. Qualification     | Grade        | Year |
| Select Qualification | Select Grade | 1999 |
| 3. Qualification     | Grade        | Year |
| Select Qualification | Select Grade | N/A  |

[Save](#)

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20. Hover on the Application form link on the top left of the page. Click NOK's information to include Next Of Kin information (important) and Click SAVE

The screenshot shows a web application interface. On the left is a green sidebar with the text 'Application Form'. The main content area has a light gray background. At the top, it says 'Welcome, **Ogunleye Peter** please Fill in Your Next of Kin's Information'. In the top right corner of the main area is a 'Logout' link. Below the welcome message is the title 'Application Form'. Underneath that is the section header 'Next Of Kin's Information'. The form contains several fields: 'Surname' (empty), 'Firstname' (empty), 'Gender' (radio buttons for 'Female' and 'Male', with 'Female' selected), 'Relationship' (a dropdown menu showing 'Sister'), 'Contact Address' (a text field with 'Street No, Area'), 'State Of Origin' (a dropdown menu showing 'Select State'), 'L/Govt Of Origin' (a dropdown menu showing 'Select L/Govt'), 'Phone Number' (a text field with '08067155307'), and 'Email' (a text field with 'peterbif23@yahoo.com'). At the bottom right of the form is a green 'Save' button with a download icon. At the bottom center of the page is the text '5-of-6'.

21. Hover on the Application form link on the top left of the page. Click Ref's Information and fill the form as appropriate (IMPORTANT!)



| Qualifications | Grades | Year |
|----------------|--------|------|
| N/A            | N/A    | N/A  |
| N/A            | N/A    | N/A  |
| N/A            | N/A    | N/A  |

**Next Of kin's Information**

|                                   |                             |
|-----------------------------------|-----------------------------|
| urname: Ogunleye                  | Firstname: Olorunda         |
| ender: male                       | Relationship: Brother       |
| ntact Address: No 234             |                             |
| Govt Of Residence: Abeokuta North | State Of Residence: Ogun    |
| ione Number: +234867452312        | Email: olorunda12@yahoo.com |

**Referee's Information**

|                               |                          |
|-------------------------------|--------------------------|
| urname: Olovu                 | Firstname: Bose          |
| ender: female                 | Relationship: Mother     |
| ntact Address: No 12 Adekunle |                          |
| Govt Of Residence: Aiyedade   | State Of Residence: Osun |
| ione Number: +2348056521478   | Email: olovu@yahoo.com   |

[Print](#)

23. In case you logout and unable to finish the form please login via **Application Continuation..... Module**

