



STATE GOVERNMENT OF OSUN

MINISTRY OF HEALTH

DEPARTMENT OF NURSING

ADMISSION REGISTRATION GUIDELINE

ACCOUNT/PROFILE CREATION STAGE:

- After you have gone through the **ADMISSION REQUIREMENT** and met the requirement as stated
- **LAUNCH** the e-registration portal by entering the following <http://health.osun.gov.ng> into address bar of your browser
- **CLICK** on **NEW APPLICANT** to create your profile
- Click on **NEW APPLICANT BUTTON**, you will be redirected to **NEW APPLICANT PAGE**
- Fill the required information, then **CLICK** on **CREATE ACCOUNT**
- On click on **CREATE ACCOUNT**, you will see a message on the page informing you that creation of account is **successful**
- Then click on **LOGIN** to proceed and also email alert will be sent to your email address (Gmail user, check your spam message if you didn't received it in your inbox). This indicated that you are through with this stage then proceed to the next stage

PAYMENT STAGE:

- **CLICK** on **LOGIN** as indicated in message display on page when you click on **CREATE ACCOUNT** on **NEW APPLICANT PAGE**
- **ENTER** your login details (check your mails if you didn't recollect)
- **CLICK** on **LOGIN**, you will be redirected to a page where you will be asked to select your desired **PROGRAM**, and then to make a **PAYMENT**
- **SELECT** your desired **PROGRAM**, required amount with charges will be displayed
- **CLICK PROCEED TO PAYMENT** to make a payment of your choice
- **PAYMENT PAGE** where you can make a payment with either of the two options **ATM** or **DIRECT DEBIT FROM YOUR BANK ACCOUNT** will be displayed, then fill the requested details based on payment mode you choose
- **CLICK** on **PAYMENT** then you will be redirected to a page where you will enter **OTP CODE** sent to you from your bank.

- after payment was successful, you will see payment received, then proceed to **APPLICATION** where options will be displayed, **CLICK** on **PRINT RECEIPT** then **CLICK** on **APPLICATION** to proceed.

APPLICATION FORM STAGE: Fill **APPLICATION FORM** step by step from stage one **BIODATA** till last stage **PRINT OF FORM**.

- **BIODATA:** here your basic details is required then click **SAVE AND CONTINUE** to proceed
- **PARENT/GUARDIAN:** here you are required to supply basic information of one of your parents or guidian after that **CLICK SAVE AND CONTINUE** to proceed
- **ACADEMIC RECORD:** At this stage supply your relevant educational details, you can add more than one by clicking **ADD** after each information entered but mind you let it be information related to your admission exercise then **CLICK CONTINUE** to proceed
- **ACADEMIC RESULT:** enter the details of academic records you previously supplied most especially your **O'LEVEL** details for **BASIC NURSING, POST BASIC NURSING AND MIDWIFERY**. You are required to supply other results that qualified you for the programme you are applying for. **CLICK** on **ADD** for each details you supply then **CLICK** continue to proceed.
- **UPLOAD DOCUMENT:** here your passport and scanned copy of your signature are required, for each **CLICK UPLOAD** to select your passport/signature then **CLICK ADD** to add it, after passport and signature was uploaded **CLICK CONTINUE** to proceed.
- **PREVIEW AND SUBMIT:** here all your supplied details will be displayed, in order for you to recheck and do all necessary correction before it will be submitted, **PLEASE** go through it and make sure information supplied is **correct**. After that **CLICK SUBMIT** to complete your registration.
- **PRINT:** Here, you will be able to print your details, if it is not printed before under the **PREVIEW AND SUBMIT**, **CLICK PRINT** to have a hard copy of your application form.
- **LOGOUT:** after you have successful carried out all itemized steps above, it means you are done with your entries, then **CLICK LOGOUT** to leave.

USER ACCOUNT/DASHBOARD STAGE: After you have done with your application/entries, you can login again to perform the following:

- **MY PROFILE:** on this page, you can glance through your details
- **PAYMENT HISTORY:** this will display your payment information and also to reprint your receipt
- **PRINT OUT:** here you will able to print your **ACKNOWLEDGMENT/EXAM SLIP** and to reprint **RECEIPT, APPLICATION FORM**
- **LOGOUT:** clicking on this means you are done with your dashboard.