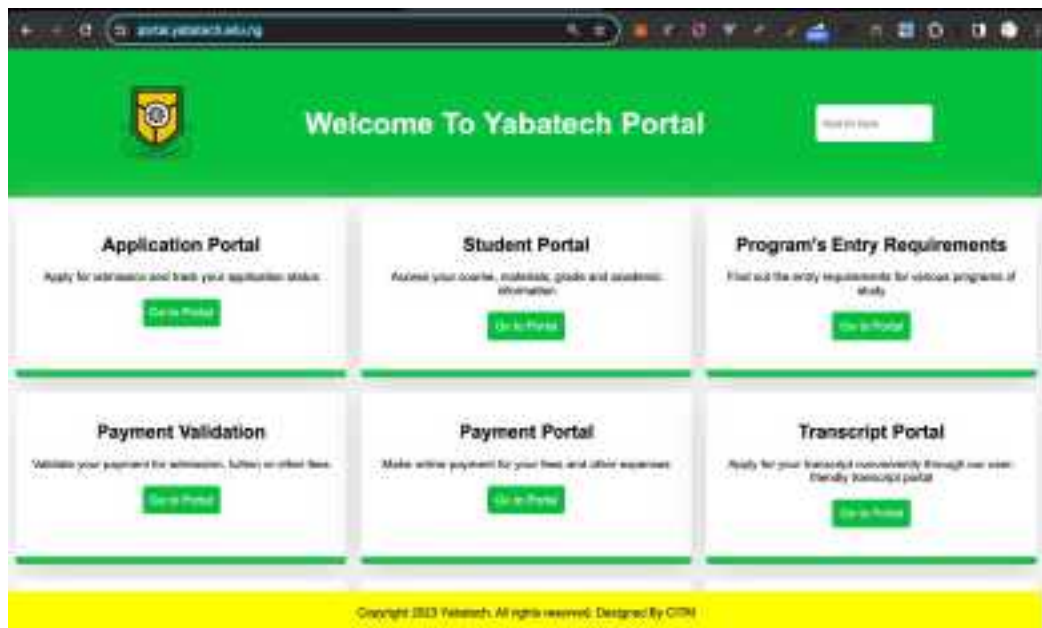# PROCEDURES FOR REGISTRATION FOR NEWLY ADMITTED CANDIDATES.

Following successful admission, applicants must complete the following processes to ensure successful payment and registration:

**Step 1:** Proceed to https://portal.yabatech.edu.ng/ and click on the Payment Portal link.



**Step 2:** Choose the Acceptance Fee option**,** log in with your Jamb Number/Yct Application Number and your surname, take note of your Remita (RRR) number, and proceed with your payment using your Payment Card or Bank using Remita number.



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**Step 3:** Upon successful payment, you can access your payment receipt by going back to https://portal.yabatech.edu.ng/ and clicking the Payment validation link. Enter your Remita number to continue and print your receipt.
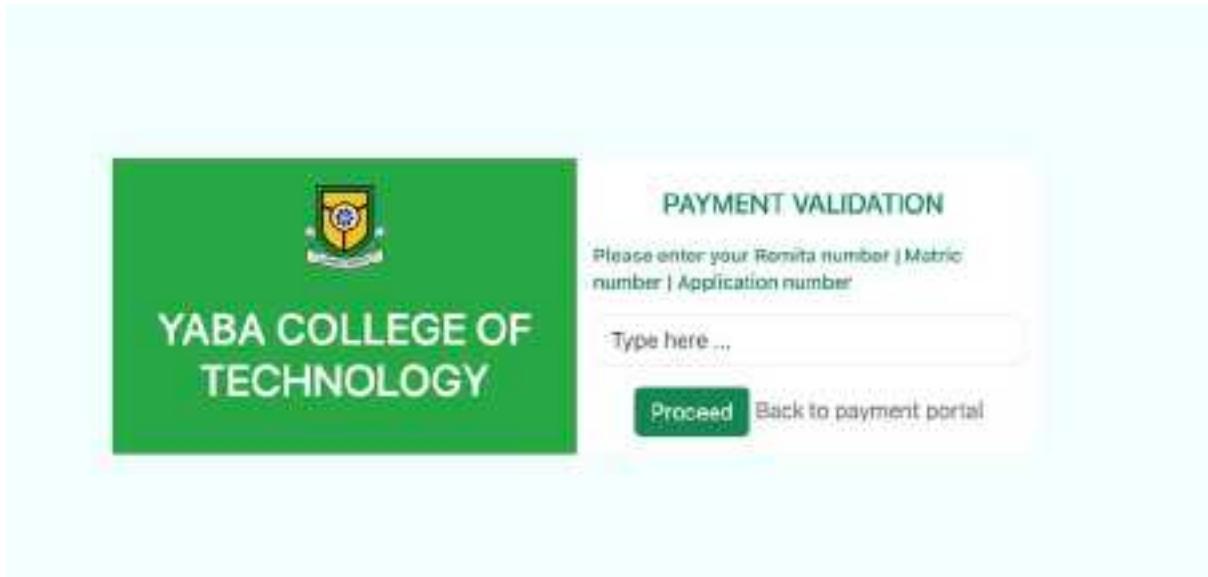


## E-Screening

**Step 4:** After Completing your acceptance payment, proceed to https://portal.yabatech.edu.ng/ and click on E-Screening/Applicant portal to complete your admission process. Use your Jamb Number/Yct Application Number and your surname to log in.



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On the applicant portal, upload the necessary documents required of you. The documents include:

- Report of online verification 'O' Level Results (SSCE/NABTEB/NECO).
- O'LEVEL RESULT CERTIFICATE if available (SSCE/NABTEB/NECO
- Testimonial from Secondary School.
- ND (National Diploma) Result. **(HND candidates only)**
- Evidence of Payment of Transcript. **(HND candidates only)**
- Completion of Industrial Training Letter. **(HND candidates only)**
- Acceptance Fee Receipt Print Out (Remita Receipt).
- Two (2) Reference Letters **signed with stamp/seal** from any two of:
- Imam / Pastor
- Senior Civil Servant not below Grade Level 12
- Lawyer
- Principal of your former Secondary School.
- Birth Certificate from the National Population Commission, Local Government, and Hospital.
- JAMB National Diploma (ND) Admission Letter. Candidates

On the applicant portal, also note the following

- **Accurately** fill in your details
- Upload the prescribed passport following the format stated on the site
- After completing those steps, locate **Electronic Screening** on the left-hand side of the portal, click on **Start Now** and you can proceed to upload all documents as stated above
- Then Submit all for screening and await your clearance slip after being cleared by your assigned officer, which can be printed when you click on **Clearance Slip.**
- You are required to check your E-screening portal frequently for your clearance status.

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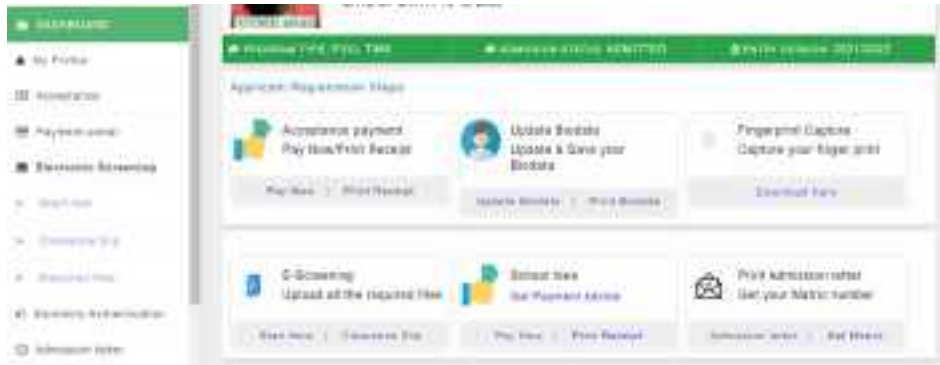
**Step 5:** After a successful clearance, you are required to proceed to your screening officer at the Admissions office with your clearance slip and other documents uploaded (original and photocopies) for final clearance and School fee payment recommendation.

**Step 6:** After a successful payment, generate your Matriculation Number on the E-screening portal and proceed to the Student portal, click on this https://portal.yabatech.edu.ng/ link, and choose Student Portal on the page.

**Step 7:** Log in with your matric number and surname, complete all the required steps on the student portal, update your biodata, and passport, complete semester registration, and print all the necessary documents.

**Step 8:** Proceed to your School Officer's office to submit your files.

**Best of Luck!**

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