

HOW STUDENTS CAN OBTAIN THEIR IDENTITY CARDS (ID CARD)

INTRODUCTION

All students, fresh and old, are hereby advised to go to their respective departments and obtain accurate information about their compulsory and elective courses for both first and second semesters before visiting LASU website for both registration of courses and registration for identity cards.

This advice is very important and crucial because any mistake or error made in the on-line registration shall **NOT** be corrected by LASU ICT.

HOW TO REGISTER

After careful study of the compulsory and elective courses, students should take all these courses to any cybercafé of their choice where they can commence the on-line registration.

Students are again advised to study carefully the compulsory and elective courses before visiting LASU website (www.lasunigeria.org). Thereafter, students can start registration as follows:

Step 1

Old and fresh students should go to the LASU website and they will find a symbol known as 'e-Reg'. Click on the **e-Reg** symbol with your mouse. After clicking on the **e-Reg** symbol, a page opens and it is marked Fresh and Returning students. The Fresh is on the left and the Returning is on the right.

Step 2

Returning Students

For returning students, use the mouse and click on the symbol RETURNING. This takes the returning students to a page where they can commence their on-line registration.

Fresh Students

For fresh students, they should click with the mouse on the link named '**FRESH STUDENTS**' and a fresh page opens for them to commence on-line registration.

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Step 3

Please note, at this point both fresh and returning students will make use of the same page for their registration.

Here again, both fresh and returning students must carefully study their compulsory and elective courses before they commence on-line registration at this point.

Once more, any mistake or error in this on-line registration shall **NOT** be corrected by **LASU ICT**.

Step 4

At the end of the on-line registration, all students must download and print the following forms:

- i. Main Registration Form
- ii. First semester course form
- iii. Second Semester Course Form
- iv. First Semester Examination Slip
- v. Second Semester Examination Slip
- vi. Library Registration Form
- vii. Student ID Card Form

Step 5

ID Card Form: Each Student shall download the **pre-filled** ID card form, attach a passport photograph with **white background**. Once again, with **white background passport photograph, please**. This form shall be taken to the department for endorsement by the Head of Department.

Head of Department

The H.O.D. will send the pre-filled form of each student to the Dean/Director. The Dean/Director endorses the form and a photocopy of the form endorsed will be kept in the office of the Faculty Officer. The Faculty Officer shall send the endorsed form back to the H.O.D.

Finally, each student will collect his/her ID Card after a few days in the office of the Head of Department.

UNIVERSITY MANAGEMENT

