



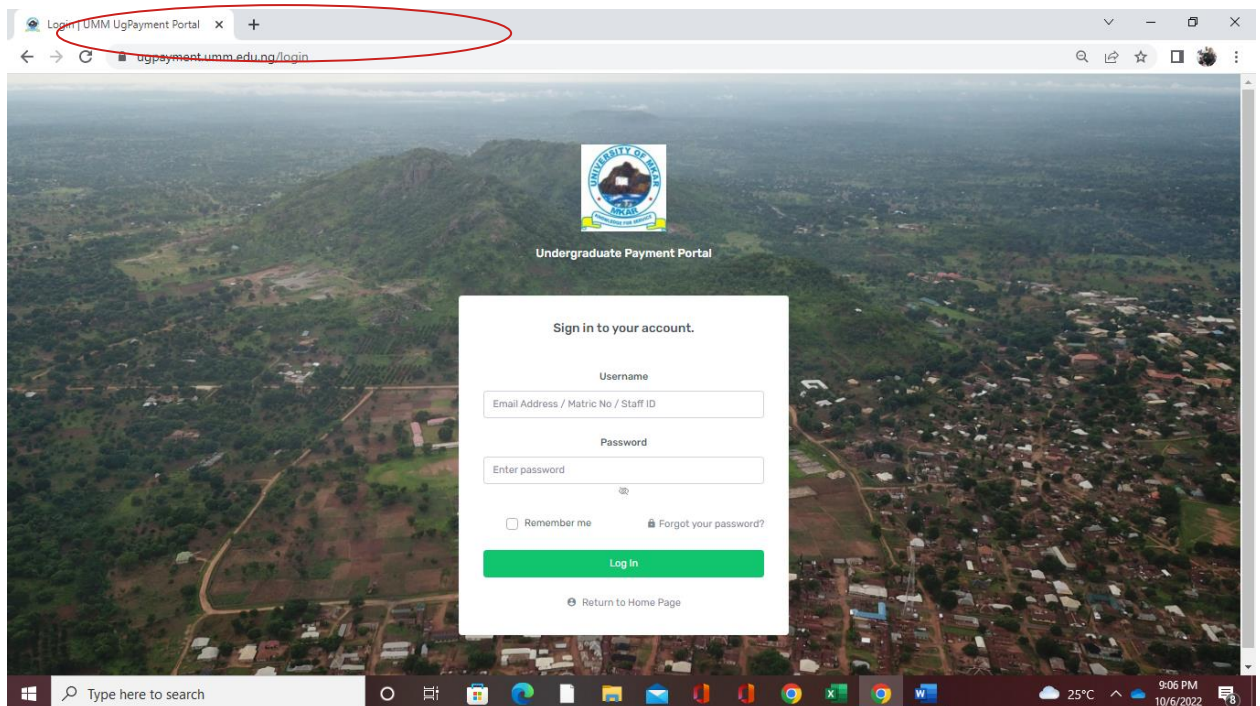
**UNIVERSITY OF MKAR, MKAR**  
(OFFICE OF THE ICT DIRECTOR)

**PROCEDURE FOR FEE PAYMENT AND COURSE REGISTRATION**

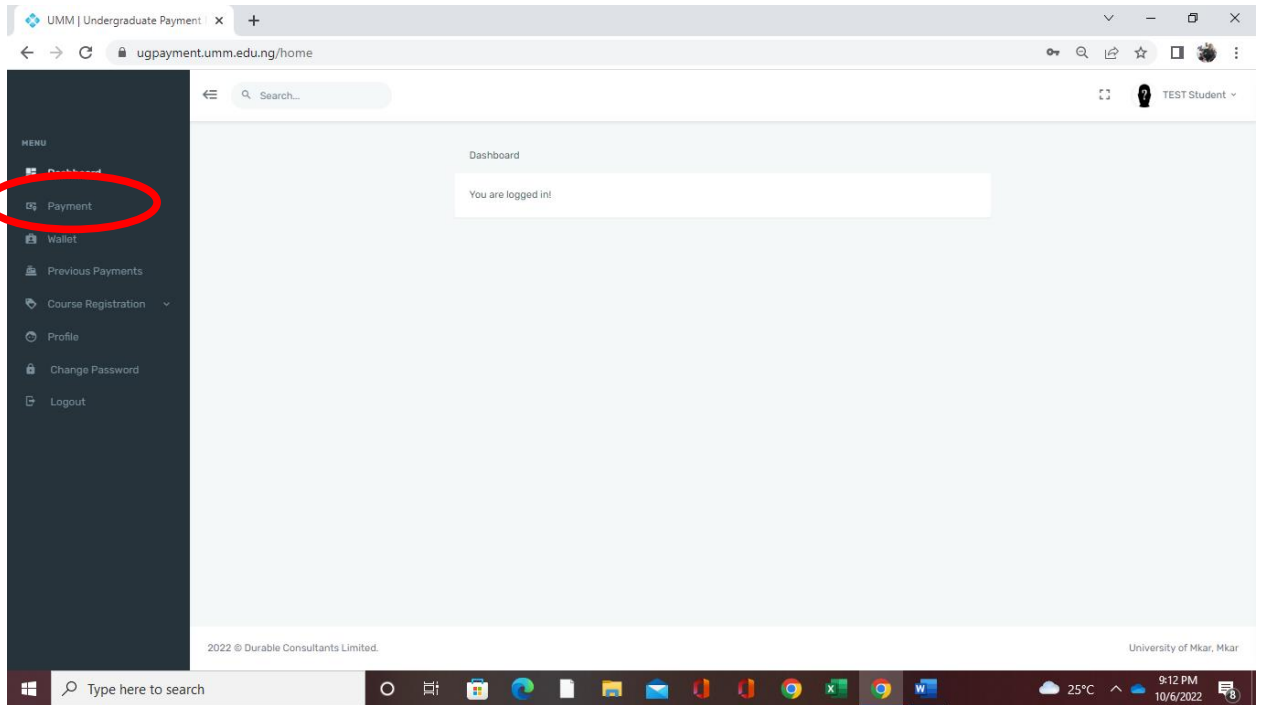
The procedure below shows both new and returning undergraduate students how to pay fees online and complete course registration on the portal at <https://ugpayment.umm.edu.ng>

**UNDERGRADUATE STUDENT COURSE REGISTRATION PROCEDURE**

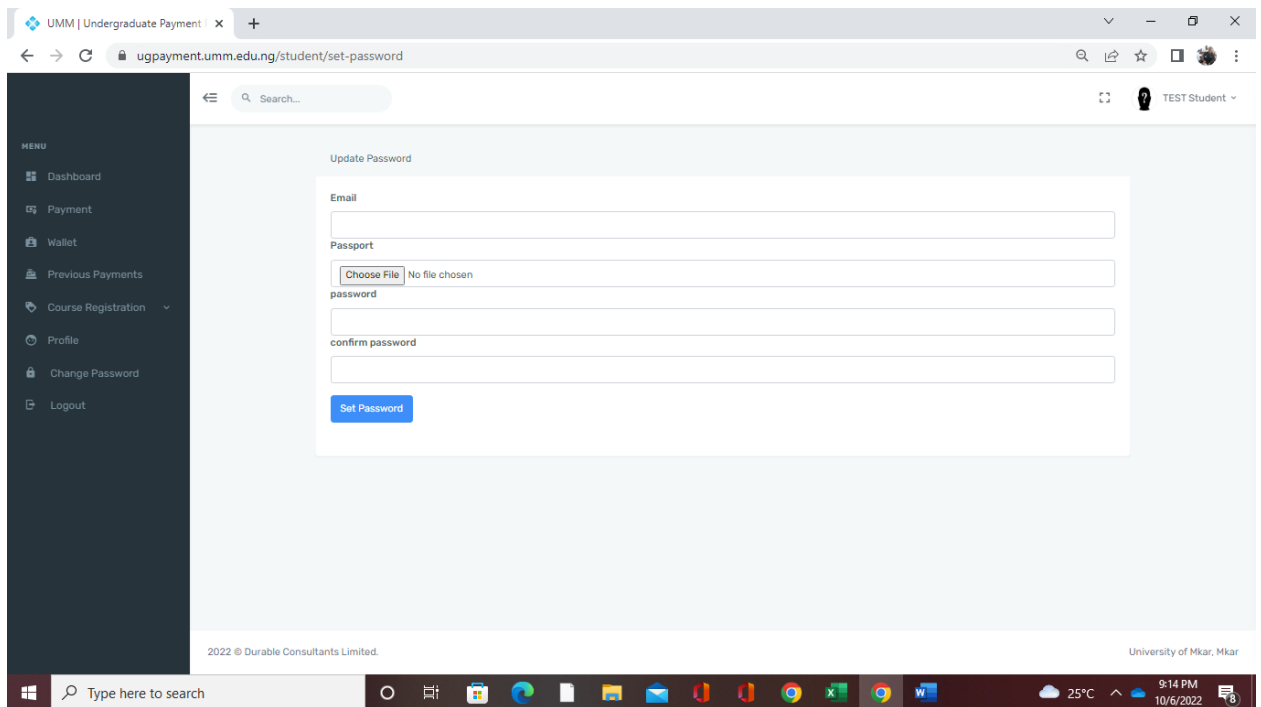
1. Launch any browser of your choice and type <https://ugpayment.umm.edu.ng> in the address bar and press enter



2. Enter your matriculation number as username and password as a returning student and JAMB Registration number as a fresh student. Change the password after login please.
3. Click on Login

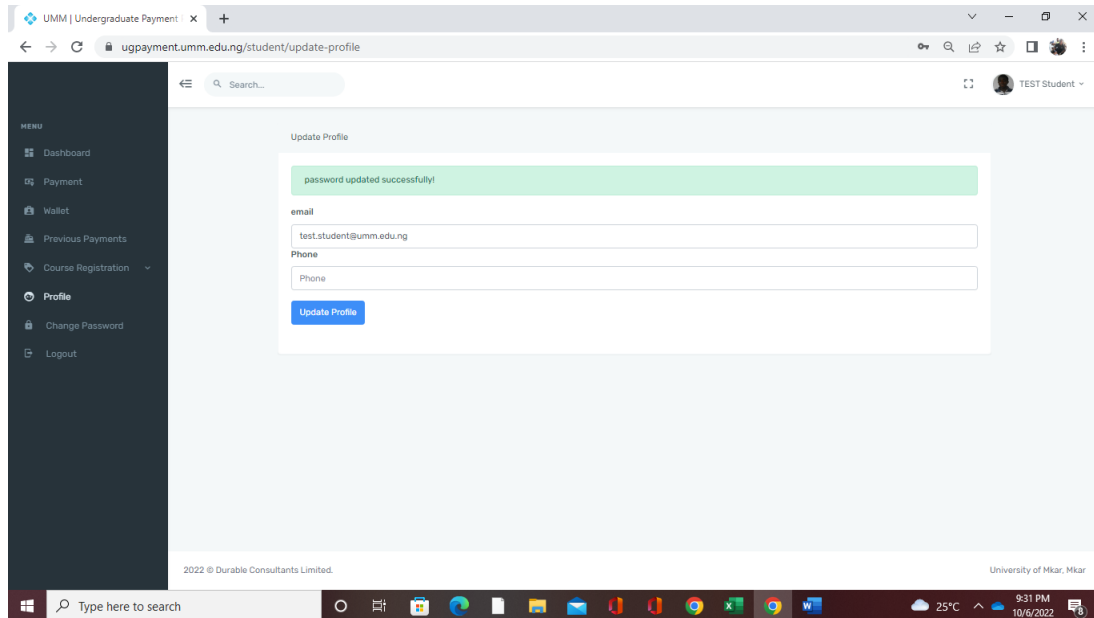


4. Click on Payment

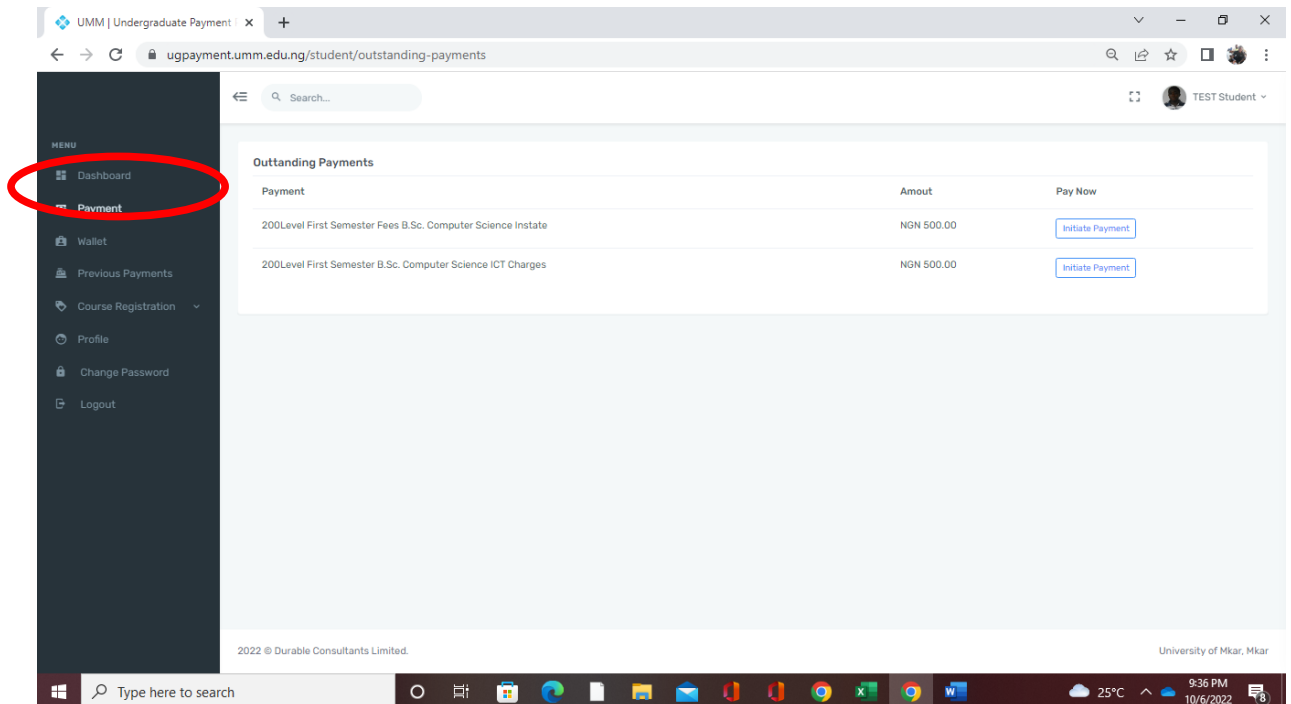


5. Update your Password – You are expected to enter your official assigned email address (ending with @umm.edu.ng), passport (JPG, 1mb maximum) and your preferred strong password to proceed. You must visit ICT directorate to get official email address to use here if you don't have one.

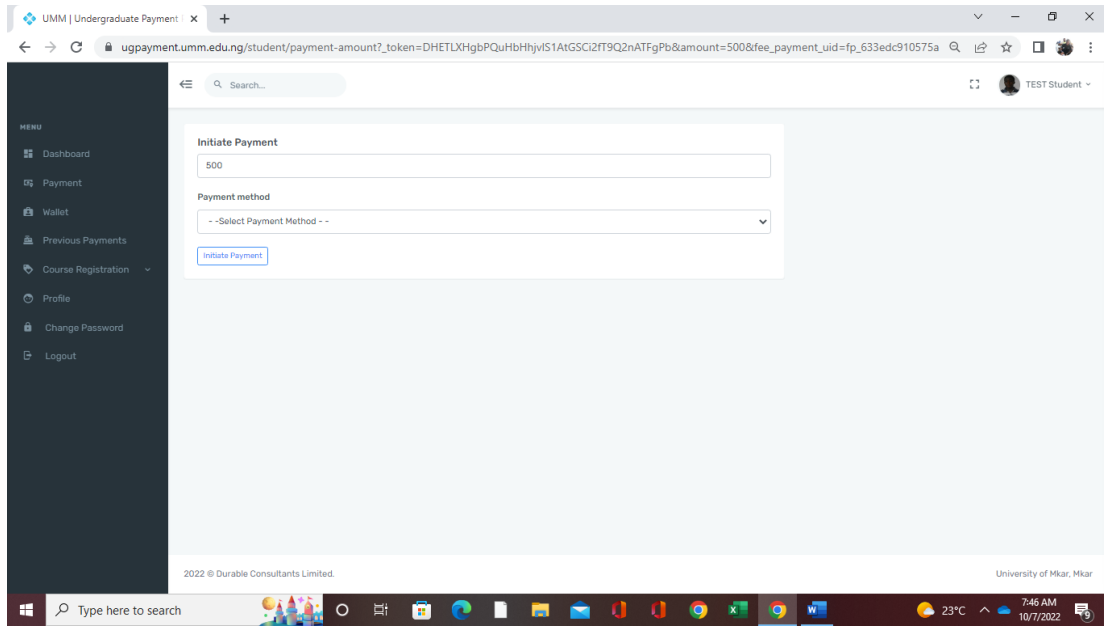
6. Update Profile – Enter your phone number to proceed.



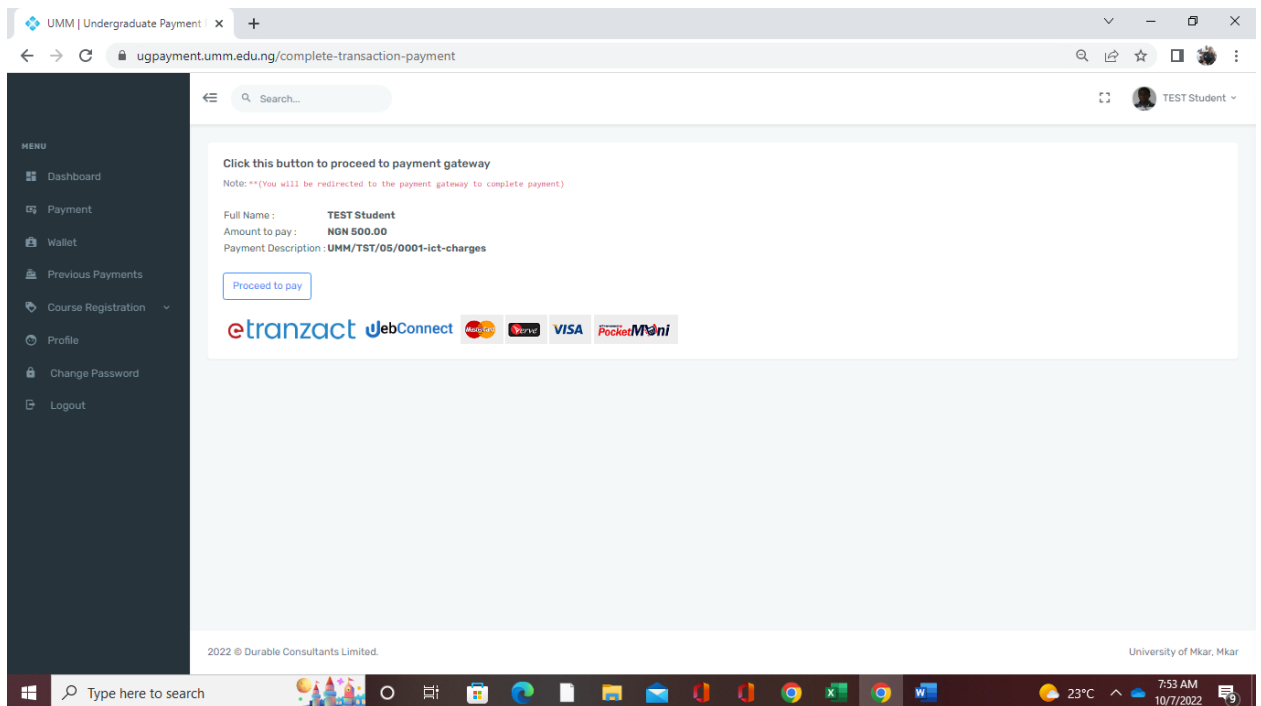
7. Profile updated Successfully – You are good to go by clicking on payment menu by the left-hand size.



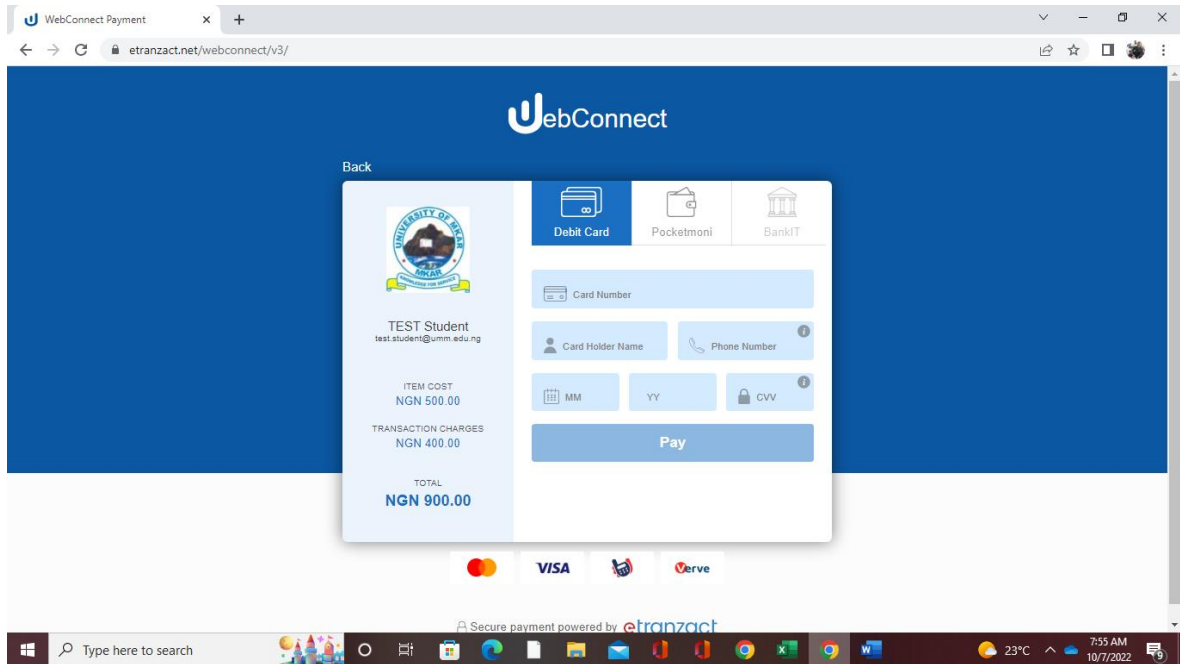
8. Click on **initiate payment** by your right-hand side – both tuition and ICT charges are paid differently using the same procedures.



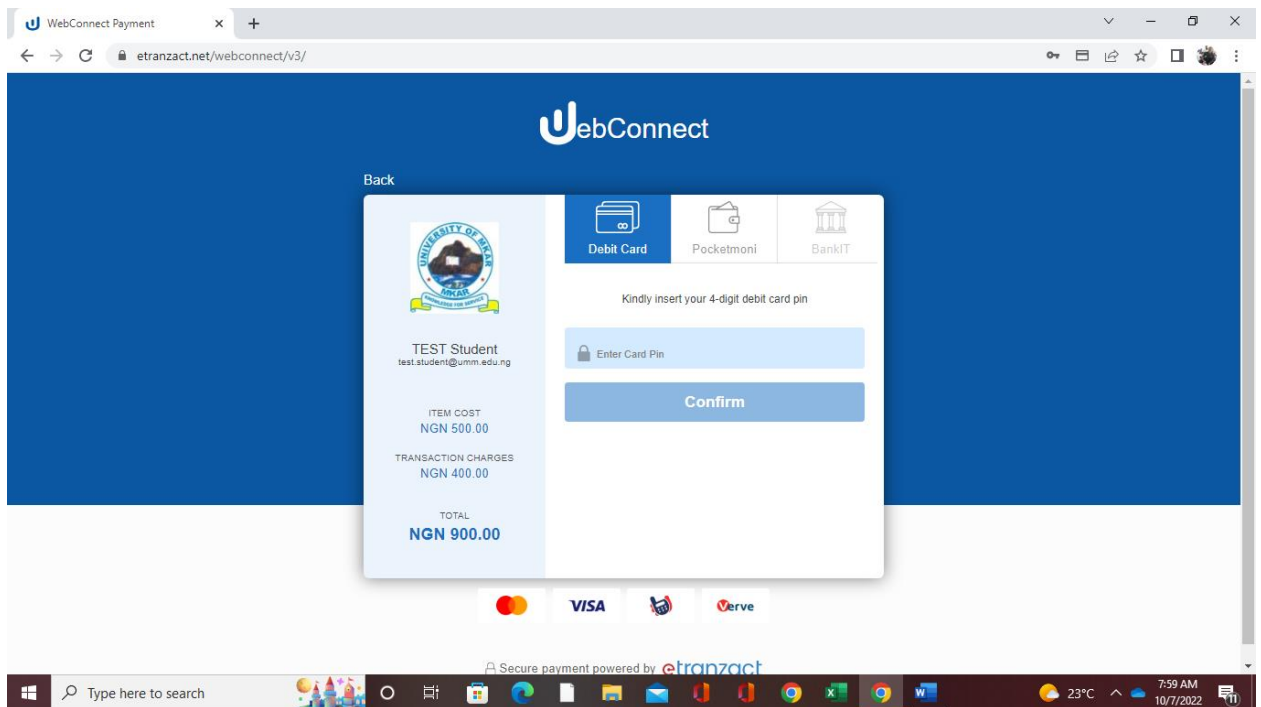
9. Select the amount billed for the ICT charge if you intend to pay complete or enter the amount you intend to pay if you are not paying the amount as billed and select e-transact to pay using your ATM card (Verve and Master). Then click on initiate payment.



10. Click on proceed to payment.

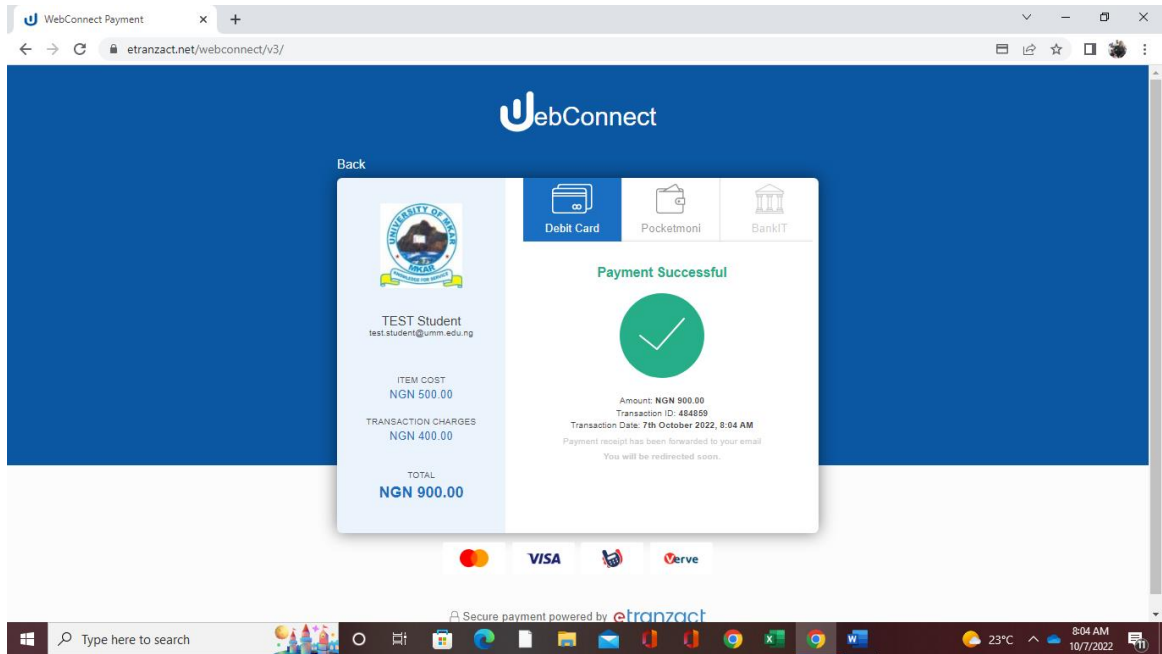


11. Enter the Debit Card Details and click on **Pay** – Transaction charge is N400



12. Enter the card PIN to proceed – here, soft OTP will be sent to your bank OTP linked mobile number.

13. Enter the OTP and proceed.



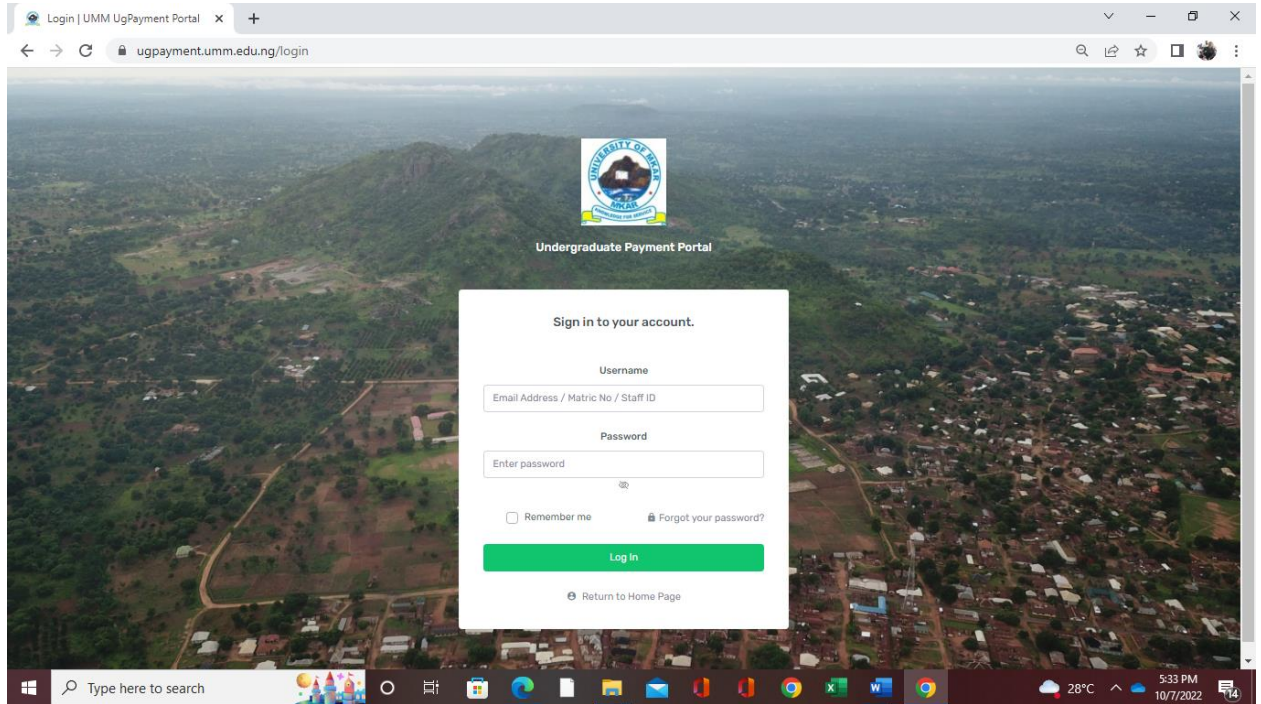
14. Payment is completed successfully and be redirected to initiate payment page.

15. Click on previous payment to print your invoice to be taken to Bursary Unit for confirmation.

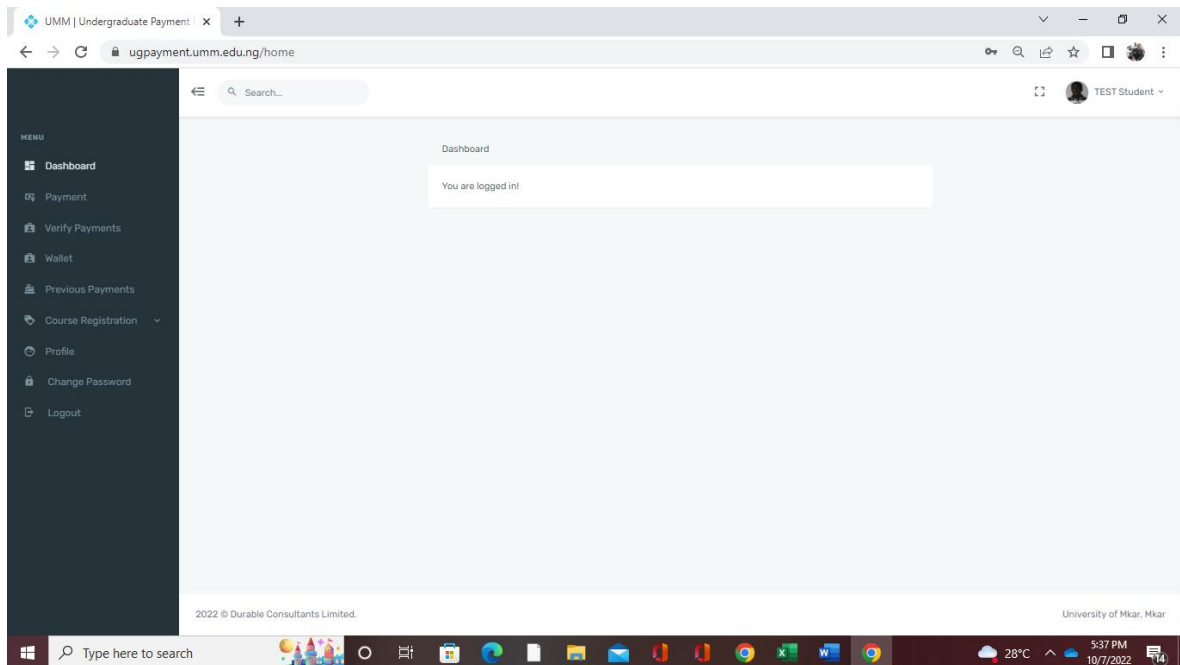
Note: Click on 'verify payment' in cases of incomplete online transactions. Again, new students are to report to ICT unit to obtain their emails which will be required to activate their accounts.

## UNDERGRADUATE STUDENT COURSE REGISTRATION PROCEDURE

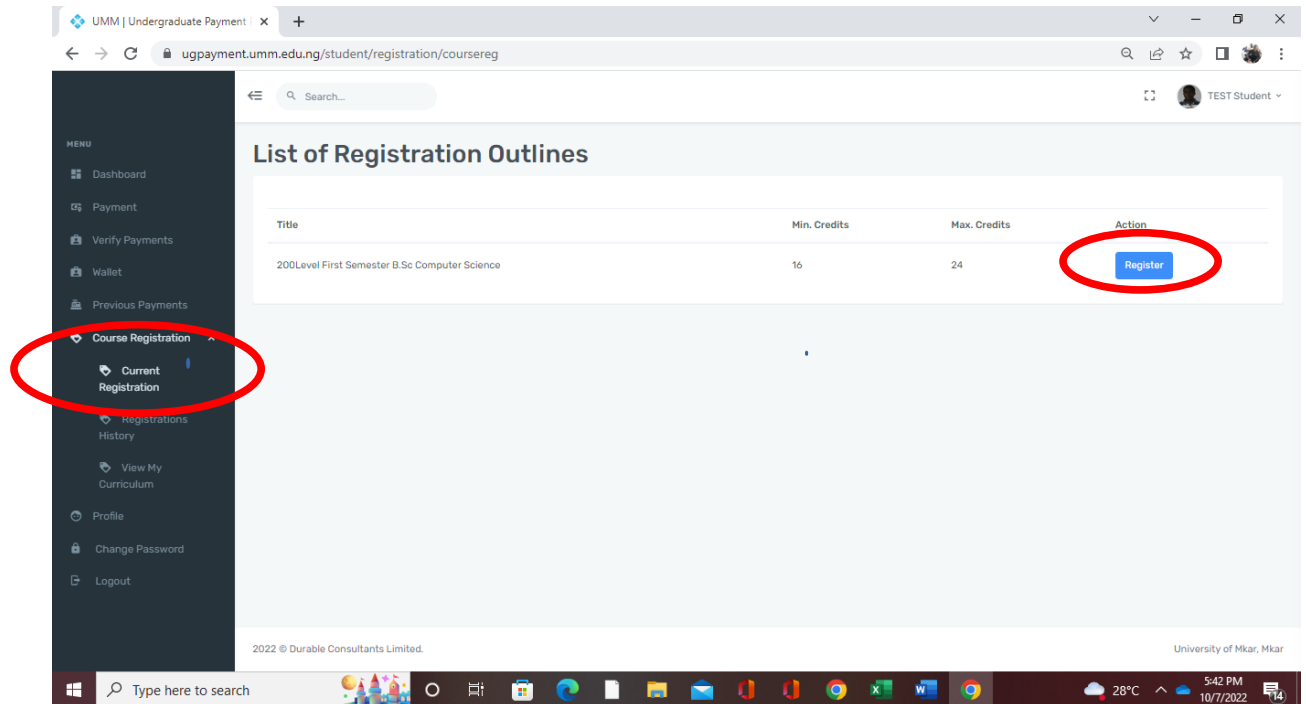
1. Launch the Browser and type ugpayment.umm.edu.ng on the URL box and enter to proceed.



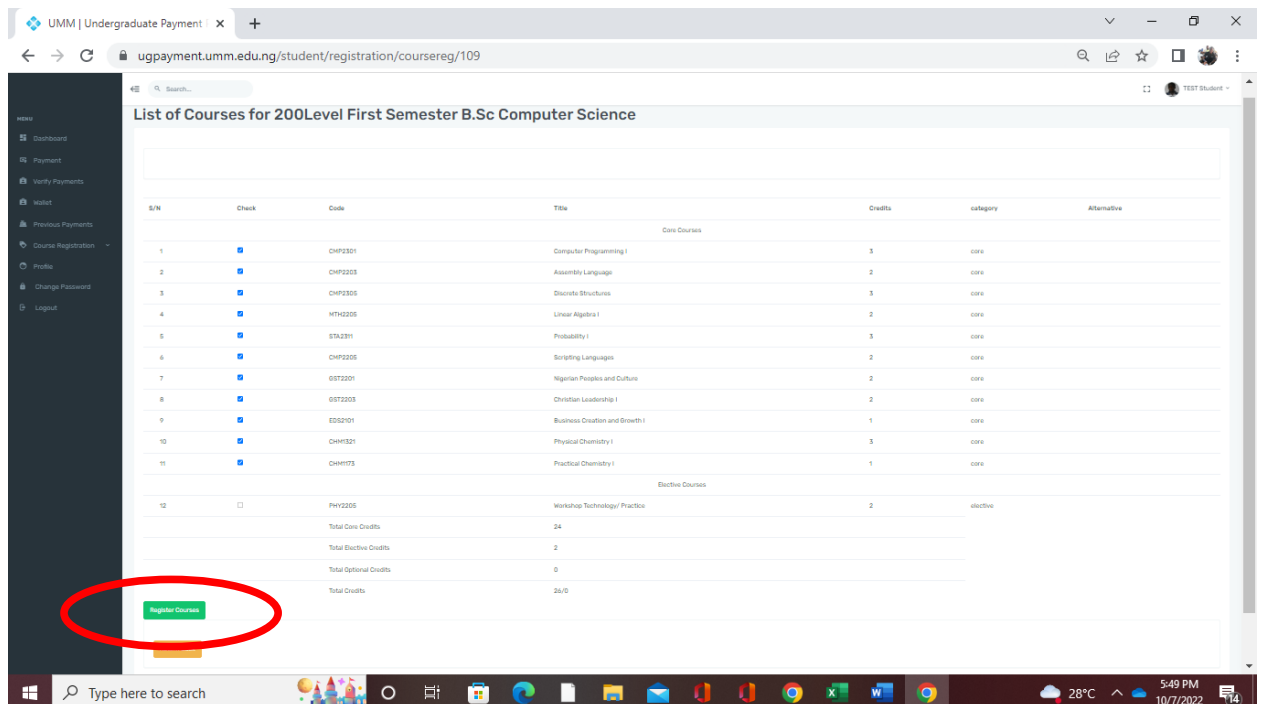
2. Enter your matriculation number as the username and password (make sure you change your password after login and do not expose your password as one of the security measures)



3. Click on current registration by your left-hand side located just below **previous payment** menu.



4. Under list of **Registration Outlines**, Click on Register





- Pick any core / elective course of your choice by checking the combo box preceding the course code.
- Click on Register Courses to proceed.

UMM | Undergraduate Payment

ugpayment.umm.edu.ng/student/registration/viewSingleRegistration/2

TEST Student

### List of Registered Courses for 200Level First Semester B.Sc Computer Science

Temporary Registration Entered. Kindly Preview and Submit your registration to complete the process. NOTE: YOUR REGISTRATION IS NOT COMPLETE X

REGISTRATION UPDATE PROCEDURE: Remove Courses, then add courses (NOTE: Adding courses before removing may give you errors)  
Click here Submit Registration \*\*\* (Note: You will no longer be able to make changes)

S/N	Course Code	Title	Credits	Category	Action
1	CMP2301	Computer Programming I	3	core	Remove Course
2	CMP2203	Assembly Language	2	core	Remove Course
3	CMP2305	Discrete Structures	3	core	Remove Course
4	MTH2205	Linear Algebra I	2	core	Remove Course
5	STA2311	Probability I	3	core	Remove Course
6	CMP2205	Scripting Languages	2	core	Remove Course
7	GST2201	Nigerian Peoples and Culture	2	core	Remove Course

- Click on “click here to submit Registration” to submit the registration

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ugpayment.umm.edu.ng/student/registration/viewMyRegistrations/1485

TEST Student

### List of Previous Semester Registrations

Congratulations!!!! Course Registration Completed Successfully, NEXT: Contact your Registration Officer for Approvals X


S/N	Title	Session	#Credit Units	No. Of Courses	Status	Approval	Recommendation	Action
1	200Level First Semester B.Sc Computer Science	2021/2022	24	11	Pending	✓ X X X	Registration Not Approved, Contact Department	view Details


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8. Once approval is ticked, registration is complete and a student should therefore proceed to the department for approval.
9. Click on View Details by the right hand side to View the Course Registration Form

MENU

- Dashboard
- Payment
- Verify Payments
- Wallet
- Previous Payments
- Course Registration
- Profile
- Change Password
- Logout





**UNIVERSITY OF MKAR, MKAR**  
PMB 017, GBOKO, BENUE STATE, NIGERIA  
<https://umm.umm.edu.ng>  
**COURSE REGISTRATION FORM**

Reg. Not Yet Approved

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**STUDENT DATA**

**Matric:** UMM/TST/05/0001

<b>Name</b>	TEST Student	<b>Session</b>	2021/2022
<b>Programme</b>	B.Sc. Computer Science	<b>Semester</b>	First
<b>Department</b>	Mathematics and Computer Science	<b>Level</b>	200
<b>Faculty</b>	Science and Education	<b>Approval Status</b>	pending

Reg. Description: **200Level First Semester B.Sc Computer Science, 2021/2022 Session.**

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**LIST OF REGISTERED COURSES**

S/N	Code	Title	Credits	category
1	CMP2301	Computer Programming I	3	core
2	CMP2203	Assembly Language	2	core
3	CMP2305	Discrete Structures	3	core
4	MTH2205	Linear Algebra I	2	core
5	STA2311	Probability I	3	core
6	CMP2205	Scripting Languages	2	core
7	GST2201	Nigerian Peoples and Culture	2	core
8	GST2203	Christian Leadership I	2	core
9	EDS2101	Business Creation and Growth I	1	core
10	CHM1321	Physical Chemistry I	3	core
11	CHM1173	Practical Chemistry I	1	core
<b>Date Submitted :2022-10-07 16:55:34, Total Registered Credits</b>			<b>24</b>	

*Approvals -> Registration Officer Approval: Not Approved , HOD Approval: Not Approved , Dean Approval: Not Approved*

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Students are expected to Print the Course Registration Form after approval of their HODs and college Deans.