#### NATIONAL COMMON ENTRANCE EXAMINATION Registration Portal Manual

This examination is administered to pupils in their 6th year of primary schooling which is the final stage of primary education. The purpose of this examination is to select the best candidates from every state of the federation and the federal Capital territory (FCT) for admission into Federal Unity colleges. These Colleges are essentially Secondary schools owned by the Federal Government of Nigeria. Their objective is to foster unity amongst the children of Nigeria.

Results of the first examination determine candidates that qualify for a second examination based on cut-off marks for each state. The results of the second examination qualifies candidates for admission based on merit, equal state quota and environmental considerations.

# How to start registration on NATIONAL COMMON ENTRANCE EXAMINATION registration portal

To register your candidate(s) for the **NATIONAL COMMON ENTRANCE EXAMINATION**, you need to create an account on the **NATIONAL COMMON ENTRANCE EXAMINATION** Registration portal. Below are the simple steps to follow:

- Go to <u>https://ncee.neco.gov.ng</u>
- Click on Create account here!

National Common Entrance Examination (NCEE)	Login With your email address & password. Email Required field
The National Common Entrance Examination for admission into Junior Secondary School (JSS 1) of Federal Government Unity Colleges will be held throughout the country and other interested foreign countries.	Password           Password           O           Required field
Registration Process   Create an account  Make payment  Enter pupil details  Upload  Privacy Policy support@neco.gov.ng	Login to account Forgot password? Create account here!

• Fill in the required information and click on Create Account

	Que de la companya de
	Create a new account
	Ensure you use a valid email address as it would be used to verify your account
	Full Name
	muhammed mustapha Abdulkadir
	Phone Number
National Common Entrance	08033143944
Examination (NCEE)	Email
	muhammed.mustapha+ncee1@microbridge.com
	Country
The National Common Entrance Examination for admission into Junior Secondary School (JSS 1) of Federal Government Unity Colleges will be held throughout the country and other interested foreign countries.	NIGERIA ~
	State
Registration Process	KADUNA ~
Create an account	Password
• Make payment	•••••
Enter pupil details	
• Upload	Confirm Password
	•••••
Privacy Policy support@neco.gov.ng	
	Create Account
	Login to secount

• Once your account is successfully created, you will click on the Login to proceed to the Login page.

National Common Entrance         Examination (NCEE)	
Registration Process	Sign up Successful
Create an account	$\bigcirc$
Make payment	
Enter pupil details	
• Upload	
Privacy Policy support@neco.gov.ng	

• You can now use your registered Email and password to log in.

National Common Entrance Examination (NCEE)	Login Login with your email address & password.
The National Common Entrance Examination for admission into Junior Secondary School (JSS 1) of Federal Government Unity Colleges will be held throughout the country and other Interested foreign countries.	Email muhammed.mustapha+nceet@microbridge.com
Registration Process	Login to account
<ul> <li>Create an account</li> <li>Make payment</li> <li>Enter pupil details</li> <li>Upload</li> </ul>	Forgot password? Create account here!
Privacy Policy support@neco.aoy.ng	

• After a successful login, you will be directed to your dashboard, as demonstrated in the image below.

	٠	>	National Common Entrance Examination		muhammed Abdulkadir v muhammed.mustapha+noce1@microbridge.com
⇒	••		Dashboard		
			Total Candidates	Candidate Quota Available	Candidate Quota Used
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				O	
			Pay for Registration Quota	Register a Candidate	View Transactions
			Click on the button below to make payment for NCEE registration	Click on the button below to enter candidate's details.	Click on the button below to view previous transactions
			Purchase Quota	Add Candidate	View Transactions

Note\* you have to purchase quota to be able to register a candidate i.e. pay as you go.

## HOW TO PURCHASE QUOTA

• Click on Purchase Quota to pay for registration quota

٨	>	National Common Entrance Examination		muhammed Abdulkadir v 🏠
•••		Dashboard		
		Total Candidates	Candidate Quota Available	Candidate Quota Used
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		Pay for Registration Quota         Click on the button below to make payment for NCEE registration         Purchase Quota	Register a Candidate Cick on the botton below to enter candidate's details. Add Candidate	View Transactions Click on the button below to view previous transactions View Transactions

• You enter the Quantity of quota you want to purchase then click on make payment

	National Common Entrance Examin	aller .			Andrewski Robaldi
•	Transactions				
	-	-	-		
		-	Make Payment for Registration	•	
			Registration Quota		
		⇒	2		
			Make payment		

• This will be displayed to show you how much you are paying, then you click the **check box** to confirm the quantity and click on **make payment**.

National Common Entrance Exemination		-	ndarrad Robball v
Terestics	Make Payment for Registration Exam Type: NCEE Name: muhammed Abdulkadir	•	
  ⇒	TOTAL         DGDN 9,100         ITEMS       QUANTITY         UNIT PRICE       TOTAL         REGISTRATION FEE       2         SERVICE CHARGE       1       NS0       NS0         STAMP DUTY       1       NS0       NS0         The worlfied the above information to be accurate and I agree that the particulation make is non-refundable         Back       Make Payment         Make Payment         NDE:       Interpayment accurate refundable		

Note\* you will be redirected to remita to make payment.

• This action takes you to Remita as shown below, confirm your details and click the **Submit button**.

remita	ABOUT REMITA MOBILE DEVELO	DPERS SIGNIN SIGNUP
Pay a Biller		
PAY ONCE (RECURRING PAYMENT	PAY E-INVOICE	
SYSTIMSPICS LIMITID REMITA RETRIEVAL REFERENCE (RRR) • 1800-0780-1321 Amount Payable : #400.00		
Beneficiary : SYSTIMSPICS LIMITID		
Sylvia PAYER PHONE *	PAYER EMAIL *	

• On Remita, choose your preferred payment method and fill in the required details, then click the **Pay button**.

remita	ABOUT	REMITA MOBILE DEVELOPERS	SIGNIN	SIGNUP
Pay a Biller	LECT A PAYMENT OPTION	SYSTIMSPICS LIMITID SYSTIMSPICS LIMIT	ю	
	Account Transfer Bank Branch	CARD NUMBER		
REMITA RETRIEVAL REFERENCE (RF	USSD QR Code Internet Banking	EXPIRY DATE         CVV           MM / YY         123		
Amount Payable : # 400.00	Buy on Credit Wallet	Pay NGN 400		<b>_</b>
PAYER'S NAME * Sylvia				
PAYER PHONE *		🔒 Secured by <b>remita</b>		
∎ ∎ ▼ 070387765445				

• Once payment is successful, the quota will be generated

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				RRR:		130010101282				
				AMOUNT:		NGN 75,100				
				EXAM TYPE:		Gifted				

• After successful payment this will be displayed

#### HOW TO PURCHASE QUOTA

• Click on transactions to verify or confirm the status of your payments and also make payment for more Quota.

<b>a</b> >	National Common Entrance Examinat	ion					muhammed.n	uhammed Abdull nustapha+ncee1@microbrid
(1)	Transactions							
83	Search	Status Date				_		
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						10	perpage 🗸	C 1 D

Note\*You can also access the page from the dashboard by clicking on view transaction.

#### HOW TO ADD CANDIDATE

• Click on add candidate for a fresh registration.

æ	>	National Common Entrance Examination		muhammed Abdulkadir v muhammed.mustapha+nceel@microbridge.com
		Dashboard		
°; ₽ ©		Total Candidates	Candidate Quota Available	Candidate Quota Used
			Q	
		Pay for Registration Quota	Register a Candidate	View Transactions
		Click on the button below to make payment for NCEE registration	Click on the button below to enter candidate's details.	Click on the button below to view previous transactions
		Purchase Quota	Add Candidate	View Transactions

• Fill in the required Examination and Centre details

æ	> Nati	onal Common Entrance Examination			muhammed Al muhammed.mustapha+nceet@mi	bdulkadir 🧹	<b>^</b>
8		Register Candidate for National Common Entrance Examination (NCEE)					I
t‡₽		1 2 3 4					I
		Candidate Details					ı
		EXAMINATION DETAILS					l
		Exam Type		Exam Year			
		NCEE		2023			
		Country		State			
		Nigeria	~	Select State	~		
		Neighborhood		Centre			
		Select Neighborhood	~	Select Centre	~		
		CANDIDATE DETAILS					-

• Fill in the required details and upload the candidate's passport then Click Next.

æ	> Nation	al Common Entrance Examination				muhammed Al muhammed.mustapha-nceetiimi	bdulkadır 🚬	*
			First Name					
			Kermit					
		Remove photo	Middle Name					
			Bruno Duncan					
		Date or Birth			Gender			
		09/12/2009	(	•	Female	~		
		Disability Status						i
		None				~		
		State of Origin			LGA of Origin			
		KADUNA		~	KAURU	~		
		State of Residence			LGA of Residence			l
		KADUNA		~	KADUNA NORTH	Ý		
					Ca	ncel Next		

• Fill in the Parent/Guardian details then Click Next.

æ	> Natio	nal Common Entrance Examination		muhammed Abdulkadir muhammed.mustapha-nceetiëmicrobridge.com
(1)				
83		Register Candidate for National Common Entrance Examination (NCEE)		
æ		2 3 4		
8		Parent Details		
		PARENT/GUARDIAN DETAILS		
		Parent Name	Phone Number	
		Enter parent name	0800 000 0000	
		Email		
		janedoe@gmail.com		
			Back	Next

• Choose one school from each of the **six geographical** regions, resulting in a total of six selected schools

۰	> National Common Entrance Examination			muhammed Abdul muhammed.musrapha+nceet@microbri	iga.com 🗸 🇴
					- 1
	Register Candidate for National Common Entrance Examination (NCEE)				- 1
	3—4				- 1
	Examination Details Notice: You are required to addect only one school per geo-political zone.				- 1
	SCHOOL OF CHOICE				- 1
	Select First Choice				- 1
	Geopolitical zone	Sta	ate		
	Select Region	~ *	Select State	~	
	School				
	Select School			~	
	Select Second Choice				
	Geopolitical zone Select Region	Sta	ate Select State		
	select region	~ \$	Select State	~	
	School				
	Select School			~	
	Select Third Choice				Ŧ

• This is a **preview** before you submit finally in order to check the details to avoid mistakes

Â.	> Nation	nal Common Entrance Examination			muhammed Abdulkadir muhammed.musapha+ncertiPmicrebritge.com
111 83 E		lagister Candidate for National Common Entrance Examination (NCEE)			
		CANDIDATE DETAILS			
			Surname		
			Hardin		
			First name		
			Kermit		
			Middle name		
			Bruno Duncan		
		Date of birth		Gender	
		2012-09-12		F	
		Disability status			
		none			
		State of origin		LGA of origin	

• Scroll down to click on the **check box** confirming the details provided are correct then click on **save** to submit.

<b>.</b>	Parent Name	Phone Number	
	Castro John	08022393169	
	Email		
83	vupyxoz@mailinator.com		
œ	EXAMINATION CENTRE DETAILS		
8	State	Center	
	KADUNA	SARDAUNA MEMORIAL COLLEGE, KADUNA	
	SCHOOL OF CHOICE		
	FIRST CHOICE	FGGC C	CALABAR
	SECOND CHOICE	FGC	C, AZARE
	THIRD CHOICE	FG	CILORIN
	FOURTH CHOICE	FGGC N	MIN-JIBIR
	RIFTH CHOICE	FGG	IC LEJJA
	SIXTH CHOICE	FSTC, K	GANGAN
	ave verified the above candidate information to be accurate.	Back	Save

• This will be displayed to show that you have successfully registered a candidate

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	Candidate added successfully
	Back to Candidates Add New Candidate
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	101, GANGA

Note\* Click on the **add candidate** to register another candidate or click on **back to candidates** to see the list of registered candidates.

• Click on candidates to view the list of candidates you have registered.

	æ	> National Common Entrance Examination					muhammed Abdulkadir muhammed mutapha-nceetilenscrotedge.com
$ \longrightarrow $	•••	Candidates					
	83 EF ®	Total Candidates 8 1		Candidate Quota Available		Candidate Quota Used	
	8	Search Search by exam number or name	Year Q Select Year ~				Add Candidate
		Registration Number	Surname	Firstname	Middlename	Status	Action
		942202288703993	Hardin	Kermit	Bruno Duncan	Completed	
							10 per page ~ ( 1 )
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Note\* Click on Add Candidate to add candidate for registration.

• Click on the Action button to view photocard, view parents info, view result and Edit incase of changes.

>	National Common Entrance Examination					muhammed Abdulka muhammed.mustapha-nceet@microbridge
	Candidates					
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	Registration Number	Surname	Firstname	Middlename	Status	Action
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Note\*you can only Edit candidate info one time for free, for any change after the one editing will attract charges.

• Click on View photocard to view the candidate photocard

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		Registration Number	Surname	Firstname	Middlename	Status	Action
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						Ê	View Photocard View Parent Info
							Edit (one time correction)

### HOW TO PRINT PHOTOCARD

• Click on the **Candidates** button on the sidebar to display the candidate

æ	>	National Common Entrance Examination					muhammed Abdulkadir muhammed.mustapha=ncest@microbridgs.com
		Candidates					
		Total Candidates		andidate Quota Available		Candidate Quota Used	
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		Search by exam number or name	Select Year V	Firstname	Middlename	Status	Add Cendidate
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• Click the Action button and click on view photocard to view the candidate photocard

æ.	>	National Common Entrance Examination					muhammed Abdulkadir svahammed missipha-necet@microbidgs.com
		Candidates					
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		Search Search by exam number or name	Year Q Select Year ~				Add Candidate
		Registration Number	Surname	Firstname	Middlename	Status	Action
		942202288703993	Hardin	Kermit	Bruno Duncan	Completed	
							View Parent Info
							View Result Edit (one time correction)

• Click on Print photocard to print the candidate photocard

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NATIONAL EXAMINATIONS COUNCIL (NECO)	
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