



## Registration Guideline for Online Examination Portal

Welcome to the Online Examination Portal! To ensure a smooth and secure registration process, please follow the steps below:

### 1. Generate Registration PINs for your School

- ✓ Click on "SchoolLogin" and proceed to the School Login Page
- ✓ On the Login page, enter your "Centre Number" as Username and "SchoolCode" or your 'new password' as Password and click Login to proceed to your School's dashboard
- ✓ On your Dashboard, look to the left and select "New Registration". Please ensure that "Exam Year" is set to the current exam year
- ✓ In the "new Registration" tab, provide all the information needed to purchase your registration PINs (i.e. Email. Phone number, number of candidates) and then click 'PAY' to proceed to our secure payment gateway(Paystack) to choose your preferred method of payment
- ✓ After a successful payment, click 'OK' to return to 'Payment History' where you shall see and download your registration PINs for the same number of candidates that you paid for.

### 2. Online Registration Guidelines

Follow these steps to complete your registration on the Online Examination Portal:

#### 1. Obtain Your PIN

- Get a unique registration PIN for each student/students downloaded by your school or designated office.

#### 2. Visit the Portal

- Go to [bsebdirect.com](http://bsebdirect.com)

#### 3. Enter Your PIN

- On the homepage, scroll a little down and click "**Register Now**" and input your PIN to access the registration form.

#### 4. Complete the Registration Form

- Fill in your details, including:
  - Personal Information (Name, Date of Birth, Gender, etc.)
  - Exam Details (Exam Type, Subjects, etc.)
- Upload your passport photo.

#### 5. Submit Your Form

- Review your entries for accuracy and click "**Submit**" to finalize.

#### 6. Confirmation

- A confirmation message will appear with your registration number.
- An examination slip will also pop up for printing.

### Need Help?

Contact support via 07032289462