NATIONAL COMMISSION FOR COLLEGE OF EDUCATION, NCCE ABUJA

STUDENTS' EDUCATION LOAN FUND – COLLEGE ICT ADMIN MANUAL

Below is a quick guide on how to operate NCCE Students' Education Loan Portal.

Instruction:

1. Follow the steps serially
2. *Preferred Browser*: Google Chrome or Microsoft Edge or Firefox.
3. *Preferred Operating System*: Windows 10 and above
4. Use the account that has already been assigned to your college and do not share with any person.
5. Complete the process before you leave the portal.

Step 1:

Visit https://www.ncce.gov.ng

Login with your provided login credentials.

Step 2:

[College Programme]

Click on the forward-arrow below *'College Programme'*, when it opens in a new tab, click on "*Add new Programme*" and mark all the programmes that your college is offering. Click on "*Populate Programmes*".

Wait until it's done and you will see the selected programmes and your college name attached to them.

Step 3:

[College Charges (Item)]

Click on the forward-arrow below *'Item'*, when it opens in a new tab, click on "*Add new Item*" and enter Item-Name e.g., **Acceptance Fee**, Item-Description and Item-Amount e.g., 20000 (Do not put comma [,] the system will do it). Finally, click on "**Submit**".

Repeat step 3 until you finish adding all the charges applied to your college.

Step 4:

[College Data]

Click on the forward-arrow below *'College data'*, when it opens in new tab, click on "*Add new Record*" and enter your college Total-No-of-Students e.g., 12000 (Do not put comma [,] the system will do it), and No-of-DropOut e.g., any figure from 0 and (Do not put comma [,] the system will do it). Finally, click on "*Submit*".

Note: *this record is to be created only once and would be updated yearly.*

Step 5:

[College Students]

Click on the forward-arrow below *'College Students'*, when it opens in new tab, click on "*Upload Student*". Read the instructions on the page and download the Excel Template. Open the downloaded Excel Template on your computer with Microsoft Excel software, remove the default student record and populate it with all your college students' data. Once done adding all your students on the Excel file, save it and go back to the browser on the page where you downloaded from to upload the saved Excel file. Click on "*Choose File*", locate and choose the Excel file you downloaded to your computer and populated with your students' records. Finally, click on "*Upload Now*" and wait while. The system will process your upload and delivers a response to you (this process may take minutes).

Note: after a successful upload, you will see list of all the successfully added students of your college.

Help Contacts:

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