

Kano State Polytechnic
Continuing Education Centre
INSTRUCTIONS & GUIDELINES

ON HOW TO FILL THE ONLINE APPLICATION FORM

Please read the instructions carefully before filling this form

1. Log on to www.kanopoly.edu.ng
2. Click on **PART TIME APPLICATION**:
 - a. If you have already created your profile, enter your **EMAIL ADDRESS** and **PASSWORD** and click submit to continue with your application.
 - b. If you are just starting, click on **CREATE PROFILE** for account creation and Enter the following:
 - Enter Full Name (The Name you are applying with, as this is not editable, ie Surname, First Name & Othernames)
 - Enter a **Valid and Active email address**
 - Enter a **Valid GSM Number**
 - Enter Password of your choice
 - Confirm the password you entered
 - c. Click on **CREATE PROFILE**, in few minutes a link would be sent to your mail box,
 - If the link is sent to spam instead of your inbox, move it to your inbox before you click on the link
 - d. Click on the link sent to your mail, you will be directed to **REMITA** platform for payment.
2. **Application Form** will be displayed after successful payment.
 - a. The form is to be completed in 4 stages.
 - i. **BIODATA**
 - Fill in your BIODATA details
 - Click Save and Continue
 - ii. **ACADEMICS**
 - Fill in your ACADEMIC details
 - Select the Programme/Course you are applying for.
 - Select your OLEVEL sittings, if you have more than one sitting, go back and select second sitting.
 - Space will be provided for first and second sittings details
 - Click Save and Continue
 - iii. **OLEVELS**
 - Enter your OLEVEL result details for First Sitting or Second Sitting or both as applicable
 - Click Save and Continue
 - iv. **ATTACHEMENT**
 - Upload your passport photograph
 - Read the declaration statement, then you can check the box **I AGREE**
 - Click on **SUBMIT APPLICATION FORM**
 - An interface will be displayed with links for:
 - Edit Application Form
 - Print Application Form
 - Click logout.
3. To have access to your account any other time, provide your
 - Enter your **EMAIL ADDRESS** and;
 - **PASSWORD**
 - Click **SEND**