# MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA

Guidelines for e-Exam and e-Indexing Online Portal (FOR INSTITUTIONS)

Version 1.0

### 1. What e-Indexing and e-Exam Portal does

The MLSCN e-Indexing and e-Exam portal provides a platform for Institutions and students who want to register students for the Council's Indexing and Exam and for registered students to access their registration data.

# 2. Accessing the Portal

# 2.1 Who can access the portal?

The portal can be used by anyone who falls into any of these categories of people:

- The HOD (or anyone assigned by the HOD) of the students.
- All registered students for both Indexing and Exam.
- All authorized staff of MLSCN, as well as relevant members of the development team.

# 2.2 What devices can access the portal?

The e-Indexing and e-Exam portal is a web-based application that runs on the World Wide Web; hence, any standard desktop or laptop computer connected to the Internet can access the portal. Some portable Internetenabled devices, such as smart phones and blackberries, can also be used to access the portal though the user experience will be quite different on those devices. Whatever the class or type of device used, you should ensure that any of the following modern web browsers is required:

- Microsoft Internet Explorer (at least version 8)
- Microsoft Edge
- Mozilla Firefox 3 and higher
- Opera 10 and higher
- Google Chrome

## 2.3 What is the portal access URL (address)?

The portal can be accessed by connecting to the Internet and going to <a href="https://eduportal.mlscn.gov.ng">https://eduportal.mlscn.gov.ng</a>. Please do not add any "www" when typing the URL in the browser's address bar.

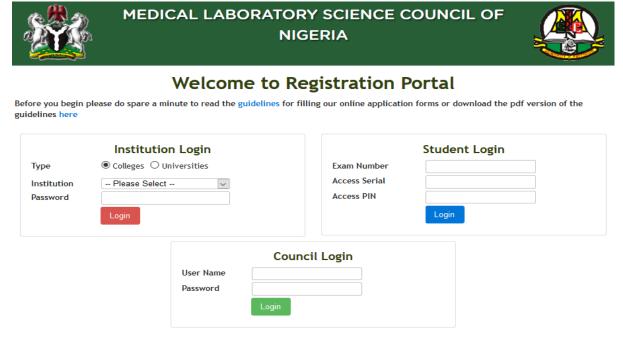


Fig. 1: The opening page of MLSCN portal

### 3. Logging as Institution

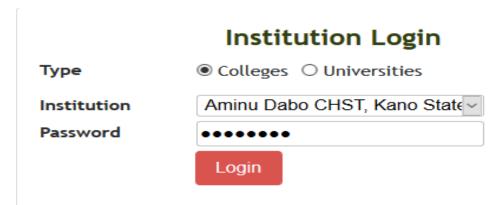


Fig 2: Institution Login

- 1. Choose the Institution Type (COLLEGES or UNIVERSITIES)
- 2. Select your particular institution
- 3. Enter your password to login

On a successful login, the Institution Home page is displayed as shown in Fig. 3. Note that Home page sample picture here might be a little different based on the institution type and as more modification are added.

### 4. Institution's Role

There are various sections that the institution (HOD) has to work on:

- 1. Applicant Indexing
- 2. Applicant Exam
- 3. Exam Result

# 5. Indexing Applicant

This section allows the HOD to register students for indexing and view indexed students. However, before registering students indexing payment information must be supplied. Every indexing function can be found under INDEXING menu.

### 5.1 Index Payment

Payment information must be supplied before indexing students. If an attempt is made to register student for indexing before payment information is supplied, you will be directed to payment page.

To access payment page, click on INDEXING PAYMENT DETAILS sub-menu from INDEXING menu. The payment details page is as shown in Fig 3.

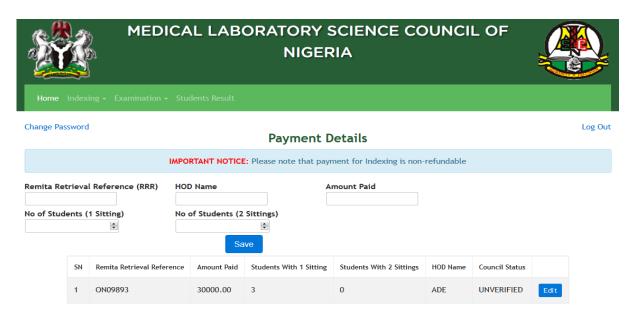


Fig 3: Payment Details Page

To add a payment record, supply the RRR, HOD Name, Amount Paid, No of students with 1 and 2 sittings o-level result. Then click on SAVE button.

Many payment records as much as possible can be added to the table.

It should be noted that no institution will be able to register more than the number of students paid for.

# 5.2 Registering Student for Indexing

1. Click on REGISTER FOR INDEXING sub-menu to register student for indexing. The page is Fig 4 will be shown.

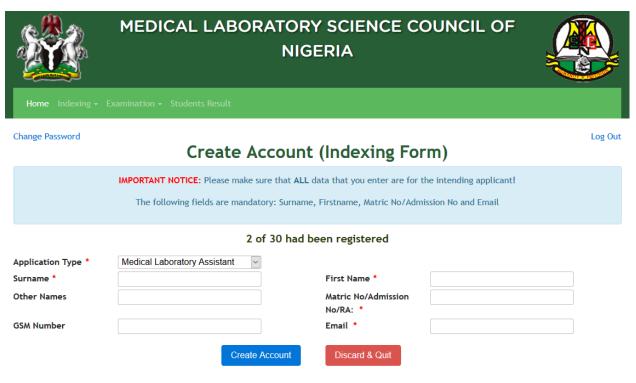


Fig 4: Create Account Page

2. Fill in all necessary details including selecting appropriate Application Type and click CREATE ACCOUNT button. The next page (Fig 5) will show the success page if all the information supplied are correct.



Fig 5: Account Creation Success Page

- You can click START NEW REGISTRATION button to create account for new student or continue the registration for the student by clicking CONTINUE REGISTRATION.
- 4. If CONTINUE REGISTRATION button is clicked, the registration page as in Fig 6 is shown.

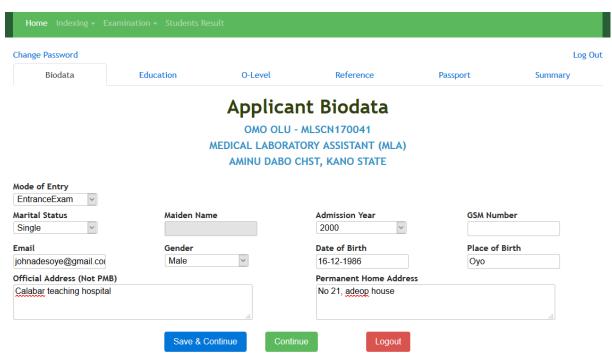


Fig 6: Registration Page (Biodata Section)

5. The registration page contains various tab sections, ranging from BIODATA to SUMMARY. All these sections need to be filled one after the

other. After each section, SAVE & CONTINUE button should be clicked to move to the other section. If CONTINUE button is clicked, the changes on the section will not be saved. The tabs at the top can also be used to navigate back and forth the sections.

6. Complete the necessary information on Biodata, then click SAVE & CONTINUE button and you will be taken to Education record tab as in Fig 7.

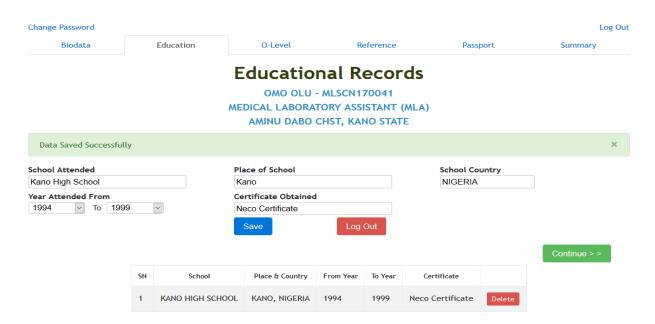


Fig 7: Registration (Education Record Section)

7. Enter your Education Record one after another and click ADD button. When the ADD button is clicked, the record will be added to the table down the page. After all the education record had been entered, click CONTINUE >> button to move to O-Level Result Tab as shown in Fig 8.

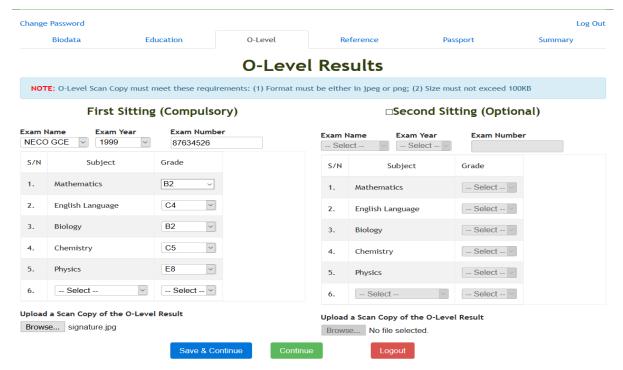


Fig 8: O-Level Result Section

8. On the O-Level section supply the result information and also upload a scanned copy of the result. If the student is using two results, then the second sitting checkbox should be clicked to allow entering the other result. After all the result has been entered, SAVE & CONTINUE button should be clicked to move to Reference tab as shown in Fig 9.



Fig 9: Reference Section

9. Supply information of choice referee. Then, click SAVE & CONTINUE button to go to Passport Tab as shown in Fig 10.

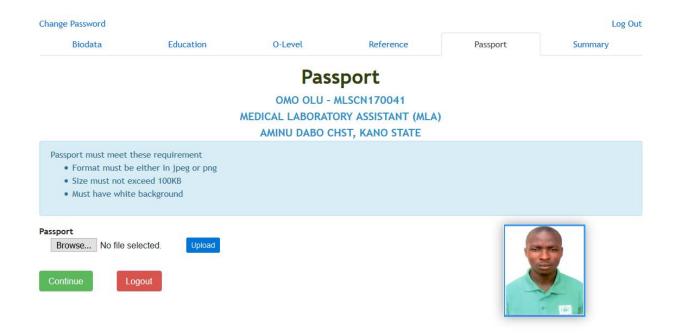


Fig 10: Passport Page

12. Click on BROWSE button to select your passport. The passport must be in either jpg or png format and must not be greater than 100px. After selecting the passport, click on UPLOAD button and the passport will show in the passport box. Click CONTINUE button to go to Summary Tab as in Fig 11.

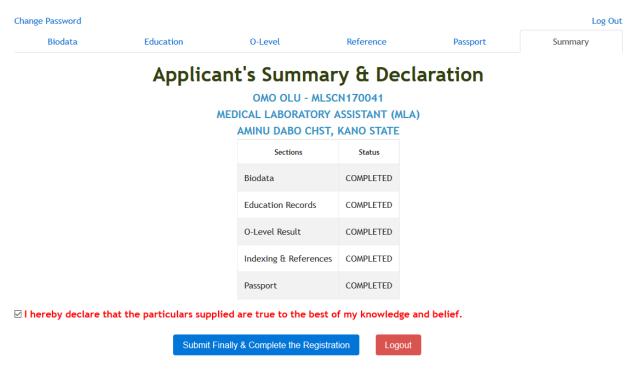


Fig 11: Summary Page

- 14. Summary page shows different section with their status so you can know which section you have not completed. If there is, go back and fill them correctly. Check "I hereby declare" checkbox and click on SUBMIT FINALLY & COMPLETE THE REGISTRATION button to finish the registration.
- 16. It should be noted that you can leave the Registration at any time to complete it later by clicking Log Out button at any point during Registration. Also, after the SUBMIT FINALLY & COMPLETE THE REGISTRATION button is clicked the registration will no longer be editable.
- 17. After a successful registration, success page is shown where Indexing slip can be printed.

### 5.3 View Indexed Students

View all the applicant registered for Indexing by clicking VIEW INDEXED STUDENTS sub-menu from INDEXING menu. The page is as shown in Fig 12.

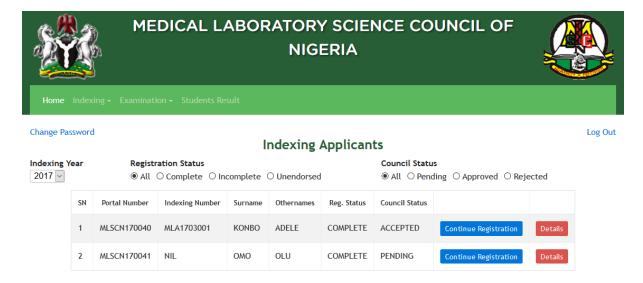


Fig 12: Indexed Applicants Page

The Indexing Year, Registration Status and Council Status filter options can be used to filter the data on the table. The CONTINUE REGISTRATION button

can be used to continue registration if the registration is still in progress. The DETAILS button can be used to check the Indexing details for each applicant.

It should be noted that the Council Status will change from PENDING to either ACCEPTED or REJECTED after the registration had been verified at the council level.

If an applicant is rejected based on a wrong information, CONTINUE REGISTRATION button can be used to make changes to the information earlier supplied.

# 6. Exam Applicant

This section allows the HOD to register students for examination and view exam students. However, before registering students for exam payment card details needs to be supplied. Every exam function can be found under EXAMINATION menu.

Access Card page is as shown in Fig 6.1.



Fig 6.1: Institution Access Card Page

After the Access Card Serial and PIN have been supplied and the SAVE button clicked, the Exam Registration page will be shown.

# 6.1 Registering Student for Exam

Registering Student for Exam is in two phase. The new student and the old students. The new students are students that were indexed on the portal

while the old students are the students that were indexed before the advent of the e-Exam portal.

To register new student for exam click on REGISTER FOR EXAM submenu but to register old student click on REGISTER OLD CANDIDATE
FOR EXAM. The pages for new and old student registration are shown
in Fig 6.2 and Fig 6.3 respectively.



Fig 6.2: Register New Student for Exam

	MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA			
Home Indexing → Examination → Students Result				
Change Password  Examination Form (Old Students)  Create Account				
Application Type *	Medical Laboratory Technician	Indexing Year *	Select	~
Indexing Number *	3457281	Surname *	ODEDEN	
First Name *	ADELE	Other Names		
Matric No/Admission No/RA: *	989023019	GSM Number		
Email	bisadoye@gmail.com	Gender	○ Female	
	Create Acc	ount Discard & Quit		

Fig 6.3: Register Old Student for Exam

2. Fill in all necessary details including selecting appropriate Application Type, where applied and click CREATE ACCOUNT button. The next

page (Fig 6.4) will show the success page if all the information supplied are correct.



Fig 6.4: Exam Account Creation Success Page

- You can click START NEW REGISTRATION button to create account for new student or continue the registration for the student by clicking CONTINUE REGISTRATION.
- 4. If CONTINUE REGISTRATION button is clicked, the exam registration page as in Fig 6.5 is shown.

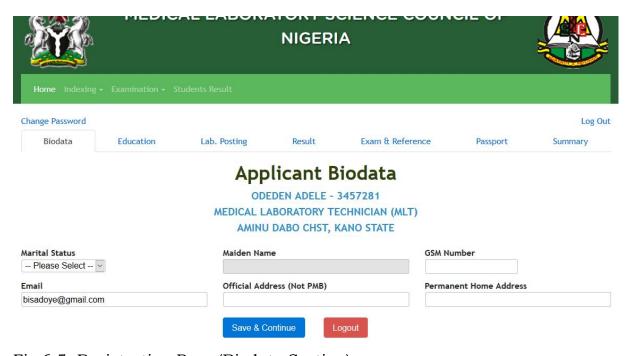


Fig 6.5: Registration Page (Biodata Section)

- 5. The registration page contains various tab sections, ranging from BIODATA to SUMMARY. All these sections need to be filled one after the other. After each section, SAVE & CONTINUE button should be clicked to move to the other section. If CONTINUE button is clicked, the changes on the section will not be saved. The tabs at the top can also be used to navigate back and forth the sections.
- 6. Complete the necessary information on Biodata, then click SAVE & CONTINUE button and you will be taken to Education record tab as in Fig 6.6.



Fig 6.6: Exam Registration (Education Record Section)

7. Enter your Education Record one after another and click ADD button. When the ADD button is clicked, the record will be added to the table down the page. After all the education record had been entered, click CONTINUE >> button to move to Lab Posting Tab as shown in Fig 6.7.

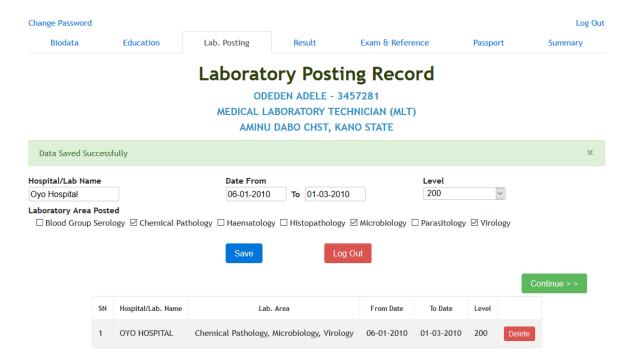


Fig 6.7: Laboratory Posting Section

- 8. On the Laboratory Posting section supply the laboratory posting experience of students one after another and click ADD button. When the ADD button is clicked, the record will be added to the table down the page. After all the records have been entered, click CONTINUE >> button to move to final year result tab as shown in Fig 6.8.
- 9. Supply the student score and grade for the final year exam, then click SAVE & CONTINUE button to proceed to the Exam & Reference page as shown in Fig 6.9.

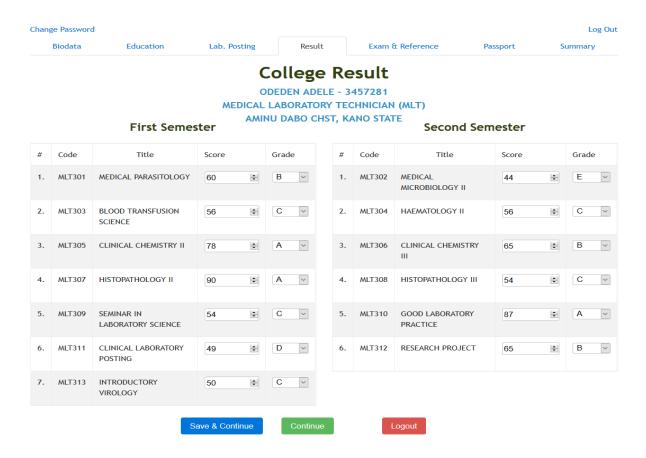


Fig 6.8: Final Year Result Section



Fig 6.9: Exam & Reference Section

9. Supply information of choice referee and information on previous exam, if any. Then, click SAVE & CONTINUE button to go to Passport Tab as shown in Fig 6.10.



Fig 6.10: Passport Page

12. Click on BROWSE button to select your passport. The passport must be in either jpg or png format and must not be greater than 100px. After selecting the passport, click on UPLOAD button and the passport will show in the passport box. Click CONTINUE button to go to Summary Tab as in Fig 6.11.



Fig 6.11: Exam Summary Page

- 14. Summary page shows different section with their status so you can know which section you have not completed. If there is, go back and fill them correctly. Check "I hereby declare" checkbox and click on SUBMIT FINALLY & COMPLETE THE REGISTRATION button to finish the registration.
- 16. It should be noted that you can leave the registration at any time to complete it later by clicking Log Out button at any point during Registration. Also, after the SUBMIT FINALLY & COMPLETE THE REGISTRATION button is clicked the registration will no longer be editable.
- 17. After a successful registration, success page is shown where Exam Slip can be printed.

### 6.2 View Exam Students

View all the applicant registered for Examination by clicking VIEW EXAM STUDENTS sub-menu from EXAMINATION menu. The page is as shown in Fig 6.12.



Fig 6.12: Exam Applicants Page

The Exam Year, Exam Month, Registration Status and Council Status filter options can be used to filter the data on the table. The CONTINUE

REGISTRATION button can be used to continue registration if the registration is still in progress. The DETAILS button can be used to check the Exam details for each applicant.

It should be noted that the Council Status will change from PENDING to either ACCEPTED or REJECTED after the registration had been verified at the council level.

If an applicant is rejected based on a wrong information, CONTINUE REGISTRATION button can be used to make changes to the information earlier supplied.

### 7. Student Exam Result

After the exam has been conducted and the result released by the council, the student result can be viewed in table form by clicking STUDENT RESULT menu. The page displayed is as shown in Fig 7.1

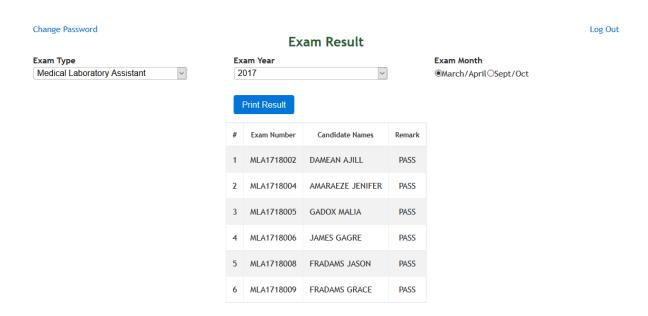


Fig 7.1: Institution Exam Result