



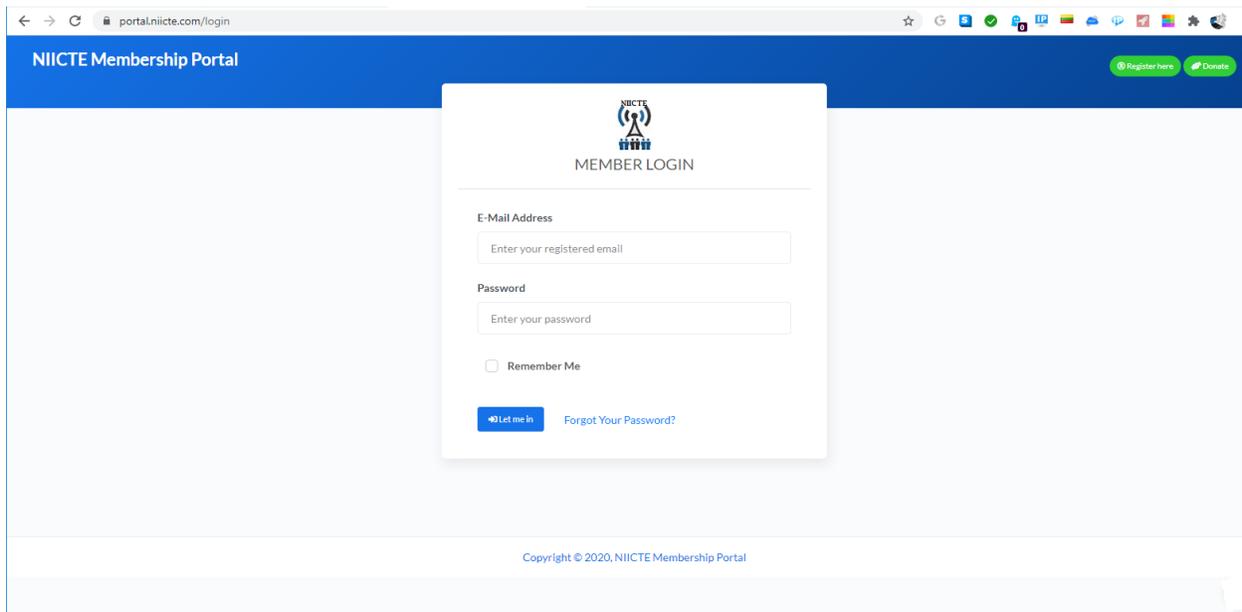
NIICTE PORTAL USER'S GUIDE

**NIGERIAN INSTITUTE OF INFORMATION AND COMMUNICATION
TECHNOLOGY ENGINEERS**

NIICTE Membership Registration Procedure

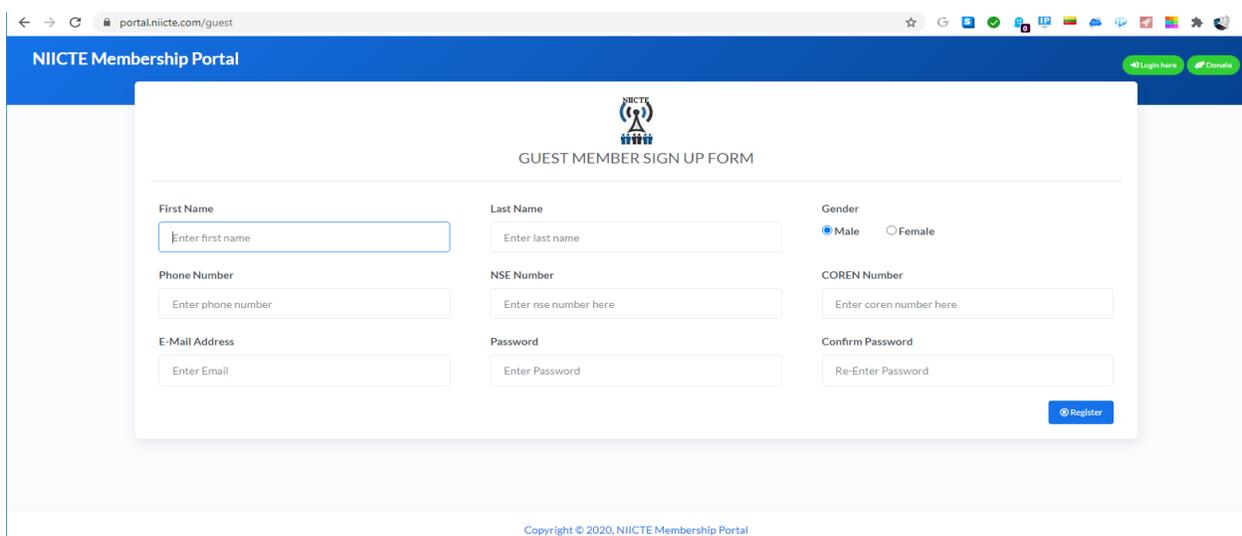
To start your registration, click icon(s) indicating become a member or register as a member on <https://niicte.com> or type <https://portal.niicte.com> on your browser. It takes you to the registration page as seen below ↓

Then, click on **“register here”** as a new member. This form is also applicable to Student.



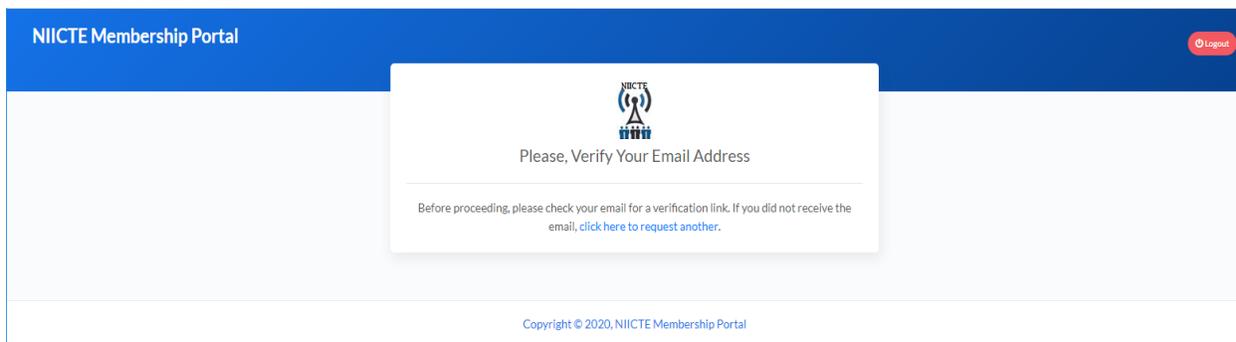
The screenshot shows the NIICTE Membership Portal's Member Login page. The page has a blue header with the NIICTE logo and the text "NIICTE Membership Portal". In the top right corner, there are two buttons: "Register here" and "Donate". The main content area features a white box with the NIICTE logo and the text "MEMBER LOGIN". Below this, there are two input fields: "E-Mail Address" with the placeholder text "Enter your registered email" and "Password" with the placeholder text "Enter your password". There is also a checkbox labeled "Remember Me". At the bottom of the box, there are two buttons: "Let me in" and "Forgot Your Password?". The footer of the page contains the text "Copyright © 2020, NIICTE Membership Portal".

Fill the form. See sample below.↓ You can still proceed even if you don't have the NSE/COREN handy.



The screenshot shows the NIICTE Membership Portal's Guest Member Sign Up Form. The page has a blue header with the NIICTE logo and the text "NIICTE Membership Portal". In the top right corner, there are two buttons: "Login here" and "Donate". The main content area features a white box with the NIICTE logo and the text "GUEST MEMBER SIGN UP FORM". Below this, there are several input fields and a radio button: "First Name" (placeholder: "Enter first name"), "Last Name" (placeholder: "Enter last name"), "Gender" (radio buttons for "Male" and "Female", with "Male" selected), "Phone Number" (placeholder: "Enter phone number"), "NSE Number" (placeholder: "Enter nse number here"), "COREN Number" (placeholder: "Enter coren number here"), "E-Mail Address" (placeholder: "Enter Email"), "Password" (placeholder: "Enter Password"), and "Confirm Password" (placeholder: "Re-Enter Password"). At the bottom right of the box, there is a blue button labeled "Register". The footer of the page contains the text "Copyright © 2020, NIICTE Membership Portal".

As soon as you **“Click Register”** on the Portal. You will receive a notification to verify your email as seen below.



Please don't waste time on this notification because it expires within 60 Minutes. So sign into your email to verify your membership as soon as possible.

Below is a sample of what you will see if you delay in verifying your email within that specified time.



403 | Invalid signature.

However, if you experience that as seen above, go back to the <https://portal.niicte.com> and sign in with your details, it will take you to **“verify email”**, then, click on resend email verification link.

User(s) with quick response will see the screenshot below.

NIICTE Membership Portal

Hello!

Please click the button below to verify your email address.

[Verify Email Address](#)

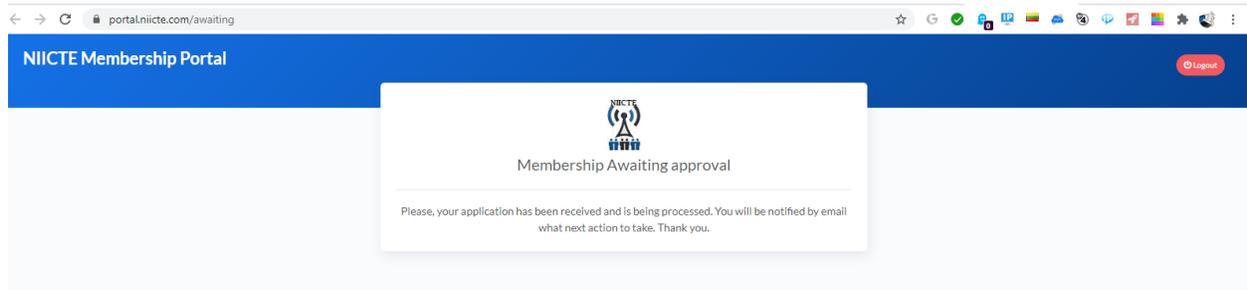
If you did not create an account, no further action is required.

Regards,
NIICTE Membership Portal

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: <https://portal.niicte.com/email/verify/151/f9338f36b80a10ce40875507b7d1b3a19672d1ce?expires=1608057440&signature=138f2c8ed882a9cacb52519656ce06c0fff08e64e023af65adc50b7159555897>

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So, click on "Verify Email" It takes you back to the portal page and you will see a notification on the dialogue box with inscription, "Membership Awaiting Approval" as seen below. Here, you will wait for the Admin to do a due diligence before approval.



As soon as the Admin approves, you will receive a notification of membership approval as seen below↓. You can then proceed to make payment and update the rest of the profile.

NIICTE Membership Portal

Hello!

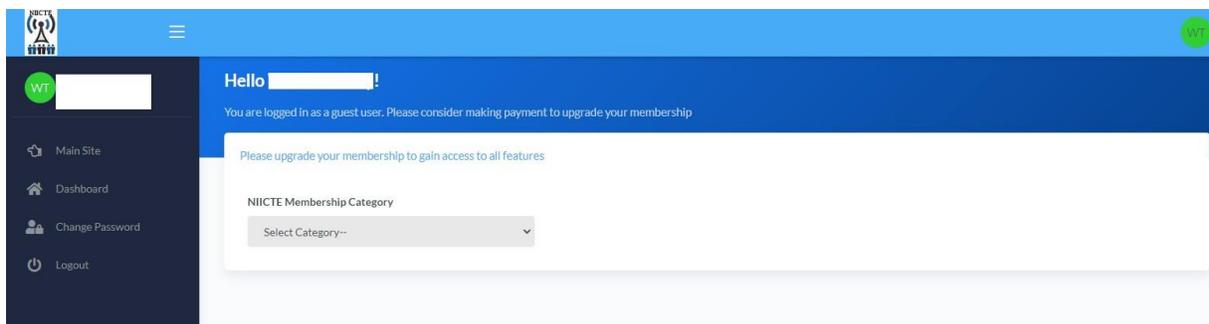
Your Membership has been Approved, please click the button below to continue with your registration.

If you did not create an account, no further action is required.

Regards,
NIICTE Membership Portal

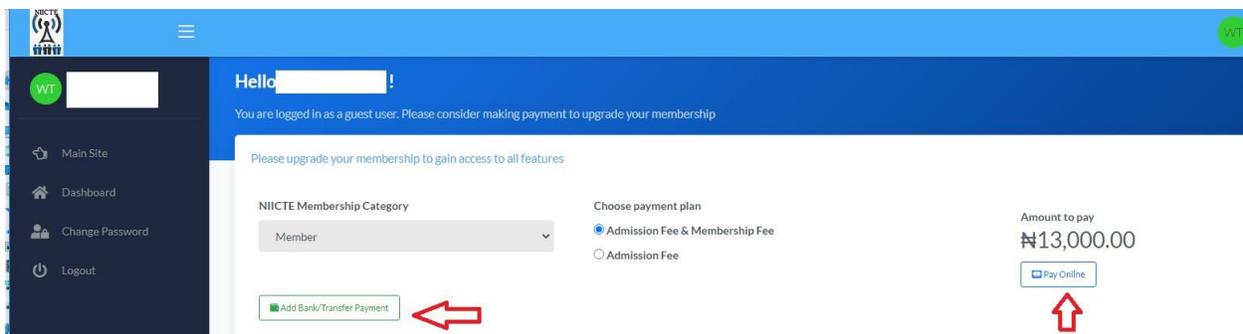
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Below is the sample of what you will see when you login after approval from Admin. You need to keep checking your mail for approval notification from Admin for you to finish your registration else, it will generate errors (403,404 or 419)

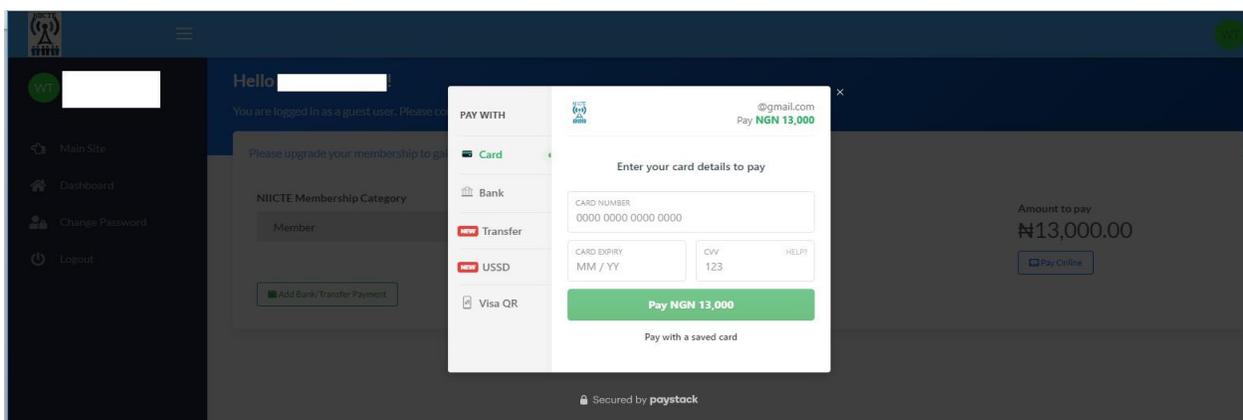


After successfully login, you can proceed to select your membership category to make payment as seen above.

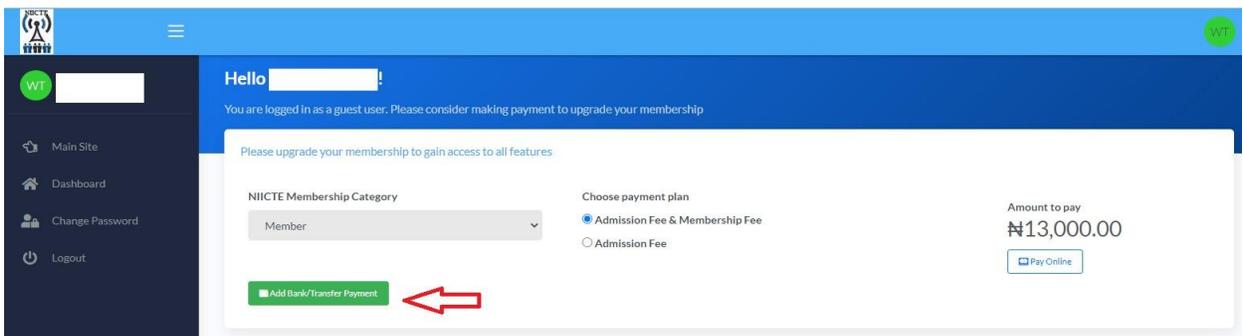
Please note that the payment come in two options, you can either make your payment directly on the payment platform integrated to the portal (online) or through Bank Transfer or Bank Branch. The evidence of payment should be uploaded in case of Transfer/Bank Branch. See below for ease of reference.



If you are paying online, see sample below!

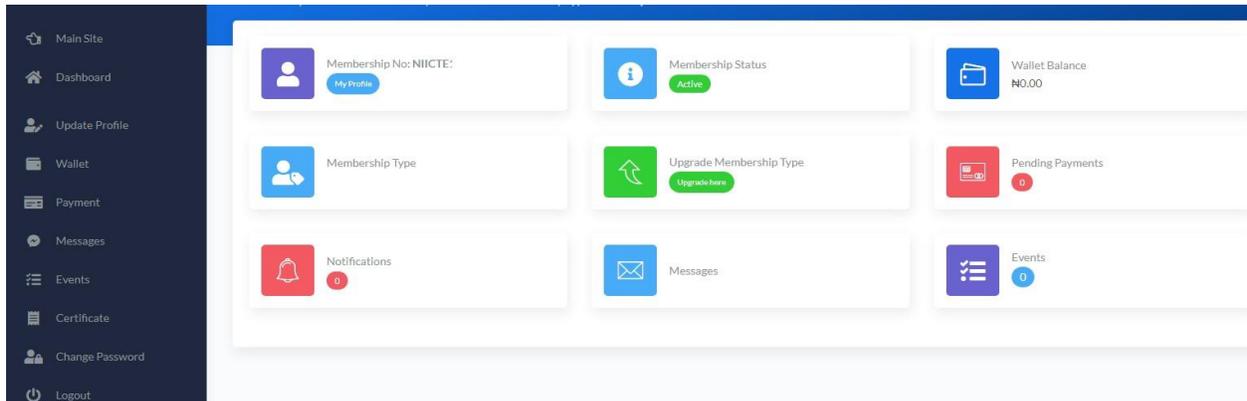


If you are using the Bank/ Transfer payment, see sample below! Click to upload proof of payment. Please note, it has a maximum size limit of 500kb in jpg/png format.



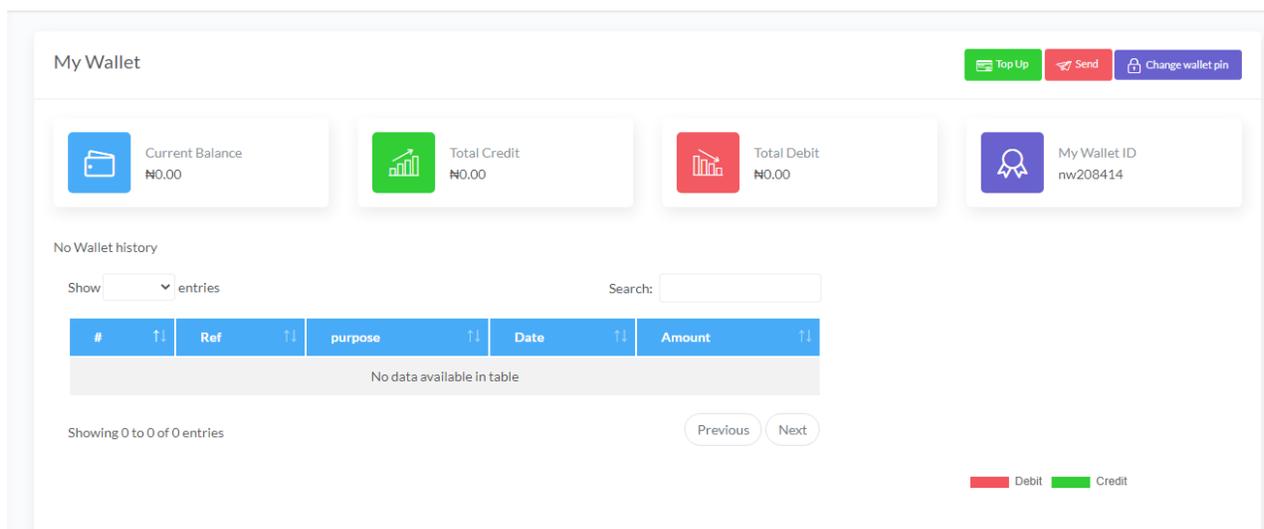
You will receive a notification of your payment in the email provided as at the time of registration and also payment receipt in your **Back Office**

To print receipt, from **Menu**, navigate to (**Payment => Payment History => Details => Print**). This is also applicable to users that opt for Bank Payment/Transfer. As soon as payment is confirmed by the Admin (Bank Payment/Transfer), the features in your **Back Office** changes to the sample screenshot below while **online payment** changes immediately as seen below.



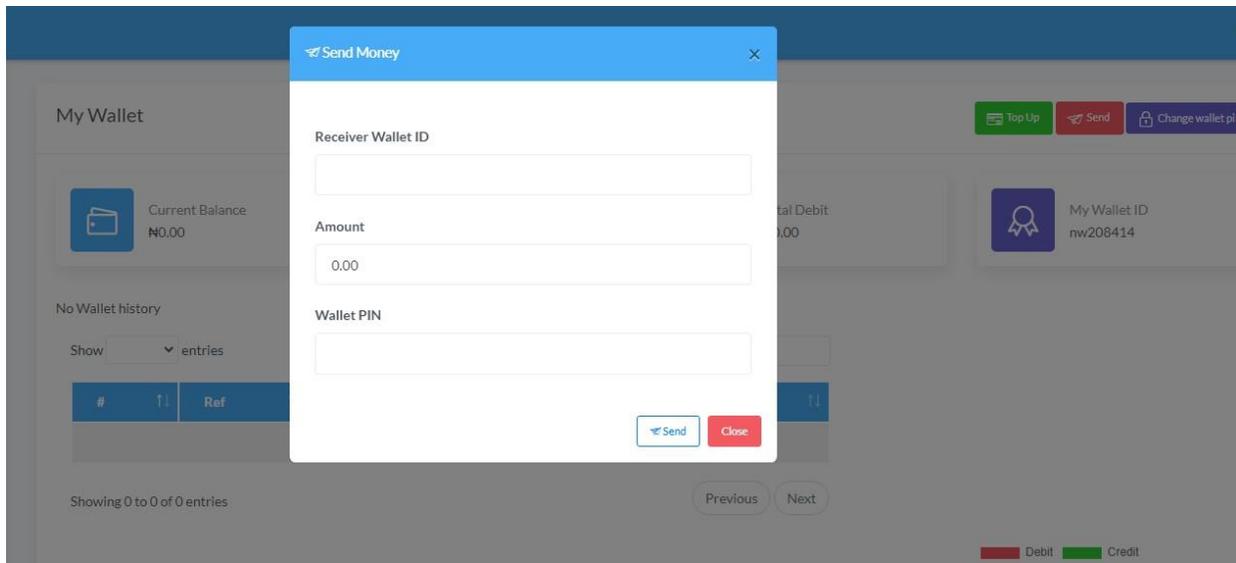
PROFILE UPDATE

1. Update your profile – e.g. Picture, Other Name, Address etc.
2. You can add fund to your wallet for future membership dues or to help other members to pay theirs by transferring funds from your wallet to the supposed recipient. (see 3 below for clarity).



3. WALLET FEATURES

- a. User can top up (Add) funds – When you click on Top Up icon, it takes you to the payment channel to add funds using your Debit/Credit Card.
- b. You can send funds to other members from your funded Wallet through the Wallet ID of the person you want to help.
- c. You can also change your Wallet Pin.



4. Again for your receipt, click on payment, then navigate to payment history to print your receipt.
5. To send messages among the members, click on message section.
6. For any current event from the Institute, a notification will appear on your dashboard.
7. Download and print your certificate by clicking on **Certificate** from the Menu on your Dashboard.

Thank you.

ADMIN