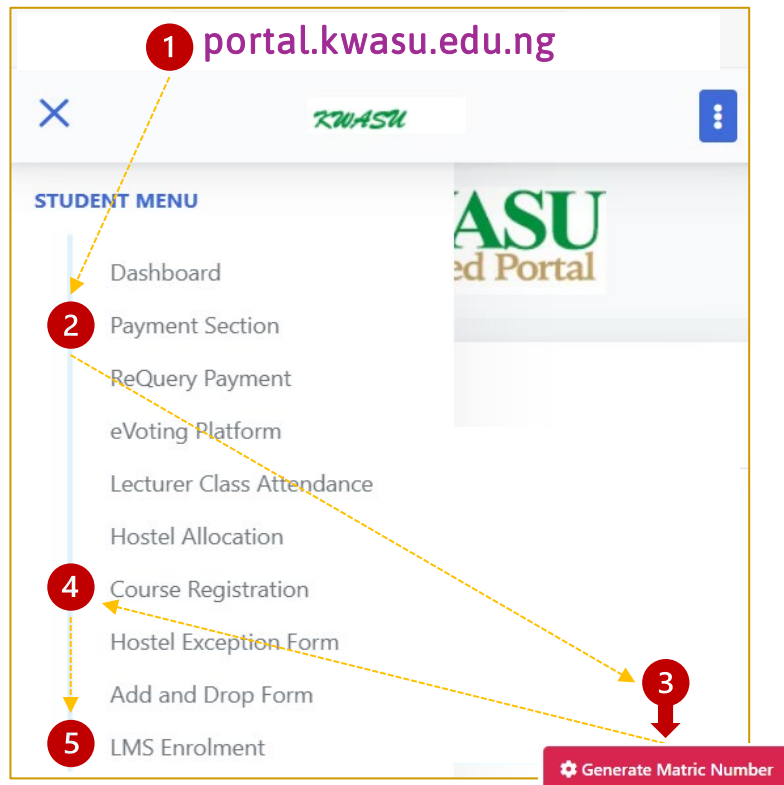


How to “create a Kwasu-Virtual user profile” and “enrol in virtual classes”

1. Go to portal.kwasu.edu.ng and login.
2. Pay your tuition and other relevant fees.
3. Generate your **Matric. No.** (if you are a new student).
4. Complete your **course registration**.
5. Go to **LMS Enrolment**.



On the LMS Enrolment page:

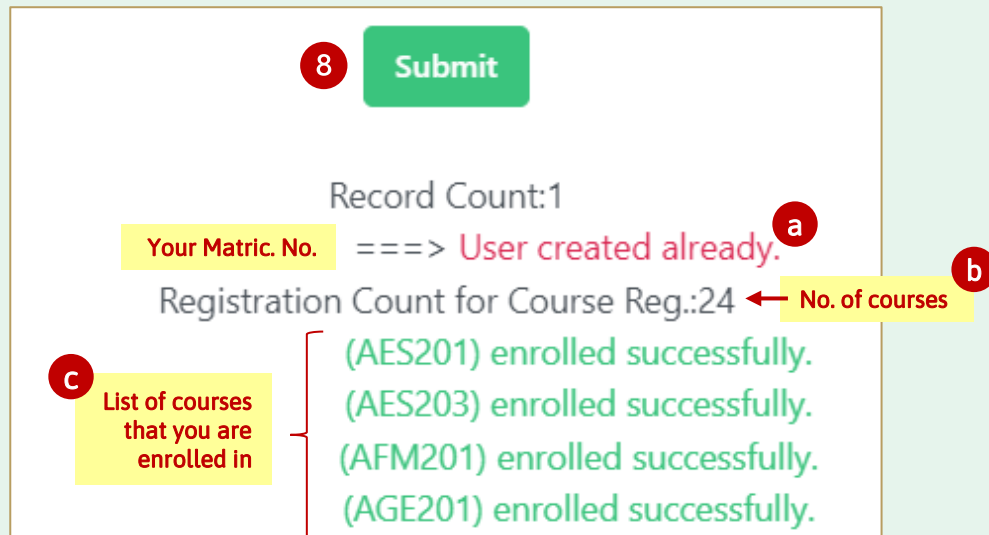
6. Select your **Academic Session**.
(Check your completed course registration form to confirm the correct Academic Session).
7. Click **Submit**.
(Then see Steps 8 and 9 for the possible feedback that you might get).

A screenshot of the 'LMS Course Registration Enrolment' form. The form has a title bar 'LMS Course Registration Enrolment'. Below the title bar is a blue box with the text 'Note: Click on Submit button to proceed.' Below this is a 'Portal Category' dropdown menu. Below the dropdown menu is a red circle with the number 6 pointing to the 'Academic Session' label. To the right of 'Academic Session' is a yellow box with the text 'Check your Course Registration Form to verify'. Below the 'Academic Session' label is a 'Reg No/Matric Number' input field. Below the input field is a red circle with the number 7 pointing to the 'Submit' button.

Possible feedback from “LMS Enrolment” on KWASU Portal

8. If **successful**, you will see:

- a) a statement that your user profile has been created,
- b) the number of courses you registered on KWASU Portal, and
- c) a **green-coloured list** of your enrolled courses.

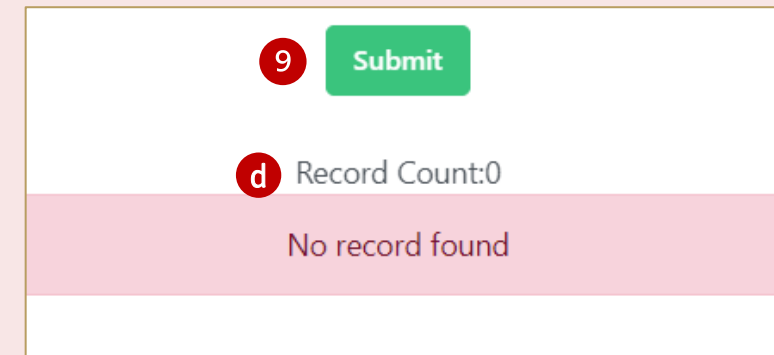


The screenshot shows a green 'Submit' button at the top. Below it, the text 'Record Count:1' is displayed. A yellow box highlights 'Your Matric. No.' followed by '===> User created already.' with a red circle 'a' next to it. Below this, 'Registration Count for Course Reg.:24' is shown with a red circle 'b' next to it. A yellow box highlights 'List of courses that you are enrolled in' with a red circle 'c' next to it. A list of four courses is shown in green text: (AES201) enrolled successfully, (AES203) enrolled successfully, (AFM201) enrolled successfully, and (AGE201) enrolled successfully.

This means that you can now **STOP HERE**,
then go to KWASU-Virtual – lms.kwasu.edu.ng – and login.

9. If **unsuccessful**;

- d) you will **NOT SEE** any list of courses and/or
- d) you will see a **red-coloured error message**.



The screenshot shows a green 'Submit' button at the top. Below it, the text 'Record Count:0' is displayed with a red circle 'd' next to it. A pink box contains the text 'No record found'.

See Steps 10 to 12 to learn how to resolve this challenge.

Resolving errors about “LMS Enrolment” on Kwasu Portal

10. Use this **checklist** to make sure that you have done each of the **compulsory actions** on Kwasu Portal...

(start from the top and DO NOT skip any)

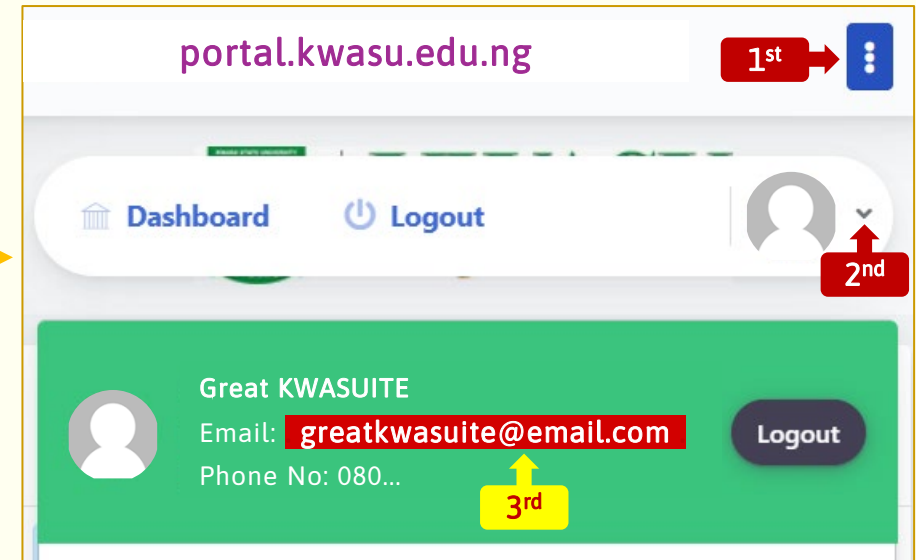
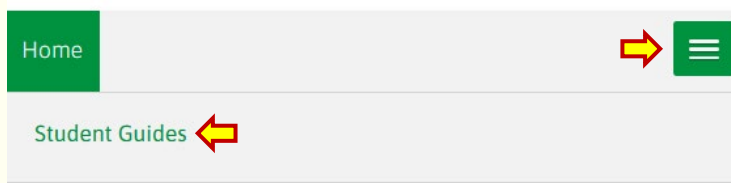
- a) Have you paid your fees? ☐
- b) Have you generated your Matric. No.? ☐
- c) Have you completed your course registration? ☐
- d) Have you checked that your email address is spelt correctly? ☐

– To verify this, follow the steps shown in the image here.

- e) Did you select the correct academic session during the “LMS Enrolment” process? ☐
(Check your current Course Registration Form for the correct session)

11. After ticking **ALL THE FIVE BOXES ABOVE**,
retry the “**LMS Enrolment**” process.

12. Alternatively, check the **Student Guides** section of Kwasu Virtual
(lms.kwasu.edu.ng) to learn how to access a course temporarily.



– A misspelt email address on Kwasu Portal also prevents LMS Enrolment.

– If you observe any error* in the spelling of your email address, then send a request for correction to cithelpdesk@kwasu.edu.ng

– Then, **keep rechecking** until your request is treated.

***Examples of spelling errors:**

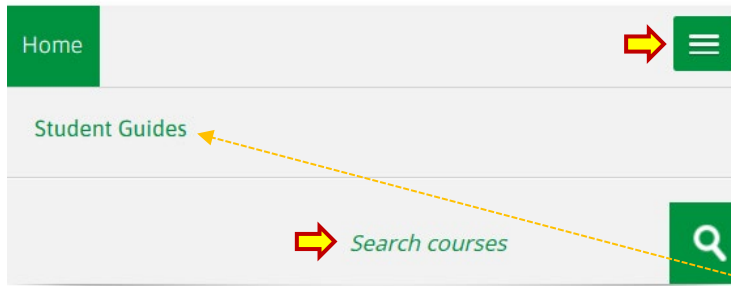
Duplication = greatkwasuite@email.comgreatkwasuite@email.com

Addition = mailto:greatkwasuite@email.com

How to “temporarily access courses” on Kwasu-Virtual

Procedure:

1. Go to lms.kwasu.edu.ng and login.
2. Search for the **course code** or **course title** from within the “Navigation Bar”.



3. Click on “Click to enter this course”.
- Click to enter this course
4. Click on “Enter this course, TEMPORARILY”.
- You will NOT SEE this button if you are not logged in.

Enter this course, TEMPORARILY

Important notes:

- a) This temporary option gives you “**Auditing Student**” privileges in a course.
- b) As an Auditing Student, you can study the learning contents in a virtual class, but CANNOT partake in graded activities like quizzes, assignments, attendance, etc.
- c) This access will automatically expire after one week and can be renewed.
- d) To gain full student access, you should complete your course registration and “LMS Enrolment” on Kwasu Portal.
- e) For detailed information about Kwasu-Virtual, check the **Student Guides** section (see image on the top-left).