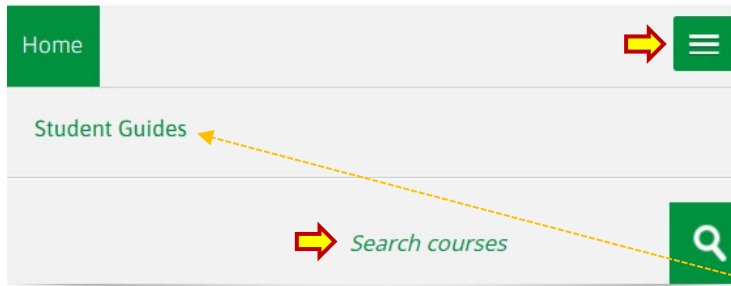


# How to “temporarily access courses” on Kwasu-Virtual

## Procedure:

1. Go to [lms.kwasu.edu.ng](https://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.

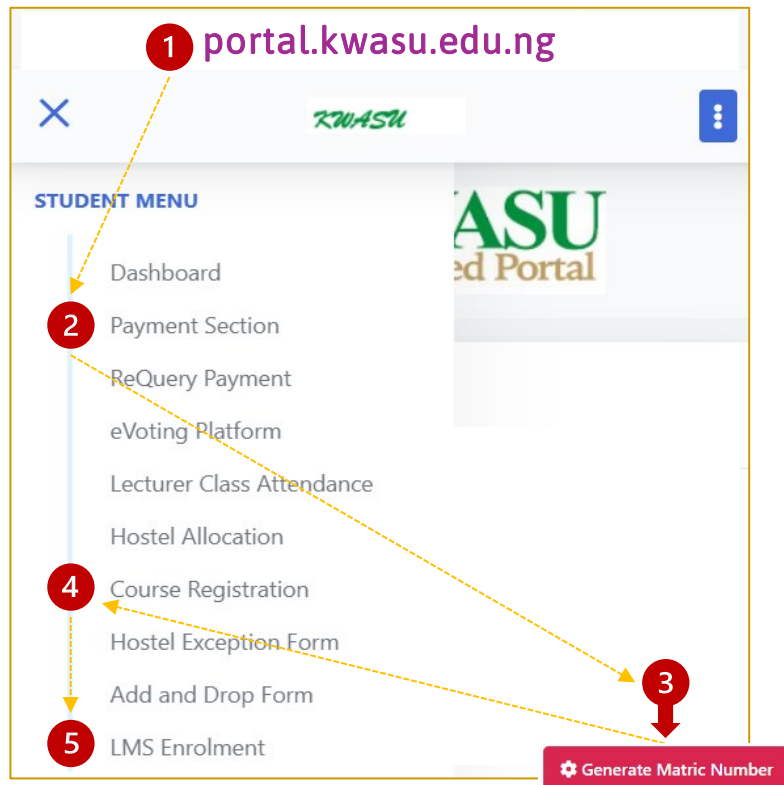
Enter this course, TEMPORARILY

## 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).

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

1. Go to [portal.kwasu.edu.ng](https://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:

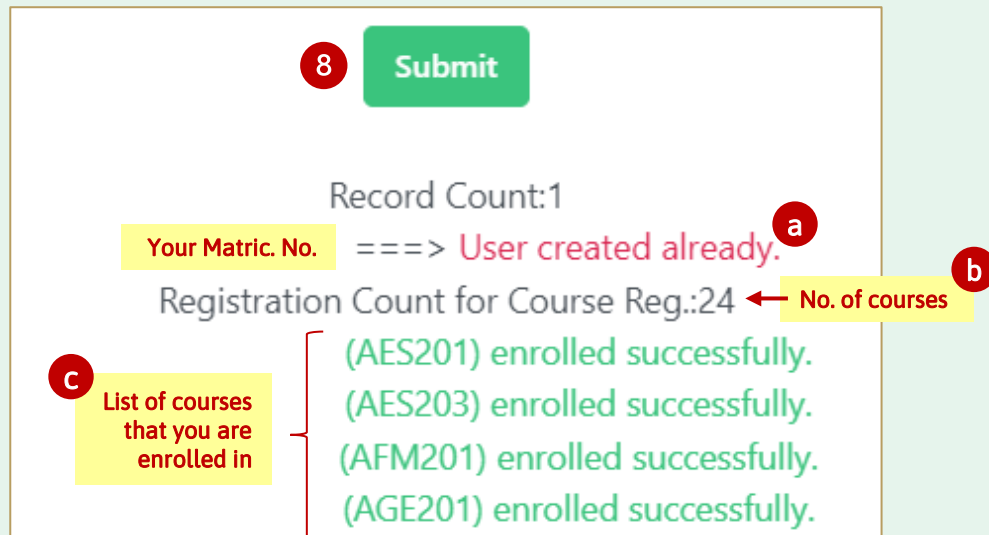
6. Select your **Academic Session**.  
(Check your completed course registration form to confirm the correct Academic Session).
7. Click **Submit**.  
(Then see Steps 8 and 9 for the possible feedback that you might get).

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. A red circle with the number 6 points to the 'Academic Session' dropdown menu. To the right of the 'Academic Session' dropdown is a yellow box with the text 'Check your Course Registration Form to verify'. Below the 'Academic Session' dropdown is a 'Reg No/Matric Number' input field. A red circle with the number 7 points 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.

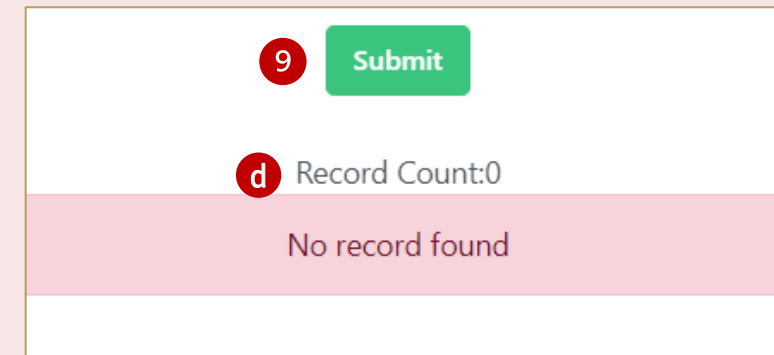


The screenshot shows a green 'Submit' button at the top. Below it, the text 'Record Count:1' is displayed. A yellow box highlights 'Your Matric. No.' followed by '===> User created already.' with a red circle 'a' next to it. Below this, 'Registration Count for Course Reg.:24' is shown with a red circle '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](https://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)

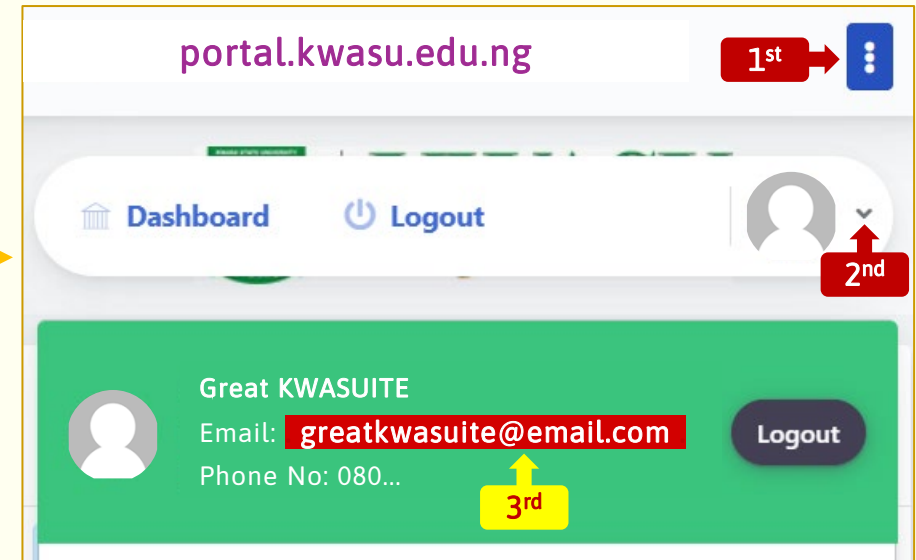
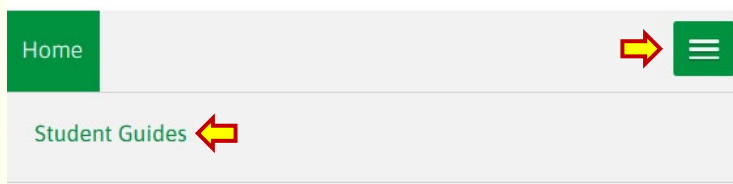
- a) Have you paid your fees? ☐
- b) Have you generated your Matric. No.? ☐
- c) Have you completed your course registration? ☐
- d) Have you checked that your email address is spelt correctly? ☐

– 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](https://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](mailto:cithelpdesk@kwasu.edu.ng)

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

**\*Examples of spelling errors:**

Duplication = [greatkwasuite@email.comgreatkwasuite@email.com](mailto:greatkwasuite@email.comgreatkwasuite@email.com)

Addition = [mailto:greatkwasuite@email.com](mailto:mailto:greatkwasuite@email.com)