How to complete your online application form

1. Register your account
   (a) to begin the process Click here or follow this link https://spgs.nda.edu.ng/register
   (b) Provide your name, email and password
   (c) Check your email inbox and click on the verification link sent to you to activate your account
   (d) Note: You will not be able to proceed until you have verified your email

2. Make your payment.
   (a) Login to your application portal by providing the email and password in step 1 here
   (b) Click on "payments"
   (c) You will be redirected to the payment page where you will make your payment
   (d) use any of the available payment options "Card" or "Bank Transfer" and complete the payment process
   (e) You will be rediected from the payment page back to the portal.
   (f) Click on payment again after you have been redirected and you will see your receipt.

3. Update Your Profile
   (a) Login to your application portal using your email and password
   (b) Click on "profile"
   (c) Then Click on "Bio-data"
   (d) provide your "date of birth", "phone number", "gender", "marrital status" and upload your "passport photograph"
   (e) Click on "Submit Biodata"
   (f) Next Click on "Contact Details"
   (g) provide your contact address and permanent home address
   (h) Click on "Save Contact details"
   (i) Next Click on "Update Personal details"
   (j) provide your full name, Nationality, State , Local Government and Home town
   (k) click on "Save Personal Details"

4. Choose Your prefered Programme
   (a) To Check available courses click here
   (b) Login to your application portal using your email and password
   (c) Click on "Academics"
   (d) Next click on "Select Programme"
   (e) Select faculty, department and programme
   (f) Select the appropriate service records (This section is for serving Military Personnel alone) ignore if you are not one.
   (g) Click on "Save Programme Details

5. Provide O'level Result details
   (a) Click on "Academics"
   (b) Click on "Add O'level Result"
   (c) Select "Exam Body", "Examination type" and "Examination year"
   (d) Choose sitting "first" or "second" (Note: you can only upload two sittings)

(e) provide your grade for "English Languate" and "Mathematics"
(f) Provide three other relevant subject and their grades
(g) click on "submit O level result"
(h) Repeat (b) to (g) above to upload your second sitting. (Note: remember to choose second sitting"

6. Add O-Level Verification Cards
    (a) You are required to upload an O Level verification card for each sitting you have uploaded
    (b) click on "Academics"
    (c) then click on "Add Verification Cards"
    (d) Specify the exam details, card pin and card serial number
    (e) choose the sitting "first" or "second"
    (f) click on "submit verifcation card"
    (g) follow the process above for the "second" sitting

7. Add Referees
    (a) You need a minimum of two referees
    (b) Click on "Referee"
    (c) Provide Referee's name
    (d) Provide Referee's valid e-mail
    (e) Note: Your referee will get an email with a link to fill in the online referee for that will take only two minutes to fill.
    (f) Click on "Submit Confidential Referee"
    (g) follow the process above to add the second referee
    (h) Note: You will be able to delete and add another referee provided any of your nominated referees has not responded
    (i) Note: You will be able to check if they have responded or not on the same page below

8. Provide your academic qualifications
    (a) Click on "Qualifications"
    (b) Next Click on School
    (c) provide "certificate type", "Awarding Institution", "Qualification Obtained", "Class" and "year obtained"
    (d) Click on "Save"
    (e) follow above steps to add all your academic qualifications

9. Provide your professional qualifications
    (a) Click on "Qualifications"
    (b) Next Click on professional
    (c) provide "certificate type", "Awarding Institution", "Qualification Obtained", "Certificate Number (No)", "issue date" and "expiry date"
    (d) Click on "Save"
    (e) follow above steps to add all your academic qualifications

10. Preview your application form
    (a) Note: you will not be allowed to preview your application form untill the following have been provided
        1. You have made payment

2. You have provided everything in the Pofile section
3. You have uploaded at least one O'level sitting
4. You have provided O'level verification cards for all uploaded O Level exam sittings
5. You have provided at least two referees and all of them have responded (please remove and add other referees as the need may be)
6. You have provided at least two academic qualifications
7. You have provided uploads (if required)

(b) After Preview you can go back to edit any section that is in error

11. Submit your form
    (a) To Submit your form
    (b) Click on Submit form
    (c) Follow the instructions to complete the submission process
    (d) Note: You cannot make any changes to your application form after you have submitted. You are therefore advised to check and recheck to correct any wrong details before submission.