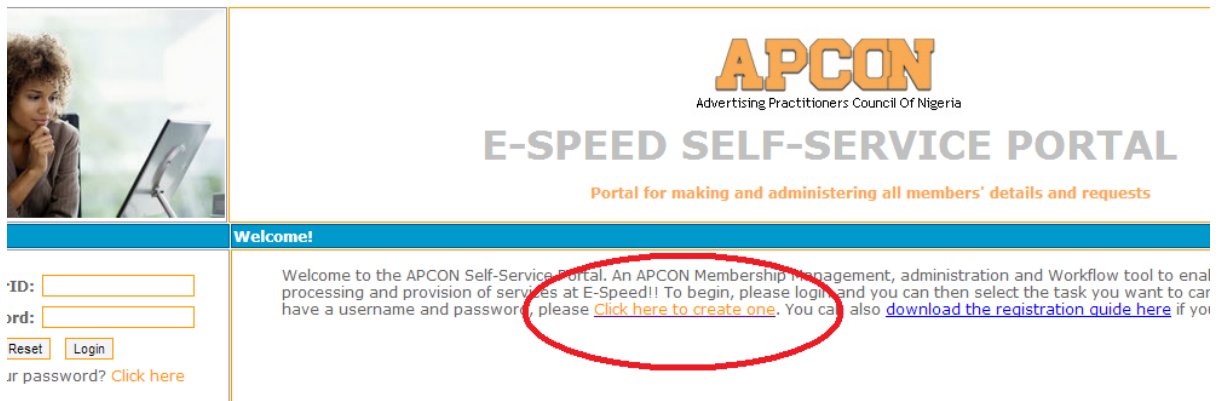


GUIDE TO REGISTERING AS A STUDENT ON APCON SELF-SERVICE PORTAL

- ❖ Go to selfservice.apconng.com
- ❖ Click on the “[Click here to create one](#)” hyperlink to create a new account.



Welcome!

Welcome to the APCON Self-Service Portal. An APCON Membership Management, administration and Workflow tool to enable processing and provision of services at E-Speed!! To begin, please login and you can then select the task you want to carry out. If you do not have a username and password, please [Click here to create one](#). You can also [download the registration guide here](#) if you need it.



- ❖ On the “[SELECT KIND OF MEMBERSHIP FORM](#)” combo box, select “[Student Membership Application Form](#)” and click on “[Continue](#)”.
- ❖ A form is loaded and it has four steps:

PERSONAL DATA: STEP 1

Fill in all details as it applies to you and please note the following:

Personal Data: Step 1 Employment Record: Step 2 Institutions Attended: Step 3 Supervising Practitioner: Step 4

Personal Data

Username	<input type="text" value="testing@technocratgroup.co.uk"/>
Password	<input type="password" value="••••••"/>
Re-type Password	<input type="password" value="••••••"/>
Surname	<input type="text" value="John"/>
Other Names	<input type="text" value="Doe"/> * Kindly start with your Firstname
Gender	<input type="text" value="Male"/>
Type of Membership	<input type="text"/>
Date of Birth	Day <input type="text" value="01"/> Month <input type="text" value="Jan"/> Year <input type="text" value="1900"/>
Marital Status	<input type="text" value="Single"/>
Nationality	<input type="text" value="Nigerian"/>
Next of Kin	<input type="text" value="Jane Doe"/>
Address of Next of Kin	<input type="text" value="11, Downing Street, UK."/>
State	<input type="text" value="19.Kaduna"/>

- Provide a functional and valid email address.
- Do not fill the “[Registration Number](#)” and “[Registration Date](#)” fields.

EMPLOYMENT RECORD: STEP 2

Personal Data: Step 1
Employment Record: Step 2
Institutions Attended: Step 3
Supervising Practitioner: Step 4

Employment History

Period of Employment	Establishment (Name/Address)	Job Title
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
Period	Establishment	Job Title

- Sequence to be taken in filling each of your employment history.

INSTITUTIONS ATTENDED: STEP 3

Personal Data: Step 1
Employment Record: Step 2
Institutions Attended: Step 3
Supervising Practitioner: Step 4

Institutions Attended

A. Higher Institutions

Institutions Attended	Qualification Obtained	Date	Upload Document
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="button" value="Choose F4"/> <input type="text" value="hosen"/>
Institution	Qualification	Date	Uploaded Document
	6		

- Please note that uploading a document takes a while depending on the speed of your internet and should not be interrupted.
- If a file is uploaded successfully, it would be shown in blue in “6” above.
- The “Other Results” in Section C of this step can be used to upload other certificates like NYSC Certificate or Exemption letter.
- The basic documents needed are University Certificate, Transcript and NYSC Certificate. Please contact eedohoeket@apconng.com or tayoyusuf@apconng.com for more information as regards which document applies to you.

Institutions Attended**A. Higher Institutions**

Institutions Attended	Qualification Obtained	Date	Upload Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save This High institution details"/>			

Institution	Qualification	Date	Uploaded Document		
Yaba College of Technology, Yaba, Lagos.	ND	1987	28_05_2013_15_44_13_dav6.jpg	1	2
				Edit	Delete

- You can edit or delete an uploaded document as shown in “1” and “2” above.

SUPERVISING PRACTITIONER: STEP FOUR**Particulars of the 3 Referees or Supervising Practitioners**

Only applicable to new applicants. Kindly refer to application guidelines for who qualifies for your referee. (filled and signed Referee form should be uploaded) [Click here to download](#) **1**

E. Referee

Names	Address	Date	Upload Document
<input type="text"/> 2	<input type="text"/> 3	<input type="text"/> 4	<input type="button" value="Choose File"/> No file chosen 5
<input type="button" value="Save This Referee details"/> 5			

Names	Address	Date	Uploaded Document
			6

F. Supervisor **7**

Name of Supervising Practitioner	<input type="text"/>
APCON Registration Category	<input type="text"/>
Registration Number	<input type="text"/>
Official Position	<input type="text"/>
Organization	<input type="text"/>

- Download the referees form and **print 3 copies** and give to your referees to fill appropriately.
- At least, **one** of the referees must be a registered practitioner with APCON
- Scan the filled forms and upload back to the portal. A successfully uploaded form would be shown in blue in “6” above.
- The registered practitioner that stood as your referee is your supervisor and you should fill his/her details in “7” above.

When you are through with the application form, click on “**Submit to APCON**”. Please note the following:

- You can save your details at anytime during the application process and come back to continue the process. Just login with your email address and password that you provided in step one and go to “**My Personal Information**”. **Once you have submitted to APCON, you cannot change any information you filled except your application is rejected.**

- Please consult the “[Generate Request Guide](#)” on the homepage of the portal for steps on how to generate a request to process your payments. **If you do not generate a request, your application would not be processed.**

For any technical challenges, kindly contact selfservice.support@apconng.com and you would be responded to appropriately.