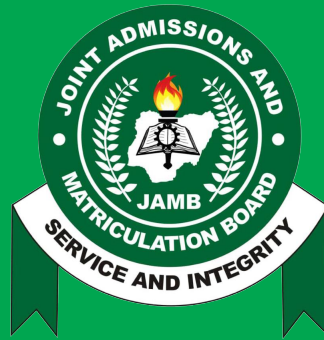
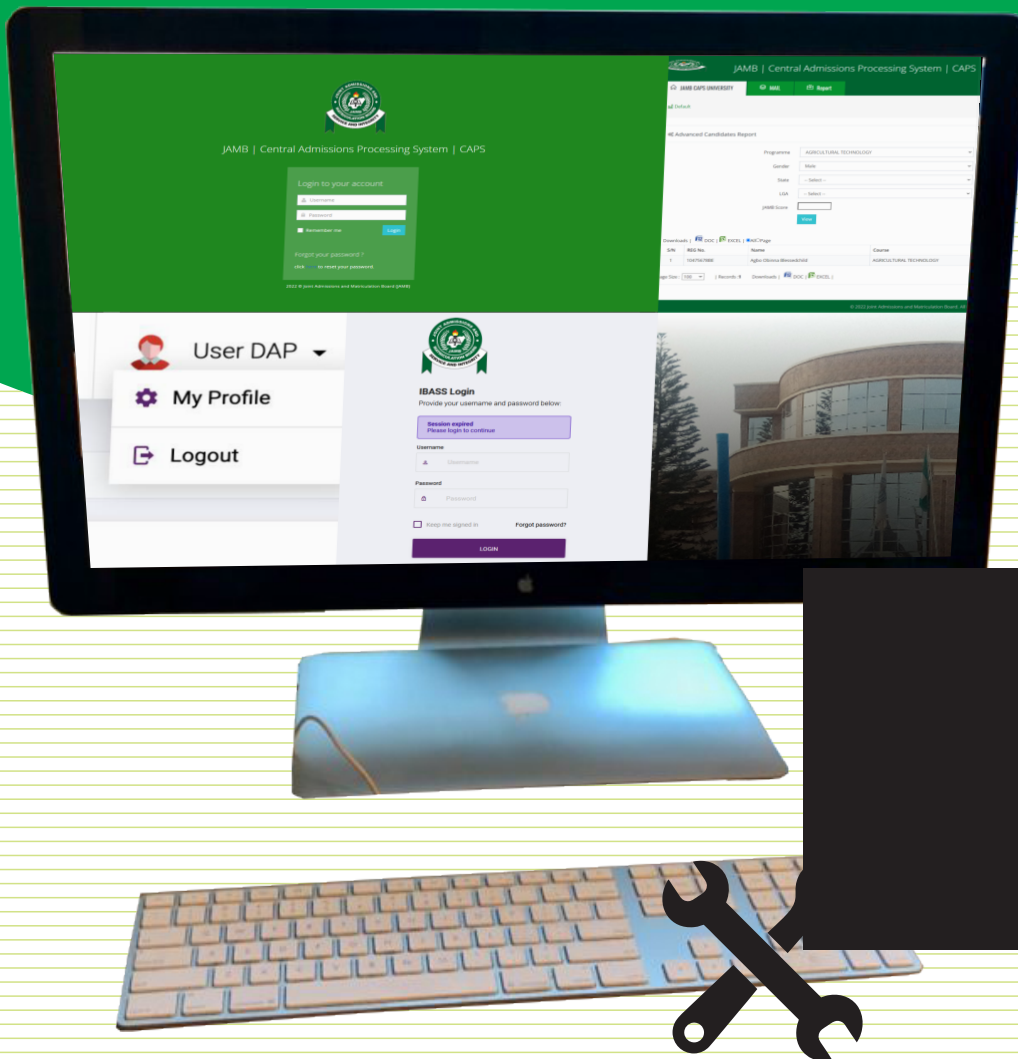
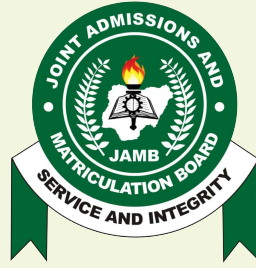


# JOINT ADMISSIONS AND MATRICULATION BOARD



## CAPS AND IBASS ADVISORY AND OPERATIONAL MANUAL





## A GROUP PHOTOGRAPH OF HEADS OF REGULATORY AGENCIES AFTER THE ROLL-OUT OF AUTOMATION OF CURRICULUM, ACCREDITATION AND COMMUNICATION ON ADMISSION AND GENERAL ADMINISTRATIVE MATTERS

---



The Registrar of JAMB Prof. Is-haq O. Oloyede (middle), Executive Secretaries of NUC Prof. Abubakar Rasheed (3rd from left), NCCE Prof. Paulinus Chijioko Okwelle (3rd from right), NBTE Prof. Idris M. Bugaje (2nd from right), Director Admissions Mohammed A. Babaji (1st from right), JAMB Desk Managers of the Regulatory Agencies; Justina Emerole, Hayatuddeen Umar (NUC, 1st & 2nd from left, standing), Felicia Oluchi Awah (NCCE, 2nd from right, standing), Cyril Constance Mbong (NBTE, 1st from right, standing)



# PREFACE

The Central Admissions Processing System (CAPS) and the Integrated Brochure and Syllabus System (IBASS) are service platforms designed to assist the Board to provide quality and efficient service speedily.

To achieve this noble objective, the Joint Admissions and Matriculation Board (JAMB), in consultation with the National Universities Commission (NUC), National Commission for College of Education (NCCE), National Board for Technical Education (NBTE), has upgraded both the CAPS and IBASS platforms to, apart from providing necessary guidance to candidates in the choice of subjects and courses, processing of admissions, serve as a communication platform between JAMB, on one hand, and each of the Regulatory Bodies (NUC, NCCE and NBTE) and all tertiary institutions in Nigeria, on the other hand.

Communication, as we are all aware, is a vital tool in achieving organisational objectives, hence the concerted efforts to ensure that prompt decisions are taken with the help of readily-available and up-to-date data.

It is also noteworthy that the two platforms, would, among others, address the challenge of documentation as they have the capacity to archive all information processed on them.

The user-friendly Advisories accompanying the Training Manual have been provided not only to simplify the process but also to ensure that every user is able to navigate both platforms effectively.

The Board assures the general public that no stone would be left unturned to ensure that candidates, regulators and other critical stakeholders are saved from the trouble of having to go through avoidable pains to achieve their objectives.

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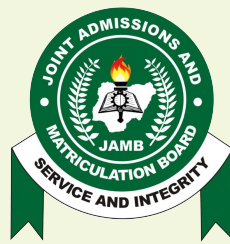
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# SECTION ONE



JOINT ADMISSIONS AND MATRICULATION BOARD

# CAPS ADVISORY

# JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria.

Tel: 08123658955, 08166335513 <http://www.jamb.gov.ng>, [www.jamb.org.ng](http://www.jamb.org.ng)

**PROF. IS-HAQ OLANREWAJU OLOYEDE, OFR, FNAL**  
Registrar/Chief Executive



## OFFICE OF THE REGISTRAR

No: 2022ff06

14th November, 2022

### **ADVISORY FOR REGISTRARS OF TERTIARY INSTITUTIONS ON THE OPERATIONS OF THE CENTRAL ADMISSIONS PROCESSING SYSTEM (CAPS) AS A COMMUNICATION PLATFORM**

This advisory is to guide all Registrars of Institutions on how to use the communication module on the Central Admissions Processing System (CAPS). The communication module was designed to enhance communication and information sharing between the Board and Registrars Institutions. Kindly follow the steps below to access and use the system:-

#### **1.0 Website**

- 1.1 Go to [www.jamb.gov.ng](http://www.jamb.gov.ng), then click on "CAPS (Institution)" menu.

#### **2.0 Login Screen**

- 2.1 How To Login
  - a. Enter Username
  - b. Enter Password
  - c. Click on the Login button to login.
  - d. The username and password will be provided by JAMB upon request of your details.

#### **3.0 Institution Registrar Dashboard**

- 3.1 The Registrar's dashboard is made up of the following:-
  - a. Total Candidates (Candidates who choose your institution as first choice)
  - b. Total Quota (Available admission's quota for your institution)
  - c. Total Quota Used (Quota used for admission)
  - d. Quota Balance (Available quota for admissions)

#### **4.0 Messaging**

- 4.1. The messaging module allows the Registrars of institutions to compose/send as well as receive messages to the following users:-
  - a. JAMB Registrar
  - b. Director, Admissions (JAMB)
  - c. The Desk Officer of the institution in JAMB

- 4.2. The Registrars of Institutions can view all the sent and received messages.
- 4.3. The Registrars of institutions can also view attachments to mails, if any.

## 5.0 Reports

The Registrar of an institution can view the following reports on CAPS:-

### 5.1 Candidates by Admission Status

This report allows you to view all candidates within your institution by Admission status. The following admission status are available on CAPS;

- Not Admitted
- Proposed
- Recommended
- Approved
- Accepted

### 5.2 Candidates List by Programme

This report allows you to view candidates in your institution by programmes.

### 5.3 Advanced Candidate List

This report allows you to view candidates within your institution by a combination of two or more criteria, such as;

- Programme
- State of origin
- Local Government of origin
- Gender
- UTME score

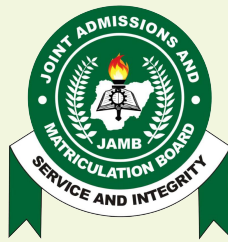
**Mohammed A. Babaji**

Director, Admissions

*For: Registrar*



# SECTION TWO



JOINT ADMISSIONS AND MATRICULATION BOARD

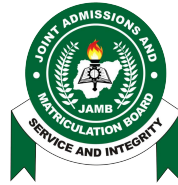
# CAPS MANUAL

# JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria.

Tel: 08123658955, 08166335513 <http://www.jamb.gov.ng>, [www.jamb.org.ng](http://www.jamb.org.ng)

**PROF. IS-HAQ OLANREWAJU OLOYEDE**, OFR, FNAL  
Registrar/Chief Executive



OFFICE OF THE REGISTRAR

## USER MANUAL FOR REGISTRARS OF INSTITUTIONS MODULE ON CAPS COMMUNICATION SYSTEM

This manual is to guide all Institutions' registrars on how to use the communication module on CAPS. The communication module was designed to enhance communication and information sharing between the Board and Institutions' Registrars. Kindly follow the steps below to access the system:

1. Go to [www.jamb.gov.ng](http://www.jamb.gov.ng), then click on "CAPS (Institution)" menu.

**JOINT ADMISSIONS AND MATRICULATION BOARD**  
enhancing academic excellence...

Home Quick Links About News & Events Candidates/Stakeholders FOI Archives Intranet Mail

CAPS(Candidates)E-facility CAPS(Institution) Ticket/Support E-facility IBASS Print Mop-Up Examination Slip

**THE JOINT ADMISSIONS AND MATRICULATION BOARD (JAMB)**  
WELCOME THE HONOURABLE MINISTER OF EDUCATION,  
WINNERS OF THE 2020 NATAP-M AWARD IN A GROUP PHOTOGRAPH WITH THE HONOURABLE MINISTER OF EDUCATION, MALAM ADAMU ADAMU, MINISTER OF STATE FOR EDUCATION, REGIONAL CHIEF GOODLUCK N. OPA LAND REGISTRAR JAMB, PROF. IS-HAQ OLOYEDE.

**MEET THE REGISTRAR**

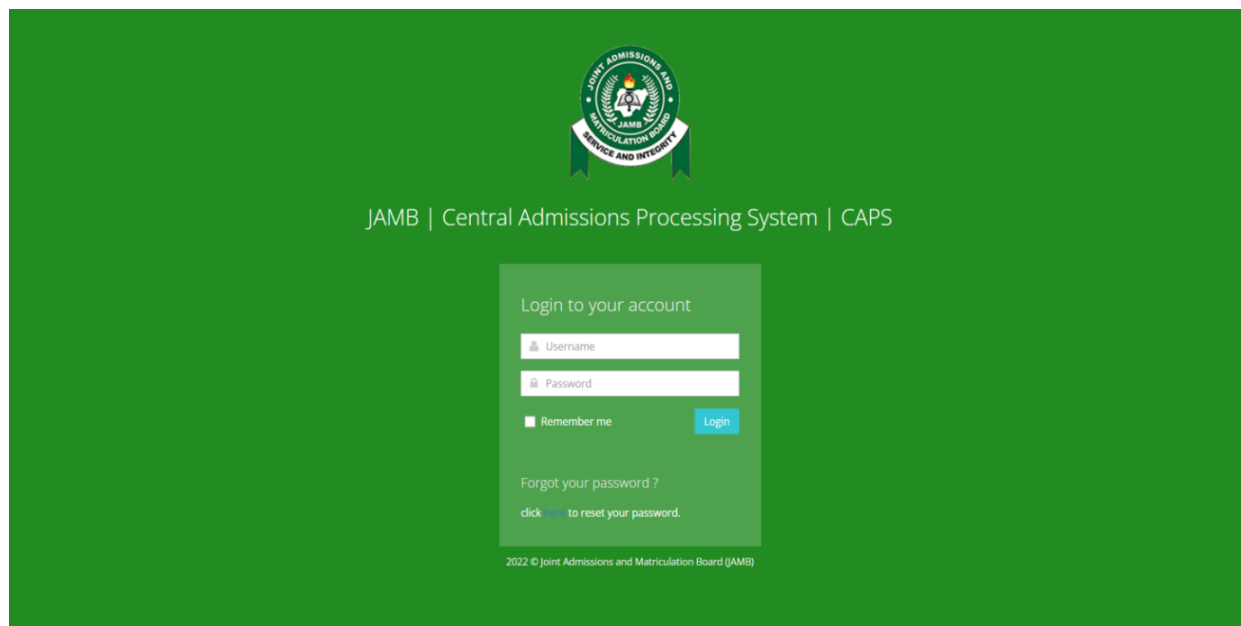
**THE JAMB MANDATE**

The legal instrument establishing the Board was promulgated by the Act (No. 2 of 1978) of the Federal Military Government on 13th February, 1978. By August 1988, the Federal Executive Council amended Decree No. 2 of 1978. The amendments have since been codified into Decree No. 33 of 1989, which took

**RECENT HEADLINES** NATAP-M AWARDS HAS IMPACT ON PROFILE AND GLOBAL RANKING OF ABU - VICE-CHANCELLOR

## 2. Login Screen

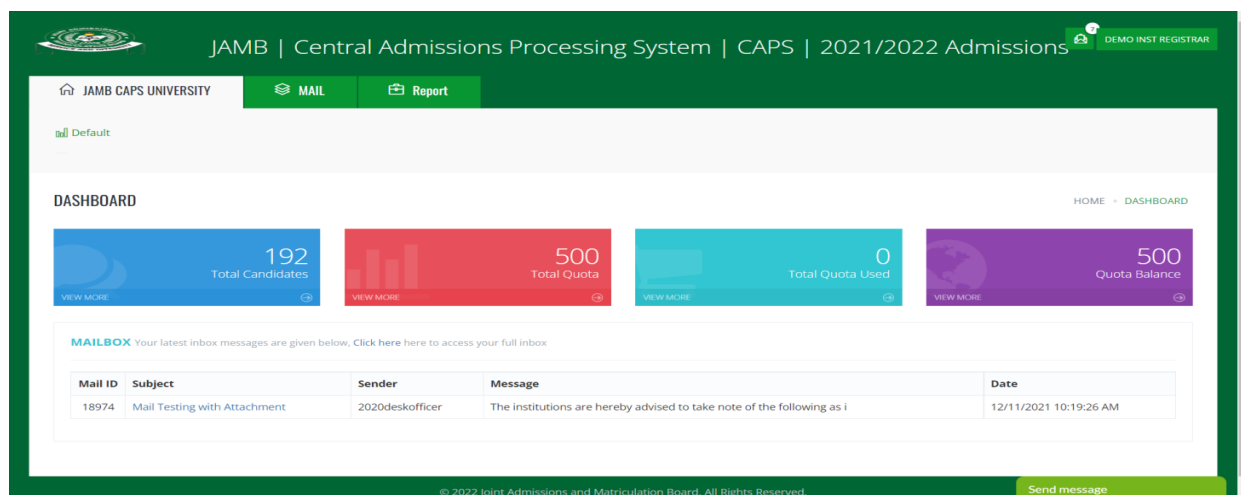
The login screen below will come up after step 1 above.



### HOW TO LOGIN

- Enter Username
- Enter Password
- Click on the Login button to login.
- Your username and password will be provided by the JAMB Admissions department.

## 3. INSTITUTION REGISTRAR DASHBOARD



Mail ID	Subject	Sender	Message	Date
18974	Mail Testing with Attachment	2020deskofficer	The institutions are hereby advised to take note of the following as i	12/11/2021 10:19:26 AM

### Definition

- Total Candidates (Candidates who choose your institution as first choice)
- Total Quota (Available admission's quota for your institution)
- Total Quota Used (Quota used for admission)
- Quota Balance (Available quota for admissions)



## 4. COMPOSE MAIL

The screenshot shows the 'Compose Mail' interface in the JAMB CAPS University system. The header includes the JAMB logo, the text 'JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions', and a user profile for 'DEMO INST REGISTRAR'. The main navigation bar has 'MAIL' and 'Report' buttons. On the left, there is a sidebar with 'Compose', 'Inbox', and 'Sent' options. The main area contains a 'Send' button, a 'Discard' button, and input fields for 'To:' (set to 'Registrar JAMB'), 'Subject:', and a large 'Message:' text area. Below the message area are three 'Choose File' buttons, each with the text 'No file chosen'. At the bottom, there are 'Send' and 'Discard' buttons and a 'Send message' button in the footer.

### Navigation

- Click Mail
- Select Compose

### HOW TO COMPOSE/SEND MAIL

- Select To (recipient)
- Enter Subject
- Enter Message
- Click **“Choose file”** to add an attachment
- Click on the **Send** button to send message

**Note:** A pop-up appears asking if you are sure you want to send the mail

- Click on the **OK** button to confirm.

**Note:** All the fields are required

## 5. INBOX

The screenshot shows the 'Inbox' interface in the JAMB CAPS University system. The header is identical to the Compose Mail page. The main navigation bar has 'MAIL' and 'Report' buttons. On the left, there is a sidebar with 'Compose', 'Inbox', and 'Sent' options. The main area shows an 'INBOX' header with a 'Page Size: 25' dropdown. Below is a table with the following data:

Mail ID	Subject	Sender	Message	Date
18974	<a href="#">Mail Testing with Attachment</a>	2020deskofficer	The institutions are hereby advised to take note o	12/11/2021 10:19:26 AM

At the bottom, there is a 'Send message' button in the footer.

## Definition

This contains the list of all mails sent to you

## Navigation

- Click Inbox

## HOWTO

- Click the email **“Subject”**, highlighted in blue, on the grid to view e-mail details.

The screenshot shows the JAMB CAPS system interface. The header includes the JAMB logo, the text 'JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions', and a user profile for 'DEMO INST REGISTRAR'. The main navigation bar has 'JAMB CAPS UNIVERSITY', 'MAIL', and 'Report' buttons. A sidebar on the left shows 'Compose', 'Inbox', and 'Sent' options. The main content area displays an email titled 'Mail Testing with Attachment' sent on 12/11/2021 at 10:19:26 AM. The email body contains text regarding the conversion of UTME to DE candidates. Below the text is an 'Attachments' table with one entry: 'Mail Testing with Attachment'. A 'Send message' button is located at the bottom right.

S/N	Document Title	Download
1	Mail Testing with Attachment.	Download

## 6. SENT MAILS

The screenshot shows the 'SENT MAILS' section of the JAMB CAPS system. The header and navigation are identical to the previous screenshot. The main content area displays a table of sent emails. The table has columns for 'Mail ID', 'Subject', 'Sender', 'Message', and 'Date'. A 'Page Size' dropdown is set to '25'. A 'Send message' button is located at the bottom right.

Mail ID	Subject	Sender	Message	Date
31134	Demo	2020Registrar	Demo	7/22/2022 9:09:46 AM

## Definition

This contains the list of all mails you sent out.

## Navigation

- Click Sent

## HOWTO

- Click the email **“Subject”** on the grid to view mail details.

The screenshot shows the JAMB CAPS system interface. At the top, there is a header with the JAMB logo, the text 'JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions', and a user profile for 'DEMO INST REGISTRAR'. Below the header, there is a navigation bar with 'JAMB CAPS UNIVERSITY', 'MAIL', and 'Report' buttons. The main content area shows a 'Default' view with a 'Compose' button and a list of folders: 'Inbox' and 'Sent'. The 'Sent' folder is selected, showing an email titled 'Demo' sent on 7/22/2022 at 9:09:46 AM. The email content is 'Demo' and there are 'Attachments' listed below. A 'Send message' button is visible at the bottom right.

## 7. CANDIDATES BY ADMISSION STATUS

The screenshot shows the 'Candidates By Admission Status' interface in the JAMB CAPS system. The header is the same as the previous screenshot. The main content area has a title 'Candidates By Admission Status' and a dropdown menu for 'Admission Status' set to 'Recommended'. Below the dropdown is a 'View' button. At the bottom, there are options for 'Downloads | DOC | EXCEL |' and 'Page Size: 100 | Records: Downloads | DOC | EXCEL |'. A 'Send message' button is visible at the bottom right.



## Definition

This will display candidates list that matches the selected admission status

## Navigation

- Click Report
- Select Candidates by Admission Status

## HOWTO

- Select Admission Status
- Click the view button to display candidates list

## 8. CANDIDATES LIST BY PROGRAMME

JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions

HOME MAIL Report

Default

Candidates List By Program

Programme: AGRICULTURAL TECHNOLOGY

View Candidates View Programme Statistics

Downloads | DOC | EXCEL

REG NO.	S/N	Name	Course	Sex	JAMB Score	State	LGA
10475678BE	1	Agbo Obinna Blessedchild	AGRICULTURAL TECHNOLOGY	M	275	EBONYI	OHAUKWU

Page Size: 100 | Records: 1 | Downloads | DOC | EXCEL

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Send message

## Definition

This will display a list of all candidates that matches the selected programme

## Navigation

- Click Report
- Select List by Programme

## HOWTO

- Select Programme
- Click the **“view Candidates”** Button to display candidates’ list
- Click **“View Programme”** Statistics

JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions

Home Mail Report

Default

Candidates List By Program

Programme: AGRICULTURAL TECHNOLOGY

View Candidates View Programme Statistics

Downloads | DOC | EXCEL

REG NO.	S/N	Name	Course	Sex	JAMB Score	State	LGA
10475678BE	1	Agbo Obinna Blessedchild	AGRICULTURAL TECHNOLOGY	M	275	EBONYI	OHAUKWU
10475678BE	2	...	...	...	...	...	...
10475678BE	3	...	...	...	...	...	...
10475678BE	4	...	...	...	...	...	...
10475678BE	5	...	...	...	...	...	...
10475678BE	6	...	...	...	...	...	...
10475678BE	7	...	...	...	...	...	...
10475678BE	8	...	...	...	...	...	...
10475678BE	9	...	...	...	...	...	...
10475678BE	10	...	...	...	...	...	...
10475678BE	11	...	...	...	...	...	...
10475678BE	12	...	...	...	...	...	...
10475678BE	13	...	...	...	...	...	...
10475678BE	14	...	...	...	...	...	...
10475678BE	15	...	...	...	...	...	...
10475678BE	16	...	...	...	...	...	...
10475678BE	17	...	...	...	...	...	...
10475678BE	18	...	...	...	...	...	...
10475678BE	19	...	...	...	...	...	...
10475678BE	20	...	...	...	...	...	...
10475678BE	21	...	...	...	...	...	...
10475678BE	22	...	...	...	...	...	...
10475678BE	23	...	...	...	...	...	...
10475678BE	24	...	...	...	...	...	...
10475678BE	25	...	...	...	...	...	...
10475678BE	26	...	...	...	...	...	...
10475678BE	27	...	...	...	...	...	...
10475678BE	28	...	...	...	...	...	...
10475678BE	29	...	...	...	...	...	...
10475678BE	30	...	...	...	...	...	...
10475678BE	31	...	...	...	...	...	...
10475678BE	32	...	...	...	...	...	...
10475678BE	33	...	...	...	...	...	...
10475678BE	34	...	...	...	...	...	...
10475678BE	35	...	...	...	...	...	...
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10475678BE	37	...	...	...	...	...	...
10475678BE	38	...	...	...	...	...	...
10475678BE	39	...	...	...	...	...	...
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10475678BE	41	...	...	...	...	...	...
10475678BE	42	...	...	...	...	...	...
10475678BE	43	...	...	...	...	...	...
10475678BE	44	...	...	...	...	...	...
10475678BE	45	...	...	...	...	...	...
10475678BE	46	...	...	...	...	...	...
10475678BE	47	...	...	...	...	...	...
10475678BE	48	...	...	...	...	...	...
10475678BE	49	...	...	...	...	...	...
10475678BE	50	...	...	...	...	...	...
10475678BE	51	...	...	...	...	...	...
10475678BE	52	...	...	...	...	...	...
10475678BE	53	...	...	...	...	...	...
10475678BE	54	...	...	...	...	...	...
10475678BE	55	...	...	...	...	...	...
10475678BE	56	...	...	...	...	...	...
10475678BE	57	...	...	...	...	...	...
10475678BE	58	...	...	...	...	...	...
10475678BE	59	...	...	...	...	...	...
10475678BE	60	...	...	...	...	...	...
10475678BE	61	...	...	...	...	...	...
10475678BE	62	...	...	...	...	...	...
10475678BE	63	...	...	...	...	...	...
10475678BE	64	...	...	...	...	...	...
10475678BE	65	...	...	...	...	...	...
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10475678BE	68	...	...	...	...	...	...
10475678BE	69	...	...	...	...	...	...
10475678BE	70	...	...	...	...	...	...
10475678BE	71	...	...	...	...	...	...
10475678BE	72	...	...	...	...	...	...
10475678BE	73	...	...	...	...	...	...
10475678BE	74	...	...	...	...	...	...
10475678BE	75	...	...	...	...	...	...
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10475678BE	77	...	...	...	...	...	...
10475678BE	78	...	...	...	...	...	...
10475678BE	79	...	...	...	...	...	...
10475678BE	80	...	...	...	...	...	...
10475678BE	81	...	...	...	...	...	...
10475678BE	82	...	...	...	...	...	...
10475678BE	83	...	...	...	...	...	...
10475678BE	84	...	...	...	...	...	...
10475678BE	85	...	...	...	...	...	...
10475678BE	86	...	...	...	...	...	...
10475678BE	87	...	...	...	...	...	...
10475678BE	88	...	...	...	...	...	...
10475678BE	89	...	...	...	...	...	...
10475678BE	90	...	...	...	...	...	...
10475678BE	91	...	...	...	...	...	...
10475678BE	92	...	...	...	...	...	...
10475678BE	93	...	...	...	...	...	...
10475678BE	94	...	...	...	...	...	...
10475678BE	95	...	...	...	...	...	...
10475678BE	96	...	...	...	...	...	...
10475678BE	97	...	...	...	...	...	...
10475678BE	98	...	...	...	...	...	...
10475678BE	99	...	...	...	...	...	...
10475678BE	100	...	...	...	...	...	...

Page Size: 100 | Records: 100 | Downloads | DOC | EXCEL

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Send message

## 9. ADVANCED CANDIDATE LIST

The screenshot displays the JAMB CAPS University interface. At the top, there is a navigation bar with the JAMB logo, the text "JAMB | Central Admissions Processing System | CAPS | 2021/2022 Admissions", and a user profile icon labeled "DEMO INST REGISTRAR". Below this is a secondary navigation bar with "JAMB CAPS UNIVERSITY", "MAIL", and "Report" buttons. The main content area is titled "Advanced Candidates Report" and contains a form with the following fields: Programme (AGRICULTURAL TECHNOLOGY), Gender (Male), State (-- Select --), LGA (-- Select --), and JAMB Score (empty). A "View" button is located below the JAMB Score field. Below the form, there are download options for DOC, EXCEL, and AI/OPage. A table displays the results for one candidate:

S/N	REG No.	Name	Course	Sex	JAMB Score	State	LGA
1	10475678BE	Agbo Obinna Blessedchild	AGRICULTURAL TECHNOLOGY	M	275	EBONYI	OHAUKWU

At the bottom of the table, there is a "Page Size" dropdown set to 100, "Records :1", and download options for DOC and EXCEL. The footer contains the copyright notice "© 2022 Joint Admissions and Matriculation Board. All Rights Reserved." and a "Send message" button.

### Definition

This will display a list of candidates based on the selected criteria's

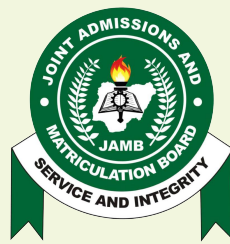
### Navigation

- Click Report
- Select Advanced Candidates List

### HOWTO

- Select Programme
- Select Gender
- Select State
- Select LGA
- Enter JAMB Score
- Click the **"View"** Button to display candidates' list that meets your criteria.

# SECTION THREE



JOINT ADMISSIONS AND MATRICULATION BOARD

# IBASS ADVISORY

# JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria.

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**PROF. IS-HAQ OLANREWAJU OLOYEDE**, OFR, FNAL  
Registrar/Chief Executive



No: 2022ff07

OFFICE OF THE REGISTRAR

14th November, 2022

## **INTEGRATED BROCHURE AND SYLLABUS SYSTEM (IBASS)**

### **AUTOMATION OF CURRICULUM, ACCREDITATION AND COMMUNICATION ON ADMISSION/GENERAL ADMINISTRATIVE MATTERS BY STAKEHOLDERS**

The IBASS complementary platform described in this document has been created for stakeholders including Regulatory Bodies, Heads of Institutions and the Directors of Academic Planning in the Institutions, JAMB Registrar, Director Admissions and JAMB Administrator. The platform aims to automate the request, review, approval and publishing process for new Programs and Institutions.

A single, simple automated platform provides benefits including increased productivity, improve Audit readiness, decrease errors, and an improved standardized overall process.

#### **A. ADVISORY FOR REGULATORY BODIES ON MANAGING PROGRAMMES AND INSTITUTIONS**

##### **PROCEDURE FOR ADDING NEW INSTITUTIONS**

1. The Regulatory Body Admin logs into the system and uses the New Institution form to upload a new Institution.
2. The form will prompt for the entry of all relevant institution details as well as approval/accreditation attachments.
3. Programmes offered at the new institution may also be uploaded during the creation process.
4. All new Institutions uploaded will automatically be forwarded to the JAMB Administrative team to review and publish into the system.

## **PROCEDURE FOR ADDING NEW OR DELISTING PROGRAMMES**

1. For existing institutions, the Regulatory Body Admin would sign into the system, search for an Institution and use the corresponding New Programme form to upload a new Programme.
2. All new Programme uploads must be accompanied with a scan of the Letter or Approval.
3. Additionally, existing Programmes can be delisted from this system. This process also requires an Approval document to be submitted along with the request.
4. All Programme changes including new Programmes and delisting would be automatically forwarded to the JAMB Administrative team to review and publish.
5. Regulatory users are also able to approve Programme Delist requests from Institutions under regulation. The Institution would select a Programme for delisting and the request is automatically forwarded to the Regulator for approval. The Regulator would login and under a list of Pending Approvals would review an individual request and provide necessary approval. A request may also be declined, in which case the regulatory user is prompted for an explanation, which is included in the feedback to the Institution.

## **PROCEDURE FOR MANAGING OTHER REGULATORY USER ACCOUNTS**

1. The Regulatory Body Admin logs into the system and reviews the list of Regulatory Body users within its purview. E.g. NBTE admin can only view other NBTE users. The Regulatory user with administrative privileges is able to create a new user account and restrict to certain Institution categories as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

## **PROCEDURE FOR USING IBASS MAIL COMMUNICATION TOOL**

1. The Regulatory Body Admin logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
2. The user selects the Compose Message form and indicates the recipients which include the following options:
3. All Institutions under regulation
  - a. Specific Institution(s)
  - b. JAMB

4. The user completes the intended message and may also include an attachment.
5. The message is immediately sent to the chosen recipients who are also notified of the new communication.

## **B. ADVISORY FOR TERTIARY INSTITUTIONS ON MANAGING PROGRAMMES**

### **PROCEDURE FOR ADDING NEW PROGRAMMES**

1. All New Programmes are uploaded by the Regulatory Body on behalf on the Institution.
2. The relevant teams from the Institution would provide all Programme details and additional information to their Regulator, and in turn the Regulatory user would proceed to upload the Programme details and approval letter attachment into the system.
3. Once the new Programme details are submitted, it is automatically forwarded to the JAMB Administrative team to review and publish into the system.

### **PROCEDURE FOR UPDATING REQUIREMENTS INCLUDING ADMISSION PRE-REQUISITES**

1. The DAP user profile logs into the system to view all existing Programmes in their Institution and affiliated Institutions.
2. A Programme from the list is selected for modification. The DE Requirements, UTME Requirements or UTME Subjects may be edited and an additional note may be included to provide further clarity. All changes must be accompanied by an attachment showing the approval by the Institution's Senate/Governing Board.
3. The changes will be forwarded to the head of the institution (VC, Provost, Head, Rector) for Approval.
4. Once approved it will be forwarded to the JAMB Administrative team for final review and publishing.

### **PROCEDURE FOR DELISTING EXISTING PROGRAMME(S)**

1. The DAP user profile logs into the system and selects a specific Programme for delisting. All Delist requests must be accompanied by an attachment showing the approval by the Institution's Senate/Governing Board.

2. The request is automatically forwarded to the head of the institution (VC, Provost, Head, Rector) for Approval.
3. Once approved it will be forwarded to the relevant Regulatory Body (NUC or NCCE or NBTE) for review and approval. The request may also be declined in case there is an error and the Regulatory user is prompted to provide a reason for declining the request.
4. If Approved by the Regulatory body the request is automatically forwarded to JAMB Administrative team for publishing (Programme is removed from the system).

## **PROCEDURE FOR MANAGING INSTITUTION USER ACCOUNTS**

1. The Institution head user logs into the system and reviews the list of users in the Institution. The list is strictly limited to the current Institution and no Institution can view or interact with users from another Institution. The user with administrative privileges is able to create a new user account and configure the rights and privileges as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

## **PROCEDURE FOR USING IBASS MAIL COMMUNICATION TOOL**

1. The Institution user logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
2. The user selects the Compose Message form and indicates the recipients which may include fellow users from the same Institution, their Regulating Body or JAMB.
3. The user completes the intended message and may also include an attachment.
4. The message is immediately sent to the chosen recipients who are also notified of the new communication.

## **C. ADVISORY FOR JAMB REGISTRAR/DIRECTOR ADMISSIONS FOR THE REVIEWING OF NEW PROGRAMMES AND INSTITUTIONS**

### **PROCEDURE FOR REVIEWING NEW PROGRAMMES AND INSTITUTION**

1. All New Programmes are uploaded by the Regulatory Body on behalf on the Institution.
2. The JAMB Registrar logs into the system to view a list of pending reviews and requests of new Institutions and Programmes. Each request from the Regulatory Bodies may be reviewed individually and subsequently enabled for Publishing.
3. Once this action is complete the JAMB Administrative team would publish the requested update or changes into the system.

### **PROCEDURE FOR APPROVING ADMISSION REQUIREMENTS CHANGES**

1. The JAMB Registrar logs into the system to view a list of pending Programme Admission Requirement changes that need approval.
2. Once an Admission Requirement Change is reviewed it may be enabled for Publishing.
3. Once this action is complete, the JAMB Administrative team would publish the requested update or changes into the system.

### **PROCEDURE FOR MANAGING SYSTEM USERS**

1. The JAMB Registrar logs into the system and reviews the list of users in the system. The list is unrestricted and includes users across JAMB, all Institutions and all Regulatory bodies. The Registrar has administrative privileges to create a new user account in any category and configure the rights and privileges as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

### **PROCEDURE FOR USING IBASS MAIL COMMUNICATION TOOL**

1. The JAMB Registrar logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
2. The user selects the Compose Message form and indicates the recipients which include the following options:



- a. All System Users
  - b. Specific Users
  - c. All Institutions
  - d. Specific Institution(s)
  - e. Regulators
  - f. JAMB Administrative Team
3. The user completes the intended message and may also include an attachment.
  4. The message is immediately sent to the chosen recipients who are also notified of the new communication.

## **D. ADVISORY FOR JAMB ADMINISTRATOR FOR PUBLISHING NEW/REVIEW PROGRAMMES AND INSTITUTIONS**

### **PROCEDURE FOR PUBLISHING NEW PROGRAMMES AND INSTITUTION**

1. JAMB Admin user logs into the system to view all New Programmes and Institutions that have been enabled for Publishing by the Registrar.
2. The JAMB Admin user may finalize the process by publishing the new information, which automatically reflects across the system.
3. Once this action is complete the initiating party (Regulatory body) is automatically notified.

### **PROCEDURE FOR PUBLISHING ADMISSION REQUIREMENTS CHANGES**

1. The JAMB Admin user logs into the system to view a list of new Programme Admission Requirement changes that have been approved and enabled for publishing.
2. The change request is published and automatically reflects across the system.

### **PROCEDURE FOR MANAGING SYSTEM USERS**

1. The JAMB Admin user logs into the system and reviews the list of users in the system. The list is unrestricted and includes users across all Institutions and all Regulatory bodies. The JAMB Admin may have administrative privileges to create a new user account in any category and configure the rights and privileges as required.

2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

## **PROCEDURE FOR USING IBASS MAIL COMMUNICATION TOOL**

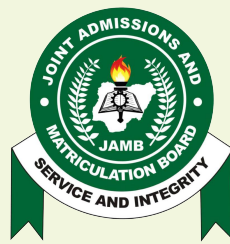
3. The JAMB Admin user logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
4. The user selects the Compose Message form and indicates the recipients which include the following options:
  - a. All System Users
  - b. Specific Users
  - c. All Institutions
  - d. Specific Institution(s)
  - e. Regulators
  - f. Other JAMB Administrative Team members
  - g. Registrar
5. The user completes the intended message and may also include an attachment.
6. The message is immediately sent to the chosen recipients who are also notified of the new communication.

**Mohammed A. Babaji**

Director, Admissions

*For: Registrar*

# SECTION FOUR



JOINT ADMISSIONS AND MATRICULATION BOARD

# IBASS MANUAL

## INTRODUCTION

The purpose of this document is to provide a guide for the usage of the JAMB integrated Brochure and Syllabus System for managing Programmes and Faculties accredited for your Institution.

This user guide is in two (2) main sections, which are:

- Institution Admin (VC/Rector/Provost)
- Institution Reviewer (DAP)

Visit <https://jamb.gov.ng/> and once the website is loaded, select the **“Quick Links”** dropdown menu and pick the DAPs Login option from the dropdown. You would be directed to the login page

JOINT ADMISSIONS AND MATRICULATION BOARD  
enhancing academic excellence...

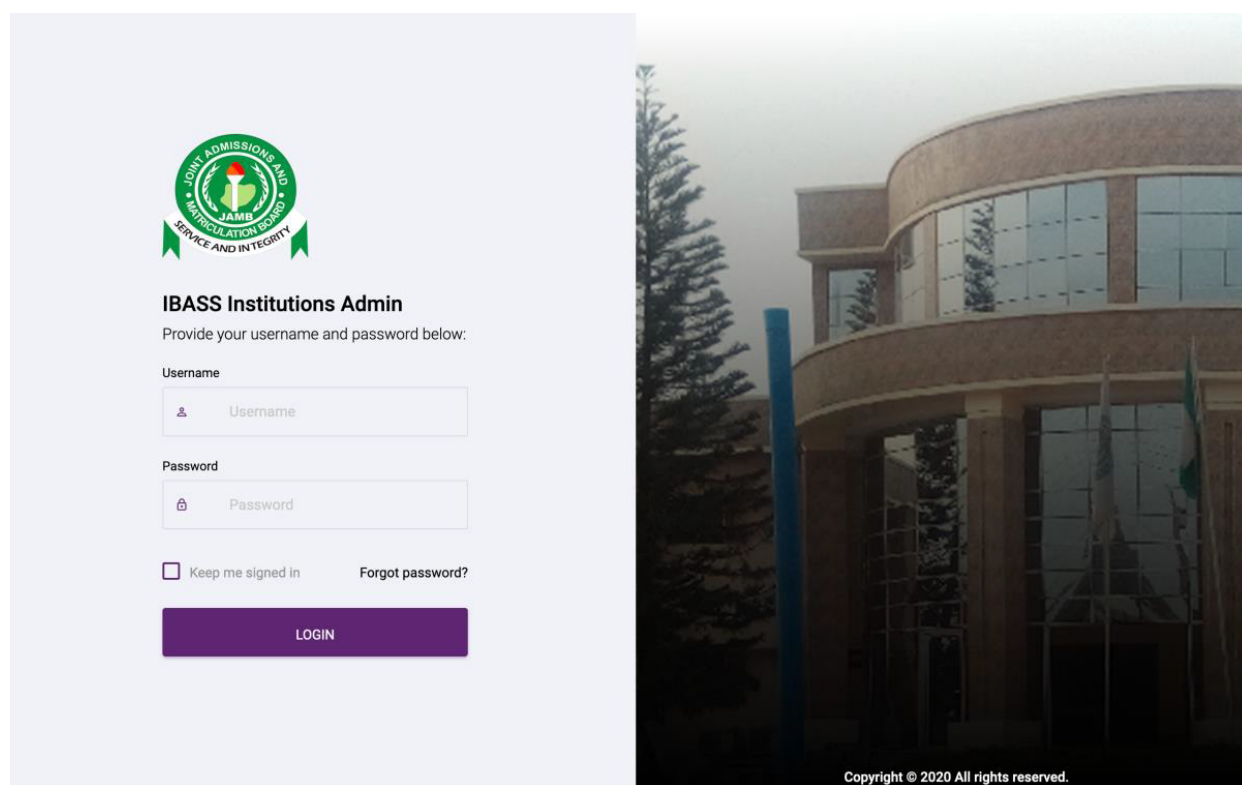
Home Quick Links About News & Events Candidates/Stakeholders FOI Archives Intranet Mail  
CAPS(Candidates)E-facility CAPS(Institution) Ticket/Support E-facility

MEET THE REGISTRAR THE JAMB MANDATE

RECENT HEADLINES MINIMUM SCORE SUBMITTED BY INSTITUTIONS

## Login

Enter your credentials in the field provided and click Login to continue. First time users would have received an email containing your username and a default password:



**IBASS Institutions Admin**  
Provide your username and password below:

Username  
Username

Password  
Password

Keep me signed in    [Forgot password?](#)

**LOGIN**

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## Dashboard – DAP

From the Dashboard you are able to view the following menus:

- Total number of Programmes offered by your institution
- Total available Faculties
- Change Requests – Admission Information and Programme

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## Search Feature

From any page on the portal you can easily search for an item using the Search Bar:

## Faculties

From the Dashboard or Side Menu click on the Faculties link. The Faculties list would be displayed:

#	Title	Institution	Action
1	<a href="#">FACULTY OF LAW</a>	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	<a href="#">View Programmes</a>
2	<a href="#">FACULTY OF SOCIAL AND MANAGEMENT SCIENCE</a>	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	<a href="#">View Programmes</a>
3	<a href="#">FACULTY OF SCIENCE</a>	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	<a href="#">View Programmes</a>
4	<a href="#">MEDICAL/PHARMACEUTICAL/HEALTH SCIENCE</a>	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	<a href="#">View Programmes</a>

## View Faculty Programmes

To view the Programmes within a Faculty click on the title or the “View Programmes” button

#	Title	Institution	Action
1	<a href="#">FACULTY OF LAW</a>	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	<a href="#">View Programmes</a>

## Programmes

To view offered Programmes, click on Programmes from the Dashboard or Side Menu. Alternatively, you can view all Programmes in a Faculty by visiting the faculty page described above and clicking on the “View Programmes” button.

Home / Programmes

Accredited Programmes [Upload New Programme](#)

Filter List

Title:  Course Code:  Faculty: FACULTY OF LAW

[Submit](#) [Cancel](#)

1 - 1 of 1

#	Title	Faculty	UTME Subjects	Institution	DE Requirements	UTME Requirements	Action
1	<a href="#">LAW</a>	FACULTY OF LAW	Any three (3) Arts or Social Science subjects. ...	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	(i) Two (2)'A' Level passes in Arts or Social Science subjects. (ii) NCE/ND/First Degree (Second Class Lower)....	Five (5)'O' Level credit passes to include English Language, Literature in English and Mathematics. ...	<a href="#">Modify</a> <a href="#">De-list</a>

## Sort and Filter

You can find a Programme by name, course code or filter by Faculty:

Filter List

Title:  Course Code:  Faculty: FACULTY OF LAW

[Submit](#) [Cancel](#)

## Viewing a Programme

To view a Programme, from the list simply click on the name and the full details pops up:

The detail view displayed the

- Faculty
- Direct Entry Requirements
- UTME Requirements
- UTME Subjects
- Additional Remarks

The screenshot shows a web application interface for viewing programme details. At the top, there is a search bar and a navigation menu. The user is logged in as 'User DAP'. The main content area displays the details for a 'LAW' programme. The details are organized into several sections:

- Faculty:** FACULTY OF LAW
- Institution:** ABIA STATE UNIVERSITY, UTURU, ABIA STATE
- DE Requirements:**
  - (i) Two (2)'A' Level passes in Arts or Social Science subjects.
  - (ii) NCE/ND/First Degree (Second Class Lower).
- UTME Requirements:** Five (5)'O' Level credit passes to include English Language, Literature in English and Mathematics.
- UTME Subjects:** Any three (3) Arts or Social Science subjects.
- Admission Remarks:**

**DIRECT ENTRY**

  - (i) AAU does not accept any Diploma and NCE but accepts only first degree second class lower plus the UTME requirements. AAUA requires 'O' Level credit passes in Literature in English and Mathematics.
  - (ii) ABU accepts two (2) A Level/LJMB Passes in Literature in English and other two (2) Arts or Social Science subjects.
  - (iii) ABUAD accepts excellent passes in JUPEB subjects.
  - (iv) BENIN requires UTME requirements plus two (2) 'A' Level passes; HND Lower credit and NCE credit passes in two (2) teaching subjects; Degree with at least second class lower division.
  - (v) BIU requires in addition to the UTME requirements a minimum of two (2) relevant passes at 'A' Level or NCE merits in three (3) subjects.
  - (vi) BOWEN accepts
    - a) three (3) 'A' Level passes together with 'O' Level credit passes at not less



## Modify Programme

You can use the Modify or Make Changes button to apply updates to any Programme. Once the edit form loads up make any desired updates and click the Submit button. Ensure to complete the **“Additional Details”** field stating the reason for making the edit:

Please note any modification may trigger an approval request

Title: LAW

Faculty: FACULTY OF LAW

Direct Entry Requirements: (i) Two (2) 'A' Level passes in Arts or Social Science subjects. (ii) NCE/ND/First Degree (Second Class Lower).

UTME Requirements: Five (5) 'O' Level credit passes to include English Language, Literature in English and Mathematics

UTME Subjects: [Empty]

Remarks: [Empty]

## Remove or Delisting a Programme

To stop a Programme from displaying on IBASS or for Programmes removed from the Syllabus you have the option to remove by using the Delist feature. Simply click on the Delist button and confirm once prompted:

INDUSTRIAL PHYSICS

Make Changes De-list Programme

Remove this Programme from Programmes List?

Cancel OK

Faculty: FACULTY OF SCIENCE

Institution: ABIA STATE UNIVERSITY, UTURU, ABIA STATE

DE Requirements: Two (2) 'A' Level passes in Physics and Mathematics.

Admission Remarks: DIRECT ENTRY (i) BENIN as in Physics. (ii) ESUTECH requires 'A' Level passes in Physics and Mathematics, accepts 'O' Level pass in English Language. (iii) BAUCHI accepts ND in Engineering. (iv) IMSU accept 'O' Level pass in English Language. (v) EBSU accepts HND, ND upper credit and NCE merit respectively in the relevant programmes/subjects. (vi) UNIZIK accepts 'O' Level pass in...

*Note: All change requests and Programme delisting are forwarded to the VC/Rector/Provost for approval before it is finally sent to JAMB for review*

## Configure Programme Eligibility

The Eligibility configure feature allows you to set the eligibility requirements for a Programme, such that it enables prospective students determine their eligibility for that specific Programme in your institution.

To configure a Programme's eligibility, from the Programme list, use the "Configure Eligibility Settings" button and the Configuration popup will be displayed:

#	Title	Faculty	UTME Subjects	Institution	DE Requirements	UTME Requirements	Action
1	BUSINESS EDUCATION	EDUCATION	Mathematics, Economics plus one (1) of Literature in English, History, Government, Geography, Chemistry and Physics.	Sample Demo University	(i) Two (2) 'A' Level passes or NCE merit in two (2) relevant subjects.(ii) NCE merit in Business Education Double Major. ...	Five (5) TC II merit, 'O' Level or NTC/NBC credit passes including English Language, Mathematics, Economics and two (2) other subjects in the Social Sciences or Arts. For NBC, the other subjects could be from any of the following: Commerce, Office Practice, Principles of Accounts, Secretarial Duties, Typewriting and Shorthand....	<div style="display: flex; gap: 10px;"> <span>Modify</span> <span>De-list</span> </div> <div style="text-align: center; margin-top: 5px;"> <span>Configure Eligibility Settings</span> </div>

The Configuration screen will pop up for the Programme:

## How to Configure Direct Entry Requirements

On the displayed popup, the first section enables you to configure the DE Entry Requirements. Each input on the form is used to create the overall configuration. Please see example below:

DE Requirement example - (i) Two (2) 'A' Level passes or NCE merit in two (2) relevant subjects (ii) NCE merit in Business Education Double Major

To configure the first part of the requirement, the settings below will be used:

- Select a number from the dropdown: *Two (2)*
- Select the applicable Level or Grade: *A Level pass & NCE Merit*
- As the subjects aren't mentioned, no need to input any subjects on the form.
- Click the Add button

**Direct Entry Requirements**  
Add DE Requirements below

Two... x x A Level Pass x NCE Merit x Required Subjects

Optional Subjects Add

OR

Optional Subjects Group

To configure the second part of the requirement, the settings below will be used:

- Select a number from the dropdown: *One(1)*
- Select the applicable Level or Grade: *NCE Merit*
- Select the subject: *Business Education Double Major*
- Click the Add button

**Direct Entry Requirements**  
Add DE Requirements below

One... x x NCE Merit x Business Education Double Major x

Optional Subjects Add

OR

Optional Subjects Group

### How to Configure UTME Entry Requirements

The steps described above are applicable for both DE and UTME Requirements. The “UTME Entry Requirements” section of the popup display should be completed for UTME Entry Requirements configuration:

**UTME Entry Requirements**  
Add UTME Requirements below

xOne Select Level and Grade Required Subjects Optional Subjects Add

OR

Optional Subjects Group

### Remove Existing DE or UTME Configurations

To remove an existing configuration, simply click the ‘Remove’ button listed next to the configuration item:

**Current DE Requirements**

One (1) NCE Merit in Business Education Double Major Remove

Two (2) A Level Passes/NCE Merits in any Two (2) other relevant subject(s) Remove

### Configuration for Required Subjects, Optional Subjects or Subject Groups

- Required Subjects: When configuring DE or UTME Entry Requirements, ensure to use the 'Required Subjects' textbox to capture ALL required subjects.
- Optional Subjects: This is the list of alternative subjects that must be passed to be eligible. For instance you can list 10 optional subjects and indicate candidate must pass at least Four(4). Use the 'Optional Subjects' textbox to list the optional subjects that apply.
- Subjects Group: This contains a list of subject groups; this is useful in places where there any many subjects under a specific topic e.g. Science subjects. Use this option as a shortcut when it is not preferable to list all the subjects under that group individually.

### How to Configure UTME Subject Combinations

On the 'UTME Subject Combinations' section of the popup, make sure to specify the required subjects and also indicate the number of optional subjects if applicable. Where optional/alternative subjects are allowed please specify in the 'Alternative Subjects' textbox:

UTME Subject Requirements Example: Mathematics, Economics plus one (1) of Literature in English, History, Government, Geography, Chemistry and Physics.

To configure the above UTME subject requirements, the settings below will be used:

- Select the relevant subjects in the 'Required Subject' textbox: *Mathematic, Economics*  
*△Note English Language is selected by default as a Required Subject for all programmes*
- Select the total number of optional subjects: *One(1)*
- Select the list of alternative subjects in the 'Alternative Subjects' field: *Literature in English, History, Government, Geography, Chemistry and Physics*
- Click the Update button

The screenshot shows a form titled "UTME Subject Combination" with the instruction "Modify UTME Subject combination below". It features two main input areas: "Required Subjects" and "Alternative Subjects". The "Required Subjects" field contains three colored buttons: "Economics" (green), "English Language" (blue), and "Mathematics" (orange), with a small "x" icon to the right. Below this is a dropdown menu showing "One... x". The "Alternative Subjects" field contains six colored buttons: "Chemistry" (green), "Geography" (blue), "Government" (orange), "History" (yellow), "Literature In English" (purple), and "Physics" (green), with a small "x" icon to the right. Below this is a dropdown menu labeled "Optional Subjects Group". An "Update" button is located to the right of the "Alternative Subjects" field. The word "OR" is positioned between the two main input areas.

## Adding a New Programme

From the Programme list page, use the “Add New Programme” button to load the form. Complete the details

- Select Programme name from Accredited List
- Specify the Faculty
- Provide DE and UTME requirements
- Specify the JAMB Subjects and click the save button:

**Add new Accredited Programmes**

Please note that adding a new Programme would trigger a **New Programme** approval request.

Select Programme from Accredited List

Faculty

Direct Entry Requirements

UTME Requirements

UTME Subjects

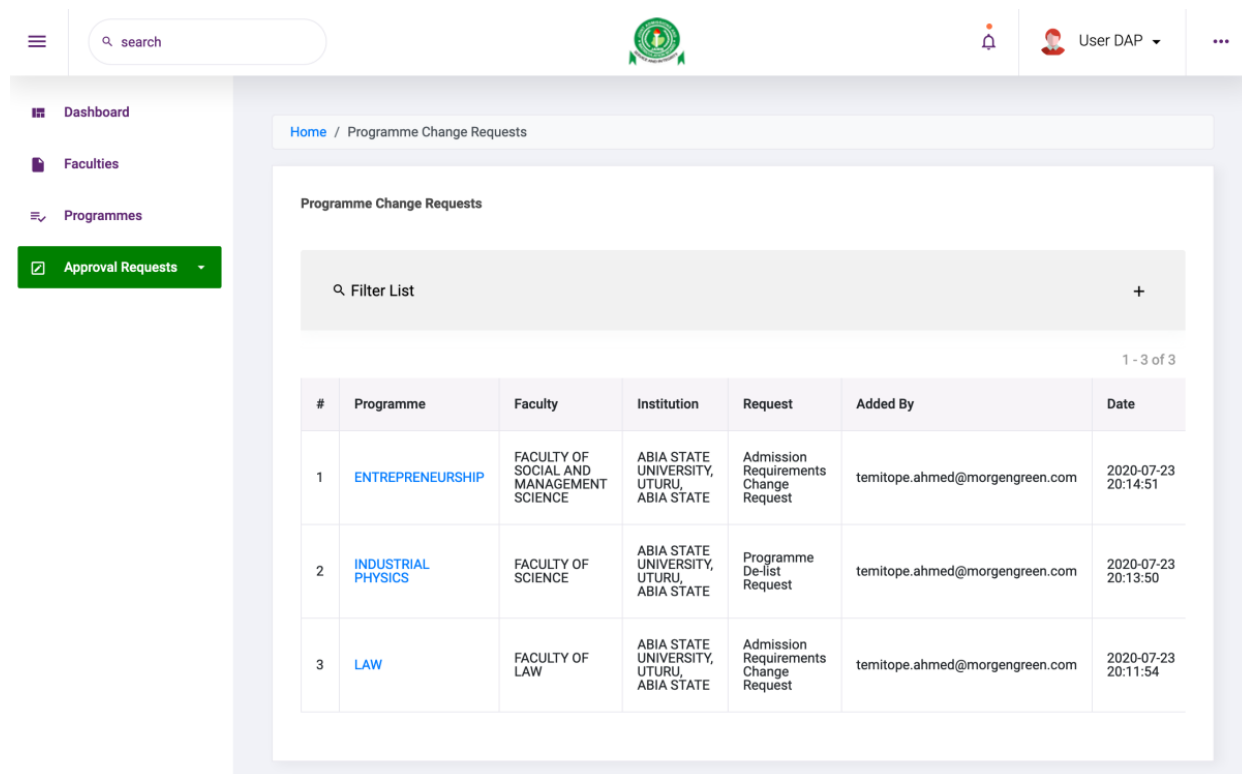
Remarks

Additional Detail/Reason for edit

Submit Cancel

## Approval Requests

From the Dashboard or the Side Menu click on “Approval Requests” link to view all modification and delist requests and the current status. All requests trigger an email notification to VC/Rector/Provost for additional action including approval or decline:



Home / Programme Change Requests

Programme Change Requests

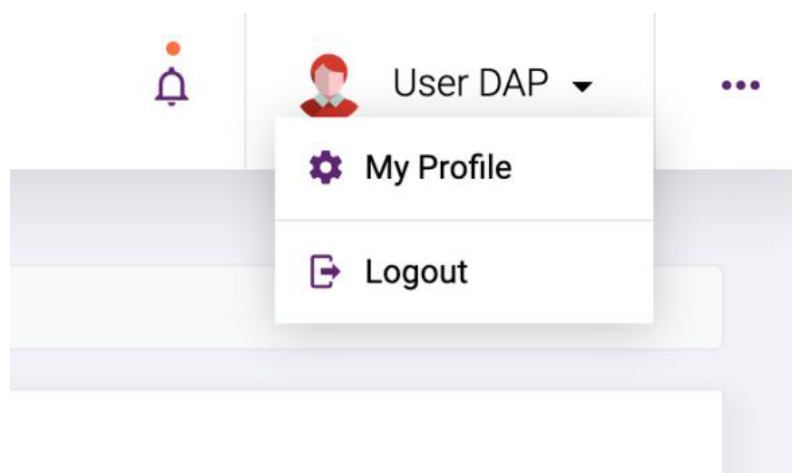
Filter List +

1 - 3 of 3

#	Programme	Faculty	Institution	Request	Added By	Date
1	ENTREPRENEURSHIP	FACULTY OF SOCIAL AND MANAGEMENT SCIENCE	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Admission Requirements Change Request	temitope.ahmed@morgengreen.com	2020-07-23 20:14:51
2	INDUSTRIAL PHYSICS	FACULTY OF SCIENCE	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Programme De-list Request	temitope.ahmed@morgengreen.com	2020-07-23 20:13:50
3	LAW	FACULTY OF LAW	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Admission Requirements Change Request	temitope.ahmed@morgengreen.com	2020-07-23 20:11:54

## Change your password

To change your password from any page on the portal click on your name on the top right corner and select “My Profile” from the dropdown menu:



User DAP

- My Profile
- Logout

On the loaded page you have the option to update your basic details (name, email and phone number) or change your password. Make desired changes and click Submit:

Home / editProfile

**Basic Profile**  
Use this form to update your basic info

Fullname  
Your Name

Email address  
address@email.com

Mobile  
0801 2345 678

Submit Cancel

**Login Details**  
Change password

Current Password  
Current Password

New Password  
New Password

Confirm new Password  
Password

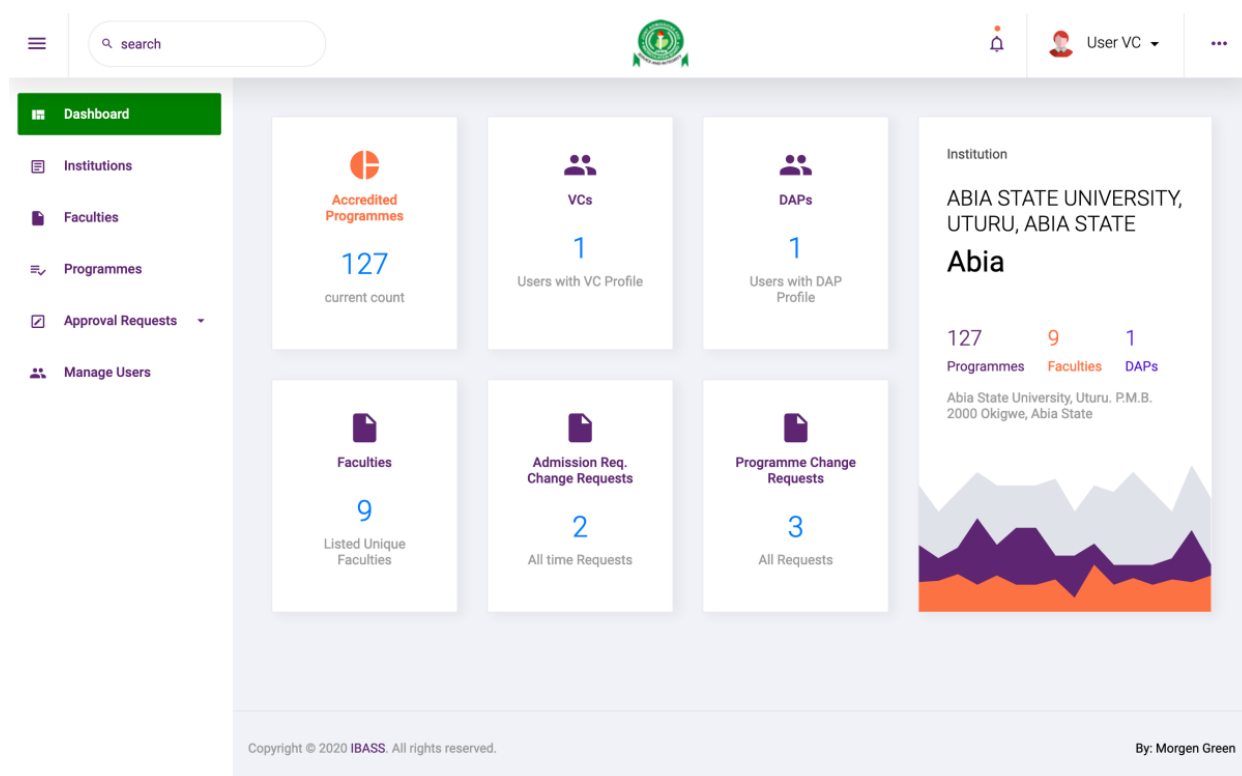
Submit Cancel

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## Dashboard – VC/Rector/Provost

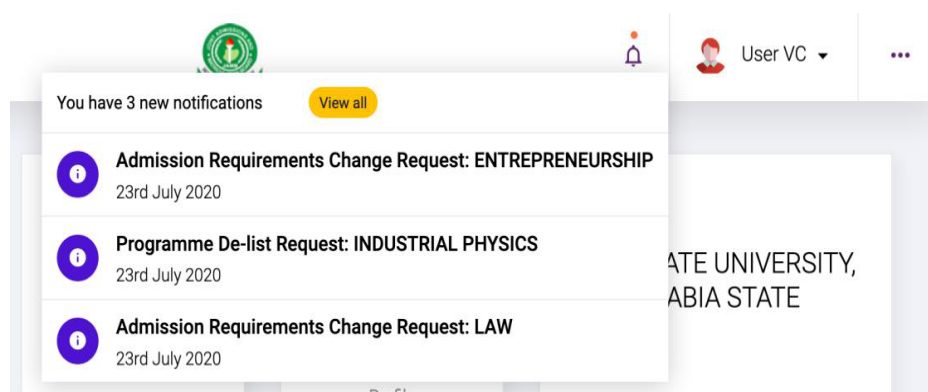
From the Dashboard you are able to view the following menus:

- Total number of Programmes offered by your institution
- Total available Faculties
- Total number of VC Users and DAP Users from your institution who have access to this portal
- Change Requests – Admission Information and Programme detail changes pending your approval



## Notifications

You are also able to view recent notifications meant for your profile. Click on the Notification icon on the top menu next to your profile name:





## Managing Users

To add, modify or remove User who can access your institution's profile, use the "Manage Users" link available on the Dashboard or Side Menu.

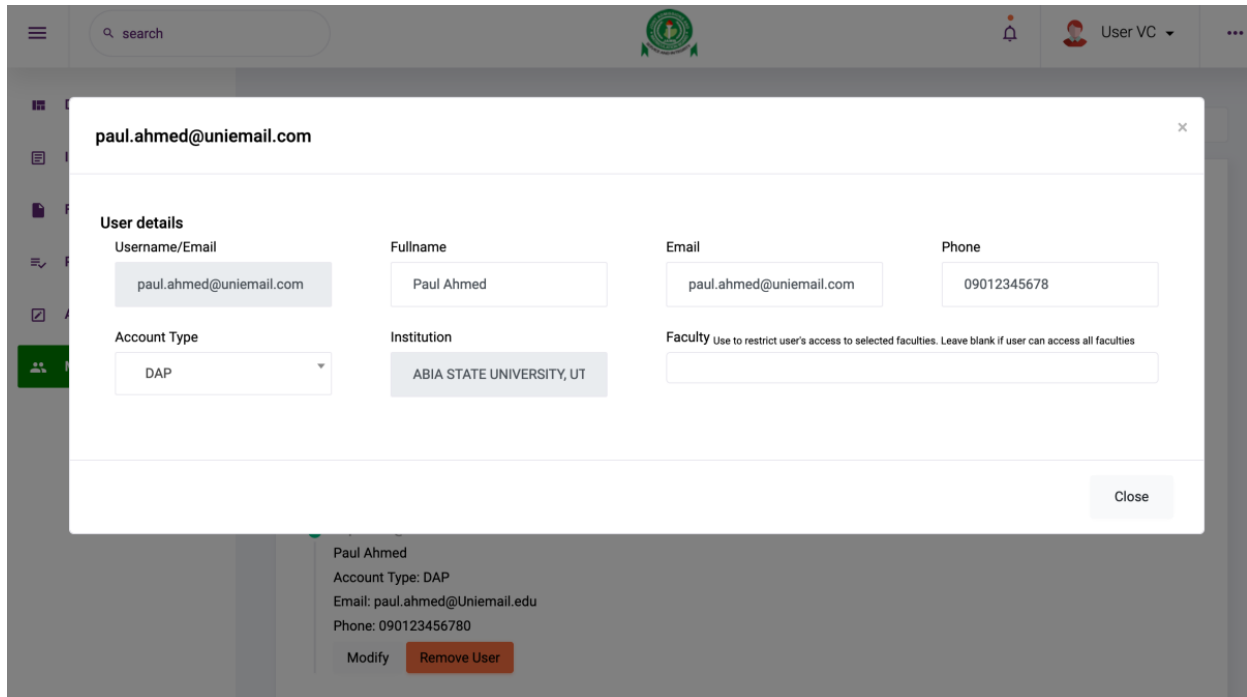
### View list of Users:

The screenshot displays the 'Manage Users' page. At the top, there is a search bar and a navigation menu on the left. The main content area is titled 'IBASS User Accounts' and includes a 'Filter List' search bar and a '+ Add new User Account' button. Two user accounts are listed:

Email	Name	Account Type	Email	Phone	Actions
youremail@uniemail.edu	Hassan Chukwu	VC	youremail@uniemail.edu	080123456789	Modify, Remove User
dap.email@uniemail.edu	Paul Ahmed	DAP	paul.ahmed@Uniemail.edu	090123456780	Modify, Remove User

## Modifying an existing User

Click on the Modify button next to the User's details. Provide updates on the popup and click on Submit:



The screenshot shows a web application interface with a user modification popup. The popup is titled "paul.ahmed@uniemail.com" and contains the following fields:

User details			
Username/Email	Fullname	Email	Phone
<input type="text" value="paul.ahmed@uniemail.com"/>	<input type="text" value="Paul Ahmed"/>	<input type="text" value="paul.ahmed@uniemail.com"/>	<input type="text" value="09012345678"/>
Account Type	Institution	Faculty <small>Use to restrict user's access to selected faculties. Leave blank if user can access all faculties</small>	
<input type="text" value="DAP"/>	<input type="text" value="ABIA STATE UNIVERSITY, UT"/>	<input type="text"/>	

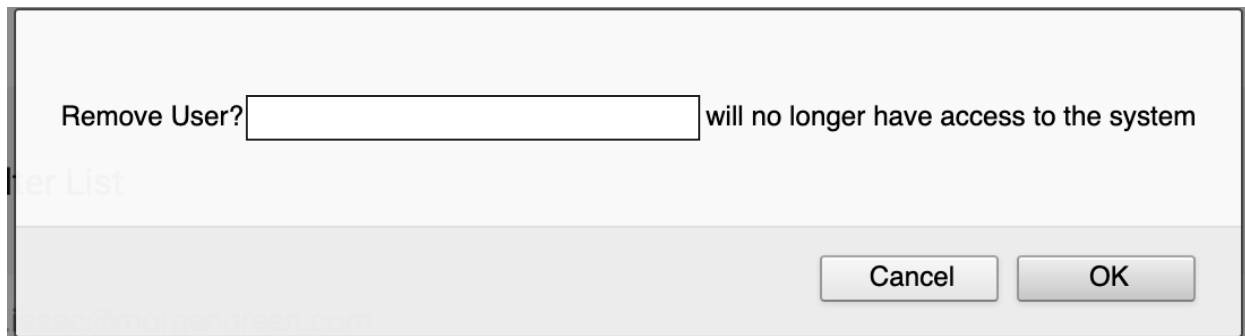
At the bottom right of the popup is a "Close" button. Below the popup, the user's details are displayed in a list view:

- Paul Ahmed
- Account Type: DAP
- Email: paul.ahmed@Uniemail.edu
- Phone: 090123456780

Below the list view are two buttons: "Modify" and "Remove User".

## Removing a user

Click on the "Remove User" button next to a user's details. Confirm on the prompt shown.



The screenshot shows a confirmation dialog box with the following text:

Remove User?  will no longer have access to the system

At the bottom right of the dialog are two buttons: "Cancel" and "OK".

*Note: Use carefully as a deleted user would no longer have access to the system*

## Adding a new User

Click the “Add New User” button and the new user form is displayed:

- Enter the user’s email as the username, a full name, email address and phone number.
- Select Account Type as either VC for full access or DAP for limited access to only manage Programmes (refer to above DAP dashboard guide for further DAP features)
- Modify User’s Rights and Privileges to determine what can be accessed on the system
- Your Institution is already preselected and cannot be changed

**Add new User**

**User details**

Username/Email  Fullname  Email  Phone

Account Type  Institution

**Login details**

Enter Password  Confirm Password

**Rights and Privileges**

Select user rights from options below

Item	Enable Right
Manage User	<input type="checkbox"/>
Manage Programmes	<input type="checkbox"/>
Faculty	<input type="checkbox"/>
Create Program Requests	<input type="checkbox"/>
Approve Requests	<input type="checkbox"/>

*Note: An email is triggered to the new user's email address with their login credentials and a link to the portal*

## Approval Requests

The "Approval Requests" page provides a list of Programme Change and Delist requests. You are able to view the requests, who made it and additional details explaining the nature or reason for modification. Once you have approved it is forwarded to JAMB for final review.

The screenshot shows the 'Approval Requests' page with the following data:

#	Programme	Faculty	Institution	Request	Added By	Date	Action
1	ENTREPRENEURSHIP	FACULTY OF SOCIAL AND MANAGEMENT SCIENCE	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Admission Requirements Change Request	temitope.ahmed@morgengreen.com	2020-07-23 20:14:51	Details
2	INDUSTRIAL PHYSICS	FACULTY OF SCIENCE	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Programme De-list Request	temitope.ahmed@morgengreen.com	2020-07-23 20:13:50	Details
3	LAW	FACULTY OF LAW	ABIA STATE UNIVERSITY, UTURU, ABIA STATE	Admission Requirements Change Request	temitope.ahmed@morgengreen.com	2020-07-23 20:11:54	Details

Note: You will receive all Approval Requests as an email notification once any of your Institution users makes the submission.

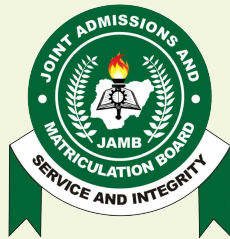
## Approve/Decline Change Requests

To view more details of a request simply click on the name or click on the "Details" button:

The screenshot shows the details for an 'ENTREPRENEURSHIP' request. The request type is 'Admission Requirements Change Request', submitted by Paul Ahmed on 23rd June 2020 at 8:14 PM, with a status of 'VC\_Pending'. The details are as follows:

- Faculty:** FACULTY OF SOCIAL AND MANAGEMENT SCIENCE
- Institution:** ABIA STATE UNIVERSITY, UTURU, ABIA STATE
- Additional Notes:** Changes to the Direct Entry Requirement
- DE Requirements:** Two (2) A Level passes to include Economics and at least one of, Accounts, Business Management, Government, Geography or Mathematics.
- UTME Requirements:** Five (5) SSC credit passes to include English Language, Mathematics, Economics, one Science subject and one other Social Science or Commercial subject.
- UTME Subjects:** Economics, Mathematics and one other Social Science or Commercial subject.
- Admission Remarks:** DIRECT ENTRY (i) JABU same as Demography (ii) PAUL accepts two (2) 'A' Level passes chosen from Economics, Accounts, Business Management, Government, Geography or Statistics. (iii) BENIN: a. In addition to the UTME requirements, accepts two (2) 'A' Level, one of which should be Business Method /Management and either Economics or Accounting. b. In exceptional cases, the following qualifications may be considered: a. In addition to the UTME requirements, accepts a pass in the intermediate examination of the Institute of Chartered Accountant of Nigeria or of any other equivalent Professional Accounting Body. b. accepts passes in all parts of the Associate Examination of the Institute of Bankers.

You can Approve or Decline a request. Approved requests are forwarded to JAMB for final review.



JOINT ADMISSIONS AND MATRICULATION BOARD

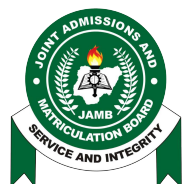
# APPENDIXES

# JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria.

Tel: 08123658955, 08166335513 <http://www.jamb.gov.ng>, [www.jamb.org.ng](http://www.jamb.org.ng)

**PROF. IS-HAQ OLANREWAJU OLOYEDE**, OFR, FNAL  
Registrar/Chief Executive



No: 2022ff08

OFFICE OF THE REGISTRAR

## ADVISORY FOR ADMISSION OFFICERS OF INSTITUTIONS ON THE USE OF THE CENTRAL ADMISSIONS PROCESSING SYSTEM (CAPS)

This advisory is to guide all Admission Officers of Institutions' on how to use the Central Admissions Processing system to conduct admissions into the various programs within their institution.

The first step that kick starts the Admission Process on CAPS is to provide some settings on the system that will guide the operations and the Admissions Process, in conformity with the Admissions Criteria formulated by the institution, the decisions of the Policy meeting and the respective approvals of the Regulatory Bodies, and the relevant guidelines of the Proprietors of the institution. The settings include the Carrying Capacity of the Institution and those of the various programmes, and the Cut off Marks for each of the Admissions Categories, among others. The settings must be performed by the authorized officer (Admission officer) of the Institution and thoroughly reviewed and confirmed. While it is the prerogative of the Institution to determine some of the settings, once confirmed on the system and the Admission Process commences, the settings cannot be changed without recourse to JAMB.

Kindly follow the steps below to access the system:

### 1.0. HOW TO LOGIN

Go to [www.jamb.gov.ng](http://www.jamb.gov.ng), then click on "CAPS (Institution)" menu item. This is also available under "Quick Links"

### 2.0. ENTERING LOGIN CREDENTIALS

A login Screen will appear. You will be asked to enter your credentials as follows:

- Enter your assigned Username
- Enter your given Password
- Click on the Login button to login.

(Your username and initial password will be provided by the JAMB Admissions Department).

### 3.0. SETTINGS

The sub-tabs under settings are:

#### 3.1. Institution Cut Off

The Admission officer should set the institution cut-off mark. The cut-off mark set is the base line score for that particular institution. Candidates below this cut-off mark will not be available for the admission officer to process. To get here, click on **“Settings”**, then click on **“Institution cut-off”**

#### 3.2. Admission Percentage Distribution

This is the percentage distribution between JAMB score and Institution Screening score. JAMB score can only take a minimum of 50%.

To set Admission Percentage Distribution,

- Click on **“Settings”** ▶ **“Admission Percentage Distribution”**.
- On this page, supply **“JAMB (minimum of 50%)”**
- The Screening (e.g. Post UTME) will be auto filled based on the percentage earlier assigned to JAMB.

#### 3.3. Programme Cut Off

On this page, the cut-off mark for each programme can be set

- Click on **“Settings”** ▶ **“Programme cut-off”**.
- Select the **“Admission Category”**
- Select the **“Programme”**
- Input the cut-off (for the selected programme). The cut-off mark is in percentage (%). This cut-off mark is calculated based on the average of candidate’s UTME score and the Screening/Post UTME score.
- Click **“SAVE”** to submit the Cut-off mark for the programme.

**NOTE:** This process must be repeated for all the admission categories.

#### 3.4. Programme Quota

The institutions Programme quota should be set here. Admission Officer will have to set the quota for each programme.

To set the programme quota:

- Click on **“Settings”** ▶ **“Programme Quota”**.
- The programme quota page will come up, then select the **“Programme”**
- Insert the **“Quota”** for the programme.

#### 3.5. Quota Extension Request.

This page allows the admission officer to request for an extension of their Global Quota, also referred to as Carrying Capacity. They can be granted a maximum of 10% of their original global quota.

#### 4. DOWNLOADS

This module allows the admission officer to download their candidates. It is made up of the following sub-modules;

- Download Candidates by Programme
- Advanced Candidate Download
- Download all Candidates
- Download Direct Entry Candidates
- Download Changes

#### 5. UPLOAD MODULE

This module allows the admission officer to upload Post-UTME Screening results on CAPS. It is made up of the following sub-systems;

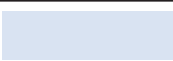




- a. Upload List
- b. Batch Post-UTME result upload
- c. Upload template document

#### 6. ADMIT CANDIDATE MODULE

This module allows the admission officer to admit candidates based on the criteria he/she already set on the system. To admit candidates for a particular program, the admission officer will be required to;

- Click "**Admit Candidates**".
- Select the "**Admission Upload category**" i.e. Merit, Catchment or ELDS.
- Select "**Programme**" then click "**View**".
- All candidates that meets the set criteria are listed.
- All candidates that meets your merit criteria are highlighted in Aqua Green.
- The "**Transferred**" column indicates whether the candidate was transferred to that programme or not.
- Select from the list
- Propose candidates for admission by clicking the check box on the last column of the list.

The admit candidate page also have colour coding features that visually enhances the admission process. The colour codes are;

Not Admitted	
Proposed by Admission Officer	
Recommended by Institution Head	
Approved by Desk Officer Admitted	
Accepted By the candidate	

##### 6.1. Admit Candidates (O'Level View)

This module allows the admission officer to view the O'Level results uploaded by the candidates.



**6.2. Admit Direct Entry Candidates**

This module allows the admission officers to admit direct entry candidates

**6.3. Admit Part/Sandwich/Noun**

This module allows the admission officers to admit Part-time, Sandwich, DLI and NOUN candidates.

**7.0. CHANGE OF PROGRAMME**

The change of programme module allows the admission officer to move candidates from one program to another within the institution. The candidates are required to accept / reject the movement before it becomes effective.

**8.0. MARKETPLACE**

The "Marketplace" is where institutions source for candidates. The candidates selected by the institutions are notified via email and SMS, and they are required to accept the marketplace offer and change to the institution before they can be considered for admission.

**9.0. MAIL**

The CAPS Mail module allows the admission officer to send messages to the desk officer, the registrar and the director of admissions. It is the primary method of information exchange between the Institution and JAMB.

**10.0. REPORT**

The Report modules allows the admission officer to view the admission statistics and other useful information about the institution's admission process. To view the report, the admission officer should;

- Click on "**Report**" on the main menu
- select "**Admission Status**"
- Click "**View**"
- The data can then be exported as .doc or .xls.

**Mohammed A. Babaji**

Director, Admissions

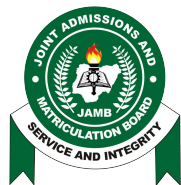
*For: Registrar*

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Tel: 08123658955, 08166335513 <http://www.jamb.gov.ng>, [www.jamb.org.ng](http://www.jamb.org.ng)

**PROF. IS-HAQ OLANREWAJU OLOYEDE**, OFR, FNAL  
Registrar/Chief Executive



No: 2022ff09

OFFICE OF THE REGISTRAR

## **ADVISORY FOR HEADS OF INSTITUTIONS ON THE USE OF THE CENTRAL ADMISSIONS PROCESSING SYSTEM (CAPS) MODULE**

This advisory is to guide all Heads of Institutions' on how to use the Central Admissions Processing system to recommend candidates to the JAMB desk officer.

The Head of Institution is required to Recommend candidates to JAMB as proposed by the Admission officer. Only the list recommended by the institution head will be approved by the JAMB desk officer.

Kindly follow the steps below to access the system:

### **1.0. HOW TO LOGIN**

Go to [www.jamb.gov.ng](http://www.jamb.gov.ng), then click on "CAPS (Institution)" menu item. This is also available under "Quick Links"

### **2.0. ENTERING LOGIN CREDENTIALS**

A login Screen will appear. You will be asked to enter your credentials as follows:

- Enter your assigned Username
- Enter your given Password
- Click on the Login button to login.

(Your username and initial password will be provided by the JAMB Admissions Department).

### **3.0. DASHBOARD**

The dashboard displays the institution's statistics. The statistics includes;

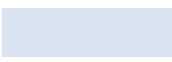




- Total Candidates
- Total Quota
- Total Quota Used
- Total Quota Balance

### **4.0. CANDIDATES AWAITING INSTITUTIONS HEAD RECOMMENDATION**

This module shows the list of candidates that are awaiting the Institution's head recommendation. To recommend, the institution head will be required to;

- a. View the list of proposed candidates
- b. Select the proposed candidates for recommendation.
- c. Click on the "Approve" button to submit the candidates
- d. The candidates becomes Recommended candidates to the Desk Officer for approval.

The Recommend candidate page also have colour coding features that visually enhances the admission process. The colour codes are;

Not Admitted	
Proposed by Admission Officer	
Recommended by Institution Head	
Approved by Desk Officer Admitted	
Accepted By the candidate	

#### 4.1. Admit Candidates (O'Level View)

This module allows the Institution Head to view the O'Level results uploaded by the candidates.

#### 4.2. Admit Direct Entry Candidates

This module allows the Institution Head to recommend direct entry candidates

#### 4.3. Admit Part/Sandwich/Noun

This module allows the Institution Head to recommend Part-time, Sandwich, DLI and NOUN candidates.

#### 5.0. MAIL

The CAPS Mail module allows the Institution head to send messages to the desk officer, the registrar and the director of admissions. It is the primary method of information exchange between the Institution and JAMB.

#### 6.0. REPORT

The Report modules allows the Institution Head to view the admission statistics and other useful information about the institution's admission process. The institution head can view the following reports on CAPS;

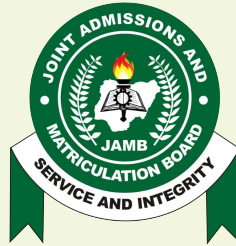
- Candidates'by Programme
- Advanced candidates' Report
- Candidate by Admission Status

**Mohammed A. Babaji**

Director, Admissions

*For:Registrar*

# JOINT ADMISSIONS AND MATRICULATION BOARD



**National Headquarters Complex,  
Suleja Road, Bwari, P.M.B. 189, Garki,  
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JAMB | Central Admissions Processing System | CAPS

Login to your account

Username

Password

Remember me [Login](#)

Forgot your password?  
click [here](#) to reset your password.

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**IBASS Login**  
Provide your username and password below:

Session expired  
Please login to continue

Username

Username

Password

Password

Keep me signed in [Forgot password?](#)

[LOGIN](#)

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