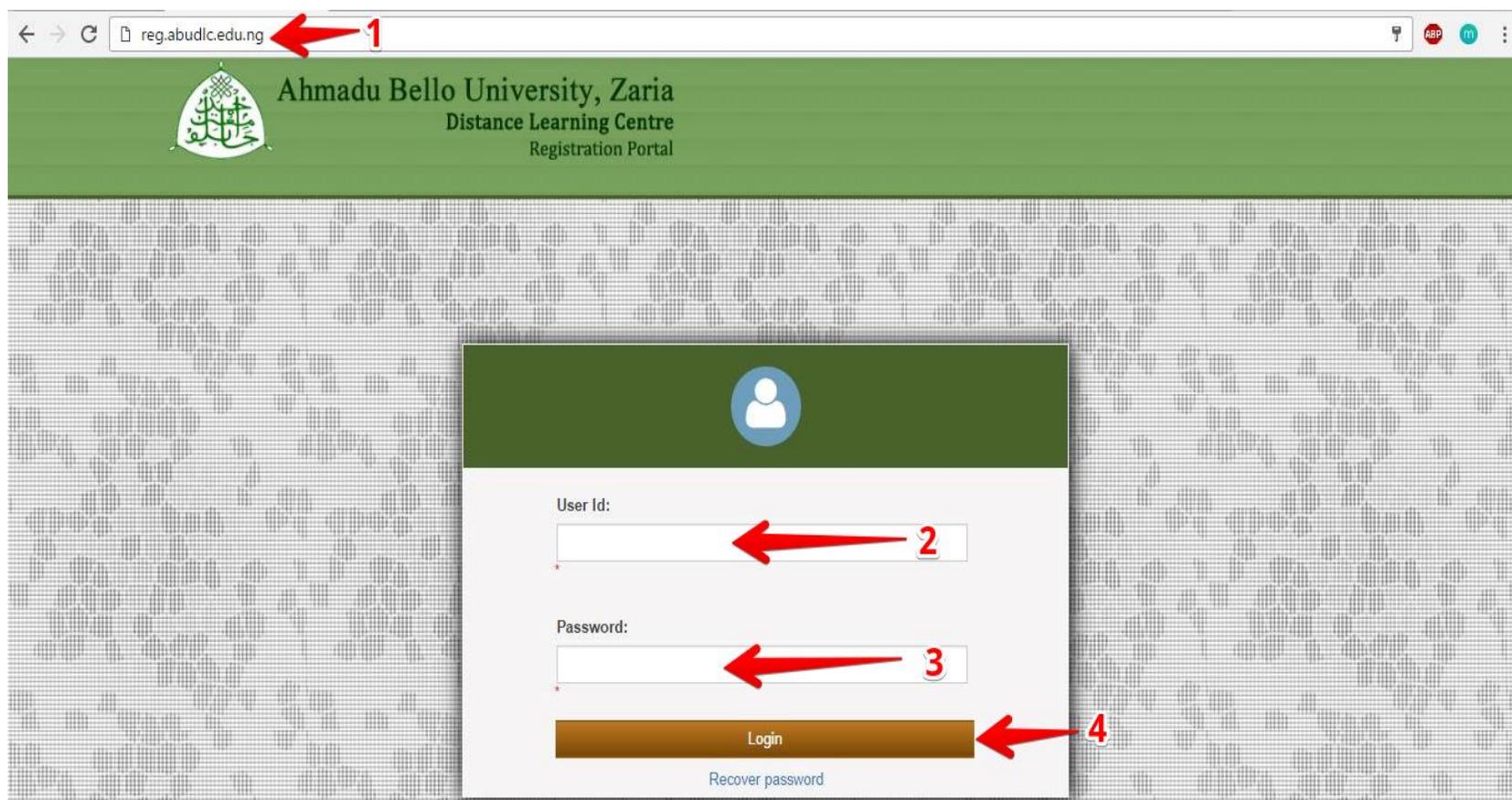


# ABU Centre for Distance Learning Exam Slip Guide



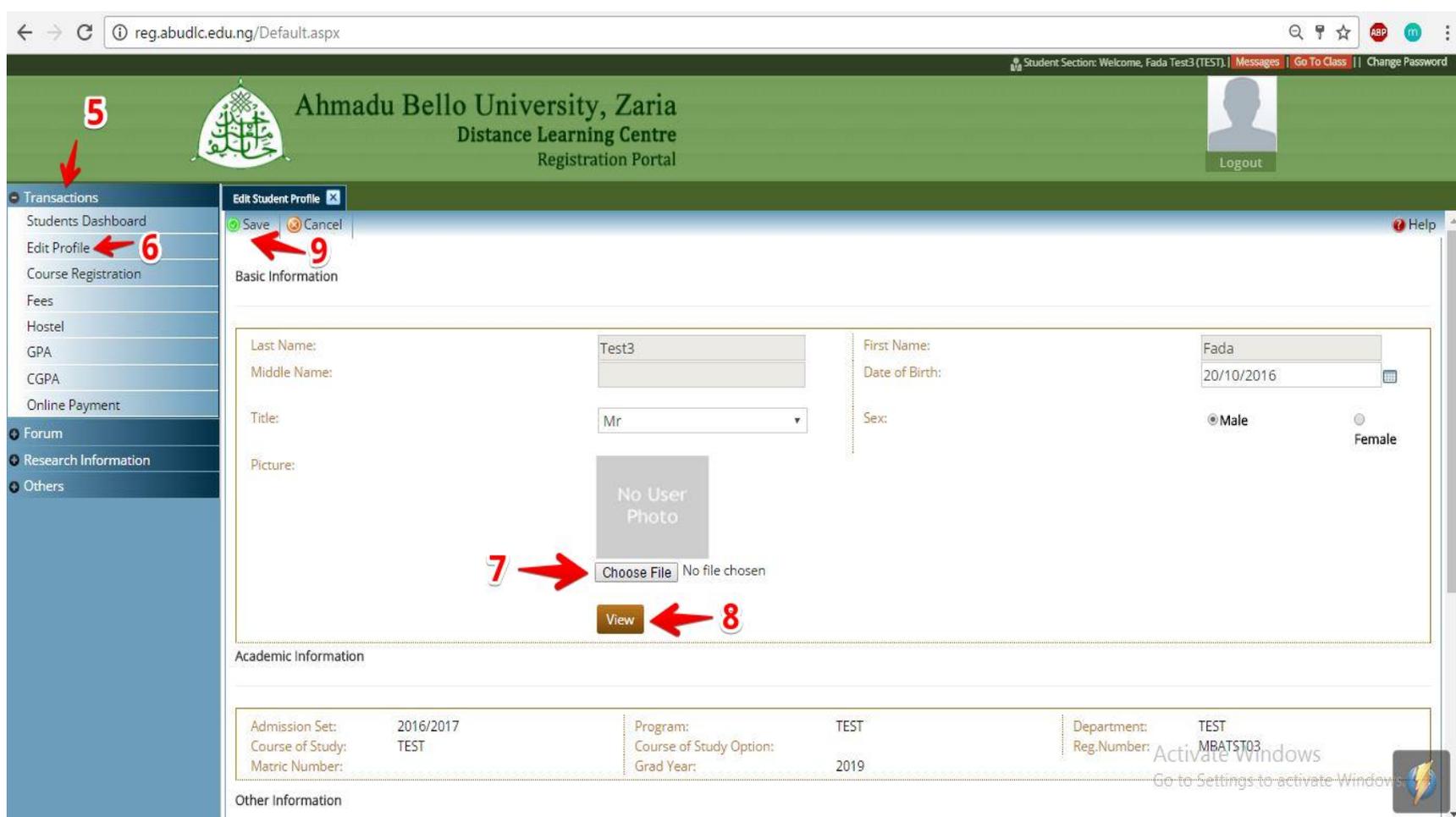
# How to access the Student Information system

**1** To Login: Go to the URL: [reg.abudlc.edu.ng](http://reg.abudlc.edu.ng)



**2** Type in your username and password to login. After successful login, you will be directed to the student's landing page.

## The Landing Page



## Do the following on the landing page:

5 Click on Transaction

8 Click on view

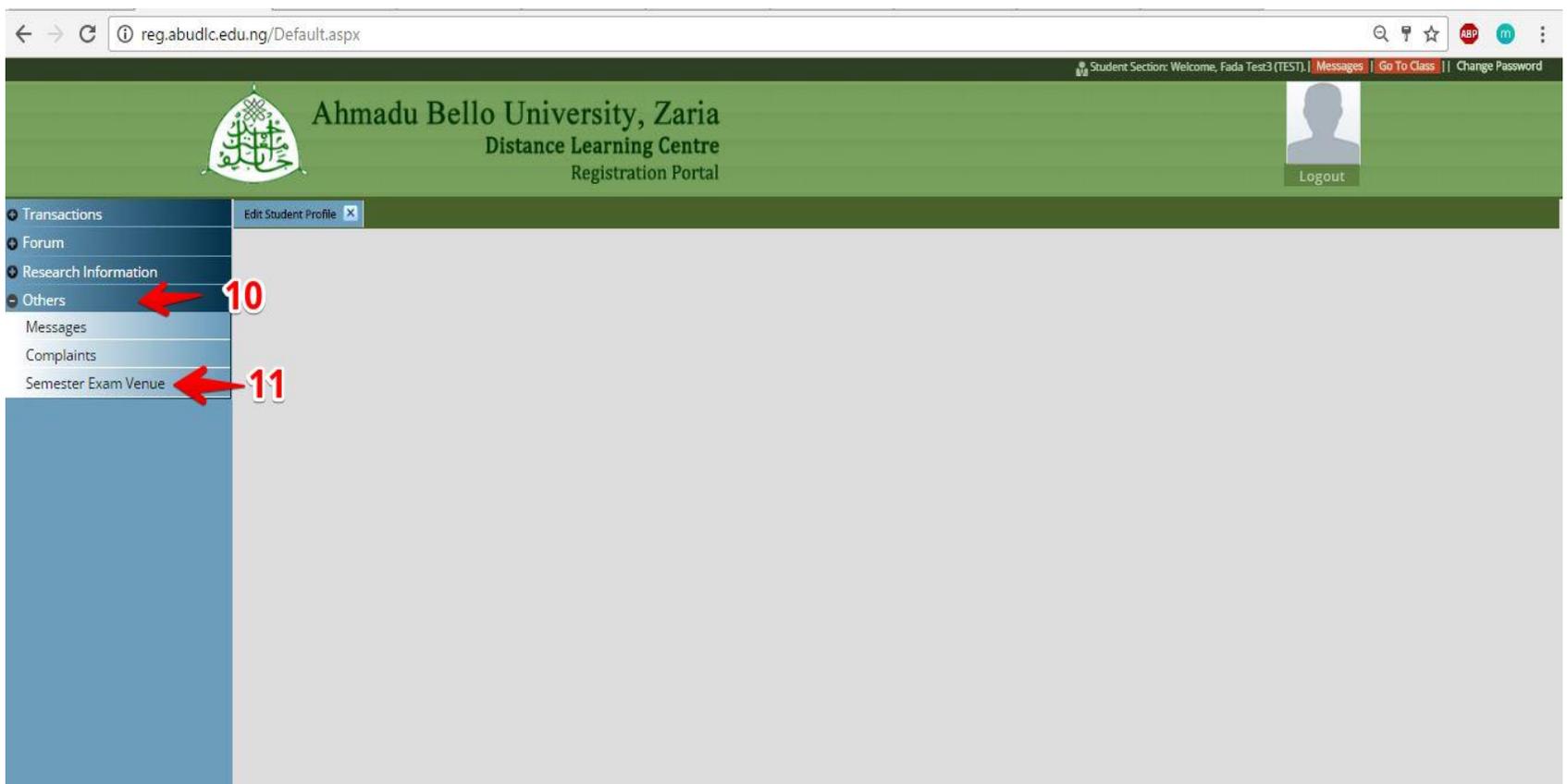
6 Click on Edit profile

9 Click On Save

7 Click on choose File and navigate to where your passport is stored on your computer and select.

N.B: Students who have their passport already uploaded should not bother to re-upload.

## Exam Venue Selection



10 Click on Others

11 Click on Exam Venue

# Exam Venue Selection Continued

The screenshot shows a user interface for exam venue selection. At the top, there is a profile section with a silhouette and a QR code, with callouts 16 and 17. Below this is a list of courses: BUAD 838, BUAD 801, BUAD 807, BUAD 804, BUAD 806, MTL D 801, LMS 101, with callout 18. To the right, the user's name is Olusola Olugbenga Fadahunsi, Reg No: ABUMBA02015001481, School Code: ABUMBA | Program: MBA SPECIAL, and Exam Venue: IBBIL Hall Academy, Caro Hill, Seat Reference: Abuja/IBB+0001, Seat No: 1. Below this is a form with fields for Country (Choose Country), State, Venue, Address (Caro Hill), and SeatNo (1). Callouts 12, 13, and 14 point to the Country, State, and Venue fields respectively. At the bottom, there are 'Submit' and 'Print' buttons, with callouts 15 and 19 pointing to them. A warning message 'Please Submit before any changes take actual effect' is displayed above the buttons. The interface is powered by VIGICODE and EduTech.

12 Select the country you would like to write your Exam

13 Select the state

14 Select the Venue

15 Click on Submit

16 Verify that your passport is showing

17 Verify that a Barcode is generated

18 Verify that your registered courses are displayed

19 Click on print to generate your exam slip

For complaints, please call: 01-7000899 or 08080523171