



## Archbishop Vining College of Theology, Akure.

### How to Register your Courses Online (please use Google Chrome Browser):

1. Make payment for Course Registration by login in with the login details above at [Course Form Payment Link](https://portal.archbishopvining.edu.ng/pay) (<https://portal.archbishopvining.edu.ng/pay>). Ensure that your payment was successful.
2. On successful payment, you will be returned to your **Dashboard**, click on the **Register Course (Link)**.
3. On the Portal that loads, login with your Student Login Details, as supplied in this email with your Username and Password.
4. Select the '**Course Registration**' button.
5. From the page that loads, select only the Courses that were approved by your Level/Course Adviser and select the '**Save**' button.
6. To **Add** a Course that is not listed on your default page, go to the '**Select Course**' dropdown list at the **bottom** of the page, look through and select the course you desire and click on the '**Add Course**' button.
7. To **Drop** a Course from the ones you have already picked and saved on your default page, go to the '**Select Course**' dropdown list at the **top** of the page, look through and select the course you desire and click on the '**Drop Course**' button.
8. Once satisfied with the selection of courses you have made and saved, select the '**Finalize**' button, the online Course will then be displayed.

## **How to Check your Semester Result(s) Online (please use Google Chrome Browser):**

1. Using the login password from here as your **Result Checker Pin**, you can log in to the portal now and check your Semester results.
1. Go to [portal.archbishopvining.edu.ng](http://portal.archbishopvining.edu.ng),
2. On the Portal that loads login with your Student Login Details, as supplied in this email with your Username and Password.
3. Click on the 'Check Semester Result' link when logged in.
4. Select the Session and Semester you want from the respective dropdown lists and supply your Result Checker PIN in the box provided for it.
5. Click the Submit button.
6. Your result for the selected Session and Semester will be displayed.

**Note:** Your Password is also your Result Checker Pin and is valid throughout your studentship.

**Please ensure that you keep your Student Login Details safe and secure. It is for your personal use only.**

Thank you.

**MIS, Archbishop Vining College of Theology, Akure.**