

Please follow the instructions below to successfully register your school and get a unique "Upload Code" for your school to allow you to submit a direct entry list.

1	<p><b>STEP 1</b></p> <p>A. You need to register your school first, follow this link below: <a href="https://www.fctubeb.gov.ng/private-schools-reg">https://www.fctubeb.gov.ng/private-schools-reg</a></p> <p>i. Once you submit your application, with the appropriate document(s), it will be reviewed by a staff member. ii. If all is ok, your application will be approved and your school will be assigned an Internal UBEB code.</p>
2	<p><b>STEP 2</b></p> <p>A. Once your school is approved, you can check your school FCTUBEB code below from this link: <a href="https://www.fctubeb.gov.ng/private-schools-list">https://www.fctubeb.gov.ng/private-schools-list</a></p> <p>i. Check the UBEB code for your school, once you know your code, you will need to apply for the "registration code" to enable the system to generate your unique Upload code for your school.</p> <p>ii. Contact FCTUBEB Admission Group to enable your code</p>
3	<p><b>STEP 3</b></p> <p>A. To finally get your "Upload Code", please proceed to this link below and begin the application process, with your 12-digit registration code issue to you by FCTUBEB admission desk <a href="https://www.fctubeb.gov.ng/dd-reg">https://www.fctubeb.gov.ng/dd-reg</a></p> <p>i. Once your complete the process, the system will automatically issue you with an upload code.</p>
4	<p><b>STEP 4</b></p> <p>A. You can start uploading your student list once you have completed step-3 above. Follow this link to start/begin your direct entry list upload: <a href="https://www.fctubeb.gov.ng/dd-uploads">https://www.fctubeb.gov.ng/dd-uploads</a></p> <p>i. Begin upload by using your 20-digits code issued to you in step-3 above</p>
<p>Last Updated: June 27, 2021   GF54784XC</p>	