2021 SSCE INTERNAL USER GUIDE

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About SSCE Internal

The SENIOR SCHOOL CERTIFICATE EXAMINATION (SSCE) INTERNAL is taken by candidates in the final year of Secondary School Education.

The SSCE INTERNAL offline and online applications are a suite of software that enables centres to register their candidates, make payment, and manage their candidates' information for the SSCE internal (Jun/Jul) Examination.

With the SSCE (Internal) Examination Portal, you can:

- Update Centre information by creating an admin account.
- Make payment for validated candidates.
- Upload candidates information and generate exam numbers.
- View candidates and print photo cards.
- Upload candidates’ third-year continuous assessment scores (CA3)

Any centre registering less than 20 candidates is deemed unviable and will have to pay an unviable fee.
How to claim a new centre

This process is for new centres who are registering with NECO for the first time, they are required to claim their centre by updating their information and creating a CENTRE ADMIN account which will be used to log in to their centre online, register their candidates and manage all their candidate records.

• On the SSCE Internal log in page, click Claim a Centre, go ahead to enter your centre number and Click on DISPLAY CENTRE INFO.

• Enter your desired Center admin information to update your centre info. i.e email address, full name, phone number and comment.
● A verification email will be sent to the email address you registered with, click on Accept Invitation to verify your email address and set a new password for your log in.

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Hi Nino,

Welcome! You have been added as a user on the NECO Platform by the Administrator.
Please use the link below to accept the invitation and set up your Account Credentials.
The invitation link is valid for only 24 hours

ACCEPT INVITATION

Or copy the link below

http://portal.neco.flexisat-dev.com/passwordreset?username=minoa@gmail.com&
token=15C7N73B8X0G97B8HST5F2WJY3PFP8CO

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● Yes! You have just set a login credential for your centre’s SSCE Internal!

How to claim a existing centre

If you wish to change your centre’s admin email address, then you have to claim the centre.

● Visit https://ssceinternal.neco.gov.ng/updatecentre or on the SSCE Internal log in page click Claim a Centre.
● Enter your centre number and click on **Display Centre Info** just like in the image below.

Steps to updating your center

1. **Step one**
   - Enter your centre number

2. **Step two**
   - Select Display centre Info. Please confirm that the centre name and center code represents your centre information before proceeding.

3. **Step three**
   - Enter an email address you have access to as an activation link will be sent to the email provided.

4. **Step four**
   - Select Update

5. **Step five**
   - Enter Centre Admin Name

6. **Step six**
   - Enter Centre Admin Phone number

● Enter your centre admin email address and click on **Update**.

Steps to updating your center

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5. **Step five**
   - Enter Centre Admin Name

6. **Step six**
   - Enter Centre Admin Phone number
● Enter your centre admin Information which includes Full Name and Phone Number, then click on the Dispute button.

● Your dispute will be sent in and await approval from NECO officials.
1. Once your dispute has been approved, an invitation email with a link for a password setup will be sent to your email (This link expires after 24 hours).
● Click on the link to set up a password for your login. Once this is done, the system redirects you to the SSCE Internal login page. Go ahead to log in with your new login credentials.

How to Login to your SSCE Internal account

To log in to your centre’s SSCE Internal account, simply visit https://ssceinternal.neco.gov.ng/.

● Enter your centre number, email address and password then click on the LOGIN button.
How to Login to your SSCE Internal app

- visit [https://ssceinternal.neco.gov.ng/](https://ssceinternal.neco.gov.ng/) and click on the icon shown on the (image below for description).

- Select the Open button.

- Enter your centre number, email address and password then click on the LOGIN button.
How to change admin login password

If you have forgotten your login password or you just wish to change your centre’s login details, simply visit the SSCE Internal login page
https://ssceinternal.neco.gov.ng/

● Click on **FORGOT PASSWORD**.

● You’ll be redirected to another page, here, enter your registered admin email address, then click on the **SUBMIT** button.
● An email will be sent to your mailbox with a link (this link expires after 24 hours), click on the *Reset your password* button.

![Email Message]

You will be directed to a page to enter your new password.

● Click on the *Reset Password* button.

![Reset Password Form]
If you wish to change your admin password while you are already logged in, click on Profile Information then fill in the required information (your current password you wish to change and the new password you wish to start using).

- Click on the Update button.

How to register candidates

- On the left-hand side of your SSCE internal dashboard, go to Register Candidate.
- A registration form will be displayed. Fill in the boxes with the candidate’s details and click on **Next** to move to the next page.

![Registration Form](image)

- On this page you are required to upload the candidate’s passport photograph. Click on the provided box to select the passport photograph.

![Passport Upload](image)

- You can click on the **Cancel** button if you selected a wrong passport or the **Submit** button to submit the passport.
- Click on the Next button to move to the next page.

- On this page you are required to select the candidate’s subjects. There are three core subjects Mathematics, English, and Civic Education which are already auto-selected by the system.

Select an additional 6 or 5 subjects which must include at least one Trade subject and fill in the candidate’s CA1 and CA2 scores for all selected subjects.
● Click on the **TRADE** column to select a subject.

![Image of a screen showing the TRADE column selected](image)

● Click on **View Selected Subjects** to crosscheck the subjects and CA scores you have selected.

![Image of a screen showing selected subjects](image)

**Note:** It is compulsory to select at least one “**TRADE**” subject before you can proceed to the next page.

● Click on **Next** to move to the next page.
- Read through the candidate’s information you provided to make sure it is accurate before clicking on the SAVE.

How to view your registered candidates

- On your dashboard or menu, click on the Candidates button.
Your list of candidates will be displayed. You can also filter your candidate list by clicking on the Reg. Status box as displayed below.

Select from the dropdown list the category of candidates you wish to view.
How to edit your added candidates

You can only edit candidates before validation. After validation and uploading of candidates, you will no longer have the privilege to edit a candidate via the SSCE Internal app.

- Click on the action button

- Select Edit Information from the dropdown list.
Then make the correction you wish and click on save.

How to print Validation report

- Click on the Candidates button. A list of your saved candidates will be displayed.

- Select the candidates you wish to print their validation list then click on the Print Report button.
● From the drop down list, select Print Validation card, Print Validation list, Print Entry Schedule or Print Subject analysis from the drop down menu.

How to pay for Registration Quotas & Syllabus.

Note! You can only make payment for validated candidates and centres registering less than 20 candidates are deemed unviable and will have to pay an unviable fee.

● On the SSCE Internal dashboard, click the MAKE PAYMENT button.
A checkout form will be opened on the right-hand side of your screen, select the *Exam Year* from the drop down list.
● A form will be displayed, enter the total number of registration quota and syllabus you would like to purchase then click on Proceed to Checkout button.

**NB:** You will not be able to make payment for a registration quota if you have a pending payment and upload for the previous years' late CA3.
A breakdown of the items you are paying for and the total amount will be displayed for you to crosscheck before proceeding to make payment.

<table>
<thead>
<tr>
<th>Items</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>₦9,850</td>
<td>₦9,850</td>
</tr>
<tr>
<td>Four Figure Table Fee</td>
<td>₦500</td>
<td>₦500</td>
</tr>
<tr>
<td>Photo Album Fees</td>
<td>₦1,350</td>
<td>₦1,350</td>
</tr>
<tr>
<td>Service Charge</td>
<td>₦40</td>
<td>₦40</td>
</tr>
<tr>
<td>Syllabus Fees</td>
<td>₦1,350</td>
<td>₦1,350</td>
</tr>
<tr>
<td>Unviable Centre Fees</td>
<td>₦40,000</td>
<td>₦40,000</td>
</tr>
<tr>
<td>Stamp Duty Fees</td>
<td>₦50</td>
<td>₦50</td>
</tr>
</tbody>
</table>

Total ₦52,690

I have verified the above information to be accurate and I agree that the payment I am about to make is non-refundable.
Select the checkbox and click on the Submit button to proceed to make payment.

Total
₦ 13,490

☐ I have verified the above information to be accurate and I agree that the payment I am about to make is non-refundable.

Submit

Go Back

Click on the Submit button to proceed to make payment.

Total
₦ 13,490

☑ I have verified the above information to be accurate and I agree that the payment I am about to make is non-refundable.

Submit

Go Back
NOTE: If you do not select the checkbox, you will not be able to proceed to make a payment, and once you have verified and made payments, these payments are non-refundable.

- You will be redirected to the remita page to make the payment. The amount payable will be displayed. Click on **SUBMIT**.

![Remita Payment Interface](image)

- Choose your preferred payment method and click on **PAY**.
Download and Install the Biometrics Application

You can locate the Biometrics app via the SSCE Internal dashboard or via the NECO website.

- On the SSCE Internal dashboard, click on the Download Biometrics App button, then select the version that’s compatible with your system (64-bit or 32-bit).

- Visit the NECO website https://neco.gov.ng/, click on Our Exams tab and select SSCE internal.
● Scroll down to the download section and choose the version that’s compatible with your system (64-bit or 32-bit).

How to capture candidates’ biometrics.

● Launch the App, input your centre number and click on the 'proceed' button to login.

● On your dashboard click on the update candidate list button to retrieve the candidates you’ve already registered online.

● Input your admin login details and click on Login to proceed with updating your candidates' list.
● On your dashboard, click on the biometric capture column. This will take you to the fingerprint capturing page.

● Connect your fingerprint scanner to your computer, select the candidate you want to capture and then click on the start capture button to start capturing your fingerprint.
Click on the **Save Biometric** button to save the captured candidate after you're done capturing all the fingerprints.
● After you've captured all your candidates, and before you exit the biometric capture page, click on the **Upload Biometric** button and your captured candidates will be uploaded.

● Once you've uploaded your captured candidates, you're done with the biometric capturing.

**How to upload candidates.**

● Click on the **Candidates** button and select the candidates with pending upload on the list.
● Select the candidate(s) you wish to upload.

● Click on the **Upload Candidate** button.

How to print final photocards.

- Click on the **Candidates** button and select the completed candidates on the list.
● On the action button select **View Photocard**.

● Then print your photocard.