



THE NATIONAL EXAMINATION COUNCIL (NECO)

SSCE EXTERNAL REGISTRATION USER GUIDE, NOV/DEC



INTRODUCTION

This user guide will provide you with the necessary information to use the offline biometric application as well as the online payments and biodata capture platform. It also contains detailed steps on how to register candidates, purchase quotas and the use of the offline application to capture fingerprints.

Let's begin with the biometric application..

BIOMETRIC APPLICATION DOCUMENTATION

The NECO offline biometric application is built essentially to simplify the process of capturing candidates' biometric data offline before uploading the records to an online server. The application has features to display all captured data.

SYSTEM REQUIREMENT

- System requirements is a listing of what software programs or hardware devices are required to operate this offline application properly. The National Examination Council (NECO) offline biometric application will work when the following system requirements are met.



Hardware Requirements

- Min of 2 GHz processor or faster 32-bit (x86) or 64-bit (x64).
- Min of 2 GB of RAM for 32-bit or 2 GB of RAM for 64-bit.
- Min of 126 GB of hard drive space for 32-bit or 256 GB for 64-bit.
- DirectX 9 graphics device with WDDM 1.0 or higher.
- Futronic Scanner (FS80H-)



Specification

- **Model:FS80H**
- **Fingerprint scanning window size is 16x24mm**
- **Image resolution is 480x320 pixel, 500 DPI**
- **Image format is 8 bit 256 grayscale**
- **Raw fingerprint image file size is 150K byte**
- **With Live Finger Detection (LFD) feature**
- **USB 2.0 compatible interface, plug and play device**
- **Lifetime up to 1 million scans**

Software Requirements

FOR SUPPORT CALL: 09155708856, 08121447470, 09139948606, 08096614200, 09070447254 OR VISIT <https://support.neco.gov.ng/>



- Windows operating system

Installation

First, users can obtain the biometric offline application by visiting: <https://www.neco.gov.ng/our-exams/ssce-external/>

then scroll down to the “Download the Biometric App” as seen on the screenshot below

DOWNLOAD THE BIOMETRIC APP

If you understand the process of registering your candidates, you are ready to start capturing their biometric data!



BIOMETRIC APP USER GUIDE

For more information about the detailed offline app, click the button below to download the userguide



*Note

In order to upload candidates’ data to the NECO portal online and obtain examination numbers, a candidate must

- be registered
- either have an online account or have it created for him/her by a cyber café
- log in to the created account and purchase registration token (s) (scratch cards are no longer used for SSCE External registration)

You can upload the list of centers under ‘centers’ on the homepage menu.

EXAMINATION TIMETABLE

For more information about the Exams Timetable, you can download the timetable below.



The user can download the appropriate version based on their operating systems.

Double-click the package to run the installation wizard and follow through the installation process.

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Users are required to install the futronic fingerprint scanner and Java Runtime Environment (JRE) to enable the application to run.

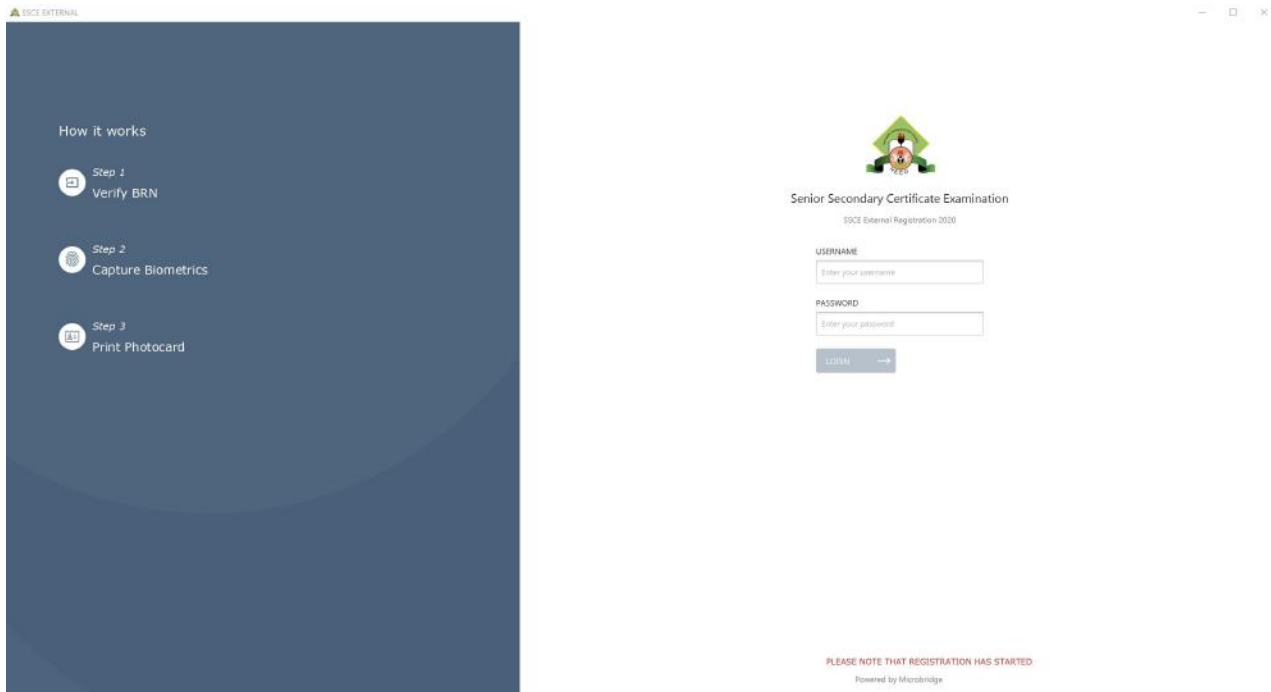
Upon completion of the installation process, the users are required to click the *Finish* button to ensure the application has been successfully installed.

After a successful installation, a shortcut icon is created on desktop.



Launching the application

Double-click the application icon on the desktop to launch the Biometric app. When the application is launched successfully, the user is requested to enter his/her username and password (obtained during the online signup) and click login.





Dashboard

The dashboard is the first page that appears after a valid username and password is entered. Its layout provides an environment where all the functions of the application can be accessed to enable the user commence the offline registration. The display of the dashboard screen is shown below:

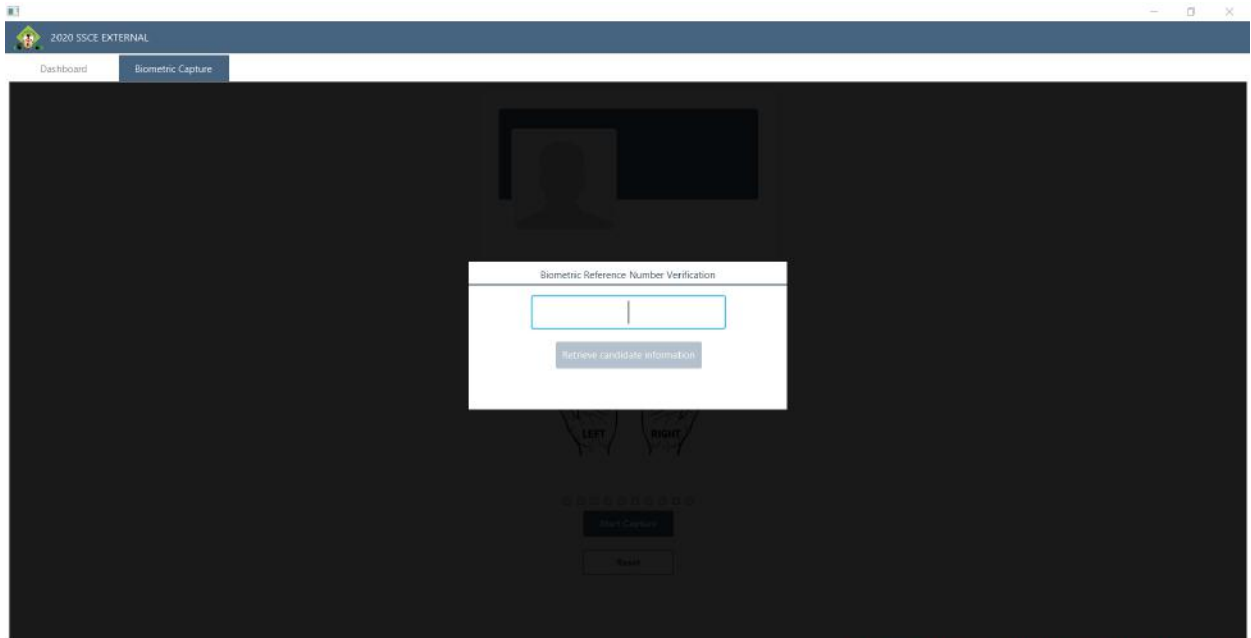
The screenshot shows the '2020 SSCE EXTERNAL' dashboard. It features a 'Dashboard' tab and a 'Biometric Capture' section. The statistics show 2 'UPLOADED' records and 0 'PENDING UPLOAD' records. Below this is a search bar for candidates and radio buttons to filter by 'All', 'Uploaded', or 'Pending Upload'. A 'Capture New Candidate' button is also present. The main area contains a table with the following data:

SN	SURNAME	FIRST NAME	MIDDLE NAME	BRN	REGISTRATION NO.	BIOMETRIC STATUS	ACTION
1	Raphael	Mickel	Oliver	E20314197908	18900008GF	Uploaded ↑	View photocard
2	Ayesh	Alamin	Ibrahim	E20109994807	18900029VA	Uploaded ↑	View photocard

At the bottom right of the dashboard, there is a support contact number: For Support Call: 09155708856 | 08121447470 | 09139948606 | 08096614200

Dashboard tab: this is used to show the statistics of user biometric data capture. It included a pending and uploaded record and a table that has the ability to be sorted.

Biometric tab: this is the tab where candidate BRN would be inserted and biometric details would be captured.



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To capture candidate biometric, plug the futronic biometric fingerprint scanner to your computer. Thereafter, click on the start button and follow the finger prints as directed right thumb to left little finger.

After a successful biometric capture a pop appears that tells you to capture a new candidate or view photocard, you can then select as appropriate.



Photocard download

To download the candidate photocard select the candidate from the dashboard and click on view phone card on the list.

2020 SSCE EXTERNAL

Dashboard Biometric Capture

7 UPLOADED 2 PENDING UPLOAD

Search Candidate: All Uploaded Pending Upload Capture New Candidate

SN	SURNAME	FIRST NAME	MIDDLE NAME	BRN	REGISTRATION NO.	BIOMETRIC STATUS	ACTION
1	Esther	Martha	Queen	E20420230415	200059FTTEST	Uploaded ↑	View photocard
2	Faisal	Lawal	Ahmed	E20302724387	200056GCTEST	Uploaded ↑	View photocard
3	Musa	Josh	A	E20933325963	200057GFTTEST	Uploaded ↑	View photocard
4	Chima	Darlington	A.	E20420301607	200056GFTTEST	Uploaded ↑	View photocard
5	Isaka	Ismail	M	E20782532188	200053HFTTEST	Uploaded ↑	View photocard
6	Gumju	Wulu	Wala	E20589337603	200053IATEST	Uploaded ↑	View photocard
7	Amos	Andrew		E20794459724	200054HFTTEST	Uploaded ↑	View photocard
8	Gumju	Wulu	Wala	E20720927511	Pending	Pending Upload ↓	Retry Upload
9	Maharaj	Jinika	F	E20750307619	Pending	Pending Upload ↓	Retry Upload

Download Photocard

For Support Call: 09155706856 | 08121447470 | 09139948606 | 08096614200



Online Application

This part of the guide contains details on the online application and how to go about registration of a candidate and how to capture fingerprints of a candidate.

The first step is to create an account on the SSCE External Portal. Follow the steps below:

How To Create an Account

- Go to <https://ssceexternal.neco.gov.ng/> portal.



- Click on **Register Here**

Senior Secondary Certificate Examination
SSCE External Registration

Welcome to the NECO External examinations platform.
Individual Candidates can login here:

How It Works

1. Register as an Individual Candidate
2. Pay for registration token/Four Figure table
3. View uploaded candidates
4. View transaction history
5. Print Photo Card

Support

Support mail: support@neco.gov.ng

LOGIN

Login with your email address or phone number and password

EMAIL OR PHONE NUMBER

PASSWORD

LOGIN

[Forgot password?](#)

Don't have an account? **Register here**

Help

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- Fill out the form with the required information and then click on the **Register** button to complete.

Senior Secondary Certificate Examination
SSCE External Registration

Welcome to the NECO External examinations platform.
Individual Candidates can login here:

How It Works

1. Register as an Individual Candidate
2. Pay for registration token/Four Figure table
3. View uploaded candidates
4. View transaction history
5. Print Photo Card

Support

Support mail: support@neco.gov.ng

REGISTER

Create an account by providing the following information

Please ensure you use a valid and active email address while registering because you will need to verify the email. You will not be able to proceed with an inactive email.

FULL NAME

Enter Full Name #2

PHONE NUMBER

09000000000 103

EMAIL ADDRESS

myname@neco.gov.ng

PASSWORD

CONFIRM PASSWORD

REGISTER

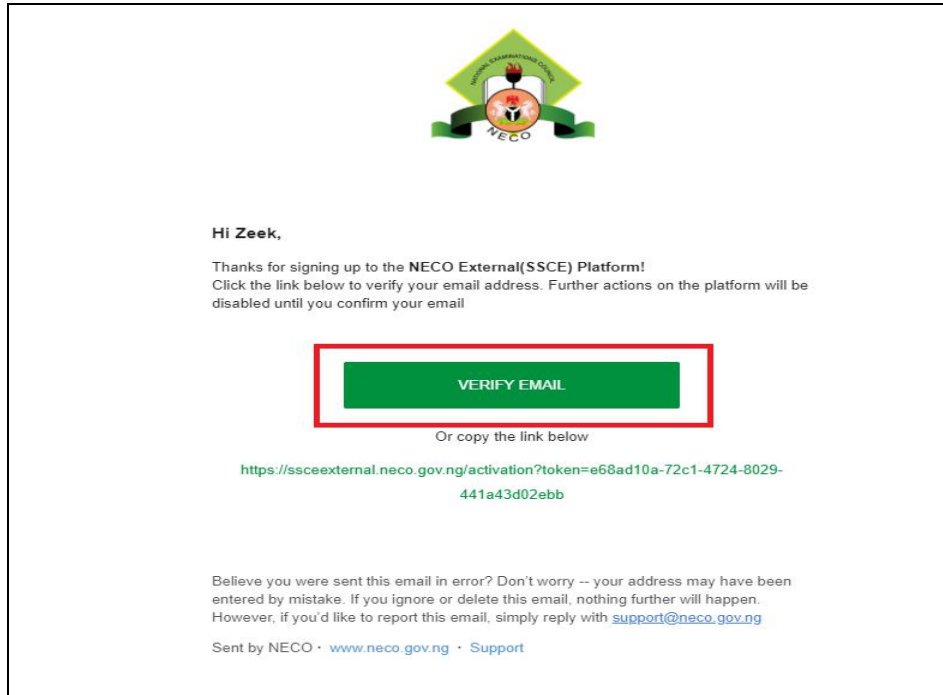
Already have an account? [Login here](#)

Help

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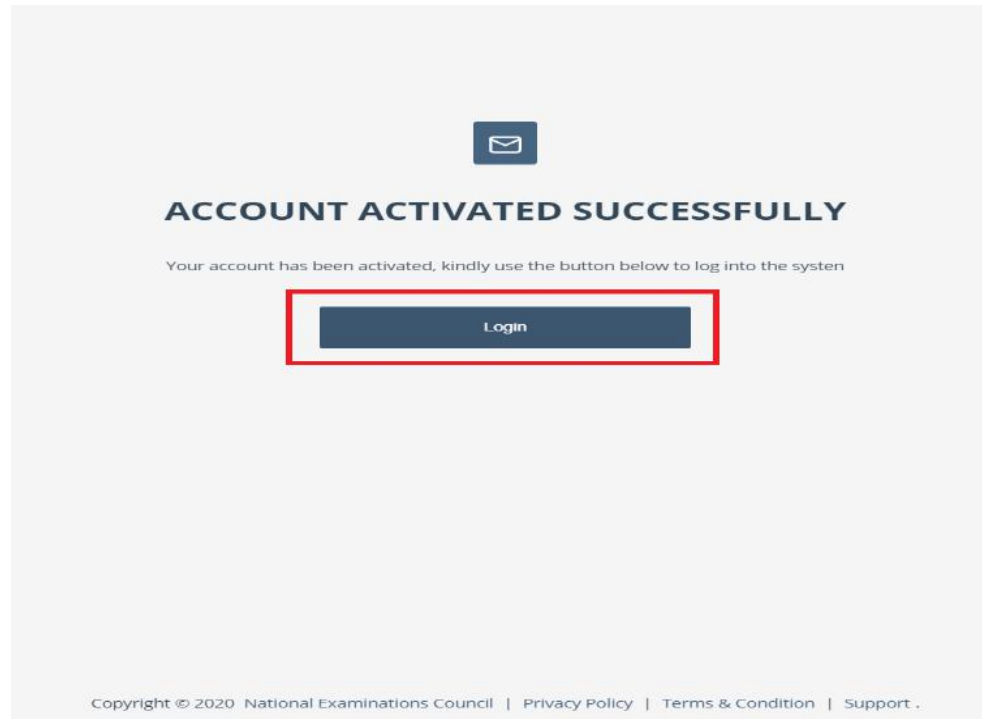
- After creating your account, you will need to activate your account by following the steps below: Click on the **Verification Link** provided in the email sent to you by NECO.



•

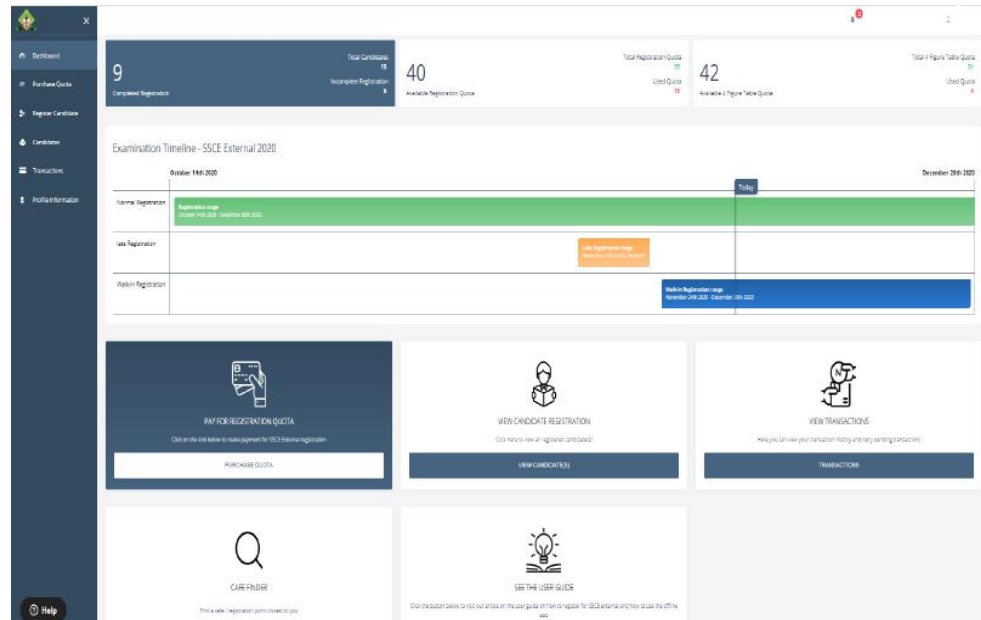


- You'll be notified on-screen, letting you know your account has been activated successfully. Click the **Login** button, and you'll be redirected to the SSCE External Portal.





- Use your registered email and password to log in to your account to view your dashboard.

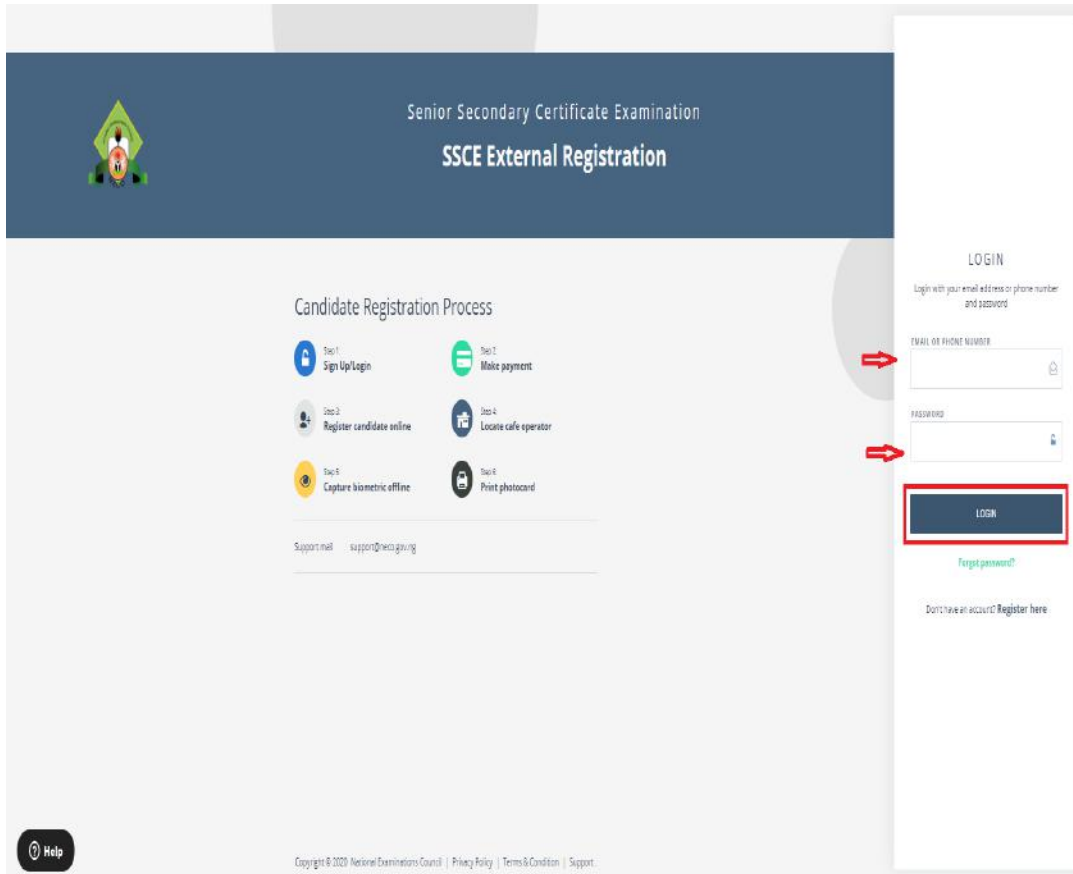


How to Login to Your Account

A successful account verification allows you to login to your account afterward. Kindly follow the guides below to login:

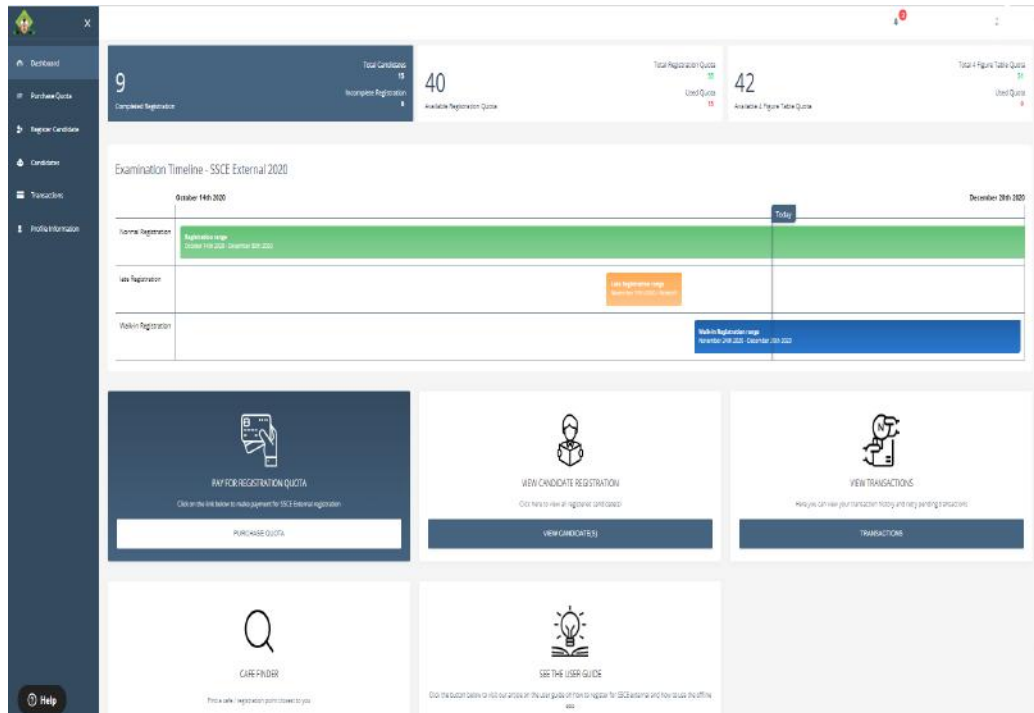


- Click the **Login** button as shown in the image below.





- After a successful login, you'll be able to see your user dashboard. (See image below for description)

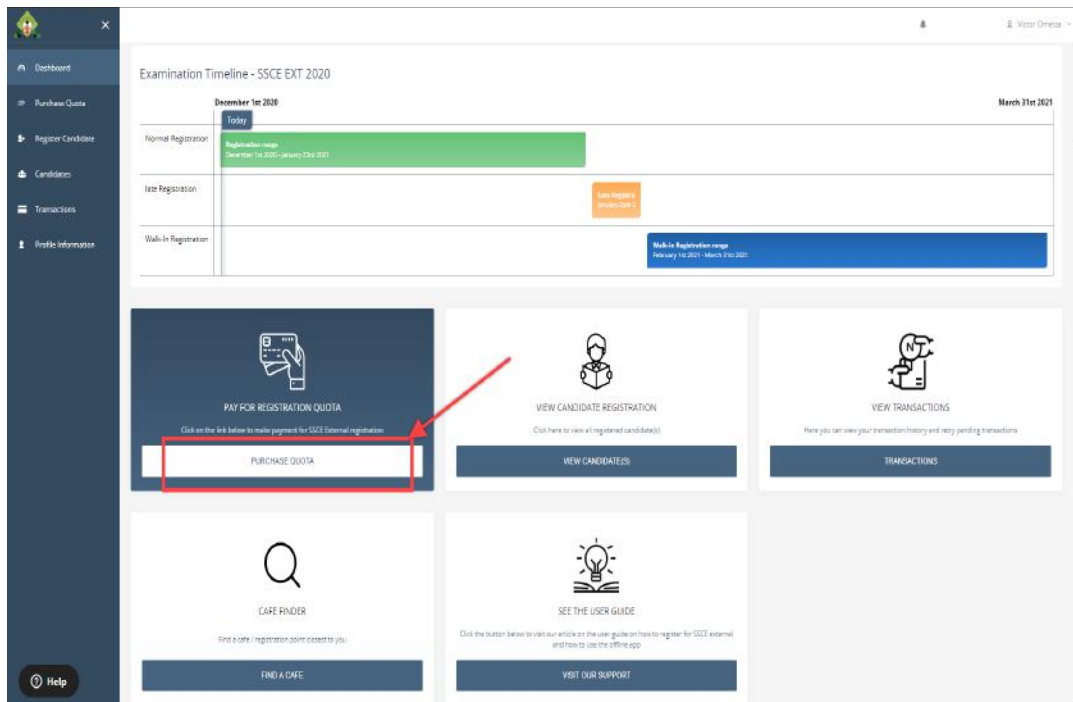


How to Register Purchase Quota

The steps below guide you through purchasing a Quota required to register a candidate. If you do not have any Quota in your account, you will not be able to register any candidate.



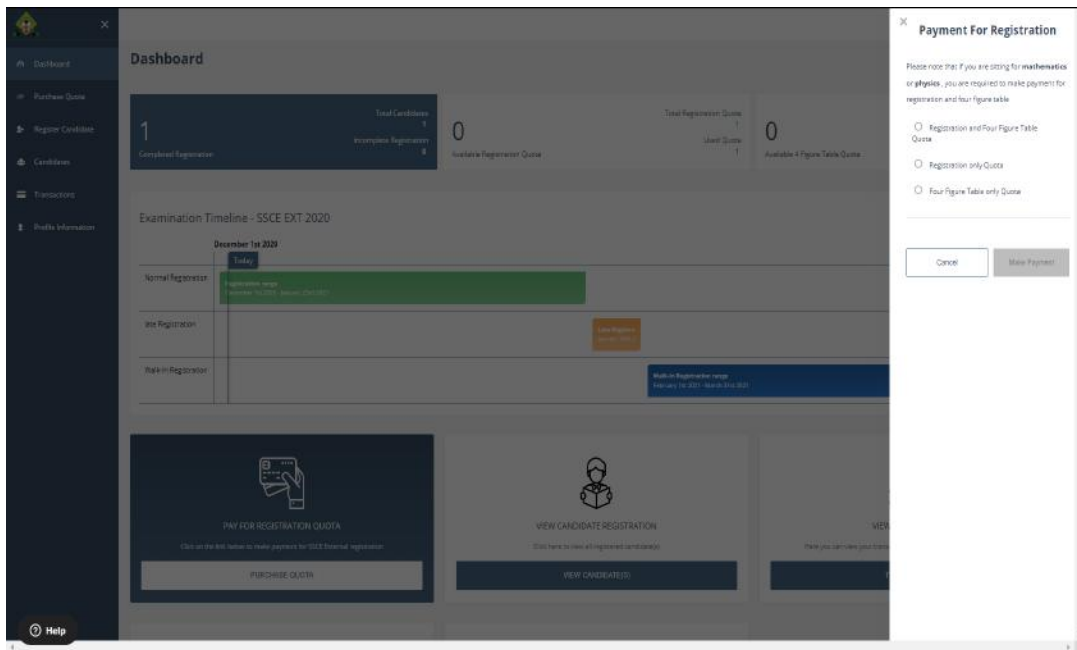
1. When you have successfully logged in to your SSCE External account, on the dashboard click on the **PURCHASE QUOTA** button.



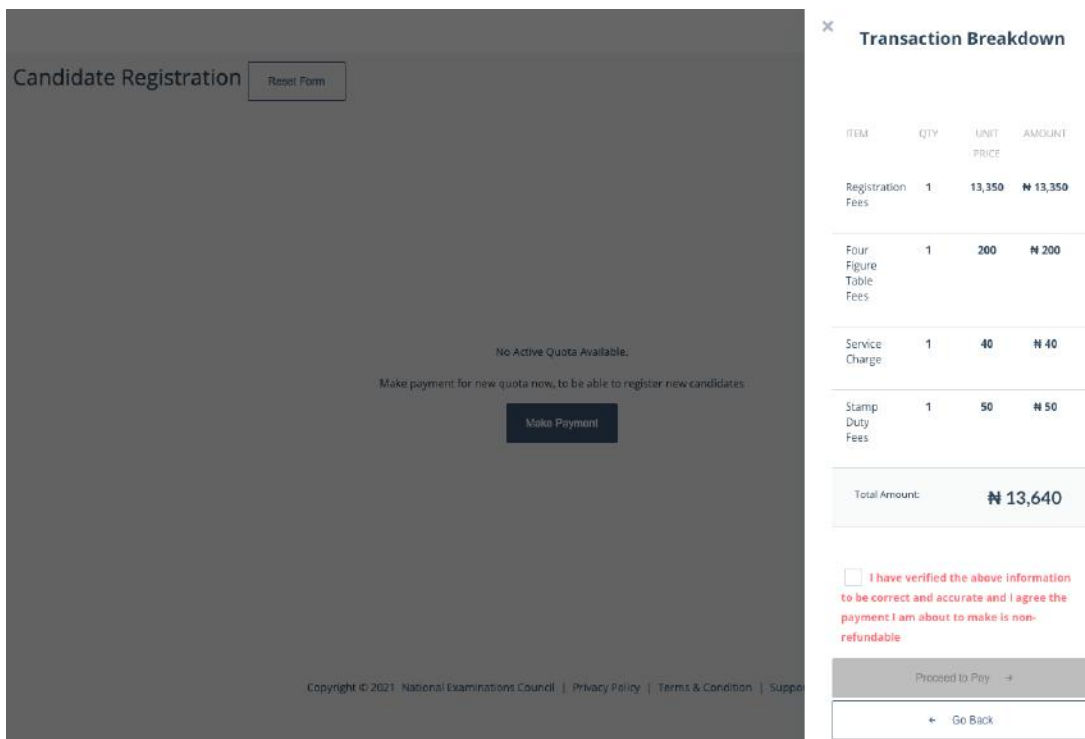
2. A checkout form will be opened on the right-hand side of your screen. Select the type of payment you wish to make, enter the total number of registration quota(s), and/or four-figure table quota(s) you wish to purchase and click on the **MAKE PAYMENT**



button.



3. A breakdown of the total amount will be displayed for you to cross-check the figures before proceeding to make payment.



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- Select the checkbox to verify that the payment breakdown information is correct and click on the **PROCEED TO PAY** button to proceed to make payment.

Candidate Registration Reset Form

No Active Quota Available.
Make payment for new quota now, to be able to register new candidates.

Make Payment

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Transaction Breakdown

ITEM	QTY	UNIT PRICE	AMOUNT
Registration Fees	1	13,350	₦ 13,350
Four Figure Table Fees	1	200	₦ 200
Service Charge	1	40	₦ 40
Stamp Duty Fees	1	50	₦ 50
Total Amount:			₦ 13,640

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

Proceed to Pay →

← 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 where you will make the payment. The amount payable will be displayed. Click on the



SUBMIT button to proceed with the payment.

Pay a Biller

PAY ONCE RECURRING PAYMENT PAY E-INVOICE

SYSTIMSPICS LIMITID

REMITA RETRIEVAL REFERENCE (RRR) *

1100-0787-7952

Amount Payable : ₦ 37,500.00
Beneficiary : SYSTIMSPICS LIMITID

PAYER'S NAME *

PAYER PHONE *

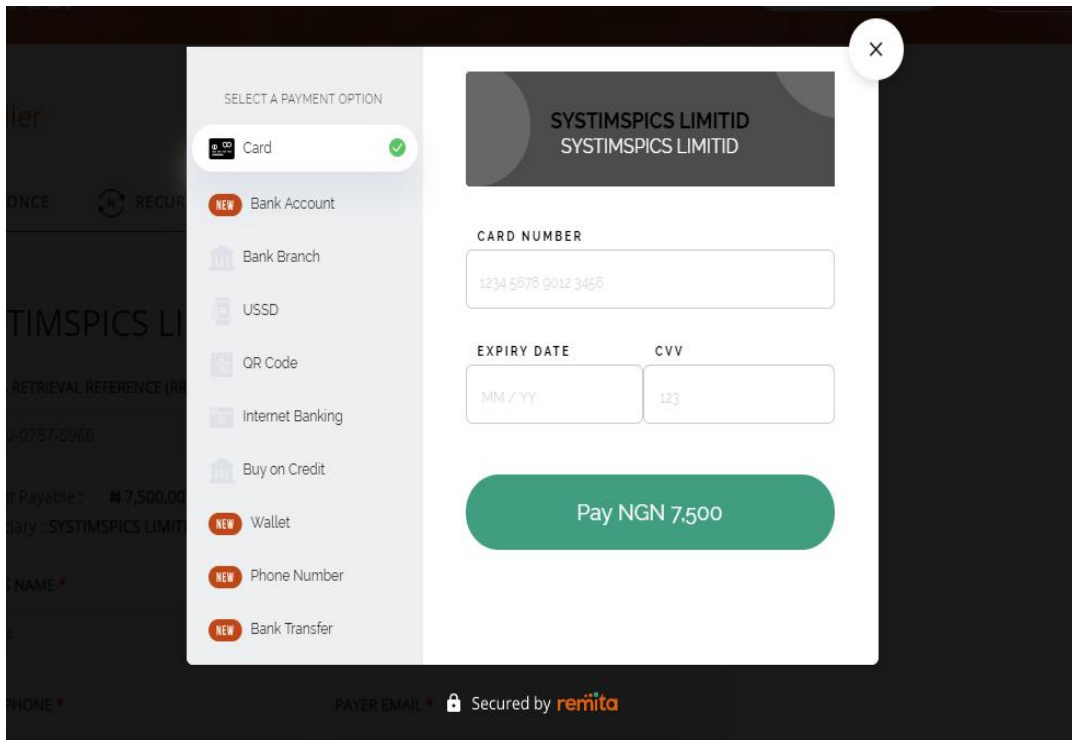
09089898998

PAYER EMAIL *

SUBMIT RESET

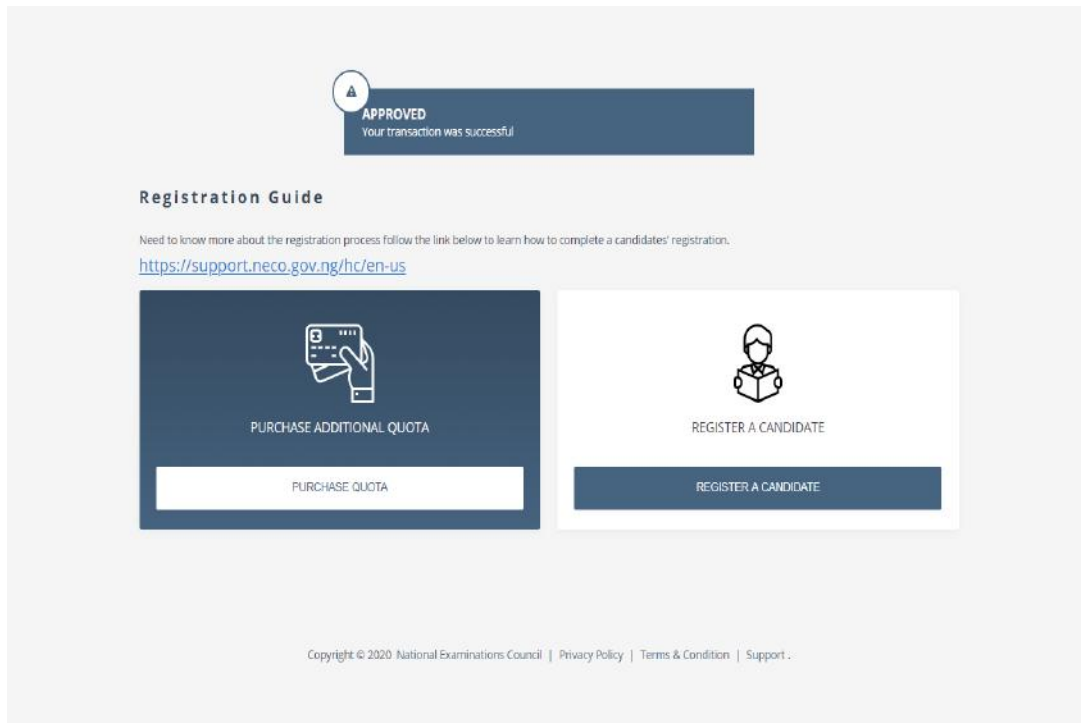


7. Choose your preferred payment option to make payment.



8. After a successful payment, you will receive a notification as shown in the image below. After which, your purchased quota(s) will be

allocated to your account.



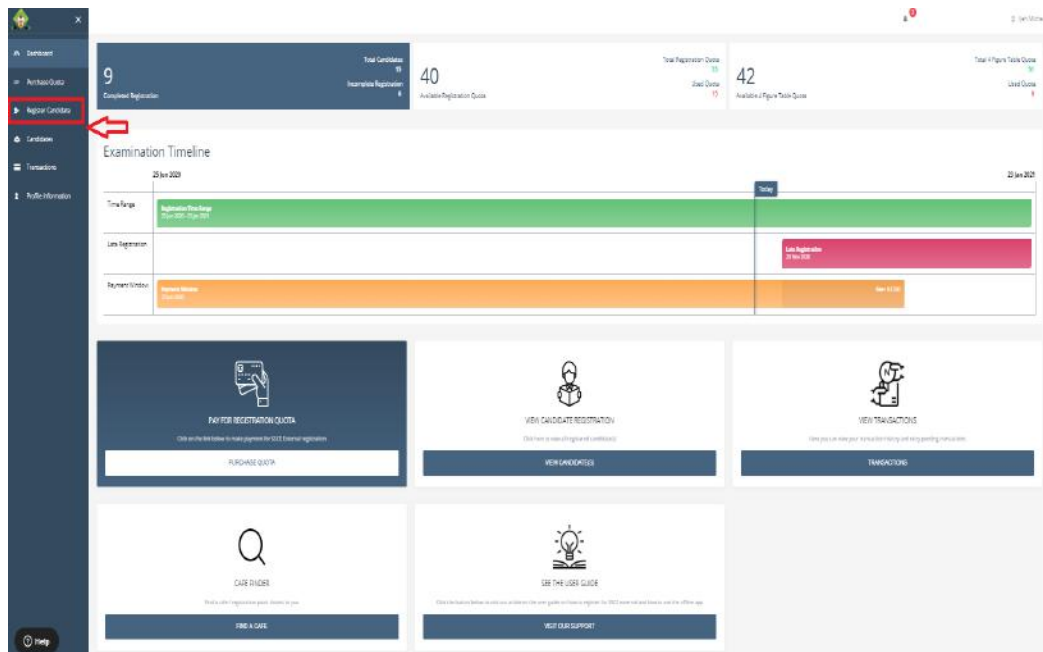
How to Register A Candidate.

Moving forward, let us go into the registration process, kindly follow the guidelines below to find your way around it:

1. First, log in to your account with your Username and Password.
2. After you have successfully logged into your account click on the **Register Candidate Button** on the **Sidebar**. (See the Image below



for description)



3. Fill all required fields on the bio-data page. (See the Image below for description)

Candidate Registration

01 Bio-Data 02 Select Subject 03 Passport Capture 04 Biometric/Facial Capture

Candidate's Bio-Data
Fill the form below with the necessary information required.

SELECT GENDER
 Male Female

FIRST NAME Enter your first name LAST NAME Enter your last name OTHER NAMES Enter your other names

COUNTRY Select country STATE OF ORIGIN Select state of origin LGA Select LGA

DATE OF BIRTH mm/dd/yyyy PHONE NUMBER Enter your phone number EMAIL ADDRESS Enter your email address

SPECIAL NEEDS None

Select Examination Centre

CENTRE STATE Select centre state CENTRE NEIGHBOURHOOD Select neighbourhood

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4. Select a minimum of 8 subjects and a maximum of 9 subjects.
(See the Image below for description)

Candidate Registration

01 Bio-Data 02 Select Subject 03 Passport Capture 04 Biometrics Capture

Candidate's Subject Selection

Select the necessary subject you would be sitting for.
Can select a **minimum of 8** subjects and a **maximum of 9** subjects.

Back Next

All Subjects View Selected Subjects: 9

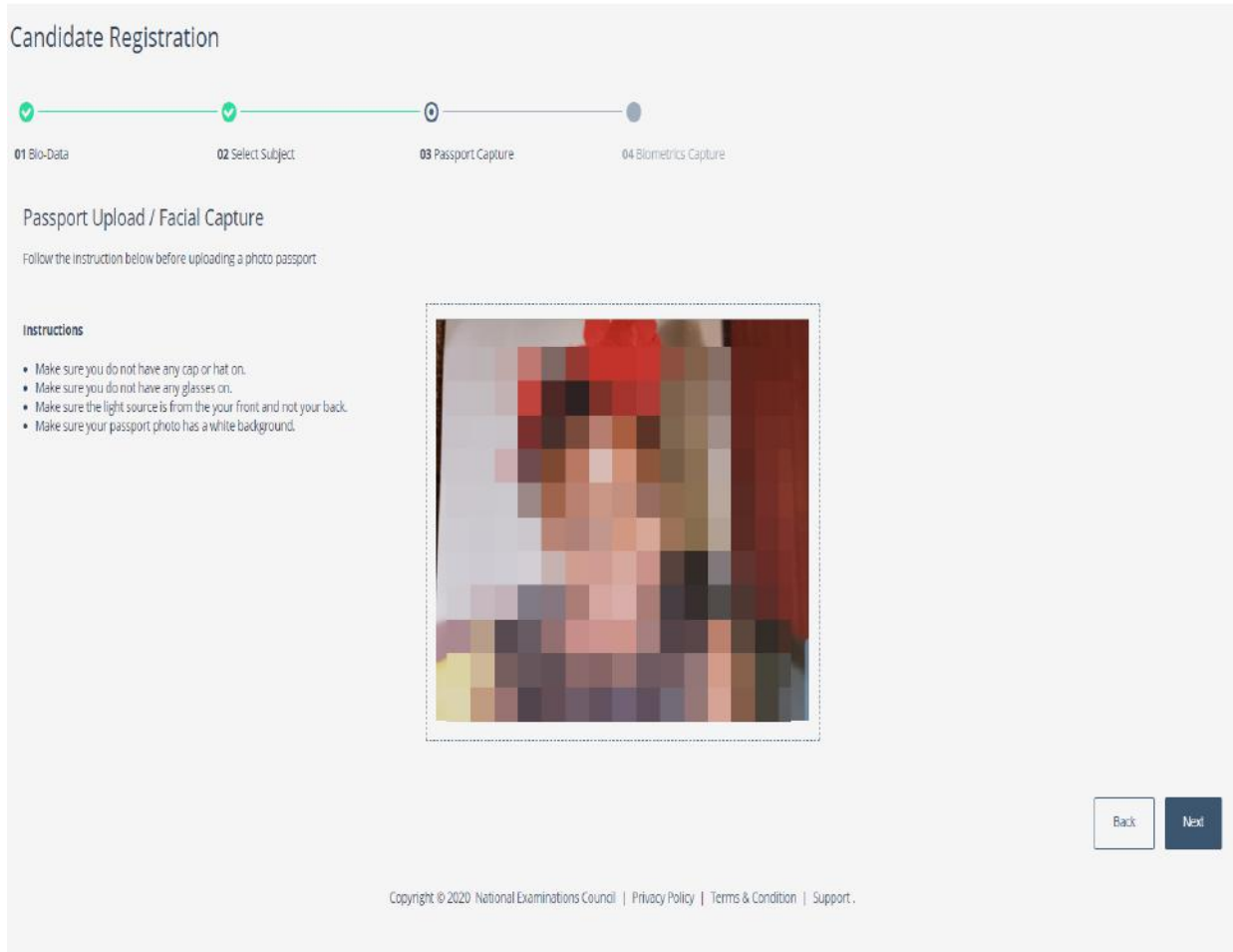
Search

<input checked="" type="checkbox"/> English Language	<input checked="" type="checkbox"/> Mathematics	<input type="checkbox"/> Civic Education	<input type="checkbox"/> Biology
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input checked="" type="checkbox"/> Further Mathematics	<input checked="" type="checkbox"/> Health Education
<input checked="" type="checkbox"/> Agricultural Science	<input type="checkbox"/> Physical Education	<input type="checkbox"/> Computer Studies	<input type="checkbox"/> Technical Drawing
<input type="checkbox"/> Metal Work	<input type="checkbox"/> Basic Electricity	<input type="checkbox"/> Electronics	<input type="checkbox"/> Auto Mechanics
<input checked="" type="checkbox"/> Building Construction	<input type="checkbox"/> Wood Work	<input type="checkbox"/> Home Management	<input type="checkbox"/> Food & Nutrition
<input type="checkbox"/> Islamic Studies	<input checked="" type="checkbox"/> Visual Art	<input checked="" type="checkbox"/> Music	<input checked="" type="checkbox"/> History
<input type="checkbox"/> Geography	<input type="checkbox"/> Government	<input type="checkbox"/> Economics	<input type="checkbox"/> Literature in English
<input type="checkbox"/> French	<input type="checkbox"/> Arabic	<input type="checkbox"/> H&USA	<input type="checkbox"/> Yoruba
<input type="checkbox"/> Edo	<input type="checkbox"/> Efik	<input type="checkbox"/> Ibibio	<input type="checkbox"/> Stores Management
<input type="checkbox"/> Financial Accounting	<input type="checkbox"/> Commerce	<input type="checkbox"/> Office Practice	<input type="checkbox"/> Insurance

5. When Capturing your passport please note the following;
- Capture and upload a passport photograph.
 - Make sure you do not have any cap or hat on.
 - Make sure you do not have any glasses on.
 - Make sure the light source is from your front and not your back.
 - Make sure your passport photo has a white background.



- The image should not be more than 2 MB and should be supported by JPEG or PNG.(See the Image below for



description).

6. After the successful completion of the steps above, a **Biometric Reference Number (BRN)** will be generated for you.(See the



Image below for description)

Biometrics Capture : You are almost done

To register your fingerprint biometrics, go to operator.neco.gov.ng to search and find a café closest to you to proceed with your biometric capture using your **Biometrics Reference Number (BRN)** provided for you below.

E201 3204 7229

Candidate's Bio-Data			
	Surname	First Name	Middle Name
	Anodoakaa	Martha	Queen
	Country	State of Origin	LGA
	Nigeria	BENUE	ADO
Date of Birth	Phone Number	Email	
2008-10-01	08066554433	bankiakid@gmail.com	
Gender	Special Needs	Biometric Reference Number	
Female	None	E20132047229	
Examination Center			
Centre State	Neighbourhood		
ABIA	ABA SOUTH, ABA		
Selected Subjects			
Mathematics	Biology	Health Education	
Agricultural Science	Physical Education	Basic Electricity	
Electronics	Home Management		

- Take your generated **Biometric Reference Number (BRN)** to a registered café operator near you to capture your fingerprint and complete registration.



How To Capture Fingerprint

To do this, you need to go to a certified NECO registration point. Kindly follow the steps below to locate cafés that are registered with NECO:

1. Go to the Registration Point portal by clicking [here](#).
2. Click on the search bar to refocus your cursor, then type in your location to find a registration point near you.

The screenshot shows the search results for 'Abuja' on the NECO Registration Point portal. The search bar at the top contains 'Abuja' with a red arrow pointing to it. Below the search bar, the results are displayed in a table with columns for 'Cafe Information', 'Contact Person', 'Phone Number', and 'Email Address'. The table lists several registration points in Abuja, including Mustapha Kankareff, TEST CAFE, Spot 10 Cyber Cafe, SwiftCafe W Business Centre, NEW CREATION COMPUTERS & CONSULTANCY SERVICES, and Best Brain Computer Institute.

Cafe Information	Contact Person	Phone Number	Email Address
Mustapha Kankareff mustaphaabd@Photmail.com FCT-ABUJA, Nigeria	Mustapha	08076882219	mustaphaabd@Photmail.com
TEST CAFE no 15 arab road, upp FCT-ABUJA, Nigeria	TEST MAN	08023564859	wctoribrahim1102@kesaf.com
Spot 10 Cyber Cafe ikegema district abuja FCT-ABUJA, Nigeria	Wanderlman Iranyang	0902270693	darijuma@icra@gmail.com
SwiftCafe W Business Centre cc16, baal ezemwa house, durumi 1, beside chief palace, by gtbank and forie oil, gariki, fct, abuja FCT-ABUJA, Nigeria	Anthony OGBEMWENGIE	07036310998	anodenwengie@gmail.com
NEW CREATION COMPUTERS & CONSULTANCY SERVICES abdullah filling station FCT-ABUJA, Nigeria	WPE EDEET EFFONG	09065170009	newcreationabuj@yahoo.com
Best Brain Computer Institute no. 30 best brain close ikwani abuja	Sanni Oluadimeji	09059609501	dsenrejes@yahoo.com

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- Candidates can contact the registration point with their listed phone number and address.

Cafe Information	Contact Person	Phone Number	Email Address
Mustapha Kankamfi mustaphakankamfi@neco.com FCT ABUJA, Nigeria	Mustapha	0813884220	mustaphakankamfi@neco.com
TRIST CAFE no 15 arado road, 420 FCT ABUJA, Nigeria	TRIST MAN	0812464889	victor.brake@10265ee.com
Spice to Cyber cafe kigoma street abuja FCT ABUJA, Nigeria	Wale Oluwaluwa	0812278993	44jama@neco.com
SwiftCafe 'n' Business Centre 205, Basil Kereke House, durumi 1, beside Chief Adesola, by gate 1 and forte oil park, fct abuja FCT ABUJA, Nigeria	Anthony ODEYINWOLE	0703518985	iamokunawale@gmail.com
NEW CREATION COMPUTERS & CONSULTANCY SERVICES adubaku hilling, 20000 FCT ABUJA, Nigeria	RPE EDET EFRONG	0802178080	newcreationneco@neco.com
Best Brain Computer Institute no. 30 best brain close tower abuja	Sanni Odoimeji	0816489541	44sami@neco.com

- Once you've located the nearest cafe Operator, follow the steps below and you'll be able to capture your fingerprint;

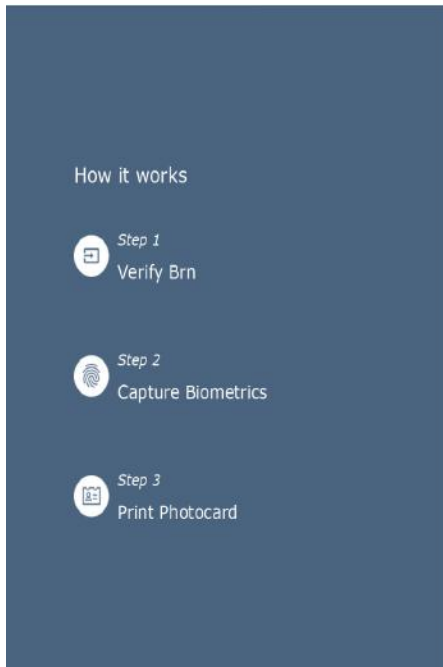
- Launch Offline Application.
- Enter your existing username and password
- Verify Biometric Reference Number (**BRN**)
- Plugin futuristic fingerprint scanner
- Click on the start button and scan all fingers and thumbs until then turn green.

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See images below for description.

- Launch Offline Application.
- Enter your existing username and password



USERNAME
Enter your username

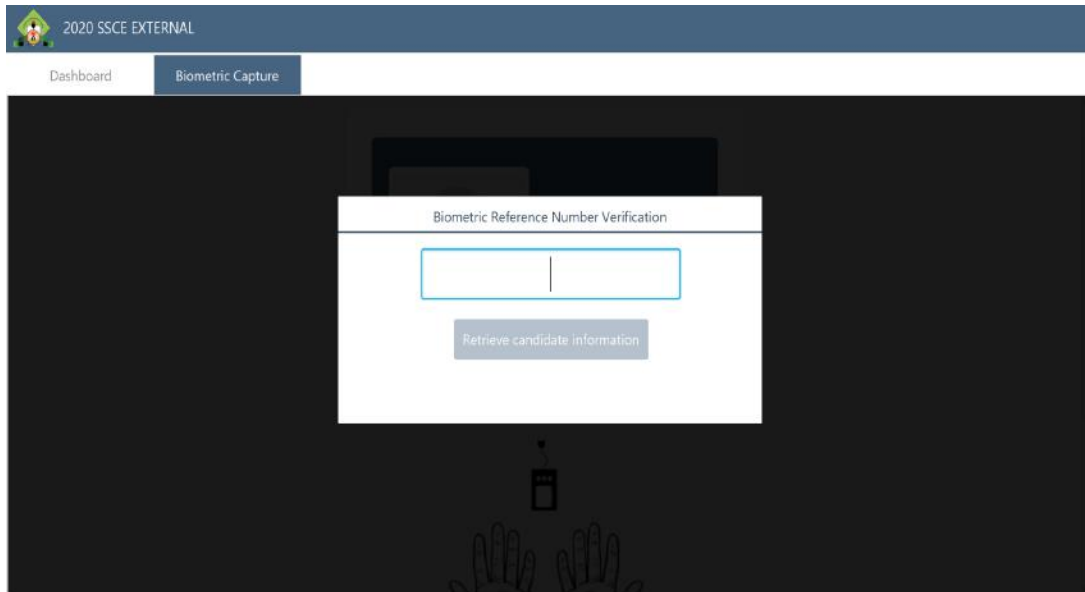
PASSWORD

LOGIN →

PLEASE NOTE THAT REGISTRATION WILL CLOSE ON THE 15TH OF DECEMBER, 2020.

Powered by Microbridge

- Verify Biometric Reference Number (BRN)



- Plugin Futronic fingerprint scanner.

FOR SUPPORT CALL: 09155708856, 08121447470, 09139948606, 08096614200, 09070447254 OR VISIT <https://support.neco.gov.ng/>



- Click on the start button and scan all fingers and thumbs until then turn green.



- Once this process is completed, you will be redirected to your SSCE Ext online account to print out your examination Photocard.
- After you're done capturing your biometric, your registration process is now completed; you will now be able to print out your Photocard.



See below:


Print the photocard and take it with you to the examination hall Print Photo Card

FEDERAL REPUBLIC OF NIGERIA
NATIONAL EXAMINATIONS COUNCIL
SENIOR SCHOOL CERTIFICATE EXAMINATION (EXTERNAL) 2020

Candidate's Information

A 2094037657 **SSCE External 2020**
Serial Number Registration Number Mark

091872 **CATHOLIC WOMEN LITERACY CENTRE UMBAJA**
Centre Number Centre Name

E22 **VICTORIA** **AMANDA**
Surname First Name Middle Name 

F **DELTA** **2008-10-27**
Sex State of Origin Date of Birth

Candidate's Signature

Subjects

1. Civic Education	2. Chemistry	3. Further Mathematics
4. Agricultural Science	5. Technical Drawing	6. Electronics
7. Wood Work	8. Islamic Studies	

Attestation
This section below must be completed by any of the following

1. The principal of a recognised senior secondary institution
2. An In-charge Designer
3. A commissioned officer of the Nigerian Armed Forces or Police, not below the rank of Captain or its equivalent rank
4. A Senior Civil Servant not below the rank of GS 14
5. A legal Practitioner of not less than ten years experience

I confirm that the photograph and information contained above are those of the applicant.

Name: _____ Signature: _____
Occupation: _____ Position: _____
Address: _____
Applicant's Signature: _____ Date: _____

MIN*

Help

That's it you are all done!

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