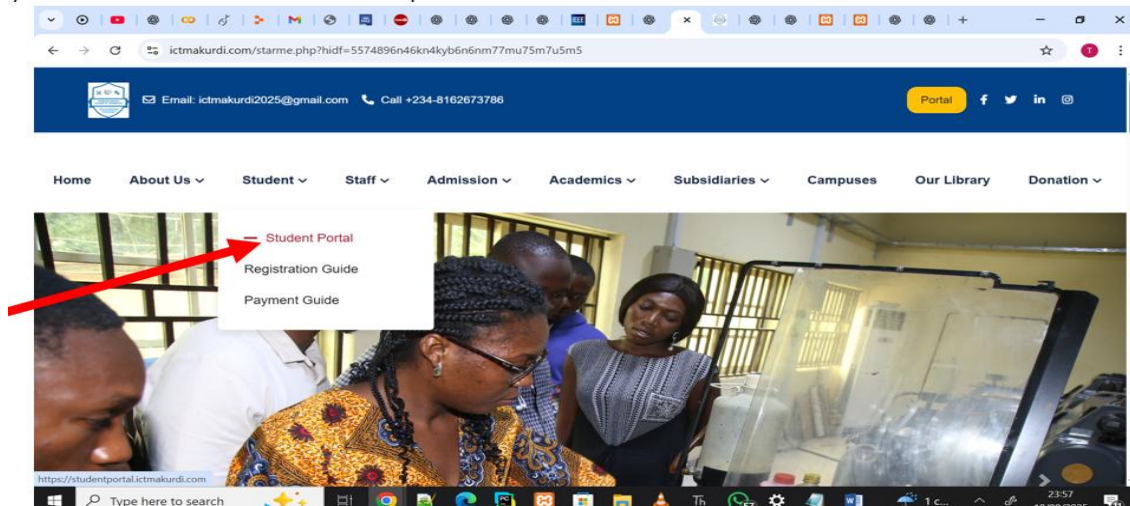


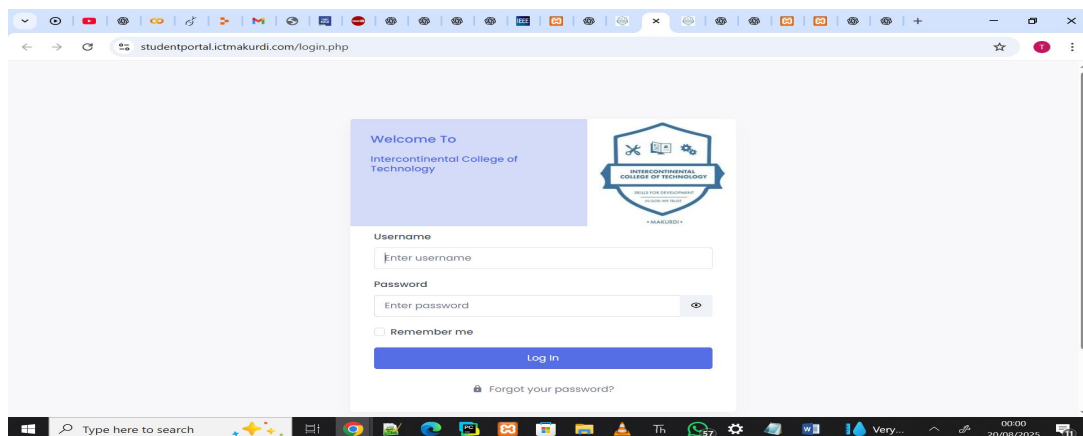
## STEPS TO COMPLETE AND PRINT YOUR BIODATA FORM

(1) Visit [www.ictmakurdi.com](http://www.ictmakurdi.com)

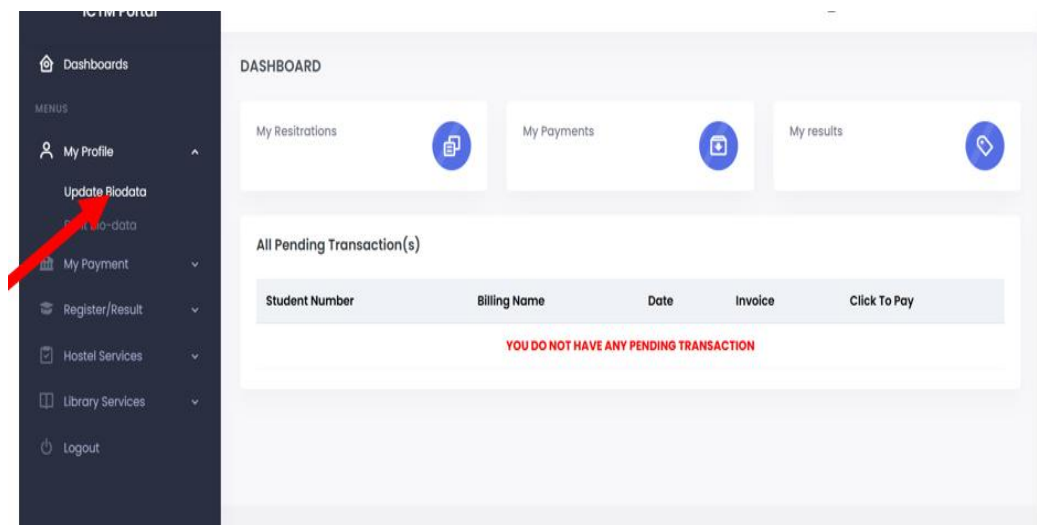
(2) Click on student and select student portal as shown below:



(3) You'll be taken to an environment shown below, where you are required to Log in using your matric number for both username and password.



(4) After a successful Login, Click on My profile and select update biodata, as shown below:



(5) Complete your biodata form, click on finish, as shown below.

The screenshot shows a web interface for completing a biodata form. On the left is a dark sidebar menu with options: My Profile, My Payment, Register/Result, Hostel Services, Library Services, and Logout. The main content area displays the following information:

Course of Study:	Multimedia	Current Level:	ND II
Department:	Multimedia Technology	Current Session:	2024/2025
School:	School of Science and Technology	Session Admitted	2023/2024
Program:	Full Time		

**SPONSOR INFORMATION**

Sponsor's Name:	Ogbole	Sponsor's Address:	Makurdi
Sponsor's Phone Number:	+234 811 881 0197	Sponsor's Email Address:	theophilus@gmail.com
Guidance's Name:	Ogbole	Guidance's Address:	Makurdi
Guidance's Phone Number:	Makurdi	Guidance's Email Address:	Makurdi

**OTHER INFORMATION**

Name of Next of Kin	Theophilus	Address of Next of Kin:	Number 4, Inikpi Stret, High Level, Makurdi
Next of Kin Phone Number:	+234 811 881 0197	Next of Kin Email:	theo@gmail.com
Next of Kin Relationship:	Brother	Extracurricular Activities:	football

At the bottom right of the form, there are two buttons: "Previous" and "Finish". A red arrow points from the "Finish" button towards the bottom right corner of the screen.

(6) Click the print button as shown below and Print the biodata form:

This screenshot shows the same biodata form as in the previous image, but with a "Print" button located at the bottom center of the form area. A red arrow points from the "Print" button towards the bottom left corner of the screen.

(7) Submit the printed biodata form to your HOD. Contact the ICT Unit at the Jamb center if you have issues with the process.