Welcome to the NCCE

Statistical Data Collection Portal

Our Mission

To provide accurate, real-time, and comprehensive data to support evidence-based decision-making in the education sector, ensuring the continuous improvement of teacher education in Nigeria.



Why This Portal?

In today's data-driven world, informed decision-making is essential for educational development. The NCCE Statistical Data Collection Portal is designed to:

Streamline Data Submission – Colleges can easily submit and update their statistical records.

Ensure Data Accuracy & Integrity – Standardized data collection methods improve reliability. •

Statistical Database

Enhancing Educational Planning Through Data-Driven Insights

The National Commission for Colleges of Education (NCCE) is committed to fostering excellence in teacher education across Nigeria. This Statistical Data Collection Portal serves as a centralized platform for collecting, analyzing, and managing key statistics from all Colleges of Education nationwide.

Download Manual

WELCOME TO THE NCCE STATISTICAL DATA COLLECTION PORTAL

ENHANCING EDUCATIONAL PLANNING THROUGH DATA-DRIVEN INSIGHTS

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- Streamline Data Submission Colleges can easily submit and update their statistical records.
- Ensure Data Accuracy & Integrity Standardized data collection methods improve reliability.
- Facilitate Research & Policy Development Access to real-time education statistics supports national planning and reforms.
- Enhance Monitoring & Evaluation Track institutional growth, student enrollment trends, funding allocations, and more.

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1.0 SETTINGS

The beginning of the whole process is setting up the academic session for operations. Academic sessions have been added and will be updated by the admin. As a College representative, your role will be to set the academic session before uploading/entering any data for a particular academic session.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and log in to the portal.
- 3. Click on the menu (3 horizontal lines), under Settings, click on Change Session.
- 4. From the dropdown list, select the academic session and click on **Change Academic Session**.
- 5. The current academic session for the college will be displayed on the page.

2.0 STUDENT ENROLMENTS

2.1 Background Information (NCCE/PRS/SD/01)

The background information section refers to college details. This includes existing data in the database and information that can be modified by the designated officer.

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Dashboard**, and select **College Background**.
- 4. Fill in the accessible input fields with the correct information and click **Update Record**.

2.2 Summary of Student Enrolment by Programme, Level, and Sex (NCCE/PRS/SD/02A)

This section collects data strictly for **full-time students only**. Please note the code attached to the heading.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Student Enrolments**, and select **By Prog**, Lvl, and Sex.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. To add another row, click on **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

A green notification indicates a successful submission, while a red notification means the submission was unsuccessful.

2.3 Distribution of NCE Student Enrolment by Department and Sex (NCCE/PRS/SD/02B)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Student Enrolments**, and select **By Dept and Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and enter the correct data in the input fields.

- 5. To add another row, click **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

2.4 Student's Enrolment by State, Programme, and Sex (Summary) (NCCE/PRS/SD/02C)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **By State**, **Prog**, and **Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

A green notification indicates a successful submission, while a red notification means the submission was unsuccessful.

2.5 Student Enrolment by School, Programme, and Sex (NCCE/PRE/SD/02D)

Instruction: The column totals in forms 02A, 02C, and 02D must tally.

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.

- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **By School, Prog, and Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. To add another row, click **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

2.6 Student Enrolment for Part-Time Sandwich NCE Programme (NCCE/PRS/SD/11A)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Student's Enrolments**, and select **Part-Time SANDWICH NCE Prog**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. To add another row, click **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

2.7 Student Enrolment for NCE Part-Time (Sandwich) by Department and Sex (NCCE/PRS/SD/11B)

Instruction: Department = Subject (e.g., Maths, English, Social Studies, PES, etc.). Avoid using one department more than once.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **SANDWICH By Dept, Prog & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. To add another row, click **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

A green notification indicates a successful submission, while a red notification means the submission was unsuccessful.

2.8 Distribution of Pre-NCE Students' Enrolment by Department and Sex (NCCE/PRS/SD/PRNCE 01)

Instruction: Department = Subject (e.g., Maths, English, Social Studies, PES, etc.). Avoid using one department more than once.

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **Pre-NCE By Dept & Sex**.

- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. To add another row, click **Add New Row**. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

2.9 Distribution of Pre-NCE Students' Enrolment by State of Origin and Sex (NCCE/PRS/SD/PRNCE 02)

Instruction: The column totals in forms 01, 02, and 03 must tally.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **Pre-NCE By State & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

2.10 Distribution of Pre-NCE Students' Enrolment by School and Sex (NCCE/PRS/SD/PRNCE 03)

Instruction: The column totals in forms 01, 02, and 03 must tally.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Students' Enrolments**, and select **Pre-NCE By School & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data has been entered correctly.

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3.0 GRADUATE OUTPUTS

3.1 Distribution of NCE Graduate Output by Department and Sex (NCCE/PRS/SD/3C)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to Graduate Output, and select Grad.. by Dept & Sex.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.

- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

3.2 NCE Graduate Output by State and Sex (Summary) (NCCE/PRS/SD/03B)

Instruction: The column totals in forms **3C**, **3B**, **and 3A** must tally. Avoid repeating form entries by ensuring that the pass count for each gender is less than or equal to the candidate count for that gender. Fill out form (NCCE/PRS/SD/3C) first, then (NCCE/PRS/SD/3B), and lastly (NCCE/PRS/SD/3A).

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to Graduate Output, and select Grad.. by State & Sex.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

3.3 Distribution of NCE Graduate Output by School and Sex (NCCE/PRS/SD/03A)

Instruction: The column totals in forms 3C, 3B, and 3A must tally. Avoid repeating form entries by ensuring that the pass count for each gender is less than or equal to the candidate count for that gender. Fill out form (NCCE/PRS/SD/3C) first, then (NCCE/PRS/SD/3B), and lastly (NCCE/PRS/SD/3A).

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Graduate Output**, and select **Grad.** by School & Sex.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

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3.4 NCE Part-Time Sandwich Programme Graduate Output by Department (NCCE/PRS/SD/11C)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to Graduate Output, and select SANDWICH Grad.. by Dept & Sex.

- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

4.0 STAFF DISTRIBUTION

4.1 Academic Staff Distribution by Department and Sex (NCCE/PRS/SD/04)

Note:

- 1. The total number of academic staff in this form must tally with those in forms **05, 06, and 07**.
- 2. **TSR** = Teacher-Student Ratio.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on **Login**.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Dist.** by **Dept & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

4.2 Summary of Academic Staff Distribution by Highest Qualification, School, and Sex (NCCE/PRS/SD/05)

Note:

1. The total number of academic staff in this form must tally with those in forms **05, 06, and 07**.

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Dist.** by **Qual**, **Sch**, **& Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

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4.3 Academic Staff Distribution by Rank, School, and Sex (NCCE/PRS/SD/06)

Note:

1. The total number of academic staff in this form must tally with those in forms **05, 06, and 07**.

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.

- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Dist.** by **Rank**, **Sch**, & **Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

4.4 Academic Staff Distribution by Rank, State of Origin, and Sex (NCCE/PRS/SD/07)

Note:

1. The total number of academic staff in this form must tally with those in forms **05, 06, and 07**.

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Dist.. by Rank, State, & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

4.5 Academic and Non-Academic Staff Distribution by Function and Sex (NCCE/PRS/SD/08)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Academic/Non Staff Dist.** by Func, & Sex.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

A green notification indicates a successful submission, while a red notification means the submission was unsuccessful.

4.6 Information on Actual Staff Position by Salary Grade Level (NCCE/PRS/SD/09)

Note:

1. The column total for academic staff in form 09 should tally with the grand total of academic staff in forms 05 and 06.

Steps:

1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.

- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Posi.** by **Salary Grade Level**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

5.0 STAFF LOSSES

5.1 Academic Staff Loss by School, Cause, and Sex (NCCE/PRS/SD/10A)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Staff Loss by Sch, Cause, & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

5.2 Non-Academic Staff Loss by School, Cause, and Sex (NCCE/PRS/SD/10B)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Staff Distribution**, and select **Non-Academic Staff Loss by Sch, Cause, & Sex**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

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6.0 MONETARY DATA

6.1 Statement of Recurrent Grant (Table: 1)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Monetary Data**, and select **Recurrent Grant**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

6.2 Statement of Capital Grant (Table: 2)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Monetary Data**, and select **Capital Grant**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

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7.0 FACILITIES

7.1 Telecommunication Services (NCCE/PRS/SD/13C)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on **Login**.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Facilities**, and select **Telecommunication Services**.

- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

7.2 Other ICT Facilities (NCCE/PRS/SD/13C)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to Facilities, and select Other Facilities.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

A green notification indicates a successful submission, while a red notification means the submission was unsuccessful.

7.3 Facility Data Form (NCCE/PRS/SD/13A)

Steps:

1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.

- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Facilities**, and select **Institution Facilities**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

7.4 Equipment Data Form (NCCE/PRS/SD/13B)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to Facilities, and select Institution Equipment.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

7.5 Utilities Data (NCCE/PRS/SD/13C)

Steps:

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Facilities**, and select **Institution Utilities**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

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7.6 Staff School (NCCE/PRS/SD/13D)

- 1. Visit <u>statdb.ncce.gov.ng</u> and click on Login.
- 2. Enter your login details and access the portal.
- 3. Click on the menu (three horizontal lines), navigate to **Facilities**, and select **Staff School**.
- 4. Click on **CLICK TO ADD NEW RECORDS** and fill in the input fields with the correct data.
- 5. If a row is not needed, delete it instead of submitting empty fields.
- 6. Click **Submit** once all data have been entered correctly.

SUPPORT CONTACTS

For technical challenges on the website, kindly contact **Mr. Pius Ekireghwo** (*NCCE – DICT*) at <u>ekireghwo@ncce.gov.ng</u> or **Princewill Ogu** at 08077581132.

Additionally, for more clarification on any of the instruments of the statistical database, kindly contact **Garba Mohammad Koko** (NCCE-DPRS) at garbakoko@ncce.gov.ng, or **Mr. Stephen Dauda** at stephendauda@ncce.gov.ng or at 08053580450