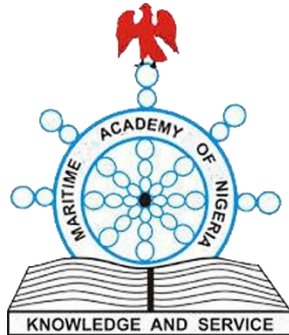


MARITIME ACADEMY OF NIGERIA

Oron Akwa Ibom State Nigeria



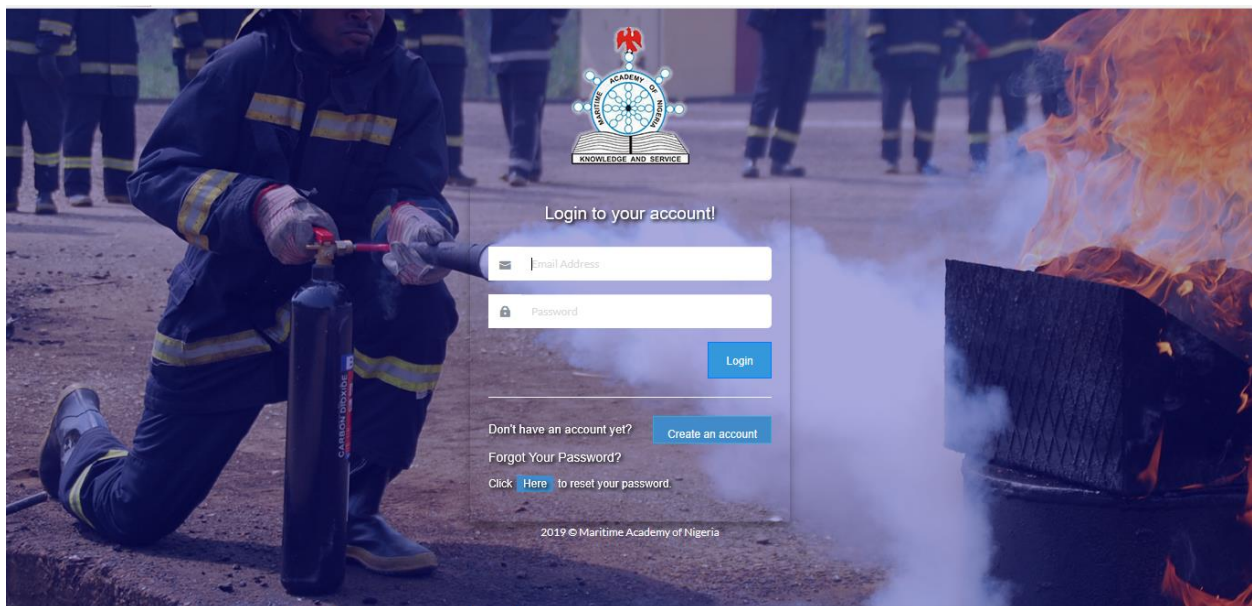
Mandatory and Specialized Seafarers Training Center

Application/Booking Portal Manual

www.maritimeacademy.gov.ng

info@maritimeacademy.gov.ng

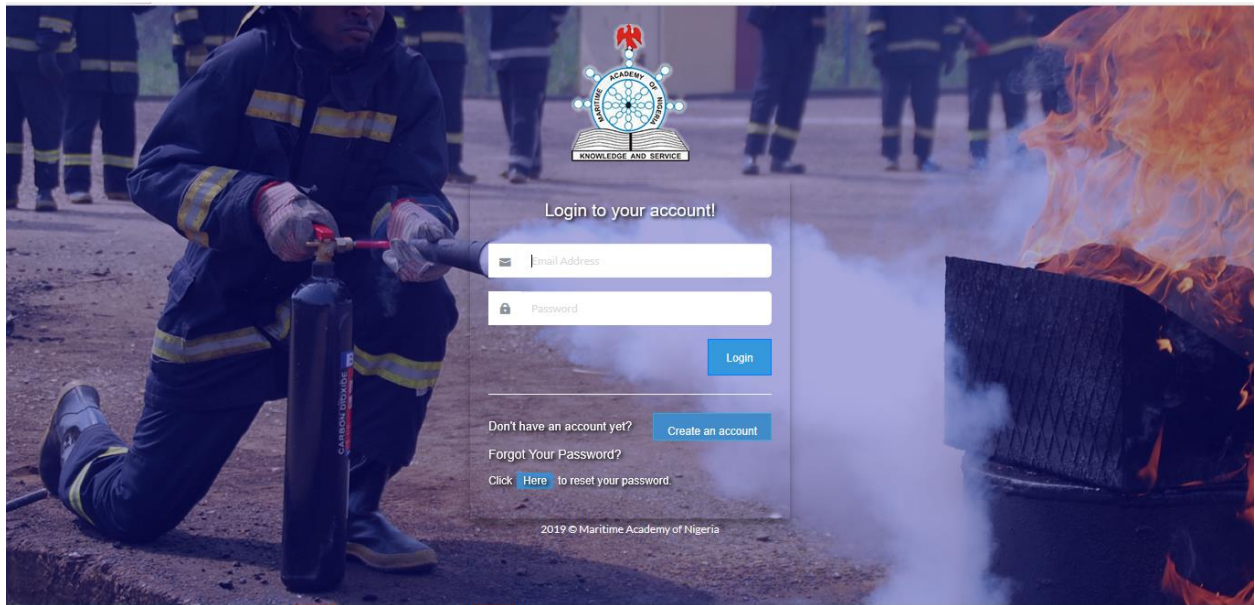
<https://manpcportal.maritimeacademy.edu.ng/>



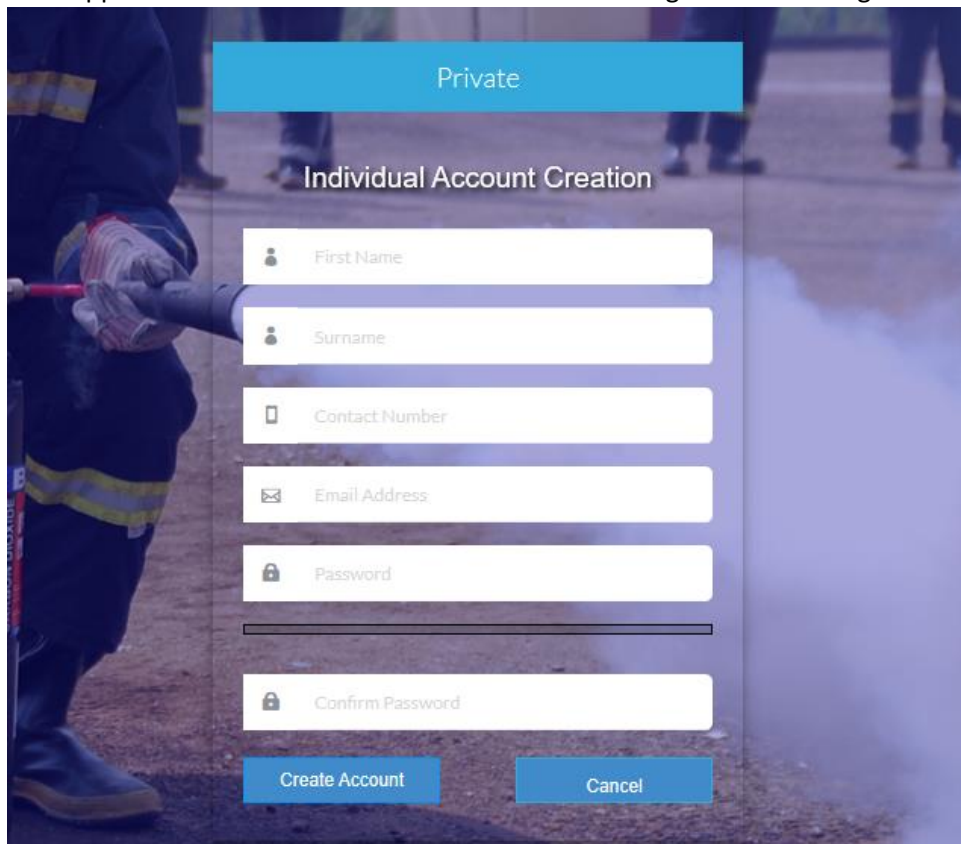
Mandatory and SSTC Application/Booking Portal

Procedure

1. launch the portal: <https://manpcportal.maritimeacademy.edu.ng/>



2. New Applicant should create an Account while returning User should login with their details



Private

Individual Account Creation

First Name

Surname

Contact Number

Email Address

Password

Confirm Password

Create Account Cancel

3. Welcome Dashboard

The screenshot shows the 'Application/Booking Portal' dashboard. The left sidebar contains a menu with items: Dashboard, Profile, Education Detail, Prof. Services, Referees, Course Fees, Select Course, Application Preview, Print, and Settings. The main content area is titled 'DASHBOARD' and includes a breadcrumb 'Home / Dashboard'. The central section, 'Application/Booking Portal', welcomes users and outlines 'Step One: Profile' with three tasks: 1. Personal Details (preview of stored info), 2. Upload Passport (upload passport photo with specific requirements: JPEG/PNG/GIF, digital, 200 DPI, head/shoulders, eyes forward, white background, natural skin tone), and 3. Update Profile (upload/update personal info). A note at the bottom states: '* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.' On the right, an 'Information Board' lists: Course, Date Started, Training Type, Course Status, and Certificate Status. A green 'Online' status bar with a red '1' notification icon is at the bottom right.

4. Profile

- Personal Details-> Preview your Details
- Upload Passport -> To upload Picture
- Update Details -> To Update Personal details

This screenshot shows the 'Application/Registration Portal' dashboard with the 'Profile' menu item expanded in the left sidebar. The expanded menu shows: Personal Details, Upload Passport, Update Profile, Study Details, Services, Referees, Registration Fees, Select Course, Application Preview, Print, and Settings. The main content area is titled 'DASHBOARD' and includes a breadcrumb 'Home / Dashboard'. The central section, 'Application/Registration Portal', welcomes users and outlines 'Step One: Profile' with three tasks: 1. Personal Details (preview of stored info), 2. Upload Passport (upload passport photo with specific requirements: JPEG/PNG/GIF, digital, 200 DPI, head/shoulders, eyes forward, white background, natural skin tone), and 3. Update Profile (upload/update personal info). A note at the bottom states: '* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.'

5. Study Details

- Educational Details -> Institution(s) attended
- Certificates-> List of certificate and Professional Certifications (Compulsory for Refresher and SSTC)
- O-level-> O-level Result (Not Compulsory)

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

DASHBOARD

Home / Dashboard

Application/Registration Portal

Welcome to Maritime Academy of Nigeria Private Application/Registration Portal!
This Portal will guide you through the process required to register for any Professional Seafarers Course

Step One: Profile

- 1. Personal Details**
This shows you the preview of your personal information stored on the portal
- 2. Upload Passport**
This section provide field for you to upload your passport Photograph. Not you can to change a picture after upload. for any changes contact the ICT Department by mail
 - Acceptable format is JPEG, PNG or Gif
 - Picture must be digital passport photograph
 - Resolution must be at least 200 DPI
 - Each photograph should capture the head and top of the shoulders so that the face takes up to 70-80% of the photograph
 - Show the eyes looking directly at the camera
 - Show skin tone naturally
- 3. Update Profile**
Upload/update personal information requested

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.

6. Prof. Services

- Sea Services -> Sea Service records (Compulsory for SSTC)
- Other. Experience-> Work Experience (Compulsory for SSTC)
- Eligibility->COC Applicants are required to upload a copy of their Eligibility Certificate

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

SEA SERVICE

Home / Sea Service

Details of Sea Service

Name of Ship*:

Offical Number*:

Tonnage*:

Engine Power*:

Date Engaged*:

Date Discharged*:

Duration*: Month(s)


Add to List

Information Board

Course	Associate Certificate in Marine Engineering Class Preparatory
Date Started	2020-01-06
Training Type	Nil
Course Status	Incomplete
Certificate Status	

Online

7. Referees

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >

REFERENCES

Home / References

Update References

Referees(Add 2 Referees)

Full Name(Including Surname)*:

First Name and Surname

Email Address:

Email Address

Phone Number*:

Contact Number

Occupation*:

Occupation

Contact Address*:


Contact Address

Add Referees

Referees

Full Name(Including Surname)	Email Address:	Phone Number	Occupation	Contact Address	Action

8. Course Fees

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >

TRAINING FEES

Home / Course Fees

Select Course of Interest

Display


Course	Duration	Fee For private Training(N)	Fee For Foreign Training(USD)	Fee For Refresher Training(N)	Form Fee(N)
--------	----------	-----------------------------	-------------------------------	-------------------------------	-------------

Richard Dele Onarinde

9. Select Course

- This section is used to select the programme and course of interest
- The Training History and Transaction section for payments and Training Records

Note: You can book or Register for a Maximum of 2 courses at a time


MARITIME ACADEMY OF NIGERIA
Knowledge & Service

- Dashboard
- Profile
- Study Details
- Services
- Referees
- Registration Fees
- Select Course
- Application Preview
- Print
- Settings

Courses Registration

Course Type*: MANDATORY COURSES

Course*: Select Course

Training Status*: Click to Select (For MANDATORY COURSES Only)

Commencement Date*: yyyy-mm-dd (Kindly Check the Year Calendar before Selecting a Date)

[Click here to download Maritime Safety & security Courses 2019 Calendar](#)
[Click here to download 2019 SPECIALIZED SEAFARERS TRAINING COURSES \(SSTC\) CALENDAR](#)


Process

***Note: No refund of money after payment!**
Want to change commencement date? Send a mail to contact@maritimeacademy.gov.ng. The mail must reach the Academic Affairs unit minimum of 48hours before the commencement date.

Training History and Transactions

Course Type	Course	Start Date	Training Status	Duration	Form Fee	Course Fee	Payment Status	Course Status	Certificate Status	Action
-------------	--------	------------	-----------------	----------	----------	------------	----------------	---------------	--------------------	--------

c. Generate Payee ID (Payment ID)


MARITIME ACADEMY OF NIGERIA
Knowledge & Service

- Dashboard
- Profile
- Study Details
- Services
- Referees
- Registration Fees
- Select Course
- Application Preview
- Print
- Settings

Commencement Date*: yyyy-mm-dd (Kindly Check the Year Calendar before Selecting a Date)

[Click here to download Maritime Safety & security Courses 2019 Calendar](#)
[Click here to download 2019 SPECIALIZED SEAFARERS TRAINING COURSES \(SSTC\) CALENDAR](#)

Process


***Note: No refund of money after payment!**
Want to change commencement date? Send a mail to contact@maritimeacademy.gov.ng. The mail must reach the Academic Affairs unit minimum of 48hours before the commencement date.

Training History and Transactions

Course Type	Course	Start Date	Training Status	Duration	Form Fee	Course Fee	Payment Status	Course Status	Certificate Status	Action
MANDATORY COURSES	STCW Basic Training	2019-11-18	FRESH	5 Days	No.00	N65,000.00	Pending	Incomplete		Generate Payee ID Delete

d. Select Payment Mode

- Online Payment or Bank Payment



MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >


Payment Details

Applicant Name:	Laken Dele Onarinde
Email Address	onarindedr@gmail.com
Course Type	MANDATORY COURSES
Course	STCW Basic Training
Training Type	FRESH
Form Fee	No.00
Coures Fee	N65,000.00
Bank Charges	N300.00
Payment Mode	
Total Payment Due	N65,300.00

Select Mode of Payment ▼

Proceed For Payment

e. Online Payment



MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >

Online Payment Summary

Payee ID:	201911111459274
Applicant Name:	Laken Dele Onarinde
Email Address	onarindedr@gmail.com
Mode of Payment	Debit Card
Payment Type	Certificate short Course Registration
Confirmation Order	
Payment Status	Pending
Total Payment Due	N65,300.00

Pay (Etranzact)

***Note: No refund of money after payment!**

Unable to PAY? Please send a mail to paymenterror@maritimeacademy.gov.ng and ukoyonoh.clement@maritimeacademy.gov.ng

Waiting for vs84.tawk.to...

f. Change Payment Mode

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >

Training Status*:

Click to Select

(For MANDATORY COURSES Only)

Commencement Date*:

yyyy-mm-dd

(Kindly Check the Year Calendar before Selecting a Date)

[Click here to download Maritime Safety & security Courses 2019 Calendar](#)
[Click here to download 2019 SPECIALIZED SEAFARERS TRAINING COURSES \(SSTC\) CALENDAR](#)

Process

***Note: No refund of money after payment!**

Want to change commencement date? Send a mail to contact@maritimeacademy.gov.ng. The mail must reach the Academic Affairs unit minimum of 48hours before the commencement date.

Training History and Transactions

Course Type	Course	Start Date	Training Status	Duration	Form Fee	Course Fee	Payment Status	Course Status	Certificate Status	Action
MANDATORY COURSES	STCW Basic Training	2019-11-18	FRESH	5 Days	No.00	N65,000.00	Pending	Incomplete		<div>Switch Payment Option</div> <div>Delete</div>

g. Bank Counter Payment

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile >

Study Details >

Services >

Referees

Registration Fees

Select Course

Application Preview

Print >

Settings >

Payment Details

Applicant Name:

Laken Dele Onarinde

Email Address

onarindedr@gmail.com

Course Type

MANDATORY COURSES

Course

STCW Basic Training

Training Type

FRESH

Form Fee

No.00

Coures Fee

N65,000.00

Bank Charges

N300.00

Payment Mode

Online Debit Card Payment

Total Payment Due


N65,300.00

Change Payment Option

Change Payment Option

Proceed to Online Payment

h. Bank Payment Slip


MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile

Study Details

Services

Referees

Registration Fees

Select Course

Verify Bank Payment

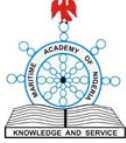

Application Preview

Print

Settings

Bank Payment Slip (Etranzact Platform)

Maritime Academy of Nigeria


Payee ID: 201911111459274

Applicant Name:	Laken Dele Onarinde
Email Address:	onarindedr@gmail.com
Mode of Payment	Bank Counter
Payment Type	Certificate short Course Registration
Confirmation Order	
Payment Status	Pending
Total Payment Due	N65,300.00

***Note: No refund of money after payment!**
[Click here to Print Payment Slip.](#)

Waiting for vs52.tawk.to...

i. Verify Bank Counter Payment link


MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile

Study Details

Services

Referees

Registration Fees

Select Course

Verify Bank Payment

Application Preview

Print

Settings

Commencement Date*: (Kindly Check the Year Calendar before Selecting a Date)


[Click here to download Maritime Safety Certificate Courses 2019 Calendar](#)
[Click here to download 2019 SPECIALIZED SEAFARERS TRAINING COURSES \(SSTC\) CALENDAR](#)

[Process](#)

***Note: No refund of money after payment!**
 Want to change commencement date? Send a mail to contact@maritimeacademy.gov.ng. The mail must reach the Academic Affairs unit minimum of 48hours before the commencement date.

Training History and Transactions										
Course Type	Course	Start Date	Training Status	Duration	Form Fee	Course Fee	Payment Status	Course Status	Certificate Status	Action
MANDATORY COURSES	STCW Basic Training	2019-11-18	FRESH	5 Days	No.00	N65,000.00	Pending	Incomplete		Verify Bank Payment Switch Payment Option Delete

j. Payment Verification

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile

Study Details

Services

Referees

Registration Fees

Select Course

Verify Bank Payment

Application Preview

Print

Settings

Home / Payment / Bank Payment

Bank Payment Slip (Etranzact Platform)

Transaction ID:	20191111459274
Applicant Name:	Laken Dele Onarinde
Email Address	onarindedr@gmail.com
Mode of Payment	Bank Counter
Payment Type	Certificate short Course Registration
Confirmation Other	
Payment Status	Pending
Total Payment Due	N65,300.00


Enter Confirmation Order:

Verify Payment

Unable to PAY? Please send a mail to paymenterror@maritimeacademy.gov.ng and ukoyonoh.clement@maritimeacademy.gov.ng

k. Print

- Payment Receipt
- Application/Booking Slip
- Gate Pass

MARITIME ACADEMY OF NIGERIA
Knowledge & Service

Dashboard

Profile

Study Details

Services

Referees

Registration Fees

Select Course

Verify Bank Payment

Application Preview

Print

Settings

ii. Picture must be digital passport photograph

iii. Resolution must be at least 200 DPI

iv. Each photograph should capture the head and top of the shoulders so that the face takes up to 70-80% of the photograph

v. Show the eyes looking directly at the camera

vi. White Background

vii. Show skin tone naturally

3. Update Profile

Upload/update personal information requested

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.

Step Two: Educational Details(Study Details)

i. Educational Background (Educational BG: Institution Attended with date)

ii. Seafarer Certification(Certificates)

iii. Olevel results

Step Three: Services

a. Details of Sea Service

b. Work Experiance

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed(SSTC).

Step Four: Referees

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed..

Step Five: Registration Fee

* display Form and Course Fees

Step Six: Select Course

Select Course of Interest

Application/Booking Portal

Step One: Profile

1. Personal Details

This shows you the preview of your personal information stored on the portal

2. Upload Passport

This section provides field for you to upload your passport Photograph. Note: you cannot change a picture after upload. for any changes contact the ICT Center by e-mail

- i. Acceptable format is JPEG, PNG or Gif
- ii. Picture must be digital passport photograph
- iii. Resolution must be at least 200 DPI
- iv. Each photograph should capture the head and top of the shoulders so that the face takes up to 70-80% of the photograph
- v. Show the eyes looking directly at the camera
- vi. White Background
- vii. Show skin tone naturally

3. Update Profile

Upload/Update personal information requested

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.

Step Two: Educational Detail

- i. Education Details: Institution(s) Attended with date
- ii. Seafarer Certification (Certificates)
- iii. O-level result

Step Three: Prof. Services

- a. Details of Sea Service
- b. Work Experience
- c. Eligibility-Upload PDF

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed (SSTC).

Step Four: Referees

* Complete the Field with all Information Requested. Note: All fields with * are compulsory and must be completed.

Step Five: Registration Fee

* Display Form and Course Fees

Step Six (A): Select Course

1. Course Type:
 - i. MANDATORY COURSES
 - ii. SPECIALIZED SEAFARERS TRAINING COURSES (SSTC)

2. Course:(Wait for the courses to Populate after course type section)
 - i. List of Courses Populate
3. Training Type
 - i. 1st TIME TRAINING (For all Courses)
 - ii. REFRESHER TRAINING (Refreshers Only)
4. Commencement Date: Check the Academic calendar to select a suitable date.
5. Academic calendar:
6. Training History and Transaction
 - i. Training History: Keeps Training Records (Course Summary, Course Status, Certificate Status)
 - ii. Transaction: this section is used to process Payments (Generate Payee ID, Change Mode of Payment, Confirm Payment, Delete Course,)

*Note:

You cannot run two different courses at the same time but can register two different courses with different start dates. Maximum of 2 Bookings Allowed

After Registration, Date change will be accepted if request gets to the Academic Affair 48 hours before course commences

Step Six (B): Payments: Generate Payee ID

1. Click Generate Payee ID
 - a. Select the required Mode of Payment
 - i. Online Debit Card Payment
 - ii. Bank Counter Payment
 - iii. Proceed to payment
 - b. Bank Counter Payment
 - i. Print the Payment Slip or use the Transaction ID to pay at the bank (using Etranzact Platform). Note: confirm that your information is correct at the bank before payment. The bank will issue a confirmation order after payment.
 - ii. Select Verify Bank Payment, enter the Confirmation Order, if successful proceed to Print Online Receipt
 - c. Online Debit Card Payment (Etranzact Platform)
 - i. Click Pay, select the Bank and proceed
 - ii. If successful proceed to Print Online Receipt
 - d. Change Payment Mode
 - i. Click Make Payment
 - ii. Change Mode of Payment and Repeat b. or c

Step Seven: Print

- i. Print Receipt (Select the Payee ID)
- ii. Print the Application/Booking Slip (Select the Payee ID)
- iii. Print Gate Pass

Application Overview

This displays the summary of your application. Make sure your information is correct. Note: Picture uploaded cannot be changed

Step Eight: Mandatory Short Courses(a)

1. Report for documentation at the Academy Early in the Morning of the date of Commencement of the Courses paid for with your:
 - i. Printed Receipt
 - ii. Application/Booking Slip
 - iii. Gate Pass

NOTE: Registration for Courses commence at 8:00am and close at 8:30am
Step Eight: SSTC Professional Courses(b)

1. Report at the Academy for Screening on the scheduled date(s)
2. The list of Successful Candidates shall be published online with copy of admission letter
3. Successful Candidate: Course Fee should paid via the portal
4. Report at the Academy for documentation and commencement of training on the scheduled date

List of Banks

- UBA
- FCMB Bank
- Heritage Bank
- Jaiz Bank
- Keystone Bank
- Skye Bank
- Stanbic IBTC Bank
- Union Bank
- Unity Bank

For Application Issues Contact

- yusuf.abdulfatah@maritimeacademy.gov.ng
- richdelus@gmail.com or richard.dele@maritimeacademy.gov.ng
- admission@maritimeacademy.gov.ng

For Payment Issues Contact

- cukoyonoh@yahoo.com
- ukoyonoh.clement@maritimeacademy.gov.ng
- onlinepayment@maritimeacademy.gov.ng
- paymenterror@maritimeacademy.gov.ng