

PROCEDURE FOR STAFF REQUEST

Step 1:

Go to the Laspotech Staff Portal: <https://staff.laspotech.app>

Step 2:

Login with Staff ID (PFAS/XXX) and surname in lowercase as password or as changed by staff

Step 3:

Click on the "Apply For Discretionary Admission" link on the dashboard

Step 4:

Enter the candidate's UTME or Application Number and click the "Get Details" button

(This submission will display the candidates name and original programme of choice, with provision for the staff to select an alternate programme)

Step 5:

Select an alternative course (if applicable) and click submit

Kindly note that the suitability of the candidate's subject combination (O-Level, UTME etc) for the alternative course will be confirmed before the selection can be successful