



Nigeria's national  
flagship on education  
record digitisation,  
verification, and  
academic data reference  
framework.

## NIGERIA EDUCATION REPOSITORY & DATABANK

Temporary Office, Special Duties Department,  
Federal Ministry of Education, Fed. Secretariat, Abuja

Web: [www.ned.gov.ng](http://www.ned.gov.ng)

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Date: 13/10/2025

### NERD ONBOARDING PROCESS FOR STUDENTS

1. Get your ID card, passport photo, and a document that attests to your status in your institution (a document that confirms your studentship) before you begin.
2. Visit <https://ned.gov.ng/onboarding>
3. Type in your email address (ensure it is an email you can access).
4. Click send verification link. A verification link will be sent to your email.
5. Go to your Inbox (check inbox, spam or junk mail) and click Verify Mail. If the button doesn't work, copy and paste the link into your browser directly.
6. You will be redirected to the form. Under Details.
7. Start by selecting Role (Pick Student).
8. Select your institution by typing part of its name (e.g., typing "Ibadan" will bring up all institutions in Ibadan, and you can simply select from the list. Do not retype a new institution name).
9. In the Academic Section, fill in your Programme & Academic Details, and Personal Information.
10. **Click More** (not Save) and complete the form
11. Under KYC:
  - Upload Passport Photo, Allowed: jpg, jpeg, png. Max: 300 KB. (white background preferably)
  - Upload Means of ID (preferably Government-approved ID) Allowed: jpg, jpeg, png. Max: 350 KB.
  - Upload Student Status Attestation Letter (from the Registrar). Attestation required is any valid (genuine) document from your institution that confirms your studentship. Statement of Result, Clearance, etc are acceptable once they are from your institution.
12. Click Submit Enrolment.
13. Following self-onboarding, your information will be cross-checked before you receive a link where you can upload your project report, dissertation, thesis, etc.

Note:

**These steps will also guide lecturers, institutions, and organisations' focal persons.**

**For technical support** - please email: [support@ned.gov.ng](mailto:support@ned.gov.ng)

Send WhatsApp message to: 07071184432, 09035293953, 08180640370, and 07082592319.