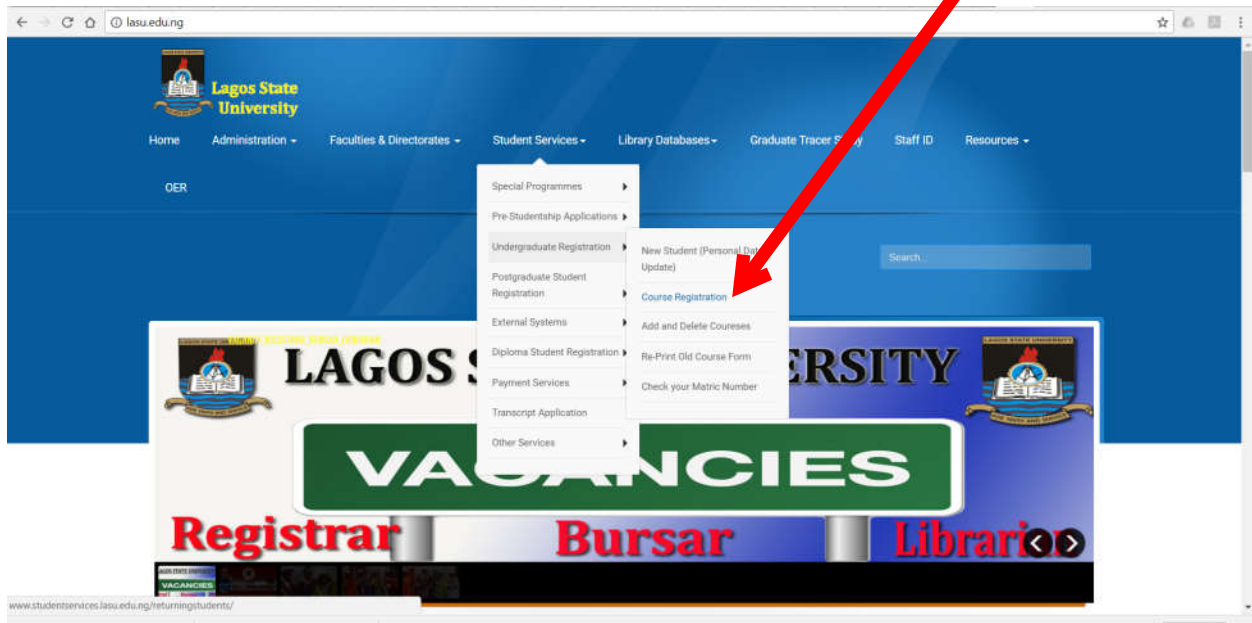


# HOW TO ACTIVATE LASU STUDENTS OFFICIAL EMAIL

1. Browse to <http://lasu.edu.ng>, and click on “**Student Services**”, click on “**Undergraduate Registration**”, then click on “**Course Registration**”



2. After clicking on “**Course Registration**”, Enter your **Matriculation Number (Matric No.)** AND “**Surname**” to login to your Course Registration Portal.

A screenshot of the 'Returning students' login form. It features the Lasu logo on the left. The form fields include 'Matric No.' and 'Surname', both with input boxes. Below these is a 'Student Type' dropdown menu set to 'Undergraduate'. A 'Submit' button is located below the dropdown. The text 'Student Online Portal' is visible on the right side of the form.

### 3. Tick ALL the check boxes on the “TERMS & CONDITIONS” Page.

Please **CHECK** ALL the TERMS & CONDITIONS as seen below and then **PRINT** it out

**TERMS & CONDITIONS**  
Please, carefully agree to ALL the Terms and Conditions by ticking all the boxes as seen below:

1. I. Please, use the following check boxes to indicate your acceptance of the following rules and regulations governing your studentship in the Lagos State University.

2. I am aware that, any student of the University found to be a member, sponsor, or patron of any secret cult shall be liable to expulsion from the University.

3. I am aware that, the possession, carrying or use of arms, explosives and dangerous weapons of any kind by students on the campus is prohibited and any student found to be in possession of, carrying or using such arms or weapons shall be expelled from the University.

4. I am aware that, any student who threatens or conducts himself in an unruly manner capable of endangering the life of other students or members of staff or engages in any physical fight on the campus shall be liable to strict disciplinary action which may lead to expulsion.

5. I am aware that, rape, assault, assault causing bodily harm, and threat to life are criminal offences and the offender after he has been expelled from the University, will be reported to the Police.

6. I am aware that hard drugs, unlawful use and consumption of liquor and all alcoholic beverages on the campus by students are prohibited and any student caught consuming liquor and such beverages will be expelled from the University. Save and except as may be permitted for lawful use (upon prior consent and approval of the University for the purpose of academic pursuit or in furtherance of any research), none of the items mentioned above shall be allowed on the campus.

7. I am aware that, any suspended student found within the University campus during the period of his/her suspension, except on the invitation of a statutory body of the University or officer so assigned to carry out such duties shall be summarily expelled.

8. I am aware that, no mosque, church or any recognized place of worship on the campus shall be used as residence or for residential purposes by any student. I agree that any such building known or used as a residence or for residential purposes shall be closed forthwith.

### 4. Also, tick the “I agree to the above terms and conditions” and click the “SUBMIT” button.

		<ul style="list-style-type: none"> <li>• Discussion during examination</li> <li>• Use of cell phones</li> <li>• Use of microchips</li> <li>• Intimidation/ disobedience to Invigilator</li> <li>• Copying from other candidates</li> </ul>	
4.	Unruly Behaviours	<ul style="list-style-type: none"> <li>• Disobedience to constituted authority</li> <li>• Assault</li> <li>• Intimidation</li> <li>• Rudeness to staff</li> <li>• Physical attack on another person</li> </ul>	Rustication
		<ul style="list-style-type: none"> <li>• Indecent dressing</li> </ul>	Warning Rustication
5.	Criminal Offences	<ul style="list-style-type: none"> <li>• Rape</li> <li>• Armed robbery</li> <li>• Illegal possession of fire arms and ammunition</li> <li>• Kidnapping/abduction</li> <li>• Stealing</li> <li>• And other offences contained in the Criminal Law of Lagos State</li> </ul>	Expulsion and prosecution by the Law Enforcement Agency

Where any of the above conducts constitutes a criminal offence either in Lagos State or in Nigeria, erring students shall be handed over to the Police or relevant law enforcement Agency.

Without prejudice to the above, nothing shall prevent the University from exercising its disciplinary power under the statute establishing same with respect to any conduct that amounts to a breach of the students' matriculation oath. Therefore, such student shall be suspended until the final determination of the criminal investigation and trial against him by the appropriate government machineries or a competent court of law.

I hereby confirm that I have read the University Code of Conduct for Students and understand clearly what constitutes students' misconduct/offences and attendant penalties and I agree to be bound by the provisions contained therein. Therefore, I append my signature hereunder.

I agree to the above terms and conditions

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ICT Center, Lagos State University, Lagos, Nigeria

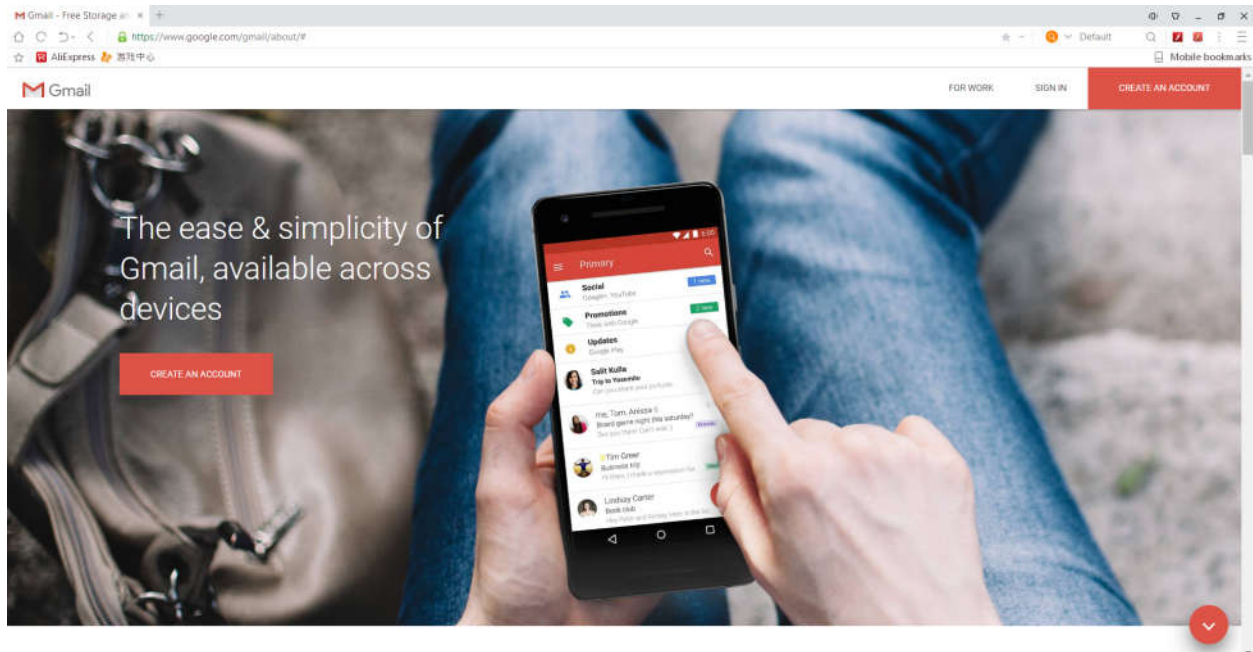
- Once you are in your Course Registration Portal, click on “Wireless & Email” tab



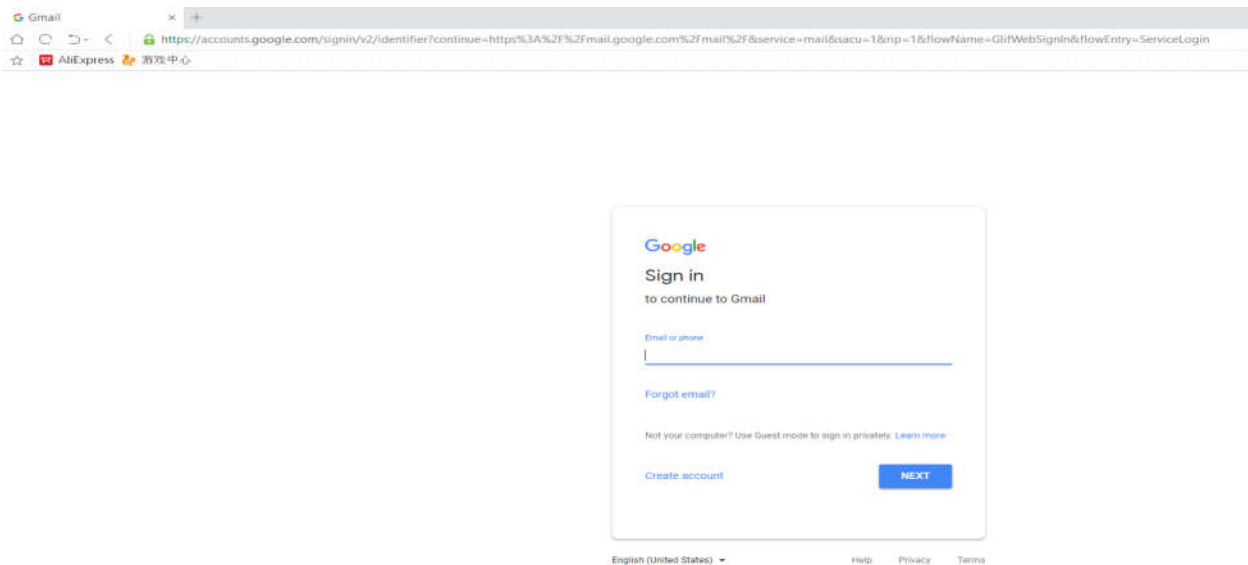
- Your Official Students Email and Temporary Password is displayed on the new page, among other details.

The screenshot shows the 'Wireless Access' page for Lagos State University. The page header includes the university logo and name: 'LAGOS STATE UNIVERSITY, P.M.B. 01 OJO, LAGOS STATE, NIGERIA.' Below the header, there are two columns of text: 'Admissions Office' and 'Bursar's Office'. The 'Admissions Office' section states: 'The Undermentioned Student has satisfied the university requirements for Admission and can be allowed to register.' The 'Bursar's Office' section states: 'The Undermentioned Student has satisfied the financial conditions for registration.' Below this, there are two columns for 'Admissions Office' and 'Bursar Office' with 'Date' fields. A table contains student details: Name, Matriculation Number, Course of Study, Sex, and D.O.B. Below the table, it says: 'Please find below your official student email address and temporary password to be used for official correspondence:'. A row contains 'Official E-mail' and 'Temporary Password'. Red arrows point to these two fields. Below this, it says: 'Please find below the user name and password to access the LASU wireless infrastructure:'. A final row contains 'Username' and 'Password'.

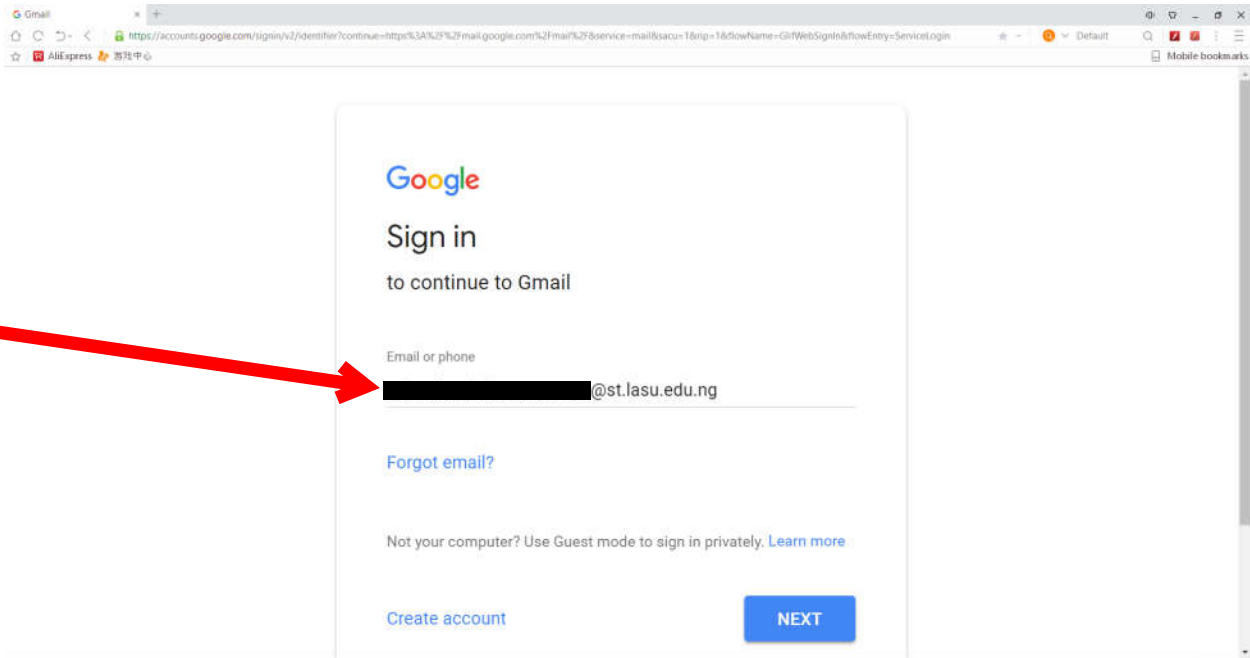
7. Copy your Official Students Email and Temporary Password THEN BROWSE TO <https://mail.google.com/> Then Click on the “SIGN IN” tab on the Gmail Page.



8. Once you click on the “SIGN IN” tab on the Gmail Page, it will open to the Sign In page, as shown below.



## 9. Enter in your **Official Students Email** and click on the “NEXT” tab



10. Then Enter in your **Temporary Password** (copied from the Wireless & Email page in item 6 above). After this, click on the “NEXT” button, Enter in other required details to setup your Account. **It is advisable you change your Temporary Password to another one. All Students are solely responsible to keep their respective Official Email Password secret and safe.**

