

# NYSC Foundation

## Portal User Manual

Membership Registration & ID Card Generation Guide

Portal URL: <https://portal.nyscfoundation.org.ng>

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## Introduction

Welcome to the NYSC Foundation Portal User Manual. This comprehensive guide is designed to help NYSC corps members navigate the membership registration process, make payments, access their dashboards, and generate their official NYSC Foundation ID cards.

The NYSC Foundation is a Non-Governmental, Non-Political, Non-Profit and Private Sector-driven Organization, founded by former corps members who felt there is need to provide support for the continued healthy existence of the NYSC Scheme and by extension, giving back to the Society.

The Foundation is duly registered with all the relevant regulatory organs of government, including the Corporate Affairs Commission (CAC) (RC.11,883), the Economic and Financial Crimes Commission (EFCC) (Special Control Unit), in accordance with the provisions of Money Laundering (Prohibition) Act, 2011, and also with the Federal Ministry of Youth Development, its supervisory agency.

## About the NYSC Foundation Portal

The NYSC Foundation Portal is an online registration system that enables corps members to join the NYSC Foundation. The portal handles the entire membership lifecycle, from initial registration to ID card generation.

Key features of the portal include:

0. Member registration using NYSC State Code
1. Automated payment processing via Paystack
2. Profile dashboard for members
3. Digital ID card generation and download
4. Secure login and password recovery

## Portal URL

The portal can be accessed at:

<https://portal.nyscfoundation.org.ng>

## Payment Structure

The portal automatically routes members to the correct payment category based on their service year:

Category	Amount
Ajuwaya (older years)	₦5,000
Corpershun (recent years)	₦1,000

## Who Should Use This Portal

This portal is designed for two primary user groups:

### Corps Members

Current and former NYSC corps members who wish to join the NYSC Foundation or update their existing profile. All corps members are eligible to register using their unique NYSC State Code.

### Administrators

Portal administrators who manage system settings, including Paystack configuration, payment routing rules, and membership reports.

## Registration Process

The registration process consists of three main stages: State Code Verification, Payment, and Profile Completion. Upon successful completion, members are automatically logged into their dashboard where they can generate their ID card.

### Step 1: State Code Verification

The first step in the registration process is to verify your NYSC State Code. The State Code must be entered in the following format:

**AA/YYBATCH/NNNN**

Where:

5. AA = State code (e.g., AB for Abia, LA for Lagos, FC for FCT)

6. YY = Year of service (e.g., 23 for 2023)
7. BATCH = Service batch (A, B, or C)
8. NNNN = 4 or 5-digit serial number

Example: AB/23A/0001

*Note: The portal reads your service year and automatically routes you to the appropriate payment category. Older year corps members are routed to Ajuwaya (₦5,000), while recent year members are routed to Corpershun (₦1,000).*

## Step 2: Payment via Paystack

After entering your State Code, you will be redirected to the Paystack payment interface. Follow these steps to complete your payment:

9. Enter your full name as it appears on your NYSC records.
10. Provide a valid email address. This will be used for login and communication.
11. Enter your phone number.
12. Review the payment amount (automatically determined by your service year).
13. Complete the payment using your preferred method (card, bank transfer, USSD, etc.).

When payment is successful, Paystack will automatically redirect you back to the registration page to complete your profile.

## Step 3: Complete Registration

After successful payment, you will be taken to the registration form. Some fields may be pre-filled from earlier steps. Complete the remaining required fields and submit the form.

Upon submission:

14. Your account will be created automatically
15. You will be logged in automatically
16. You will be redirected to your Profile Dashboard

## Dashboard & ID Card

### Accessing Your Dashboard

The Profile Dashboard is your personal hub on the NYSC Foundation Portal. After registration, you are automatically taken to your dashboard. You can also access it later by logging in with your email and password.

The dashboard allows you to:

17. View and update your profile information
18. Upload your passport photograph
19. Generate your NYSC Foundation ID card
20. Download your ID card as a PDF or image

### Generating Your ID Card

To generate your official NYSC Foundation ID card, follow these steps:

21. Navigate to your Profile Dashboard.
22. Upload a passport photograph (JPG or PNG format, maximum 2MB).
23. Click the "Generate ID Card" button.
24. Your ID card will be generated with your Full Name, State Code, Membership Status, and Issue Date displayed alongside your photo.
25. Click "Download ID Card" (red button) to save your ID card.

*Photo Guidelines: Ensure your photo is a clear portrait image. The system auto-rotates photos based on EXIF data. If your photo appears sideways, try re-uploading a properly oriented portrait photo.*

## Login & Password Recovery

### Logging In

If you already have an account, you can log in to access your dashboard:

1. Navigate to the Login page by clicking "Login" in the top navigation menu.

2. Enter the email address and password you created during registration.
3. Click the "Login" button to access your dashboard.

**Login URL:** <https://portal.nyscfoundation.org.ng/my-login-form>

## Forgot Password

If you have forgotten your password, use the password recovery feature:

1. On the login page, click "Forgot Password?"
2. Enter the email address associated with your account.
3. Click "Send Reset Link"
4. Check your email inbox (and spam folder) for a password reset link.
5. Follow the link to create a new password.

**Password Reset URL:** <https://portal.nyscfoundation.org.ng/forgot-password/>

## Troubleshooting

This section provides solutions to common issues you may encounter while using the portal.

### Cannot Log In

26. Ensure you are using the correct email address and password set during registration.
27. If you have forgotten your password, use the Forgot Password feature and check your email/spam folder.
28. Ensure your Caps Lock key is off when entering your password.

### ID Card Not Generating

29. Ensure you have uploaded a passport photograph in JPG or PNG format.
30. Verify that your image file size is less than 2MB.
31. Try uploading a different photo if the issue persists.

### Photo Appears Sideways

32. The system attempts to auto-rotate photos based on EXIF orientation data.

- 33. If the photo still appears sideways, re-upload a properly oriented portrait photo.
- 34. Use a photo editing tool to ensure the image is saved in portrait orientation before uploading.

**Name Too Long on ID Card**

- 35. The system automatically shrinks and wraps long names to fit the ID card layout.
- 36. The system also adjusts photo size to prevent overlap with text.

**Payment Issues**

- 37. Ensure you have a stable internet connection during payment.
- 38. If payment fails, do not retry immediately. Check your bank account to confirm whether the transaction was processed.
- 39. Contact your bank if funds were deducted but registration was not completed.

**General Error Reporting**

If you encounter an error not covered above:

- 40. Note the page or step where the error occurred.
- 41. Copy any visible error message.
- 42. Contact the site administrator with your State Code and the email address used for registration.

**Portal Navigation**

The portal features a consistent navigation menu across all pages:

Menu Item	Description
Register	Returns to the State Code verification page to begin registration
Your Dashboard	Access your profile dashboard (requires login)
Help	Opens this user manual documentation
Login	Access the login page for existing members

Additionally, a "Help" link is available in the footer of every page, providing quick access to this documentation and a step-by-step video guide.

## Support & Contact

For additional support, visit the main NYSC Foundation website:

<https://nyscfoundation.org.ng>

The main website provides information about:

- 43. NYSC Foundation programs and initiatives
- 44. Soft loan applications and welfare services
- 45. Skill development workshops and seminars
- 46. General FAQs about the Foundation
- 47. Contact information for inquiries

For portal-specific technical issues, contact the site administrator with your State Code and registered email address.

# NYSC Foundation

Support for Service

[portal.nyscfoundation.org.ng](https://portal.nyscfoundation.org.ng)

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