



## HEALTH RECORDS OFFICERS REGISTRATION BOARD OF NIGERIA

### Guidelines for Board Exams Registration

#### Step One: Accessing the portal:

1. Visit the following URL: <https://hrorbn.gov.ng>
2. Click on the "Portal" link.
3. Click on the "Examination Registration" link.

#### Step Two: Providing Login Credentials: Enter your username and password to log in

#### Step Three: Making: Follow these steps to make a payment:

1. Click on "**Payment.**"
2. Select the programme (e.g., Professional Diploma, National Diploma).
3. Select the payment channel (e.g., Bank Branch or Debit Card) and click on the "Search" button.
4. Choose the students you want to pay for and click on "Pay." This will take you to a confirmation page where you can confirm the selected records and Click on "Pay Now".

#### Step Four: Confirming Payment if Not Confirmed Automatically: Follow these steps to confirm the payment:

1. Click on the "Payment" link.
2. Click on the "Payment History, Confirm Payment, and Print Receipt" link.
3. Click on the "Confirm Now" button to confirm the payment.

#### Step Five: Uploading Student's Passport:

1. Click on the "Registered Student" link on the top menu or the "Registered" button on the bottom menu.
2. Select the programme, month, and session, and click on "Activate Selection."
3. A list of registered students will be provided. Click on the "View Profile" button to view the student's profile.
4. Click on "Edit Student Picture." A modal will pop up where you can select the student's passport image (not greater than 25KB) and click on "Submit."