

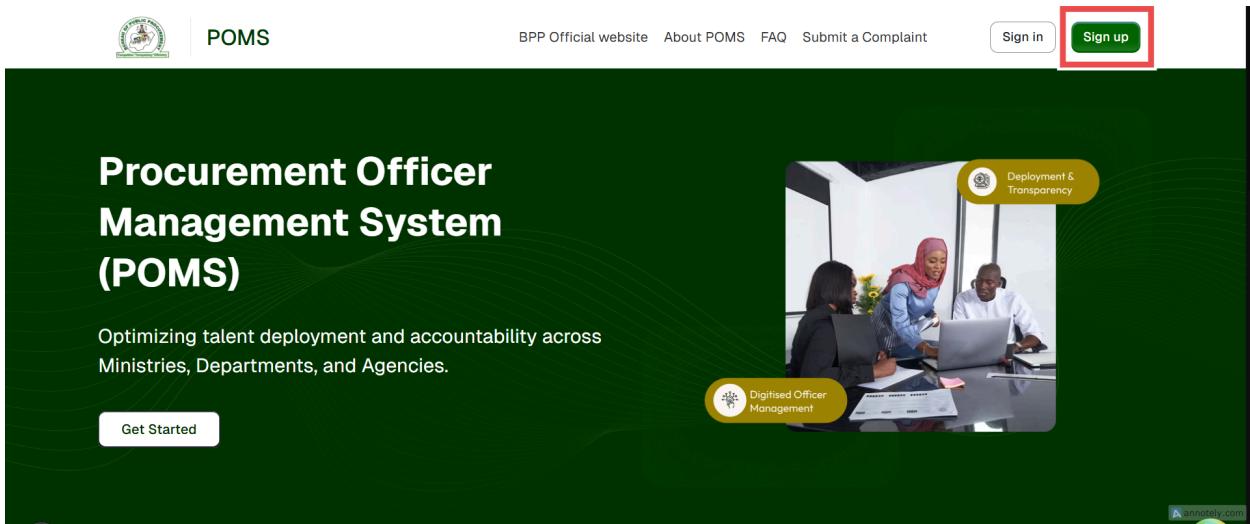


Procurement Officer Onboarding Guide

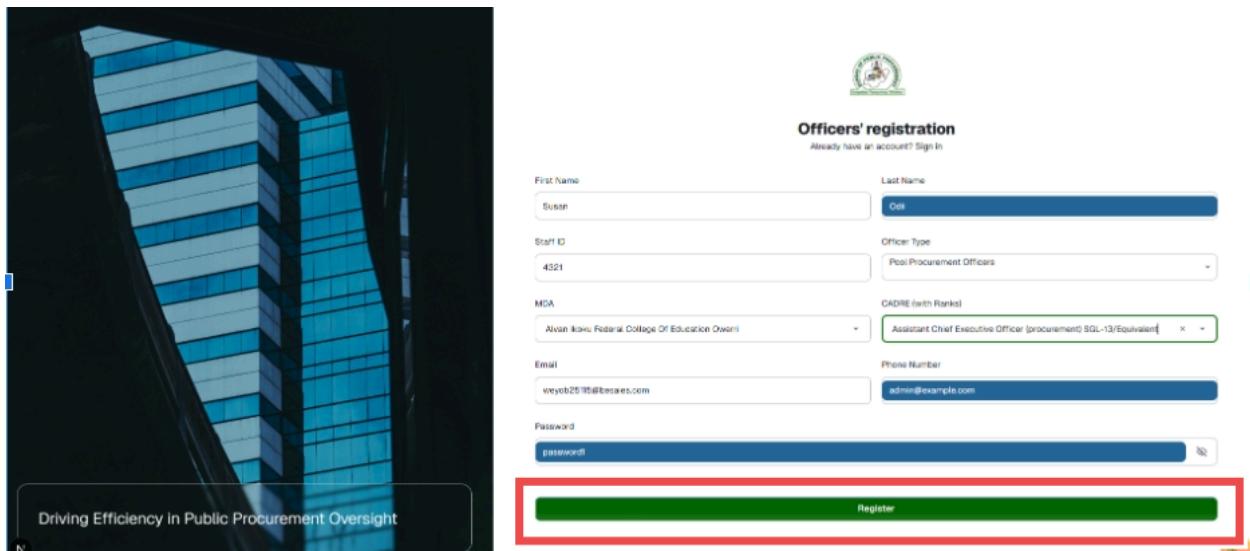
Sign Up on BPP

1. From your device, go to the [BPP Home Page](#)

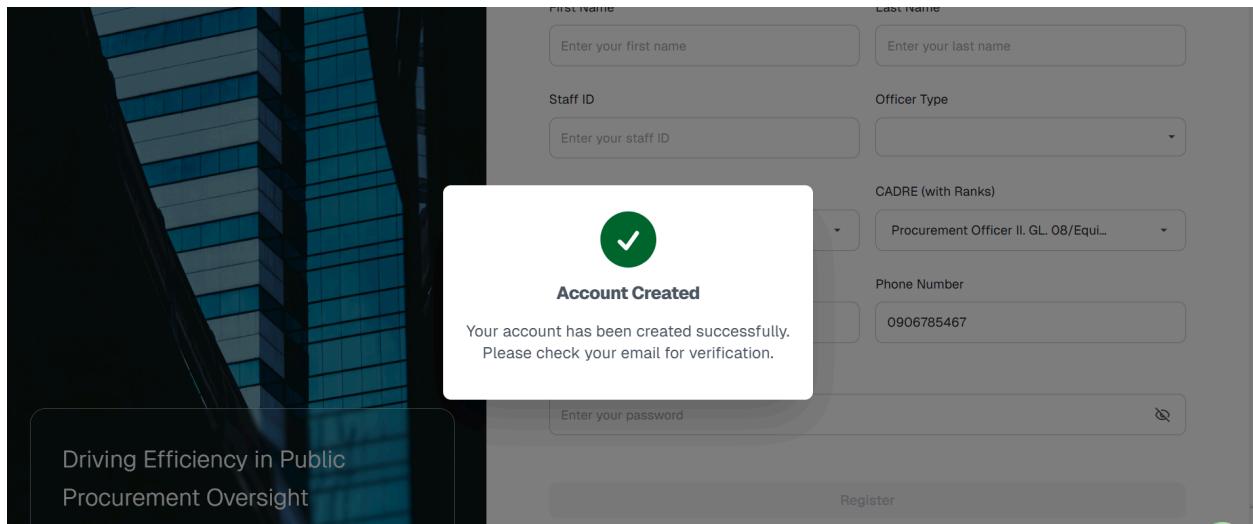
2. Click the **Sign Up** button in the Navbar. You will be directed to a form.



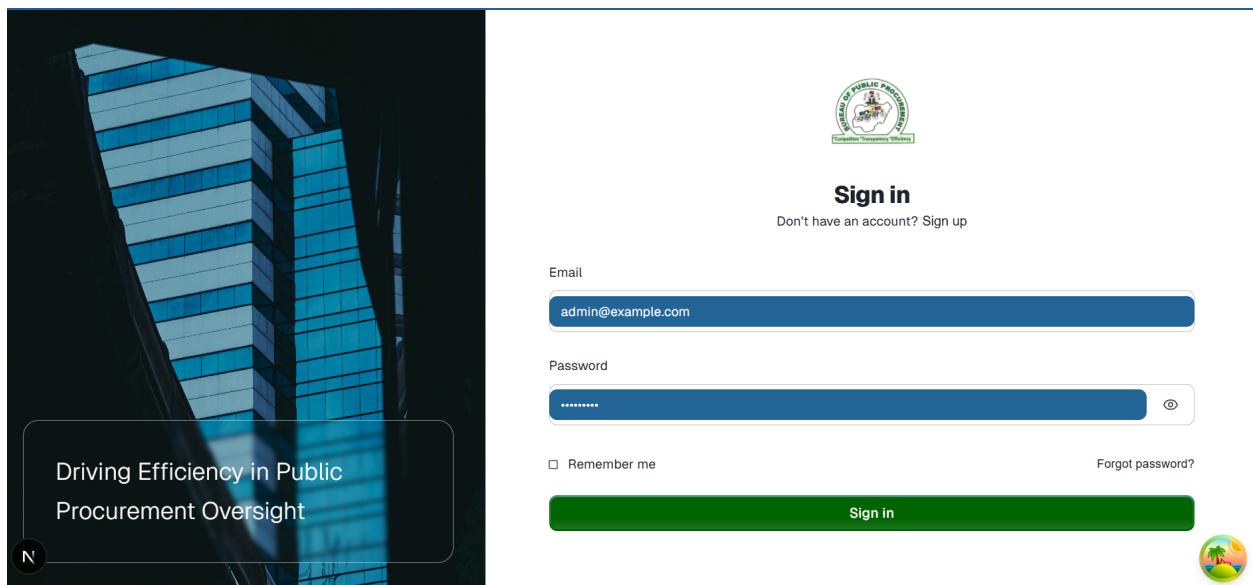
3. Fill out the form and click on **Register**.



4. A confirmation message will appear. Check your email and follow the link to verify your account.

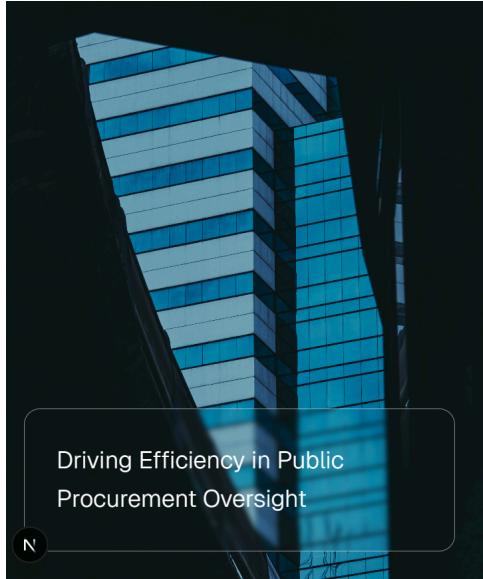


5. After verification, you will be redirected to the Login Page.



Sign In On BPP

1. Enter the email address and password you used to sign up and click **Sign In.**



2. Once signed in, you will be taken to the profile page to complete your profile. Follow the steps below to complete your profile:

Step One: NIMC Verification

- Enter your **11-digit National Identification Number (NIN)** in the provided field.

Complete your profile

Please complete the following steps to complete your profile.

Sign out

 Please note: Once submitted, your data cannot be edited. Make sure all the information provided is accurate and complete before submitting.



NIMC Verification



Employment Data



Certifications & Qualifications



Complete

NIMC Verification

Enter your NIN

56784536780



- Once verified, your details will automatically appear in the form.
- Click **Next** to continue, or select **Skip** to move to the next stage without NIN verification.

SUSan Odii	Odiisusan@gmail.com
Gender	Date of Birth
female	09/10/2025
State of Origin	Residence Address
Nasarawa	Number 56 Doma road Lafia Nasarawa state
<input type="checkbox"/> Do you have a disability?	
Upload Photo	
Click to select file or drag and drop Supported formats: JPG, JPEG, PNG (Maximum allowable file size is 5120KB)	

Next

Skip





Step Two: Employment Data

- To enter your employment details, click **Add Employment**

Complete your profile
Please complete the following steps to complete your profile.

Sign out

>Please note: Once submitted, your data cannot be edited. Make sure all the information provided is accurate and complete before submitting.



Employment Data

+ Add Employment Previous Next

- Fill in your current employment details such as your MDA, employment type, mode of entry, date of employment, and date of confirmation.
- To remove an entry, click the **Remove** button.

Employment Data

Employment (1)
Employment details

MDA

Alvan Ikoku Federal College Of Education Owerri

Type of Employment Mode of Entry

Full-time Direct employment

Date of Employment Date of Confirmation

09/05/2025 09/05/2025

+ Add Employment

Remove

Previous

Next

- Click **Next** to proceed to the next stage.

Employment Data

Employment (1)
Employment details

MDA

Alvan Ikoku Federal College Of Education Owerri

Type of Employment Mode of Entry

Full-time Direct employment

Date of Employment Date of Confirmation

09/05/2025 09/05/2025

+ Add Employment

Remove

Previous

Next

Step Three: Certifications & Qualifications

- Click **Add New Qualification** to upload your qualifications.
- Click **Add New Certification** to upload your certifications.
- After uploading, click **Next** to proceed



Certifications & Qualifications

The screenshot shows the 'Certifications & Qualifications' page. It has two main sections: 'Qualification' and 'Certifications'. Each section contains a green 'Add New Qualification' or 'Add New Certification' button, respectively. Both buttons are highlighted with a red rectangular box. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons, with the 'Next' button being highlighted with a red rectangular box.

Step Four: Complete Submission

- Confirm that all data provided is correct and complete.

- Click **Submit Profile** to finalize your profile registration.

Complete your profile
Please complete the following steps to complete your profile.

[Sign out](#)



NIMC Verification Employment Data Certifications & Qualifications Complete

Confirm Profile Submission

Please ensure that you have reviewed the profile information before submitting for approval.

Once Submitted, the profile will be reviewed by the admin and you will be notified via email.

 Please note that once submitted, the profile cannot be edited.

 [Previous](#)  

- After submission, you will be redirected to the sign-in page.
- You will receive an email notification once your profile has been reviewed..