

HOW TO PERFORM 2023/2024 APPRAISAL ON THE MTU STAFF PORTAL

For All Staff:

- Visit **MTU website** on <https://mtu.edu.ng>
- Select **Staff Menu**, then click on **Staff Portal**
- Login: Use your **Staff ID** and **Password** to log in.

Staff ID format: (xxx is the number on your ID card)

Junior Staff-js/adm/xxx

Senior Staff-ss/adm/xxx

Academic Staff - ss/acs/xxx

****All in lowercase**

Password: Last Year's password (**Note: Contact ICT if you have forgotten it**)

- Once you've logged in, find the **E-APER** section on your dashboard.
- **Access APER Profile:** Click on the "**STAFF APER PROFILE PREVIEW OR SUBMISSION**" to access your APER profile.
- **Update Your Profile:** Review your profile details and make any necessary updates.
- **Submit Profile:** After making changes, click the "Submit" button to save your profile.
- **Yellow Alert Box:** Look for a yellow alert box that appears after submission and click on the link provided in the box.
- **Fill and Submit:** Complete the form that opens after clicking the link and submit it.

For Heads of Units/Academic & Non-Academic Departments/Deans:

- **Access Pending Forms:** Login to the **MTU Staff Portal**.
- **Click Pending APER Forms:** Find and click the "**PENDING APER FORMS**" link.
- **Select Staff:** Choose the staff member you want to appraise from the list.
- **Fill Appraisal Form:** Fill in the appraisal form with the required details.
- **Submit:** After completing the form, click the "**Submit**" button to send the appraisal.

By following these steps, you can easily perform your appraisal on the MTU Staff Portal. If you encounter any issues or have questions, please contact **Mr. M Makinde** or **Mr. Aliyu David** for assistance.

Signed

ICT Unit