

LAUNCHED BY THE VICE-CHANCELLOR · 28 OCTOBER 2026

The Parents & Guardians Platform

Your complete guide: how to get in, and how to make the most of it

Fees · Results · Attendance · Exeat approvals · Ask the University · Meetings

Open it on your phone or computer

calebuniversity.edu.ng/parents

"Together we are raising leaders of character, competence and godliness."

WELCOME

Your window into your ward's life at Caleb

On Wednesday 28 October 2026, at the Vice-Chancellor's Hangout, the University opened the Parents & Guardians Platform to every parent and guardian. It brings together, in one secure place, what you need to walk with your son or daughter through their years at Caleb — straight from the University's own records.

Fees
Every invoice, what is paid and what remains

Course registration
Your ward's course form and its approvals

Results
Semester results, GPA, CGPA and test scores

Attendance
Chapel, discipleship and every class

Exeat
Approve or decline your ward's request to leave campus

Messages
Every e-mail the University has sent you, in one place

Ask the University
Write to the right office and get a reply

Parents' forum
Ideas, questions and praise from parents

From the VC
The Vice-Chancellor's monthly message and news

Meetings
Hangouts like the VC's, from anywhere

Free, secure and simple. There is nothing to install and no password to remember. It works on any smartphone, tablet or computer with internet access.

STEP ONE

Getting on the platform

The platform recognises you by the e-mail address on your ward's record. Here is how that happens:

1 Your ward names you on their student portal

Your son or daughter adds you as father, mother or guardian, with your e-mail address. Please make sure they type your e-mail address exactly right.

2 You receive an e-mail from Caleb University

It asks you to confirm your details. Open the link in the **newest** of these e-mails (check your Spam or Promotions folder too).

3 You complete the short form

Your phone number, occupation, nationality and address. Your National Identification Number (NIN) is optional: leave it blank if you do not have all 11 digits to hand. Tick the confirmation and press **Submit**.

4 You are on the platform

From then on you can sign in with that e-mail address, as shown on the next page.

Already done?

If you have already completed the form, go straight to **calebuniversity.edu.ng/parents** and sign in.

More than one child at Caleb?

Each of them names you with the same e-mail address. One sign-in then shows all your wards together.

"This link is not valid"? A newer e-mail has replaced the one you opened. Use the link in the most recent e-mail. If you still cannot get in, ask your ward to check your e-mail address on their portal, or contact the help desk (last page).

EVERY VISIT

Signing in: a minute, with no password

Each time you visit, the platform sends a fresh 6-digit code to your e-mail. Only the person who reads that mailbox can get in.

1 Open the platform

Type `calebuniversity.edu.ng/parents` in your browser (Chrome, Safari, Edge...). Tip: add it to your phone's home screen.

2 Enter your e-mail address

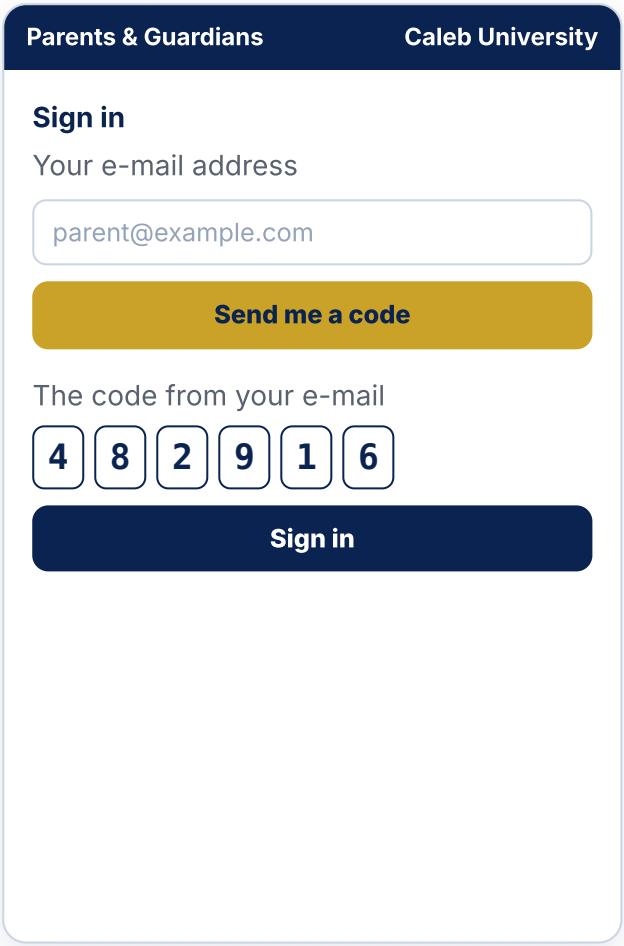
The same address your ward put on their record, and press **Send me a code**.

3 Type the 6-digit code

It arrives by e-mail within a minute or two and works for **15 minutes**.

4 You are in

Your ward (or wards) appear at once.



No code yet?

Check Spam
Look in Spam, Junk or Promotions, and mark it "Not spam".

Ask again
You may ask for a new code up to five times in an hour. Always use the newest code.

Right address?
Use exactly the address on your ward's record, including any dots.

MY WARDS

Your ward's page

Tap your ward's name to see their photo, programme, level and matric number, and five tabs: **Fees · Registration · Results · Attendance · Exeat**. With more than one child at Caleb, switch between them at the top.

Fees

Three figures — **total billed**, **paid** (confirmed by the Bursary) and the **balance** — then every invoice, line by line: tuition, hostel, medical and others. A payment counts once the Bursary has matched it to the bank, so the balance you see is the real one.

Payments are made by your ward on their own portal. Something looks wrong? Use **Ask the University → Fees and payments**.

Course registration

The courses on your ward's course form this semester, their units, and how far the form has gone:

Open · Submitted · Level adviser · HOD · Approved

Results and tests

Each semester's courses, scores and grades; the **GPA** and **CGPA**, with the class of degree they point to; and computer-based test scores as they are marked. If anything is owed, the page says so plainly.

Use it to talk, not to quarrel. What you see is a starting point for a conversation with your ward — praise the progress, and ask early about anything that worries you.

DAY TO DAY

Attendance and exeat

Attendance

Chapel services and **discipleship** groups, and every **class**, course by course: present, absent or excused, with the dates of anything missed and the attendance rate. You also receive a weekly attendance report by e-mail.

- Students mark their own attendance on their portal during the service or class, with a code given there.
- An approved exeat counts as **away**, not absent.
- A record that looks wrong? Ask the University (Chapel and discipleship, or Course registration) — every case is checked and corrected where needed.

Exeat: nobody leaves campus without your word

When your ward asks to leave campus, you are told at once by e-mail and on the platform. Open **Exeat**, read where, why and when, then:

1. Your ward asks	2. You are told	3. You decide	4. The Hall decides
where, why, dates	e-mail + platform	Approve or Decline	Hall Administrator

Waiting for your decision **With the Hall Administrator** **Granted** **Not granted**

If you decline, give a short reason: your ward sees it. Please respond promptly — your ward cannot travel until you do.

Reading the attendance page

Attended marked present at that service or class

Missed expected there, and not marked

Excused excused by the University (sick bay, approved reason)

Away (exeat) off campus on an approved exeat

The rate counts only the services and classes your ward was expected at.

YOUR VOICE

Talking with the University

Ask the University

Write once, about the ward it concerns, and choose what it is about. It goes straight to the office that handles it; the reply comes on the platform and by e-mail, and you can answer back. You can see whether it is new, being handled or answered.

Fees and payments · Results · Course registration · Hostel and welfare · Chapel and discipleship · Health · Discipline and conduct · Admission and documents · Something else

Messages

Every e-mail the University has sent you — weekly reports, invitations, replies — kept in one inbox, even if an e-mail went to spam.

Parents' forum

Share a suggestion, ask other parents, commend what is going well or raise a concern — respectfully. Support the posts you agree with. Matters about one student belong in Ask the University.

From the Vice-Chancellor

The VC's monthly message to parents, the University's news, notices and the dates that matter.

Meetings

Hangouts like the Vice-Chancellor's: join with one link, raise your hand, send questions in writing, answer polls, and add them to your calendar.

One question, one place. A single, clear message in Ask the University reaches the right desk faster than several messages in different places.

PEACE OF MIND

Your privacy, good habits, and help

Only your own wards

You see the children whose record names you. Nobody else's.

No password to steal

A fresh code goes to your own mailbox each time you sign in.

Closes at graduation

Access ends by itself when your ward graduates.

Making the most of it

Look once a week — five minutes: attendance, fees, anything new.

Act on exeat requests quickly — your ward is waiting for you.

Add your photo on My profile, so the staff who answer you know who they are speaking with.

Keep your e-mail current — if it changes, ask your ward to update your details on their portal.

Need help?

- **Ask the University** on the platform, choosing "Something else" if unsure.
- The **Help desk** link at the foot of every page of the platform.
- The chat on the University website, **calebuniversity.edu.ng**.

Thank you for walking this journey with us.

Together we are raising leaders of character, competence and godliness.