



(Teachers online System)

[DECLARATION OF INCOME, ASSETS AND LIABILITIES INSTRUCTION MANUAL]

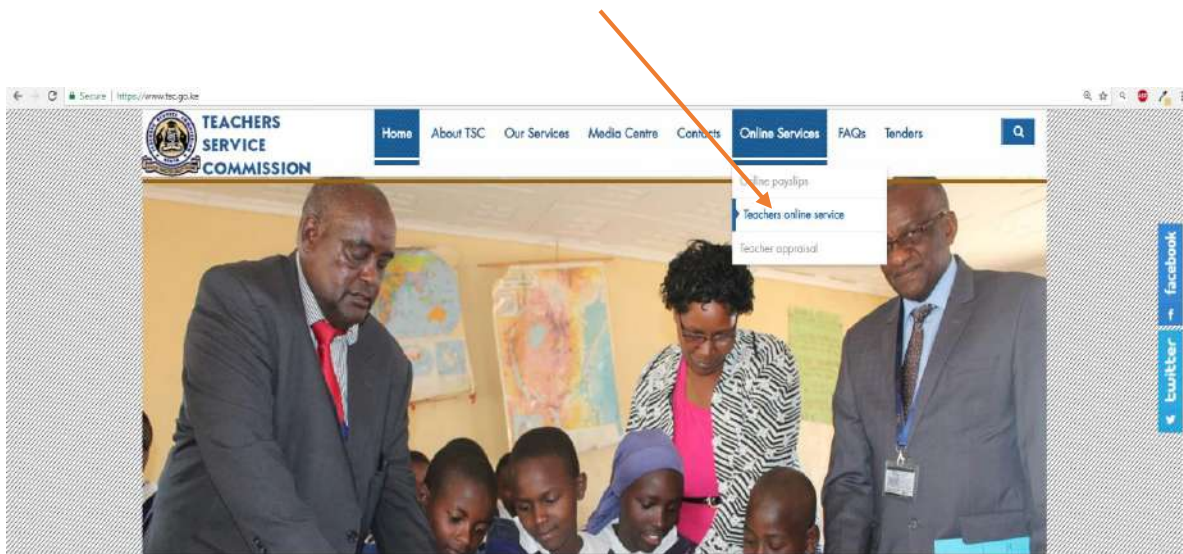
PART A (For all employees)

Step-by-step Procedure

1. Accessing the portal

All TSC employees can be users in the Teachers Online Services Information system. It is a web-based system and can be accessed through any browser preferably chrome or Mozilla Firefox.

To access the portal, go to TSC website www.tsc.go.ke, click on online services menu and go to **Teachers Online Services** sub menu as shown below:



Or type **www.teachersonline.go.ke** on the browser and press enter on the keyboard to display the home page as demonstrated below. Click on the **Declaration of Income, Assets and Liabilities** link at the top of the page to proceed

www.teachersonline.go.ke

TEACHERS SERVICE COMMISSION KENYA - ONLINE SERVICES

Friday, November 24, 2017 | [Status of Adverts](#) | [New Teacher Registration](#) | [Registration Status](#) | [TPAD Teacher Performance Appraisal](#) | [Declaration Of Income, Assets & Liabilities](#)

You are NOT logged in

NOTICE: The Commission notes that some information on wealth declaration has been circulating. All teachers are advised that the modalities for the next round of submission are being worked on and a circular will be released advising teachers on the manner and timeliness for submission. Please be patient.--Kihumba Kamotho, Corporate Communications.
Active Users: :6249

ADVERTISED POSTS
The Commission Advertise for vacant Posts either for its Secretariat or in education institutions. This Online System allows you to apply for any post you qualify and gives you the opportunity to track every stage of processing upto Appointment (**NOTE:** If you apply Online, You Don't Need to Submit a Hard Copy Version to the Commission. No Payments is required of any kind. As a Teacher, You Are NOT EXPECTED TO Register again with the Commission).

ENTRY/ EXIT RETURNS
These are returns filled and filed by the head teachers, administrators or authorized officers entrusted with the responsibility by the Commission for onward respective processing at the Head Office and proper communications on issues like salary termination, injunction, suspension etc undertaken. The progress of these activities can be monitored or queried by the affected concerned Teacher / Officer online (Casualty Returns can only be accessed once Logged In by Head of Institution).

TEACHER REGISTRATION
In accordance with article 237 of the Constitution of Kenya, Section 23 of TEACHERS SERVICE COMMISSION ACT No. 20 of 2012, it is an offence for any person to engage in the teaching service unless such a person is registered as a teacher. This system provides a platform for online application and registration.

Currently, there is no active Adverts for your viewing!!!
For Any Inquiries On Teacher Registration Call 020-2892351 Or Send an E-mail to:

Official
User Name:
Password:

[Teacher Registration Manual](#)

Step Two: Creating Password

1. Enter your TSC number in the field provided and click on the **Next** button.



The screenshot shows a web interface for the Teachers Service Commission of Kenya. On the left is the TSC logo, which features a circular emblem with a book and a torch, surrounded by the text 'TEACHERS SERVICE COMMISSION KENYA' and a banner at the bottom that reads 'EFFECTIVE SERVICE FOR QUALITY TEACHING'. To the right of the logo, the text 'Enter your TSC Number to confirm your account details' is displayed. Below this text is a label 'TSC Number' followed by a light blue input field. A small green button labeled 'Next' is positioned below the input field. An orange arrow points from the word 'Next' in the text above to the 'Next' button.

2. Provide your mobile number and **VALID** e-mail address. Do not use another person's e-mail. This is because you will need it for the purposes of:
 - i. Resetting your password in case you forget it.
 - ii. Confirmation of declaration submission as a copy will be sent to your e-mail upon completion.

3. Set your preferred password and repeat to confirm. Click **Next** to move to the next step.

The image shows a sign-up form for the Teacher Service Commission (TSC) of Kenya. The form is titled "Sign up" and includes the TSC logo on the left. The instructions at the top of the form state: "Please enter your correct contact details and your new password". The form fields are as follows:

- First Name:** TestName
- Middle Name:** TestMiddleName
- Last Name:** Ton
- TSC Number:** 90Cxxx
- ID/Passport No:** testid
- Phone Number:** Enter your phone number in this format 2547***
Phone Number format 2547*****
- Email:** Enter your personal email
Email will only be used for Resetting Password and receiving notifications
- Password:** Enter a memorable and secure password
- Confirm Password:** Re-enter your password again to confirm

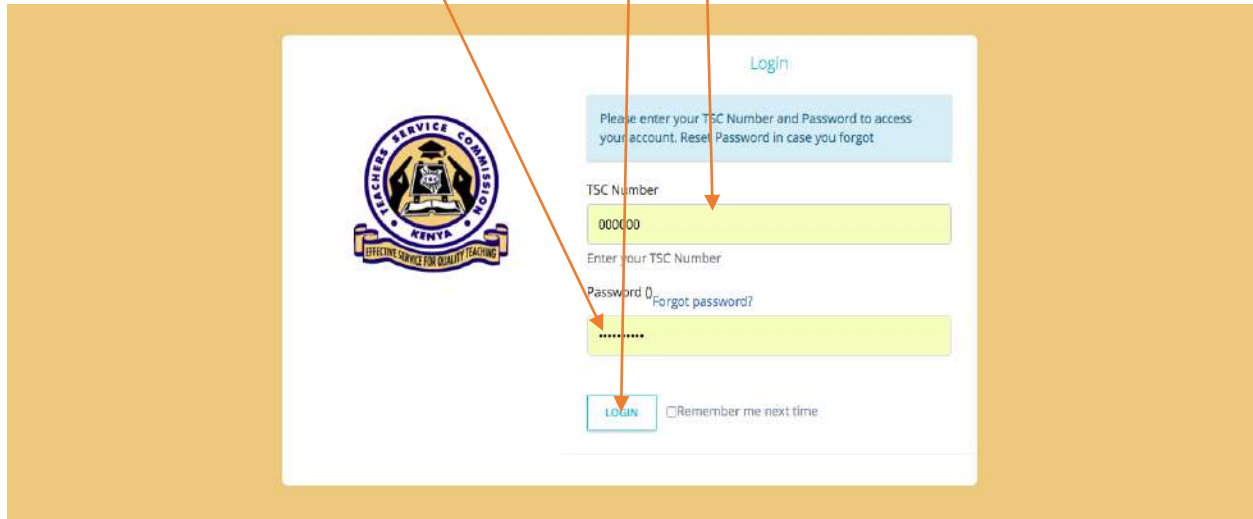
At the bottom of the form, there are two buttons: "NEXT" and "BACK TO LOGIN".

Annotations with arrows point to the following fields:

- "Enter Mobile Number" points to the Phone Number field.
- "Enter E-mail address" points to the Email field.
- "Enter Preferred Password" points to the Password and Confirm Password fields.

Step Three: Logging into the System

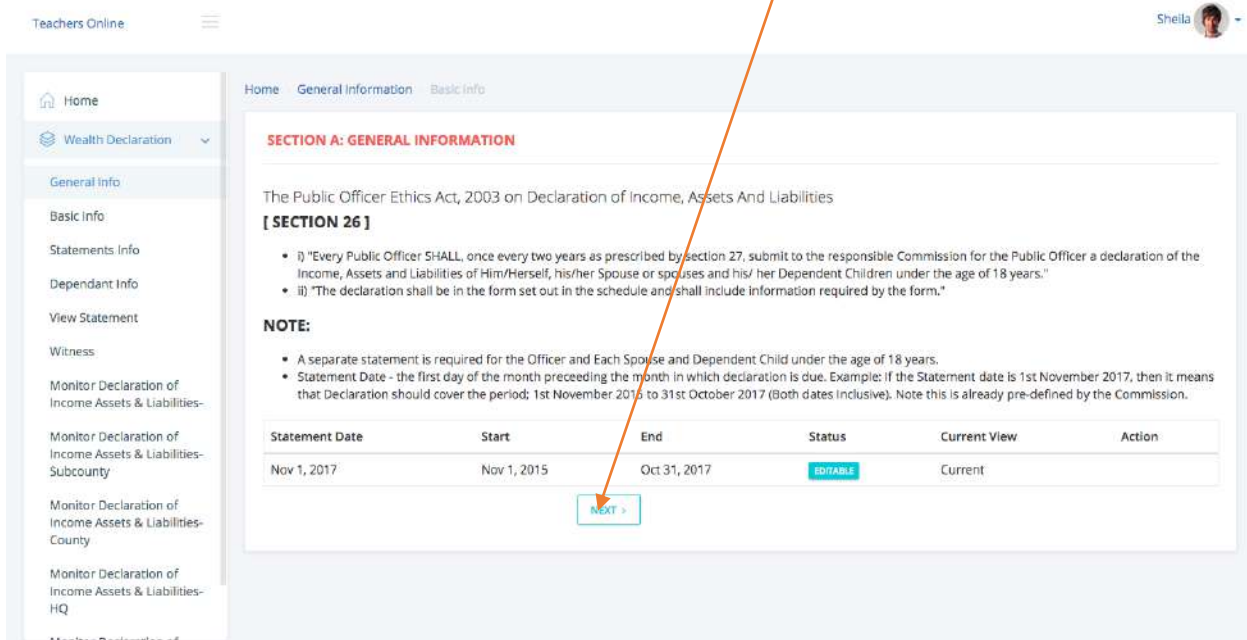
1. Type in your TSC number in the **TSC number** textbox provided.
2. Enter your **password** and click on **Log in** button.



The screenshot shows the login interface for the Teachers Service Commission (TSC) of Kenya. On the left is the TSC logo with the text "TEACHERS SERVICE COMMISSION KENYA" and "EFFECTIVE SERVICE FOR QUALITY TEACHING". The main content area is titled "Login" and contains a blue instruction box: "Please enter your TSC Number and Password to access your account. Reset Password in case you forgot". Below this are two yellow input fields: "TSC Number" (containing "000000") and "Password" (containing "*****"). A "Forgot password?" link is next to the password field. At the bottom, there is a blue "LOGIN" button and a checkbox for "Remember me next time". Three orange arrows point from the numbered instructions above to the TSC number field, the password field, and the LOGIN button respectively.

Step Four: General Information and Bio data

1. Read through the general information and click **Next**



Teachers Online Sheila

Home General Information Basic info

SECTION A: GENERAL INFORMATION

The Public Officer Ethics Act, 2003 on Declaration of Income, Assets And Liabilities

[SECTION 26]

- i) "Every Public Officer SHALL, once every two years as prescribed by section 27, submit to the responsible Commission for the Public Officer a declaration of the Income, Assets and Liabilities of Him/Herself, his/her Spouse or spouses and his/ her Dependent Children under the age of 18 years."
- ii) "The declaration shall be in the form set out in the schedule and shall include information required by the form."

NOTE:

- A separate statement is required for the Officer and Each Spouse and Dependent Child under the age of 18 years.
- Statement Date - the first day of the month preceeding the month in which declaration is due. Example: If the Statement date is 1st November 2017, then it means that Declaration should cover the period: 1st November 2016 to 31st October 2017 (Both dates inclusive). Note this is already pre-defined by the Commission.

Statement Date	Start	End	Status	Current View	Action
Nov 1, 2017	Nov 1, 2015	Oct 31, 2017	EDITABLE	Current	NEXT >

- Fill in the place of birth, marital status, postal and permanent address in the fields provided. Click on the **Next** button below the page to save and proceed.

The screenshot shows a web application interface for a 'WEALTH DECLARATION'. The page title is 'WEALTH DECLARATION' and the breadcrumb trail is 'Home > Wealth Declaration > Statement Details'. The user is logged in as 'demoUser'. The form is organized into three columns and contains the following fields:

Field Label	Value	Field Label	Value	Field Label	Value
Nairobi-TSC Unit - Gilgil - TSC Unit - Gilgil		TSC Unit - Gilgil		Undefined	
First Name	demoUser	Middle Name	demoUser	Last Name	demoUser
Phone Number	254709000000	Email	demoEmail@domain.com	ID/Passport No	0000001
Date of Birth	Jan 7, 2011	Gender	F	Place Of Birth	Nakuru
Marital Status	5	Current Post Address	122345	Current Post Code	20100
Current Post Town	Nakuru	Permanent Post Address	122345	Permanent Post Code	20100
Permanent Post Town	Nakuru				

At the bottom of the form, there are two buttons: '< PREVIOUS' on the left and 'NEXT >' on the right. An orange arrow points from the text 'Next' in the instruction above to the 'NEXT >' button.

Step Four: Declaring Income, Assets and liabilities

1. Click on the appropriate tab to capture the liabilities, Income and Assets statements. Click on the **Add/Save** button below each category (**liabilities, Income and Assets**) to add more records.

The screenshot displays a web application interface for declaring income, assets, and liabilities. The interface is divided into two main sections: a form for adding new records and a table of existing records.

Form Section: SECTION B: INCOME STATEMENT

This section includes instructions: "This includes but not limited to, Salary & Emoluments and Income from Investments. The period is from the previous statement date to the Current Statement Date. For initial declaration, the period is the year ending on the Statement Date".

The form contains the following fields and controls:

- Description:** A text input field with the placeholder "Insert Name/Description". Below it, a note states "Only one item should be entered at a time".
- Approximate Amount:** A text input field with the placeholder "Enter Approximate Amount...". Below it, a note states "Enter value amount of the above described item e.g 1000".
- Note:** A section for additional information.
- Buttons:** "ADD/SAVE INCOME" (highlighted with an orange arrow), "< PREVIOUS", and "NEXT >".

Table Section: Showing 1-10 of 16 items.

Name/ Description	Amount	Account	Owner	Actions
School Fee	Ksh800,000.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>
Plot Nakuru	Ksh800,000.00	Assets	PERSONAL	EDIT <input type="checkbox"/>
salary	Ksh40,000.00	Income	PERSONAL	EDIT <input type="checkbox"/>
School Fees	Ksh800,000.00	Liabilities	DEPENDANT	EDIT <input type="checkbox"/>
Plot Nakur	Ksh100,000.00	Assets	DEPENDANT	EDIT <input type="checkbox"/>
k	Ksh200.00	Income	PERSONAL	EDIT <input type="checkbox"/>
f	Ksh4,000.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>
d	Ksh100.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>
2	Ksh30,000.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>
j	Ksh900.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>

Step Five: Capturing Spouse(s) and Dependants

a) Capturing Spouse(s) and dependants

Enter your spouse(s) and dependants' details. Click on the **Save** button to proceed. One can capture more dependants by repeating the same process.

b) Dependants' Declaration of Income, Assets and Liabilities

The list of dependants is on the right side of the window, click on **Declare statement** under **Actions** column on the far right. If not applicable, click **Next** to proceed.

Home > Wealth Declaration > Statement Details

✓ Dependant details have been updated successfully

SECTION E: SPOUSE(S) AND CHILDREN UNDER THE AGE OF 18 YEARS

First Name: Middle Name:

Last Name:

Relation:

Spouse

Child

ID/Passport Number:

Gender:

Male

Female

Showing 1-3 of 3 items.

First Name	Middle Name	Last Name	Relationship	Gender	ID NO	Actions
TestSpouse	R	c	Spouse	Male	13000000	Declare statement: <input type="button" value="EDIT I/F"/> <input type="button" value="DELETE"/>
TestChild	R	R	Child	Male	---not set---	Declare statement: <input type="button" value="EDIT I/F"/> <input type="button" value="DELETE"/>
TestDependent	let	R	Child	Female	---not set---	Declare statement: <input type="button" value="EDIT I/F"/> <input type="button" value="DELETE"/>

- Click on the appropriate tab to capture liabilities, income and assets statements for your spouse(s) and dependants. Click on the **Add/Save** button below each category (**liabilities, Income and Assets**) to add and save more records. Click on the **Next** button to move to the next page.

Click to add/Save entry

DECLARATION FOR TESTSPOUSE R C

Income Assets Liabilities

SECTION B: INCOME STATEMENT

This includes but not limited to, Salary & Emoluments and Income from Investments. The period is from the previous statement date to the Current Statement Date. For initial declaration, the period is the year ending on the Statement Date

Description

Insert Name/Description

Only one item should be entered at a time

Approximate Amount

Enter Approximate Amount...

Enter value amount of the above described item e.g. 1000

ADD/SAVE INCOME

< PREVIOUS NEXT >

Name/Description	Amount	Account	Owner	Actions
land1	Ksh10,000.00	Assets	DEPENDANT	EDIT [?] [X]
farm	Ksh100,000.00	Income	DEPENDANT	EDIT [?] [X]
farming	Ksh200,100.00	Income	PERSONAL	EDIT [?] [X]
loan1	Ksh810,000.00	Liabilities	PERSONAL	EDIT [?] [X]
CAR	Ksh500,000.00	Assets	PERSONAL	EDIT [?] [X]
salary	Ksh100,000.00	Income	PERSONAL	EDIT [?] [X]
land	Ksh100,000.00	Income	PERSONAL	EDIT [?] [X]

Step Six: Capturing Other Information

- Enter any other relevant information in the fields provided and click on the **Save/Add** button. If not applicable, click on the **Next** button to move to the next page.

Teachers Online

Home Basic Info Statement Dependant Other Information General Information Basic Info

SECTION F: OTHER RELEVANT INFORMATION & DECLARATION

Indicate other information that maybe useful or relevant. If **NOT** applicable Click on Next to proceed.

Name

Enter other relevant information

SAVE/ADD

< BACK TO SPOUSE & CHILD NEXT >

#	Name	Actions
1	NA	EDIT [?] [X]

Showing 1-1 of 1 item.

Step Seven: Capturing witness details and Viewing declaration summary

1. Enter the witness details in the fields provided and click **Save**.

Teachers Online

Home | Basic Info | Statement | Dependant | Witness

Home

Wealth Declaration

Witness was saved successful

SECTION G: WITNESS

First Name: TestWitness

Last Name: C

Middle Name: E

Address: 123

Id/Passport No: 123045

NOTE:
If you wish to make Corrections or Edits, Click on the navigation menu on the left or use the Previous button below. Complete Declaration by clicking on the Submit button below and a copy will be sent to your email.

SAVE DELETE PREVIOUS VIEW SUMMARY NEXT

Click to delete entry

2. Click on the **view Summary** button to view your declaration. In case you need to make corrections, click on the appropriate menu on the left side of the window or use **previous** button to move back to the page you want to edit. Once you are satisfied, click on the **Submit** button to complete your declaration. A copy will be sent to your e-mail which you provided in **step two (page 5)** above.


PART B (For administrators)

Monitoring Declaration of Income, Assets and Liabilities

This can be used by administrators for actual monitoring of Income, Assets and Liabilities.

Step One: Accessing the monitoring tool

Once you are logged in, click on **monitor Income, Assets and Liabilities** navigation link on the left side of the window.





Teachers Online Robert 

Home · Wealth Declaration · Monitor Teachers Wealth Declaration

Monitoring Declaration of Income, Assets and Liabilities

DECLARATION PER STATION
STATION: TSC ICT

Showing 1-34 of 34 (items).

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason	
1					Yes	Compliant	
2					No	Select...	
3					No	Select...	
4					No	Select...	

Navigation Menu:

- Home
- Wealth Declaration
 - General Info
 - Basic Info
 - Statements Info
 - Dependant Info
 - View Statement
 - Witness
 - Monitor Declaration of Income Assets & Liabilities**
 - Monitor Declaration of Income Assets & Liabilities-Subcounty

Step Two: Capturing Reasons for Non-Compliance

1. Check the status of declaration on the **Compliance** column to verify compliance.

The screenshot shows the 'Monitoring Declaration of Income, Assets and Liabilities' page for 'STATION: TSC ICT'. The table displays the following data:

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason
1					Yes	Compliant
2					No	Select...
3					No	Select...
4					No	Select...

An orange arrow points to the 'Compliance' column header.

2. Give reasons for non-compliance by selecting the appropriate reason in the **Non Compliance Reason** column.

The screenshot shows the same 'Monitoring Declaration of Income, Assets and Liabilities' page. The 'Non Compliance Reason' column for row 2 is highlighted with an orange arrow.

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason
1					Yes	Compliant
2					No	Select...
3					No	Select...
4					No	Select...

An orange arrow points to the 'Non Compliance Reason' dropdown menu for row 2.

3. Click on the **Save** button at the bottom of the form to submit.

The screenshot shows a web interface for 'Teachers Online'. On the left is a navigation menu with options: Home, Wealth Declaration (selected), General Info, Basic Info, Statements Info, Dependant Info, View Statement, Witness, Monitor Declaration of Income Assets & Liabilities- (highlighted), Monitor Declaration of Income Assets & Liabilities-Subcounty, and Monitor Declaration of. The main area contains a table with 7 rows, each with a number (27-34), the text 'No', a 'Select...' dropdown menu, and a small square icon. At the bottom of the table is a blue 'SAVE' button with a floppy disk icon. An orange arrow points from the instruction above to the 'SAVE' button. The top right corner shows the user's name 'Robert' and a profile picture.

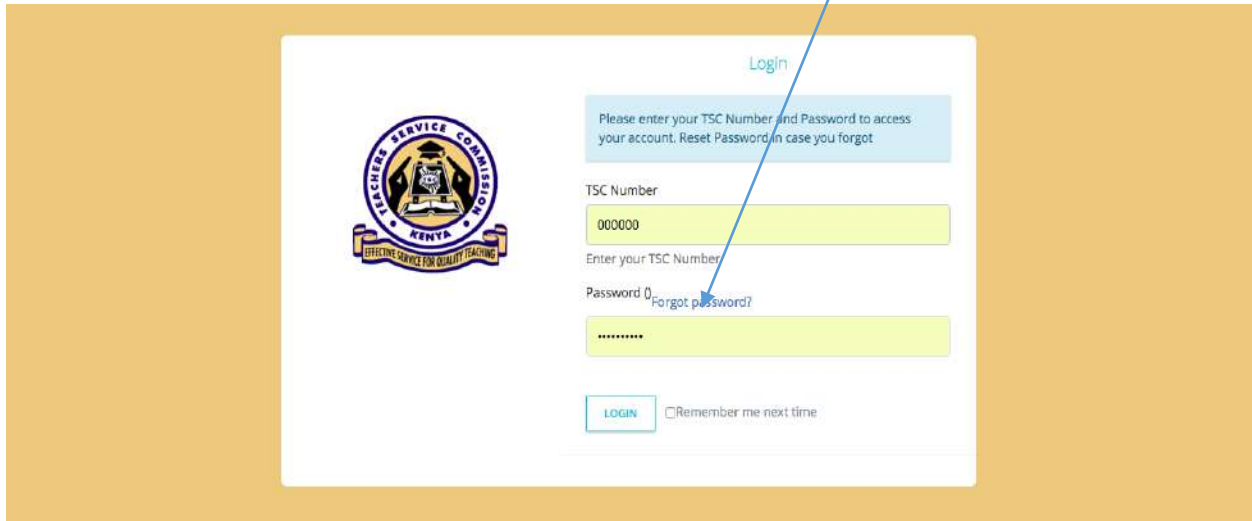
27	No	Select...	
28	No	Select...	
29	No	Select...	
30	No	Select...	
31	No	Select...	
32	No	Select...	
33	No	Select...	
34	No	Select...	

SAVE

Managing User Password

a) Resetting Password

In case you forget your password, click on the **Forgot password** in step two (Page 5 above) as shown by the arrow below.



Login

Please enter your TSC Number and Password to access your account. Reset Password in case you forgot

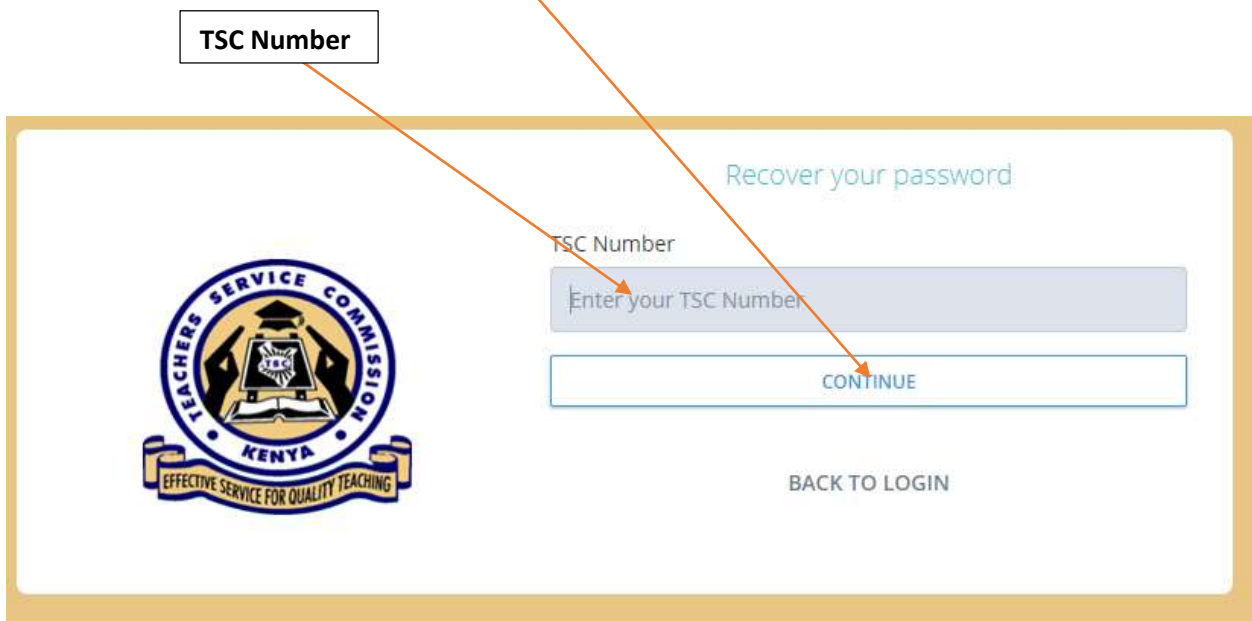
TSC Number
000000

Enter your TSC Number

Password [Forgot password?](#)

Remember me next time

Enter your TSC No then click **Continue** button to re-set your password. Follow the instructions given in your e-mail to create a new password.



TSC Number

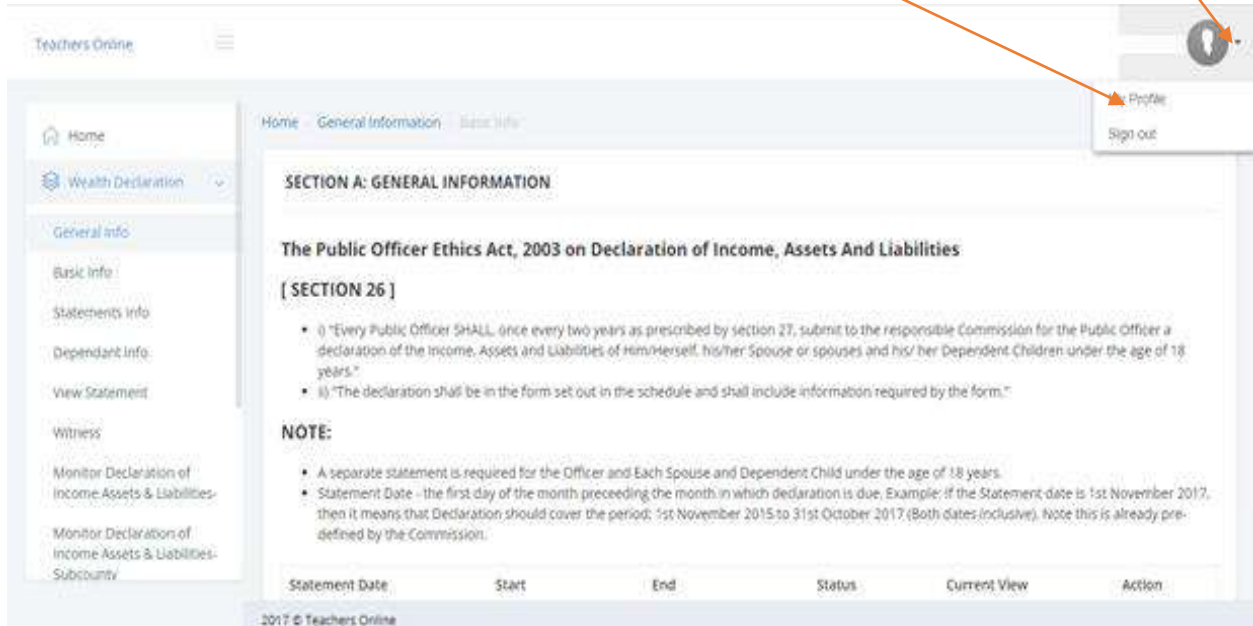
Recover your password

TSC Number
Enter your TSC Number

[BACK TO LOGIN](#)

b) Changing Password

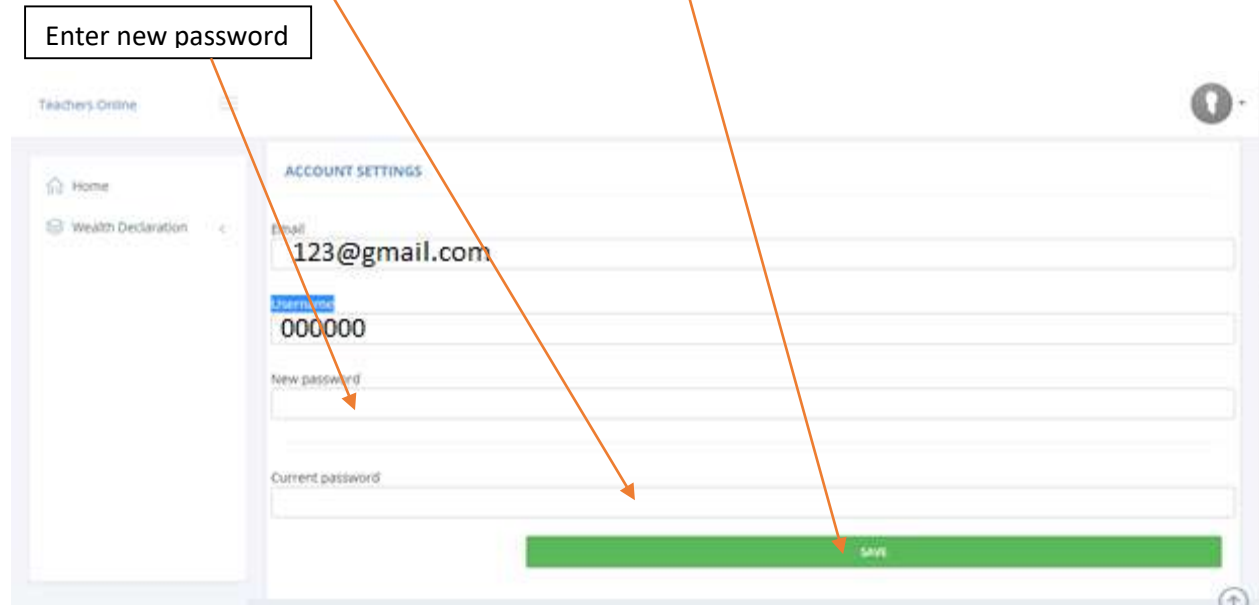
In case your password is compromised and you need to change, click on the drop down **Arrow** at the top of the right side of the window and click on the **Profile** menu.



The page below is displayed. Click on **Account**

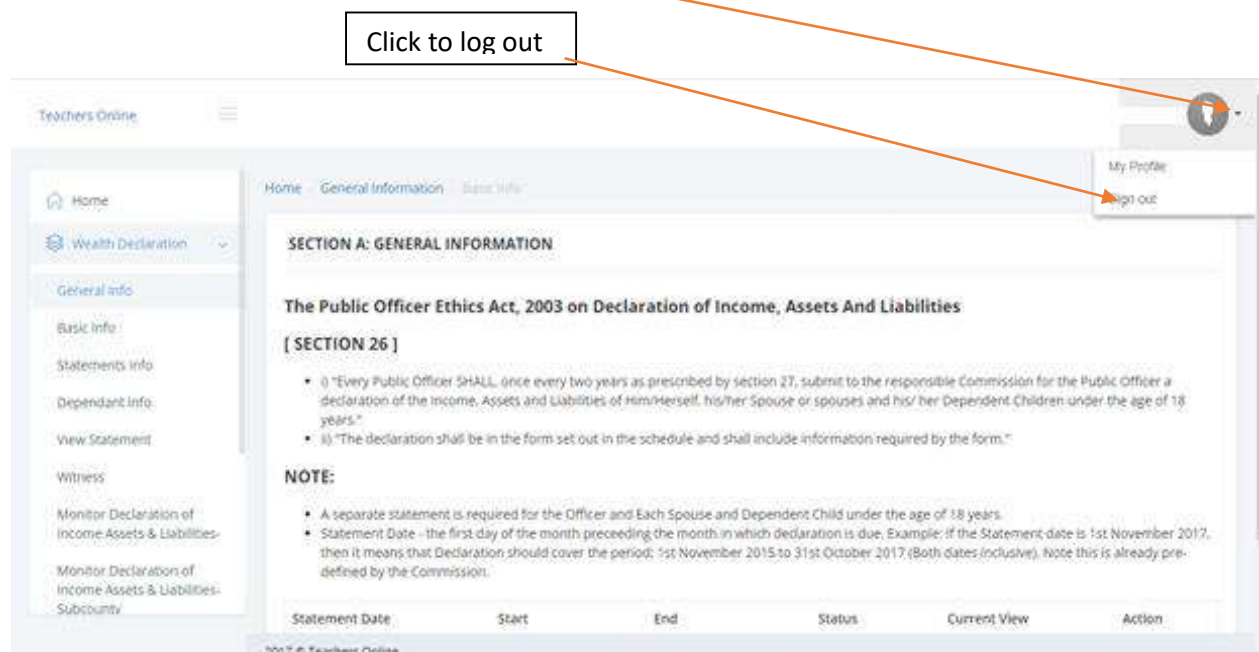


The page below is then displayed. Enter the new password in the **New password** field and the old password in the **Current password** field. Click on the **Save** button to save. Use the new password next time you want to log in.



c) System Log Out

Ensure that you have logged out of the system when you are not using it for security reasons. To log out, Click on the drop down **Arrow** at the top of the right side of the window and click on **Sign out** menu as demonstrated below.



Please Call 0202892422, 0202892424(Integrity) or 0202892052(ICT) for support.