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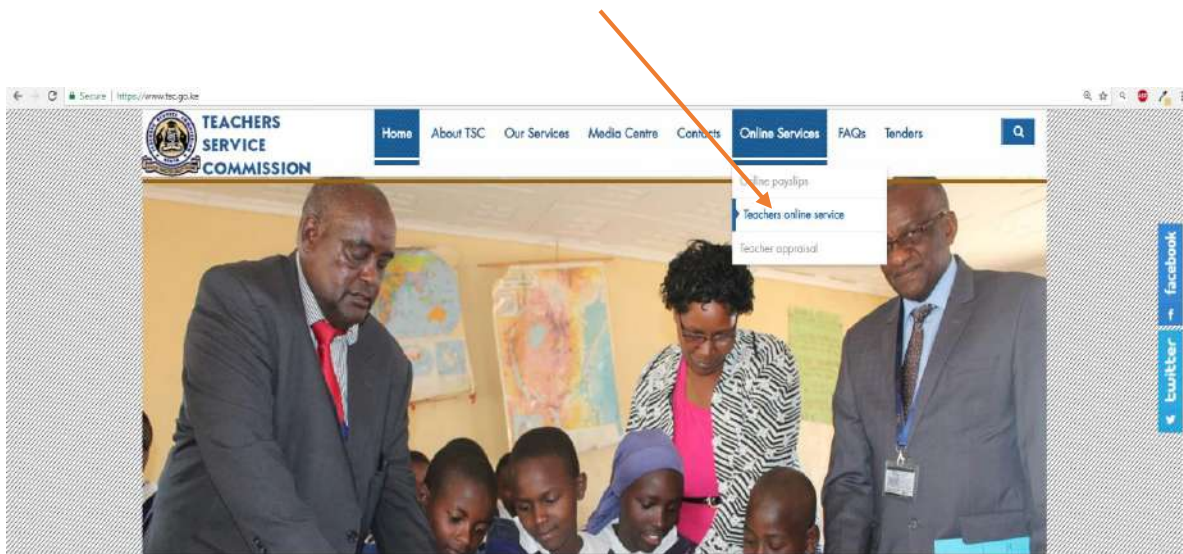
Or type **www.teachersonline.go.ke** on the browser and press enter on the keyboard to display the home page as demonstrated below. Click on the **Declaration of Income, Assets and Liabilities** link at the top of the page to proceed

| ⓘ ✎ www.teachersonline.go.ke | ··· ♥ ☆ | 🔍 Search |

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:

Log In

Teacher Registration Manual

Step Two: Creating Password

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

Enter Mobile Number

Enter E-mail address

Enter Preferred Password

Step Three: Logging into the System
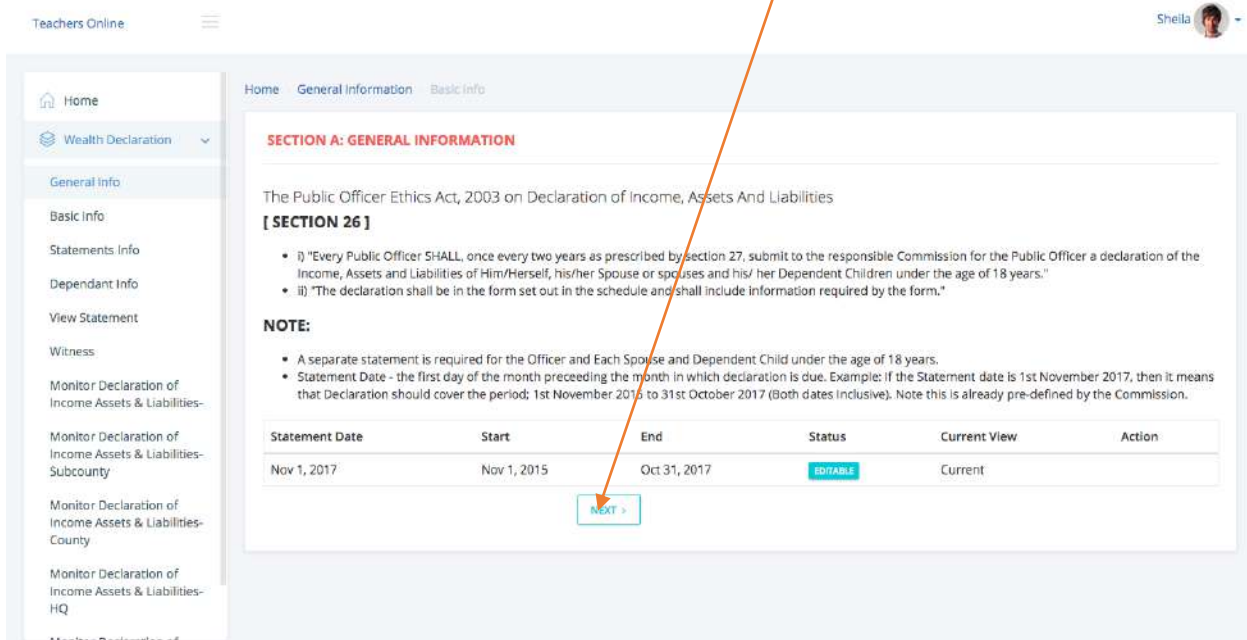
1. Type in your TSC number in the **TSC number** textbox provided.
2. Enter your **password** and click on **Log in** button.

Step Four: General Information and Bio data

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

2. ill 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.

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.

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.

2. 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

Step Six: Capturing Other Information

1. 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.

Step Seven: **Capturing witness details and Viewing declaration summary**

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

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.

Step Two: Capturing Reasons for Non-Compliance

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

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

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

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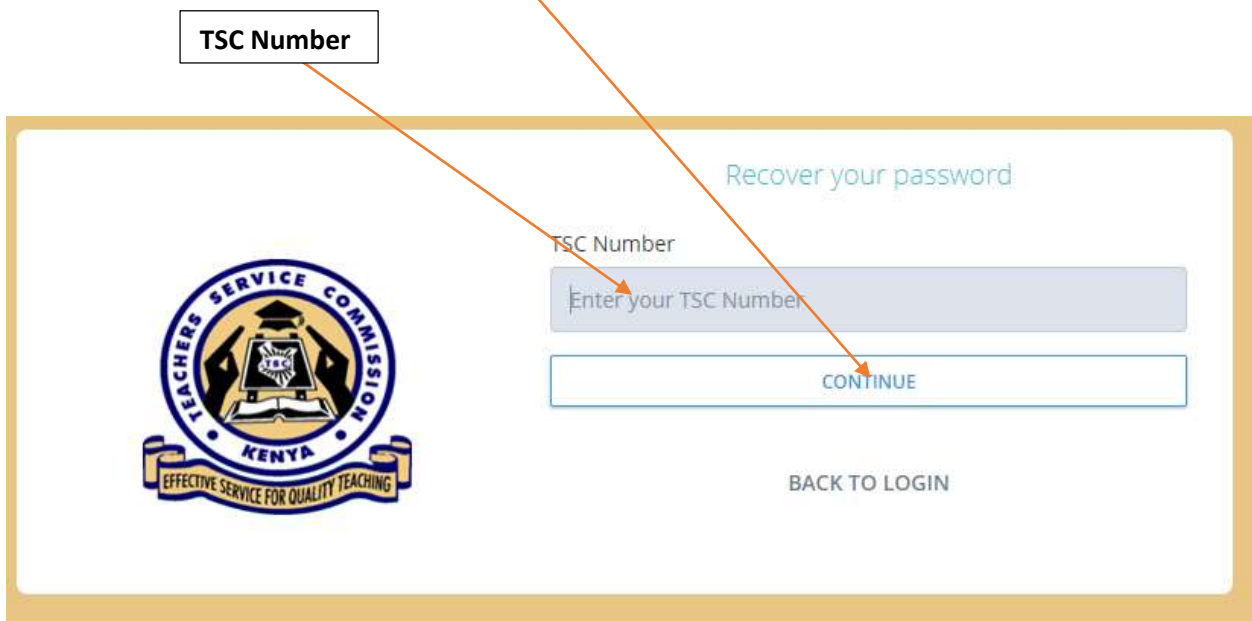
Enter your TSC No then click **Continue** button to re-set your password. Follow the instructions given in your e-mail to create a new password.

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.

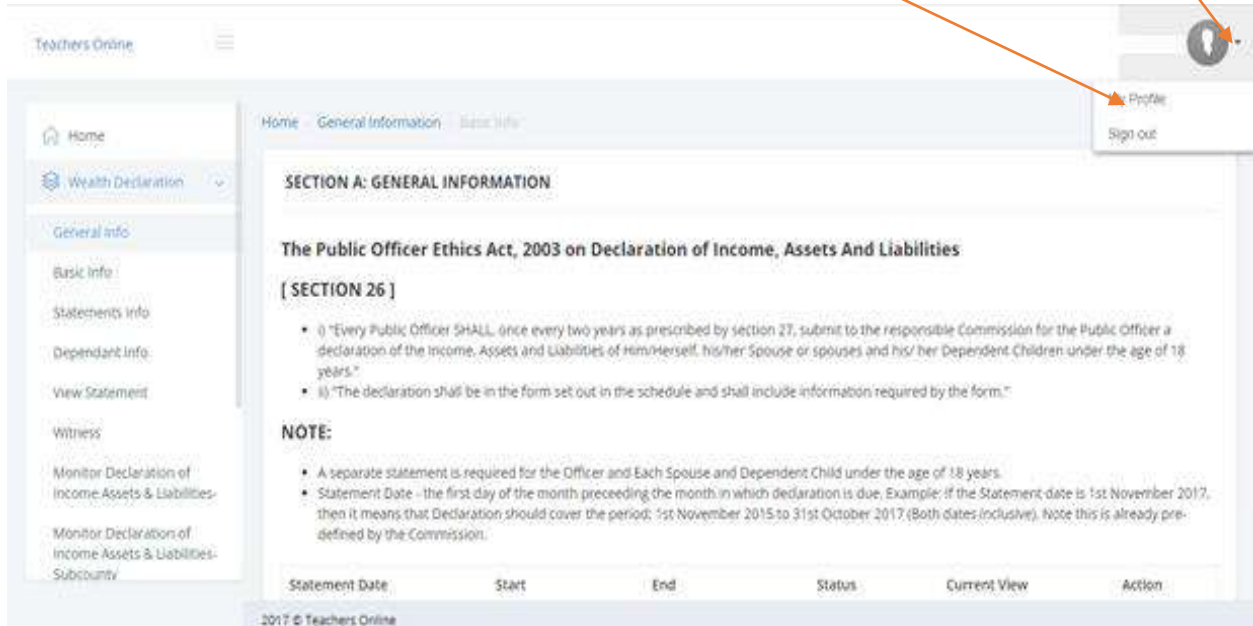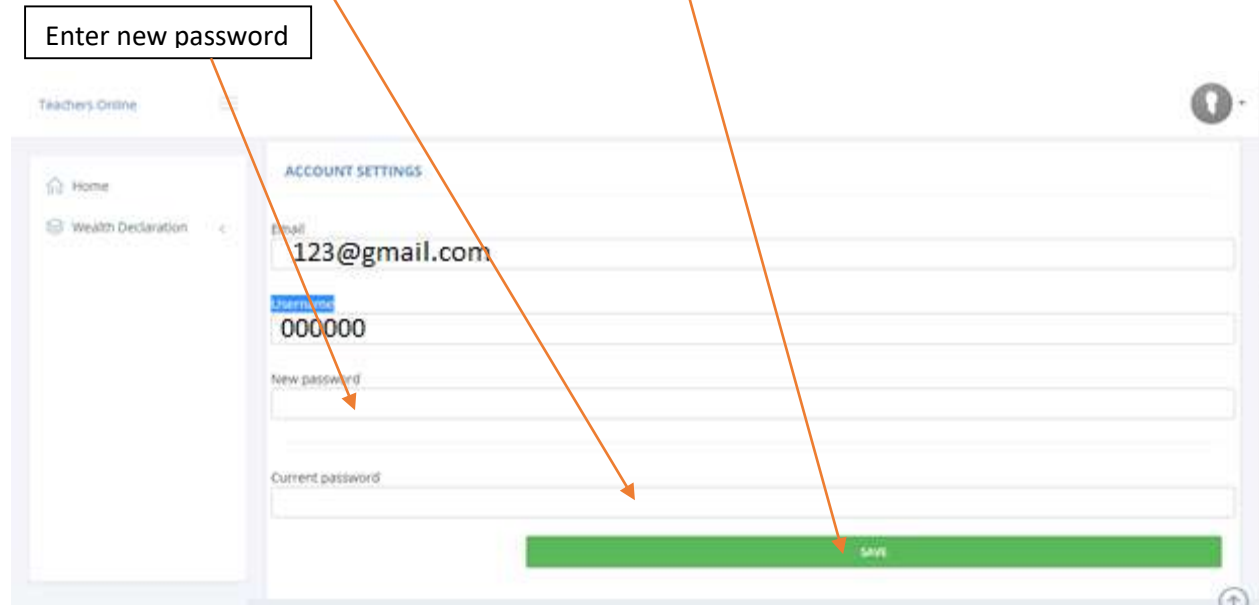The page below is displayed. Click on **Account**

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.

Enter new password

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.

Click to log out
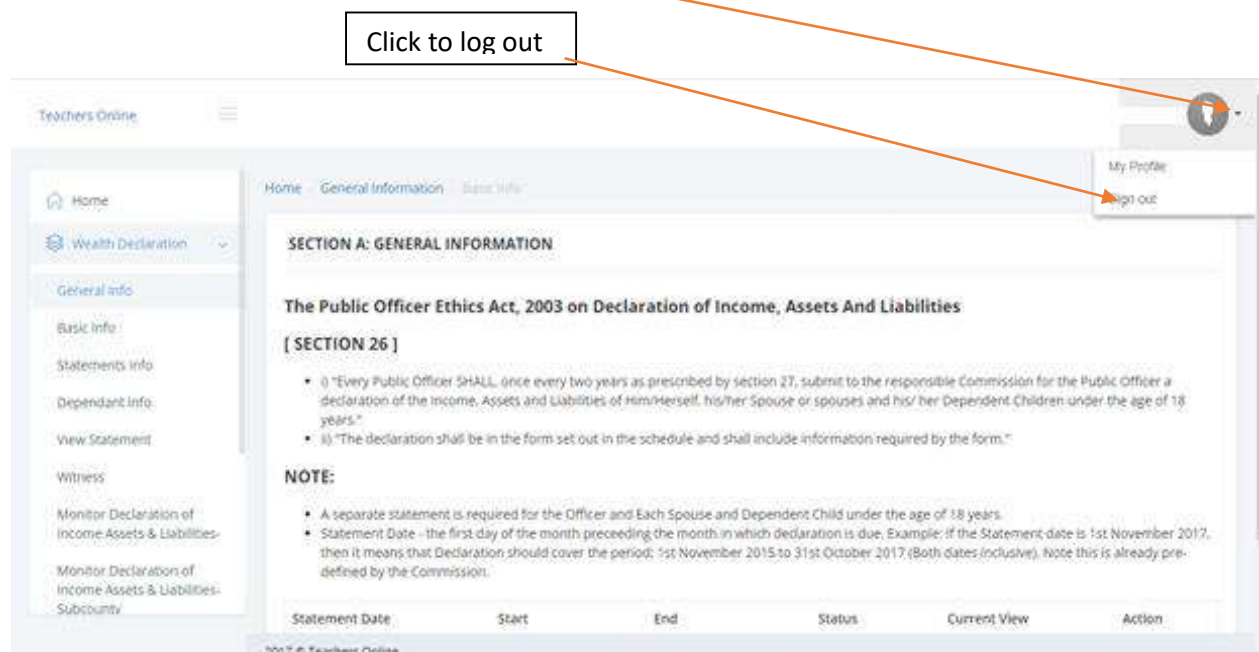
Please Call 0202892422, 0202892424(**Integrity**) or 0202892052(**ICT**) for support.