

[WEALTH DECLARATION 2019 MANUAL]

PART A (For all employees)

Step-by-step Procedure

Step one: Accessing the portal

Teachers Online system is a web based system accessible using 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 Service** 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

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۹	TEACHERS SERVICE COMMISSION KENYA - ONLINE SERVICES	
Thursday, October 3, 2019	Check Advert Status New Teacher Registration Citizen Application For Duplicate Certificate Of Registration Registration Status TPAD Teacher Performance Appraisal Declaration Of Income, Assets & Liabilities => Down Manual Teacher Registration:- Non-Citizen	load You are load NOT logged in
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	Active Users: :6136	
	ADVERTISED POSTS The Commission Advertise for vacant Posts for teachers. 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.	
Official	ENTRY/ EXIT RETURNS	
User Name:	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 interdiction, injunction, suspension etc. undertaken (Exit/Entry Returns can only be accessed once	Teacher
Password:	Logged In by Head of Institution). TEACHER REGISTRATION	Registration Manual
Log In	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.	

Step Two: Creating Password (first time users)

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.

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Enter Prefe	erred 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.



3. Select Wealth Declaration menu and click on General Info as shown below



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Step Four: General Information and Bio data

- 1. Read through the general information and click
 - a. Bi Annual: for declarations done every two years
 - b. Starting Declaration: for newly employed staff
 - c. Exit Declaration: for exiting employees

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[SECTION 26]				
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2. Fill in the basic details in the fields provided. Click on the **Next** button below the page to save and proceed.

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BASIC DETAILS								
Fill in Place of Birth, Current Postal Address, Marital Sta	atus and Permanent Address. On completion click next to	save and proceed to the next step.						
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Step Four: Declaring Income, Assets and liabilities

 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.

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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.

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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.

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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.

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Step Seven: Capturing witness details and Viewing declaration summary

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

 Click on the view Summary button to view your declaration. In case you need to make corrections, click on the appropriate page under wealth declaration menu 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 provided in step two (page 5) above.

PART B (For administrators/ supervisors)

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.



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Step Two: Capturing Reasons for Non-Compliance

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

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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.

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Enter your **TSC No** then click **Continue** to generate a verification code.

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Enter the **verification code** sent to your mobile phone and click **continue**, you will be prompted to create a new password

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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.

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The page below is displayed. Click on Account

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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.

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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.

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