



(Teachers online System)

**[WEALTH DECLARATION 2019 MANUAL]**

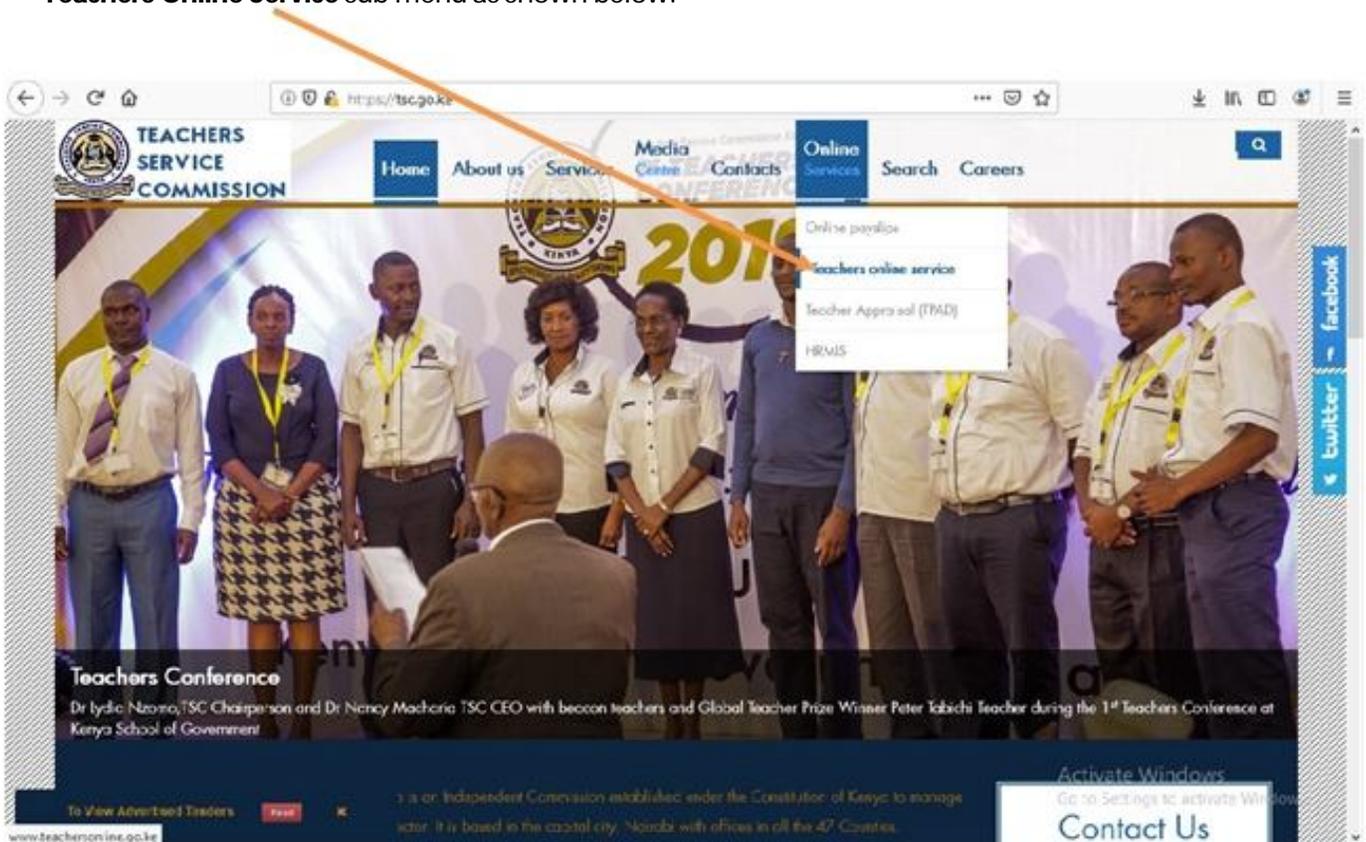
**PART A (For all employees)**

**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](http://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

Thursday, October 3, 2019

**TEACHERS SERVICE COMMISSION KENYA - ONLINE SERVICES**

[Check Advert Status](#) | [New Teacher Registration - Citizen](#) | [Application Fee](#) | [Duplicate Certificate Of Registration](#) | [Registration Status](#) | [TPAD Teacher Performance Appraisal](#) | [Declaration Of Income, Assets & Liabilities](#) => [Download Manual](#) | [Teacher Registration - Non-Citizen](#)

You are NOT logged in

[TMIS USER GUIDE](#)

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.**)

**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 interdiction, injunction, suspension etc undertaken. (Exit/ Entry 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.

Official  
User Name:   
Password:

[Teacher Registration Manual](#)

## Step Two: Creating Password (first time users)

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



The screenshot shows the TeachersOnline portal interface. At the top, there is a navigation bar with the 'TeachersOnline' logo and an 'Adverts' dropdown menu. Below the navigation bar is the Teachers Service Commission logo and the heading 'TEACHERS SERVICE COMMISSION - ONLINE SERVICES'. The page displays 'Active Users : 0.11'. On the left side, there is a form titled 'Enter your TSC Number to confirm your account details'. It contains a text input field labeled 'TSC Number' and a green 'Next' button. An orange arrow points from the 'Next' button to the 'Next' text in the first step of the instructions above. To the right of the form, there are sections for 'ADVERTISED POSTS', 'ENTRY/EXIT RETURNS', and 'TEACHER REGISTRATION', each with a brief description. At the bottom, there is contact information for inquiries and advertisements.

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 screenshot of the KRA sign-up form. The form is titled "Sign up" and includes the KRA logo on the left. The form fields are as follows:

- First Name: TestName
- Middle Name: TestMiddleName
- Last Name: Test
- 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

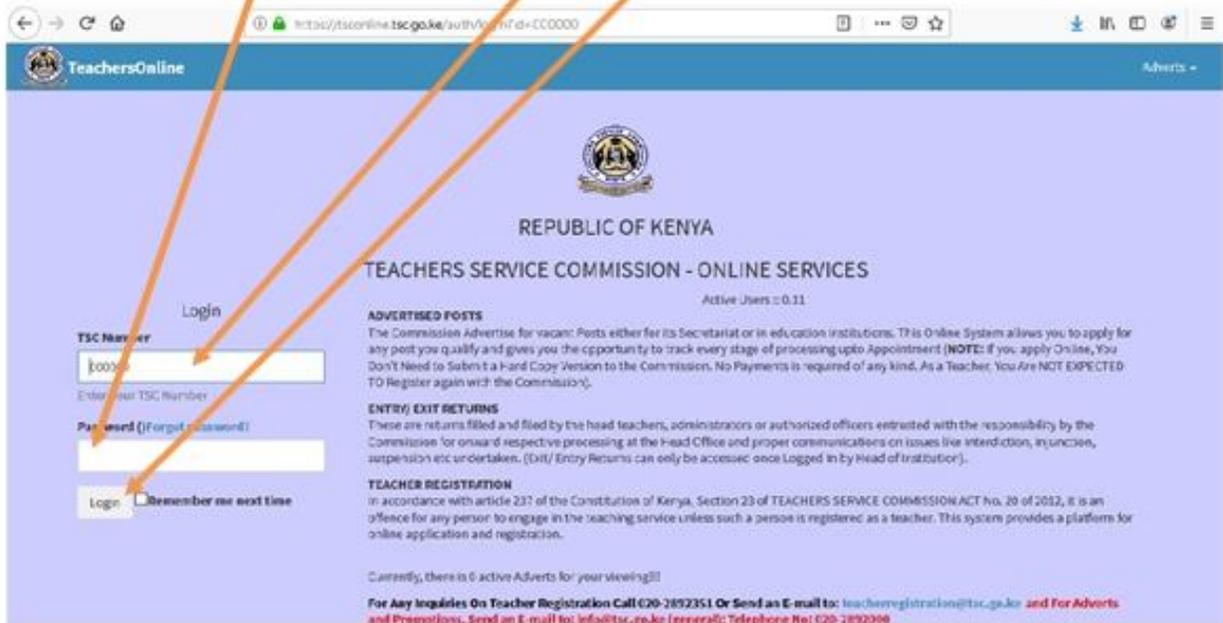
Annotations with arrows point to the following fields:

- "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.

Buttons: "NEXT" (highlighted in blue) and "BACK TO LOGIN".

### 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



## 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

TeacherOnline Registrations Weal Declaration THES Returns Dashboard Adverts Setup Manage Users TSC

### General Information

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 preceding 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 2015 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	active	Current	

[Need - Bi-annual >](#) [Need - Starting Declaration >](#) [Need - Exit Declaration >](#)

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

The screenshot shows the 'Basic Info' form in the TeacherOnline system. The form is divided into two main sections: 'BASIC DETAILS' and 'Main Subject Details'. The 'BASIC DETAILS' section includes fields for name (First, Middle, Last), phone number, email, date of birth, gender, marital status, current and permanent addresses, and KCSE Mean Grade. The 'Main Subject Details' section includes fields for Main Subject, Main Subject Grade, and Other Subject Grade. A green 'Next' button is located at the bottom right of the form, and an orange arrow points to it from the top right corner of the page.

Field	Value
First Name	TSC
Middle Name	Admin
Last Name	Admin
Phone Number	0709696900
Email	everjnelabary@tsc.go.ke
ID/Passport No	000000
Date of Birth	[Not set]
Gender	Female
Place of Birth	1/1/1
Marital Status	Married
Current Post Address	1
Current Post Code	00100
Permanent Post Address	1
Permanent Post Code	00100
Permanent Post Town	1/1/1
KCSE Mean Grade	-- Select one --
Home County	EMBU
sub_county	EMBU EAST
Impairment type	NONE
Category	POST PRIMARY
Main Subject	Arts
Main Subject Grade	B-
Other Subject Grade	C-
Other Subject	CHRISTIAN RELIGIOUS

## 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.

TeacherOnline Registrations Wealth Declaration TMS Returns Dashboard Adverts Setup Manage Users

Wealth Declaration

Personal Declaration

Income Assets Liabilities

**SECTION B: INCOME STATEMENT**

This includes but not limited to, Salary & Pensions 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

Click **NDT** if not applicable.

**Add/Save Income** Previous Next

Showing 1-6 of 6 items.

Description	Amount	Account	Owner	Actions
sacco oen	Ksh10,000.00	Liabilities	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>
land	Ksh100,000.00	Assets	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>
business	Ksh100,000.00	Income	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>
loan	Ksh10,000.00	Liabilities	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>
Building	Ksh10,000.00	Assets	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>
salary	Ksh100,000.00	Income	Personal	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>

## 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.

The screenshot displays the 'Dependant Info' page in the TeacherOnline system. The page is divided into two main sections: a form for adding a new dependant and a table listing existing dependants.

**Form Section: SECTION E: Spouse(s) and children under the age of 18 Years**

Fields include:

- First Name:
- Middle Name:
- Last Name:
- Relation:  Spouse,  Child
- ID/Passport Number:
- Gender:  Male,  Female

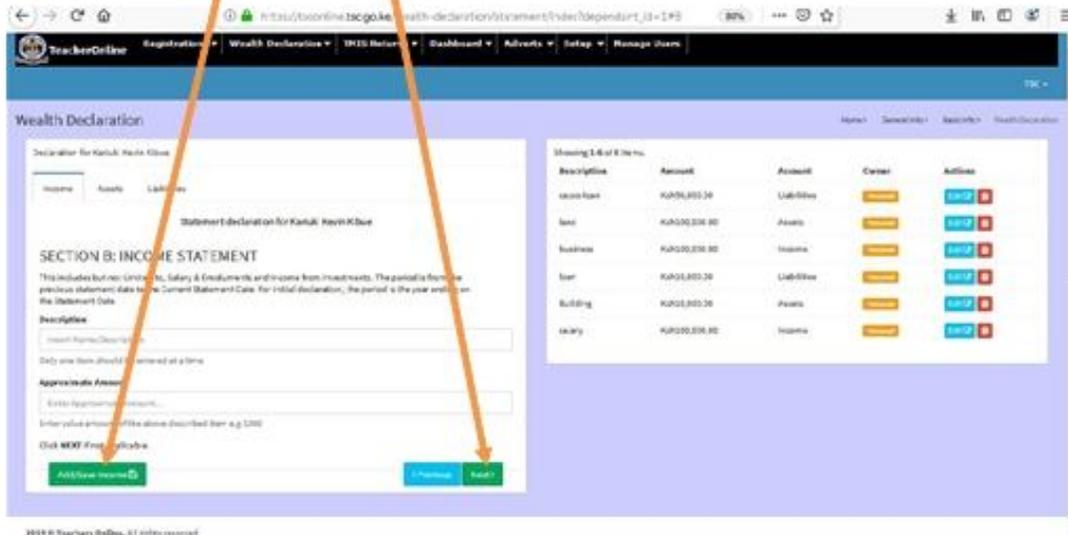
Buttons:  (green),  (blue),  (orange)

**Table Section: Showing 1-5 of 5 Items.**

First Name	Middle Name	Last Name	Relationship	Gender	ID NO	Actions
Kevin	Kibue	Kariuki	Spouse	Male	25542046	<a href="#">Declare statement</a>
Margaret	Ngema	Kinyua	Child	Male	25542046	<a href="#">Declare statement</a>
a	a	a	Child	Female	--not set--	<a href="#">Declare statement</a>
b	b	b	Spouse	Female	123	<a href="#">Declare statement</a>
z	z	z	Spouse	Female	333333	<a href="#">Declare statement</a>

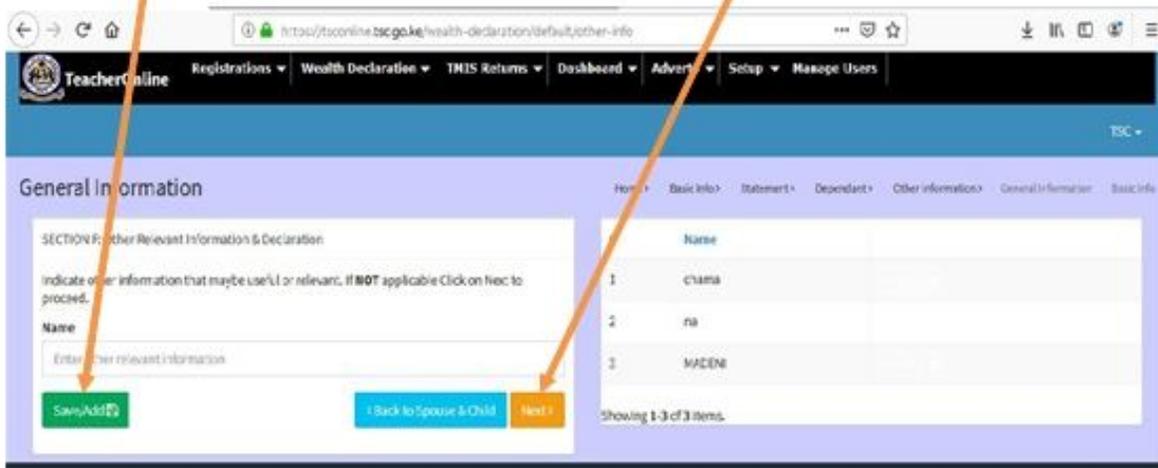
- Click on the appropriate tab to capture liabilities, income and assets statements for your spouse(s) and dependants. Click on the **Add/Save** button below each category (**liabilities, Income and Assets**) to add and save more records. Click on the **Next** button to move to the next page.

Click to add/Save entry



### Step Six: Capturing Other Information

- 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**.

The screenshot shows a web browser window with the URL <https://taxonline.tsc.gov.ke/wealth-declaration/default/witness-page>. The page title is "Witness". The form contains the following fields:

- First Name: Kevin
- Last Name: Karuri
- Middle Name: Kilon
- Address: 12710
- ID Passport No: 80000

Below the fields is a checkbox with the text: "I solemnly declare that the information I have given in this declaration is, to the best of my knowledge, true and complete." Below this is a row of buttons: "Save Affidavit" (green), "Delete" (red), "Previous" (blue), "View Summary" (orange), and "Submit" (purple). Orange arrows point from the text below to the "Delete", "View Summary", and "Submit" buttons.

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 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**

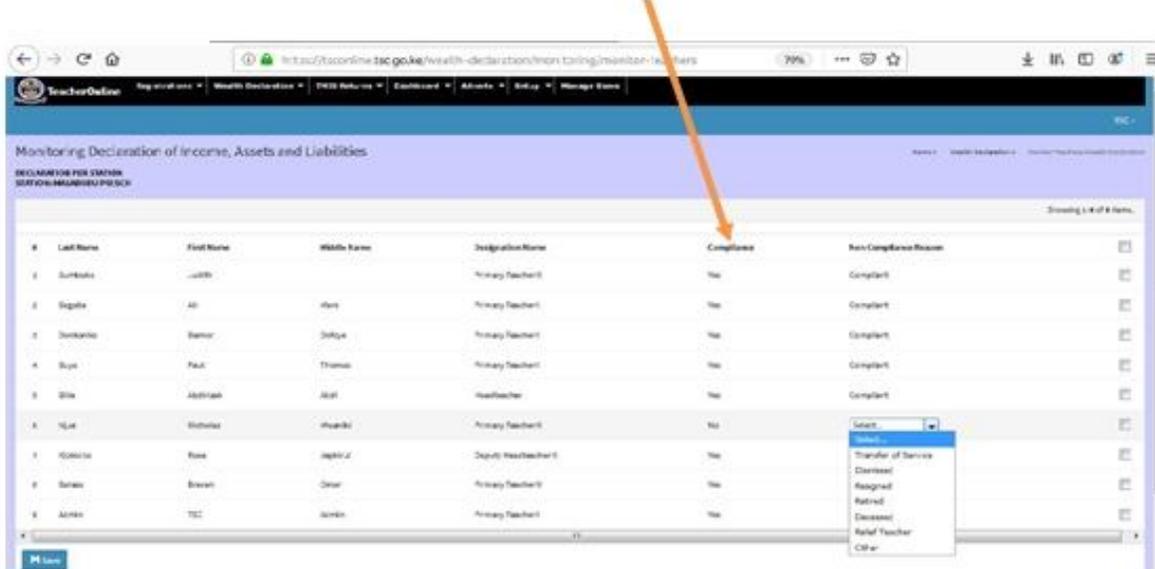
Once you are logged in, click on **monitor Income, Assets and Liabilities** navigation link on the left side of the window.



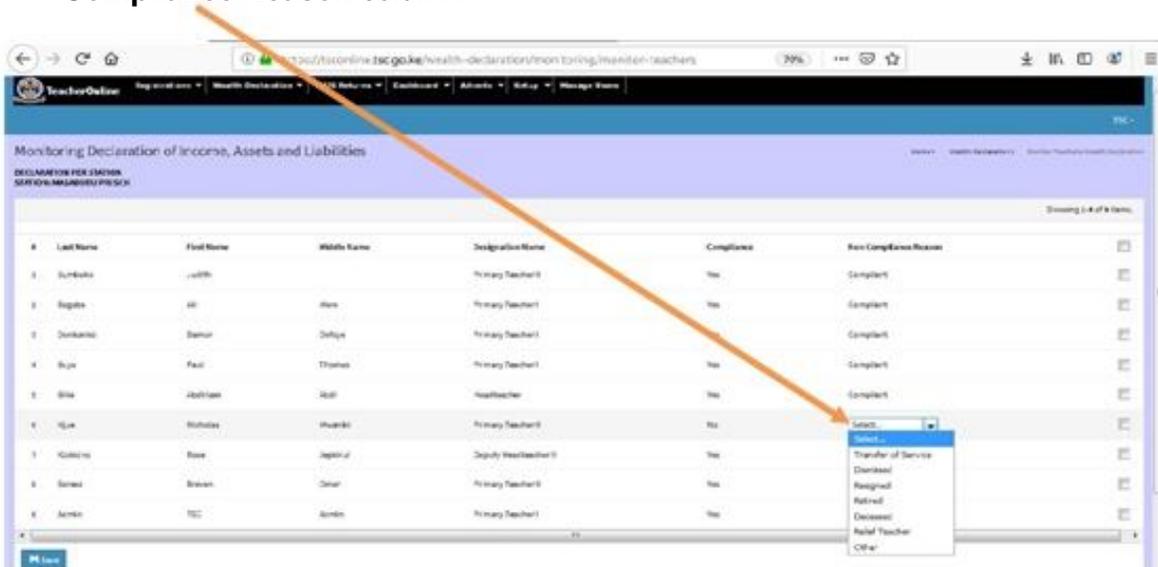
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## Step Two: Capturing Reasons for Non-Compliance

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



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.

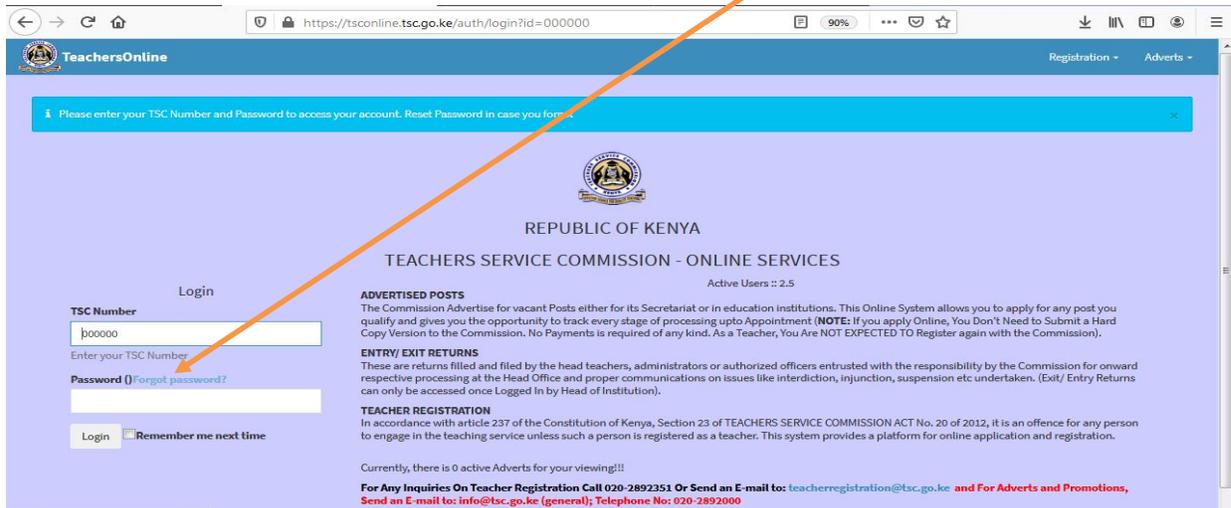
The screenshot shows the 'Monitoring Declaration of Income, Assets and Liabilities' page in the TeacherOnline system. The page displays a table with columns for S/N, Last Name, First Name, Middle Name, Designation Name, Compliance, and Not Compliant Reason. There are 9 rows of data. A dropdown menu is open for the 6th row, showing options: Select, Admin, Transfer of Service, Dismissed, Resigned, Retired, Deceased, Relief Teacher, and Other. A blue 'Save' button is located at the bottom left of the table.

S/N	Last Name	First Name	Middle Name	Designation Name	Compliance	Not Compliant Reason
1	Sambali	Julith		Primary Teacher II	No	Compliant
2	Egata	Al	Mari	Primary Teacher I	No	Compliant
3	Dandano	Dennis	Dennis	Primary Teacher I	No	Compliant
4	Boya	Paul	Thomas	Primary Teacher I	No	Compliant
5	Wile	Abdullah	Kari	Headteacher	No	Compliant
6	Njiru	Nicholas	Mwambi	Primary Teacher II	No	Compliant
7	Kiprot	Rose	Japheth	Deputy Headteacher II	No	Compliant
8	Bawa	Steven	Omar	Primary Teacher II	No	Compliant
9	Zamani	TSC	Adrian	Primary Teacher I	No	Compliant

## Managing User Password

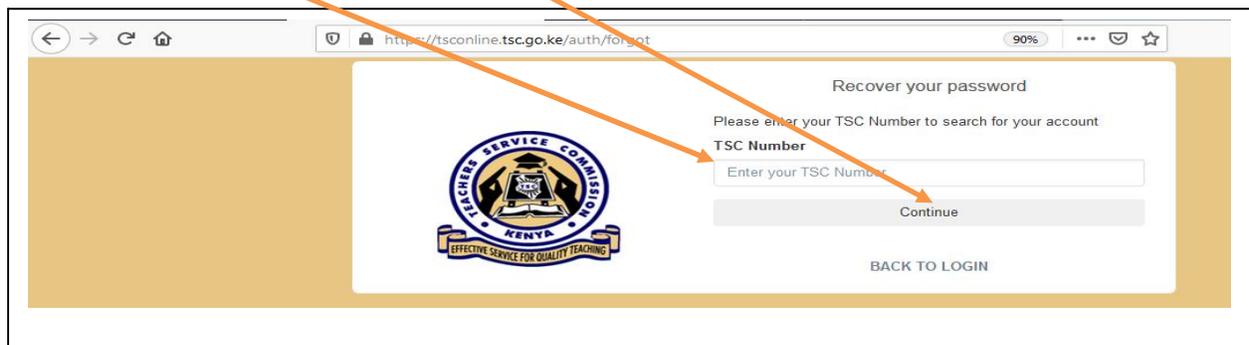
### a) Resetting Password

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



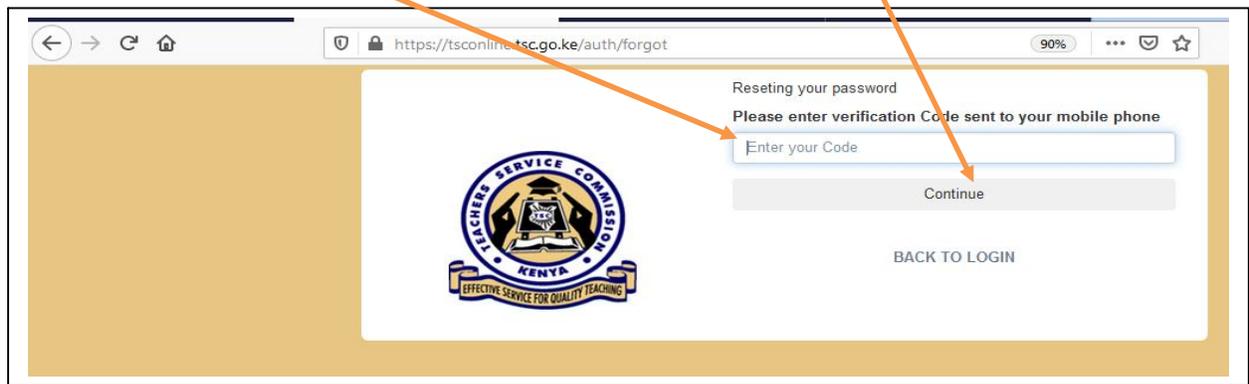
The screenshot shows the TeachersOnline login page. At the top, there is a navigation bar with the TeachersOnline logo and links for Registration and Adverts. Below the navigation bar, there is a blue banner with the text: "Please enter your TSC Number and Password to access your account. Reset Password in case you forgot". The main content area features the Republic of Kenya Teachers Service Commission logo and the text "REPUBLIC OF KENYA TEACHERS SERVICE COMMISSION - ONLINE SERVICES". There are two columns of text. The left column contains a "Login" section with a "TSC Number" input field (containing "100000"), a "Password" input field, and a "Forgot password?" link. The right column contains "ADVERTISED POSTS", "ENTRY/ EXIT RETURNS", and "TEACHER REGISTRATION" sections. An orange arrow points from the "Forgot password?" link to the text in the paragraph above.

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



The screenshot shows the "Recover your password" page. It features the Teachers Service Commission logo on the left. The main content area has the heading "Recover your password" and the text "Please enter your TSC Number to search for your account". Below this is a "TSC Number" input field with the placeholder text "Enter your TSC Number". A "Continue" button is positioned below the input field. A "BACK TO LOGIN" link is at the bottom right. An orange arrow points from the "Continue" button to the text in the paragraph above.

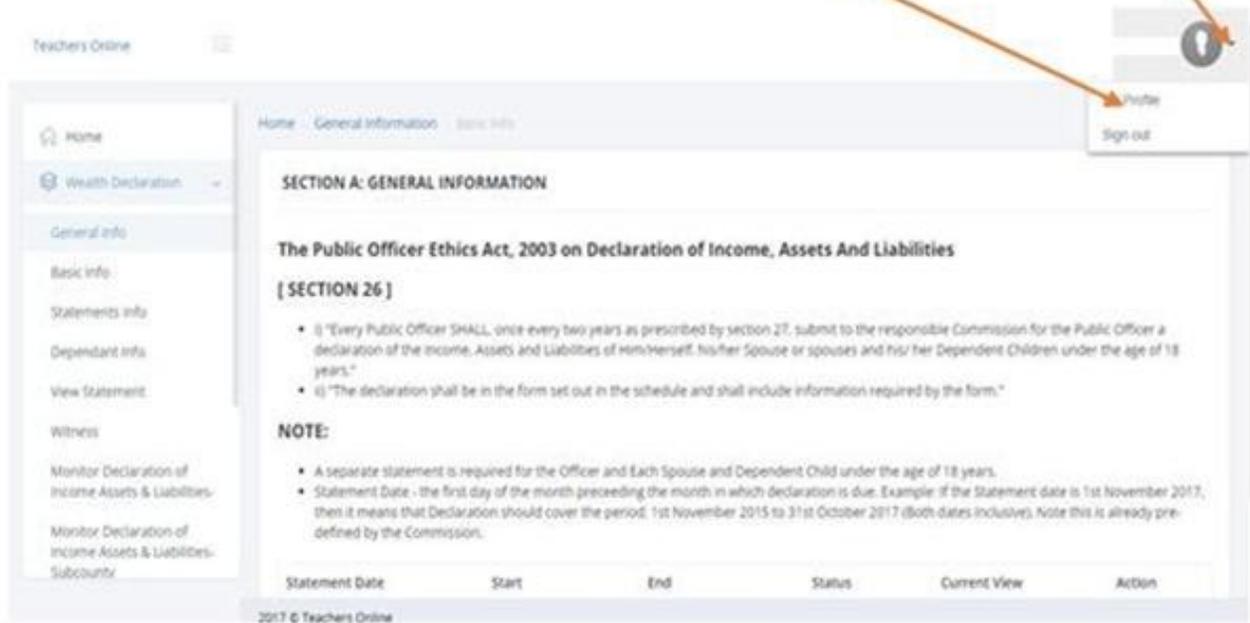
Enter the **verification code** sent to your mobile phone and click **continue**, you will be prompted to create a new password



The screenshot shows the password reset verification page. It features the Teachers Service Commission logo on the left. The main content area has the heading "Resetting your password" and the text "Please enter verification Code sent to your mobile phone". Below this is an "Enter your Code" input field. A "Continue" button is positioned below the input field. A "BACK TO LOGIN" link is at the bottom right. An orange arrow points from the "Continue" button to the text in the paragraph above.

## b) Changing Password

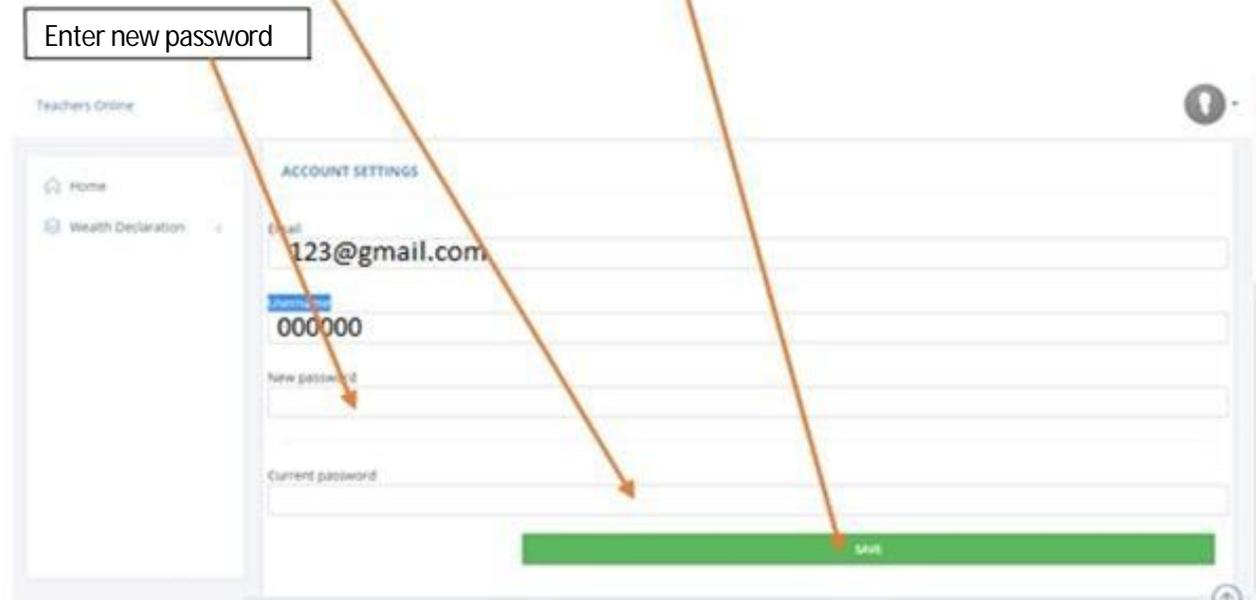
In case your password is compromised and you need to change, click on the drop down **Arrow** at the top of the right side of the window and click on the **Profile** menu.



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.