



(Teachers online System)

**[DECLARATION OF INCOME, ASSETS AND LIABILITIES INSTRUCTION
MANUAL]**

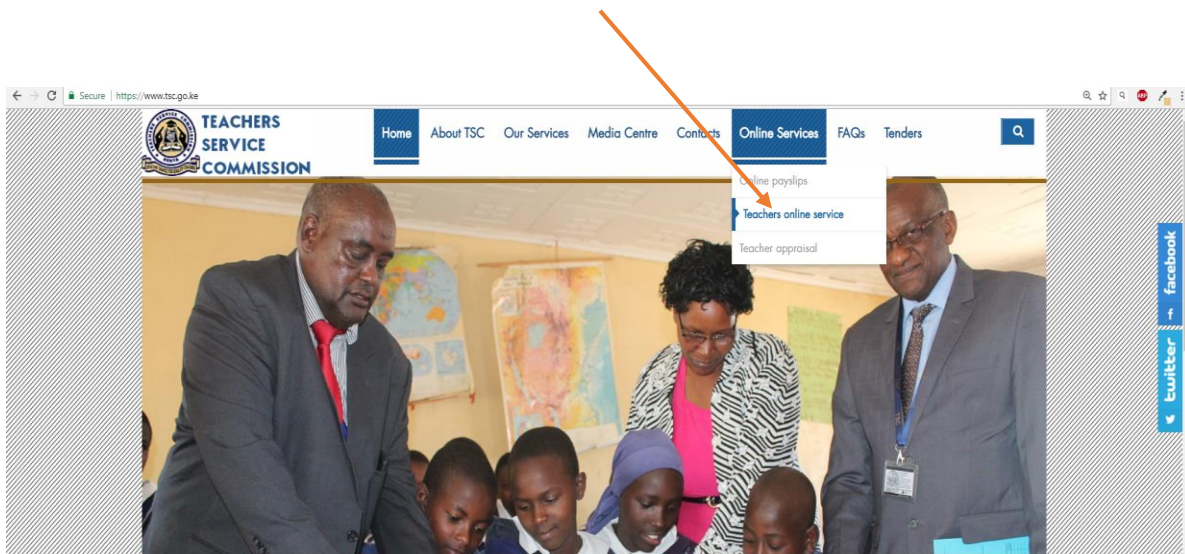
PART A (For all employees)

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.

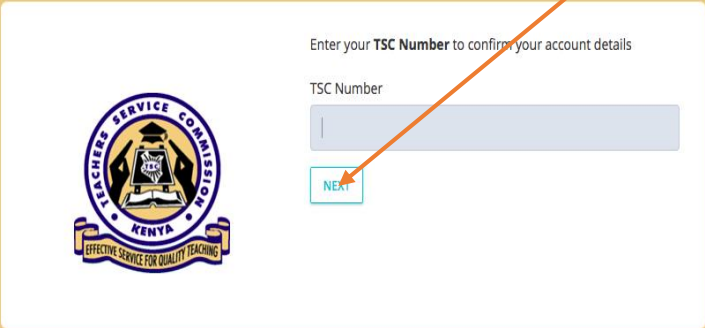
Currently, there is no active Adverts for your viewing!!!
For Any Inquiries On Teacher Registration Call 020-2892351 Or Send an E-mail to:

Official
User Name:
Password:
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.

The image shows a screenshot of the TSC Kenya sign-up form. The form is titled "Sign up" and includes the TSC Kenya 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
- Password: Enter a memorable and secure password
- Confirm Password: Re-enter your password again to confirm

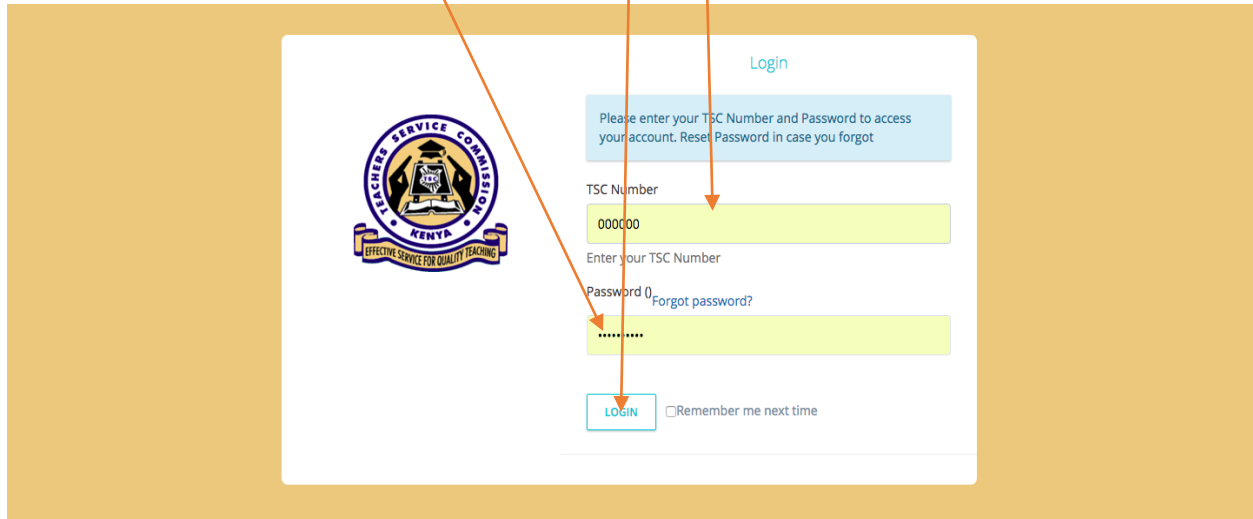
At the bottom of the form, there are two buttons: "NEXT" and "BACK TO LOGIN".

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

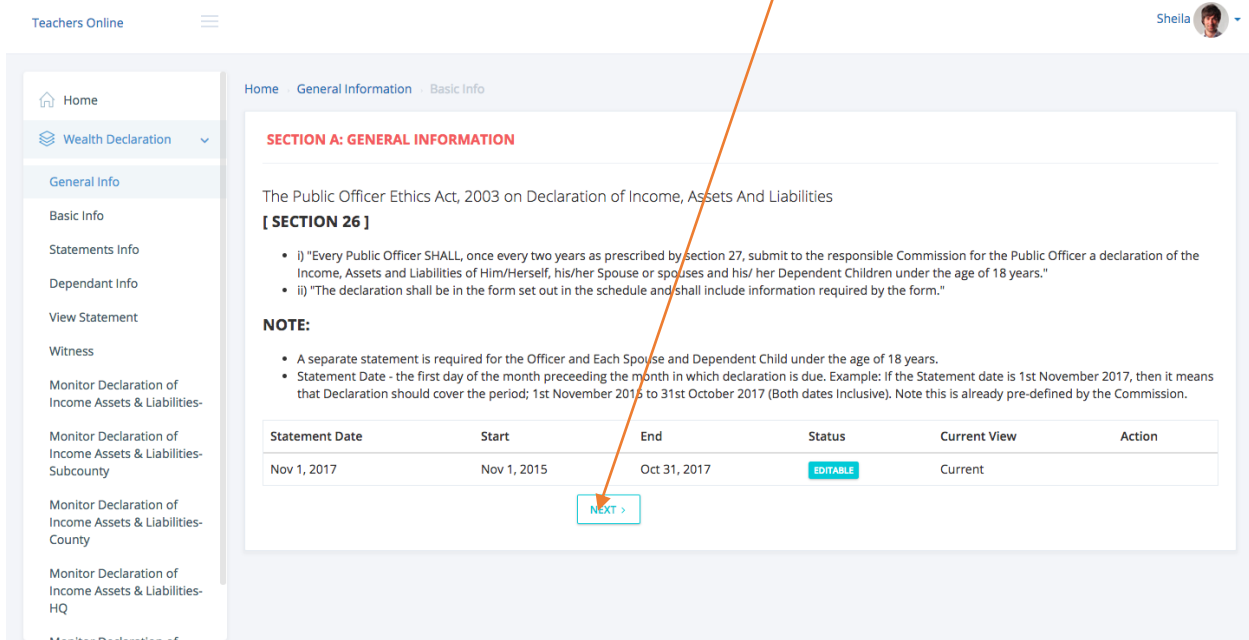
1. Type in your TSC number in the **TSC number** textbox provided.
2. Enter your **password** and click on **Log in** button.




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 light blue instruction box: "Please enter your TSC Number and Password to access your account. Reset Password in case you forgot". Below this are two text input fields: "TSC Number" with the value "000000" and "Enter your TSC Number" with the placeholder "Enter your TSC Number". The "Password" field is masked with dots and includes a "Forgot password?" link. At the bottom, there is a "LOGIN" button and a checkbox for "Remember me next time". Three orange arrows originate from the text in the instructions above: one points to the TSC number field, one points to the password field, and one points to the LOGIN button.

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 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	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 contains the following fields:

Field Label	Value
Nairobi-TSC Unit - Gilgil - TSC Unit - Gilgil	
First Name	demoUser
Phone Number	254700000000
Date of Birth	Jan 7, 2011
Marital Status	S
Current Post Town	Nakuru
Permanent Post Town	Nakuru
TSC Unit - Gilgil	
Middle Name	demoUser
Email	demoEmail@domain.com
Gender	F
Current Post Address	122345
Permanent Post Address	122345
Undefined	
Last Name	demoUser
ID/Passport No	0000001
Place Of Birth	Nakuru
Current Post Code	20100
Permanent Post Code	20100

Navigation buttons: < PREVIOUS and NEXT >. An orange arrow points from the text 'Click on the **Next** button' 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 (Left):

- Navigation: Home · Wealth Declaration · Statement Details
- Tabs: Liabilities, Income, Assets
- Section: SECTION B: INCOME STATEMENT
- Description: 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
- Input Fields:
 - Description: Insert Name/Description
 - Approximate Amount: Enter Approximate Amount...
- Note: Enter value amount of the above described item e.g 1000
- Buttons: ADD/SAVE INCOME, < PREVIOUS, NEXT >

Table Section (Right):

Showing 1-10 of 16 Items.

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

IDI/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"/> <input type="button" value="DELETE"/>
TestChild	R	R	Child	Male	---not set---	Declare statement <input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
TestDependant	let	R	Child	Female	---not set---	Declare statement <input type="button" value="EDIT"/> <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

Home > Wealth Declaration > Statement Details

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 >

Showing 1-7 of 7 items.

Name/ Description	Amount	Account	Owner	Actions
land1	Ksh10,000.00	Assets	DEPENDANT	EDIT <input type="checkbox"/>
farm	Ksh100,000.00	Income	DEPENDANT	EDIT <input type="checkbox"/>
farming	Ksh200,100.00	Income	PERSONAL	EDIT <input type="checkbox"/>
loan	Ksh810,000.00	Liabilities	PERSONAL	EDIT <input type="checkbox"/>
CAR	Ksh500,000.00	Assets	PERSONAL	EDIT <input type="checkbox"/>
salary	Ksh100,000.00	Income	PERSONAL	EDIT <input type="checkbox"/>
land	Ksh100,000.00	Income	PERSONAL	EDIT <input type="checkbox"/>

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 <input type="checkbox"/>

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 & EDIT DELETE < PREVIOUS VIEW SUMMARY SUBMIT >

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...	

Step Two: Capturing Reasons for Non-Compliance

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

Teachers Online

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...	

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

Teachers Online

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...	

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

Teachers Online Robert 

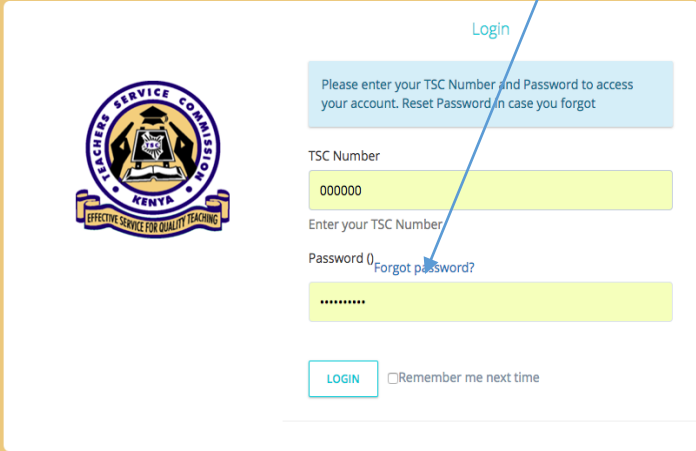
- Home
- Wealth Declaration ▼
- General Info
- Basic Info
- Statements Info
- Dependant Info
- View Statement
- Witness
- Monitor Declaration of Income Assets & Liabilities-
- Monitor Declaration of Income Assets & Liabilities-Subcounty
- Monitor Declaration of

27		No	Select... ▼	<input type="checkbox"/>
28		No	Select... ▼	<input type="checkbox"/>
29		No	Select... ▼	<input type="checkbox"/>
30		No	Select... ▼	<input type="checkbox"/>
31		No	Select... ▼	<input type="checkbox"/>
32		No	Select... ▼	<input type="checkbox"/>
33		No	Select... ▼	<input type="checkbox"/>
34		No	Select... ▼	<input type="checkbox"/>
<input type="button" value="SAVE"/>				

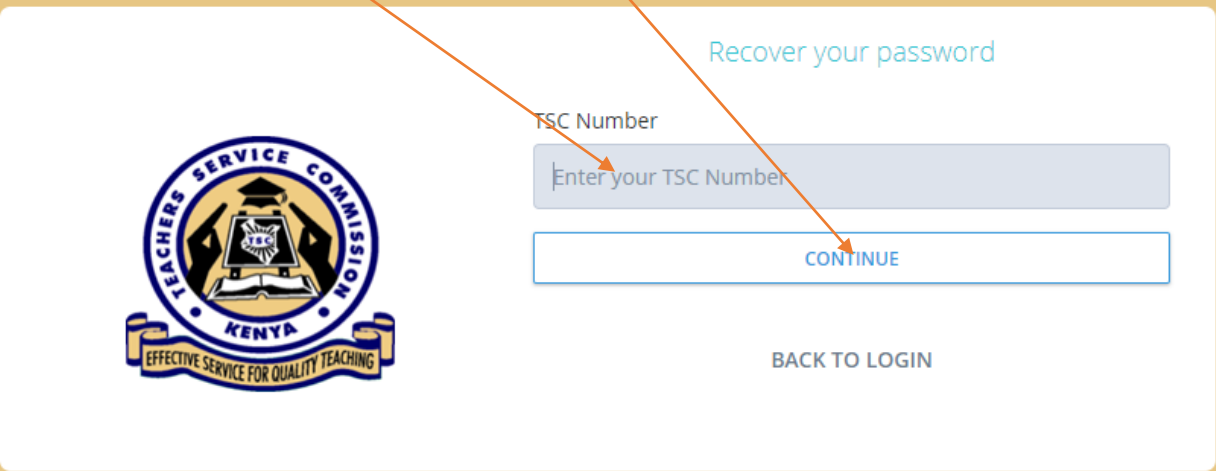
Managing User Password

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.

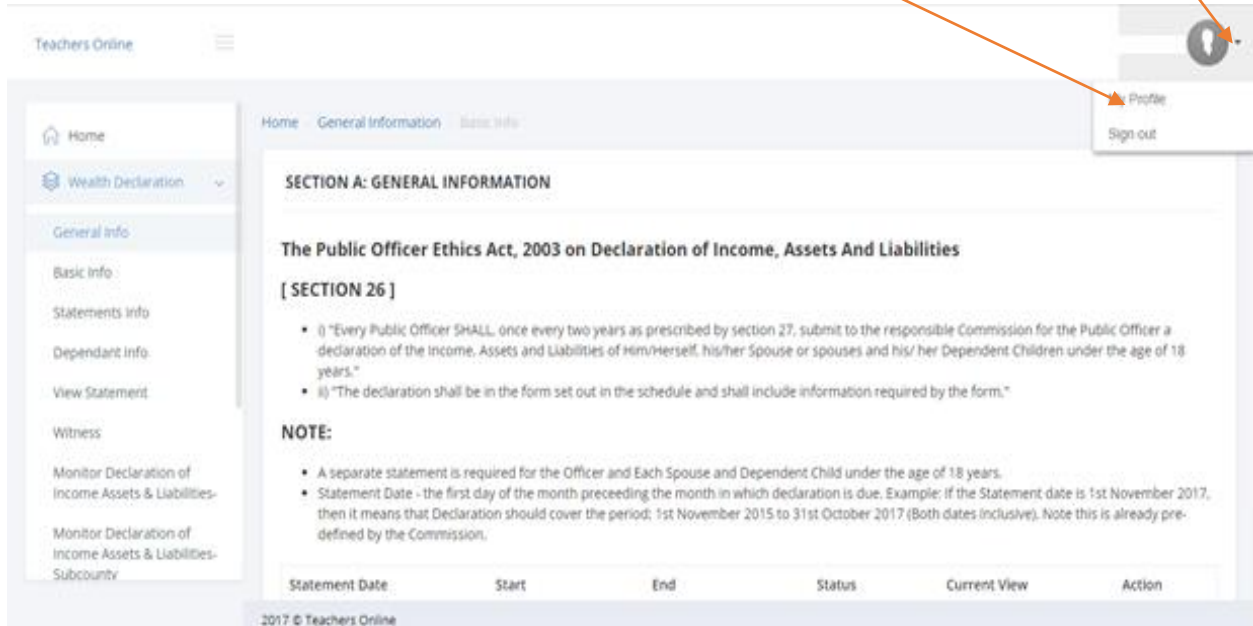


Enter your TSC No then click **Continue** button to re-set your password. Follow the instructions given in your e-mail to create a new password.

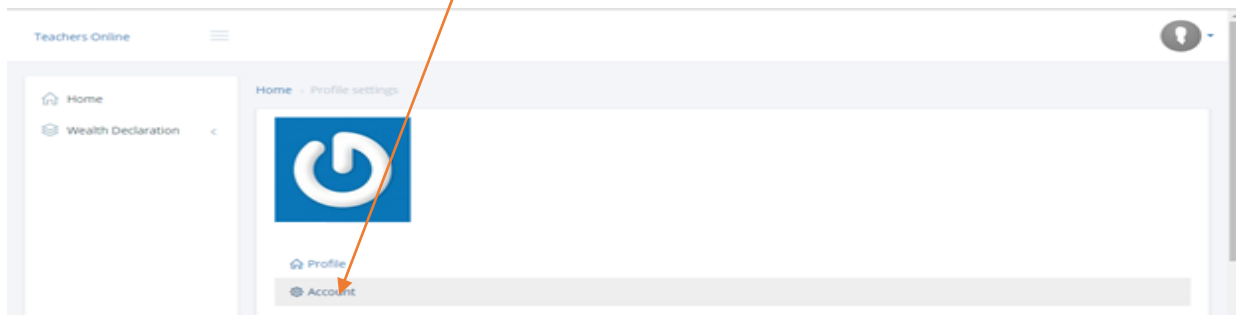


b) Changing Password

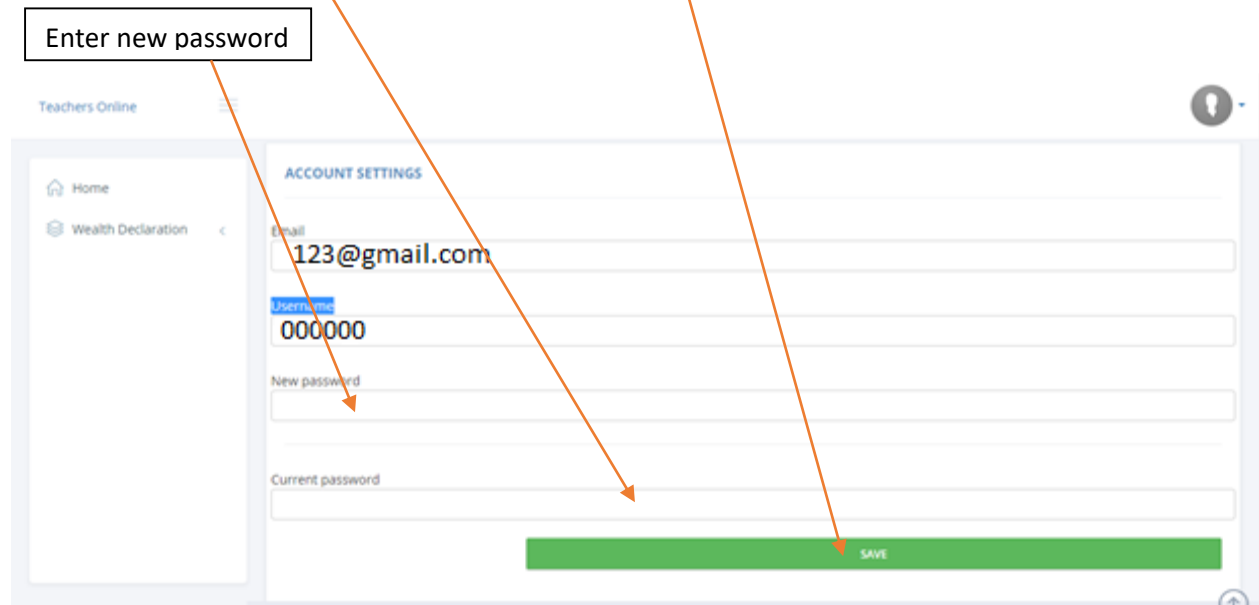
In case your password is compromised and you need to change, click on the drop down **Arrow** at the top of the right side of the window and click on the **Profile** menu.



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

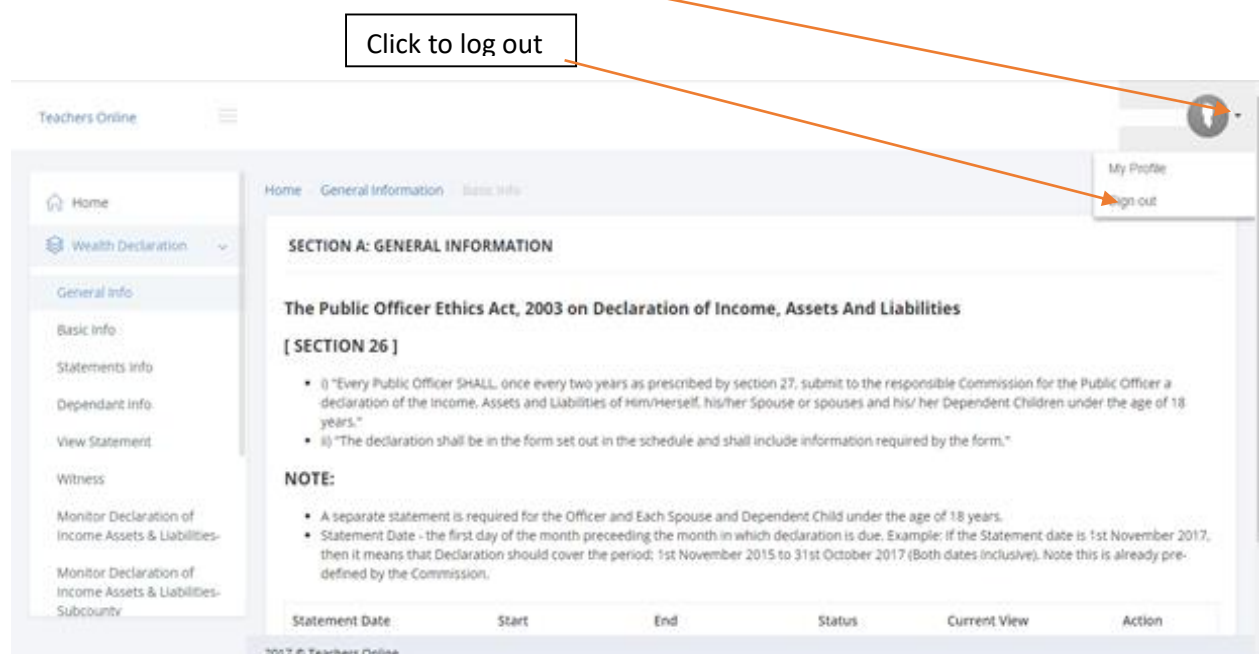


The page below is then displayed. Enter the new password in the **New password** field and the old password in the **Current password** field. Click on the **Save** button to save. Use the new password next time you want to log in.



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.