



(Teachers online System)

## [WEALTH DECLARATION 2019 MANUAL]

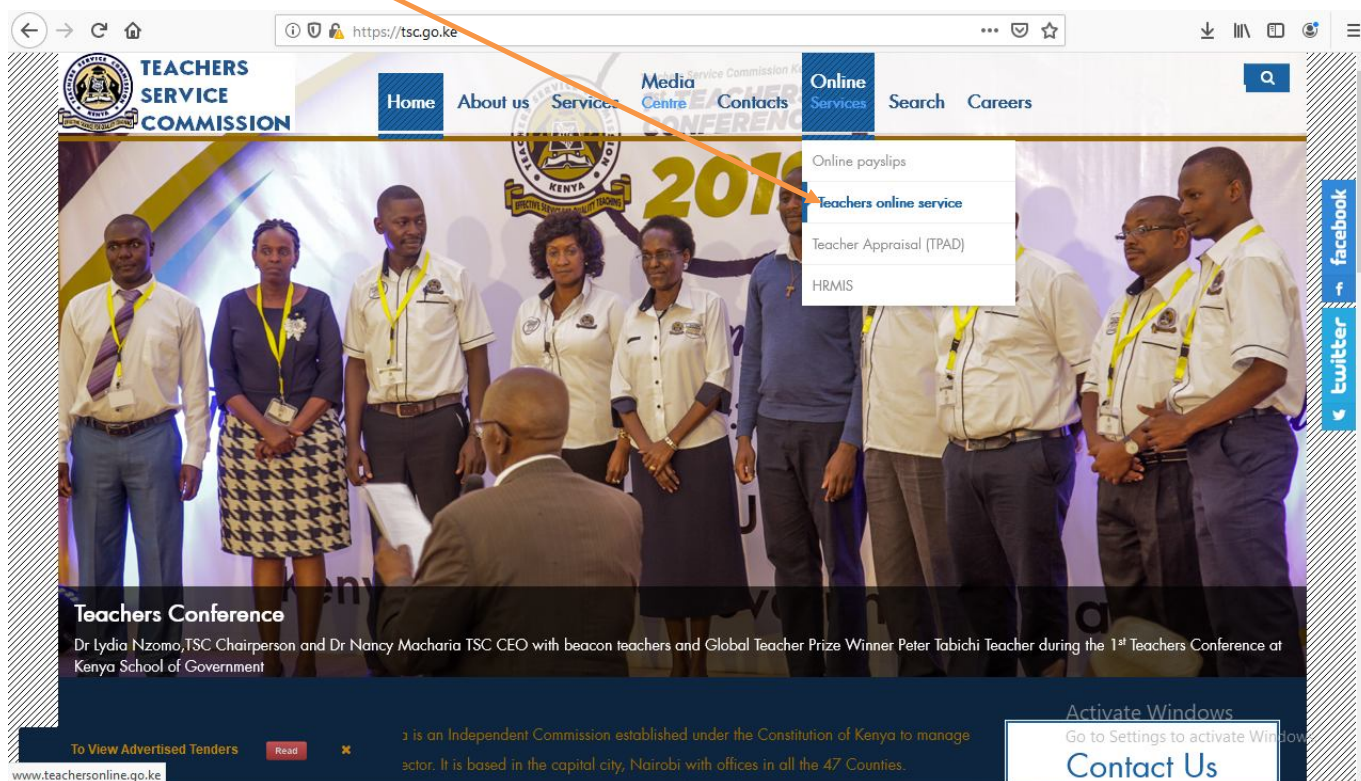
### PART A (For all employees)

#### 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](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 For 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).

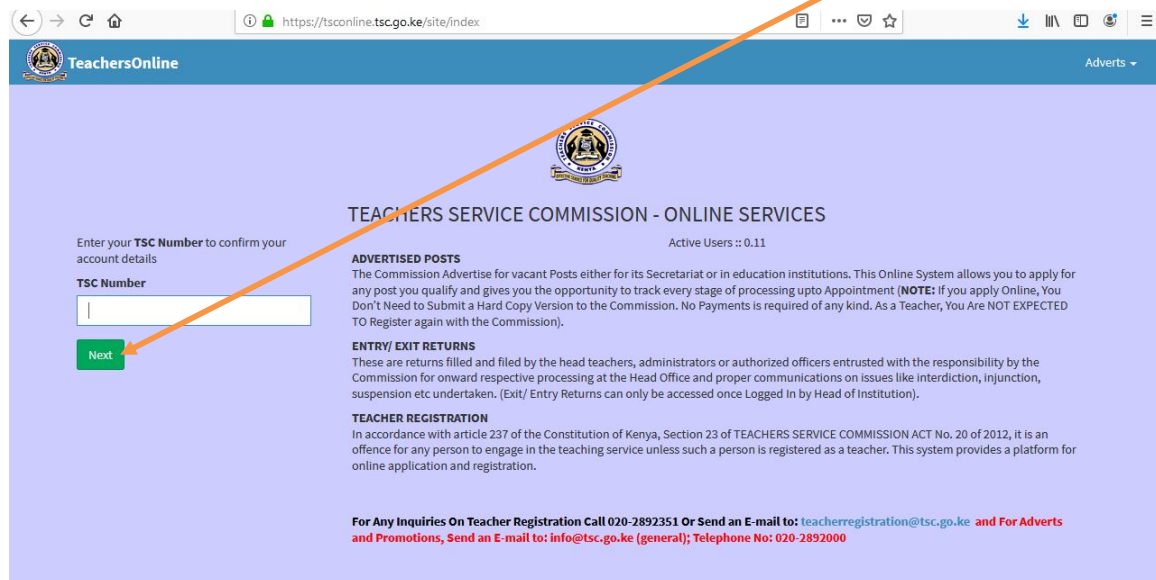
**TEACHER REGISTRATION**  
In accordance with article 237 of the Constitution of Kenya, Section 23 of TEACHERS SERVICE COMMISSION ACT No. 20 of 2012, it is an offence for any person to engage in the teaching service unless such a person is registered as a teacher. This system provides a platform for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

**Official**  
User Name:   
Password:

[Teacher Registration Manual](#)

## Step Two: Creating Password

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. The main heading is 'TEACHERS SERVICE COMMISSION - ONLINE SERVICES'. Below this, there is a section for 'ADVERTISED POSTS' and 'ENTRY/ EXIT RETURNS'. On the left side, there is a form titled 'Enter your TSC Number to confirm your account details'. The form has a text input field labeled 'TSC Number' and a green 'Next' button. An orange arrow points from the 'Next' button to the 'Next' button in the instruction text above. The bottom of the page contains contact information for inquiries.

Enter your **TSC Number** to confirm your account details

**TSC Number**

**Next**

**TEACHERS SERVICE COMMISSION - ONLINE SERVICES**

Active Users :: 0.11

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**For Any Inquiries On Teacher Registration Call 020-2892351 Or Send an E-mail to: [teacherregistration@tsc.go.ke](mailto:teacherregistration@tsc.go.ke) and For Adverts and Promotions, Send an E-mail to: [info@tsc.go.ke](mailto:info@tsc.go.ke) (general); Telephone No: 020-2892000**

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 read: "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: 906xxx
- ID/Passport No: testid
- Phone Number: Enter your phone number in this 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 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.

TeachersOnline

Adverts

REPUBLIC OF KENYA

TEACHERS SERVICE COMMISSION - ONLINE SERVICES

Active Users :: 0.11

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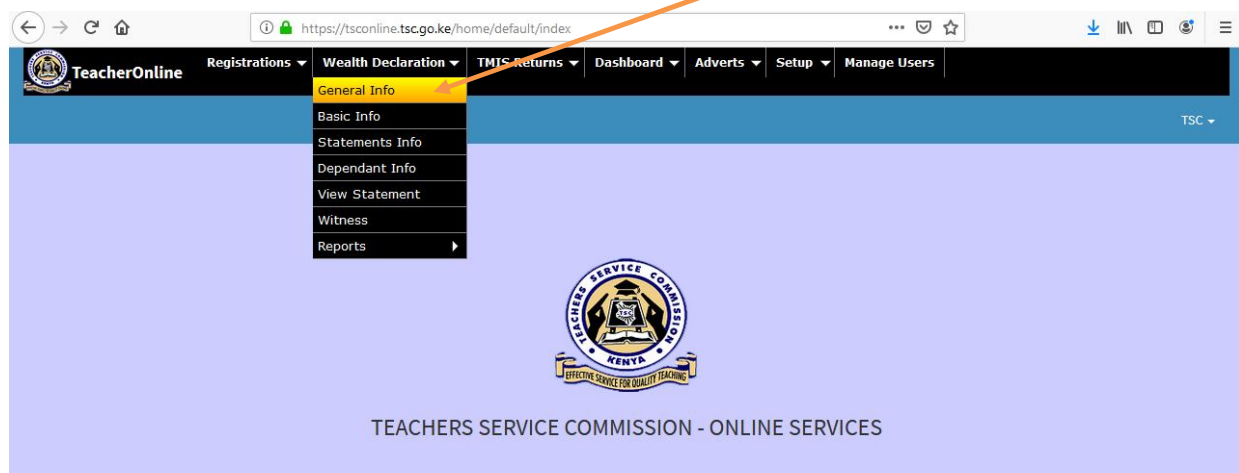
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Currently, there is 0 active Adverts for your viewing!!!

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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 ▼ Wealth Declaration ▼ TMIS Returns ▼ Dashboard ▼ Adverts ▼ Setup ▼ Manage Users

TSC

### General Information

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 - Bi-annual > Next - Starting Declaration > Next - Exit Declaration >

2. 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 browser window with the URL [https://tsconline.tsc.go.ke/wealth-declaration/default/basic-info?type\\_of\\_statement=](https://tsconline.tsc.go.ke/wealth-declaration/default/basic-info?type_of_statement=). The page is titled "Basic Info" and contains a form for basic details. An orange arrow points from the word "Next" in the instruction text to a green "Next >" button at the bottom right of the form.

**Basic Info**

BASIC DETAILS

Fill in **Place of Birth, Current Postal Address, Marital Status and Permanent Address**. On completion click next to save and proceed to the next step.

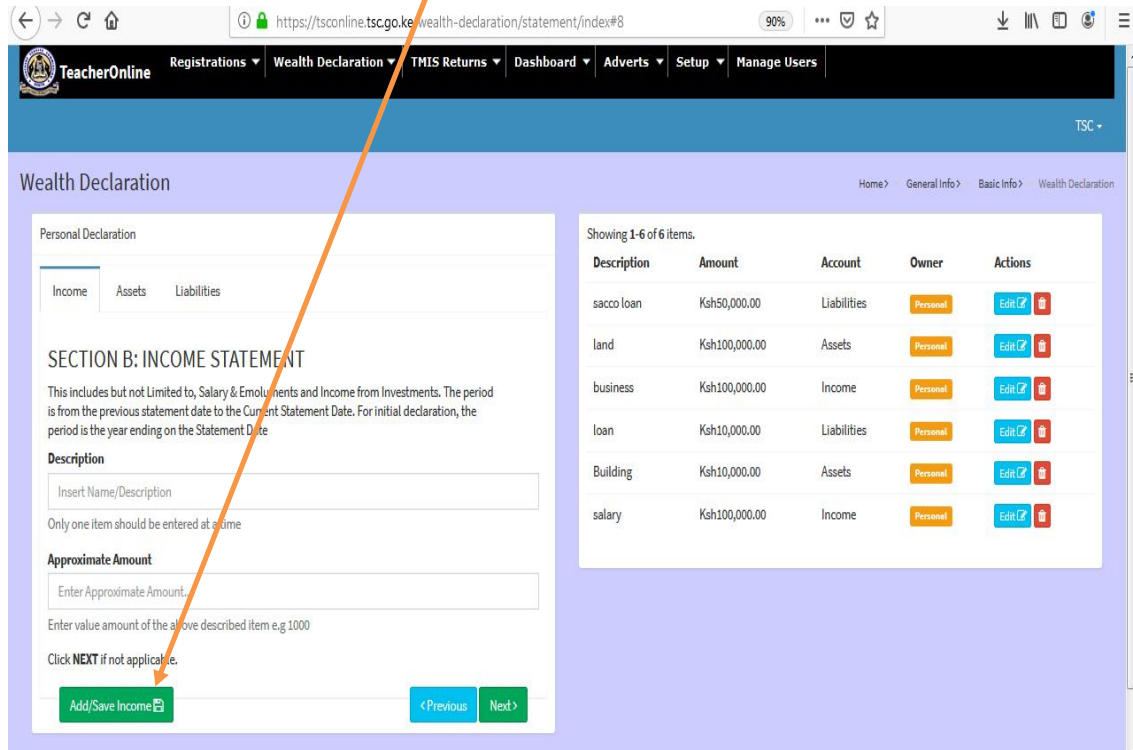
<b>First Name</b> TSC	<b>Middle Name</b> Admin	<b>Primary Teacher Last Name</b> Admin
<b>Phone Number</b> 0720775567	<b>Email</b> limo.procorus@gmail.com	<b>ID/Passport No</b> 000000
<b>Date of Birth</b> <span class="not-set">	<b>Gender</b> <input type="radio"/> Male <input checked="" type="radio"/> Female	<b>Place Of Birth</b> Nrb
<b>Marital Status</b> <input type="radio"/> Single <input checked="" type="radio"/> Married	<b>Current Post Address</b> 1	<b>Current Post Code</b> 00100
<b>Current Post Town</b> Nrb	<b>Permanent Post Address</b> 1	<b>Permanent Post Code</b> 00100
<b>Permanent Post Town</b> Nrb		

< Previous to General Info

Next >

## 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 shows the 'Wealth Declaration' section of the TeacherOnline portal. On the left, the 'Personal Declaration' form is active, with the 'Income' tab selected. The form includes a 'Description' field, an 'Approximate Amount' field, and an 'Add/Save Income' button. On the right, a table displays existing declarations. An orange arrow points from the 'Add/Save Income' button in the form to the 'Add/Save' text in the instruction list above.

**Personal Declaration**

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

Click **NEXT** if not applicable.

**Add/Save Income** < Previous Next >

**Showing 1-6 of 6 items.**

Description	Amount	Account	Owner	Actions
sacco loan	Ksh50,000.00	Liabilities	Personal	Edit
land	Ksh100,000.00	Assets	Personal	Edit
business	Ksh100,000.00	Income	Personal	Edit
loan	Ksh10,000.00	Liabilities	Personal	Edit
Building	Ksh10,000.00	Assets	Personal	Edit
salary	Ksh100,000.00	Income	Personal	Edit



## 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 shows the 'Dependant Info' section of the TeacherOnline system. The left panel contains a form for adding a new dependant, and the right panel displays a table of existing dependants.

**Form Fields:**

- 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
- Buttons: Add/Save, < Previous to Statement, Next >

**Table of Dependants:**

First Name	Middle Name	Last Name	Relationship	Gender	ID NO	Actions
Kevin	Kibue	Kariuki	Spouse	Male	29582046	<a href="#">Declare statement</a>
Margaret	Ngema	Kinyua	Child	Male	29582046	<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

Declaration for Kariuki Kevin Kibue

Income Assets Liabilities

Statement declaration for Kariuki Kevin Kibue

**SECTION B: INCOME STATEMENT**

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**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 **NEXT** if not applicable.

**Add/Save Income** **Previous** **Next**

Showing 1-6 of 6 items.

Description	Amount	Account	Owner	Actions
sacco loan	Ksh50,000.00	Liabilities	Personal	<b>Edit</b> <b>Delete</b>
land	Ksh100,000.00	Assets	Personal	<b>Edit</b> <b>Delete</b>
business	Ksh100,000.00	Income	Personal	<b>Edit</b> <b>Delete</b>
loan	Ksh10,000.00	Liabilities	Personal	<b>Edit</b> <b>Delete</b>
Building	Ksh10,000.00	Assets	Personal	<b>Edit</b> <b>Delete</b>
salary	Ksh100,000.00	Income	Personal	<b>Edit</b> <b>Delete</b>

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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.

General Information

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**

Showing 1-3 of 3 items.

#	Name	Actions
1	chama	<b>Edit</b> <b>Delete</b>
2	na	<b>Edit</b> <b>Delete</b>
3	MADENI	<b>Edit</b> <b>Delete</b>

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

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

TeacherOnline Registrations Wealth Declaration TMIS Returns Dashboard Adverts Setup Manage Users TSC

Witness Home > General Info > Basic Info > Statement > Dependant > Witness

SECTION G: Witness

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.

First Name: Kevin2

Last Name: Kariuki

Middle Name: Kibue

Address: 12759

Id Passport No: 80009

☒ I solemnly declare that the information I have given in this declaration is, to the best of my knowledge, true and complete.

Save Witness 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/ supervisors)

### Monitoring Declaration of Income, Assets and Liabilities

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

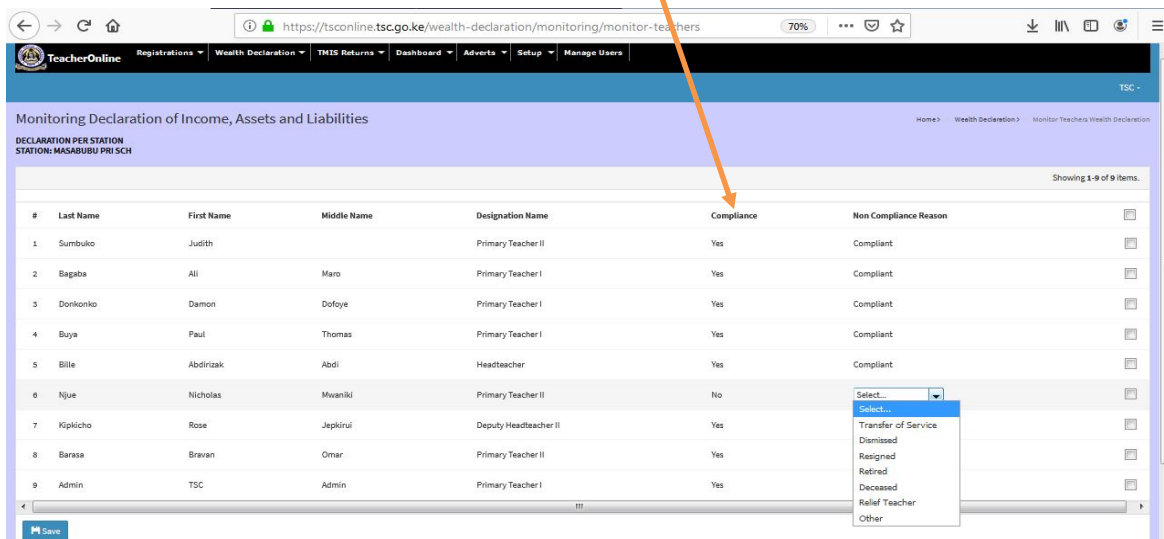
#### Step One: Accessing the monitoring tool

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



## Step Two: Capturing Reasons for Non-Compliance

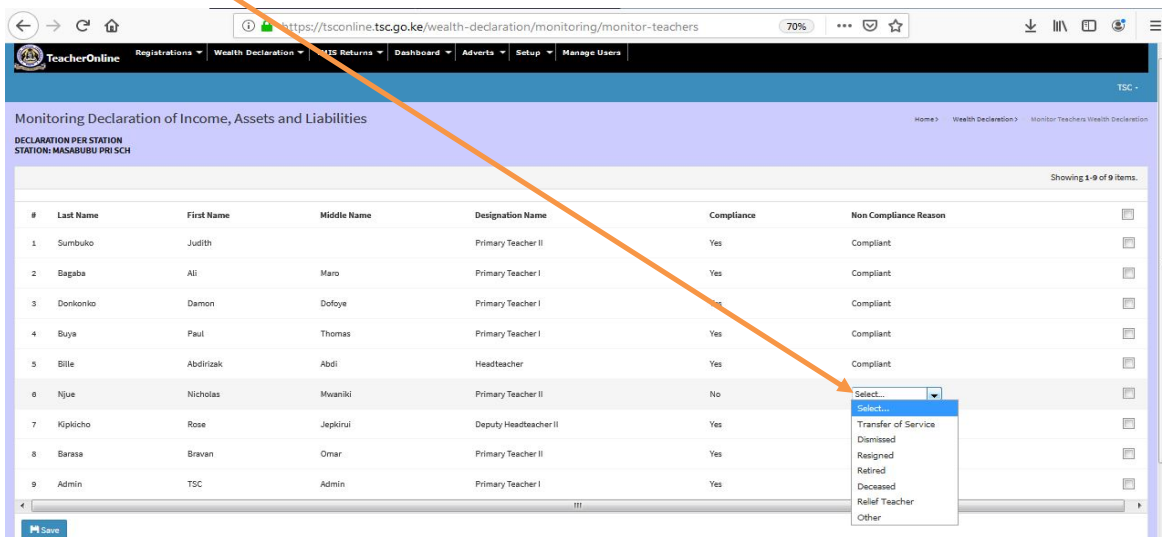
1. Check the status of declaration on the **Compliance** column to verify compliance.



The screenshot shows the TeacherOnline interface with the 'Monitoring Declaration of Income, Assets and Liabilities' page. The table lists teachers and their compliance status. An orange arrow points to the 'Compliance' column for the entry of Njue Nicholas Mwaniki, which is marked as 'No'.

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason
1	Sumbuko	Judith		Primary Teacher II	Yes	Compliant
2	Bagaba	Ali	Maro	Primary Teacher I	Yes	Compliant
3	Donkonko	Damon	Dofoye	Primary Teacher I	Yes	Compliant
4	Buya	Paul	Thomas	Primary Teacher I	Yes	Compliant
5	Bille	Abdirizak	Abdi	Headteacher	Yes	Compliant
6	Njue	Nicholas	Mwaniki	Primary Teacher II	No	Select...
7	Kipkicho	Rose	Jepkirui	Deputy Headteacher II	Yes	Transfer of Service
8	Barasa	Bravan	Omar	Primary Teacher II	Yes	Dismissed
9	Admin	TSC	Admin	Primary Teacher I	Yes	Resigned

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



The screenshot shows the same TeacherOnline interface. An orange arrow points to the 'Non Compliance Reason' dropdown menu for the entry of Njue Nicholas Mwaniki, which is currently set to 'Select...'. The dropdown menu is open, showing options: Select..., Transfer of Service, Dismissed, Resigned, Retired, Deceased, Relief Teacher, and Other.

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason
1	Sumbuko	Judith		Primary Teacher II	Yes	Compliant
2	Bagaba	Ali	Maro	Primary Teacher I	Yes	Compliant
3	Donkonko	Damon	Dofoye	Primary Teacher I	Yes	Compliant
4	Buya	Paul	Thomas	Primary Teacher I	Yes	Compliant
5	Bille	Abdirizak	Abdi	Headteacher	Yes	Compliant
6	Njue	Nicholas	Mwaniki	Primary Teacher II	No	Select...
7	Kipkicho	Rose	Jepkirui	Deputy Headteacher II	Yes	Transfer of Service
8	Barasa	Bravan	Omar	Primary Teacher II	Yes	Dismissed
9	Admin	TSC	Admin	Primary Teacher I	Yes	Resigned



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

The screenshot shows the TeacherOnline web application interface. The browser address bar displays <https://tsconline.tsc.go.ke/wealth-declaration/monitoring/monitor-teachers>. The application header includes navigation links: Registrations, Wealth Declaration, TMS Returns, Dashboard, Adverts, Setup, and Manage Users. The main heading is 'Monitoring Declaration of Income, Assets and Liabilities'. Below this, it says 'DECLARATION PER STATION' and 'STATION: MASABUBU PW SCH'. A table lists 9 items, showing 1-9 of 9 items. The table has columns for #, Last Name, First Name, Middle Name, Designation Name, Compliance, Non Compliance Reason, and a checkbox. An orange arrow points from the instruction text to the 'Save' button at the bottom left of the table. A dropdown menu is open for the 6th item, showing options: Select..., Select..., Transfer of Service, Dismissed, Resigned, Retired, Deceased, Relief Teacher, and Other.

#	Last Name	First Name	Middle Name	Designation Name	Compliance	Non Compliance Reason	
1	Sumbuko	Judith		Primary Teacher II	Yes	Compliant	<input type="checkbox"/>
2	Bagaba	Ali	Maro	Primary Teacher I	Yes	Compliant	<input type="checkbox"/>
3	Donkonko	Damon	Dofoye	Primary Teacher I	Yes	Compliant	<input type="checkbox"/>
4	Buya	Paul	Thomas	Primary Teacher I	Yes	Compliant	<input type="checkbox"/>
5	Bille	Abdirizak	Abdi	Headteacher	Yes	Compliant	<input type="checkbox"/>
6	Njue	Nicholas	Mwaniki	Primary Teacher II	No		<input type="checkbox"/>
7	Kipkirch	Rosa	Jepkinui	Deputy Headteacher II	Yes		<input type="checkbox"/>
8	Baras	Bravan	Omar	Primary Teacher II	Yes		<input type="checkbox"/>
9	Adnan	TSC	Admin	Primary Teacher I	Yes		<input type="checkbox"/>

Showing 1-9 of 9 items.

Save

Select...  
Select...  
Transfer of Service  
Dismissed  
Resigned  
Retired  
Deceased  
Relief Teacher  
Other

## Managing User Password

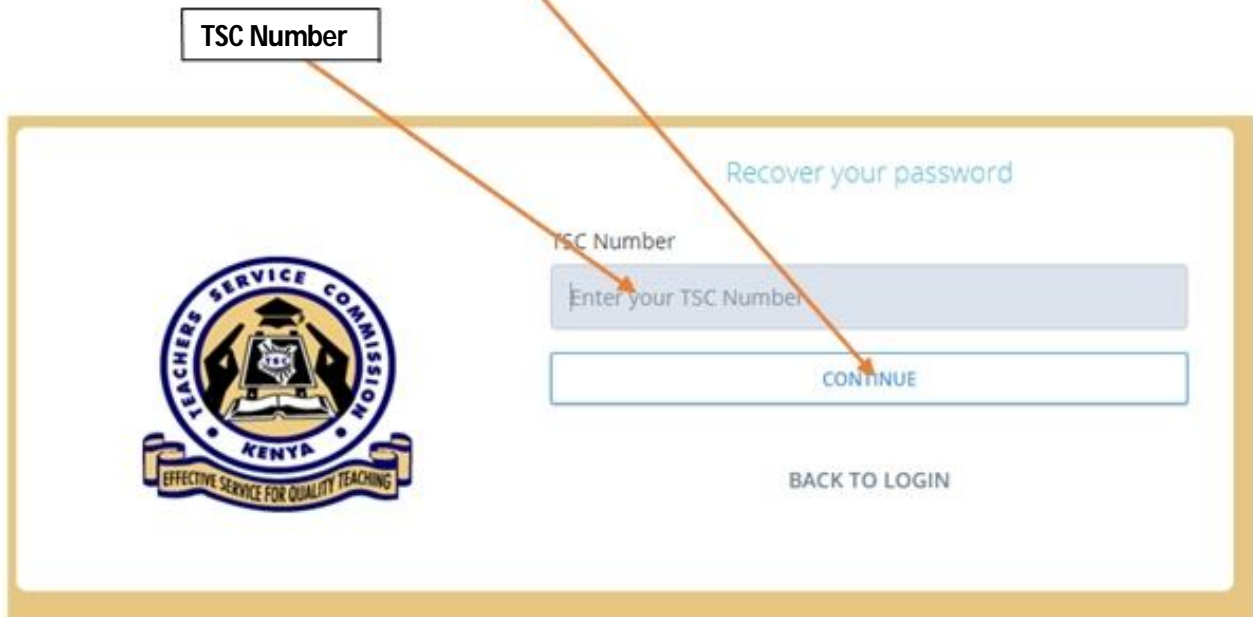
### a) Resetting Password

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 TSC Login interface. On the left is the Teachers Service Commission Kenya logo. The main content area has a 'Login' heading and a message: 'Please enter your TSC Number and Password to access your account. Reset Password in case you forgot.' Below this are two input fields: 'TSC Number' (containing '000000') and 'Password' (containing masked characters). A blue arrow points from the 'Forgot password?' link next to the password field to the text 'Forgot password?' in the instructions above.

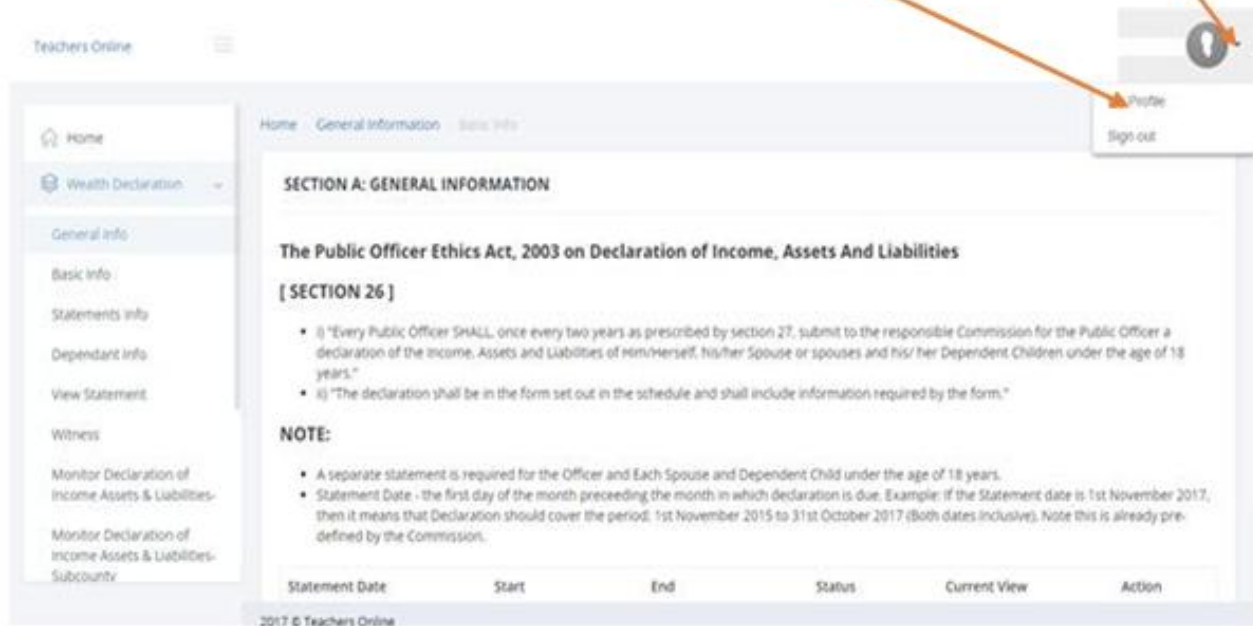
Enter your TSC No then click **Continue** button to re-set your password. Follow the instructions given in your e-mail to create a new password.



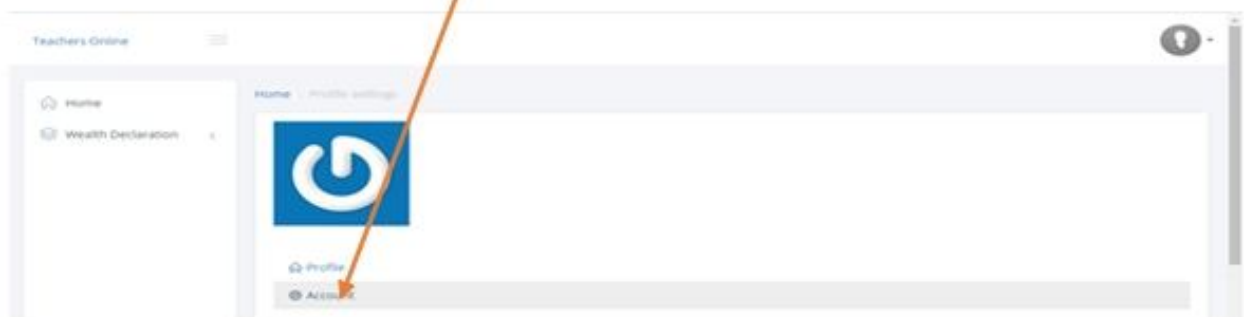
The screenshot shows the 'Recover your password' page. On the left is the TSC logo. The main content area has a heading 'Recover your password' and a text input field labeled 'TSC Number' with the placeholder 'Enter your TSC Number'. Below the input field is a 'CONTINUE' button. An orange arrow points from the 'TSC Number' label in the instructions above to the input field. Another orange arrow points from the 'Continue' button in the instructions above to the 'CONTINUE' button on the page. At the bottom right is a 'BACK TO LOGIN' link.

## 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

Teachers Online

ACCOUNT SETTINGS

Email  
123@gmail.com

Username  
000000

New password

Current password

SAVE

### 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

Teachers Online

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."
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Statement Date	Start	End	Status	Current View	Action
----------------	-------	-----	--------	--------------	--------

2017 © Teachers Online

My Profile  
Sign out

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