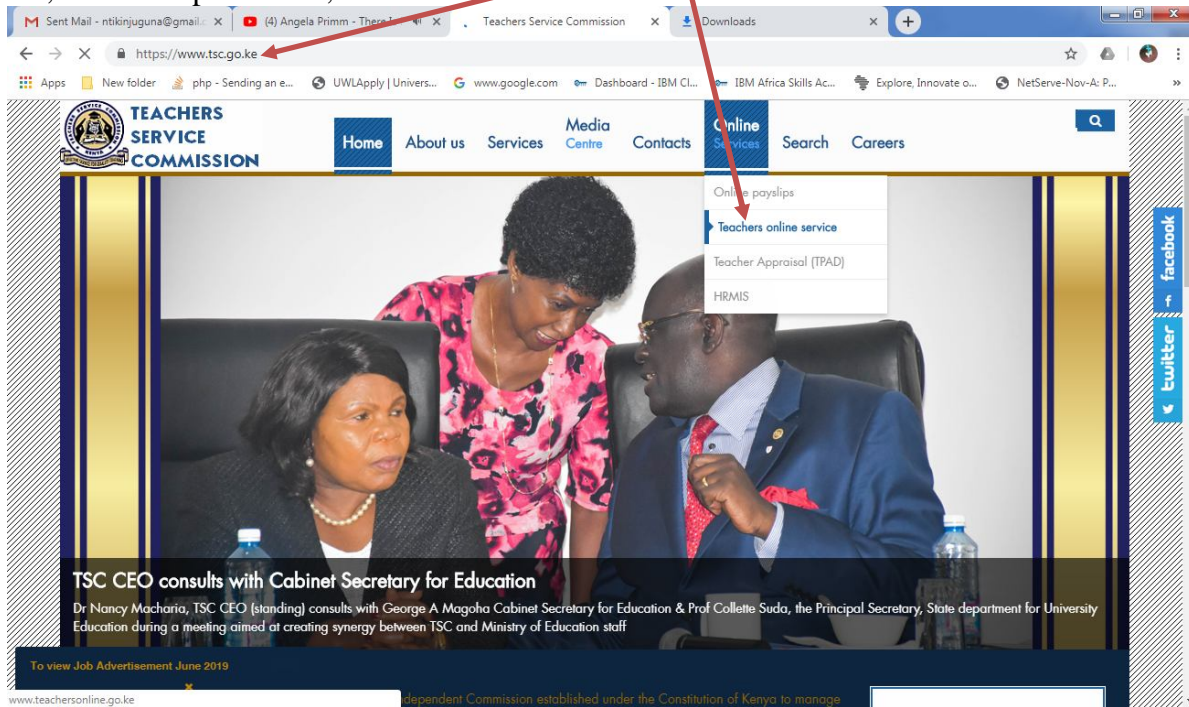


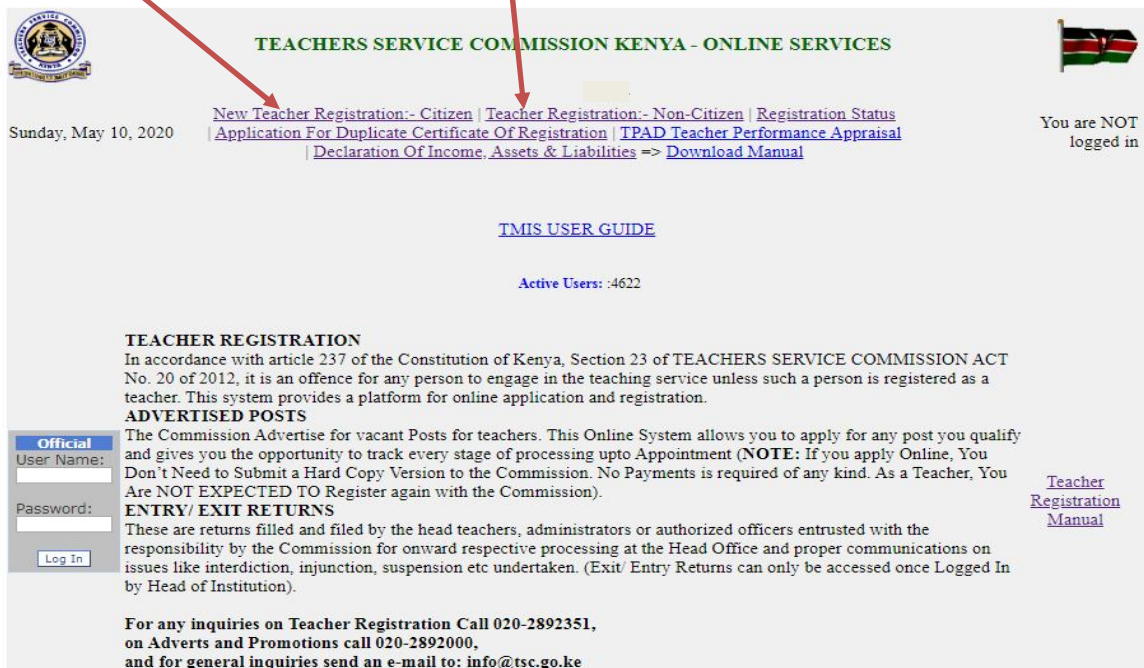
Teacher Registration User Manual

1.1 New teacher registration

To register for a TSC Number as a teacher, visit www.tsc.go.ke. And select the **Online Services** tab, on the dropdown list, select **Teachers Online Services**



Illustrated below is a screen that will appear and on the Registration tab, select **New Teacher Registration for Citizens or Teacher Registration for Non Citizens**



As shown below the new registration signup page enables the teacher to provide their

- ID Number for citizens or passport number for non citizens
- Surname for both citizen and non citizens
- Personal mobile phone number for both citizen and non citizens
- KRA Pin for both citizen and non citizens
- Category (i.e. ECD, Primary or Post Primary) for citizens
- KCSE grade and for citizens
- Year they sat for their KCSE for citizens
- Confirmation that you are a trained teacher for both citizens and non citizens

The screenshot shows the 'TeachersOnline' website interface. On the left, there are 'Important Notes for Applicants' and a 'Pay Teacher's Registration Using Paybill Number' instruction card. The main area is titled 'New Registration' and contains a form with the following fields and values:

Field	Value
Id Number	29124388
Surname	NJTGUNA
Phone Number	0727637656
KRA PIN	A000078673C
Category	Post Primary
Are you a trained teacher?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Have you carried out teaching practice?	<input type="radio"/> No <input checked="" type="radio"/> Yes
KCSE Mean Grade	B
Year of Sitting	2012

At the bottom of the form, there are two buttons: a green 'Next' button and an orange 'Cancel' button. A red arrow points to the 'Next' button.

After all the details have been provided, **click next** to go to step 2 that involves provision of basic details as shown below.

tsconline.tsc.go.ke/register/edit-applicant

TEACHERS SERVICE COMMISSION OF KENYA ONLINE SERVICES

Home / New Registration | Applicants Basic Details | Page 2 - Section B

Basic Details

ID No/Passport: 22436022

ICSE grade if applicable: D

Other Name (Optional): MWERU

First Name: MARY

Surname: WAIRINU

Kra Pin: A0073872000

Religion: Christian

Date of Birth: 1992-03-15

Gender: Male Female

Mobile Number: 0722807712

Nationality: Kenyan

Home County: MURANGA

Home Sub county: MATHIOYA

Impairment type: NONE

Email: marymweruwaikimu@gmail.com

Certificate Printed: NO

Registration Type: CITIZEN

Permanent Address

Permanent Post Address: 169

Permanent Post Code: 00516

Permanent Town: NAIROBI

Current Address

Current Post Address: 169

Current Post Code: 00516

Current Town: NAIROBI

[Next >](#)

In step 2, all the fields are mandatory hence they must be filled in correctly. Note that the permanent address and the current address must be correct since this is where the TSC registration certificate will be mailed sent to.

Click next to save and proceed to step 3. At this point all the certificates or their equivalent for non citizens should be uploaded i.e. primary certificate, secondary certificate and the tertiary certificates. All the required certificates must be uploaded for one to proceed to the next step.

TEACHERS SERVICE COMMISSION OF KENYA ONLINE SERVICES

Home / New Registration | Educational and Professional Qualifications | Page 3 - Section C

✔ Your basic details have been updated, proceed to upload other documents

Minimum of 3 documents submitted, you may proceed

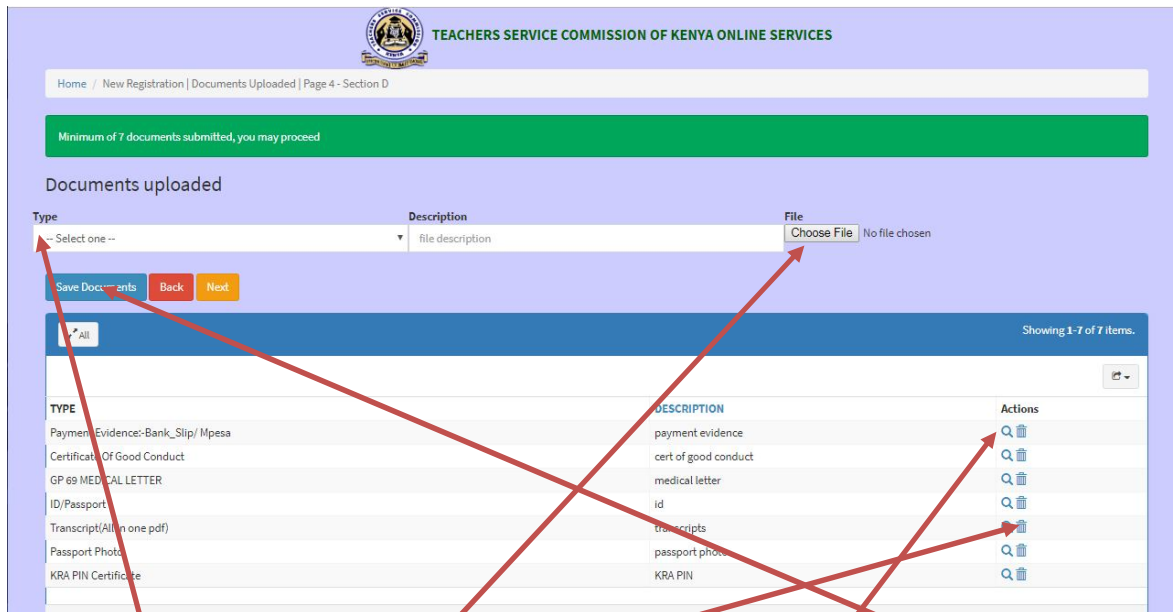
Institution Type	Institution Name	FROM	TO	Level	Specialization	Cert No	Cert Year	File
--Select--	Inst Name	starting year	ending year	--Select--	--Select--	cert no	ending year	Choose File No file chosen

Save Documents [Back](#) [Next](#)

Showing 1-3 of 3 items.

EDUCATION	INSTITUTION	FROM	TO	SPECIALIZATION	CERTIFICATE	CERTIFICATE NUMBER	CERTIFICATE YEAR	Actions
Primary	musa gitau primary school	1997	1998	KCPE	PRIMARY	D7758	1998	View Delete
Secondary	musa gitau primary school	2003	2007	KCPE	SECONDARY	851489	2007	View Delete
Tertiary	musa gitau primary school	2008	2012	BED ARTS	DEGREE	8524376	2012	View Delete

Fill in the details and choose the respective certificate to upload and **click save Document**. After uploading all the certificates **click on Next** to proceed to the next step to upload other required documents as shown below.




In step 4, fill the details and choose the respective document and **click save document** to upload. To view the uploaded document click on the **view icon**, to delete the document click on the **delete icon**.

The teacher is required to upload the following documents:

1. id/ passport,
2. KRA pin,
3. payment evidence,
4. GP 69 medical letter,
5. certificate of good conduct,
6. transcripts in one pdf,
7. passport photo,
8. affidavit if any of the names differ or miss in the documents
9. certificate for persons with disability
10. clearance commission of higher education

Click on the next button to proceed to the final step shown below.

 **TEACHERS SERVICE COMMISSION OF KENYA ONLINE SERVICES**

Home / New Registration / Other Details / Page 5 - Section E

Main Subject Details

Main Subject Studied: ENGLISH | Hours Completed for main subject: 1040 | Main Subject Grade: A

Second Subject Details

other subject: KISWAHILI | Hours Completed for second subject: 1200 | Second Subject Grade: A-

Other Details

Note: The fact of an applicant declaring that he/she has been convicted of an offence will not necessarily bar him/her from registration by the Teachers Service Commission. Each case will be considered on its merit having regard to the nature and the circumstances of the offence.

Previous TSC Number (if previously registered):

prev. fac. no.

Ever Dismissed?: no | Dismissal Reason: dismissal details | convicted?: no | Crime Reason: conviction details | Impairment?: no | Impairment type: --Select one--

Have you ever been Dismissed from service? (Civil service, Public service, Teaching Service or Private Sector) | Have you ever been convicted of any charge in a Court of Law? | Do you have any Medical/Physical or Mental Impairment? | If yes, Select Impairment

Payment Details

1970-01-01

Payment Mode: MPESA | Payment reference: NCS5A-Q4FOE | Payment Date: 0

Payment Mode (Mandatory Fee) | Pay-In Slip Number (or M-Pesa Reference)


I certify that the Particulars furnished on this form are correct. NB: It is a serious offence to willfully give false information to the Teachers Service Commission. The law provides that any person convicted of the offence may be fined up to Ksh 100,000 or imprisoned for Twelve (12) months or both (Section 44 of TSC Act No. 20 of 2012).

[Save and Finalize](#) [Back](#) [X](#)

In the final step 5 as shown above fill in of payment details, scores of main and other subject plus the number of hours trained for each subject. Click on **Save and Finalize button** to view the summary page as shown below. You can go back if you wish to clarify your application before finalizing.

The summary page can be printed for record keeping.

Applications for registration for a TSC number are processed within 30 days of the date of submission.

 **TEACHERS SERVICE COMMISSION OF KENYA ONLINE SERVICES**

Date: 12-08-2019

ujuguna vivian Lomode | Permanent Address: Road 30003 | Registration Tracker #15

KRA PIN: A204 Post: 00100 30003 | Code: 00100 | Payment Mode: MPESA

Town: Kisumu | Town: Kisumu | Payment Date: 01-01-1970

Mobile: 31-07-2000 | Town: Kisumu | Payment Ref: NCS5A-Q4FOE

Email: ujuguna@gmail.com

Professional Background

#	Education	Institution	From	To	Specialization	Certificate	Certificate No.	Cert. Year
0	Primary	musa gitau primary school	1991	1998	KCPE	PRIMARY	07753	1998
1	Secondary	musa gitau primary school	2003	2007	KCSE	SECONDARY	851489	2007
2	Tertiary	musa gitau primary school	2008	2012	BED ARTS	DEGREE	8524378	2012

Other Documents

#	Type	Description
0	Payment Evidence>Bank_Slip/ Mpesa	payment evidence
1	Certificate Of Good Conduct	cert of good conduct
2	OP 89 MEDICAL LETTER	medical letter
3	ID/Passport	id
4	Transcript (All in one pdf)	transcripts
5	Passport Photo	passport photo
6	KRA PIN Certificate	KRA PIN

[Print](#)