TEACHERS SERVICE COMMISSION

TEACHERS ONLINE SERVICE

TMIS USER GUIDE

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1.0 Teachers Online System

Teachers Online Services is aimed at restructuring the delivery of teachers services commission to all Teachers employed and non-employed, it is a user friendly in supporting a consistent and timely access to teacher service at all administrative levels in Teachers service commission online services.

1.1 Introduction

TMIS is a module in teachers’ online services that captures the following in an institution:

- Institution’s basic details.
- Student enrollment —special or ordinary or both.
- Teachers details including mobile numbers
- Teachers with special needs
- Teachers on study leave
- Subject enrollment for the school
- KCPE/KCSE performance.

Mobile numbers and basic details of teachers are updated on the page for Teachers details. Below are the steps to follow to access Teachers online services and upload mobile numbers.

To access Teachers online (TOS), use any of the methods below;

- Access TSC website www.tsc.go.ke from the Online Services tab, click on teachers online service.
- On the search engine type https://teachersonline.tsc.go.ke or
- On the search engine, type teachers online and enter. From the many options displayed, select and Click on the option with the address https://teachersonline.tsc.go.ke

These methods will take the user to the TOS home page.
1.2 How to Log into the System

To log into the system, input your username as TSC Number and password as welcome (for a new user who has not changed password). The next window is displayed.

Enter a new password and retype the same. Click save. This will take you to the home log in with the new password. For a successful log in the next page should be displayed as below.

1.3 Creating Password for a New User
NB. The number of tabs displayed will vary depending with the role of the user and the rights granted. i.e. this will be different for Institution Heads, TSC ICT officers, CSOs, SCDs and County Directors.

2.0 Institutional Heads.
2.1 Submission of Teachers Returns
Institutional heads are required to update their institutional data by clicking on TMIS returns > Submit Teachers Returns.
2.2 To Navigate the pages on TMIS

Next page is displayed.

After filling all the fields on the page click on the button pointed by the arrow. Next page will be displayed.
To input data in row 1 (Below 13 years), click on the button indicated by arrow 1 in the action column. The button will change to resemble the one pointed by arrow 2. After data input click on the button (resembling the one pointed by arrow 2) to save. Repeat for all the columns. Capture the no of classes at the bottom of the page.

2.3. To Edit Teachers Details
When done with this page click on the button Next to Teachers details. The page is displayed below. For teachers already captured, it is possible to edit one record at a time by first clicking on the edit button in the Action column (indicated with an arrow). This is the button to use to input a teacher’s mobile number where none is displayed.

After editing click on save button in the action column to commit the changes.
NB. In case some required details are missing or the wrong format for capture has been used, an error message will be displayed for you to edit. For example, the screen below is displayed on trying to save a blank record.

It details all the fields that require data to be input before the record can be saved.

3.3 County Administrators monitoring and Report Access

Directors, SCDs, CSOs and County ICT officers will access tabs similar to the ones displayed below.

To monitor the uploading of mobile numbers, select TM Reports tab and then click on the report to generate.
eg. To monitor individual captures for mobile numbers, click on TMIS Mobile Capture individuals. Next page is displayed as below.

<table>
<thead>
<tr>
<th>Rank</th>
<th></th>
<th></th>
<th>Select format</th>
<th>Export</th>
<th></th>
</tr>
</thead>
</table>

Select the format to use to generate report. Click Export. A file will be downloaded as shown below.

Double click to open.

You may need to format the data to look more presentable.