

# TEACHERS ONLINE SERVICES INFORMATION SYSTEM

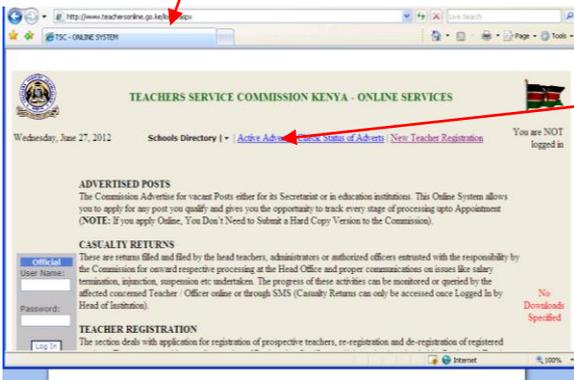
## OPERATIONS MANUAL

### 1. Steps for Applying Online

First you need to open windows explorer or Mozilla Firefox web browser in order to run the Teachers Online Services Information System. Then follow the steps that follow:

#### Step -1

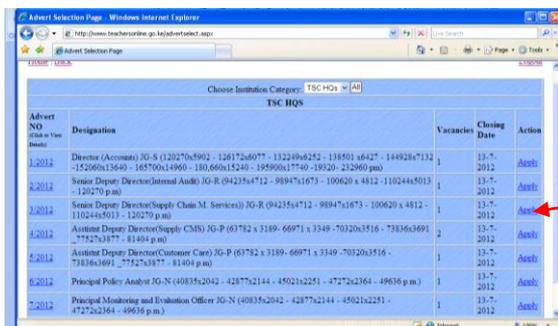
Type ***www.teachersonline.go.ke*** and press Enter. The home page will be displayed as shown below;



#### Step - 2

Click on the **active adverts** tab.

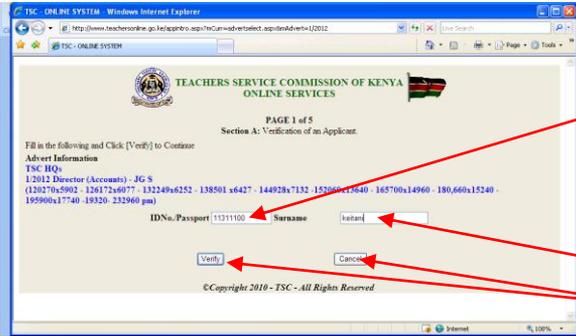
The window below is displayed;



#### Step - 3

Depending on the post you are applying for, Click **apply** on the Action column far right.

After you click *apply* in **step 3** above, the following screen will appear where you fill in the required information for the application. Ensure that you type all the required data correctly.



In Page 1 of 5 the applicant is required to fill:

- i. National Identification Number(Kenyan Citizens) or Passport Number(Other Nationals)
- ii. Type in Surname
- iii. Click *Verify* to continue or *Cancel* to abort.



**STEP4**

When you click *Verify* (refer to **step 3**), the Window above is displayed .Navigate through the tabs 1 to 7 by clicking on each tab as you fill the required information i.e. **1. Basic, 2. Academic, 3. Responsibility, 4. Teaching Experience, 5. Non-Teaching Experience, 6. Breaks, Completed, 7. Summary Details.**

## **Brief description of each form:**

### **1. Basic:**

Upon clicking the basic tab, the form like the one below appears where you fill your details. **Note** that, some fields have default entries i.e.

**Religion**- default being Christianity, **County(work)** being Baringo, **District(work)** –kilindini, **Home county**- Baringo, **Home District**-kilindini. You are hereby required to choose from the drop down arrow the correct county and District respectively. Remember to click the **save** button after completing the form.



**TEACHERS SERVICE COMMISSION - ONLINE SERVICES**  
[1. Basic](#) | [2. Academic](#) | [3. Responsibilities](#) | [4. Teaching Experience](#) | [5. Non-Teaching Experience](#) | [6. Break\(s\)](#) | [Completed](#) | [7. Summary Details](#)

PAGE 1 of 2 : Employee's Basic Details

ID No/ Passport	<input type="text"/>	Emp. No. (if applicable)	<input type="text"/>	Title	Mr <input type="button" value="v"/>
Surname	<input type="text"/>	First Name	<input type="text"/>	Other Names	<input type="text"/>
Religion	<input type="button" value="v"/> Christianity	Date of Birth	<input type="text"/> e.g. 20-03-1980	Gender	<input type="radio"/> M <input type="radio"/> F
P.O. Box	<input type="text"/>	Post Code	<input type="text"/>	Town/City	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>	E-mail	<input type="text"/>
County (Work)	<input type="button" value="v"/> BARINGO	District (Work)	<input type="button" value="v"/> KILINDINI	Station	<input type="text"/>
Current Post	<input type="text"/>	Date of Appointment	<input type="text"/> e.g. 20-08-2002	Languages	<input type="text"/>
Home County	<input type="button" value="v"/> BARINGO	Home District	<input type="button" value="v"/> KILINDINI		
Special Need?	<input type="radio"/> Yes <input checked="" type="radio"/> No	If Yes, Select Type	<input type="button" value="v"/> Physical		
Current Assignments	<input type="text"/>				

### **2. Academic:**

Fill in your qualifications and click the **save new record** button far -right to save and also to allow you to add more qualifications if need be. You can also click on the **Edit** Button next to the **delete** button to edit the fields in case you need to rectify an error.

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**PAGE 2 of 7 : Academic and Professional Qualifications**

Qualification	Education Level	Institution Name	Year Enrolled	Year Completed	Specialization	Grade	Cert No	Action
Bachelors	University	Kenya Methodist	2008	2010	BBIT	Lower 2nd class	-	 
Masters	University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ph. D.	<input type="text"/>	  

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Click to edit

Click to add new/save a record.

Click to delete

### 3. Responsibility:

The default entry here is **Academic Coordinator** as shown in the form below. Click on the drop down arrow to choose your responsibilities. If you have more than one responsibility, click on the button in the action column to add. Proceed to the next tab when you are through.

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**PAGE 3 of 7 : Your Current Responsibilities (If not in Education/Teaching Skip This Section)**

Your Responsibilities	Action
Academic Coordinator	

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Click to add responsibility

## 4. Teaching Experience:

TEACHERS SERVICE COMMISSION - ONLINE SERVICES

1. Basic | 2. Academic | 3. Responsibilities | 4. Teaching Experience | 5. Non-Teaching Experience | 6. Break(s) | Completed | 7. Summary Details

PAGE 4 of 7 : Teaching Experience(s) (If not in Education/Teaching Skip This Section)

Name of Institution	District	Grade	From	To	Action
---------------------	----------	-------	------	----	--------

Add New Record

Next>> Cancel

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Click on the **Add New Record** Button shown by the arrow. A form appears as shown below where you choose from a drop down arrow the county, district, division, Zone, School, Grade. Type in the duration/period you taught in that school (From -----To-----). Click **save** or **cancel** to abort.

TEACHERS SERVICE COMMISSION OF KENYA ONLINE SERVICES

Back Logout

Teaching Experience

County: BARINGO District: BARINGO CENTRAL

Division: KABARNET Zone: CHAPCHAP

School: KABOCHONY PRI SCH

Grade: [dropdown]

From: [input] To: [input]

Save Cancel

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If you have taught in more than one institution, click again on **Add New Record** to add. Proceed to the next tab by clicking on the **Next** button below the **Add New Record** Button as shown below.

TEACHERS SERVICE COMMISSION - ONLINE SERVICES

1. Basic | 2. Academic | 3. Responsibilities | 4. Teaching Experience | 5. Non-Teaching Experience | 6. Break(s) | Completed | 7. Summary Details

PAGE 4 of 7 : Teaching Experience(s) (If not in Education/Teaching Skip This Section)

Name of Institution	District	Grade	From	To	Action
---------------------	----------	-------	------	----	--------

Add New Record

Next>> Cancel

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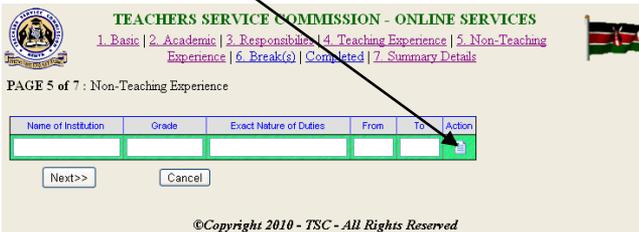
Click to add new record

Click to go to the next step

Click to abort

## 5. Non-Teaching Experience:

If you have another experience other than teaching, click on this tab and fill in the details stating the institution, grade and duration. Click on the **Button** at the Action column far-Right to add more if any. Click next to proceed.



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[1\\_Basic](#) | [2\\_Academic](#) | [3\\_Responsibilities](#) | [4\\_Teaching Experience](#) | [5\\_Non-Teaching Experience](#) | [6\\_Break\(s\)](#) | [Completed](#) | [7\\_Summary Details](#)

PAGE 5 of 7 : Non-Teaching Experience

Name of Institution	Grade	Exact Nature of Duties	From	To	Action
					

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## 6. Breaks:

Here is where you state the nature and reason for the break from service i.e. regular employment. Otherwise you can choose to skip this tab if it's not applicable to you and click **next** to go to the next step.



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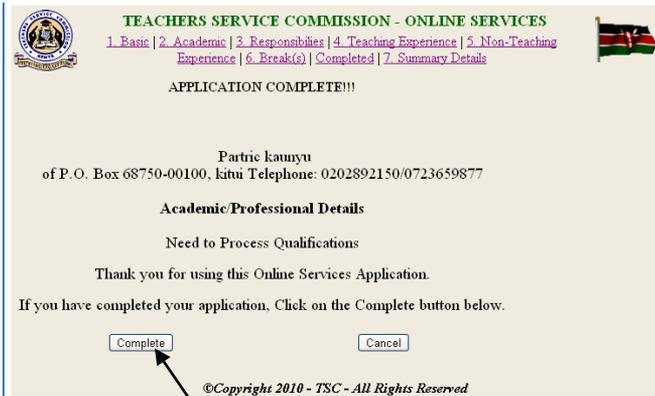
PAGE 6 of 7 : Breaks in Service, if Any

From	To	Reason	Action
			

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## Completed:

Upon clicking this tab, you are notified that you have successfully completed the application as demonstrated below.



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[1\\_Basic](#) | [2\\_Academic](#) | [3\\_Responsibilities](#) | [4\\_Teaching Experience](#) | [5\\_Non-Teaching Experience](#) | [6\\_Break\(s\)](#) | [Completed](#) | [7\\_Summary Details](#)

APPLICATION COMPLETE!!!

Patric kauyu  
of P. O. Box 68750-00100, Kitui Telephone: 0202892150/0723659877

**Academic/Professional Details**

Need to Process Qualifications

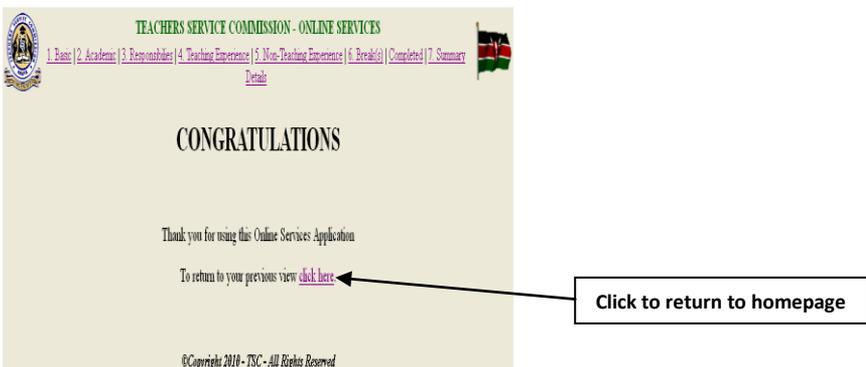
Thank you for using this Online Services Application.

If you have completed your application, Click on the Complete button below.

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## 7. Summary Details:

When you click on the **complete** button in **step6** above, it gives you the congratulatory message as shown below.



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**CONGRATULATIONS**

Thank you for using this Online Services Application

To return to your previous view [click here](#)

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Click to return to homepage

This marks the end of a successful application.