

# TEACHERS SERVICE COMMISSION



## ONLINE TEACHER TRANSFER APPLICATIONS PROCESS

FEBRUARY, 2021

# 1. HRMIS TRANSFER MANUAL-TEACHERS

## 1.1 Teacher portal

### System access

- i. Go to tsc website ([www.tsc.go.ke](http://www.tsc.go.ke)) and click online services and select Teacher Transfer




- ii. Enter your details-TSC No, ID Number, Mobile No and click login.



- iii. A six-digit authorization code will be sent through your mobile number

usermenu x https://hrmis.tsc.go.ke/tm-app.test/apply\_transfer

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

 TSC Online Portal

TSC No 355664

ID Number 5453484

Mobile No 254712345678

Auth.code  
6-digit auth.code


Login

Cancel

Enter the authorization code that was sent to your mobile number, before logging in.

iv. Enter the authorization code and click login.

hrmis.tsc.go.ke/tm-app.test/apply\_transfer

 TSC Online Portal

TSC No 355664

ID Number 5453484

Mobile No 254712345678

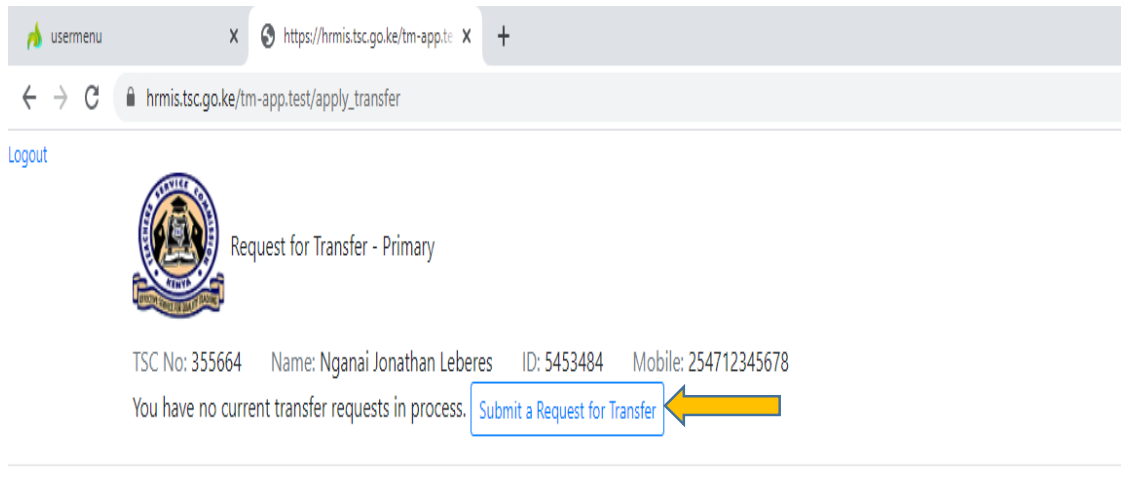
Auth.code  
123456

Login

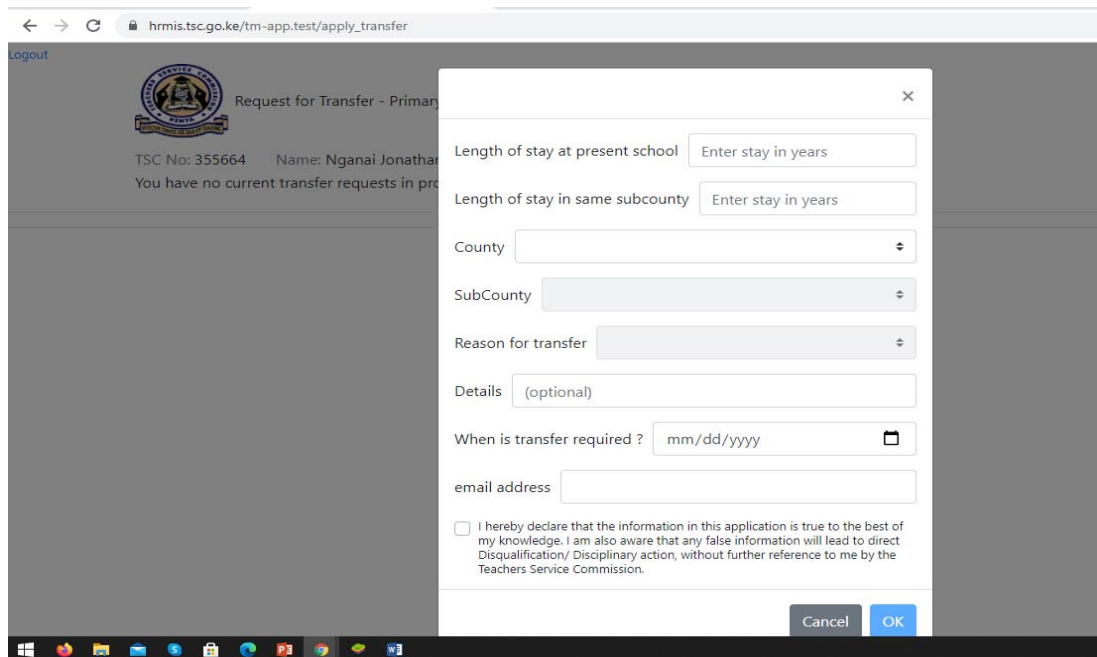
Cancel

Enter the authorization code that was sent to your mobile number, before logging in.

- v. On successful login, the system is able to detect if you are either a primary or a post primary teacher.
- vi. Click '**Submit** a Request for Transfer' to proceed.



**vii.** Enter all the details, and check the declaration box.



**viii.** After entering all the details and checking the declaration box, click 'OK'

- i. The system will display your current station and the requested County.
- ii. Click “**File Attachment(s)**’ button to attach supporting document(s) in case the request for transfer is due to insecurity and/or medical grounds.
- iii. You can also **Edit, Withdraw** or **Print** the transfer request.

Request for Transfer - Primary

TSC No: 355664 Name: Nganai Jonathan Leberes ID: 5453484 Mobile: 254712345678  
 You have a transfer request currently in progress.

Req.No: 1299 Date: 2020-11-12 Status: Pending  
 email maimeliro@gmail.com

Current station  
 County: KERICHO Subcounty: KIPKELION WEST  
 School: KALYET 'A' PRI. SCHOOL ( 147017054288 ) Role: Deputy H/T  
 Years in Subcounty: 10 Years in School: 10

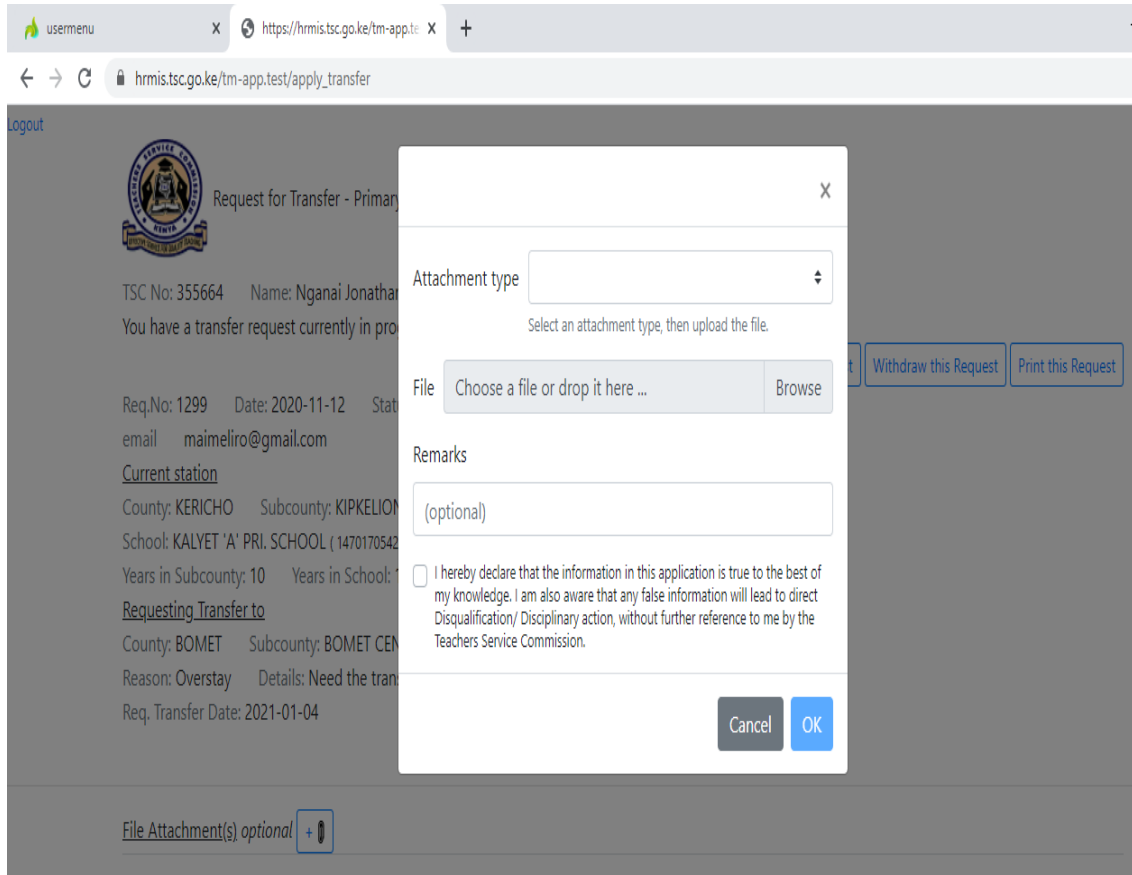
Requesting Transfer to  
 County: BOMET Subcounty: BOMET CENTRAL  
 Reason: Overstay Details: Need the transfer  
 Req. Transfer Date: 2021-01-04

[Edit this Request](#) [Withdraw this Request](#) [Print this Request](#)

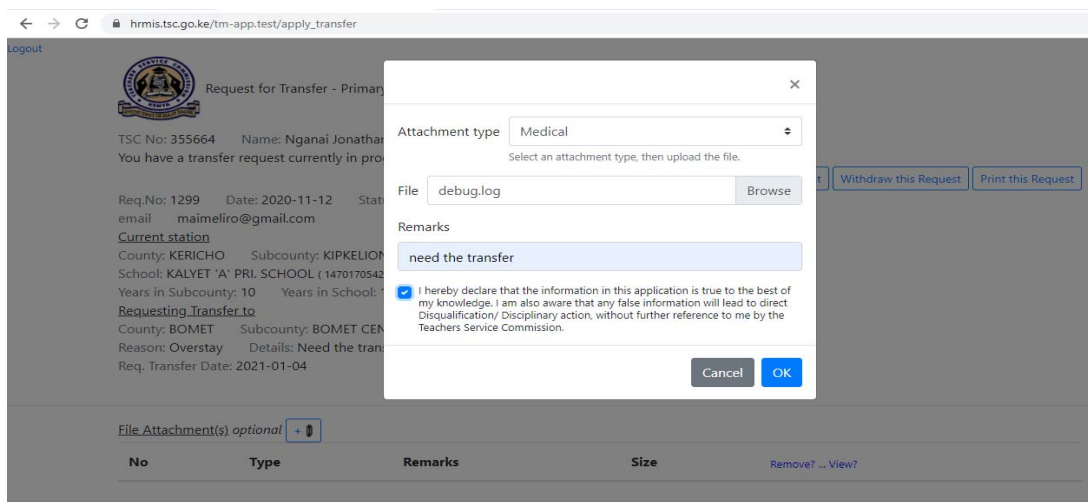
[File Attachment\(s\) optional](#) + 0

No	Type	Remarks	Size	Remove? ... View?
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ix. Click **Browse** to select the document to attach.



- x. Enter your Remarks
- xi. Check the dialogue box and Click **Ok** after attaching the document.



- a. Your attachment(s) will be displayed. You can either Remove or View your attachment.
  - b. Click Submit Button.
  - c. Once your application is successfully delivered, application status changes to "Pending". **(Please note the application status will keep on changing )**
- xii. Click Logout to exit from the system**

File Attachment(s) optional + 0

No	Type	Remarks	Size	Remove? ... View?
1	Medical	need the transfer	67	

## 1.2 Head of Institution (HOI) recommendation


Head will get the requests through the institution Emails and the HOI portal

### Option 1: Email notification

- i. Open your Email.
- ii. Click the email notification Link to proceed.

- iii. Enter your comments as the Head of Institution and Click the 'Submit' button

hrmis.tsc.go.ke:9090/tsc-fcgi/hoi-tfr?t=T6831104721

 **Primary Teacher Transfer request No. P.1299**

*The following application for transfer has been submitted*

No	1299	Date	11/12/2020	TSC#	355664	Name	Nganai Jonathan Leberes
Reason	Overstay	Remarks	Need the transfer	Mobile	254712345678		
To County	BOMET	Subcounty	BOMET CENTRAL	Eff.Date	01/04/2021		

Your Comments

Recommended with suitable replacement

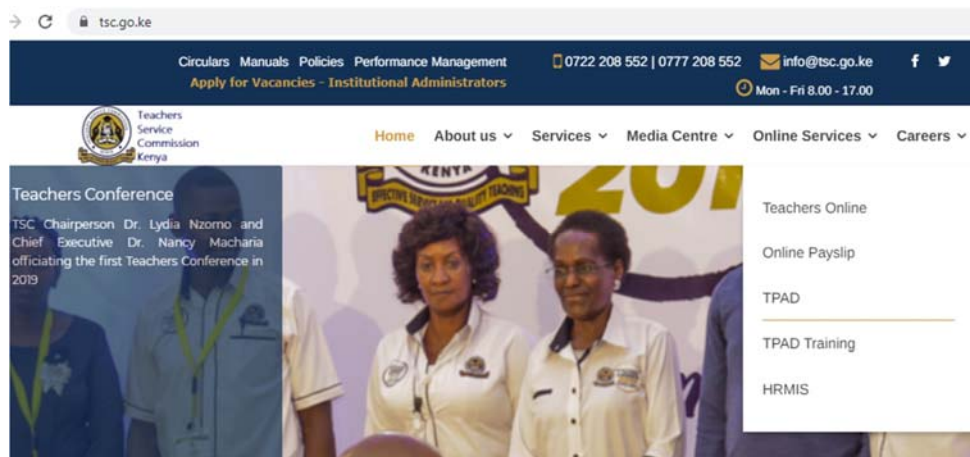
Recommendation

Transfer?  Yes  No

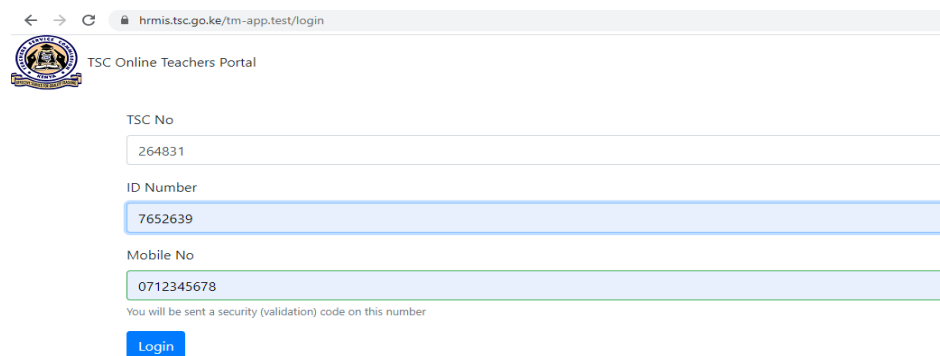


## Option 2 : HOI portal

- i. Go to TSC website ([www.tsc.go.ke](http://www.tsc.go.ke)) and click Online Services, select HRMIS and click on 'Teacher Transfer' button.



- ii. Enter your TSC No, ID Number and Mobile number and click **Login**

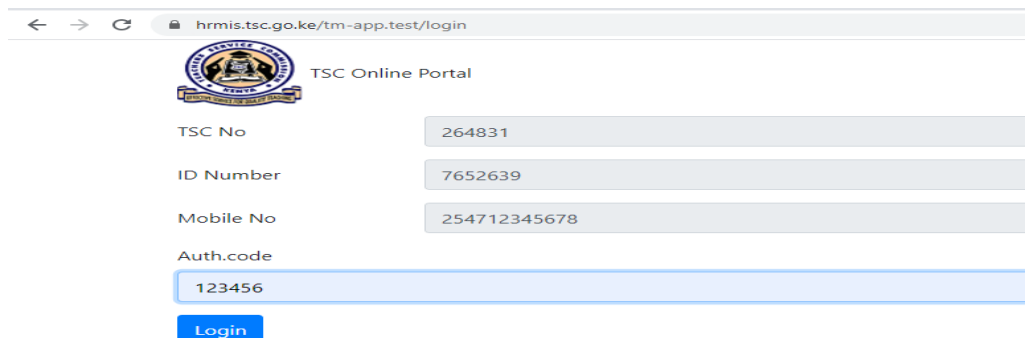
The screenshot shows the login page for the TSC Online Teachers Portal. The URL in the browser is 'hrmis.tsc.go.ke/tm-app.test/login'. The form contains the following fields:

- TSC No: 264831
- ID Number: 7652639
- Mobile No: 0712345678

Below the mobile number field, there is a note: 'You will be sent a security (validation) code on this number'. A blue 'Login' button is located at the bottom of the form.

- iii. A six digit authorization code will be sent through your mobile number

- iv. Enter the authorization code and click **Login**

The screenshot shows the login page for the TSC Online Portal. The URL in the browser is 'hrmis.tsc.go.ke/tm-app.test/login'. The form contains the following fields:

- TSC No: 264831
- ID Number: 7652639
- Mobile No: 254712345678
- Auth.code: 123456


A blue 'Login' button is located at the bottom of the form.

Cancel  
Enter the authorization code that was sent to your mobile number,  
before logging in.

- v. HoI (Head of Institution) portal will display the incoming transfer requests.
- vi. Click 'Action' button to recommend the transfer and enter your comments.
- vii. Click 'Submit' button.

hrmis.tsc.go.ke/tm-app/test/HOI

Logout




HOI (Head of Institution)

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 264831 Name: Yegon John Kiptoo ID: 7652639 Mobile: 254712345678 email:  
 County: KERICHOK School: KALYET 'A' PRI. SCHOOL Role:

### Applications for Transfer

#	Date	TSC.#	Name	Role	toCounty	toSubcounty	Reason	Remarks	Status	View/Edit
1301	2020-11-20	264831	Yegon John Kiptoo		ELGEYO MARAKWET	MARAKWET WEST	Aging parents		Withdrawn	
1299	2020-11-12	355664	Nganai Jonathan	Deputy H/T	BOMET	BOMET CENTRAL	Overstay	Suitable with recommendation	Pending	