

User Guide

Step by Step guide to
activate **your Official
TSC Email**



Step One: Open the TSC portal <http://tscsearch.azurewebsites.net/> on any browser

 Support

The page displayed below will open



Please provide the required information to get access to your Office 365 account

Your TSC Number

Next →

Step Two: Fill in your **TSC NO.** and click **Next**

 Support



Please provide the required information to get access to your Office 365 account

XXXX

Next →

Step Three: Fill in your ID Number and click Verify

[Support](#)



Please provide the required information to get access to your Office 365 account

XXXX

Next →

Your ID Number

Verify

Step Four: Complete your unique **Question** and click **Verify**

Support



Select all images with **tractors**

<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

power by Cloud Productivity Solutions Limited

VERIFY



Step Five: Click on **View my Credentials** to acquire your **Email and Temporary Password**

 Support



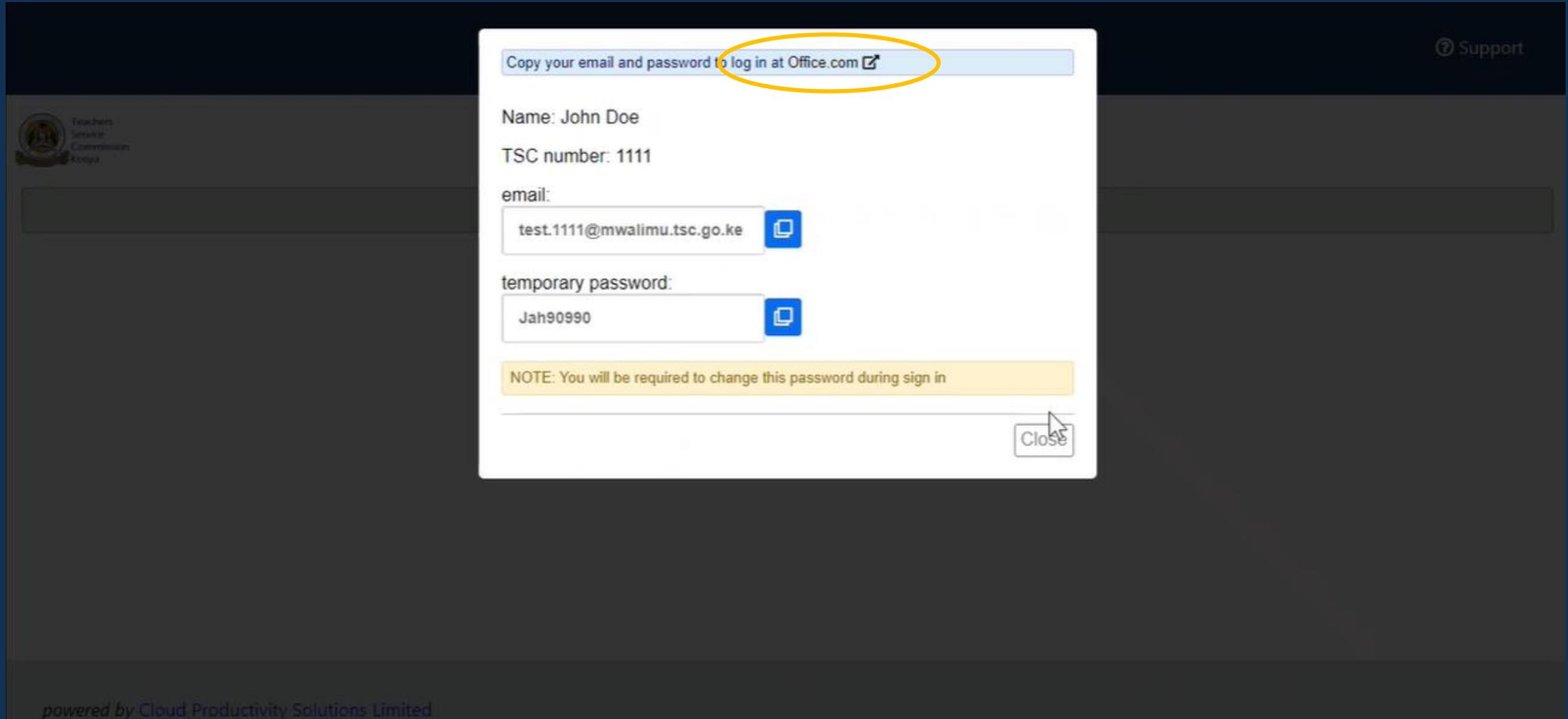
Match found for John Doe
[view my credentials](#) 



After hitting the View my Credentials button a few details will appear on the screen. i.e: your **user email** and **temporary password**.

Step Six: Take note of your **user email** and **temporary password** since this will be needed to access your portal.

Above all this information there is a login at [Office.com](#), click on Office.com.

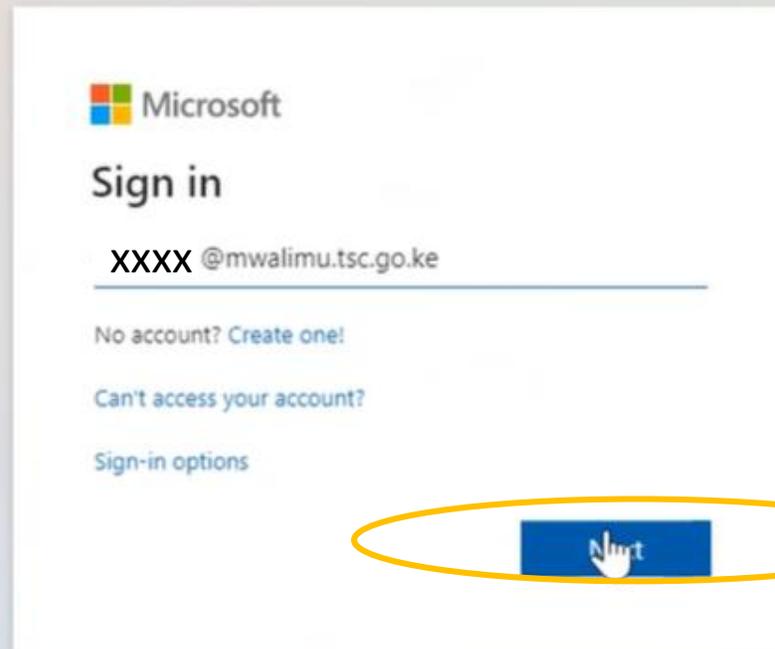


The screenshot shows a modal window with the following content:

- Header: Copy your email and password to log in at Office.com 
- Name: John Doe
- TSC number: 1111
- email: 
- temporary password: 
- NOTE: You will be required to change this password during sign in
- Close button

The background shows a dark interface with a logo for Teachers Service Commission Kenya and a Support link.

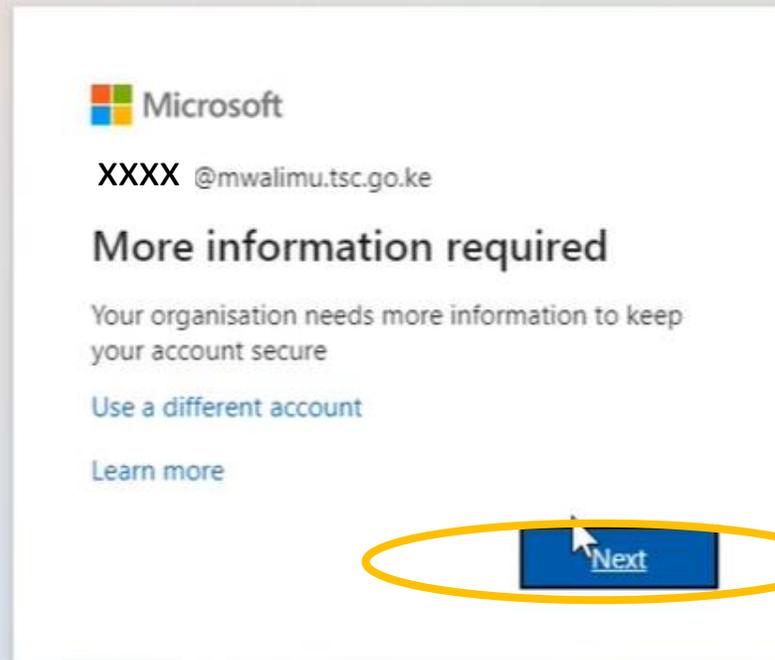
Step Seven: Fill in the username (**your username will be your email address and the name used while on the portal**) you acquired in step 6 above. Then press the **next** button.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "XXXX @mwalimu.tsc.go.ke". Below the input field are three links: "No account? Create one:", "Can't access your account?", and "Sign-in options". At the bottom right of the sign-in area is a blue button with a white hand cursor icon and the word "Next". This button is circled with a yellow oval.

Step Eight:

As a security precaution, you will be required to add more information as a **Security for your account**. Click on **Next**



Step Nine: Use the scroll to search for **Kenya (+254)**.
Key in your **phone number** and check the **TEXT ME A CODE**
Click **next** to verify your phone number .

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Kenya (+254)

07xxxxxxx

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

We just sent a 6-digit code to +254 07 XXXX. Enter the code below.

Enter code

[Resend code](#)

Back

Next

Key in the code from your phone and click on **Next** to successfully secure your account

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

We just sent a 6-digit code to +254 07 XXXX. Enter the code below.

629278

[Resend code](#)

Back

Next

Once the Verification is done Click **NEXT** to complete a password reset

The Teachers Service Commission (TSC) of Kenya ?

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

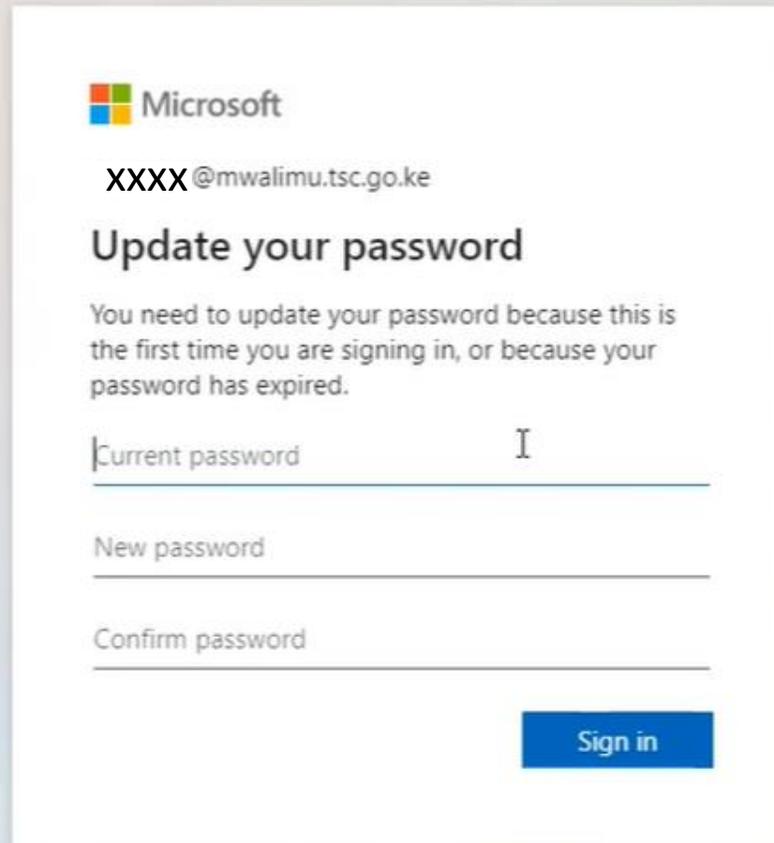
Phone

✔ SMS verified. Your phone was registered successfully

[Next](#)



Step Ten: Key in your **Temporary Password** and your **New password**



The image shows a Microsoft account password update screen. At the top left is the Microsoft logo. Below it is the email address 'XXXX@mwalimu.tsc.go.ke'. The main heading is 'Update your password'. A message explains that the password needs to be updated because it's the first sign-in or the current one has expired. There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located at the bottom right of the form.

Microsoft

XXXX@mwalimu.tsc.go.ke

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

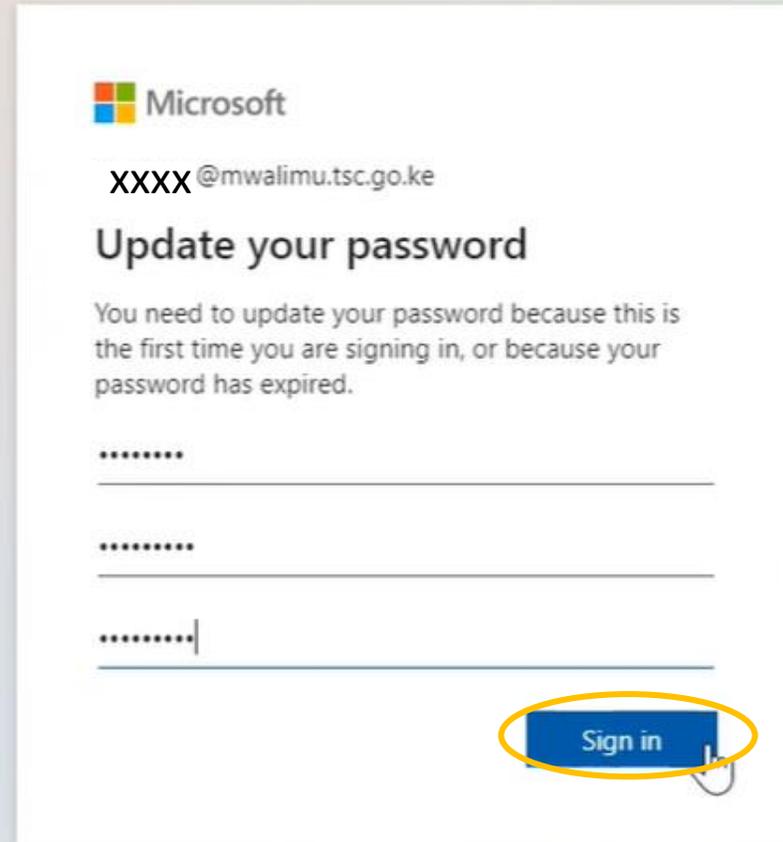
Current password

New password

Confirm password

[Sign in](#)

Once you have **Reset** your password click on **Sign in** to access your Office 365 account



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the email address 'XXXX@mwalimu.tsc.go.ke' is displayed. The main heading is 'Update your password'. A message explains that the password needs to be updated because it's the first time signing in or the password has expired. There are three password input fields, each with a dotted line above it. The 'Sign in' button is highlighted with a yellow oval and a mouse cursor is pointing at it.

Microsoft

XXXX@mwalimu.tsc.go.ke

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....|

Sign in

Welcome to your Office 365 Account

Microsoft



Save time by teaching
with Office 365



Office 365

Search

Good afternoon

Install Office

All My recent Shared Favourites

Type to filter list

Upload

Name	Modified	Shared by
 <p>No content activity</p> <p>Share and collaborate with others. Create a new document or upload and open one to get started.</p>		

Type any word or name to filter your list.

1 of 3

Next

Feedback

See more resources you can use ;

How to create a class team

<https://www.youtube.com/watch?v=w2xvQitzwAM&list=PLiluTszfwwMI9N-ZNqxlsqiSJ7yYQL8fu&index=1>

How to invite students to a class team

<https://www.youtube.com/watch?v=ttr9aaLfc-Y&list=PLiluTszfwwMI9N-ZNqxlsqiSJ7yYQL8fu&index=4>

Create an assessment

<https://www.youtube.com/watch?v=rNrquHqdXWs&list=PLiluTszfwwMI9N-ZNqxlsqiSJ7yYQL8fu&index=14>

Tracks create and view assignments on teams

<https://www.youtube.com/watch?v=tdB5pxK5q5k&list=PLiluTszfwwMI9N-ZNqxlsqiSJ7yYQL8fu&index=39>

Signing into Microsoft teams as a student

<https://www.youtube.com/watch?v=qx8xHpRMFHU&list=PLiluTszfwwMKicAo6agloFALEB5WvYNYs&index=1>

Record a lesson

<https://www.youtube.com/watch?v=SMSVvOBe4Vo&list=PLiluTszfwwMKicAo6agloFALEB5WvYNYs&index=1>