



# **ONLINE TPAD TRAINING**

## **CREATION OF AN ACCOUNT**

Before a user can access the system, one needs to create an account with the TPAD system.



# CREATION OF TPAD ACCOUNT

Below is what we are going to learn:

- ✓ How to access Online TPAD;
- ✓ How to create an account;
- ✓ Details needed to create an account;
- ✓ Updating of personal profile;
- ✓ Selection of the teaching subjects and combinations;
- ✓ Password reset;
- ✓ Forgot password tab.



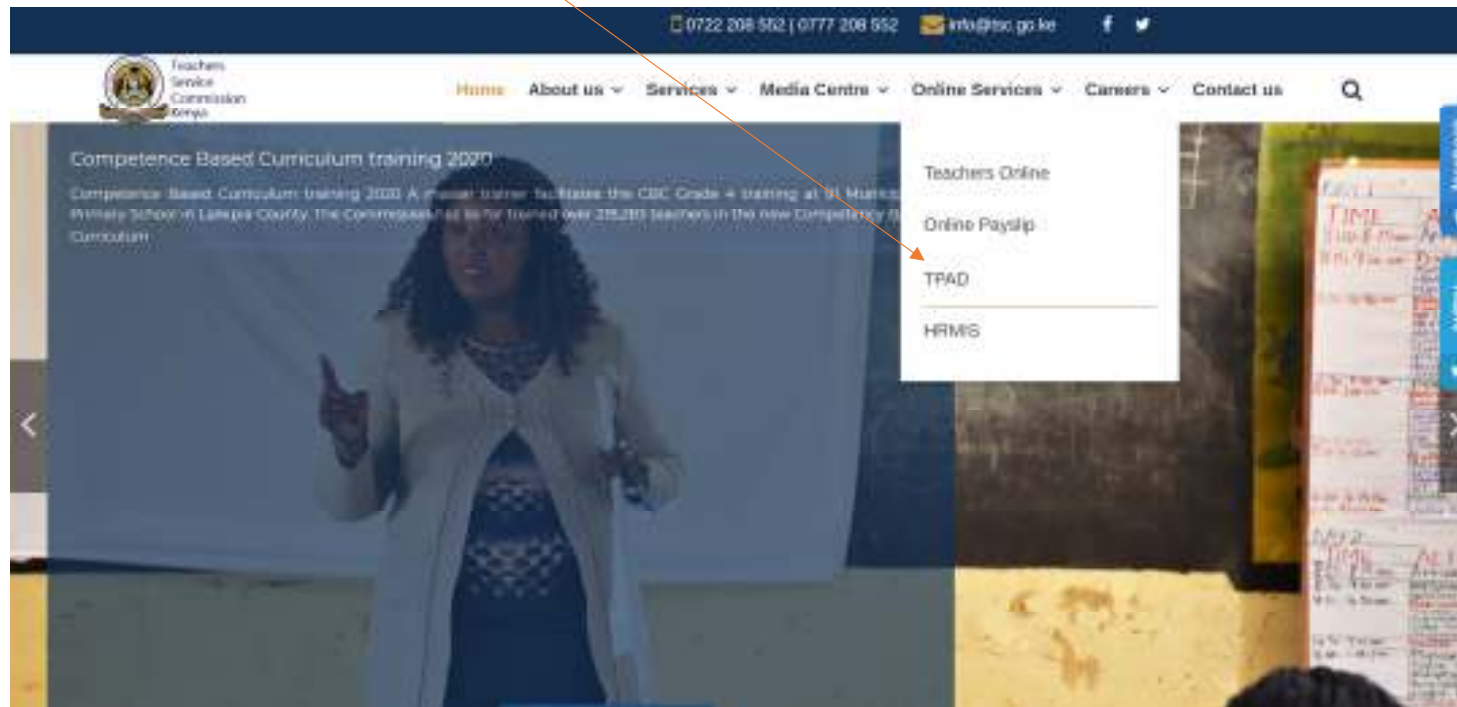
# ***How to access the Online TPAD System***

- To access the Online TPAD System, one needs to have an active account.
- TPAD (Teacher Performance and Development) is hosted on the TSC website, ([www.tsc.go.ke](http://www.tsc.go.ke)), under the Online Services tab.
- The following slide shows the steps to follow;



# System Access

- Click on the **TPAD** tab to access the system.





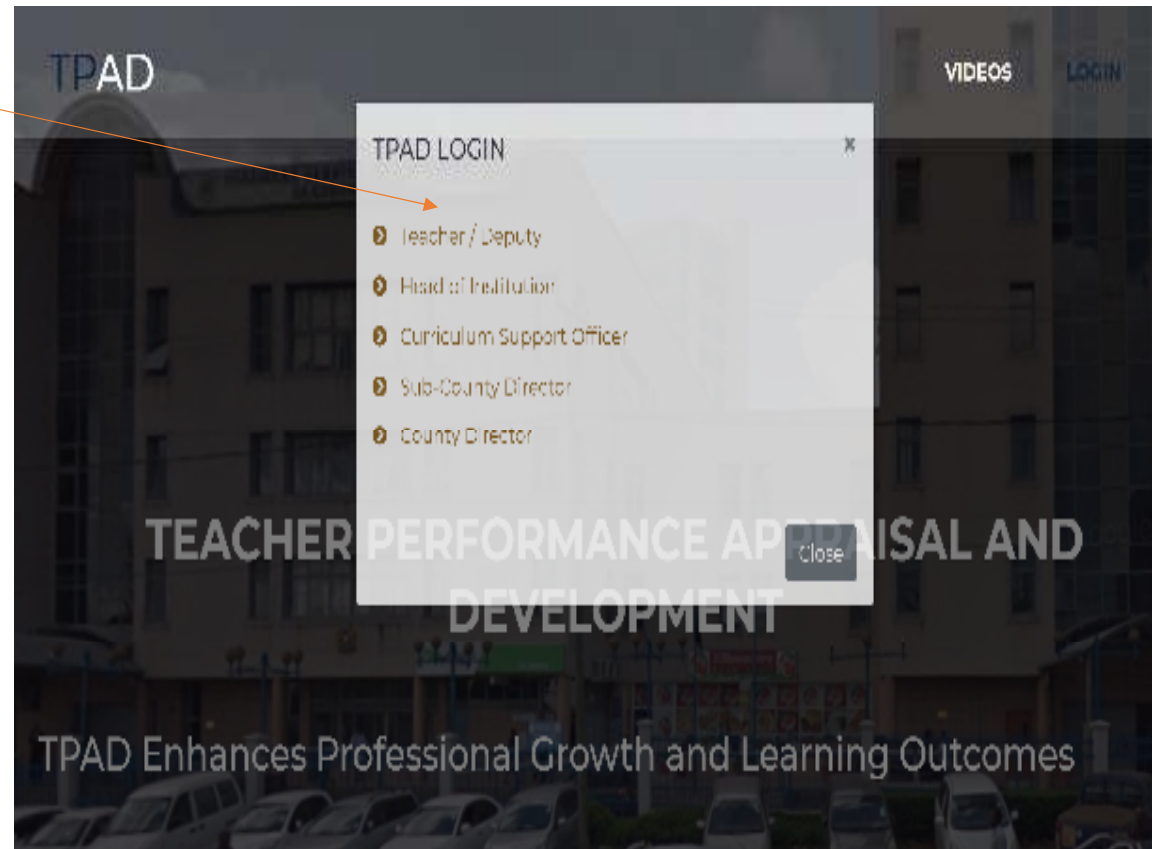
# ***TPAD Account Creation cont.***

- The following page appears once you click ***Teachers Appraisal (TPAD)***
- Click on the **Login tab** to select the account creation portal.



# Portal Selection from Login tab;

- ❖ From the **TPAD Login**, user is expected to select specific service portal of the appraisal.
- ❖ There are five levels each with its specified tasks carried out during the appraisal process.
- ❖ Select the desired portal to access.





This is the landing page after self service portal selection.

**TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT**

### TPAD Login

**TSC Number**  
Enter your TSC number

**ID Number**  
Enter your ID number

**Password**  
Enter your password

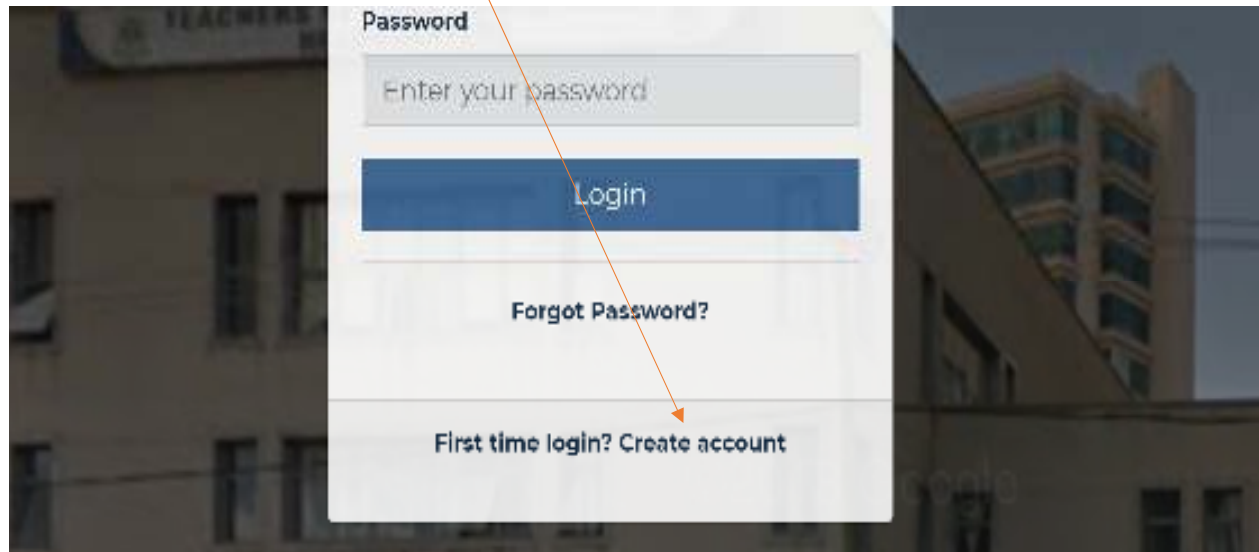
Login

[Forgot Password?](#)

[First time login? Create account](#)

# Step 1: Create Account

- ✓ Remember we are creating an account for the first login to the system.
- ✓ Click on the “[create Account](#)” button as illustrated;







## Step 2: Entering of Details

- ❖ Enter valid and correct information in the spaces provided;
- ❖ *The details entered will be saved to enable login to the system and commence the appraisal process.*
- ❖ Ensure the details entered are correct and click on **“create account”** button for verification and account creation. *(as shown next)*

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT

### TPAD Account

TSC Number

ID Number

Please fill out this field.

Phone Number (07xxxxxxxx)

Email Address

Password

Confirm Password

Mode of Notification

Sms

Create Account



Details entered in the Account Creation appears as shown. Click on “**Create Account**” button for details to be saved.

**TPAD Account**

TSC Number  
123456

ID Number  
1234567

Phone Number (07xxxxxxx)  
0712345678

Email Address  
qwerty@ghina10ryshoo.com  
Invalid email

Password  
.....

Confirm Password  
.....

Mode of Notification  
SMS

**Create Account**

[Login?](#)

Don't have an account? [Sign Up](#)



# Login Portal cont.

- *After the details entered are verified, a login view appears.*
- *Here one enters the details used in account creations ie.*
  - TSC number,*
  - ID number and*
  - Password*

*for permission access to the system (as shown in the next slide);*



# ***TPAD Login portal***

- After successful account creation, the information entered is verified by the system and the portal below appears for the user to type in the credentials used at account creation in order to access the system.

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT

TPAD Login

TSC Number  
123456

ID Number  
12345678

Password  
.....

Login

Forgot Password?

After entering the details, click on the **“Login”** button.



# *Teachers portal*

- Upon successful authentication, the teacher accesses the landing page/dashboard.
- Details that appear include:
  - Teachers TSC number,
  - Name,
  - Current institution name,
  - Institutions IPPD code (registration code),
  - Institution level (either primary or secondary) and the users
  - Current designation as **shown next**;



# Teachers dashboard/Landing Page

This page gives a snapshot view of all the key activities that the teacher can do in the system.

The screenshot displays the Teachers dashboard/Landing Page. The header includes the TSC logo, the text 'TPAD', and the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)'. A user profile icon and 'TSC No:' are also visible. The left sidebar contains navigation options: 'Self Appraisals', 'TPD', and 'Appraisal Reports'. The main content area shows a table with user details:

Institution Name : TSC Primary School	IPPD Code : 9874563210
Institution Level : Primary >> [ Primary Schools ]	Designation : Teacher

Below the table, there are three summary cards: 'Incomplete Appraisals' (0), 'Completed Appraisals' (1), and 'Notifications' (0). At the bottom, there are two progress cards: 'My Appraisal Progress : 2020' with 'Termly Progress : 2020' and 'My Annual Appraisal Progress' with 'Annual Progress'. Both progress cards have download icons.



# Personal Profile

- ❖ A teacher is required to update personal profile.
- ❖ Click on his/her name appearing at the top right corner of the screen,
- ❖ select **“My Profile”**.

(as illustrated in the next slide)

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No : [redacted]

My Profile

Logout

Institution Name : TSC Primary School	IPPD Co
Institution Level : Primary >> ( Primary Schools )	Designation : Teacher

0 Incomplete Appraisals

1 Completed Appraisals

0 Notifications

My Appraisal Progress : 2020

My Annual Appraisal Progress

Termly Progress : 2020

Annual Progress

197.156.134.82/teacher/my\_profile



# My Profile

There are three tabs under the “My Profile” feature namely;

1. *Personal Information*
2. *Teaching Subjects/ Subjects Combination*
3. *My Password*

The screenshot shows the TPAD (Teacher Performance Appraisal and Development) system interface. The header includes the TPAD logo and the text "TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)". A user profile icon is visible with the text "TSC No 1". The main content area is divided into three tabs: "Personal Information", "Subjects Combination", and "My Password". The "Personal Information" tab is active, displaying a form titled "Update Personal Profile Information". The form contains the following fields:

Field Name	Value
First Name	Ronnie
Other Names	Omond
Surname	Odiria
Phone Number	97259995
Email Address	ronnieodiria@gmail.com
Local Address	0
Postal Code	0
Level of Education	Bachelor's Degree





# Tab 1: Personal Information

- ❖ This is where the user is required to update the personal profile information.
- ❖ Update the missing details as well as correcting any other information ie. Mobile number, postal address and code, as well as active email address.
- ❖ Level of education tab is where the user selects the highest level of his education.

The screenshot displays the TPAD (Teacher Performance Appraisal and Development) system interface. The header includes the TSC logo, the text 'TPAD', and 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)'. A user profile icon and 'TSC No:' are visible in the top right. The left sidebar contains navigation options: 'Self Appraisals', 'TPD', and 'Appraisal Reports'. The main content area is titled 'Update personal profile information' and features several input fields:

Field Name	Value
First Name	Ronnie
Other Names	Ornardi
Sur Name	Ogino
Phone Number	711259995
Email Address	ronnieodima@gmail.com
Postal Address	
Postal Code	
Level of Education	Bachelor's Degree



# ***Saving Personal Information***

After entering all the details, ensure you click on the **“Save Changes”** button for the changes to be effected in the system.

TPAD

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)

TSC No: [ ] [ ]

Name: Ronnie | Email: ronnieodima@gmail.com

Other Names: Orondi | Postal Address: 0

Sur Name: Odim | Postal Code: 0

Phone Number: 711259995 | Level of Education: Bachelor's Degree

Save Changes



## ***Tab 2: Teaching Subjects/Combination***



- Every teacher is required to update the teaching subjects (for Primary teachers) and subject combination (for post primary teachers).
- How is this done?



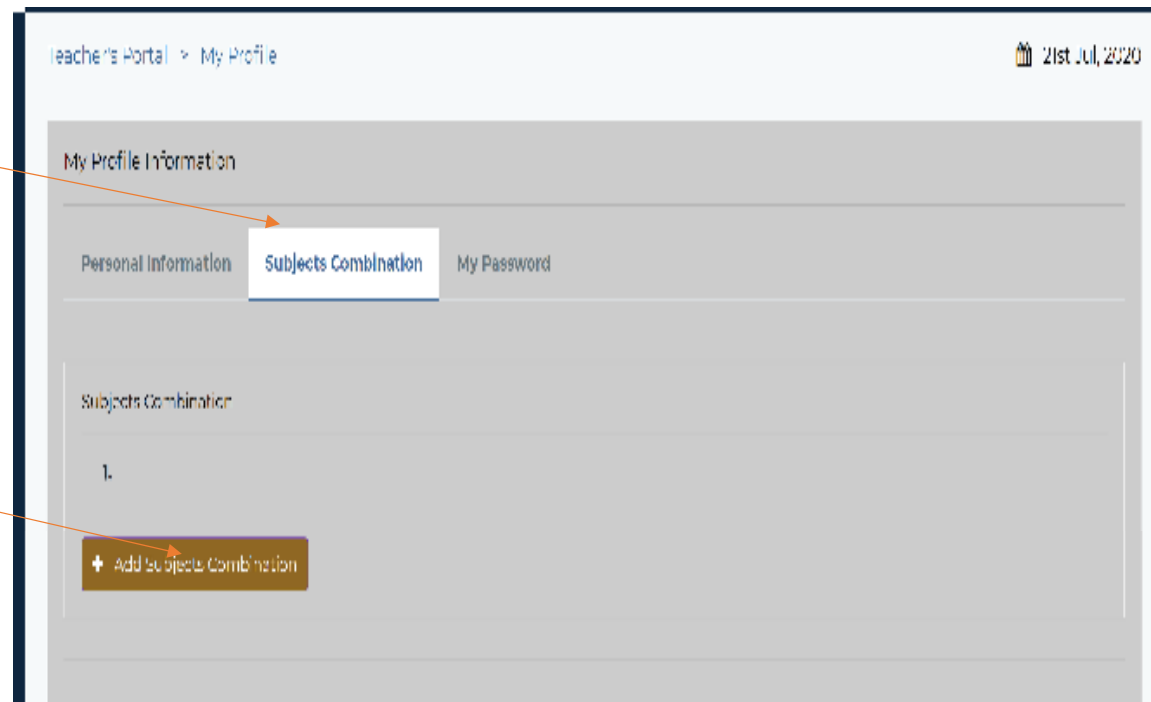
# Teachers Subject/Combination cont.

- ❖ Click on **subjects combination/ teaching subjects** tab;

*(In our case since we are creating an account, our Teaching subjects/ combination has no subjects)*

- ❖ Click on **“+Add Teaching Subjects/ Combination”** in order to add the subjects.

(next slide)

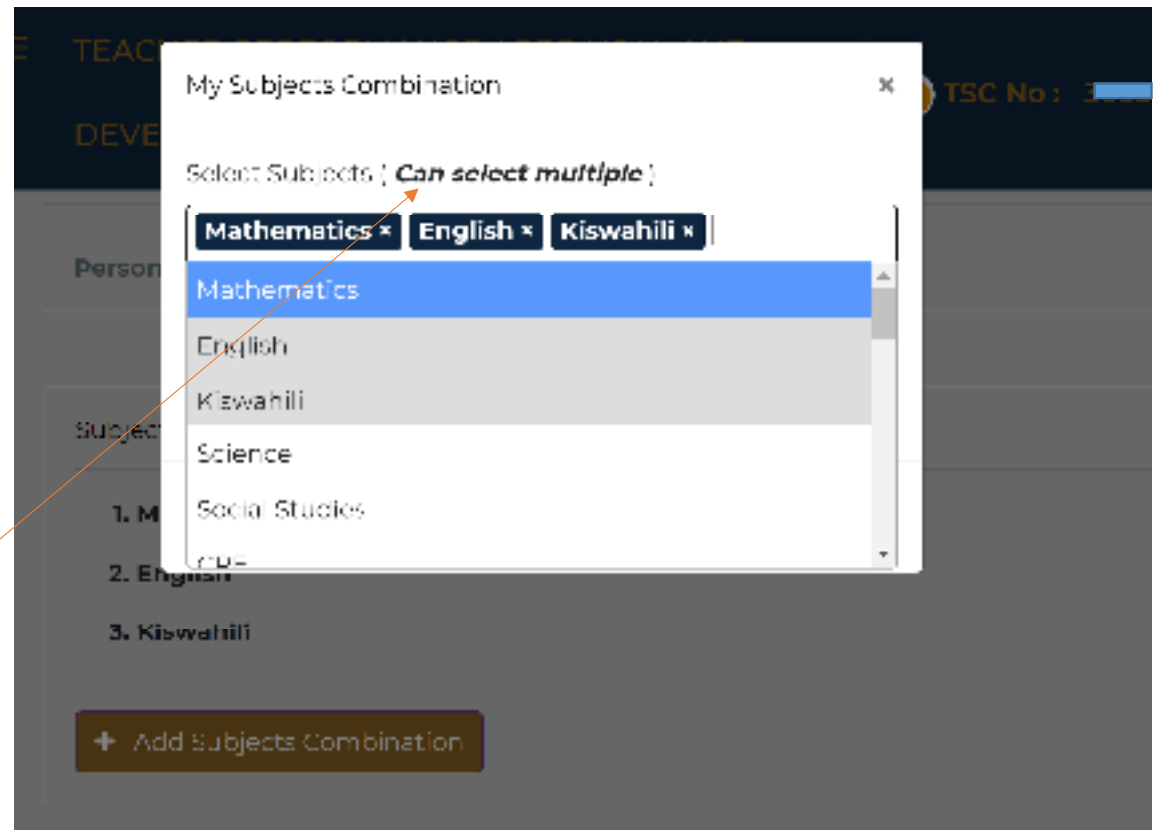




# Teachers Subject/Combination cont.

❖ The following view appears for selection of the subjects.

❖ A list of subjects appear for one to select preferred subjects. As we can see, there is no limit in the selection since one can have **multiple selection**.





# Teachers Subject/Combination cont.

Once the subjects are selected, click on the **“Submit”** button to save the changes.

Click on the close button after a successful submission.

My Subjects Combination

Select Subjects ( *Can select multiple* )

Mathematics × English × Kiswahili ×

Submit

Close

1. M

2. English

3. Kiswahili

+ Add Subjects Combination



This view appears being an assurance that the changes have been successful. (Subjects are listed as selected)

The screenshot displays the 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' interface. At the top, the title 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT (TPAD)' is visible, along with a user profile icon and 'TSC No : [redacted] - [redacted]'. The year '2020' is also present. The main content area is titled 'My Profile Information' and contains three tabs: 'Personal Information', 'Subjects Combination', and 'My Password'. The 'Subjects Combination' tab is active, showing a list of selected subjects: '1. Mathematics', '2. English', and '3. Kiswahili'. A green arrow points to the '2. English' entry. At the bottom of the list is a button labeled '+ Add Subjects Combination'.



## ***Tab 3: Change of password***

- ❖ This tab is used by the user to change/reset the current password.
- ❖ User is required to type in the current password used and the preferred password.
- ❖ As shown in the next slide;



## Tab 3: Change of password

❖ Fill in the spaces provided the following details:

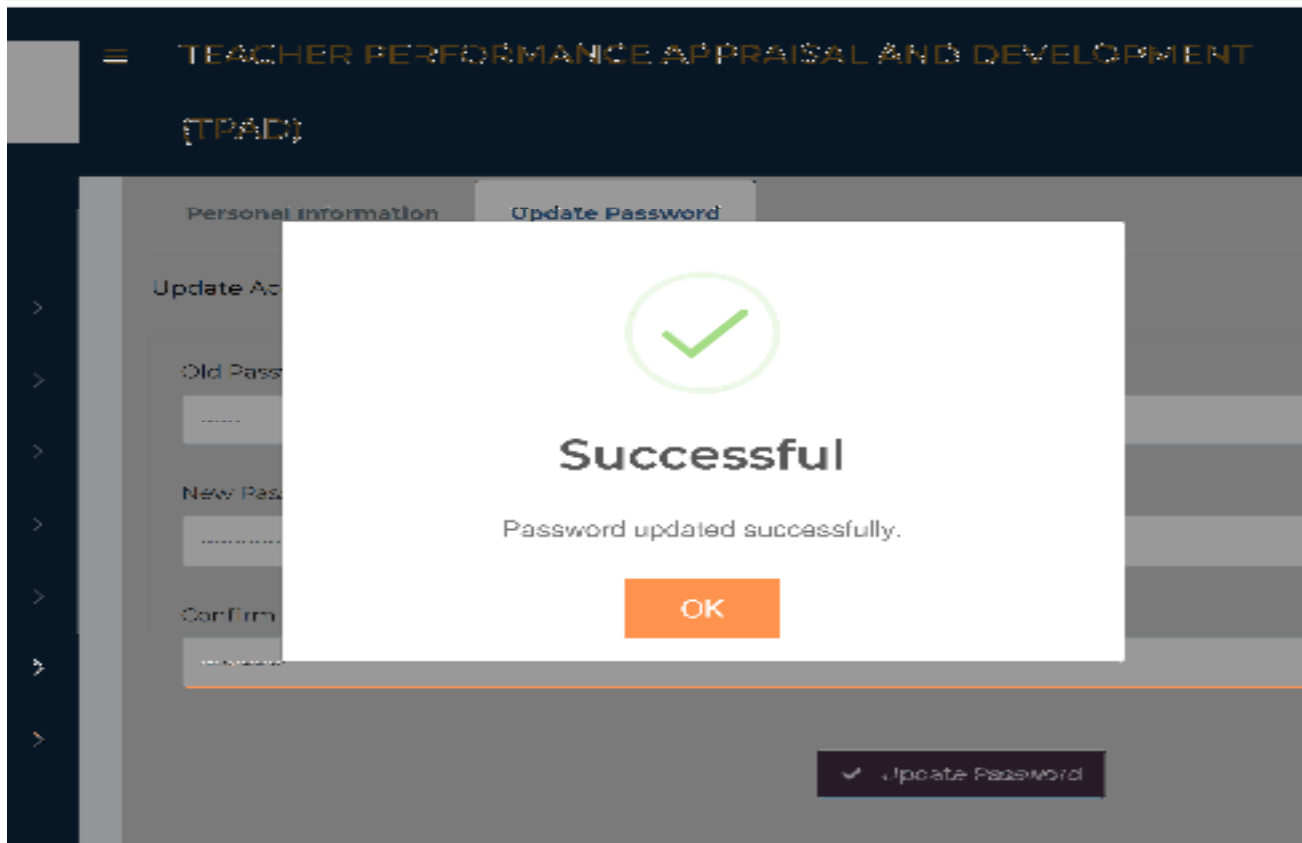
- Old password
- New password
- Confirm password

❖ Click on the **“update password”** for the new password to be saved. (check below)

The screenshot shows the 'My Profile' page in the Teachers Portal. The 'My Password' tab is selected. The page contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. An 'Update Password' button is located at the bottom right of the form. Colored arrows from the text on the left point to these fields: a green arrow to 'Old Password', a yellow arrow to 'New Password', a blue arrow to 'Confirm Password', and an orange arrow to the 'Update Password' button.



This message appears to show that the password reset is successful. Click on the OK button to to login using the new password.





# FORGOT PASSWORD

- Previously, we have been having challenges with users having forgotten their passwords to log into the appraisal system. This TPAD online system has a special feature where one can reset own password.

## Steps:

- i. From the TSC website;
- ii. Click “Online services;
- iii. Select “Teacher Appraisal;
- iv. Click on “Login”
- v. Select your self service portal;
- vi. Click on to **“Forgot Password”** tab; (as shown in the next slide)

# Forgot password cont;

- Click on the **“forgot password”** tab

The screenshot displays the 'TPAD Login' interface. At the top, it reads 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT'. Below this, the title 'TPAD Login' is centered. The form contains three input fields: 'TSC Number' with the placeholder 'Enter your TSC number', 'ID Number' with the placeholder 'Enter your ID number', and 'Password' with the placeholder 'Enter your password'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link labeled 'Forgot Password?'. Below the form, there is a link that says 'First time login? Create account'. An orange arrow points from the 'forgot password' text in the bullet point above to the 'Forgot Password?' link in the screenshot.

- After clicking on the above shown tab, the system prompts the user to enter details in the **“password recovery”** landing page that appears;



# PASSWORD RECOVERY cont.

- ❖ The user will be required to use the correct TSC Number and ID number in order to recover password.
- ❖ Enter the correct details and click on the **“Recover Password”** button.

TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT

**Password Recovery**

TSC Number  
1234567

ID Number  
1234567

Recover Password

Login

The screenshot shows a web interface for password recovery. It features a white form box with a blue header 'Password Recovery'. Below the header are two input fields: 'TSC Number' and 'ID Number', both containing the value '1234567'. A blue button labeled 'Recover Password' is positioned below the input fields. An orange arrow points from the text 'Recover Password' in the list item to this button. At the bottom of the form box is a 'Login' link. The background is a dark image of a building with an arched window.



# Password Recovery cont.

- ❖ A text message will be sent to the declared mobile phone number as shown;

***“TSC-Kenya: Your new password is ‘1234567’”***

- ❖ Click on the **‘Login’** tab to enter the code received
- ❖ One can change to preferred password by using “My Profile” tab.

The screenshot shows the 'TEACHER PERFORMANCE APPRAISAL AND DEVELOPMENT' interface. At the top, a green notification box states: 'A new password has been sent to your phone number'. Below this is the 'Password Recovery' form, which includes input fields for 'TSC Number' and 'ID Number', a 'Recover Password' button, and a 'Login' button at the bottom. An orange arrow points from the notification box to the 'TSC Number' field, and a blue arrow points from the 'Login' button to the 'Login' text at the bottom of the form.



*THE END*

• *THANK YOU*