



TEACHERS
REGISTRATION
COUNCIL OF
NIGERIA



TRCN Teachers Information System (TIS): Teachers User Guide

2018



Cagewox Dot Net Limited

Powered by

Teachers Information System (TIS)

User Guide V1.0

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TRCN Teachers Information System (TIS): User Guide for Teachers

ACCESSING THE PORTAL | TIS HOME PAGE

INTRODUCTION

The Teachers Information System (TIS) is an enterprise online portal platform offered by the Teachers Registration Council of Nigeria, TRCN, for the consolidation of teachers' data and records across the 36 states of the Federation and FCT.

The TIS provides a single system for Teachers, Employers, TRCN Employees and the general public. It is the data-hub for teachers' records, statistics and analytics in Nigeria. Several self-service options have been integrated for easy access to information and services offered by TRCN.

ACCESSING THE PORTAL

To access the TRCN Teachers Information System, simply visit (portal.trcn.gov.ng) using any browser and any device.

TIS HOME PAGE

The TIS home page is shown in figure 1 below. Some important actions you can trigger from the home page are enumerated below:

1.LOGIN: This will take you to the dedicated Login page for teachers.

2.GET YOUR USER ID: This will navigate to the 'Get Your User ID' page.

3.LOGIN TO TIS: This triggers the TRCN Admin/Employee Login Screen (For TRCN Staff).

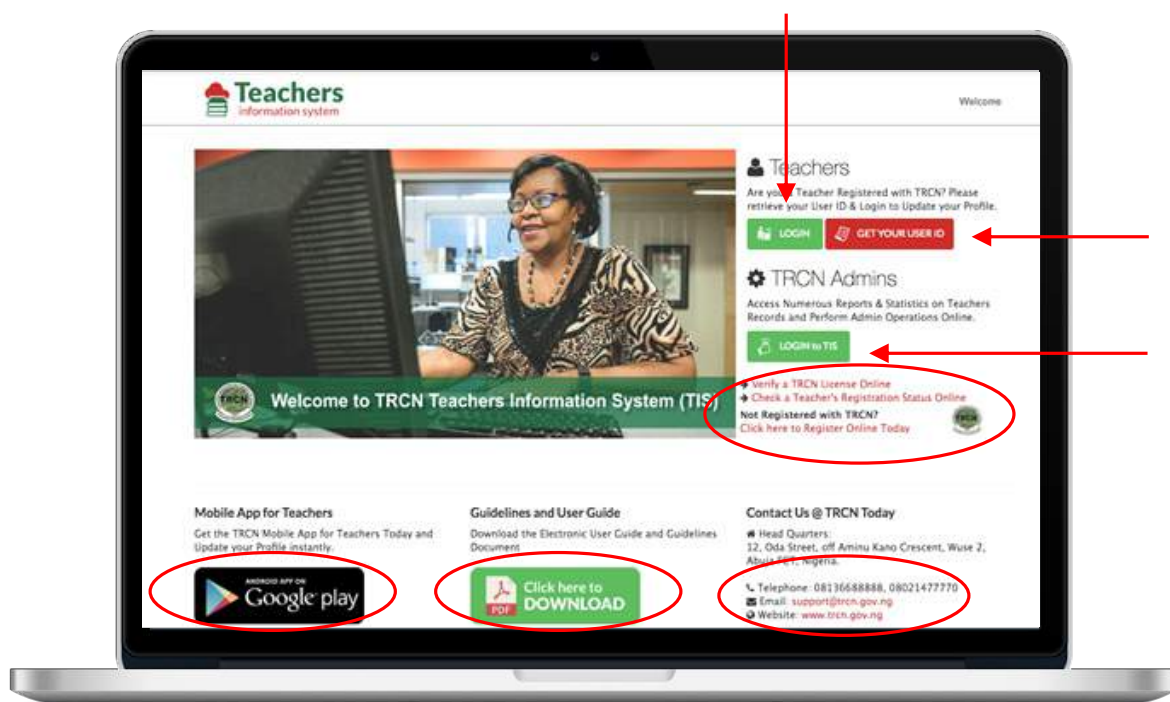
4.Others utility Self-Service links include

- Verify a TRCN License Online
- Check a Teacher's Registration Status Online
- Click here to Register Online Today

These links are highlighted and shown in figure 1 below

5.Download Links for TRCN Mobile App and User Guide & Guideline are also available at the base of the Home Page for easy access to these utilities. TRCN Contact details (HQ Contact Address, Email Address and Mobile Numbers) are also provided.

Figure 1:
TRCN TIS
HOME PAGE



GET OR RETRIEVE YOUR USER ID | SIGNING IN TO TIS AS A TEACHER

GET OR RETRIEVE YOUR USER ID

To get your User ID, click on the 'GET YOUR USERID' button on the home page as shown in Figure 1 above. Once the page is displayed on your screen,

1. Enter your TRCN Registration Number and the Image Text Verification code displayed
2. Click on the Retrieve User ID button to proceed

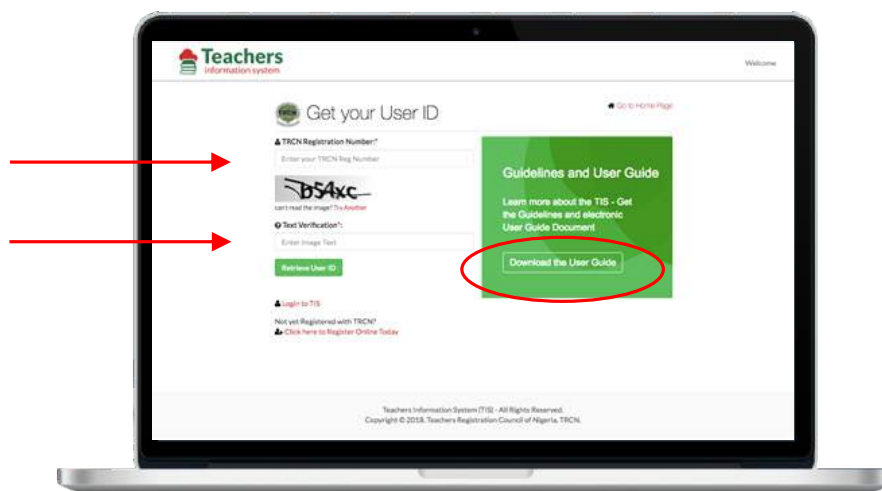


Figure 2:
Retrieve/Get your
User ID

SIGNING IN TO TIS AS A TEACHER

Click on the 'LOGIN' button as shown in Figure 1 above to login as a teacher. If you already know your User ID for TIS, simply enter your User ID and Password to login to the Portal.

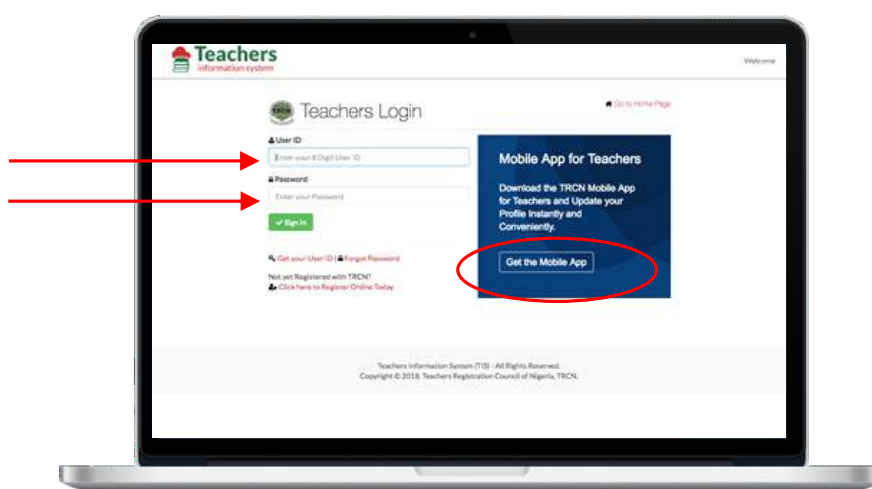


Figure 3:
Teachers Login Page

RESET YOUR PASSWORD | SIGNING IN TO TIS

DID YOU FORGET YOUR PASSWORD?

Click on the 'Forgot Password' link on the Teachers as shown in figure 3 below. Once the page is displayed on your screen, enter your User ID and image text verification displayed to reset your password.



Figure 4:
Reset your
password

SIGNING IN TO TIS AS TRCN ADMIN/EMPLOYEE

Click on the 'LOGIN to TIS' button on the home page as shown in Figure 1 above to login as an admin/employee. Simply enter your Username and Password to Login.

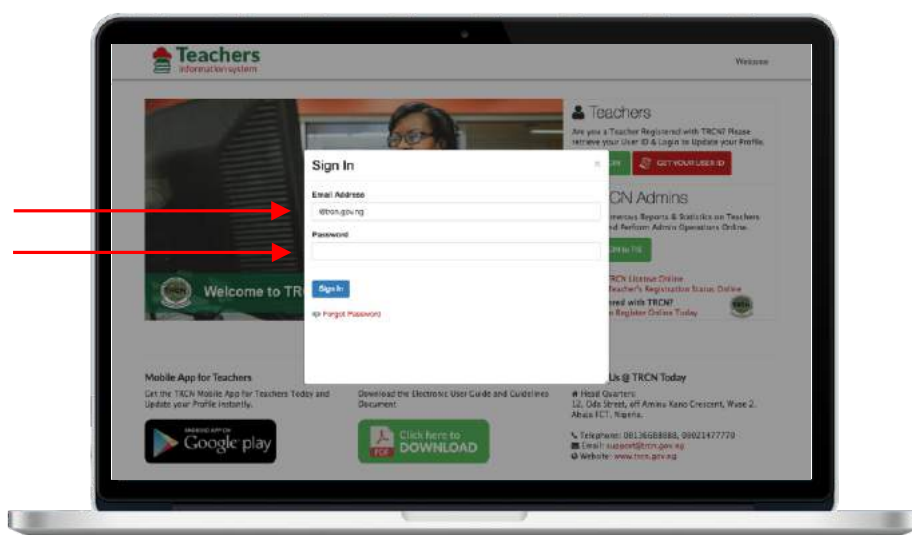


Figure 5:
Signing in to TIS
as a TRCN Admin
/Employee

TEACHERS PROFILE

TEACHERS MODULE (WEB)

Teacher's Profile Details

The 'Teacher's Profile Details' page shows comprehensive information about a Teacher across the following dimensions:

1. Bio Data
2. Highest Qualification Details
3. Registration Details
4. Current School (i.e. Place of Work)
5. Contact Details.

It is expected that you update your profile details with the most current and accurate data.

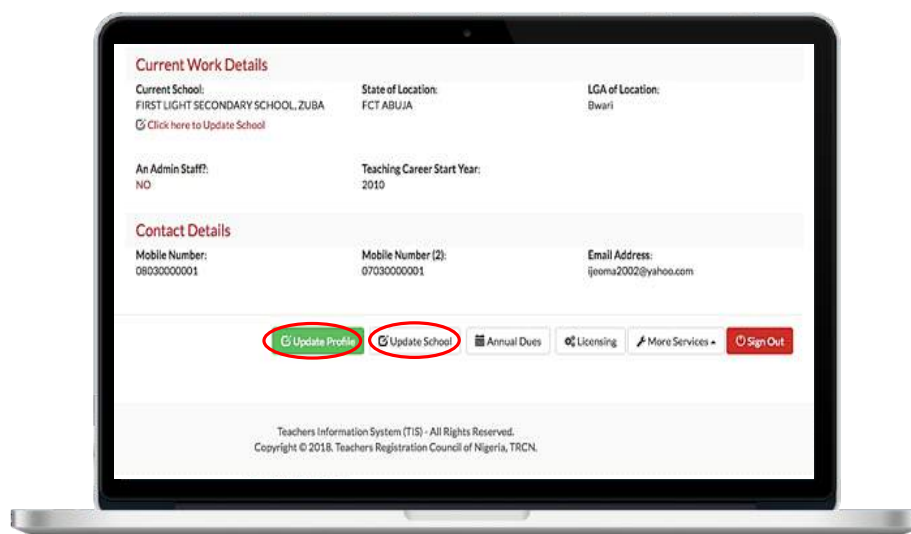
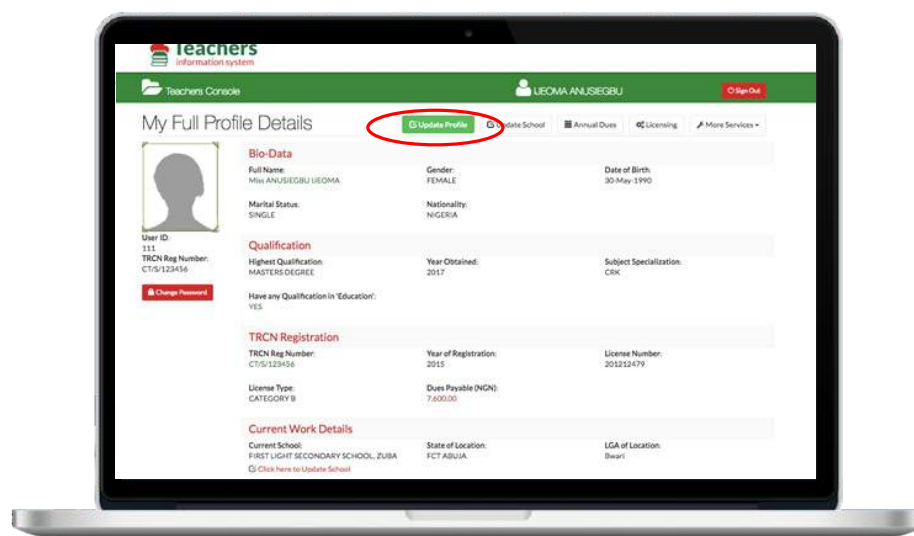


Figure 6:
Teachers Profile
Details

TEACHERS PROFILE

Updating Your Profile

Click on the 'Update Profile' button as shown in figure 5 above; this will take you to the 'Edit your Profile' page. This page is shown below in Figure 6. It is expected that a Teacher updates his/her profile across the following: Bio Data, Highest Qualification, Registration, Place of Work (School) and Contact Details.

The image displays two screenshots of the 'Edit your Profile' page on a laptop. The top screenshot shows the 'Bio-Data' and 'Qualification' sections. The bottom screenshot shows the 'TRCN Registration', 'Current Work Details', and 'Contact Details' sections.

Top Screenshot: Bio-Data and Qualification

Teachers information system
Teachers Console
UEOMA ANUSEGBU
Sign Out

Edit your Profile Save Changes Cancel

PLEASE NOTE: All Fields in asterisk * are required.

Bio-Data

*Title: Miss *Surname: ANUSEGBU *First Name: UEOMA

*Gender: FEMALE *Date of Birth: 30-05-1990 *Marital Status: SINGLE

*Nationality: NIGERIA

Qualification

*Highest Qualification: MASTERS DEGREE *Year Obtained: 2017 *Area of Specialization: CRK

Have any Qualification in 'Education?': YES

Bottom Screenshot: TRCN Registration, Current Work Details, and Contact Details

TRCN Registration

*TRCN Reg Number: CT/5/123456 *Year of Registration: 2015 License Number: 201212479

License Type: CATEGORY B: Masters in Education or Masters in other fields with Education Qualification

Current Work Details

School: FIRST LIGHT SECONDARY SCHOOL, ZUBA, BwarL, FCT ABUJA

[Click here to Update School](#)

Are you an Admin Staff?: NO *When did your Teaching Career start?: 2010

Contact Details

*Mobile Number: 09030000001 Mobile Number (2): 07030000001 Email Address: ueoma2002@yahoo.com

Save Changes Cancel

Figure 7:
Edit your
profile page

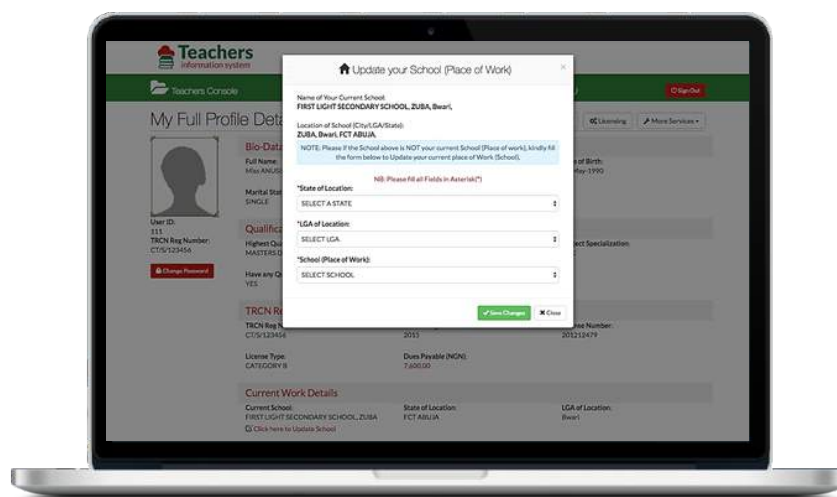
UPDATING YOUR SCHOOL | SELF SERVICE

UPDATE YOUR SCHOOL (i.e. Place of Work)

Simply click on the 'Update School' button on your Profile Details page as shown in Figure 5 above. This will display a popup form for you to update your Current School (i.e. Place of Work).

Fill the form by Selecting State, Local Government Area (LGA) and your School from the Drop downs provided. See Figure 7 below for more details.

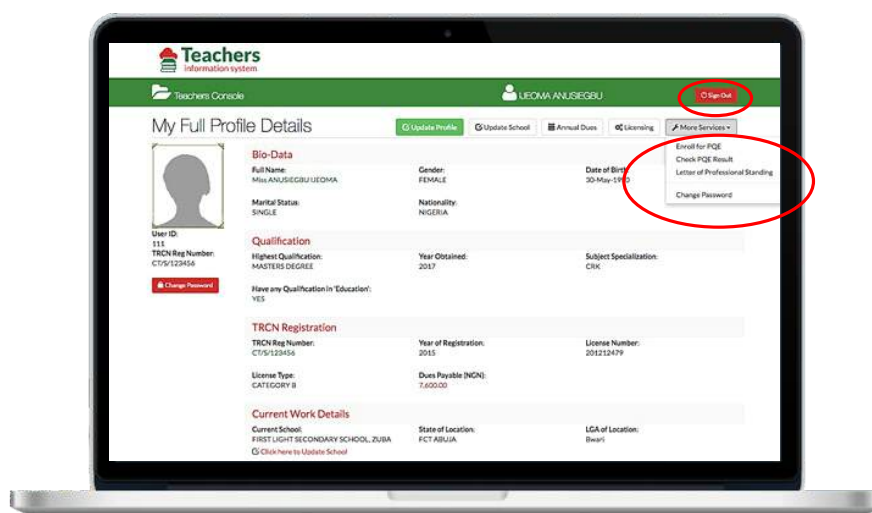
Figure 8:
Update your
current School
(Place of work)

**SELF-SERVICES (Coming Soon*)**

The "More Services" button provides useful drop-down links for certain utility services that teachers can access or request for using the TIS.

(PLEASE NOTE: These services will soon be integrated into the TIS). Figure 8 below illustrates this:

Figure 9:
Self Service
(Coming soon*)
and Signing out

**SIGNING OUT...**

Click on the 'Sign Out' buttons as shown in Figures 8 above to sign out from the TIS.

CHECKING TEACHER'S TRCN REGISTRATION STATUS

CHECKING TEACHER'S TRCN REGISTRATION STATUS

Click on the 'Check a Teacher's Registration Status Online' link on Home page as shown in Figure 1 to search and check for a teacher's registration status with TRCN. The search can be done with either Teacher's name or Teacher's Registration Number. This is illustrated in Figures 9 and 10 below:

Figure 10:
Check Teacher's
TRCN Registration
Status (Name
Search Example)



Figure 11:
Check Teacher's
TRCN Registration
status (TRCN Reg.
Number search)

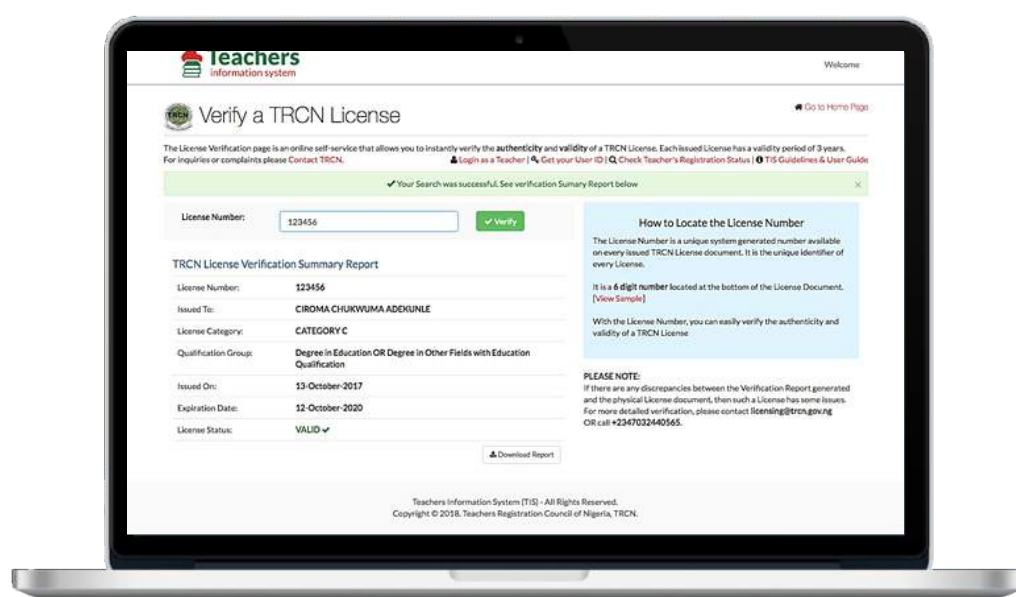


VERIFY A LICENSE (COMING SOON)

VERIFY A LICENSE (Coming Soon*)

Click on the 'Verify a TRCN License Online' link on Home Page as shown in Figure 1 to verify a Teacher's license on TIS. Once clicked, TIS will navigate to the 'Verify a TRCN License' page. See Figure 11 below for more details.

Figure 11:
Verify a TRCN
License





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TRCN Mobile App for Teachers - v1.0

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TRCN

Mobile App

for Teachers - v1.0

GETTING STARTED | LAUNCHING THE APP

INTRODUCTION

The TRCN Mobile App for Teachers is a utility Android mobile application designed and built for use by Teachers registered in Nigeria. It is secure, extremely easy to use and convenient.

The Mobile App securely connects to the TRCN (Teachers Information System) to fetch and update data as well as other frequently accessed services by Teachers. The TRCN Mobile App is a service offered by the Teachers Registration Council of Nigeria, TRCN. The sections below provide detailed guide on how to use the TRCN Mobile App.

GETTING THE TRCN MOBILE APP

1. Visit the Google play store (<https://play.google.com/store?hl=en>)



2. Search for 'TRCN Mobile App',

3. Download the app and install it on your Android mobile device or tablet. (The app is free, convenient and easy to use.)

LAUNCHING THE APP

Click on the App Icon as seen below to Launch the App

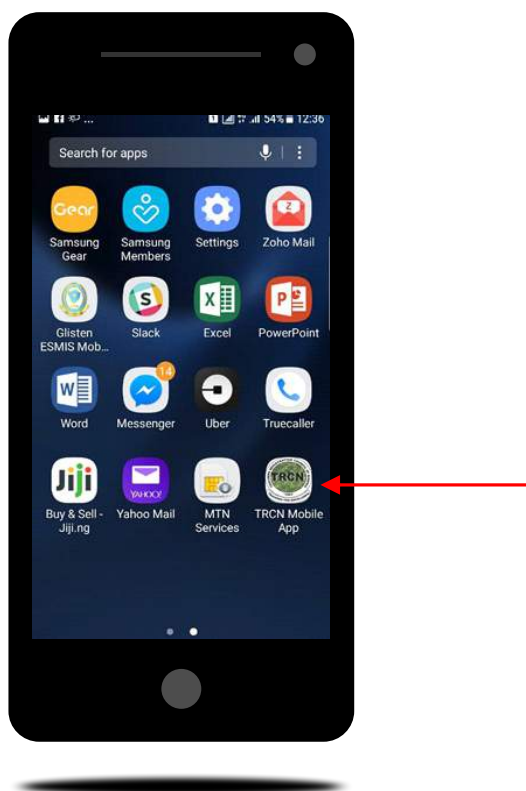


Figure 1:
TRCN Mobile App Icon

LOGIN SCREEN

SIGNING IN TO THE TRCN MOBILE APP

On launching the TRCN Mobile App, the Login screen comes up first. If you already know your User ID, simply enter your User ID and Password to login to the App.

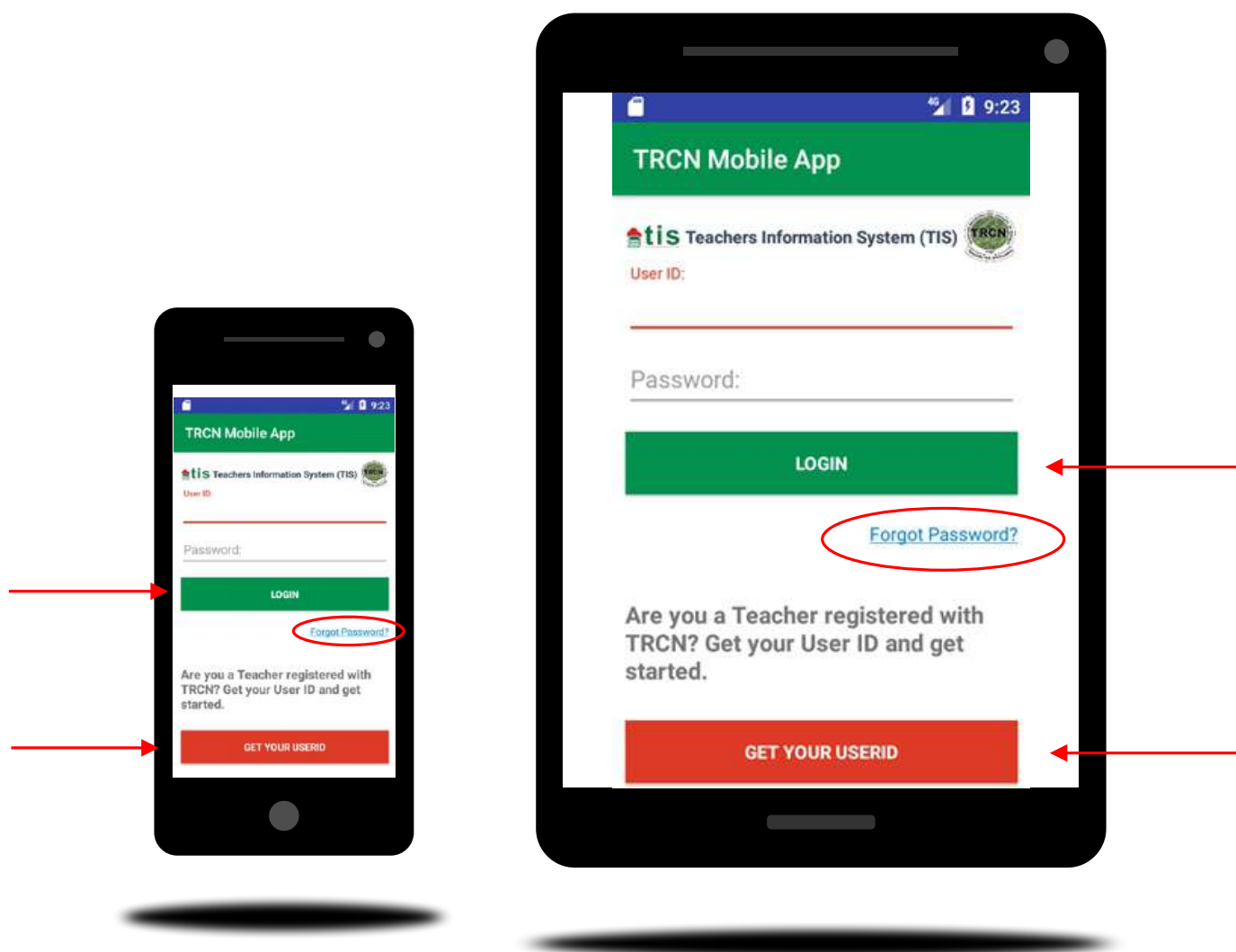


Figure 2:
Login Screen

GET OR RETRIEVE YOUR USER ID | RESET PASSWORD

GET OR RETRIEVE YOUR USER ID

To get your User ID, click on “GET YOUR USER ID” as shown in Figure 2 above. Once the screen displays, enter your TRCN Registration number to retrieve your User ID.

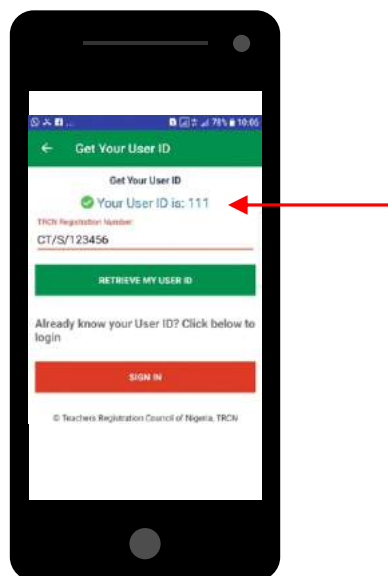


Figure 3:
Retrieve Your User ID

DID YOU FORGET YOUR PASSWORD?

Click on the “Forgot Password?” link as shown in figure 1. Once the screen loads, enter your User ID to reset your password.

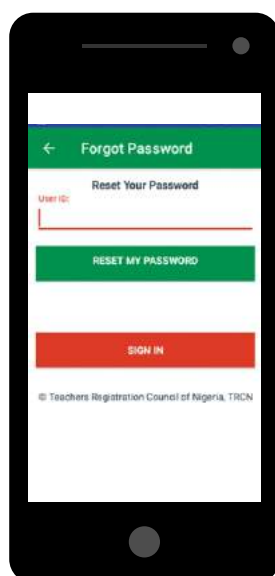


Figure 4:
Reset your password

DASHBOARD AND PROFILE AREA

THE DASHBOARD

Once you are logged in to the App, you can see your dashboard with summary of your details. You can View Profile, Edit Profile, Update School, Change Password etc. as shown below:

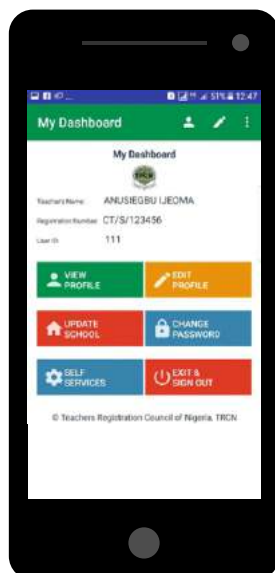


Figure 5:
Teacher's Dashboard
on the Mobile App

TEACHER'S PROFILE VIEW

The Teachers Profile Details screen displays information on a Teacher's Bio Data, Highest Qualification Details, Registration Details, Current Place of Work (School) and Contact Details. It is expected that you update your profile details with the most current and accurate data

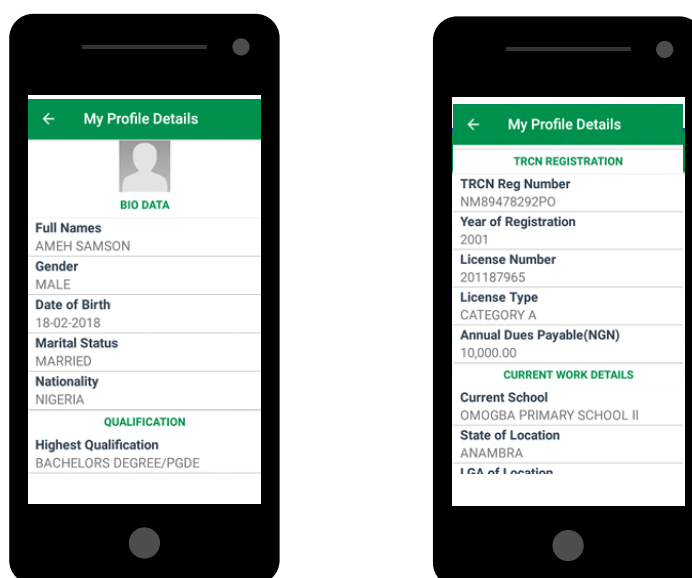


Figure 6:
Teacher's Profile View

EDITING YOUR PROFILE

EDITING YOUR PROFILE

Click on 'EDIT PROFILE' on the dashboard to update your Details across Bio Data, Qualification, Registration, Place of Work and Contact Details. Teacher's profile details update occurs in 5 simple steps as shown in below.

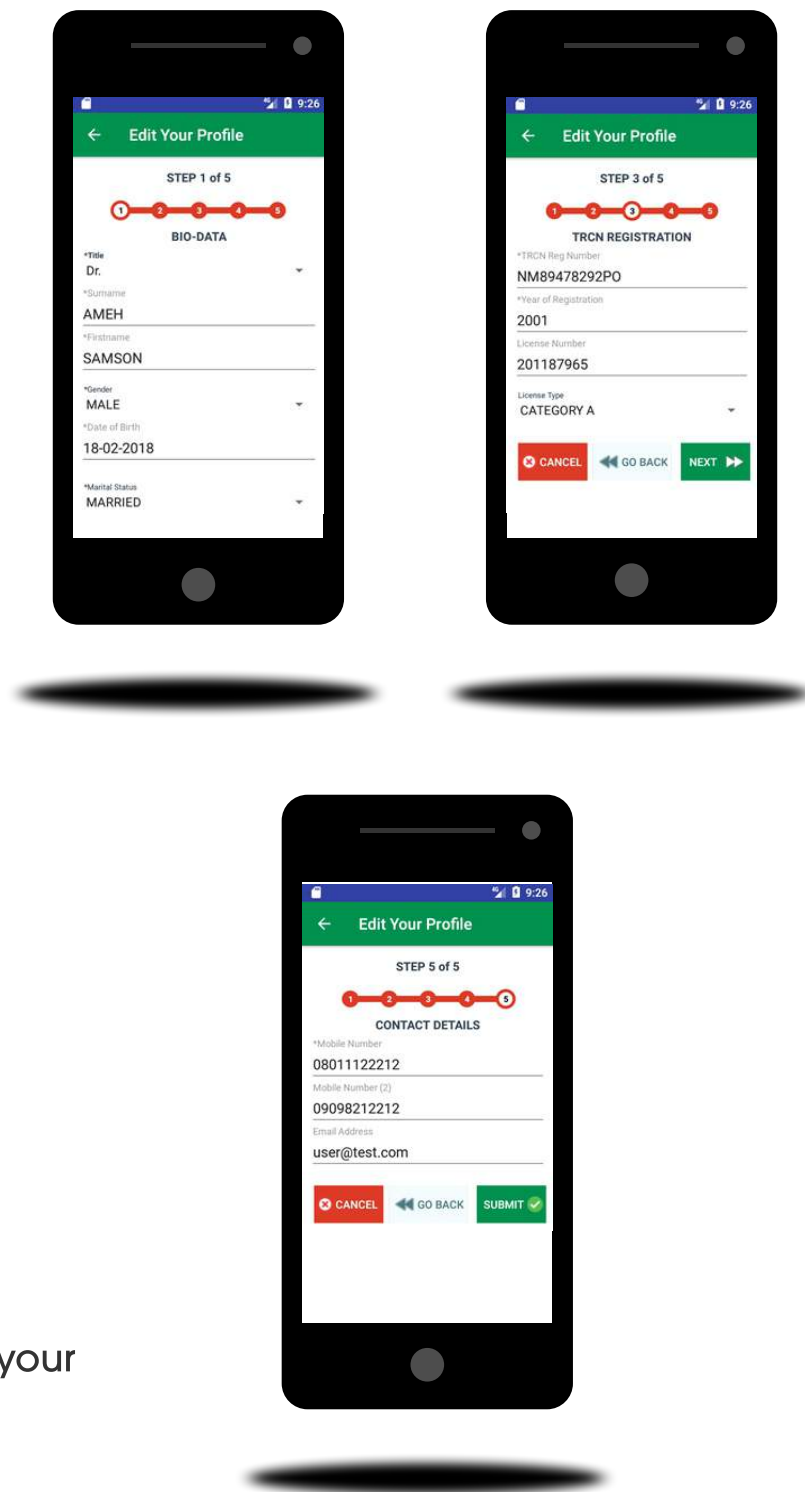


Figure 7:
Screen for edit your
profile details

UPDATING YOUR SCHOOL | CHANGING PASSWORD

UPDATE YOUR SCHOOL (PLACE OF WORK):

Simply go to 'UPDATE SCHOOL' on the dashboard to update the school to your details to reflect your current school (place of work) name and location. Save Changes when done.

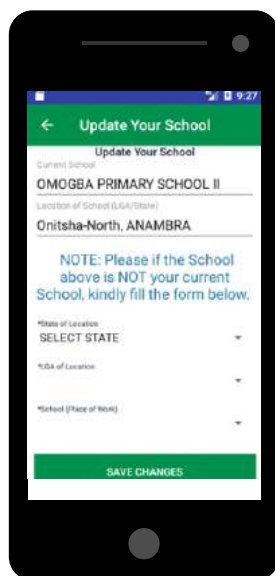


Figure 8:
Update your current
school (Place of Work)

CHANGE YOUR PASSWORD

To change your password to a password of choice, click on "CHANGE PASSWORD" on the dashboard. Once the screen is displayed, enter your current password and the new password of your choice. Tap 'Confirm and Save Changes'.

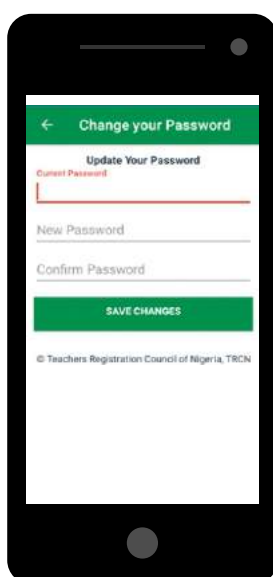


Figure 9:
Change your
password screen

SOME SERVICES COMING SOON

SELF SERVICES

The Self Services Page provides useful links to upcoming services that teachers can access or request for using the mobile app. The figure below illustrates this:

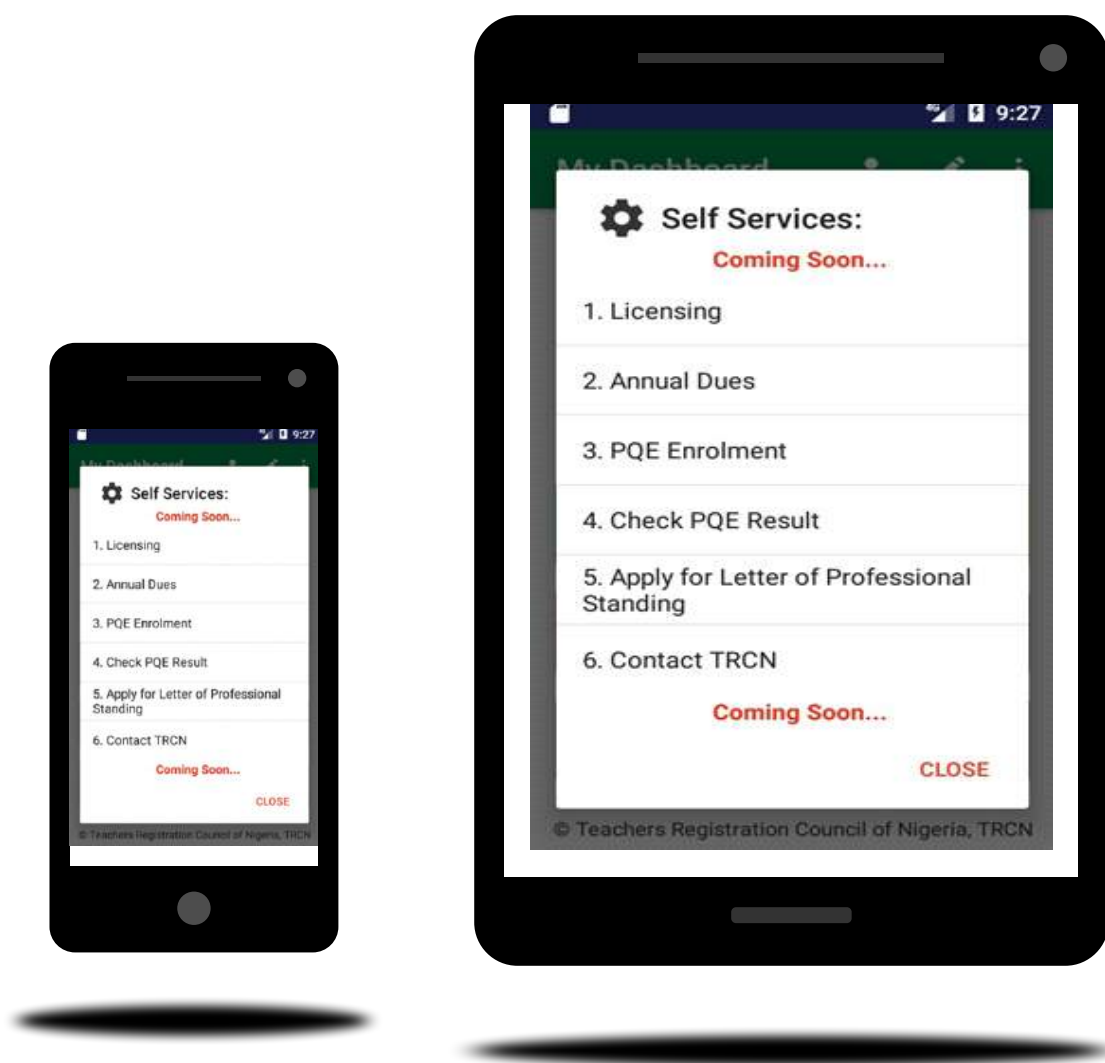


Figure 10:
Self Service (Coming soon)

EDITING YOUR PROFILE

MENU ITEMS

The dotted vertical line on the top right corner views the menu items. You can easily Change Password, Update School, Read e-Userguide and Logout from here.

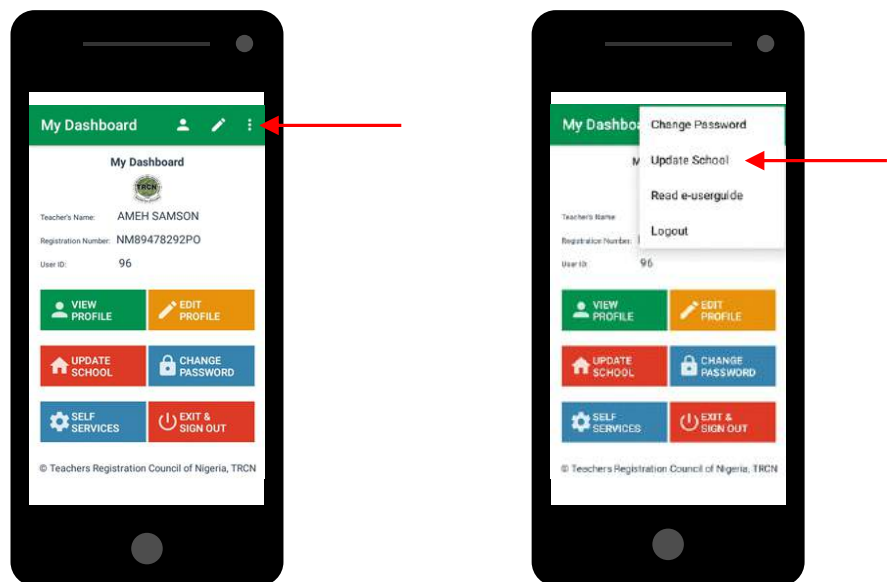


Figure 11:
Menu Items
Quick Links

SIGNING OUT...

To Sign out, tap the "EXIT & SIGN OUT" button on the dashboard or tap the the dotted vertical line on the top right corner to update details, read e-userguide or 'Logout' instantly. See below:

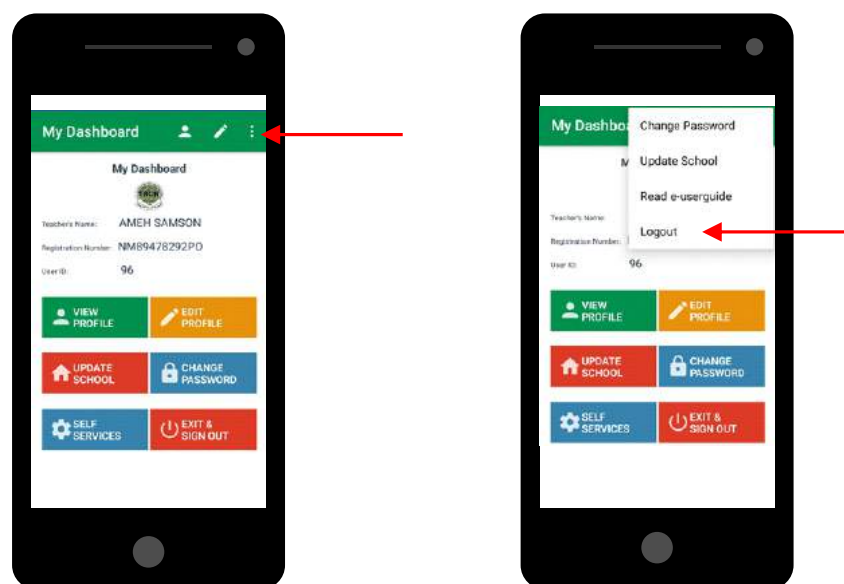


Figure 12:
Log out option

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