



National eGovernment Strategies

eGovernment in Nigeria

eRegistration
of Teachers in Nigeria

APPLICATION MANUAL

MDA: Teachers Registration Council of Nigeria

www.trcn.gov.ng



FRONT END

For all teachers and educational practitioners who want to get registered with the **Teachers Registration Council of Nigeria**, the NeGST portal is an easy and understandable medium to do so. It should be noted that users do not have to be computer experts but should be literate enough to follow certain guidelines.

Before beginning this process, please make sure you have the following documents available:

- A scanned recent passport photograph.
- A scanned copy of your original certificate of qualification.
- A scanned copy of an attestation from an employer or any respected member of society such as judges, lawyers, senior civil servant, etc.

All images should be either of .JPG or .GIF format and should not be more than 160kb.

SECTION ONE

STEP ONE

The first step in getting registered is to log on to NeGST homepage **enigeria.com.ng** which is the portal that grants you access to the registration platform. You can access the registration form either by clicking on **Public Service** menu on the top left side of the page or clicking on the **eRegistration** service on the bottom right of the page.

STEP TWO

Having clicked on **Public Service** menu, a sub menu will appear, then click on **Teachers Registration**. A “Welcome to the TRCN Online Services Access Portal” will open. This page further links you to three (3) other options of which are **eRegistration services**, **eAuthentication** and **eReporting services**.



STEP THREE

eRegistration Services

This link further provides you with two options, to either **start a new eRegistration form**, or continue filling a previously **saved eRegistration form** that is not more than 5 days old.

Saved eRegistration Form

This section is for those who have already started the registration process and have completed and saved the first section of the form but had to stop because of one reason or the other.

This link takes you to a page that requests your unique registration number which was assigned to you after you saved your application. Type in your correct registration number and click the **continue** button. Another page will appear that will request your user name and password. This confirms your registration with the eNigeria portal and retrieves the form you were filling previously.

The password confirmation screen comes up when you are either not logged in as a member or have remained idle on the system for more than ten (10) minutes.

Start a new eRegistration

The new eRegistration form is for users who have no previous record with TRCN and want to register for the first time with the Council. Upon clicking this link, a **membership page** appears which provides two options, to either become **a member** or to **log in** with a user name and password if you are already a member of eNigeria portal services.

This membership enables you become a member of the eNigeria portal which grants you access to "members only" services on the portal, such as eRegistration.

To become a member for the first time, click on "**click here to be a member**". This will take you to **the member's subscription area**. If already a member, simply fill in your username and password to commence registration.

The Member's Subscription Area

It lets you fill in your member's subscription form which consists mainly of your personal data and desired user name.

Upon correctly filling this page, click on the **submit** button to be registered as a member. The **reset** button enables you clear the inputs and fill the form all over again, incase mistakes have been made while filling it.

You will receive a message that will acknowledge you as a member. It will indicate that a password will immediately be forwarded to the email address you provided in your form. Therefore to find out your password, you will need to go to your email box and read the message from **membermanager@enigeria.com.ng**.

Please note the information on the right side of the membership form which is about the operations of eNigeria, membership subscription and how to get access cards that will further enable you function maximally in completing the registration.

To continue from this point, you should look at the top of the page and take note of two links; **Already a member?** and **Need to manage your account?** The **already a member** link, takes you back to the membership log in page of which you fill in your **username** and password (gotten from your email account). The “**need to manage your account?**” link helps you manage accounts as regards which payment method you want to use to continue your registration.

It is very important to know that to be able to perform these various functions, you must purchase and/or possess an eNigeria scratch card that will enable you become an eNigeria member n will thereafter enable you own and manage a membership account.

Step Four

Starting Registration with TRCN

Qualification

The first page that starts the TRCN registration process is one that gives you a list of acceptable educational qualifications that can be registered with TRCN. You are to choose one or more of the qualification that apply to you.

This comes up as the first page so as not to waste the time of applicants who do not qualify to get registered with TRCN.

Underneath these are a list of qualifications and the prices required to acquire their certificates and a **proceed button** that takes you to the next page.

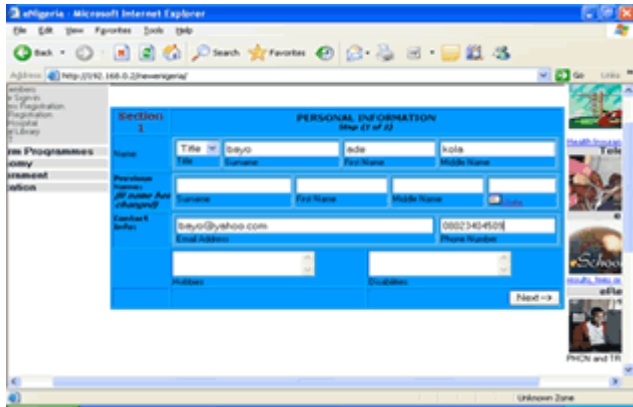
FILLING OF PERSONAL INFORMATION

SECTION ONE

4.1 STEP ONE

The first step consists of five parts that are further sub-divided as demonstrated below:

- a) **Name:** This part is sub- divided into three parts that provides text boxes for a users full name starting from his/her title, the surname, first name and lastly the middle name.
- b) **Previous Name:** This part is for those who have changed their names for one
- c) reason or the other such as marriage. The date of change is also required for the filling this part.
- d) **Contact Address:** In this part text boxes are provided to fill in your email address and your personal phone number.
- e) **Hobbies:** This is the section where you fill your personal interests and hobbies, such as, sports and extra- curricular activities.
- f) **Disabilities:** You can fill in any disability that you think TRCN should be informed of while viewing your registration form.



On completing this section adequately, you can click on the **next** button that is situated on the bottom right side of the page. This button takes you to step two of filling your personal information form.

STEP TWO

This section is divided into three (3) parts with subdivisions as in step one. It should be noted that you can only get to this part two after you have properly filled step one.

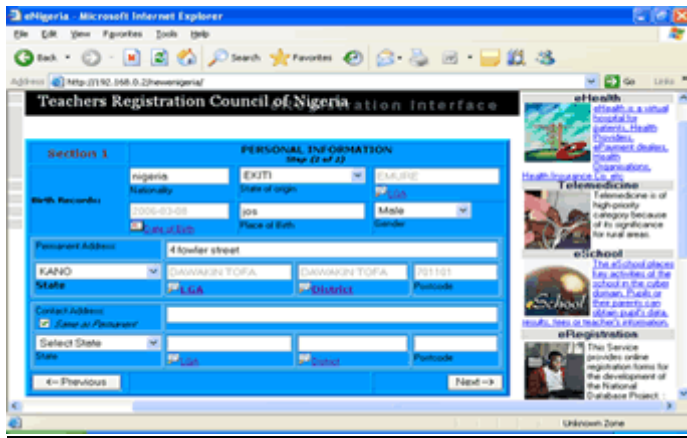
- a) **Birth Records:** This part allows you provide the following information: **Nationality, State of Origin, Local Government Area (LGA), Date of Birth, Place of Birth and Gender.** Of which most of them have already pre-determined options in form of a new window which opens with a list of States, LGAs and a calendar depending on the text box you're filling.

This is made possible because the portal connects to NIPOST database which has a comprehensive data collection on proper postcodes, Local Government Areas and States. For example:



Note: While filling such columns like LGA, there is already a list of LGAs for a particular state in Nigeria that has been gotten from NIPOST database. When you click on the input boxes, a small window pops up that enables you choose from a selection, as shown above.

- b) **Permanent Address:** This section is for filling your permanent address, an address where you can always be reached at all times, either your permanent home address or one of your family members.
- c) **Contact Address:** This can either be the same as the permanent address or a different address altogether. It is needed to get in touch with you presently. However, the same kind of information is needed, i.e. State, LGA, District and Postcode.



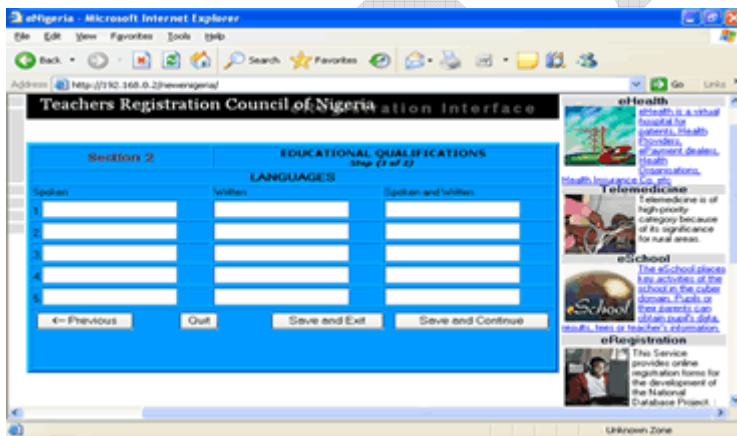
The **next** button takes you to section two which contains your Educational Background

SECTION TWO (2): EDUCATIONAL QUALIFICATIONS

This is the section where the applicant supplies information on his/her educational background. It is divided into two steps.

5.1 STEP ONE: LANGUAGES

In this part, three categories are created, so the registrant can provide information about his **spoken languages**, **written languages** and both **spoken and written languages**.



At the bottom of this page, there are four (4) buttons that serve as a guide in navigating the form to facilitate completion. They are:

- a) **Previous Button:** This enables you go back to previous pages incase you did not include a detail or fill one correctly.
- b) **Quit Button:** This button will allow you stop filling the form. If this button is clicked then the registration process will end.

- c) **Save and Exit:** This enables you save whatever information you have given so far and exit, but it also allows you to return back and continue from where you stopped by providing you a unique registration number with which you can use to log on.
- d) **Save and Continue:** This allows you save and continue filling the form. At this point you receive an identification number; this is what you use to continue filling your form or to log on subsequently.

STEP TWO: CERTIFICATION

At this stage, proper documentation of your educational qualification is provided. It is sub-divided into three (3) parts. It is important at this junction to provide your educational background and qualifications.

- a) **Certification Type:** This provides you with two options, either Educational or non-educational certification type as the case may be. This must be provided to complete your registration.
- b) **Name of Institution:** Provides an input box fill in the school from which your degree was obtained. It could be a university, polytechnic or any teacher training institute.
- c) **Qualification:** Four qualifications have been pre-listed. They are, TCII, PGDE, B. Ed, NCE. Also a text box is provided to fill your area of specialization, start of programme and graduation date.

At the end of this page is the option to **save qualifications** and **view list**.

Save qualification will enable you store the information you have just provided and give you an opportunity to repeat the process, incase you have obtained more than one qualification.

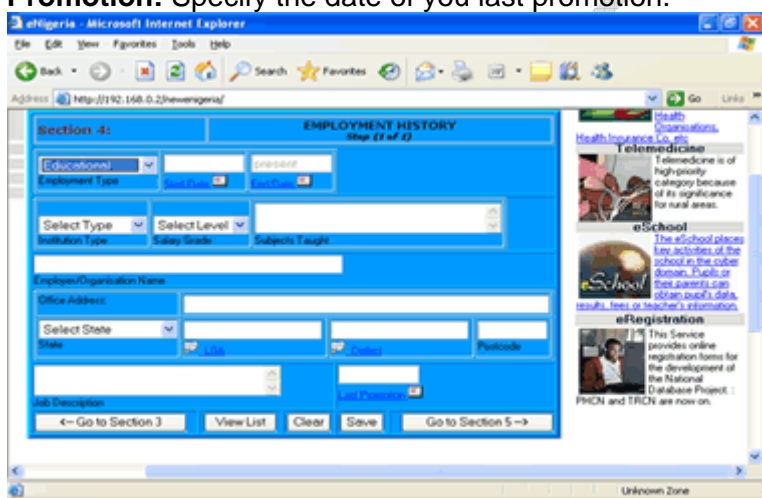
The view list option will be activated after you have saved you qualifications and will then enable you view all the qualification you have given or delete any as a **delete** icon appears on the top left.

After this, you can now proceed to the next section.

SECTION 3: EMPLOYMENT HISTORY

This is the section that pertains to your employment history, that is, details of your working experience. It is divided into the following five (5) parts.

- a) **Employment Type:** It can either be educational or non-educational and period of employment. If the 'educational employment' option is chosen extra slots appear to fill in **institution type, salary grade and subjects taught.**
- b) **Employer/ Organization Name:** Fill the name of the educational or non- educational organization you work with.
- c) **Office Address:** Specify the location of your office.
- d) **Job Description:** Specify the nature of your job.
- e) **Promotion:** Specify the date of your last promotion.



On completion of this section, you now advance to section four.

But before this, your personal registration number comes up, which will help you continue your registration, in case you have to stop before completion. It also serves as your access code to check your status upon completion. Therefore this number should be written down safely somewhere for later use.

SECTION FOUR: SUPPORTING DOCUMENTS

This is the final stage of the registration. At this junction, certain documents will be required to attach to this form. They are as follows:

- a. **Passport photograph:** This should be a recent passport photograph of your face that will make you recognizable and can also be used as a form of verification in future.

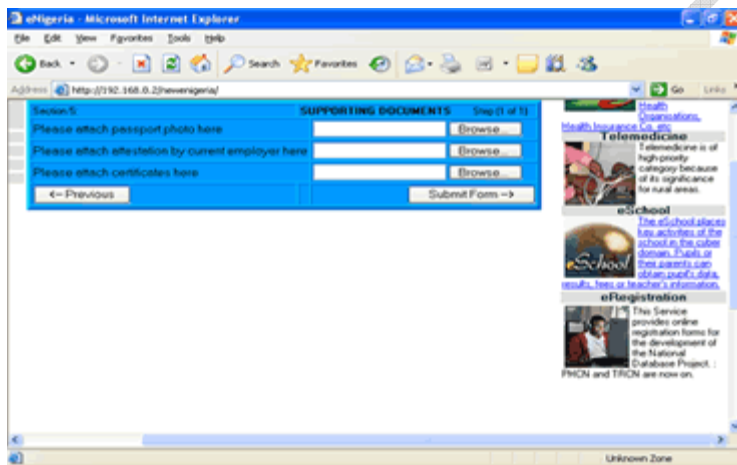
- b. **Attestation of current employer:** This involves registrants who are currently employed. A letter from your current employer should be attached to prove that you are really employed as you have stipulated.

This can also be done by respected members of society, such as: Judges, Lawyers, Senior Civil Servants, etc for those who are unemployed.

- c. **Qualification certificates:** This should contain a scan of original certificates gotten from institutions which will verify that you have completed the degree programs you have provided.

This can be done by specifying the path of the stored image in your computer or by clicking **browse** to locate the path of your image file. Repeat for other documents you want to attach.

Having done this you click on the “**submit now**” button which completes your TRCN registration.



SECTION FIVE:

DATA CONFIRMATION

After clicking the submit button, a confirmation page with the complete information you have provided will appear. At this point, you are provided with a series of options that allows you edit or delete information you have filled in incorrectly.

There are three buttons at the end of this section: **delete**, **confirm correct** and **print**.

The **delete button** will automatically delete all information given in the form and you have to therefore start afresh if you still want to register with TRCN.

When you click on **confirm correct button**, it will lead you to another page that will state your payment status (whether a paid or unpaid member) and provide an opportunity to pay by clicking on the **eReporting** link. When you enter this link, you will fill in you registration number, which will then open a drop list to specify your payment mode. Upon submission of this, you have completed the TRCN Registration.

You shall have a seven (7) days grace period to pay your registration fee upon submission of your form.

At this point, you are now to wait for TRCN to process your form and determine if it is approved or not.

You will later use your registration number and password to find out the status (acceptance or denial) of your registration

The **print button** is for you to print out your filled form for your personal use and archive purposes. This will not serve as a TRCN certification.

Payment Procedures

A thorough guideline has been included to show you how to make payments for your registration.

In other to register with TRCN, two payments must be made.

The First Payment

To access the TRCN registration form, you must become a member of **eNigeria.com.ng** which will then give you access to their '**members only**' services of which registration with TRCN is one of them.

To pay, you must go to the '**manage account**' link under the **member's area** menu.

When you click on this, your username and password will be requested (therefore you must have filled out the membership form as directed in Section One, step one).

On submission, another page appears that provides you with what activities you can carry out on your account. It is divided into two: **change password** and **load account**.

Change Password

This will helps you change your password if you think there is need for it, incase you no longer consider that password adequately secured.

When you click on the change password button, two text boxes appear to allow you fill in what you want your new password to be, then you click on the change password button below and your password automatically changes.

This aspect is very important, because if any body gets hold of this password, your account can be used and accessed by the person. If your password change is successfully, it will appear on the top in red as "**password change successful**".

Load Account

This section will enable you pay for the services you wish to be provided with.

When you click on this link, two options will appear; the **scratch card** and **other card** option.

For the purpose of paying, you must have acquired a scratch card and then you click on the scratch card option. When this is done, a text box opens that provides another text box which enables you fill in your scratch card number.

The text boxes are divided into three: the **NeGSt box**, the **single box** and the **Pac box**. This numbers will be boldly written on the eNigeria scratch card. When you complete this task, you will click on the **load account button** below and your account will be automatically loaded.

Your expiry date will be indicated above in red.

Alternative Option

The system also allows you buy scratch cards using your bank cards, such as **interswitch** or **eTransact**.

In order to do this you click on the **other card** option, the above two options will appear, that is, interswitch and eTransact from which you can chose the one you will be dealing with.

On clicking either of them, a pop up window opens, thereafter a security page opens of which you should click on the 'yes' button below to continue.

The eTransact page opens and a form is made available for you to fill in such details as your **Card number**, **Pin number**, **expiry date** and the **amount you want deducted from your account**.

When you provide the necessary details which should be known by only you as a security measure, you click the **submit button** below and your account is then loaded.

For **Interswitch**, the page is very similar to that of the eTransact.

You are required to fill in the same details such as the **card number**, **the expiry date** and the **pin number** (which you will have to provide by selecting from the numbers already shown on the page).

The amount you are paying shows at the bottom of the page.

When you click on the pay button at the bottom of the page, your account will automatically be loaded.

It is important to note that the amount required for registration with eNigeria is N200.00 only.

TRCN Registration Payment

It should be significantly noted that the above payment must be made to the eNigeria portal before any activity can be carried out in commencing the TRCN registration.

In other to make payments to TRCN, you must have completed filling the form till you get to the final stage where a page displaying all your details appears.

At the bottom, you click on the **confirm button** which takes you directly to a page that allows you link up to **eReporting**.

When you click on **eReporting**, you fill in your registration number which then shows you the status of your form and the amount payable for your certification.

Then click on the **submit payment** which will take you to a page that will give you a variety of payment options. At this point, you can now pay through interswitch or eTransact. The amount varies depending on the certification you require.

How to use both methods are already described above.

The End