

How to complete the TRCN online application form?

The TRCN application form requires a little more than the information which are to be supplied on the paper form. To access the form, navigate to <http://www.trcn.gov.ng> and click on registration or navigate to <http://www.enigeria.com.ng> and go to the *eRegistration* section.

This manual will guide you through accessing the TRCN eRegistration System. It can be downloaded in soft copy at http://enigeria.com.ng/downloads/trcn_front_end.pdf.

How to pay your application/registration fee?

Currently the payment for this application is supported in two fashions:

1. Electronic payment is being facilitated via the *National eGate* which is regularly updated to accommodate electronic payments using including *ATM*, *Depbit*, *Credit* and any other type of banks cards available in Nigeria for online payment. Presently, applications can be paid for using *ATM* cards which are issued by *interswitch* and *eTransact* from any of the major banks
2. After completion of your application form, you can take your application number to any Skyebank and present it at the teller window. They will further assist you in making the necessary payment.

The TRCN online eRegistration system contains a section which guides applicants on how to make payment for their applications.

How to check the status of your application/registration?

The “New Registrant Services Area” and “Annual Renewal Services Area” sections of the TRCN registration portal allows for both new registrants and registered members performing annual subscription to submit information to TRCN and check the status of their submitted application. The TRCN manual guides users of this online data submission system to complete, submit and follow up on their registration.

How to utilize the TRCN eAuthentication system?

The TRCN *eAuthentication* allows for any interested party to perform database searches on a variety of information such as certification status, age, gender and category of an already TRCN-certified teacher. A passport size picture of the certificate holder is displayed. This will probably take care of the usual request for Letters of Professional Standing from other Teaching Councils and employers.

eRegistration of Teachers in Nigeria Application Manual

For all teachers and educational practitioners who want to get registered with the **Teachers Registration Council of Nigeria**, the eNigeria 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(s) of qualification.
- A scanned copy of an attestation letter from a judge, head of institution, lawyer, clergy or a 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 – Locating The TRCN eRegistration Portal

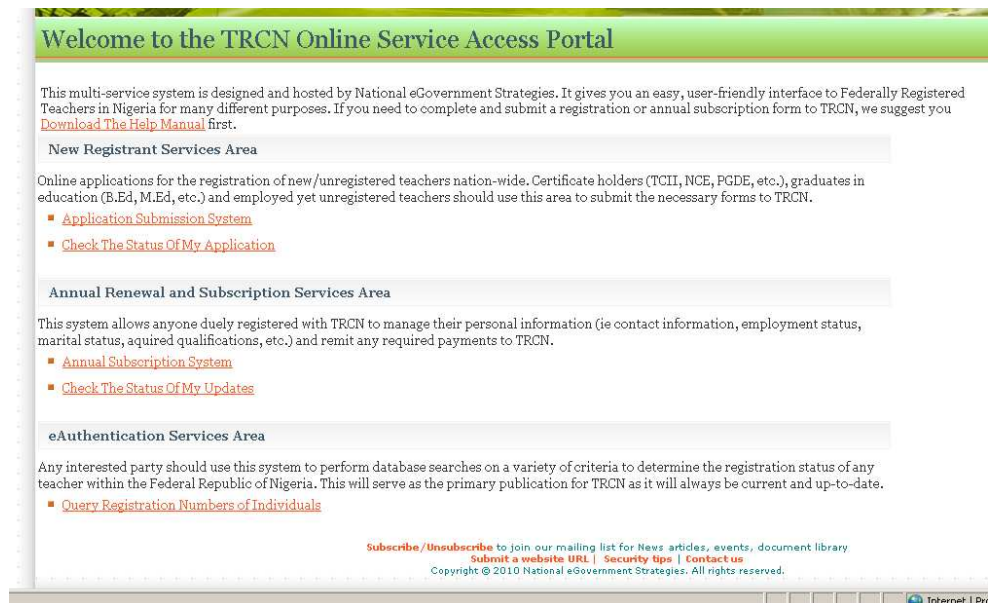
The first step in getting registered is to log on to eNigeria homepage, www.enigeria.com.ng. This is the portal that grants you access to the eRegistration platform. You can access the registration form by clicking on **Teachers eRegistration** from the **e-Service** area of the home page.

STEP TWO – Deciding Which Form To Complete

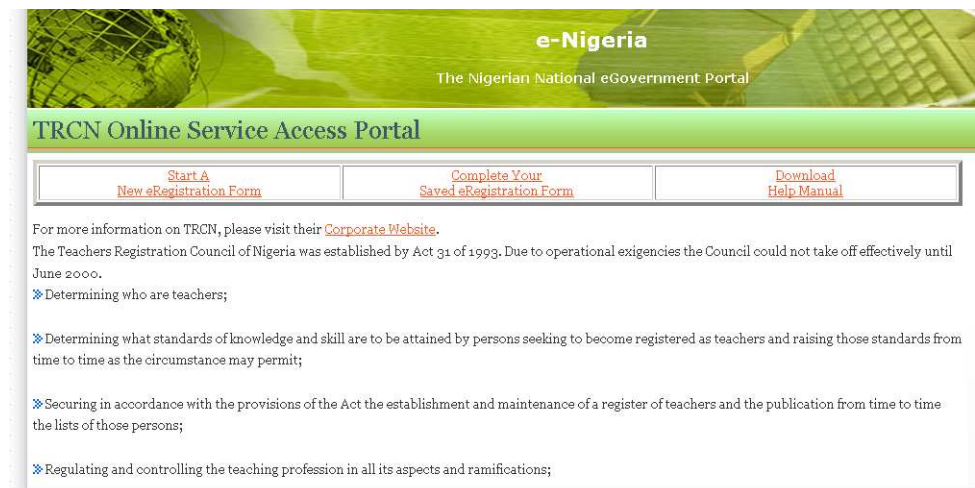
Having clicked **Teachers eRegistration**. A “Welcome to the TRCN Online Services Access Portal” will open. This page links you to three (3) major areas of the service, namely:

1. **New Registrant Services Area**
2. **Annual Renewal and Subscription Services Area**
3. **eAuthentication Services Area**

Areas 1 & 2 contain two links each. Each has a link to the application form, and a link to check the status of your application form. The first step is to complete an application form before you try to check the status of your completed and confirmed corrected eRegistration Application Form. Any feedback or special requests from TRCN will be available to you as it is posted by TRCN in the “Check The Status Of My ...” Area. Click the link and enter your form number then click “Continue” to see your status.



If you are a new applicant and have never registered with TRCN before, you will use the links provided in Area 1, the “New Registrant Services Area”. The “Application Submission System” link is what you will click to continue from this area. The next page you will see is where you can either “Start A New Application Form” or “Continue A Saved Application Form”. In order to ease use of this system, this application form can be saved at multiple points which are made available on the form so that you may continue it at later time.



The “Start a New eRegistration Form” link is how you begin the process from this area, unless you have already begun and saved one. In that case, you will click the “Complete Your Saved eRegistration Form” link and enter

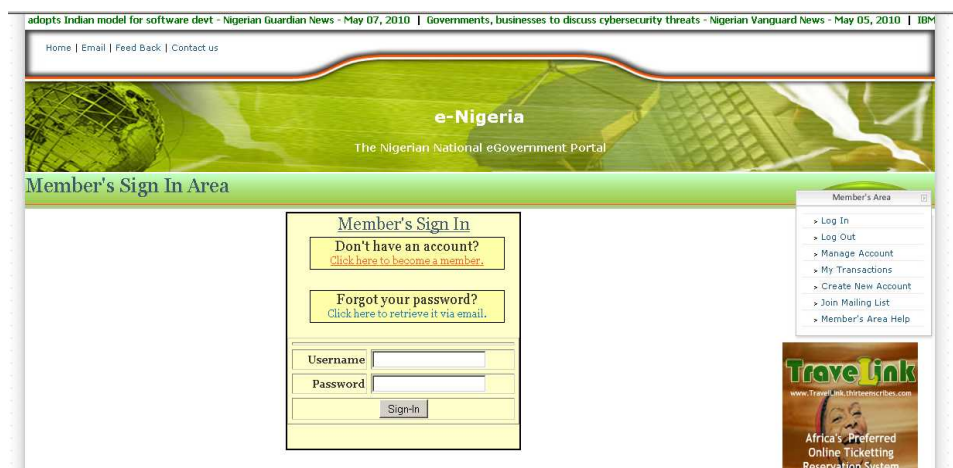
your form number in the space provided on the next page in order to open your application from the beginning with all your information as you have previously entered and saved it. Either way, if you have not already logged into your enigeria membership account, you will be required to do so at this point. The help for that continues in section three “The Member’s Sign In Area”.

If you have registered with TRCN before, whether or not you ever received your certificate, you will use the links provided in Area 2, the “Annual Renewal and Subscription Services Area”. This annual subscription is compulsory as it is necessary to monitor Continued Professional Development courses and national statistical data. The records of over 500,000 individuals whom have submitted manual application forms to TRCN in the past have been digitized and uploaded to the “Annual Renewal Services Area”. The system is designed to help you easily find and identify your registration information in this database.

The purpose of correcting erroneous information and maintaining compliance with keeping your information accurate and up-to-date on this system is because TRCN will begin to utilize this database as it’s international publication on teachers and as the tool for transmission of international teacher registration authentication requests. The “Annual Subscription System” link is what you will click to begin the process from this area. If you have not already logged into your enigeria membership account, you will be required to do so at this point. The help for that continues in section three “The Member’s Sign In Area”.

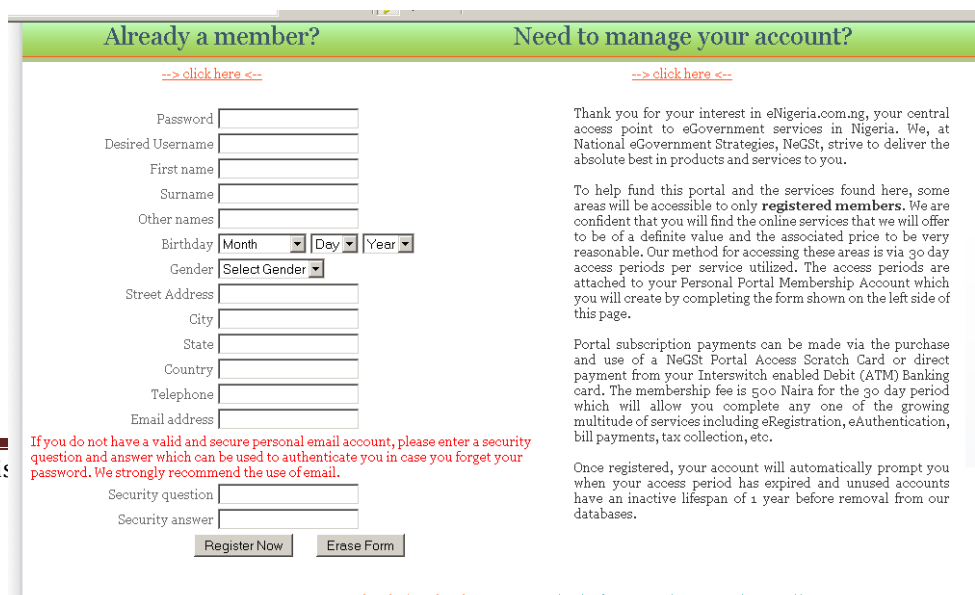
STEP THREE - The Member’s Sign In Area

Once you begin the process of submitting your data to TRCN, the enigeria portal will ensure that you are a registered member and currently logged in to the system. This is done to provide additional security over your data. If you are not a registered member or you have lost/forgotten your password, then links are provided to assist you to resolve this matter.



If you are a registered member, this step may be avoided by logging into your membership account before you begin Step One of this process. If you are not a registered member then click the “Click Here To Become A Member” link and complete the form on the following page.

This area lets you fill in your member’s subscription form which consists mainly of your personal data along with your desired user name and password. Upon filling this page correctly, including as much detail as possible, click on the **Register Now** button to complete your registration as an eNigeria Portal member. The **Erase**



Getting Started With TRCN eRegis

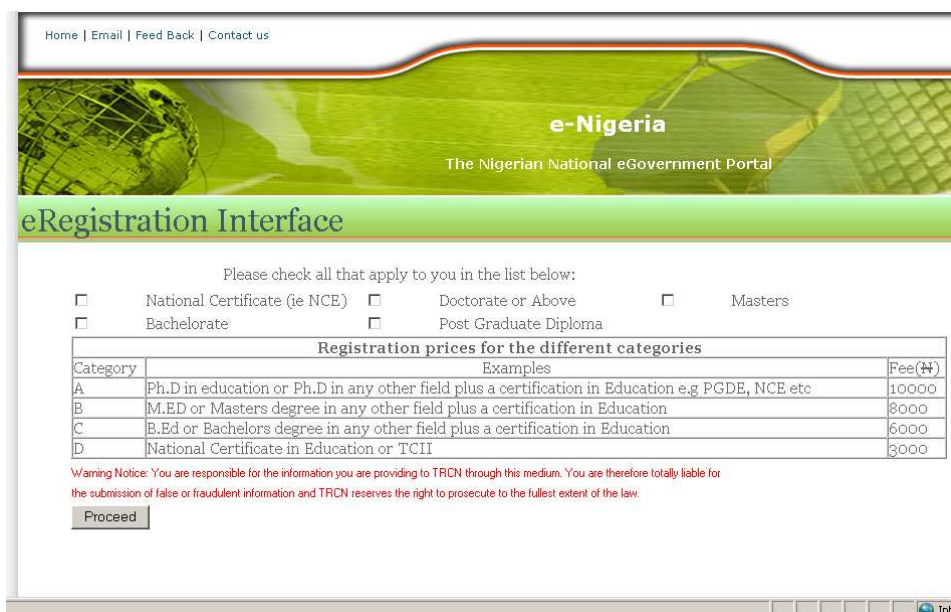
Form button enables you clear the inputs and fill the form all over again, incase mistakes have been made while filling it.

After completing the membership form successfully a link will be provided which will take you back to the “Member’s Sign In Area” where you will enter your newly created username and password.

After successfully logging into the system, you will be taken directly to the first page of your TRCN eRegistration area. In case you are not for any reason, simply click the “Home” link at the top left corner of the page and click all the same links which brought you to this point. Because you are already logged in, you will not be asked to do so again and will move directly to the first page of your eRegistration application system.

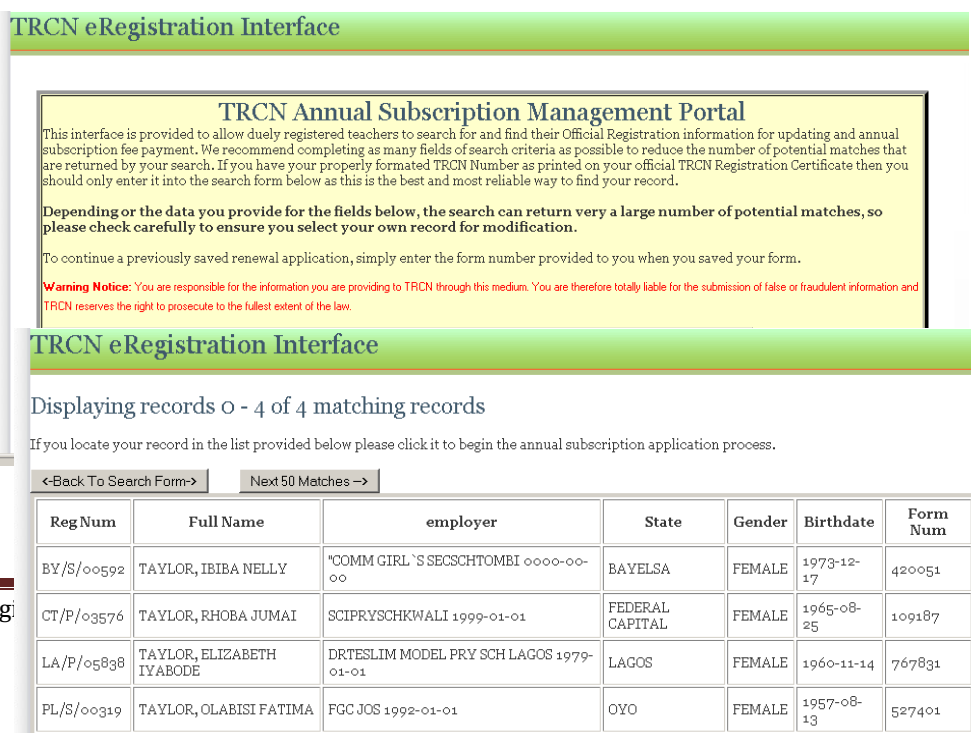
The only difference between the two areas is the first page. The first page of both systems is not actually part of the form which you are submitting to TRCN and so they are covered here in this “Getting Started” document.

The first page of area 1 makes sure you are duely qualified to be a member of TRCN before allowing you to complete the application form. You are simply required to place a check beside all the certifications that are listed which you currently have been awarded before you then click the “Proceed” button. Later in the application form you will be asked to provide detailed information about these qualifications and any others which you might also hold.



You will also find this page informative as it outlines the payment scale for the different registration levels.

The first page of area 2 is a two step process designed to help you to locate and access your manually submitted and digitized data so that it can be pre-filled into the form allowing you to update any outdated information without needing to re-enter information which is still valid.



The first step is to fill in any information you have which can help locate the record. Four fields are made available you may use any combination of the four. If at all possible, we

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recommend using the Certification Number provided on the official certificate you received from TRCN, as it is the fastest and most accurate way of retrieving your information. In the event this number is not available to you, you may use the other fields to find your form. We have found cases where the Surname and First Name have been reversed during the data digitization process, and form numbers are commonly incorrect. While we do recommend that you use these fields for your search, if you are incapable of finding your record on the list provided, simply try the search with less details to return larger lists for you to scan. The system does allow for the use of partial names and numbers if this can help locate the record.

After finding your record on this list provided by the search simply click it to begin your annual subscription process. This completes this document. For help and support completing the actual TRCN eRegistration form, you may access the “Completing The TRCN eRegistration Form” document.

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