



Teacher Portal Ghana

Teacher's Guide TPG v1.0

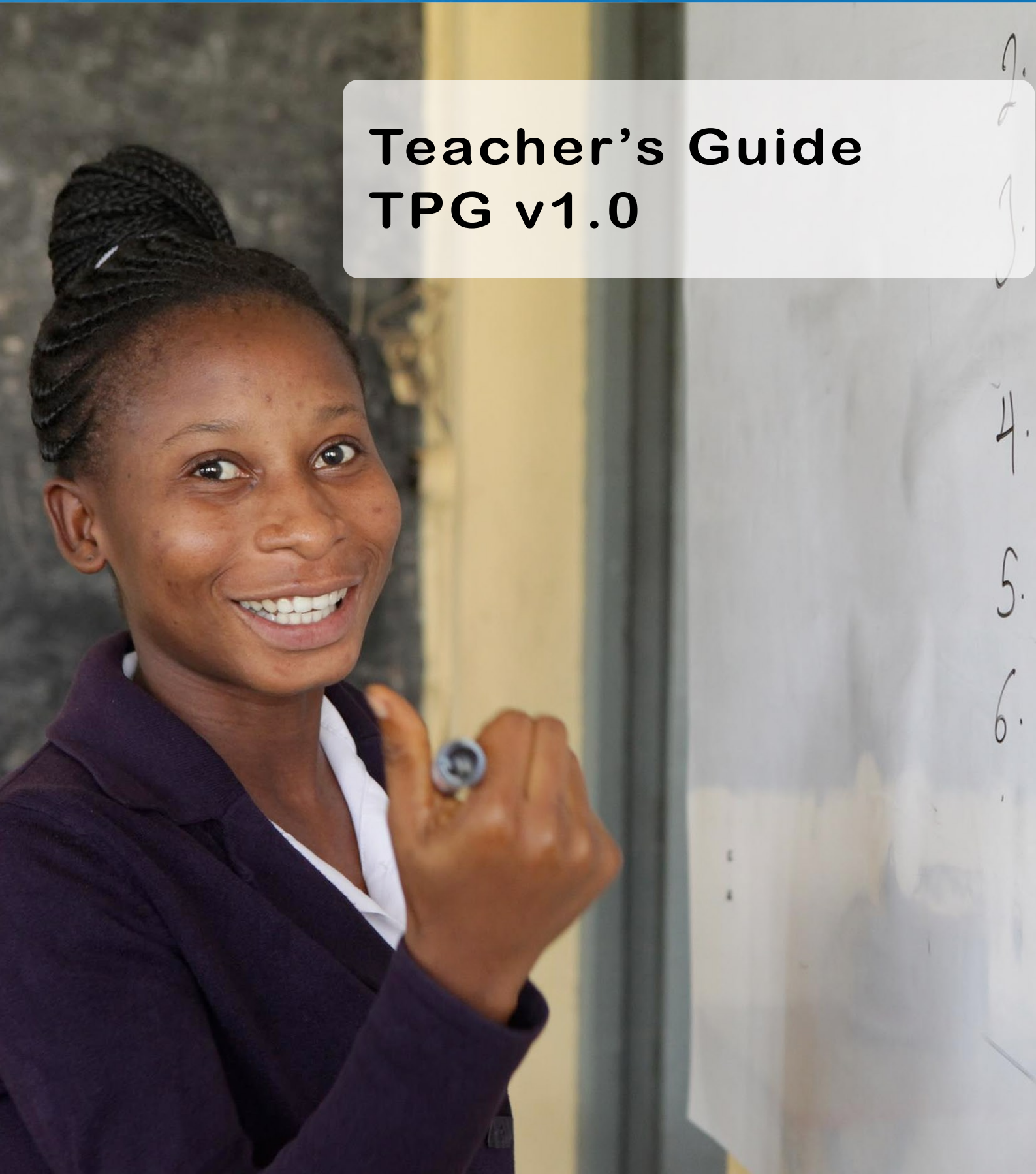




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We highly recommend Google Chrome, Mozilla Firefox or Safari as the web browser to use for this application.

Registering as a Teacher

All teachers in Ghana are to register on the NTC teacher portal to gain access to continuous professional development programs, build their portfolio and manage their license online. This can be accomplished by performing the following actions

- 1 Go to tpg.ntc.gov.gh/account/register
- 2 Complete the registration form and click the **Register** button. Refer to the notes below for assistance.
- 3 Check your email address for a confirmation link. Click “**Complete Registration**” to verify your email address.

Create your TPG account

Account type

Teacher

First name

Last name

Other names

Email address

Telephone

Password

Confirm password

REGISTER

[Already have an account?, Login](#)

Teacher registration form notes

- **You must ensure that all information provided is accurate and belongs to you.** The platform will send you confirmation messages, important notices and reminders via the email and SMS to the email address and telephone number submitted.
- **All form fields are required:** With the exception of “Other names”, all the fields are required. Registration cannot be submitted when a required field is omitted.
- **Account type:** There are two account types available to users; Teacher and Organization account. Make sure “Teacher” is selected under account type.
- **Password:** Your account security is of the highest importance to us. As such your password must satisfy the following criteria:
 - ✓ It must be at least six (6) characters long.
 - ✓ It must contain at least one (1) letter
 - ✓ It must contain at least one (1) number
 - ✓ It must not be the same as your telephone number


Note: Passwords are case-sensitive. Thus “teacher” and “Teacher” are different.

Logging In

After successfully creating an account through registration, you can access your account by logging in as follows:

- 1 Go to tpg.ntc.gov.gh/account/login
- 2 Complete the login form and click the **Login** button

Note: Every time you login on a new device, a One-Time Password (OTP) is sent to your email address as a security measure to prevent unauthorized access to your account. Check your email and enter the code to continue.

The NTC logo is displayed at the top of the login form, featuring the same stylized figure and text as the header logo.

Log in to your TPG account

Email address

Password

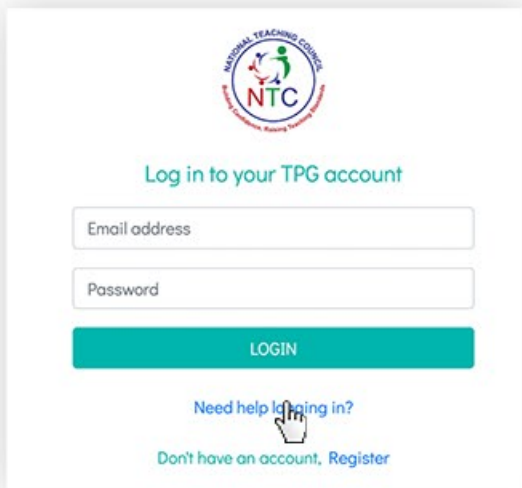
LOGIN

[Need help logging in?](#)

Don't have an account, [Register](#)

Password Recovery

- In the event you forget your password click “Need help logging in?” link on the login form under the **Login** button.
- You will be presented two options; “**Email password reset**” and “**One-time password (OTP)**”.
- If you remember your email address, select the first option and enter your email address to receive instructions on how to login.
- If you have forgotten or lost access to your email address, select the second option and enter your telephone number to receive a code to login to your account.

The login form for the TPG account is displayed on a white background. At the top is the NTC logo. Below it, the text "Log in to your TPG account" is centered. There are two input fields: "Email address" and "Password". Below these fields is a teal "LOGIN" button. Under the button, there is a link "Need help logging in?" with a hand cursor icon pointing to it. At the bottom, there is a link "Don't have an account, Register".

Log in to your TPG account

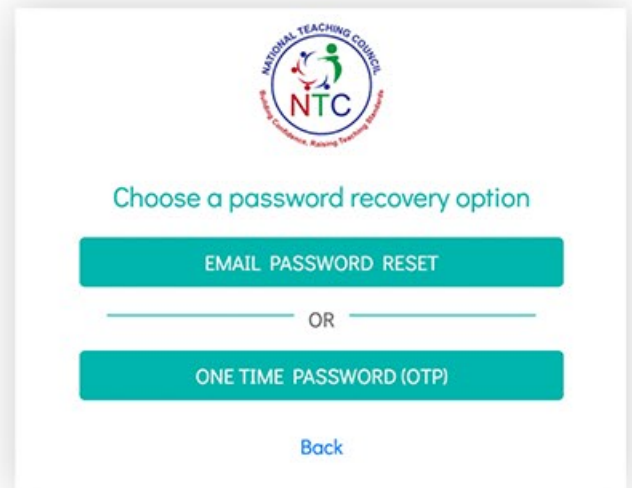
Email address

Password

LOGIN

Need help logging in?

Don't have an account, Register

The password recovery options screen is displayed on a white background. At the top is the NTC logo. Below it, the text "Choose a password recovery option" is centered. There are two teal buttons: "EMAIL PASSWORD RESET" and "ONE TIME PASSWORD (OTP)". Between these buttons is the word "OR" flanked by horizontal lines. At the bottom, there is a "Back" link.

Choose a password recovery option

EMAIL PASSWORD RESET

OR

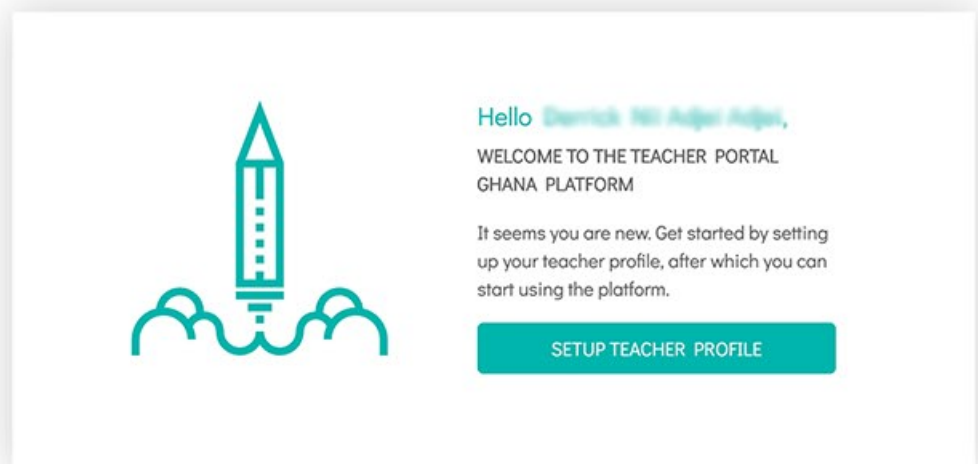
ONE TIME PASSWORD (OTP)

Back

Setting up Teacher profile

On your first login into your account, you have to set-up your teacher profile. Below are some tips for this process:

- Profile setup is divided into seven (7) phases. These are:
 - ✓ Identification information
 - ✓ Personal information
 - ✓ Passport picture upload
 - ✓ Document upload
 - ✓ Academic history setup
 - ✓ Employment history setup
 - ✓ Licence setup
- The phases can be filled in any order
- All information is saved once entered and you can stop and continue at anytime
- You can view your profile progression to see which fields are required to complete the setup
- Your passport picture must have a **WHITE** background and must be a JPG, JPEG or PNG image.
- All other file uploads must be PDF files.



Setup teacher licence

Once you have completed filling in the forms, you will have to make your payment for licence to finalize the application. Follow these steps to make your licence payment.

- 1 Click “Setup Teacher Licence”. You will be directed to our payment gateway where you can make payments with mobile money or a debit/credit card.
- 2 After your payment is confirmed, you will be sent an email with a receipt for the payment. Please print a copy of this receipt for your reference.
- 3 Your account is now pending activation and you will be notified via SMS and email when your account is activated after your document is validated.

Usage Tip

Since payments require third party verification, it can take some time for your payment to reflect on our system. You will be notified via SMS and email when your payment is successful. Please contact us when you need help.

Licence payment

Finally, you'll need to make your licence setup payment

Please click the button below to setup/renew your licence

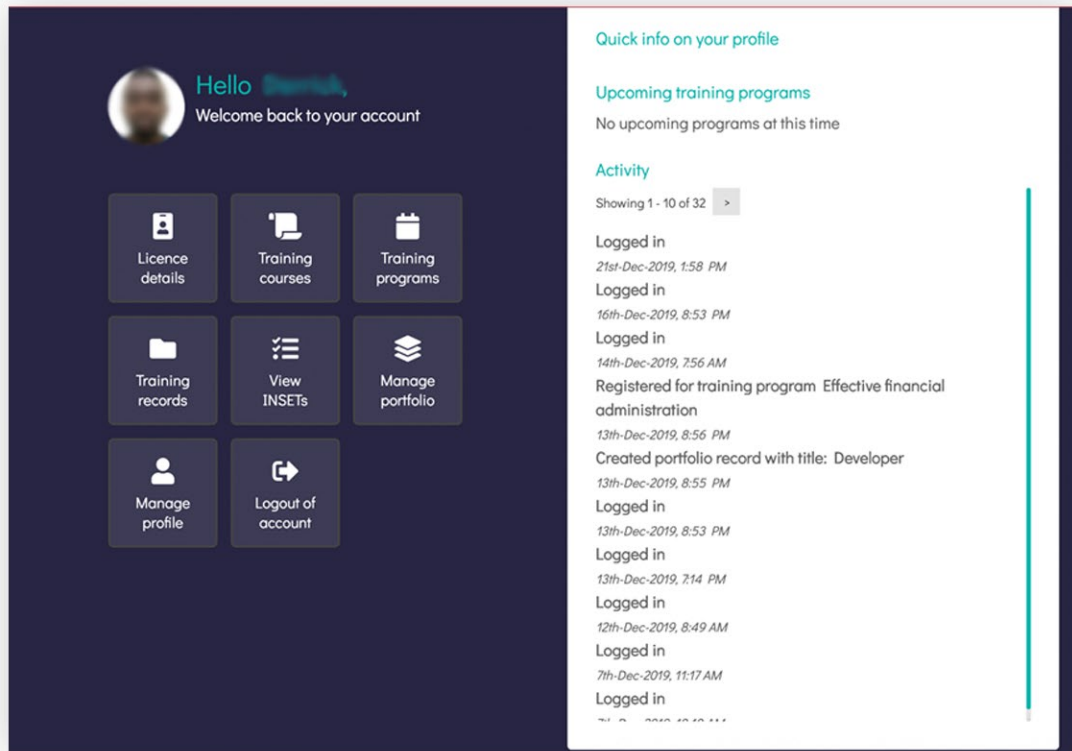
SETUP TEACHER LICENCE

Using the dashboard

The dashboard is the main hub of activity in the teacher portal. You can view your licence details, recommended training courses, training programs by service providers, training records, INSETs, manage your portfolio and update your profile.

Usage Tip

Occasionally, there is a notice in **red** background at the top of the dashboard to communicate messages to the public.

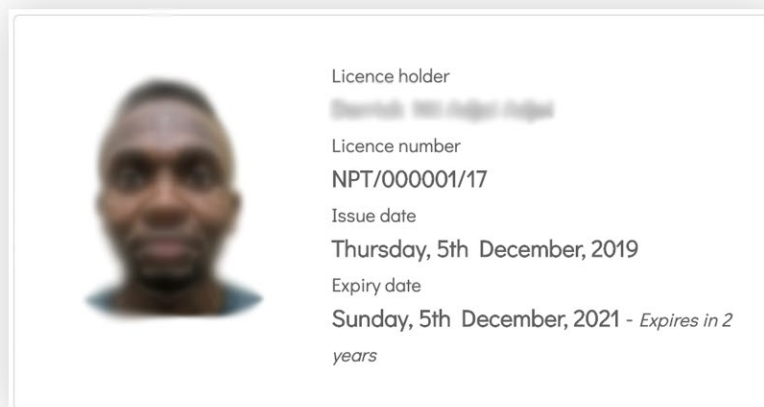


The dashboard interface is divided into two main sections. The left section, on a dark blue background, features a user profile header with a circular profile picture, the text 'Hello [Name]', and 'Welcome back to your account'. Below this is a grid of eight interactive buttons: 'Licence details', 'Training courses', 'Training programs', 'Training records', 'View INSETs', 'Manage portfolio', 'Manage profile', and 'Logout of account'. The right section, on a white background, contains three main areas: 'Quick info on your profile', 'Upcoming training programs' (showing 'No upcoming programs at this time'), and 'Activity'. The 'Activity' section includes a pagination control 'Showing 1 - 10 of 32' and a list of recent actions such as 'Logged in' at various times and 'Registered for training program: Effective financial administration'.

Licence details

Your licence details available on your license card is also available on your dashboard. On the left is your passport picture and on the right are four (4) fields:

- **Licence holder:** This is the full name of the licence holder.
- **Licence number:** This number is generated when your account is activated and is both your registered number and licence number. It is in the format **TT/XXXXXX/YY**; where **TT** is the type of teacher you are -either professional (PT) or non-professional (NPT), **XXXXXX** is your serial number and **YY** is the earliest year you completed academic/professional qualification.
- **Issue date:** This is the date your licence is issued.
- **Expiry date:** This is the date after which your licence is invalid. It is automatically set to two years after your issue date.



Training courses

Training courses are courses recommended by NTC for teachers. There are two types of training courses; mandatory courses for all ranks and rank based mandatory courses.

All mandatory courses have the same CPD credit points. All rank-based mandatory courses have the same CPD credit point for each rank (i.e. training courses for Rank 1 all have the same CPD point).

Every teacher is advised to take three (3) mandatory training courses in a four year cycle.

Click “**View**” on a training course to see the available service providers providing the training and to register.




Note: The  symbol indicates where you should click.

Usage Tip

Ranks are currently applied to only public service teachers. Private service teachers have access to all training courses.

Training courses

Rank-based courses
These courses are required for licence renewal

Conflict resolution at school and district levels	 You don't have a record for this course	 VIEW
Team building for school improvement	 You don't have a record for this course	VIEW

[All training courses](#) > Conflict resolution at school and district levels

Conflict resolution at school and district levels

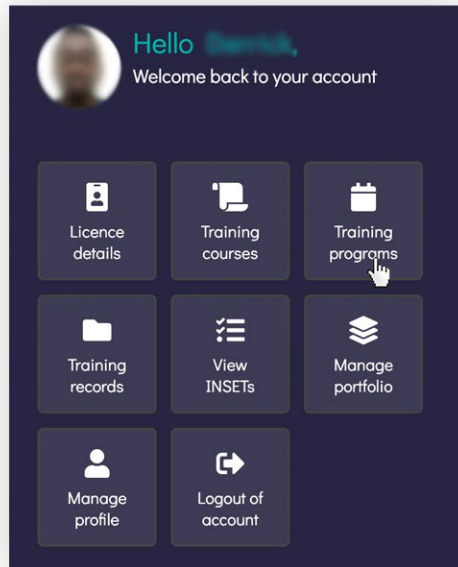
Name	Conflict resolution at school and district levels
Code	R4-03
Rank	N/A
Mandatory for teachers	Yes

Organizations hosting this training course

Conflict resolution at school and district levels - NexDev Tech	VIEW
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Training programs

Training programs are programs designed and developed by service providers to educate teachers on modern trends.



On your dashboard click on “**Training Programs**” (third column from the left).

Usage Tip

The  symbol indicates where you should click.

The “Training programs” page shows available training programs in your district. Each training program is shown on a card with the summarized details.

Training programs

Status
All

Target audience
All

Showing 1 - 2 of 2

<div> <div> Conflict resolution at school and district levels </div> <div> Starting on Tuesday, 11th February, 2020 National Theatre, Accra </div> <div> Credits for full attendance: 1 </div> </div>	<div>Program title</div> <div>Date</div> <div>Venue</div> <div>CPD points for full attendance</div>
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Click on the training program card to get more information on it.

Training program page

[Training programs](#)

Conflict resolution at school and district levels

Conflict resolution at school and district levels

NexDev Tech

Active

The maximum number of credits that can be allocated to teachers who complete this program is 1 but the actual number of credits allocated is based on the performance and participation of the teacher at the program and is subject to the host organization.

Starting on Tuesday, 11th February, 2020

REGISTER

This program is free to attend

⚠ This training program is based on the training program: Conflict resolution at school and district levels

About this course

Conflict resolution education attempts to instill problem-solving skills among the children in dispute. It involves allowing both parties to express their points of view, interests, and provide ways to find acceptable solutions. Conflict resolution educational programs equip educators with the necessary tools to teach kids how to resolve conflict in nonviolent ways. The most effective programs encompass multiple components to achieve this outcome, including problem-solving skills, effective communication and listening skills, critical and creative thinking skills, and other important life skills.

Target audience

This training is a *regional* program intended for *teachers in classroom*

Attendance

Venue

National Theatre, Accra.
ABLEKUMA CENTRAL

VIEW ON MAP

Dates

Tue, 11th February, 2020
10:00 AM to 11:00 AM

Wed, 12th February, 2020
10:00 AM to 11:00 AM

Fri, 14th February, 2020
10:00 AM to 11:00 AM

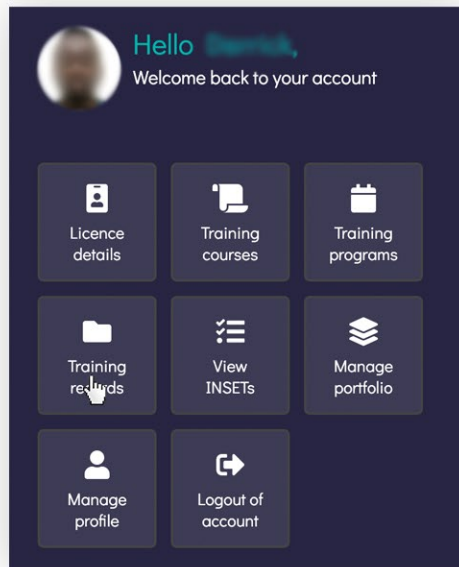
On the training program page, you are presented with the full details of the training program in nine sections. The sections are “[About this course](#)”, “[Target audience](#)”, “[Attendance](#)”, “[What you will learn](#)”, “[Evaluation](#)”, “[Dates](#)”, “[Venue](#)”, “[Modules](#)” and “[Sponsors](#)”.

Under venue, click “View on map” to get the venue location on Google Maps.

Click “[Register](#)” at the top right to register for the training program. After you register, you can unregister for the training program by clicking “[Unregister](#)”, at the position you clicked “[Register](#)”.

Training records

You can view your training records and download your certificate of attendance for each training course or program attended.



On your dashboard click on “**Training records**” (third column from the left).

If you haven’t registered for any training programs, your training records will be empty. On the portal below there is one training record available. Each record has three features on it.

Training records

Showing 1 - 1 of 1

Effective financial administration	Not yet processed	View
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Title of training
program or course

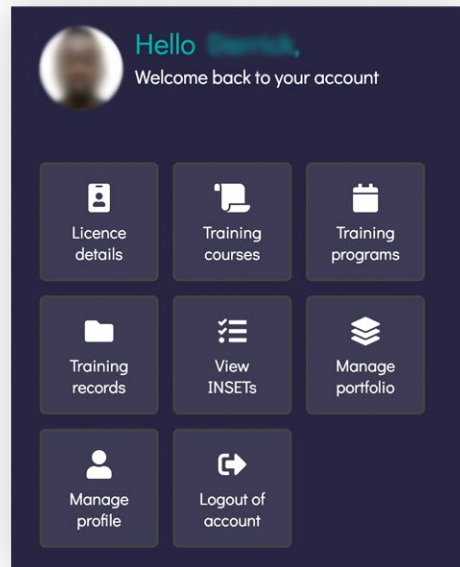
Status

View
button

Click “**View**” for more details on your training record.

Terminal INSETs

All teaching staff are mandated to undertake terminal In-Service Education and Training. INSETs records are processed by your head teacher or regional director (if you are an SHS Head).



On your dashboard click on “**View INSETs**” (center item).

There are three types of INSETs; School Based INSET (SBI), Cluster Based INSET (CBI), Department Based INSET (DBI).

Each INSET record view has two features on it as shown below:

Terminal insets

Showing 1 - 4 of 4



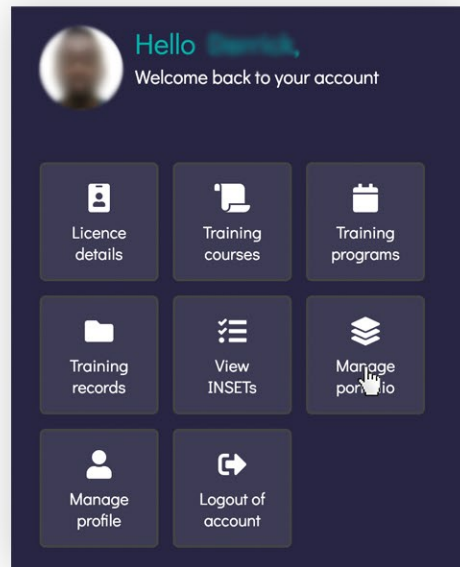
INSET title

Status

INSET records can only be processed in a period of a month. This means all school heads or regional directors have a month at the end of each term to process INSET records for their staff.

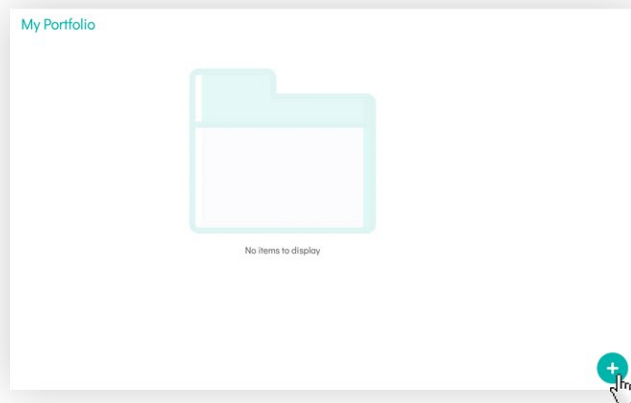
Manage Portfolio

Your portfolio contributes to your license renewal. Under your portfolio you fulfil the evidence criteria of the teaching standards (see page 34 of the National Teaching Standards)



On your dashboard click on “**Manage portfolio**” (center right).

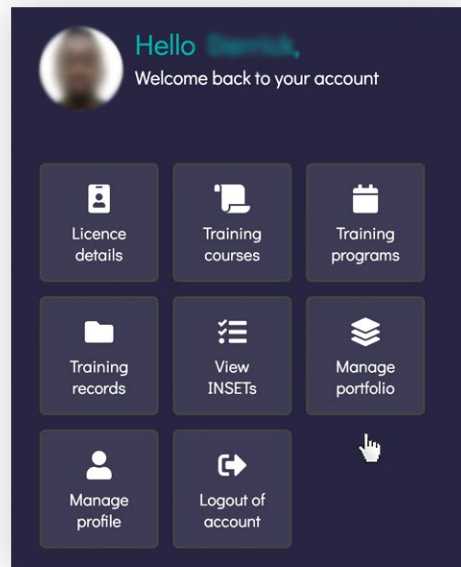
You can upload anything on your portfolio. To get started, click the **+** at the bottom right of the portfolio page.



Enter your record title in the dialogue presented and click “**Save**”. The portfolio record page is created and presented to you.

Manage Profile

You can make updates to your profile. Only your contact information can be updated without verifiable proof.



On your dashboard click on “**Manage portfolio**” (center right).

For all other information you will have to upload a proof of change which will be approved before the changes are effected.

Manage profile

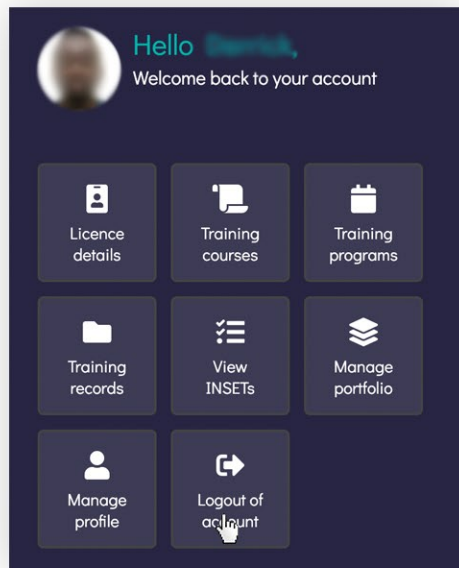
Click on an item to change

Personal information	
Title	Dr
<i>Change requires proof</i>	
First name	Derrick
<i>Change requires proof</i>	
Last name	Adje
<i>Change requires proof</i>	
Other names	Mr Adje
<i>Change requires proof</i>	
Gender	Male
<i>Change requires proof</i>	
Date of birth	Thursday, 26 September 1988
<i>Change requires proof</i>	

Logging out

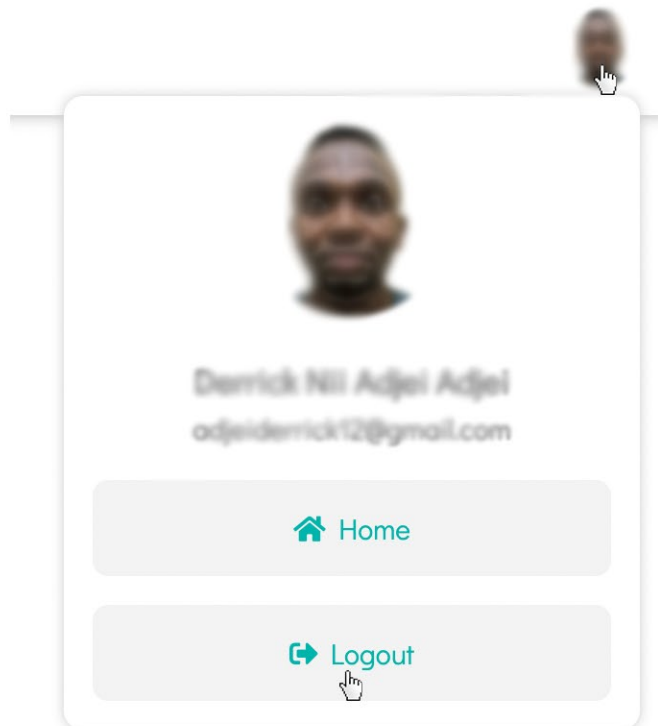
To ensure your account is secured at all times, always remember to logout from the portal when done with your session.

You can log out by clicking “[Logout from account](#)” on the dashboard



On your dashboard click on “[Logout](#)” (last item).

On the portal, you can click your image at the top right and click “[Logout](#)” on the drop down menu.





Teacher Portal Ghana

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