TU Staff Portal Guide

?? New here? Sign in with your Staff Number and password, then use the sections below to find any task.

IN THIS GUIDE

? Getting Started

1. Logging In

1. Go to staff.tangaza.ac.ke.
2. Enter your Staff Number in the “Staff No” field.
3. Enter your password in the “Password” field.
4. Optionally check “Remember me” to stay signed in on this device.
5. Click “Log In” to access your dashboard.

2. Resetting a Forgotten Password

1. From the login page, click “Forgot your password?”
2. Enter your staff username (Staff No) in the field provided.
3. Click “Reset Password”.
4. A password reset link will be sent to your registered email address.
5. Click “Login” to return to the sign-in screen.
6. Enter a new password and ensure it meets the password policy: at least 12 characters long, including uppercase and lowercase letters, a number, and a special character, and must not contain your name.

3. Dashboard Overview

1. After logging in, you land on the Dashboard, showing your photo, name, staff number, department, job title, and available balance.
2. Click “Change Photo” to upload a new profile picture.
3. Click the “Bio-Data” card to expand personal details (National ID, gender, marital status, birth date, nationality, county).
4. Click “Contact Info” for mobile number, personal/company email, address, and postal code.
5. Click “Employee Details” for job title, department, joining date, contract dates, and probation period.
6. Click “Financial & Statutory Information” for bank details, KRA PIN, NSSF, NHIF, and SHIF numbers.
7. Click “View Qualifications” to see recorded academic qualifications.

8. Scroll to “Internal Communications” to view and download circulars or notices using the “Download” button.

? Management

4. Viewing the Programme List

1. Under “Management”, click “HOD/DEAN Section” to expand it.
2. Click “Programme List”.
3. Browse the table of all university programme codes and descriptions.
4. Use “Search” to filter, or “Copy”, “Excel”, or “PDF” to export.

5. Viewing the Lecturer List

1. Under “HOD/DEAN Section”, click “Lecturer List”.
2. Browse lecturer records (PF number, name, phone, gender, email).
3. Use “Search” to filter, or “Copy”, “Excel”, or “PDF” to export.

6. Viewing Vote Book Balance

1. Under “HOD/DEAN Section”, click “Vote Book Balance”.
2. View your department’s budget/vote book balance. A “table IDs do not match” notice may appear if no data is linked to your account yet.

? Academics

7. Allocated Units

1. Under “Academics”, click “Allocated Units”.
2. View units allocated to you as a lecturer, with columns for Code, Stage, Semester, Unit, Unit Name, Campus, and Class.
3. Click “Assign Marks” to enter or manage marks for a unit.
4. Click “Print Class List” to generate a printable class list.
5. Click “Print Exam Attendance” to generate a printable exam attendance sheet.

8. MyLoft, Moodle, Staff Links, and Turnitin

1. Under “Academics”, click “MyLoft” to open the MyLoft e-learning platform.
2. Click “Moodle” to open the university’s Moodle LMS.
3. Click “Staff Links” to open a page of useful staff resource links.
4. Click “Turnitin” to open the Turnitin plagiarism-checking login page.

? Requisitions

9. Leave Requisition

1. Under “Requisitions”, click “Leave Requisition”.
2. Review the summary counters at the top: Draft/Open, Pending Approval, Approved, Posted, and Rejected.
3. Browse your leave history table below.
4. Click “Select” next to an entry, then use “View Document”, “Send Approval Request”, “Cancel Approval Request”, or “Document Approval Trail” as needed.
5. Click “+ New Leave Request” to open the application form.
6. Choose a “Leave Type” and number of “Applied Days”.
7. Choose a “Reliever” (the colleague covering for you).
8. Enter the “Start Date” (the End Date and Return Date calculate automatically).
9. Select a “Responsibility Center”, optionally attach a “Hand-Over Report” file, and add “Remarks/Purpose” and “Handover Remarks”.
10. Submit the form to raise your leave request.
11. Use “Document Approval Trail” at any time to see the full approval chain for a request, including which approvers have and have not yet approved it.

10. Purchase Requisition

1. Under “Requisitions”, click “Purchase Requisition”.
2. Review the summary counters: Open Documents, Pending Approval, Released, Posted, Rejected.
3. Click “+ New Purchase Request” to open the request form.
4. Enter a “Reason” for the purchase.
5. Choose “Institute/Campus”, “Department”, and “Responsibility Center”.
6. Optionally attach a supporting file.
7. Click “+ Add Item Line” to add the items you want to purchase.
8. Submit the form to raise the purchase requisition.
9. From the list, select an existing requisition to view its document, send or cancel an approval request, or check “Document Approval Trail” to see who has and has not approved it yet.

11. Store Requisition

1. Under “Requisitions”, click “Store Requisition”.
2. Click “New Request” to raise a request for items from the store.
3. Use “View Document”, “Send Approval Request”, “Cancel Approval Request”, and “Document Approval Trail” to manage existing requests, listed with Request Date, Required Date, Description, Function Name, Budget Center Name, and Status.

12. Imprest Requisition

1. Under “Requisitions”, click “Imprest Requisition”.
2. Click “New Request” to request an imprest (cash advance).
3. Review existing requests and their status in the table, and use the toolbar buttons to view documents, send or cancel approval requests, or check the approval trail to see outstanding approvers.

13. Imprest Surrender

1. Under “Requisitions”, click “Imprest Surrender”.
2. Click “New Surrender” to account for or surrender a previously issued imprest.
3. Review past surrenders in the table, showing Surrender Date, Imprest Issue Doc No, Function Name, Budget Center Name, Amount, and Status.

14. Staff Claim Requisition

1. Under “Requisitions”, click “Staff Claim Requisition”.

2. Click “New Request” to submit a claim, such as a reimbursement.
3. Review past claims in the table and manage them with the toolbar buttons, including “Document Approval Trail” to track pending approvers.

? Appraisals

15. Appraisal Requisition

1. Under “Appraisal Section”, click “Appraisal Requisition”.
2. Click “Create Appraisal Document” to start a new self-appraisal.
3. Use “View Document”, “Send Approval Request”, “Cancel Approval Request”, and “Print Report” to manage existing appraisals listed with Appraisal Code, Staff Name, Appraisal Period, Appraisal Type, Supervisor, and Open To.

16. Supervisor Review List

1. Under “Appraisal Section”, click “Supervisor Review List” (visible if you supervise other staff).
2. Click “View Document” to review a subordinate’s appraisal.
3. Click “Send Back to Appraisee” to return it for revision, or “Send to HR” to forward it once your review is complete.

? Reports

17. Payslip

1. Under “Reports”, click “Payslip”.
2. Select the “Year” and “Month” you want to view.
3. Click “View Payslip” to generate your payslip for that period.
4. When prompted for a password to open the payslip document, enter your National ID Number or Passport Number.

18. P9 Tax Document

1. Under “Reports”, click “P9”.
2. Select the “Year”.
3. Click “View P9 Document” to generate your annual P9 tax deduction certificate.

? Approvals

19. Pending Approval

1. Under “Approvals”, click “Pending Approval”.
2. Review the list of documents or requisitions awaiting your action as an approver. If there is nothing to approve, you will see “All Caught Up!”.

20. Approved Documents

1. Under “Approvals”, click “Approved Documents”.
2. Review the history of documents you have approved.

21. Rejected Documents

1. Under “Approvals”, click “Rejected Documents”.
2. Review the history of documents you have rejected.

? Account & Profile

22. Account Settings

1. Under “Settings”, click “change password”, or use the profile menu at the top-right and select “Change Password”.
2. Enter your new password, then confirm it.
3. Ensure it meets the password policy: at least 12 characters long, including uppercase and lowercase letters, a number, and a special character, and must not contain your name.
4. Click “Change Password” to save.
5. The profile dropdown at the top-right also offers quick links to “Dashboard”, “Change Password”, and “Logout”.

Tangaza University - Staff Portal Guide. Keep this guide handy when navigating the portal.

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