



# // **TEACHER PORTAL GHANA**

## **Organization Guide**

### **TPG v3.0 //**



[Info@ntc.gov.gh](mailto:Info@ntc.gov.gh)



[www.tpg.ntc.gov.gh](http://www.tpg.ntc.gov.gh)



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## Tips for Filling the Forms



You must ensure that all information provided is **accurate** and belongs to your organization. The platform will send you confirmation messages, important notices and reminders via email and SMS to the email address and telephone number submitted.



All required fields must be completed. 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 "Organization" 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 "organization" and "Organization" are different.

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.

### **Web Browser:**

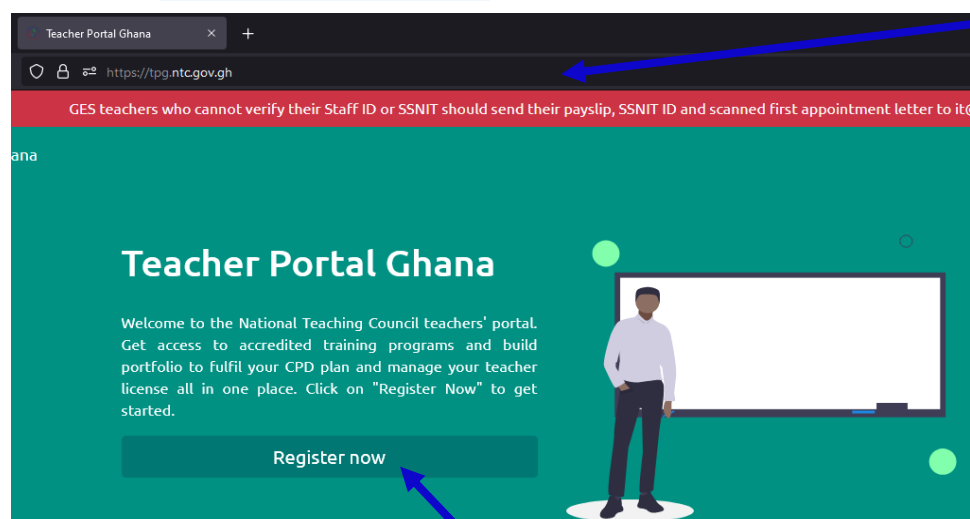
We highly recommend Google Chrome, Mozilla Firefox or Safari as the web browser to use for this application.



# Registering as an Organization

Organizations interested in providing continuous development programs to teachers in Ghana are required to register on the **NTC Teacher Portal** by doing the following:

1. Go to <https://tpg.ntc.gov.gh> and click “Register Now”



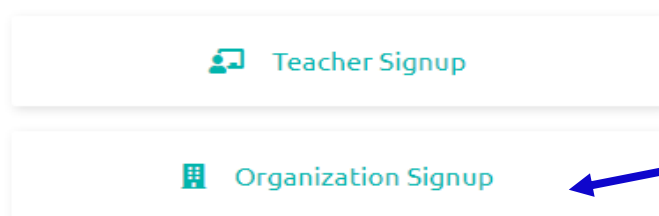
Enter the given website address in your browser

Click on “Register Now”

2. Select “Organization Signup” from the new page that opens




Teacher Portal Ghana



Click on “Organization Signup”

[Back](#)

- 3. Select your **organization type** from the available options. **Note:** Each organization type has different fees
- 4. Complete the registration form and click “**Send register link**” button



### Organization Signup

Organization type

Please select an option

Please select an option

Developmental partner

Service Provider

Teacher Training

First name

Last name

Other names

Email address

Telephone

Password

Confirm password

Send register link

Enter the given website address

Fill the registration form

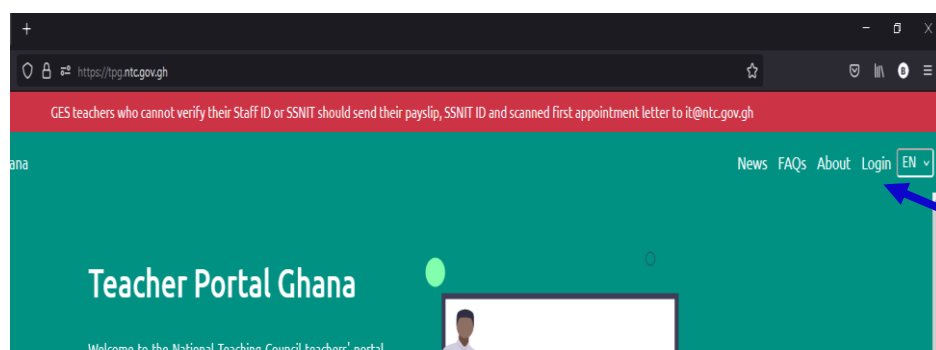
Click on “**Send register link**” to receive the registration link in your email

5. Check your email address for a confirmation link. Click "**Complete Registration**" to verify your email address.

## Logging In as an Organization

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

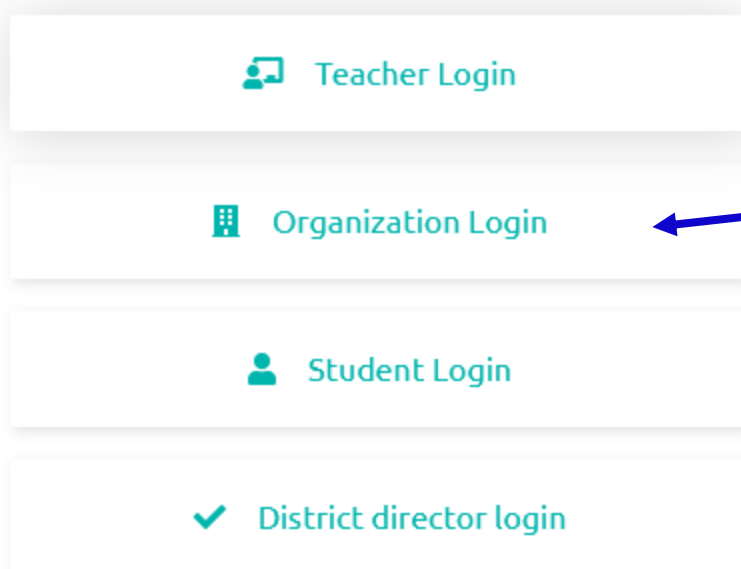
1. Go to <https://tpg.ntc.gov.gh> and click “Login In”



Click “Login” to complete the login form

2. Select “Organization Login” from the options given

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Click on “Organization Login”

3. Complete the login form and click the “Login” button

A screenshot of the login form. It has two input fields: 'Email address or telephone' and 'Password'. Below the fields is a teal 'Login' button. A blue arrow points from a text box to the email field, another from a text box to the password field, and a third from a text box to the 'Login' button.

Enter Email Address

Provide password

Click here to login

## Password Recovery

- ❖ When you forget your password click "**I have forgotten my email/password**" link on the login form under the Login button.

### Organization Login

Login

[I have forgotten my email/password](#)

Click "**I have forgotten my email/password**"

- ❖ You will be presented two options; "Email password reset" and "One-time password (OTP)".

### Choose a password recovery option

Email password reset

\_\_\_\_\_ or \_\_\_\_\_

One time password

- ❖ 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.

## Setting up Organization profile

- ❖ On your first login into your account, you will have to make your registration fee payment and proceed to set-up your organization profile. Below are some tips for this process:

### Registration payment

*First things first, you'll need to make your organization's registration payment*

You are about to be redirected to the payment provider where you'll make a payment of **GHS 0.2** for the registration process.

Click **"Proceed to payment"** to make payment

Proceed to payment

Choose to either use a **Card** or **Mobile Money** for your payment and click confirm

The screenshot shows a payment interface. On the left, under 'PAY WITH', there are two options: 'Card' (with a credit card icon) and 'Mobile Money' (with a mobile money icon). Arrows point from labels 'Card option' and 'Mobile money option' to these respective buttons. The right side of the interface shows the 'Enter your card details to pay' form. It includes fields for 'CARD NUMBER' (with a placeholder '0000 0000 0000 0000'), 'CARD EXPIRY' (with a placeholder 'MM / YY'), and 'CW' (with a placeholder '123'). There is also a 'HELP?' link. At the bottom of the form is a green button labeled 'Pay GHS 0.2'.

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.





## Setting up Organization profile

Organization profile setup is divided into four (4) phases. These are:

- Basic information
- Logo upload
- Document upload
- Affiliations

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 by clicking f2:l at the bottom menu.

Your organization logo must have a CLEAR background and must be a JPG, JPEG or PNG image. All other file uploads must be PDF files.  
Click "**Setup organization profile**" to continue.



Hello ,

### WELCOME TO THE TEACHER PORTAL GHANA PLATFORM

Get started by setting up or updating your profile, after which you can start using the platform.

Setup organization profile

Click "**Setup organization profile**" to begin filling form

# Setting up Organization profile

## Basic information

Let's start with some basic information

This information is never shared with anyone outside the National Teaching Council and its partners

|   |                         |
|---|-------------------------|
| Organization name<br>NTC Organization               |                         |
| Organization type<br>Service Provider               |                         |
| Current address                                     | Postal address          |
| Telephone   | Email address           |
| Fax   | RGD registration number |
| Tax identification number                           |                         |
| Company head  |                         |
| Company head ID type<br>Please select an option     | Company head ID         |
| Company head nationality<br>Please select an option |                         |

Fill all the required information

Save

Back

Next

After filling this form, the next page will give you the opportunity to upload

- Your logo,
- Registration certificate
- Head qualification and
- Portfolio



## Awaiting NTC Approval



Once you have completed filling in the forms, your account will automatically moved to "Pending approval" state. Here NTC officials will review your account information and approve or deny with reasons.



You will be notified when an action is taken on your account via SMS and email with any other instructions necessary. .

**Note:** Every organization type (excluding NGOs) is required to make an annual subscription payments to access their dashboard.



# Using the Organization Dashboard



The dashboard is the main hub of activity in the organization portal. You can create and manage training programs, browse training courses by NTC for teachers, view or update your organization profile and manage users of your organization

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Home

Training programs

Training courses

Organization profile

Organization users

Welcome! a - NTC Organization

**Basic information**

Name  
**NTC Organization**

Type  
**Service Provider**

Email  
**ntctutorials1@gmail.com**

**Current subscription**

364 days left

From  
**Friday, 9th July, 2021**

To  
**Saturday, 9th July, 2022**

From  
1st January 2019

To  
9th July 2021

[Update profile](#)

Accepted declaration  
Sam Boa 9th Jul 2021 1:11:19 PM

[Update profile](#)

Uploaded files  
Sam Boa 9th Jul 2021 1:10:52 PM

[Update profile](#)

Updated service provider organization profile information  
Sam Boa 9th Jul 2021 1:10:18 PM

[Update profile](#)

Uploaded logo  
Sam Boa 9th Jul 2021 1:10:02 PM

[Update profile](#)

Updated basic profile information  
Sam Boa 9th Jul 2021 12:45:40 PM

**Note:** The right pane contains buttons for viewing organization profile, creating training programs and users. The left pane displays your activity log.



## Create and manage training programs



All organizations have the mandate to create and manage training programs.

- ☐ Click on **“Training programs”** on the left menu
- ☐ Click on **“Create new training”** to create your first training program and follow the process below..



Enter the name of the program in the dialog box

### Create new training program

Name

Required

Save and continue

Close



The details page of the training program is presented in sections and all required fields have to be updated with information before the program can be submitted for review.

Training programs / Digital teaching

### Digital teaching Draft

View issues - 19 unresolved

Make accreditation payment

Basic information

Venues

Target audience

Modules

Contact

Miscellaneous

Documents

Actions

Name

Required

Digital teaching

Update

Description

Required

Not specified

Update

After successfully filling in all details, "Preview" and "Submit for Approval" will appear at the top of the web page. Click "Preview" to preview your program as teachers will see it. Click "Submit for Approval" when satisfied with the information entered.



## Browse training courses by NTC for teachers



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 for only specific ranks

Organizations interested in taking a training course are required to submit a **bid** to host the training course. When the bid is accepted, the organization can then provide the content relevant to that training program and wait for approval by NTC.



**Note:** All training courses have their credit points predefined by NTC.

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



# Bidding to Host Training Courses

- On the Dashboard, click on Training courses and from the list of courses that show up select the one you want to place a bid.
- Click on “**Place bid to host training program**” button. Further click on Confirm from the popup that appears

## Promoting teacher motivation for improved quality

Place bid to host training course

|                           |                                       |
|---------------------------|---------------------------------------|
| Name                      | Promoting teacher motivation f        |
| Code                      | R4-06                                 |
| Teacher types             | NABCO, Unemployed, Newly Qu<br>Public |
| Teacher ranks             | ---                                   |
| Placed bid to host course | No                                    |

Confirm bid placement

Confirm action

Close dialog

You will be notified via SMS and email if your bid is accepted



## After Approval of Training Courses



Once your bid for a training course is accepted, a training program with the name of the training course is created for you.



You are required to fill all required information for the training program, which includes "Basic details", "Venue details", "Date details", etc.

Once your training course bid is accepted, the procedure of setting up your training course is the same as setting up a training program.





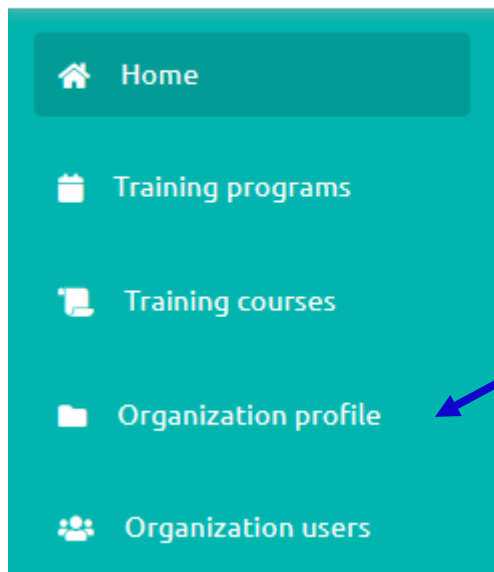
## View or update your organization profile



The organization profile is the identity of the organization for NTC records. In the likely event that any information, submitted during registration of the organization, needs to be updated this is the section to use.



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On the Dashboard click on "**Organization profile**" to view or edit your profile

Not all fields are modifiable without verifiable proof. Basic information such as postal address, email address, phone number, etc; do not require proof. On the other hand, all identification information requires proof to be uploaded.



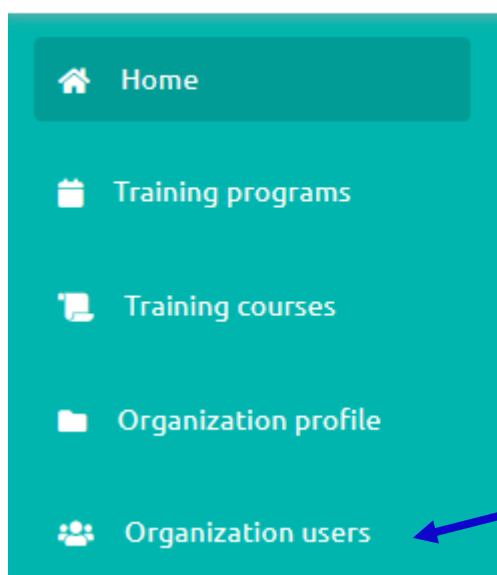
## Organization Users



Organizations have staff that will require access to the account without sharing the same password as the administrator account and with less privileges. For this reason the organization administrator can invite new users to the account..



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On the Dashboard click on "**Organization users**" to invite new users



Under organization users, click "**Invite new user**" button and fill the user's details to send invitation.

### Organization users

Invite new user

Pending invitations (0)

3 (Me)

The "**Disable**" button can be used to remove users

After the user confirms the invitation from his or her email account, the users of your account is updated and the new user can undertake functions such as creating training programs and evaluating training program attendees.



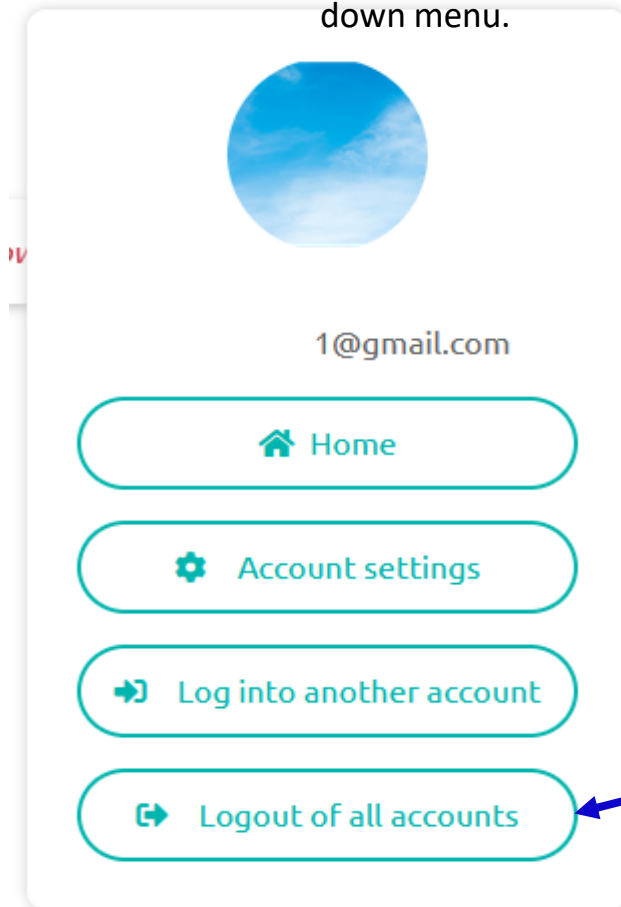
## Logging Out



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



On the portal, you can click your organization logo at the top right and click "Logout of all accounts" on the drop down menu.



Click "**Logout from all accounts**" to completely logout.





## **Teacher Portal Ghana**

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