



FEDERAL GOVERNMENT OF NIGERIA

**INTEGRATED PERSONNEL AND PAYROLL
INFORMATION SYSTEM**

(IPPIS)

EMPLOYEE REGISTRAION PORTAL USER GUIDE

By



Soft Alliance and Resources Limited.

1 PREFACE

This document describes the step by step procedure for users in completing the registration forms on the employee data collection portal.

1.1.1 HOW THE MANUAL IS ORGANIZED

This User Guide and Reference Manual handles specifically activities on the Integrated Personnel and Payroll Information System registration portal. The instructions on how to fill the registration forms are illustrated with pictures in this document. The following processes are treated in the user guide.

- Personal information form
- Employment information form
- Dependant information form
- Next of kin information form
- Employment form
- Employment history form
- Courses form
- Transfer form
- Summary
- Print slip

1.1.2 YOUR COMMENTS ARE WELCOME

SoftAlliance and Resources Limited values and appreciates your comments as a user and reader of this manual. As we write, revise, and evaluate our documentation, your comments are the most valuable input we receive. If you would like to contact us regarding comments and suggestions on future releases of the Integrated Personnel and Payroll Information System, please use the following address or telephone numbers:

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2 NAVIGATION AND ACCESS

The integrated personnel and payroll information system is a web based application for employee data collection. To access the application, you would require:

1. An internet enabled device such as a computer system
2. A browser of your choice on the computer system.
3. Microsoft Office Suite
4. Access to the internet

If all of the above requirements have been met, start the browser and enter the URL: registration.ippis.gov.ng in the address bar and connect.

You will be redirected to the Login page

2.1 HOW TO LOGIN

To login to the portal, you will require a reference id and token which can be gotten from your HR in your MDA/ UTH. Once you've gotten your login credentials, follow the steps listed below the diagram to login:

IPPIS Service Wide Online Registration

Having problems filling the forms? Send a complaint and indicate your Reference ID, mobile number and lastname to: ippishelpdesk@ecofinance.com HelpDesk: 08129037210, 08129037211

Can't remember your token or don't have one? contact your HR

IPPIS Login

IPPIS Service Wide Online Registration

Enter ref number

REFERENCE NUMBER

Please fill out this field.

Enter Registration Token

REGISTRATION TOKEN

Please fill out this field.

Login

1. Enter IPPIS Url (registration.ippis.gov.ng) and use your preferred browser
2. Enter your reference number
3. Enter your registration token
4. Click on login button to login

Note: Your token has an expiry period of 2 weeks. If there is any difficulty logging in, please contact your HR

2.2 HOW TO UPDATE YOUR PERSONAL INFORMATION

This form will allow you update your personal information since most of your personal details has been filled by your HR. Once you login, you will be redirected to the personal information form. To update your personal information, follow the steps listed below the diagram

The screenshot shows the 'Manage Personal Information' form in the IPPIS Service Wide Online Registration system. The 'Personal info' menu item is highlighted with a red box. The form fields are as follows:

Field	Value
Title	Dr
Surname	Ogish
Other Name	esther
Middle Name	ola
Gender	MALE
Date Of Birth	2015-09-22
Place Of Birth	soso
Marital Status	Divorced
Surname at Birth	olajunke
Mother's Maiden Name	iti
Spouse Name	ogb

1. Select Title
2. Select Gender
3. Enter place of birth (This field accepts alphabets only)
4. Select marital status
5. Enter surname birth (This field accepts alphabets only)
6. Enter spouse name (This field accepts alphabets only)
7. Enter number of children(This field accepts numbers only)
8. Select Nationality
9. Select state of origin
10. Select LGA origin
11. Enter hometown (This field accepts alphabets only)
12. Select religion
13. Enter nationality
14. Enter passport ID (This field accepts alpha numeric characters)
15. Enter driver ID (This field accepts alphanumeric characters)
16. Select Blood Group

17. Enter Contact Address (This field accepts alphabets only)
18. Enter Contact Town (This field accepts alphabets only)
19. Select Contact State
20. Select Contact LGA
21. Enter Permanent Address (This field accepts alphabets only)
22. Enter Permanent Town (This field accepts alphabets only)
23. Select Permanent State
24. Select Permanent LGA
25. Enter home phone (This field accepts numbers only)
26. Click on update details button to save changes made

2.3 HOW TO FILL THE EMPLOYMENT FORM

This form allows you to key in your employment information. To fill this form, follow the steps listed below the diagram

The screenshot displays the 'IPPIS Service Wide Online Registration' interface. On the left is a navigation pane with a red box around the 'Employment Info' link. The main content area is titled 'Employment Info' and contains the following fields:

Office Room:	diocf
Office Phone:	711
Hire Date:	2008-12-30 00:00:00
Date of Present Appointment:	2014-05-04 00:00:00
Confirmation Date:	2014-05-04 00:00:00
Ministry:	Federal Ministry of Water Resources
Section:	APPOINTMENT PROMOTION AND DISCIPLIN
Unit:	LEGAL
Job Town:	LAGOS
Cadre:	ADMIN-OFFICER
Job Post:	1111

1. Click on employment information menu on the navigation pane
2. Enter office room (This field accepts alphanumeric characters)
3. Enter office phone number (This field accepts numbers only)

4. Select date of present appointment
5. Select confirmation date
6. Select department
7. Select section
8. Select unit
9. Enter job town (This field accepts alphabets only)
10. Select cadre
11. Enter job post (This field accepts alphabets only)
12. Enter GI in 2004 (This field accepts alphanumeric characters)
13. Enter step in 2004 (This field accepts numbers only)
14. Enter trade union (This field accepts alphanumeric characters)
15. Select COOP
16. Enter staff ID (This field accepts alphanumeric characters)
17. Enter establishment number(This field accepts alphanumeric characters)
18. Select incremental date
19. Select employment type
20. Select contract exit date
21. Enter supervisors post (This field accepts alphabets only)
22. Select bank type
23. Select bank name
24. Select bank branch
25. Enter account number (This field accepts numbers only)
26. Select account type
27. Select PFA
28. Enter pin (This field accepts alphanumeric characters)
29. Enter tax ID (This field accepts alphanumeric characters)
- 30.** Click on save employment information button

2.4 HOW TO FILL THE DEPENDANTS FORM

This form allows you to key in your dependants information. Follow the steps listed below the diagram to fill the dependants form.

The screenshot shows the 'IPPIS Service Wide Online Registration' interface. On the left, a navigation pane lists various options: Personal Info, Employment Info, **Dependants** (highlighted with a red box), Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History, and Print Slip. On the right, the 'Add Dependent Info' form is displayed with the following fields: 'Dependent Surname' (text input), 'Dependent Other Name' (text input), 'Dependent Sex' (dropdown menu), 'Relation to Dependent' (dropdown menu), and 'Dependent DOB' (text input). A green 'Save Dependent' button is located at the bottom of the form. The top right corner of the page shows 'User Code: 22355621-1443509845-645' and a 'Logout' link.

1. Click on dependant menu on the navigation pane
2. Click on add dependant button
3. Enter dependant surname (This field accepts alphabets only)
4. Enter dependants other name (This field accepts alphabets only)
5. Select dependant sex
6. Select relation to dependant
7. Select dependant date of birth
8. Click on save dependant button to save
9. Click on edit to make changes to dependant details
10. Click on delete to delete dependant details.

2.5 HOW TO FILL THE NEXT OF KIN FORM

This form allows you to key in details of your next of kin. To fill this form, follow the steps listed below the diagram

IPPIS Service Wide Online Registration

User Code: 22355621-1443509846-646 Logout

Personal Info
Employment Info
Dependants
Next of Kin
Emergency Info
Education
Courses
Promotions
Transfer
History
Print Slip

Editing Next of Kin

Next of Kin Full name: bolu

Next of Kin address: watife

Select Gender: MALE

Next of Kin Relationship: Niece

Next of Kin Phone: 905-4

Next of Kin Email: jij@yahoo.com

City: Oji

State: EDO

State: Ovia

Update Next of Kin

1. Click on next of kin menu on the navigation pane
2. Click on add next of kin button
3. Enter next of kin full name (This field accepts alphabets only)
4. Enter next of kin address (This field accepts alphanumeric characters)
5. Select gender
6. Select next of kin relationship
7. Enter next of kin phone number (This field accepts numbers only)
8. Enter email address (This field accepts alphanumeric characters)
9. Enter city (This field accepts alphabets only)
10. Select state
11. Select LGA
12. Click on add next of kin button to save
13. Click on edit button to edit next of kin information

2.6 HOW TO FILL THE EMERGENCY CONTACT FORM

This form will enable you key in your emergency contact in case of emergency. To fill this form, follow the steps listed below the diagram

The screenshot shows the 'Update Emergency Contact' form in the IPPIS Service Wide Online Registration system. The navigation pane on the left has 'Emergency info' highlighted. The form fields are as follows:

Field	Value
Full name	ola
Gender	FEMALE
Relationship	Mother
Emergency Phone	9300
Emergency address	ejk
City	ekxx
State	GOMBE
LGA	Shomgom

The 'Update Emergency Details' button is located at the bottom of the form.

1. Click on emergency contact menu on the navigation pane
2. Click on add new emergency contact button
3. Enter full name
4. Select gender
5. Select relationship
6. Enter emergency phone number
7. Enter emergency address (This field accepts alphanumeric characters)
8. Enter city (This field accepts alphabets only)
9. Select state
10. Select LGA
11. Click on add emergency contact to save
12. Click on edit to edit emergency contact details
13. Click on delete to delete emergency contact details

2.7 HOW TO FILL THE EDUCATION FORM

The education form will enable you key in your education details. To fill this form, follow the steps listed below the diagram

The screenshot shows the 'Edit Education Info' form in the IPPIS Service Wide Online Registration system. The navigation menu on the left includes: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education (highlighted with a red box), Courses, Promotions, Transfer, History, and Print Slip. The form fields are: Institution (rmkk), Institution Type (SECONDARY SCHOOL), Course (ege), Qualification (B ED), Grade (2.2), Start Date (2014-06-12 00:00:00), and End Date (2010-01-26 00:00:00). A green 'Update Educational Info' button is highlighted with a red box.

1. Click on education menu on the navigation pane
2. Click on add educational information
3. Enter institution
4. Select institution type
5. Enter course name (This field accepts alphabets only)
6. Select qualification
7. Enter grade (This field accepts alphanumeric characters)
8. Select start date
9. Select end date
10. Click on add educational info button to save changes made
11. Click on edit button to make changes
12. Click on delete button to delete educational details

2.8 HOW TO FILL THE COURSES FORM

This form allows you key in the training or courses you have taken. To fill this form, follow the steps listed below the diagram

IPPIS Service Wide Online Registration

User Code: 22355621-1443509846-646 Logout

Personal Info
Employment Info
Dependants
Next of Kin
Emergency Info
Education
Courses
Promotions
Transfer
History
Print Slip

Edit Training Details Info

Course Name:

Venue Country:

Start Date:

Number of Days:

Organiser:

1. Click on courses menu on the navigation pane
2. Click on add training details button
3. Enter course name (This field accepts alphabets only)
4. Select venue country
5. Select start date
6. Select number of days
7. Enter organizer
8. Click on add training details button to save
9. Click on edit button to edit details
10. Click on delete button to delete

2.9 HOW TO FILL THE PROMOTIONS FORM

This form allows you to key in your promotion details. To fill this form, follow the steps listed below the diagram:

The screenshot shows the 'IPPIS Service Wide Online Registration' interface. On the left is a navigation menu with items: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education, Courses, Promotions (highlighted with a red box), Transfer, History, and Print Slip. The main content area is titled 'Add Promotion Details' and contains the following fields:

- Previous Job Title:
- New Job Title:
- Previous Grade:
- Assigned Grade:
- Old Step:
- New Step:
- Notional Start Date:
- Effective Start Date:

At the bottom of the form is a green button labeled 'Add Promotion Details', which is also highlighted with a red box.

1. Click on promotion menu on the navigation pane
2. Click on add promotions button
3. Enter previous job title (This field accepts alphabets only)
4. Enter new job title (This field accepts alphabets only)
5. Enter previous grade (This field accepts alphanumeric characters)
6. Enter assigned grade (This field accepts alphanumeric characters)
7. Enter old step (This field accepts numbers only)
8. Enter new step (This field accepts numbers only)
9. Select national start date
10. Select effective start date
11. Click on add promotion details button to save
12. Click on edit button to make changes
13. Click on delete button to delete promotion details

2.10 HOW TO FILL THE TRANSFER FORM

This form helps you key in your transfer information detail. To fill this form, follow the steps listed below the diagram

1. Click on transfer menu on the dashboard
2. Click on add transfer details
3. Select start date
4. Select end date
5. Select transfer ministry
6. Enter transfer division (This field accepts alphabets only)
7. Enter transfer department (This field accepts alphabets only)
8. Select transfer section
9. Enter transfer town(This field accepts alphabets only)
10. Enter transfer type (This field accepts alphabets only)
11. Select transfer unit (This field accepts alphabets only)
12. Enter transfer job (This field accepts alphabets only)
13. Click on add transfer details button to save
14. Click on edit button to make changes
15. Click on delete button to delete transfer information

2.11 HOW TO FILL THE EMPLOYMENT HISTORY FORM

This form helps you key in your employment history detail. To fill this form, follow the steps listed below the diagram

The screenshot displays the IPPIS Service Wide Online Registration interface. At the top, the user code is 22355621-1443509846-646 and there is a Logout link. The left navigation pane includes links for Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History (highlighted with a red arrow), and Print Slip. The main content area is titled 'Add Employment History' and contains the following fields:

- Employer:** Employer Name
- Employment Start Date:** Employment Start Date
- Employment End Date:** Employment End Date
- Last Position:** Last Position Held
- Exit Mode:** Exit Mode (dropdown menu)

A green 'Save History' button is located below the Exit Mode field.

1. Click on history menu on the navigation pane
2. Click on add employment history button
3. Enter employer name (This field accepts alphabets only)
4. Select employment start date
5. Select employment end date
6. Enter last position (This field accepts alphabets only)
7. Select exit mode
8. Click on save history button to save changes
9. Click on edit button to make changes
10. Click on delete button to delete employment history detail

2.12 HOW TO VIEW THE SUMMARY PAGE

This page shows a summary of the navigation menu that has been successfully completed in green color and yet to be completed in orange color. To view the summary page, follow the steps listed below the diagram

IPPIS Service Wide Online Registration User Code: 9014461331121148 Logout

Summary - Overview

NB: The checkbox below would not be enabled until all mandatory sections have been filled

I confirm that I've finished completing my form and all these records are true and valid
 Submit

Section	Status	Action
Personal Information	Complete	View Section
Employment Information	Incomplete	View Section
Dependants	Incomplete	View Section
Next of Kin	Incomplete	View Section
Emergency Contact	Incomplete	View Section
Education	Incomplete	View Section
Courses	Incomplete	View Section
Promotions	Incomplete	View Section

1. Click on summary menu on the navigation pane
2. Click on view this section button to update any of the forms
3. Click on the check box for final submission

2.13 HOW TO PRINT SLIP

This page is where you can print IPPIS form for submission in your MDA for biometric enrollment. To print, follow the steps listed below the diagram

INTEGRATED PAYROLL AND PERSONNEL INFORMATION SYSTEM

Reference ID: 22355621-1443509846-646	Fullname: Dr. ogun ola esther	Date Of Birth: 22nd September, 2015
Mobile Phone: 08062176389	Reg Date: 1969/12/31	Bank Name: MORTGAGE BANKS
Account No: 0000	Account Name: vv	Account Type: Current

Employment Information	Description
Ministry/Agency	FEDERAL MINISTRY OF COMMUNICATION TECHNOLOGY
Department	ADMINISTRATION
Supervisor	
Payroll Structure Type	Consolidated Public Service Salary Structure
Grade Level	GL01_CONHESS
Step	838
Job Post	

Affirmation
I Certify that the above named is a current employee of this Ministry/Agency under my supervision: Show hidden items

1. Click on print slip on the navigation pane to display your slip

Note: Once you've printed your slip, you cannot make changes to your data. If need to make changes arise, please contact your HR.