



**FEDERAL GOVERNMENT OF NIGERIA**

**INTEGRATED PERSONNEL AND PAYROLL  
INFORMATION SYSTEM  
(IPPIS)**

**EMPLOYEE REGISTRATION 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](http://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:

The screenshot shows the login interface for the IPPIS Service Wide Online Registration portal. At the top, there is a header with the Nigerian coat of arms and the text 'IPPIS Service Wide Online Registration'. Below this is a blue banner with contact information: 'Having problems filling the forms? Send a complaint and indicate your Reference ID, mobile number and lastname to admin@ippis.gov.ng HelpDesk: 08065443855, 08038131905, 08024713395'. The main login area is a white box with a grey header 'IPPIS Login' and the subtitle 'IPPIS Service Wide Online Registration'. It contains two input fields: 'Enter ref number' with a placeholder 'REFERENCE NUMBER' and 'Enter Registration Token' with a placeholder 'REGISTRATION TOKEN'. A blue 'Login' button is located at the bottom right of the input fields. Above the input fields, there are two links: 'Click here to download the user guide' and 'Can't remember your token or don't have one? contact your HR'.

1. Enter IPPIS Url ([registration.ippis.gov.ng](http://registration.ippis.gov.ng)) in 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 encounter any difficulty in logging in, please contact your HR

## 2.2 HOW TO UPDATE YOUR PERSONAL INFORMATION

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

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 input your employment information. To fill this form, follow the steps listed below the diagram

Personal Info	✓	Office Room:	2
<b>Employment Info</b>	✓	Office Phone:	[REDACTED]
Dependants	✓	Hire Date: *	17-09-2007
Next of Kin	✓	Date of Present Appointment: *	01-01-2015
Emergency Info	✓	Confirmation Date:	27-05-2016
Education	✓	Ministry: *	AUCHI POLYTECHNIC AUCHI (FEDERAL) ▼
Courses	✓	Department: *	ACADEMIC ▼
Promotions	✓	Section: *	SCIENCES ▼
Transfer	✓	Unit: *	SCIENCES ▼
History	✓	Job Town: *	AUCHI
Summary		Cadre: *	PRINCIPAL LECTURER ▼
Print Slip			

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 input 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 is a navigation pane with links: Personal Info, Employment Info, Dependants (highlighted with a red box), Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History, Summary, and Print Slip. Each link has a status icon: red 'X' for Personal Info, Employment Info, Next of Kin, and Emergency Info; yellow triangle for Dependants, Courses, Promotions, Transfer, and History; and blue 'X' for Summary and Print Slip. The main area is titled 'Add Dependent Info' and contains 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 at the bottom right of the form.

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 input your next of kin 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 (highlighted with a red box), Emergency Info, Education, Courses, Promotions, Transfer, History, Summary, and Print Slip. Each item has a status icon (red X or yellow triangle). The main form area contains fields for 'Next of Kin' details, each with a label and a red asterisk indicating it is required. The fields are: 'Next of Kin Full name:' (text input), 'Next of Kin address:' (text input), 'Select Gender:' (dropdown menu), 'Next of Kin Relationship:' (dropdown menu), 'Next of Kin Phone:' (text input), 'Next of Kin Email:' (text input), 'City:' (text input), 'State:' (dropdown menu), and 'LGA:' (dropdown menu). At the bottom right of the form is a green button labeled 'Add 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 allows you to input your emergency contact details in case of emergency. 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 pane with a list of menu items: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History, Summary, and Print Slip. Each item has a status icon to its right: a red 'X' for Personal Info, Employment Info, Next of Kin, and Emergency Info; a yellow triangle for Dependants, Courses, Promotions, Transfer, and History; and a blue bar for Summary. The 'Emergency Info' item is highlighted with a red rectangular box. The main content area on the right contains the form fields for emergency contact details. These include: 'Full name: \*' with a text input field containing 'FULLNAME'; 'Gender: \*' with a dropdown menu showing 'SELECT GENDER'; 'Relationship: \*' with a dropdown menu showing 'SELECT RELATIONSHIP'; 'Emergency Phone: \*' with a text input field containing 'EMERGENCY PHONE'; 'Emergency address: \*' with a text input field containing 'Contact Address'; 'City: \*' with a text input field containing 'EMERGENCY CITY'; 'State: \*' with a dropdown menu showing 'SELECT STATE'; and 'LGA: \*' with a dropdown menu showing 'SELECT LGA'. At the bottom right of the form is a green button labeled 'Add Emergency Contact', which is also highlighted with a red rectangular box.

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

This form allows you to input your education details. 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 links: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education (highlighted with a red box), Courses, Promotions, Transfer, History, Summary, and Print Slip. Each link has a status icon: red 'X' for Personal Info, Employment Info, Next of Kin, Emergency Info, and Education; yellow triangle for Dependants, Courses, Promotions, Transfer, and History. The main form area contains fields for Institution, Institution Type, Course, Qualification, Grade, Start Date, and End Date, each with a red asterisk indicating it is required. The 'Add Educational Info' button at the bottom is highlighted with a red box.


Field	Value
Institution: *	INSTITUTION ATTENDED
Institution Type: *	SELECT YOUR INSTITUTION TYPE
Course: *	COURSE OF STUDY
Qualification: *	SELECT QUALIFICATION
Grade: *	GRADE
Start Date: *	START DATE
End Date: *	END DATE

**Add Educational Info**

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 to input details of 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: 0014642877731316 Logout

Personal Info	✗	Course Name: *	<input type="text" value="COURSE NAME"/>
Employment Info	✗	Venue Country: *	<input type="text" value="SELECT YOUR VENUE"/>
Dependants	⚠	Start Date: *	<input type="text" value="START DATE FOR COURSE OF STUDY"/>
Next of Kin	✗	Number of Days: *	<input type="text" value="NUMBER OF TRAINING DAYS"/>
Emergency Info	✗	Organiser: *	<input type="text" value="VENUE ORGANISER"/>
Education	✗		
<b>Courses</b>	⚠		<input type="button" value="Add Training Details Info"/>
Promotions	⚠		
Transfer	⚠		
History	⚠		
Summary			
Print Slip			

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 input 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 pane with a list of menu items: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History, Summary, and Print Slip. Each item has a status icon to its right: red 'X' for Personal Info, Employment Info, Next of Kin, and Education; yellow triangles for Dependants, Courses, Promotions, Transfer, and History; and a blue bar for Summary. The 'Promotions' item is highlighted with a red box. On the right is the main form area. It contains several input fields with labels and asterisks indicating required fields: 'Previous Job Title: \*', 'New Job Title: \*', 'Previous Grade: \*', 'Assigned Grade: \*', 'Old Step: \*', 'New Step: \*', 'Notional Start Date: \*', and 'Effective Start Date: \*'. Each label is followed by a text input field. At the bottom right of the form is a green button labeled 'Add Promotion Details', which is 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 allows you to input your transfer information details. To fill this form, follow the steps listed below the diagram

 **IPPIS Service Wide Online Registration** User Code: 0014642877731316    Logout

Personal Info	✗	Start Date: *	<input type="text" value="START DATE"/>
Employment Info	✗	End Date: *	<input type="text" value="END DATE"/>
Dependants	⚠	Transfer Ministry: *	<input type="text" value="SELECT YOUR TRANSFER MINISTRY"/>
Next of Kin	✗	Transfer Division: *	<input type="text" value="TRANSFER DIVISION"/>
Emergency Info	✗	Transfer Department: *	<input type="text" value="SELECT YOUR TRANSFER DEPARTMENT"/>
Education	✗	Transfer Section: *	<input type="text" value="SELECT YOUR TRANSFER SECTION"/>
Courses	⚠	Transfer Town:	<input type="text" value="TRANSFER TOWN"/>
Promotions	⚠	Transfer Type: *	<input type="text" value="TRANSFER TYPE"/>
<b>Transfer</b>	⚠	Transfer Unit: *	<input type="text" value="SELECT YOUR TRANSFER UNIT"/>
History	⚠	Transfer Job: *	<input type="text" value="TRANSFER JOB"/>
Summary			
Print Slip			

Add Transfer Details

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

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## 2.11 HOW TO FILL THE EMPLOYMENT HISTORY FORM

This form allows you to input your employment history details. 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 list of menu items: Personal Info, Employment Info, Dependants, Next of Kin, Emergency Info, Education, Courses, Promotions, Transfer, History, Summary, and Print Slip. The 'History' item is highlighted with a red rectangular box. To the right of the navigation pane, a series of status icons (red 'X' and yellow triangles) are aligned with the menu items. The main form area contains several input fields: 'Employer: \*' with a text box labeled 'EMPLOYER NAME'; 'Employment Start Date: \*' with a text box labeled 'EMPLOYMENT START DATE'; 'Employment End Date: \*' with a text box labeled 'EMPLOYMENT END DATE'; 'Last Position: \*' with a text box labeled 'LAST POSITION HELD'; and 'Exit Mode: \*' with a dropdown menu labeled 'EXIT MODE'. 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: 0014642877731316    Logout

NOTE: THE CHECKBOX BELOW WON'T 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

Section	Status	Action
Personal Information	 Complete	<input type="button" value="View Section"/>
Employment Information	 Incomplete	<input type="button" value="View Section"/>
Dependants	 Incomplete	<input type="button" value="View Section"/>
Next of Kin	 Incomplete	<input type="button" value="View Section"/>
Emergency Contact	 Incomplete	<input type="button" value="View Section"/>
Education	 Incomplete	<input type="button" value="View Section"/>
Courses	 Incomplete	<input type="button" value="View Section"/>
Promotions	 Incomplete	<input type="button" value="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 the IPPIS form for submission in your MDA for biometric enrollment. To print the form, follow the steps listed below the diagram

 **IPPIS Service Wide Online Registration**

User Code: 0014642585551316    Logout

  
INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM

REFERENCE ID: [REDACTED]    FULLNAME: MRS [REDACTED]    DATE OF BIRTH: [REDACTED]  
MOBILE PHONE: [REDACTED]    REG DATE: 2016/05/26    BANK NAME: ECOBANK NIGERIA PLC  
ACCOUNT NO: [REDACTED]    ACCOUNT NAME: [REDACTED]    ACCOUNT TYPE: CURRENT

EMPLOYMENT INFORMATION	DESCRIPTION
MINISTRY/AGENCY	AUCHI POLYTECHNIC AUCHI (FEDERAL)
DEPARTMENT	ACADEMIC
SUPERVISOR	[REDACTED]
PAYROLL STRUCTURE TYPE	CONSOLIDATED POLYTECHNICS AND COLLEGES OF EDUCATION ACADEMIC STAFF SALARY STRUCTURE (CONPCASS)
HIRE DATE	17TH SEPTEMBER, 2007
GRADE LEVEL	GL08_CONPCASS
STEP	02
CADRE	PRINCIPAL LECTURER

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 information. If need to make changes arise, please contact your HR.