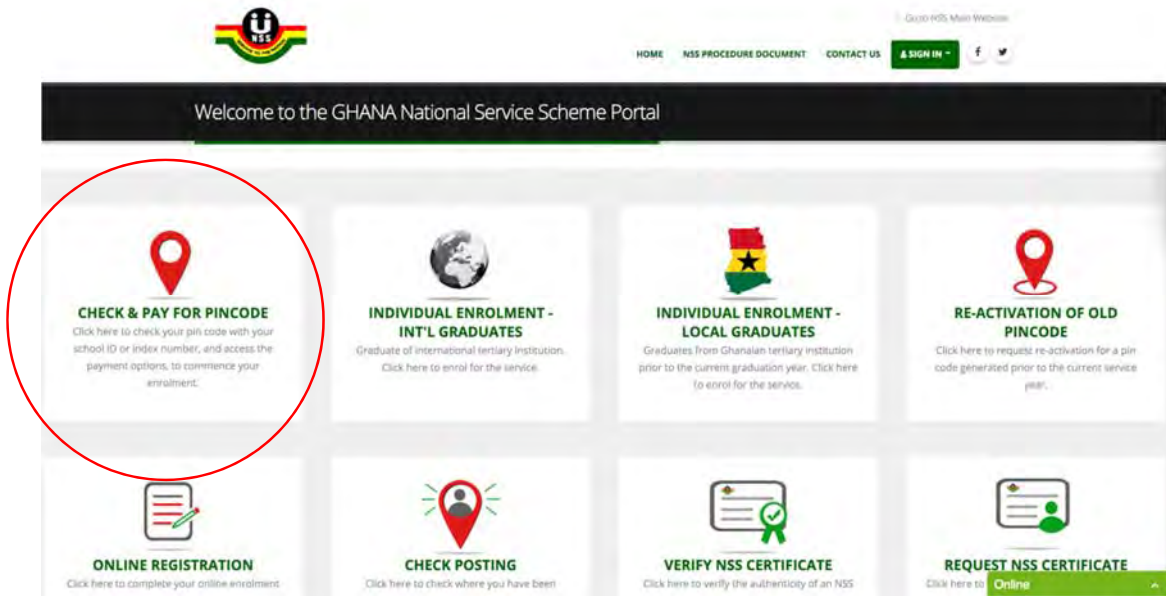




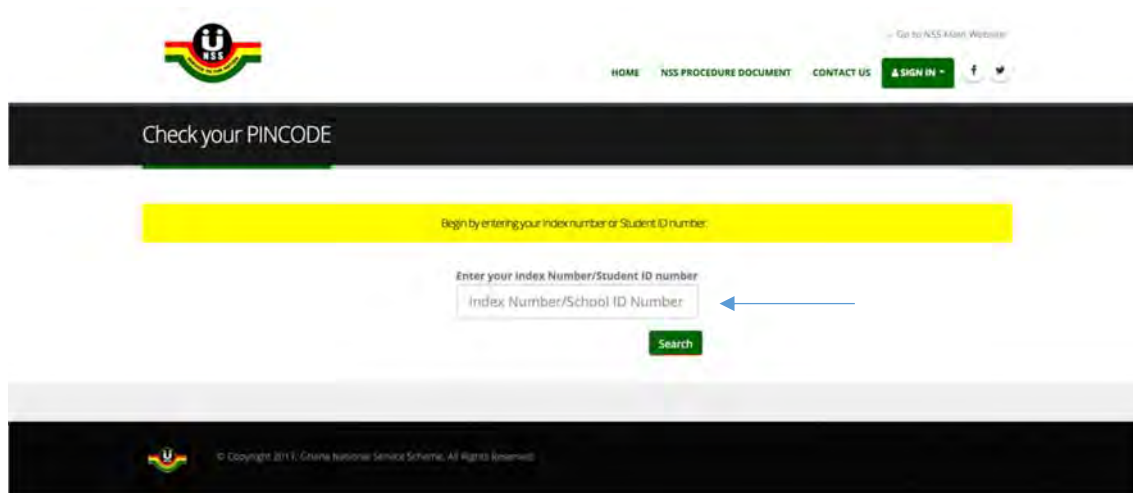
HOW TO CHECK YOUR PAYMENT PINCODE & PAY

Personnel – This process is to illustrate how to check your payment pincode on the system.

STEP 1 – Visit the website URL <https://portal.nss.gov.gh>.



STEP 2 – Click on Check & Pay for PINCODE, and enter your Index Number or School ID Number. Then click Search.





*STEP 3 – Your PINCODE and personal information would now be displayed for your confirmation. Please make a note of your PINCODE and visit any branch of Agricultural Development Bank (ADB) to make a payment of **GHS 40** before online registration.*

The screenshot shows a web interface with a navigation bar at the top containing links for HOME, NSS PROCEDURE DOCUMENT, CONTACT US, and a SIGN IN button. Below the navigation bar, the user's PIN Code is displayed as OOPGKN9358718. Underneath, the user's details are listed, including their index number, full name, institution, course of study, and year of enrollment for service.

Your PIN Code
PINCode OOPGKN9358718
Your Details
Index Number RM442213022
Full Name Kyere Achiaa Afi
Institution KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY
Course of Study REGISTERED MIDWIFERY
Year of Enrollment for Service 2018

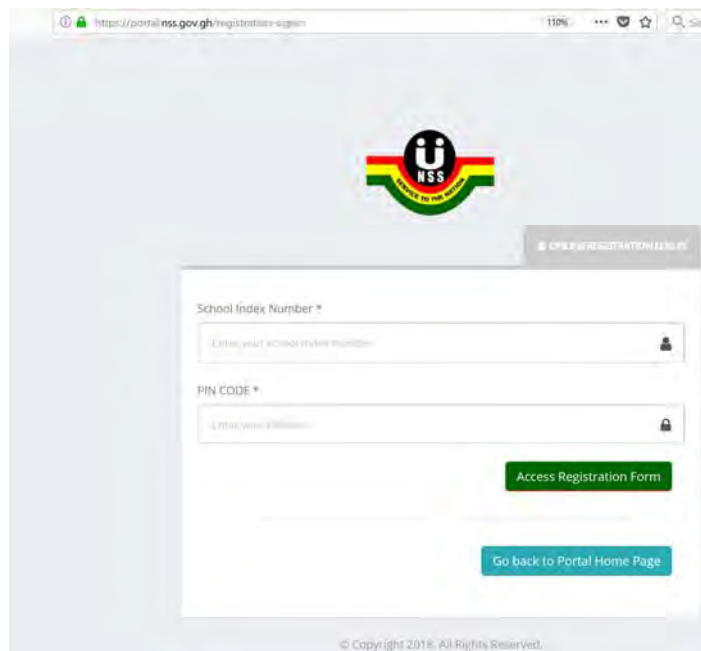
HOW TO COMPLETE ONLINE REGISTRATION FORM

REQUIREMENTS:

1. At least one valid National ID – Passport, Voters Card, SSNIT Card or Driver's License
2. Scanned passport photograph – not more than 1mb. Would appear on the final certificate, so needs to be formal.

This process is for personnel to complete online registration to be issued an NSS number. Please note that all field with an ASTERIKS (*) sign on them are compulsory to fill, and you cannot progress until the requested information is supplied.

STEP 1 – Go to the URL <https://portal.nss.gov.gh/>, and enter your username (School Index number or ID number), and your password (payment pincode).



The screenshot shows the login page of the NSS portal. At the top center is the NSS logo with the text 'NSS' and 'NATIONAL SERVICE'. Below the logo is a navigation bar with the text 'ONLINE REGISTRATION LOGIN'. The main form area contains two input fields: 'School Index Number *' and 'PIN CODE *'. Below these fields is a green button labeled 'Access Registration Form' and a blue button labeled 'Go back to Portal Home Page'. At the bottom of the page, there is a copyright notice: '© Copyright 2018. All Rights Reserved.'

STEP 2 – You should now be on the first page of the form (Applicant Info). Please confirm all the information displayed is yours and correct. If not, please contact Live Chat for support. Select the means of Identification you intend to submit, and enter the ID number.



The screenshot shows the 'Ghana National Service Means Of Identification Page'. At the top, there is a navigation bar with links for 'HOME', 'NSS PROCEEDING DOCUMENT', 'CONTACT US', and 'LOGIN / REGISTER'. Below the navigation bar is a header with the text 'Ghana National Service Means Of Identification Page'. The main content area contains a message: 'Please Submit your verifiable means of identification to continue the application process'.

Please Submit your verifiable means of identification to continue the application process



Select your means of identification

Full Name:

Institution:

Course of Study:

Select a means of identification:

Enter your selected Identification Number:

For any of the IDs you have selected, below is the details the system requires you to enter for ID confirmation.

Voters ID Card: Required detail is the Voters ID Number as printed exactly on the card.



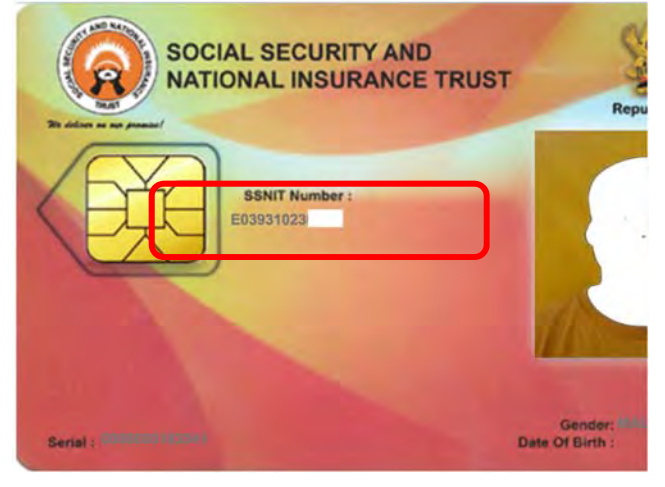
Passport: Required detail is the Official Ghana passport.



Driver's License: Required details are Certificate of Competence number, and name as written exactly on the license.



SSNIT Card: Required details is the SSNIT number.



STEP 3 – The system would compare the information on your ID, and that submitted by your Institution, and would provide you an Identity Match Score.

Identity Match Score	Comments
PERFECT	Identity information is perfect.
GOOD	Identity information is good enough
FAIR	Identity information need further investigation
BAD	Identity information needs further investigation

Personnel with scores FAIR and BAD would need further approval from NSS before final posting. However, everyone can proceed to fill in the form.

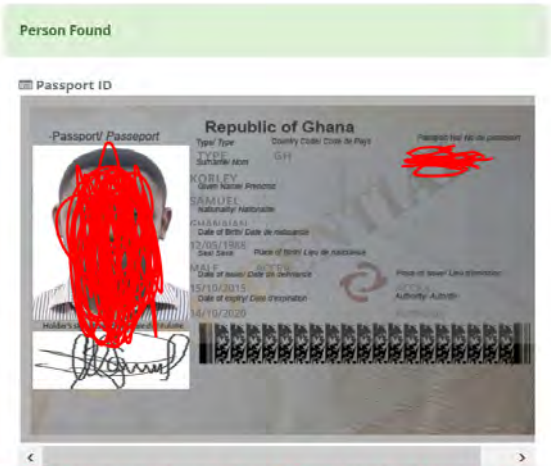
Regardless of your Identity Match Score, please click on the disclaimer message, and click on 'Confirm and Continue' to progress to the next page.

Select a means of Identification:

Passport

Enter your selected Identification Number:

G100



Your Identity Match Score is Fair. Please confirm that you have used your own identity number for this verification, as identity impersonation is a criminal offence, and you might be liable to prosecution. Your final application would be referred to the NSS authentication task force team and you would be contacted in due course. click Submit & Continue at the bottom to proceed with your online registration.

By submitting, I agree that my Identity information is valid, and Impersonation is a criminal offence and offenders are liable to prosecution.

Confirm & Continue Not Me, Return Back

STEP 4 – You would now be required to complete the rest of the applicant information. Upload your passport photograph and ensure it is within the size specification of not more than 1mb. Address, and contact information are all compulsory fields. Please ensure the information here is current and active, as this is the only way the NSS can reach you. Enter your Next of KIN information for use as emergency contact.

Click on SAVE & CONTINUE.

Please fill the form below to complete your online registration

Personal information

FIN: DMTGKN2546718

SURNAME: Oppong

OTHERNAME: Mavis

PHOTOGRAPH*

Select imageChange
Browse... No file selected. Remove

If you are using your PC, click to attach (JPEG or PNG format for passport photographs). Max file size: 2MB (passport or photo). Upload a recent passport photograph. Recommended width: 120px By Length: 120px : Max file size: 2MB

Gender*: Male

DATE OF BIRTH*: 17 March 2004

Residential Address*: Dansoman

Insert your Ghana GPS Digital Address: GA-056-1213

Residential Region*: GREATER ACCRA

Personnel Mobile*: 054 433 9087

Personnel Email*(**N.B This would be used for your User ID during submission**): ks@sk.com

Marital Status*: Single

Guardian information

Guardian Name*: Name

Guardian Email: ks@sk.com

Guardian Phone No.*: 054 433 9087

Next of Kin information

Next of Kin Name*: Kin

Next of Kin Phone*: 054 433 9087

Next of Kin Relationship*: Brother

STEP 5 – You should now be on the SERVICE INFO page. Enter your employment history and click on SAVE & CONTINUE.

STEP 6 – You should now be on the PREFERENCE page. Information supplied here would guide the NSS on your final posting, so ensure to provide accurate information. Select your 3 preferred regions to be posted, in your order of preference (Region I being the number 1 choice). Select the local languages you can read, speak, and write.

Select the foreign languages you can read, speak, and write. Finally select your industry of preference to be posted. Personnel interested in Entrepreneurship are strongly advised to select this as Service Option I. Click on SAVE & CONTINUE.

How many of these can you read:

<input type="checkbox"/> ENGLISH	<input type="checkbox"/> GERMAN	<input type="checkbox"/> PORTUGUESE
<input type="checkbox"/> FRENCH	<input type="checkbox"/> CHINESE	<input type="checkbox"/> HINDI
<input type="checkbox"/> SPANISH	<input type="checkbox"/> ARABIC	

How many of these can you speak:

<input type="checkbox"/> ENGLISH	<input type="checkbox"/> GERMAN	<input type="checkbox"/> PORTUGUESE
<input type="checkbox"/> FRENCH	<input type="checkbox"/> CHINESE	<input type="checkbox"/> HINDI
<input type="checkbox"/> SPANISH	<input type="checkbox"/> ARABIC	

How many of these can you write:




<input type="checkbox"/> ENGLISH	<input type="checkbox"/> GERMAN	<input type="checkbox"/> PORTUGUESE
<input type="checkbox"/> FRENCH	<input type="checkbox"/> CHINESE	<input type="checkbox"/> HINDI
<input type="checkbox"/> SPANISH	<input type="checkbox"/> ARABIC	

INDUSTRIAL PREFERENCE - SERVICE OPTION

Service Option I*:

Service Option II*:


STEP 7 – You should now be on the PREVIEW page. This is a summary of all the information already provided. Read through and ensure all of it is correct. Use the BACK button if you intend to change any details. Click on SUBMIT.

 HOME NSS PROCEDURE DOCUMENT CONTACT US  

1 Applicant Info 2 Service Info 3 Preference 4 Preview 5 Finish

Means of Identification

Passport ID




Personal information

PIN:

SURNAME:

OTHERNAME:

RECENT PHOTOTGRAPH*



STEP 8 – Congratulations! You have now completed your online registration. You should see a congratulatory page, and your NSS number assignment.

You also now have an NSS dashboard to yourself, where you can review any registration information, or request for services for the NSS.

To access the dashboard, click on *GO TO PERSONNEL DASHBOARD* button.


To print your registration summary, click on *CLICK TO PRINT* at the bottom of the page.

To login to your personnel dashboard later, go to homepage <https://portal.nss.gov.gh> and sign in as personnel. Your login here is your email address used in registration, and your PINCODE.

The screenshot shows the final step of the registration process. At the top, there is a navigation bar with the NSS logo, a home icon, and links for 'HOME', 'NSS PROCEDURE DOCUMENT', 'CONTACT US', and a green button for 'LOG IN - ADDO - LOG OUT'. Below the navigation bar is a dark header with the text 'Ghana National Service Online Registration Form'. The main content area features a progress indicator with five steps: 1. Applicant Info, 2. Service Info, 3. Preference, 4. Preview, and 5. Finish. The 'Finish' step is highlighted. Below the progress indicator, the text reads 'CONGRATULATIONS!' followed by 'Your National Service Scheme Registration Details has been submitted successfully.' A large green checkmark is displayed, and the registration details are listed: 'Your National Service Scheme Number is NSSGG14832518.', 'Your School Index Number is RGN672014049', and 'Your PIN Code Number is HWUGGI3792418'. At the bottom, there is a message: 'You can Log in to your profile and check the status of your enrolment.' and two green buttons: 'Go to Portal Homepage' and 'Go to Personnel Dashboard'.

FOR SUPPORT WHILE FILLING THE FORMS, PLEASE USE THE LIVE CHAT AT THE BOTTOM RIGHT-CORNER OF THE PAGE TO CONTACT A PERSONNEL SUPPORT REP.

SAMPLE VIEW OF PERSONNEL DASHBOARD



YOUR GENERAL INFORMATION AREA

Dashboard


[DASHBOARD](#)

[EDIT PROFILE](#)

[LOG OUT](#)

Welcome to Your Dashboard Area.

National Service Scheme - Personnel Dashboard



BASIC INFO

Personnel Name	NSS Number
Addo Rosemond Darkoah	NSSGGI4832518
Institution	Index Number
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)	RGN672014049
Course of Study	
REGISTERED GENERAL NURSING	

CONTACT INFO

Email	Phone Number
ks@sk.com	+233544339087

[Print Posting Letter](#)

[Lost ID Replacement](#)

[Update Document](#)

[Request certificate](#)

[Course Correction](#)

[View Online Registration Form](#)
->> Download

[Regional Registration Verification Appointment](#)

[Activity History](#)