



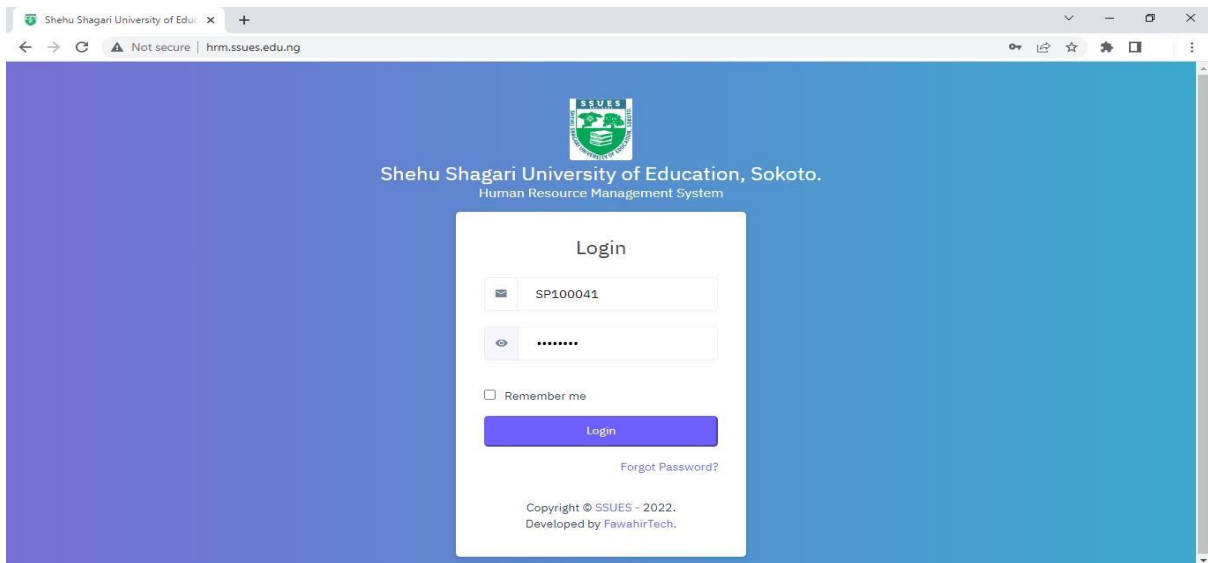
SHEHU SHAGARI UNIVERSITY OF EDUCATION, SOKOTO

Human Resource Management System

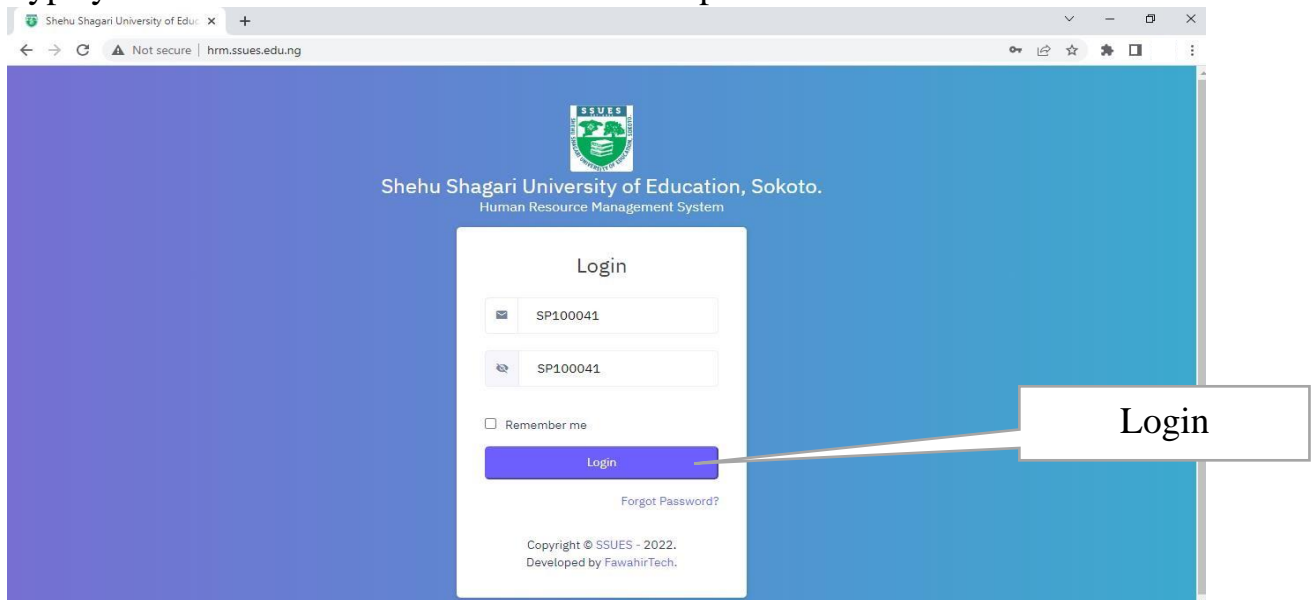
e-Documentation Guide

Login:

Upon receiving a copy of your appointment letter and Staff number from the Establishment Unit of Registry Department. Visit the Human Resource Management System portal via <http://hrm.ssues.edu.ng>.



Type your staff number as both username and password.



Click 'Login'

You will be redirected to a password reset page

Shehu Shagari University of Education, Sokoto.
Human Resource Management System

Password Reset

Note: This information will be required in case you forget your password.

Staff Number: SP100041

Secret Question: Select Question

Secret Answer: [Input Field]

Choose Password: [Input Field]

Confirm Password: [Input Field]

Proceed

Fill your details

Fill all required information as appropriate.

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Human Resource Management System

Password Reset

Note: This information will be required in case you forget your password.

Staff Number: SP100041

Secret Question: What city were you born?

Secret Answer: Sokoto

Choose Password: ****

Confirm Password: ****

Proceed

Decide and enter a secured password of your choice!

You will be redirected to the login page again for authentication.

Shehu Shagari University of Education, Sokoto.
Human Resource Management System

Login

Staff Number: [Input Field]

Password: [Input Field]

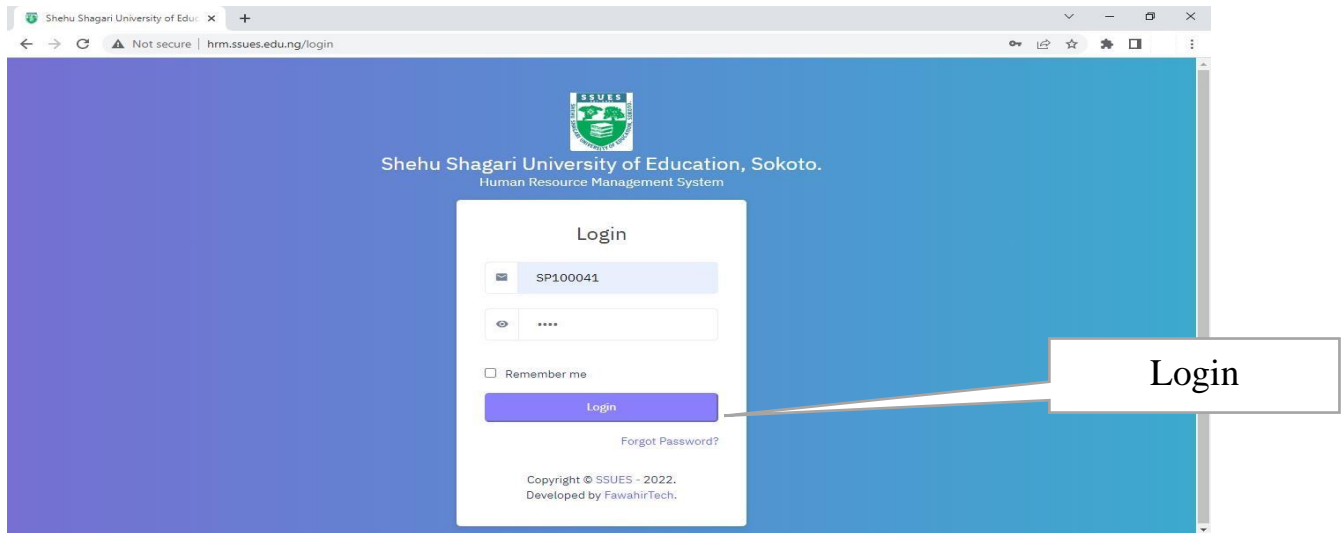
Remember me

Login

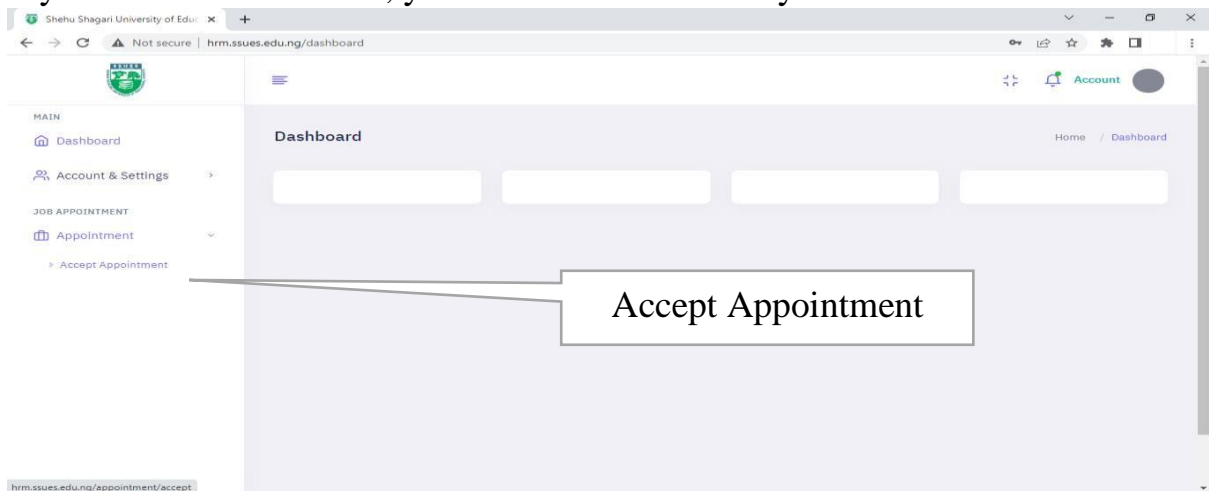
[Forgot Password?](#)

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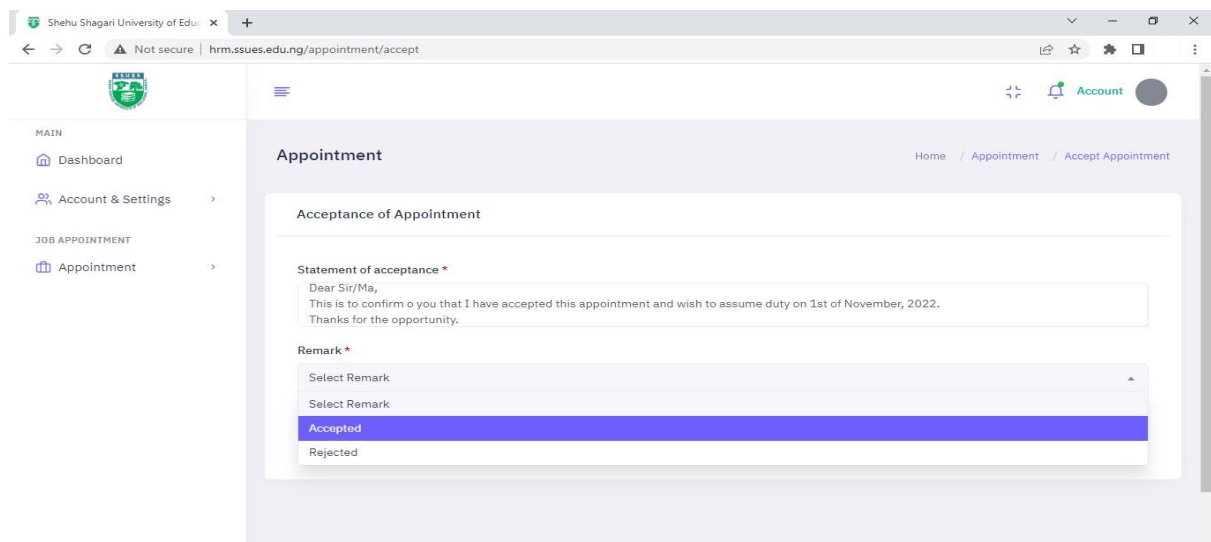
Enter your login details (now your staff number and chosen password) and click on 'Login'



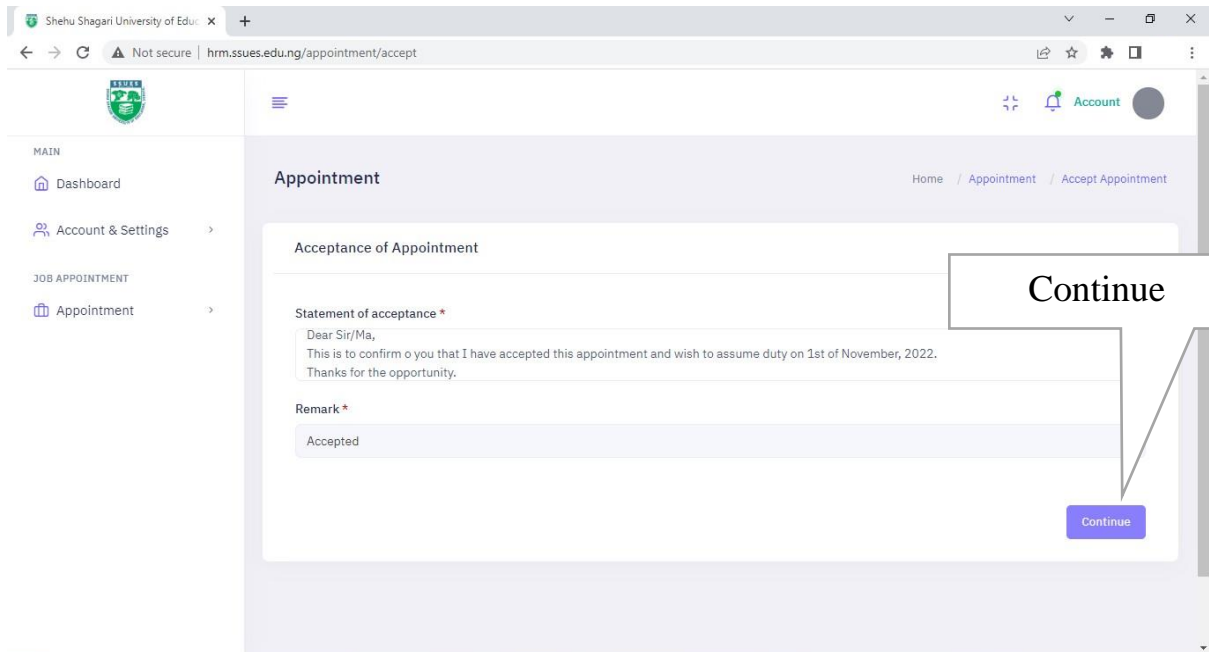
If your entries are correct, you will be redirected to your dashboard



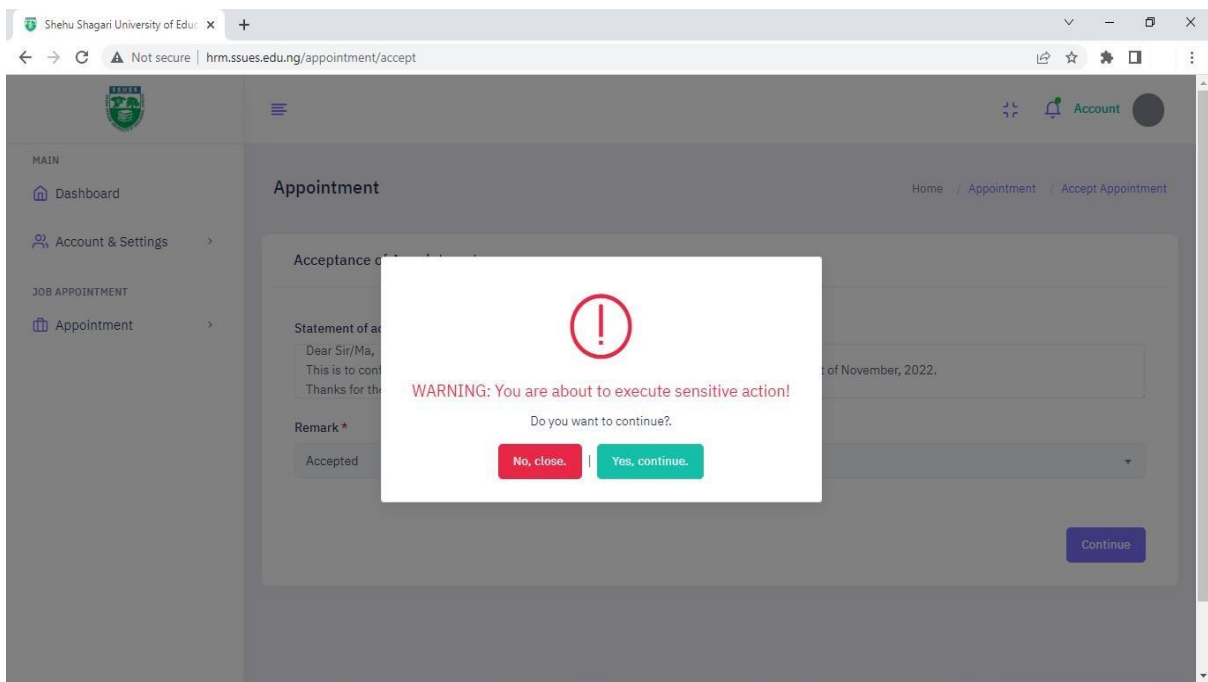
Through the left menu, navigate to 'Accept Appointment' menu for acceptance



Fill the form appropriately and click 'Continue'

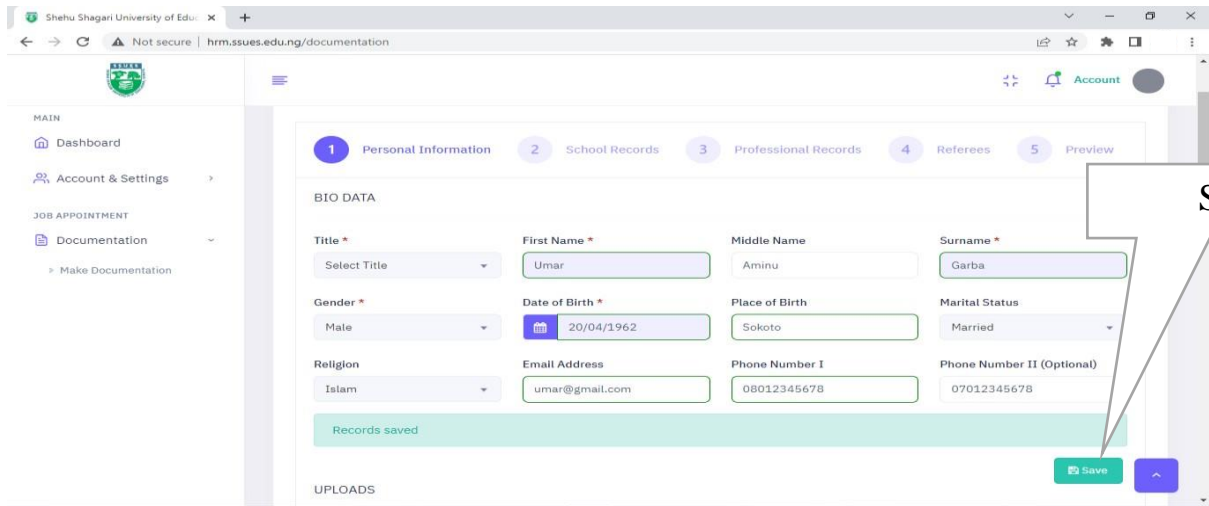


Confirm acceptance by clicking ‘Yes, Continue’

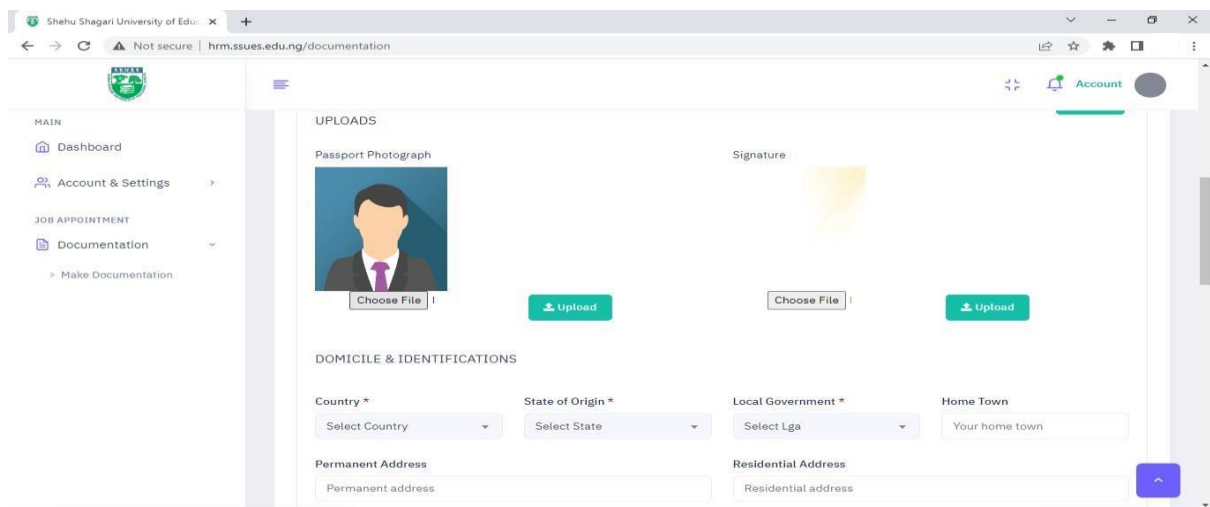


Upon successful acceptance, you will be taken to your documentation page:

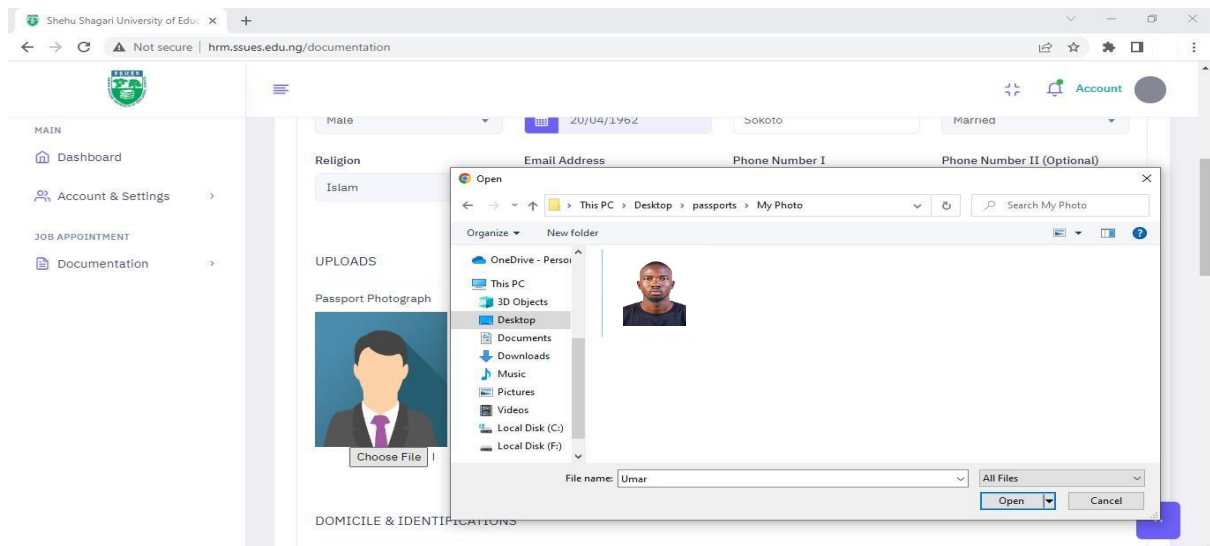
Carefully fill your form sections and always click ‘Save’ in order to keep your records for the future.



Upload your passport and signature



Click on 'Choose File' to select your passport/signature from your storage



Click 'Upload' to save your chosen file

Male | 20/04/1962 | Sokoto | Married

Religion: Islam | Email Address: umar@gmail.com | Phone Number I: 08012345678 | Phone Number II (Optional): 07012345678

UPLOADS

Passport Photograph: File saved | Choose File | Upload

Signature: Choose File | Upload

Save

Upload

Do the same for your signature

DOMICILE & IDENTIFICATIONS

Country *: Nigeria | State of Origin *: Abia | Local Government *: Select Lga | Home Town: Sokoto

Permanent Address: Permanent address | Residential Address: Residential address

Means of Identification: Select type | Identification Number: Identification number | Place of Issue: Place of issue | Expiry Date: MM/DD/YYYY

NEXT OF KIN

Full Name *: Full name | Gender *: Select Gender | Relationship *: Select Relationship | Email Address *: Email address

Phone Number *: | Contact Address *:

Save

Fill your domicile and identification information and save

DOMICILE & IDENTIFICATIONS

Country * Nigeria State of Origin * Sokoto Local Government * Sokoto North Home Town Sokoto

Permanent Address Sokoto North Sokoto Residential Address Sokoto North Sokoto

Means of Identification National ID Card Identification Number 864118251823 Place of Issue Sokoto

Records saved

Save

Next of Kin information

NATIONAL ID CARD 864118251823 Sokoto

Save

NEXT OF KIN

Full Name * Auwal Bala Gender * Male Relationship * Brother Email Address * Email address

Phone Number * Phone Number Contact Address * Next of Kin address

Save

FAMILY DETAILS

Spouse Name * Full Name Address * Contact Address Phone Number * Phone Number Relationship * Select Relationship

Click 'Next' upon reaching the end of the tab so as to move further

Child Name * Full Name Gender * Select Gender Date of Birth * MM/DD/YYYY Relationship * Select Relationship

Save

BANK ACCOUNT

Bank Name * Select Bank Account Name * Bank account name Account Number * Bank account number Account Type * Select Account Type

Save

Previous Next

Next

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Fill all sections applicable to you

Shehu Shagari University of Education | hrm.ssues.edu.ng/documentation

Account

1 Personal Information 2 School Records 3 Professional Records 4 Referees 5 Preview

ACADEMICS (*Begins with your lowest qualification*)

Qualification *
 Select Qualification
 P
 Certificate
 Primary
 Diploma
 PGD
 PDE
 Doctor of Philosophy
 Select Sitting

Discipline/Subject Area *
 NA if not applicable

School Name *
 Name of school

Year To *
 To

Class/Grade*
 Select

Certificate Upload*
 Choose File No fil...hosen

Exam Type *
 Select Type

Year Completed *
 Select Year

Exam Number *
 Exam Number

School Name *
 Result Upload*

Save

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Account

1 Personal Information 2 School Records 3 Professional Records 4 Referees 5 Preview

O LEVEL (*Maximum of two sittings*)

Sitting *
 Select Sitting

Exam Type *
 Select Type

Year Completed *
 Select Year

Exam Number *
 Exam Number

School Name *
 School Name

Result Upload*
 Choose File No fil...hosen

Save

Previous Next

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Account

1 Personal Information 2 School Records 3 Professional Records 4 Referees 5 Preview

MEMBERSHIP OF PROFESSIONAL BODIES (**Skip if not available/applicable*)

Membership Body *
 Select Membership body

Membership ID*
 Membership ID Number

Date Registered *
 MM/DD/YYYY

Certificate*
 Choose File No fil...hosen

Save

RELEVANT PUBLICATIONS (**Skip if not available/applicable*)

Title *
 Full title

Publisher *
 Publisher name

Type *
 Select Type

Status *
 Select Status

Abstract *
 Choose File No fil...hosen

Full writeup *
 Choose File No fil...hosen

Keep saving in order to retain your entries

Shehu Shagari University of Edu: x +

Not secure | hrm.ssues.edu.ng/documentation

Account

MAIN

- Dashboard
- Account & Settings
- JOB APPOINTMENT
- Documentation

RESEARCH ACTIVITIES (*Skip if not available/applicable)

Save

Topic *

Grantor *

Date started Status *

Abstract * No fil...hosen

Full writeup * No fil...hosen

Save

PROFESSIONAL SKILL DEVELOPMENT (*Skip if not available/applicable)

Title/Theme *

Organizer *

Date conducted Venue * Type * Audience *

Shehu Shagari University of Edu: x +

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RELEVANT PUBLICATIONS (*Skip if not available/applicable)

Title *

Publisher *

Type *

Status *

Abstract * No fil...hosen

Full writeup * No fil...hosen

Save

RESEARCH ACTIVITIES (*Skip if not available/applicable)

Topic *

Grantor *

Date started Status *

Abstract * No fil...hosen

Full writeup * No fil...hosen

Shehu Shagari University of Edu: x +

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PROFESSIONAL SKILL DEVELOPMENT (*Skip if not available/applicable)

Title/Theme *

Organizer *

Date conducted Venue *

Type *

Audience *

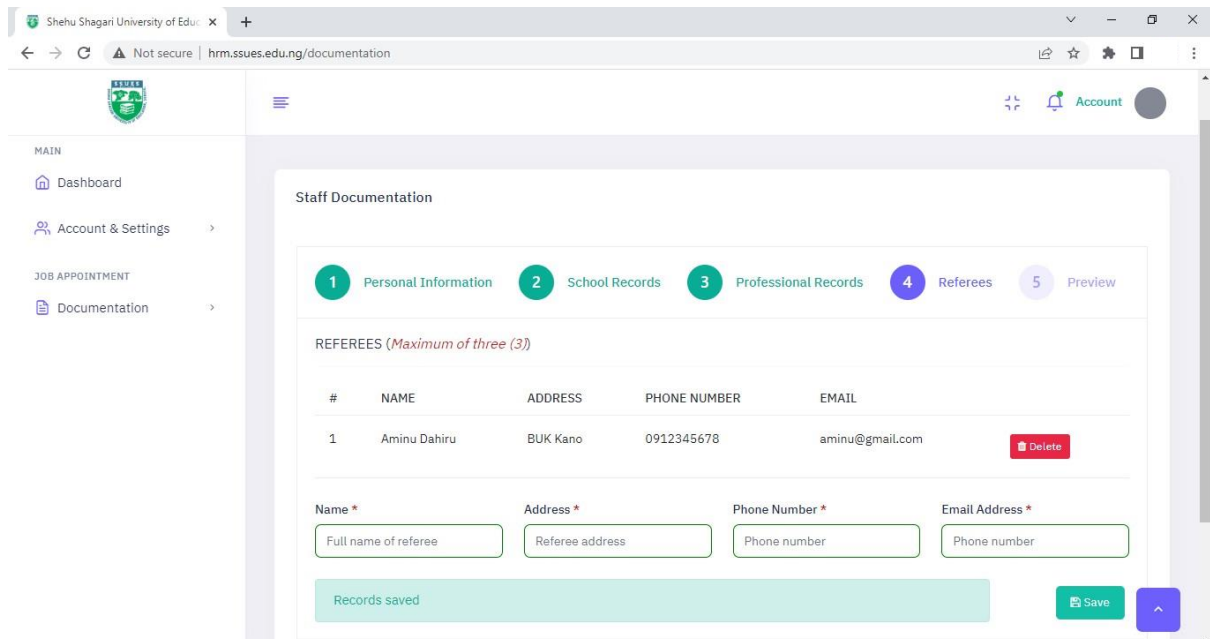
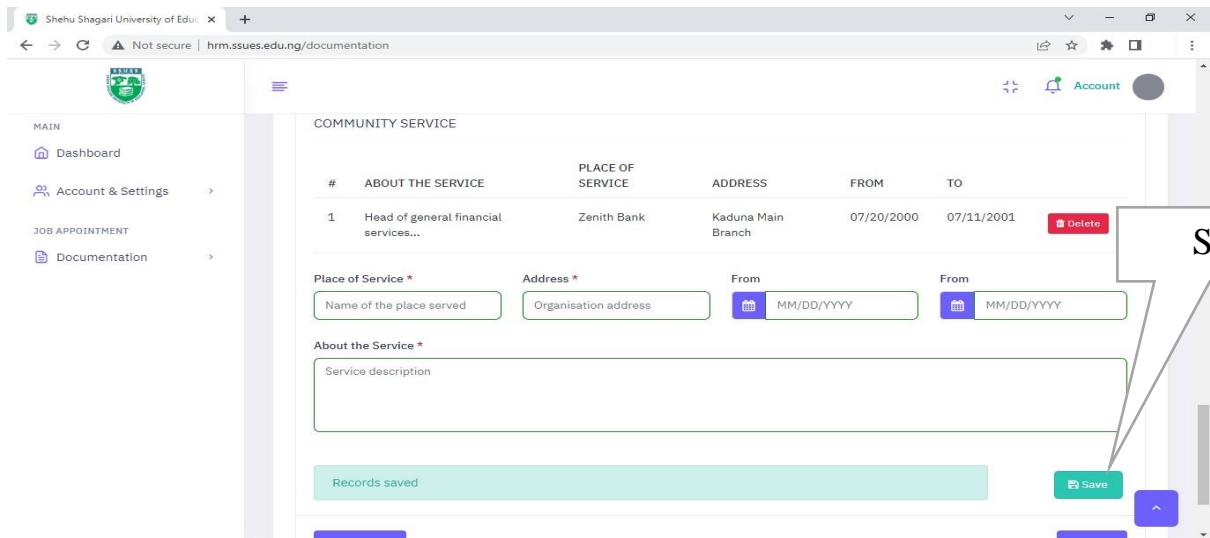
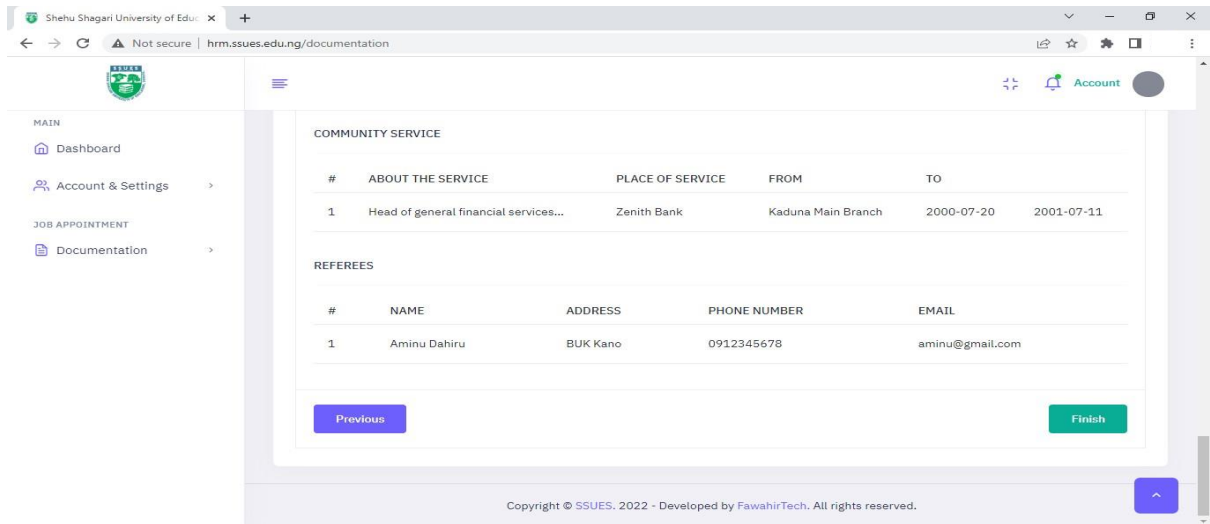
Role *

Certificate * No fil...hosen

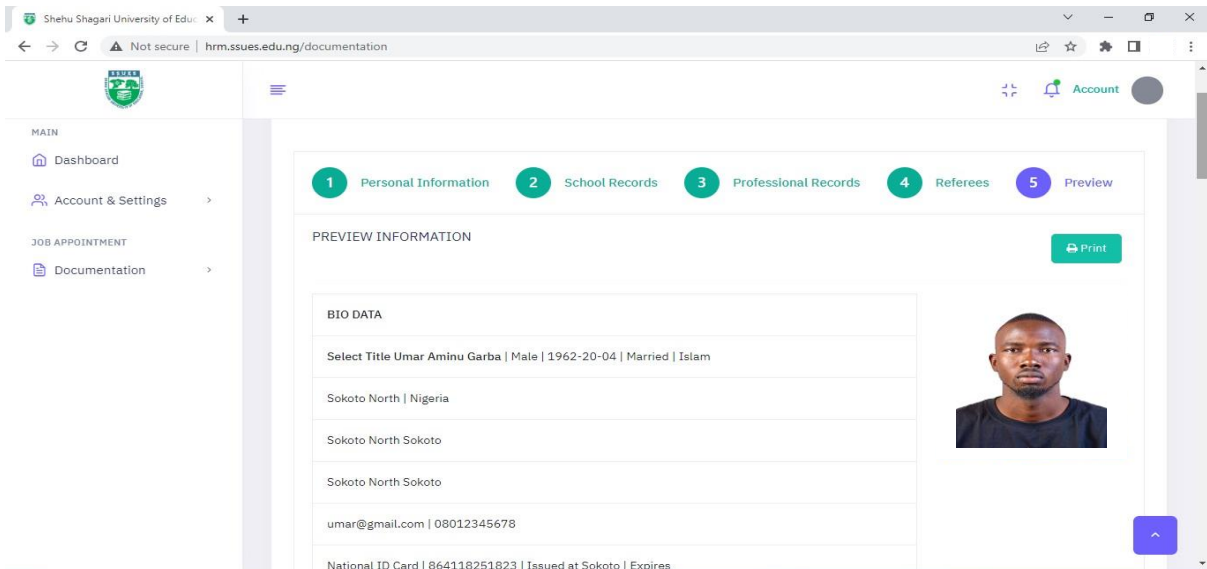
Save

AWARDS/PRIZES (*Skip if not available/applicable)

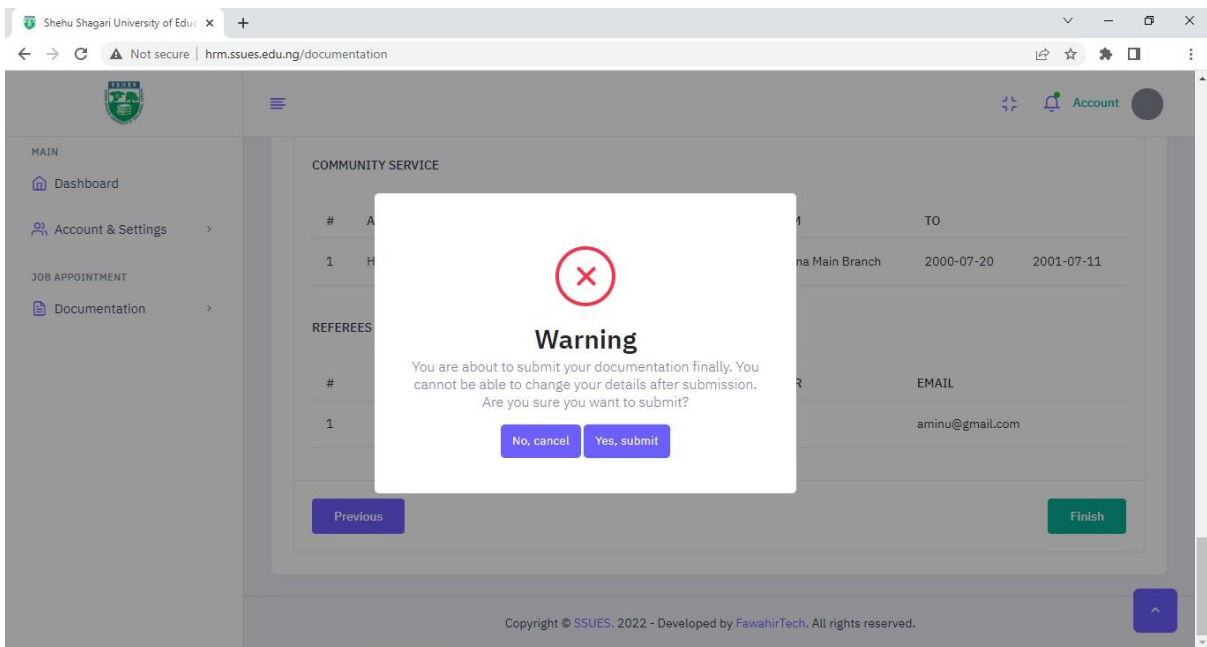
Title * Issuer * Date obtained



Last Tab is a preview of all your entries. We strongly recommend that you go through them before submitting finally.



If you are satisfied with all the information supplied and ready to submit, click on 'Finish' and 'Yes, submit' to make final submission.



Log out and wait for approval on your documentation.