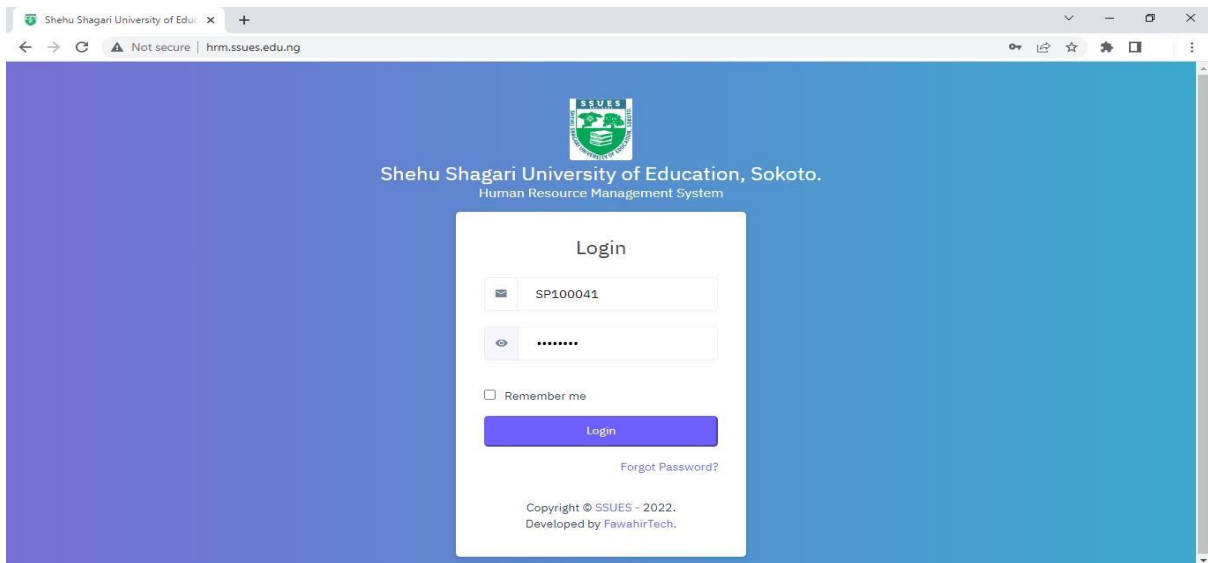# SHEHU SHAGARI UNIVERSITY OF EDUCATION, SOKOTO
Human Resource Management System
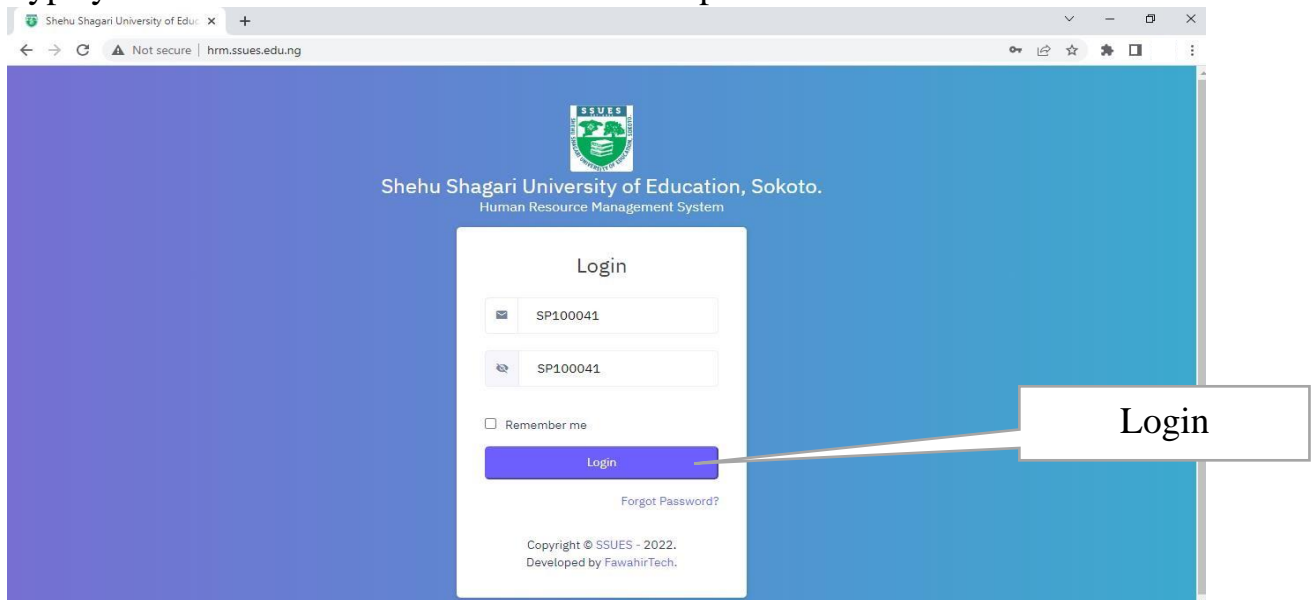
e-Documentation Guide

_ 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

Fill your details

Fill all required information as appropriate.

Decide and enter a secured password of your choice!

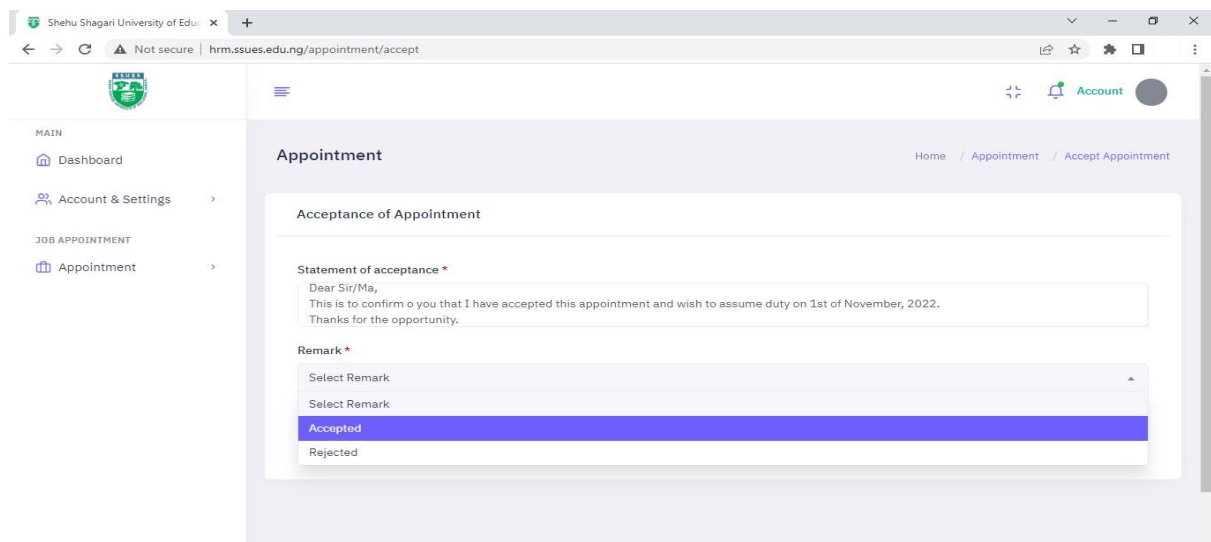You will be redirected to the login page again for authentication.

Enter your login details (now your staff number and chosen password) and click on 'Login'
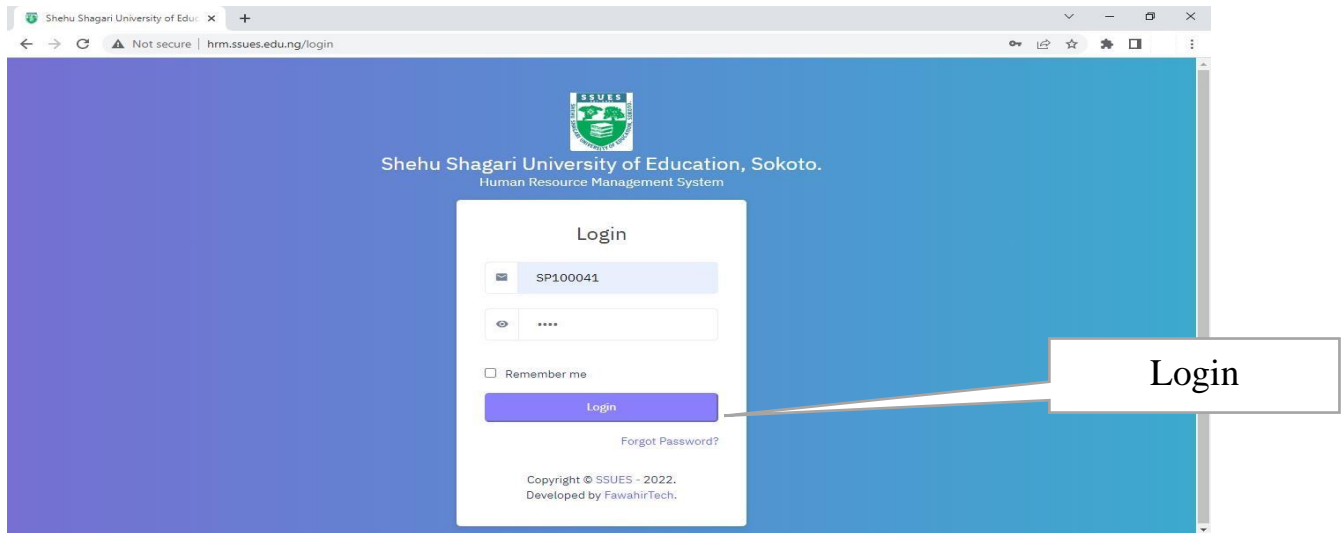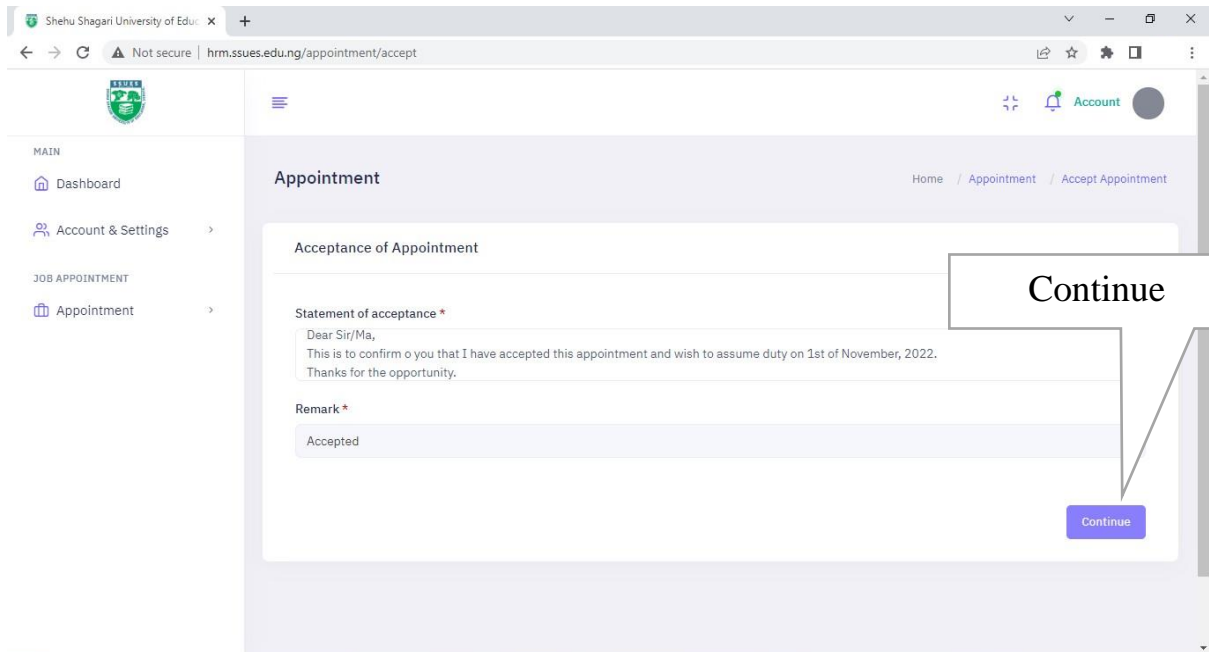
If your entries are correct, you will be redirected to your dashboard
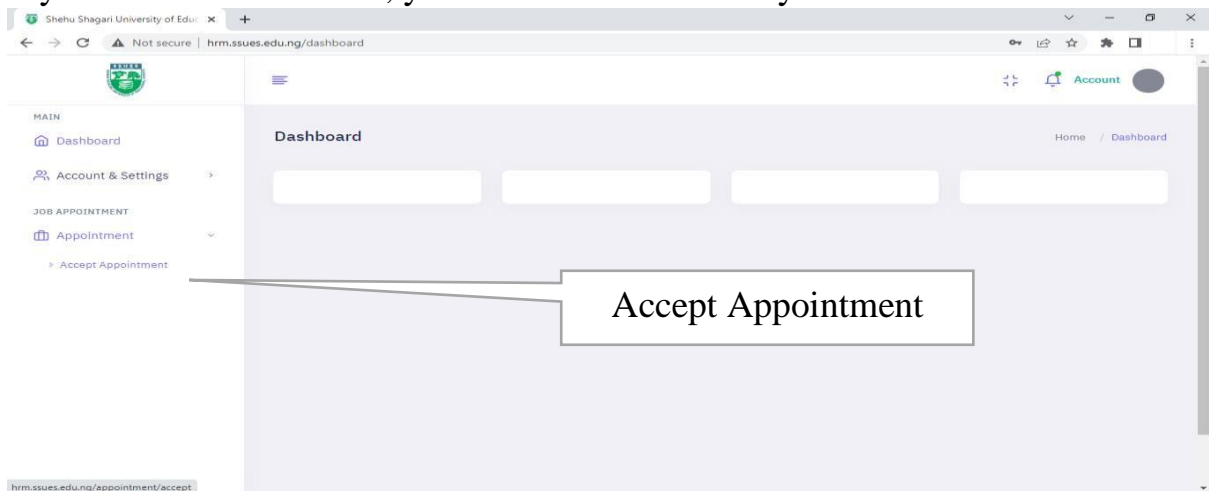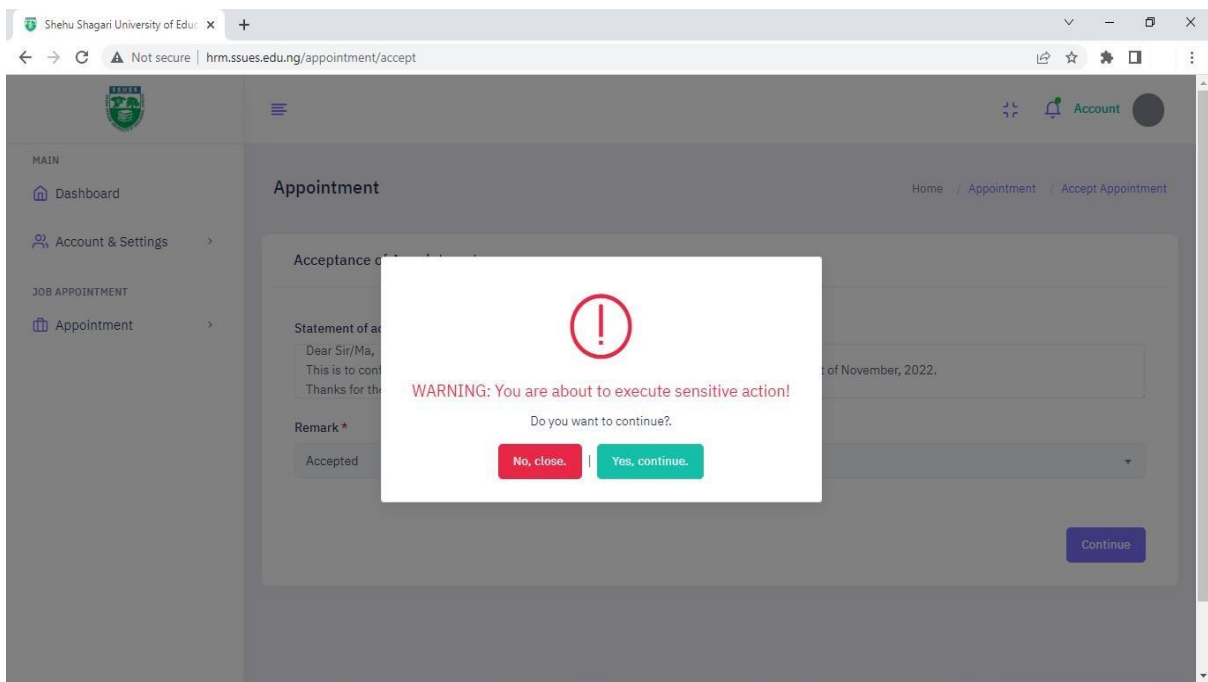

Through the left menu, navigate to 'Accept Appointment' menu for acceptance

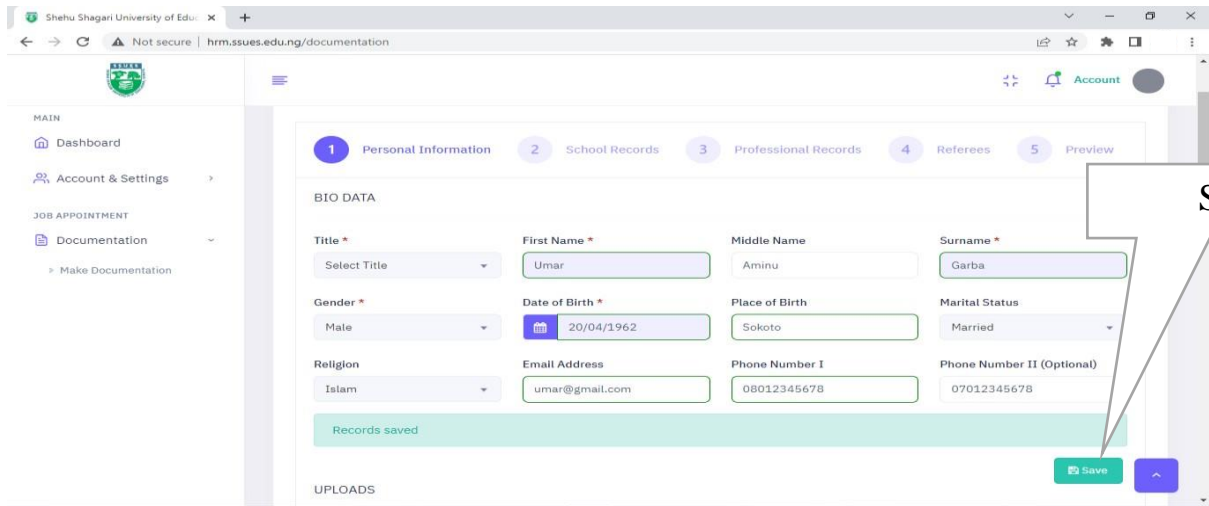Fill the form appropriately and click 'Continue'
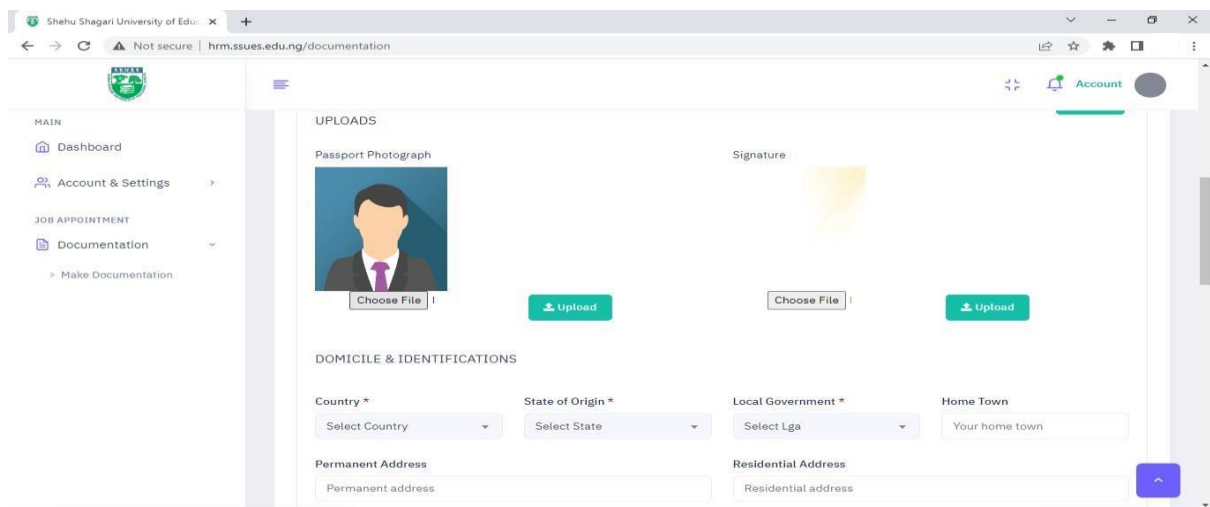
Confirm acceptance by clicking 'Yes, Continue'

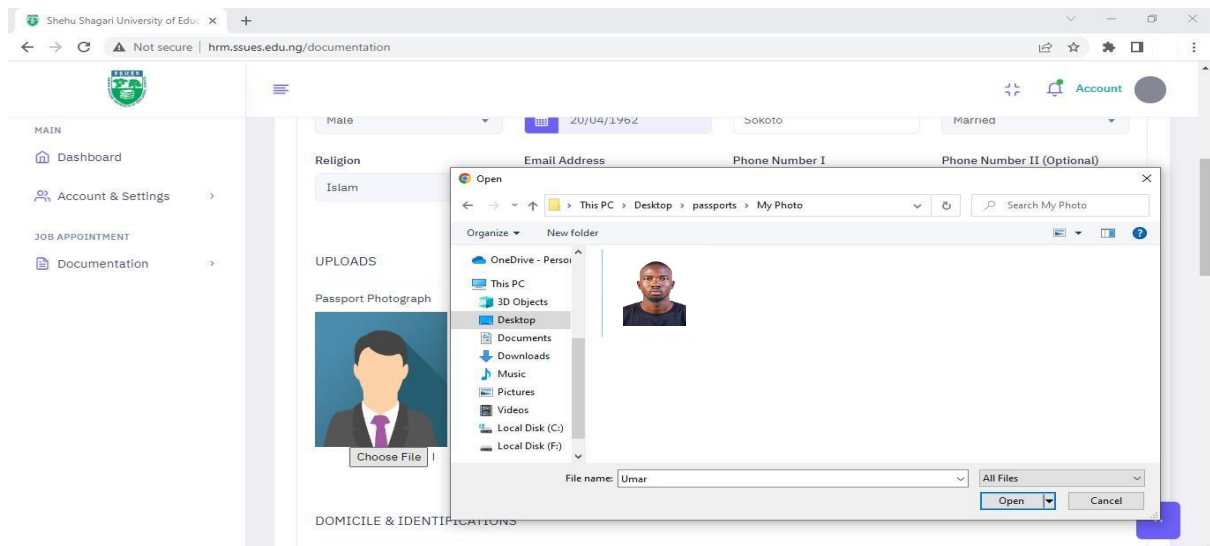Upon successful acceptance, you will be taken to your documentation page:

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

Upload

Do the same for your signature

Fill your domicile and identification information and save

Next of Kin information

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

Fill all sections applicable to you

Keep saving in order to retain your entries

Screen 1

Shehu Shagari University of Educ...

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

Account

MAIN

Dashboard

Account & Settings

JOB APPOINTMENT

Documentation

💾 Save

RESEARCH ACTIVITIES (*Skip if not available/applicable)

Topic *
Full title

Grantor *
Research grantor

Date started
MM/DD/YYYY

Status *
Select Status

Abstract *
Choose File   No fil...hosen

Full writeup *
Choose File   No fil...hosen

💾 Save

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

Title/Theme *
Full title and/or theme of the program

Organizer *
Organizer

Date conducted   Venue *   Type *   Audience *

Screen 2

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Account

MAIN

Dashboard

Account & Settings

JOB APPOINTMENT

Documentation

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

💾 Save

RESEARCH ACTIVITIES (*Skip if not available/applicable)

Topic *
Full title

Grantor *
Research grantor

Date started   Status *   Abstract *   Full writeup *
MM/DD/YYYY   Select Status   Choose File   No fil...hosen   Choose File   No fil...hosen

Screen 3

Shehu Shagari University of Educ...

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

Account

MAIN

Dashboard

Account & Settings

JOB APPOINTMENT

Documentation

💾 Save

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

Title/Theme *
Full title and/or theme of the program

Organizer *
Organizer

Date conducted
MM/DD/YYYY

Venue *
Venue Conducted

Type *
Select Type

Audience *
Select

Role *
Select

Certificate *
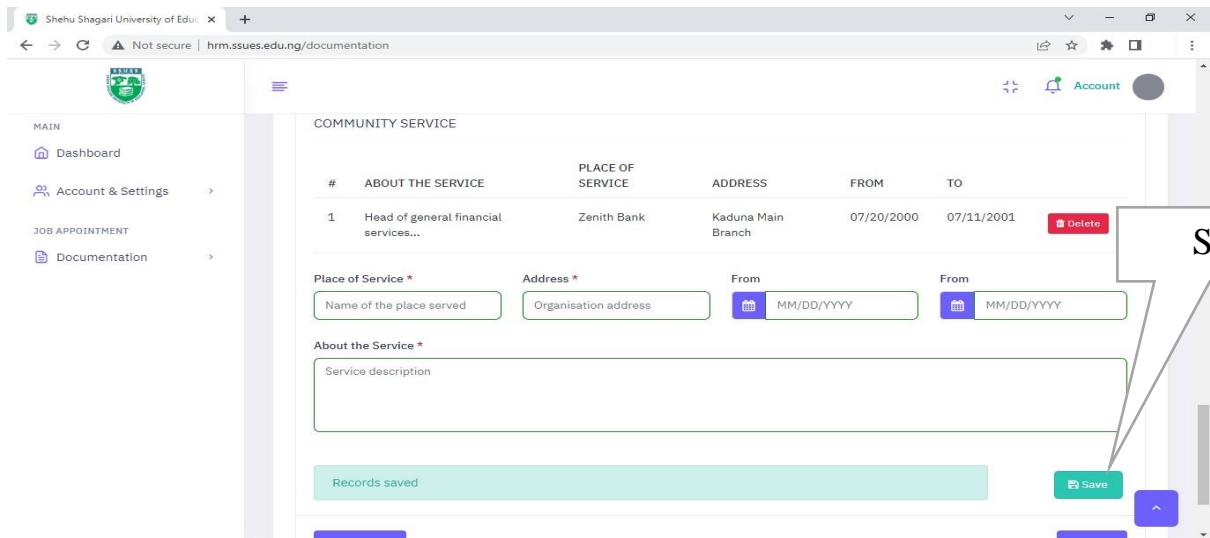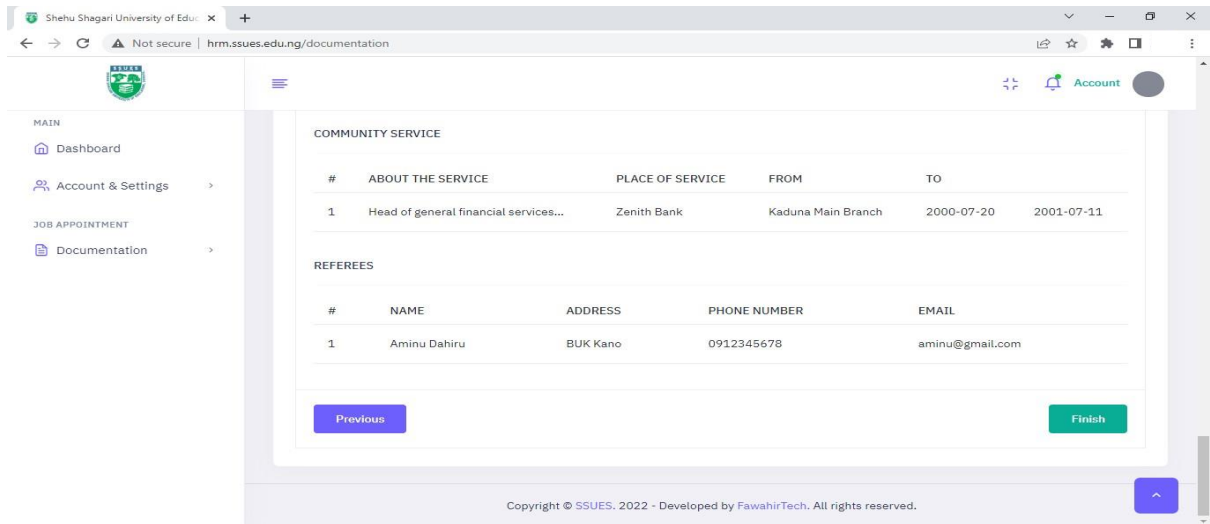Choose File   No fil...hosen

💾 Save

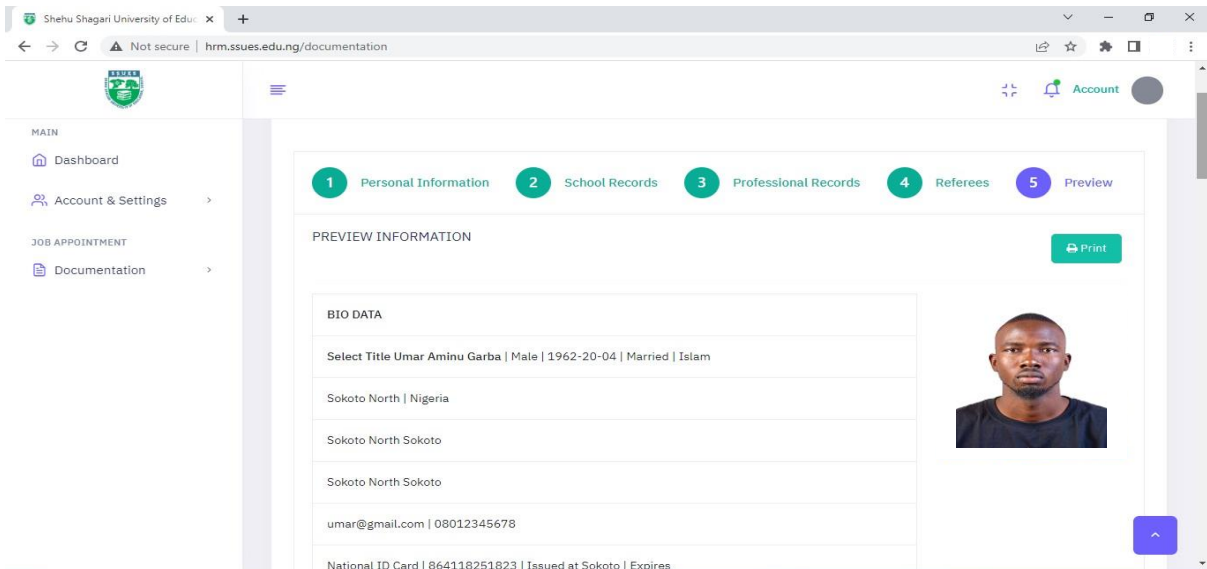### AWARDS/PRIZES (*Skip if not available/applicable)
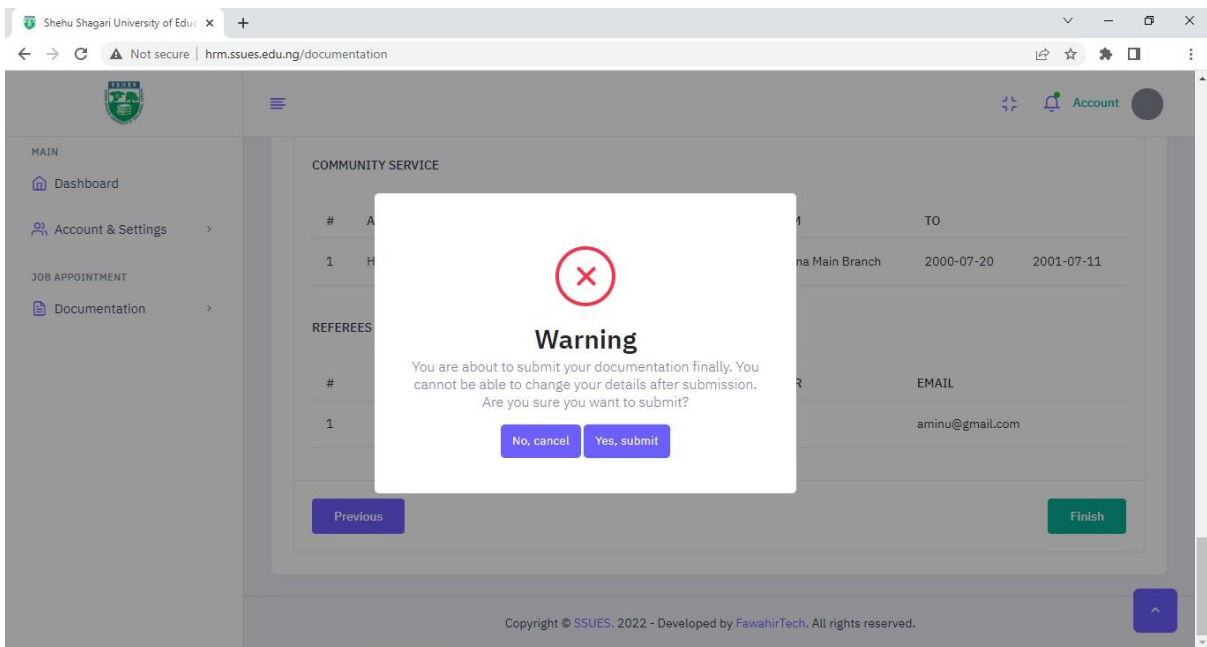
Title *   Issuer *   Date obtained
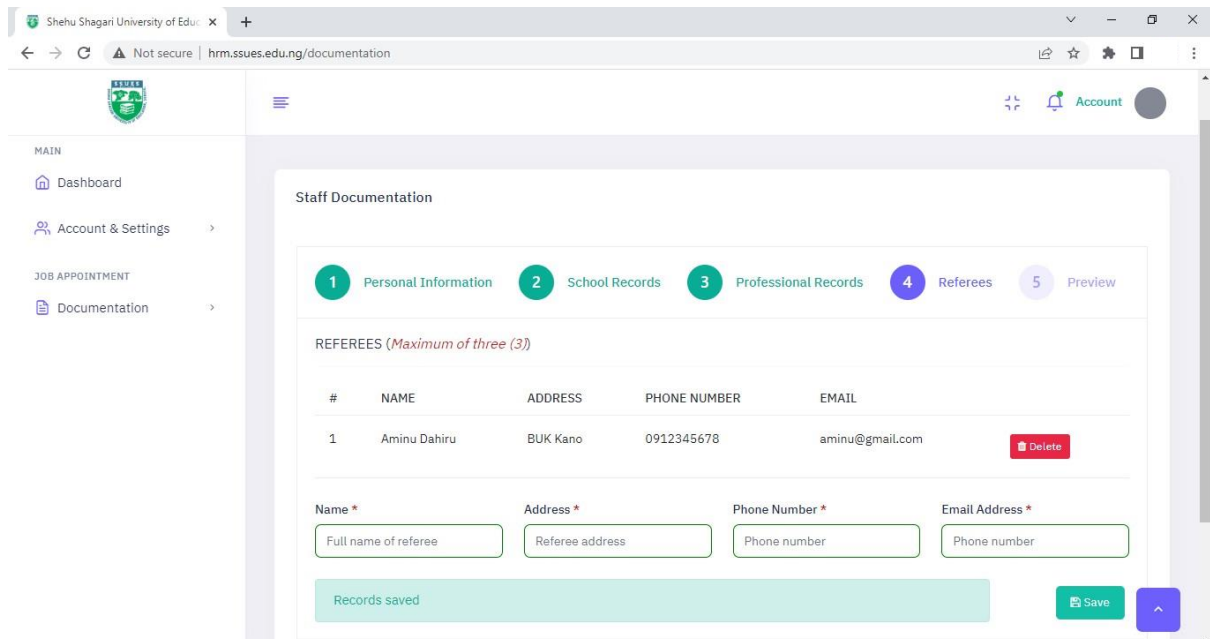
Last Tab is a preview of all your entries. We strongly recommend that you go through them before submitting finally.

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.