KWARA STATE GOVERNMENT (KWSG)

STAFF AUDIT

INSTRUCTIONS ON HOW TO CREATE STAFF ACCOUNT ON THE ONLINE DATABASE

Introduction

- The following instructions are for use by the Civil Servants of Kwara State Government on how to successfully create an account on the database.
- The data and documentation to be provided are required by the Office of the Head of Service for the Staff Audit exercise.
- An Account which is to be activated is to be created by each Civil Servant.
- Once activated, the Civil Servants are required to sign in to populate their respective data into the various sections.
- If there are any issues or enquiries with regards to the use of this Database, such issues or enquiries should be directed to the following Database Administrator:

Name:	Steve Oshomah
Email:	databaseadministrator@ssacltd.com
Telephone Number:	08061248805

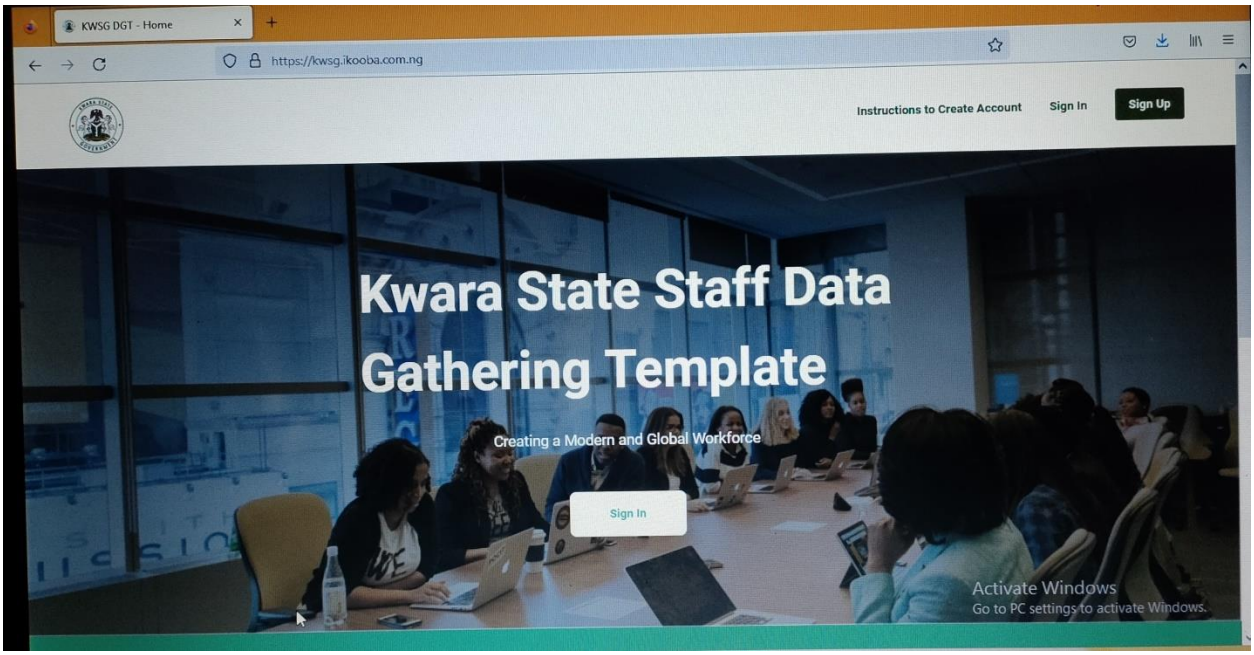
- All Civil Servants will be engaged with regards to the next steps in the Staff Audit by the Office of the Head of Service through their respective Ministries, Departments and Agencies (MDA's).

LANDING PAGE

Go to https://kwsg.ikooba.com.ng/ and press enter.

Welcome to the Kwara State Government staff registration portal!

On the Landing Page, you can either (a) Sign Up or (b) Sign In



To Sign Up, you have to create an account.

CREATE ACCOUNT

To have access to the Kwara State Government staff portal, a staff is expected to:

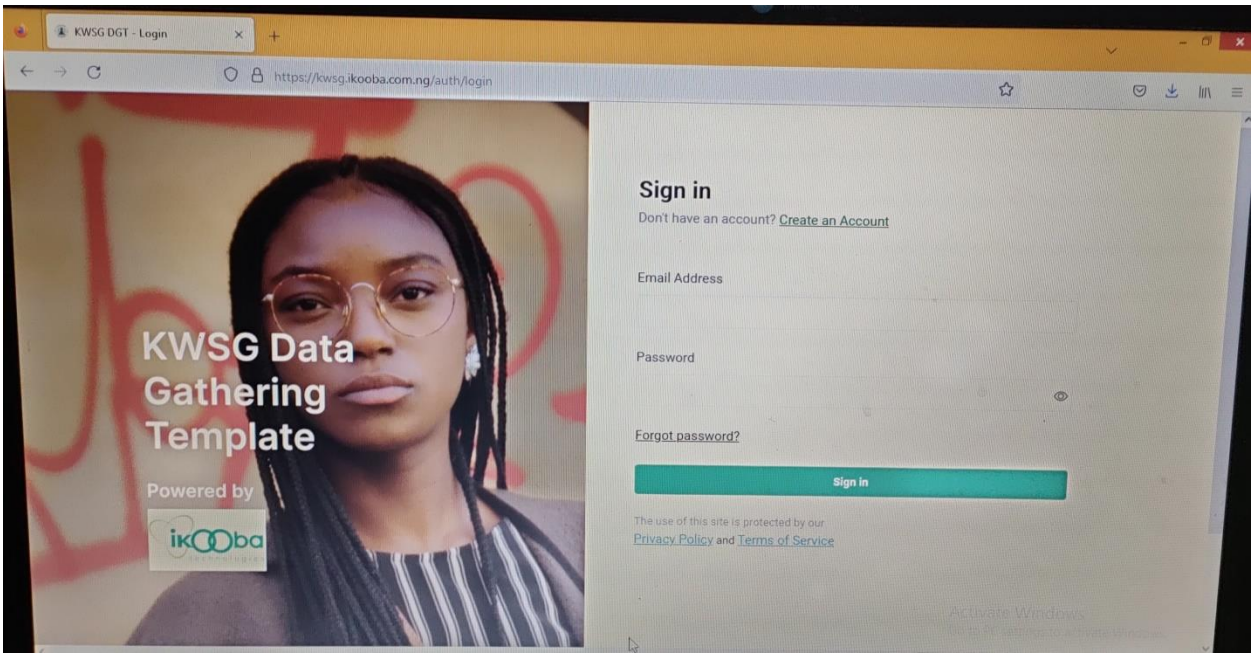
- Log on to the official staff portal website https://kwsg.ikooba.com.ng/
- On the Landing Page, click on the icon 'Sign Up'. This will take you to the page 'Create an Account'
- On the 'Create an Account' page, fill in the relevant fields (PSN, First Name, Last Name Email address, Phone number and Password) and click on the 'Sign-Up' button to create your account.
- Ensure you key in accurate information during this process.

VERIFY EMAIL/ACTIVATE ACCOUNT

- Following the process above to 'Create Account', a verification email is sent to the email address used in the registration process.
- Sign into your email using your username and password.
- Open the email message from KWSG.
- Click on the activation link in the email to activate your account.

SIGN IN

- Once the account has been verified, the staff is eligible to sign into the database
- Go to https://kwsg.ikooba.com.ng/ and press enter.
- Click on the Sign in Icon at the top right-hand corner of the Landing Page
- Enter your Email Address and your chosen password. Click on the Sign in Icon



After a successful sign in, the staff is redirected to the landing page of the Staff Portal.

NOTE: Ensure to visit the GENERAL INSTRUCTIONS on the Staff Portal on how to navigate each section.