USER MANUAL FOR THE RIVERS STATE PUBLC SERVICE MANAGEMENT INFORMATION SYSTEM (RIVPUSMIS)

A USER GUIDE

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USER GUIDE FOR THE RIVERS STATE PUBLIC SERVICE MANAGEMENT INFORMATION SYSTEM (RivPusMiS)

Staff Profile

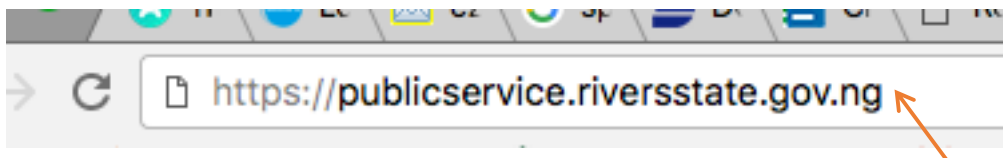### *HOME PAGE AND LOGIN PARAMETERS*

All staff will be required to log on to the portal to view their respective profiles.
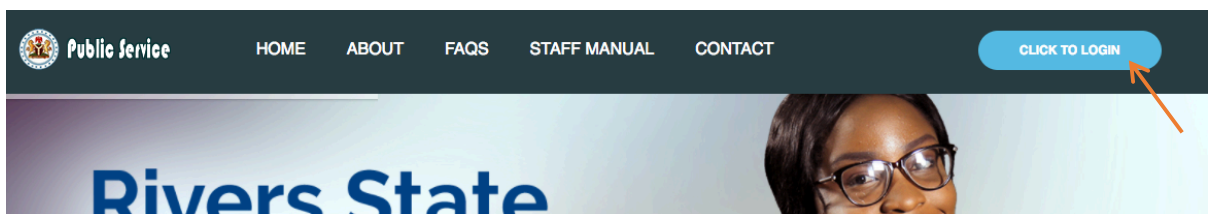
Action: Log on to the Portal

To log on to the portal, take the following steps:

a. Open a web browser on a computer with Internet access and type the following address/url:
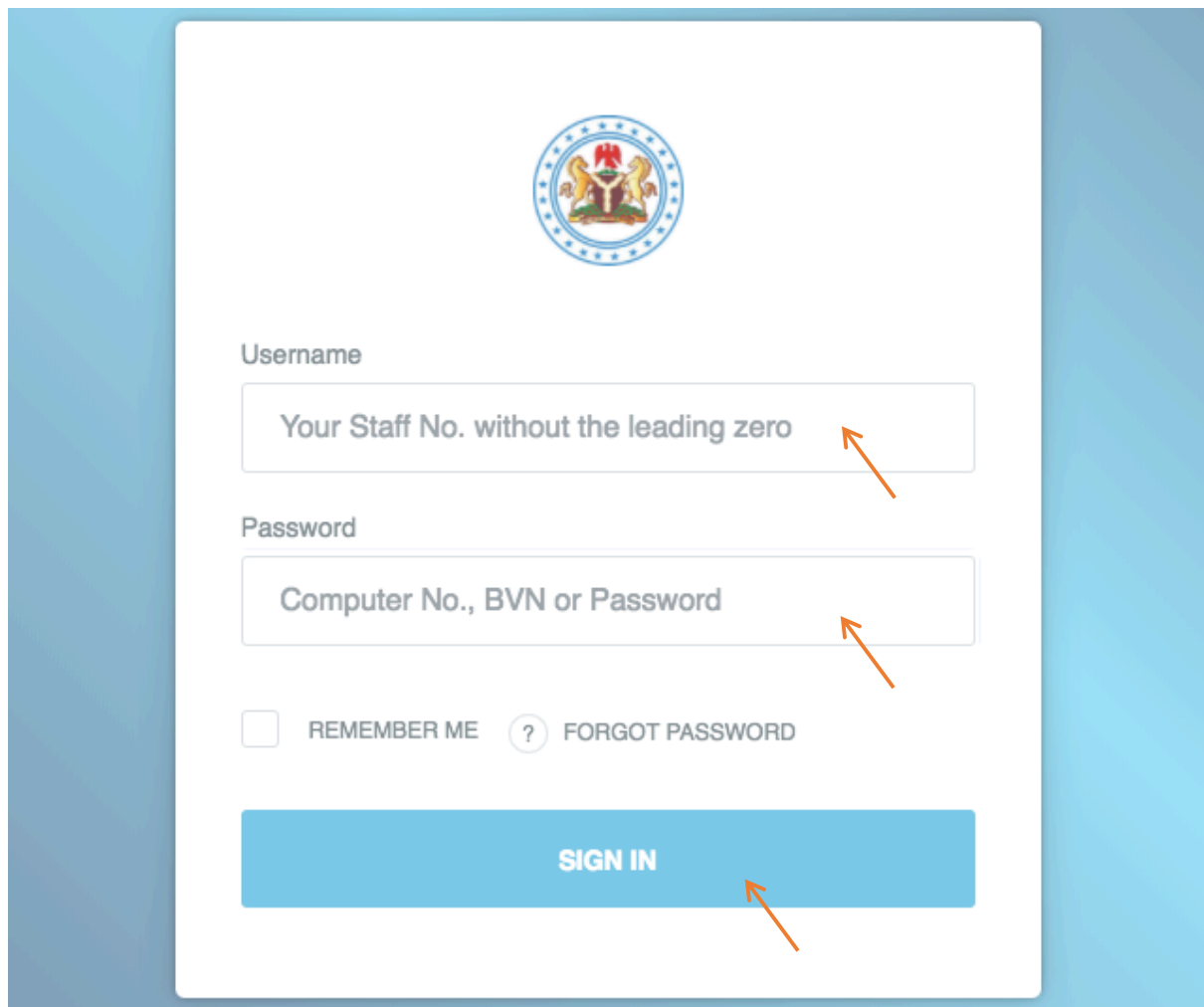
    https://publicservice.riversstate.gov.ng

b. You will be taken to the home page of the civil service portal. Click on the **Click to Login** button at the top right hand corner of the page:

c. On the login page displayed, enter your username and password:

i. Your username is your Staff Number without the leading zero. For example, a staff member with Staff Number 012345 will log in with username 12345.

ii. Your password is your valid 11-digit Bank Verification Number (BVN) or your computer number. For example, BVN 12345678901 or computer number.

iii. Click on the **Sign In** button to logon to your profile.

d. If your login details were entered correctly, you will be successfully logged on to the portal and taken to your **Dashboard**:
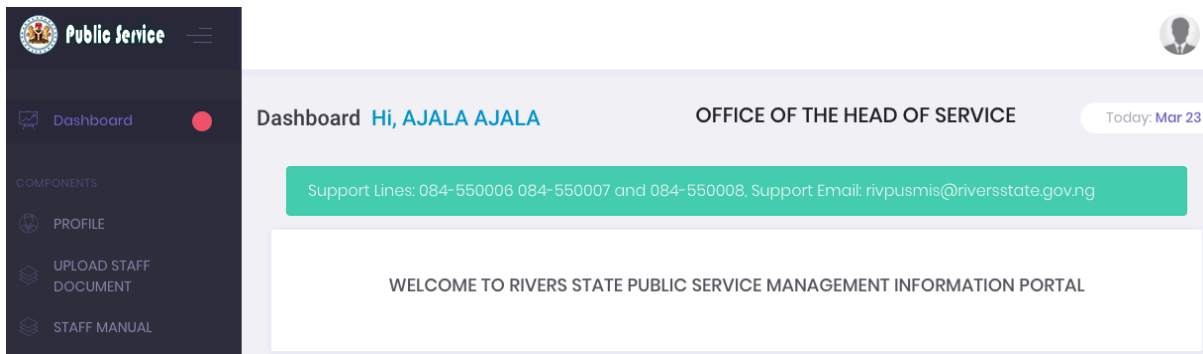
Action: Reset Password on First Time Log In

If you are attempting to log on to the portal for the very first time, your log in attempt will fail and the following page will be displayed:

To reset your password on first time log in, do the following step:

a. Enter and confirm a new password of your choice and click the **Reset** button to successfully complete the login process.

Action: Reset Password at any time while logged on to the Portal

a. To reset your password at any time while logged on to the portal, click on the **RESET PASSWORD** menu item left of the screen.
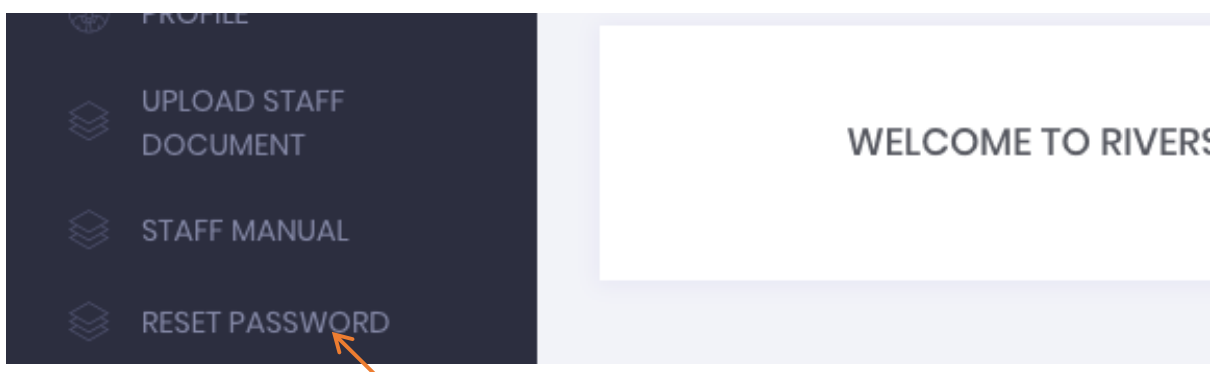
b. Enter and confirm new password of your choice in the Reset Password page that is displayed:

c. Click the **Reset Password** button to save changes made.

STAFF: KEY MENUS

Once logged on to the portal, you are taken to the **Dashboard** which displays staff name and department / parastatal thus:

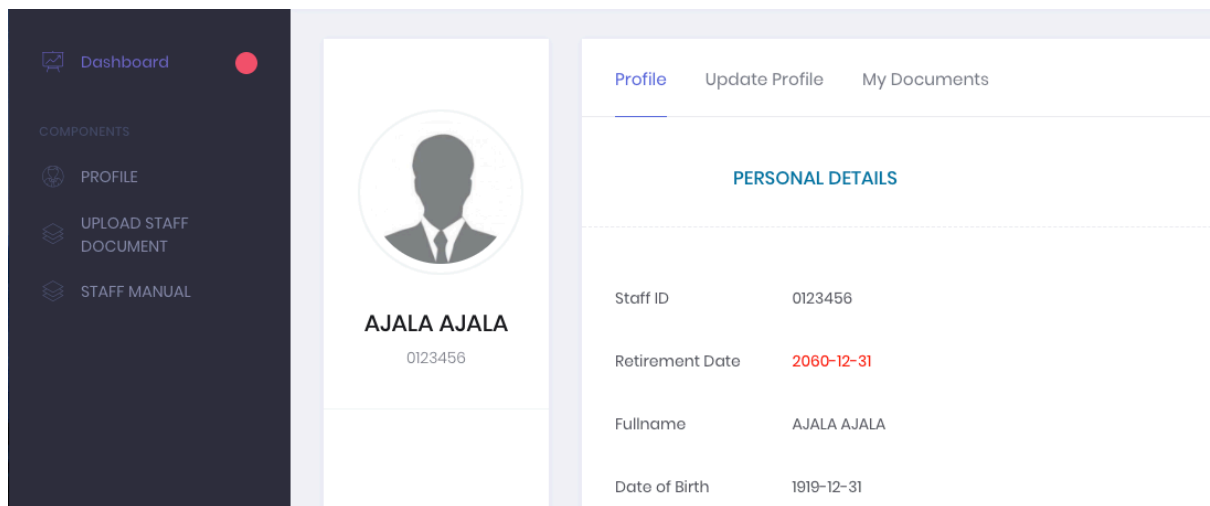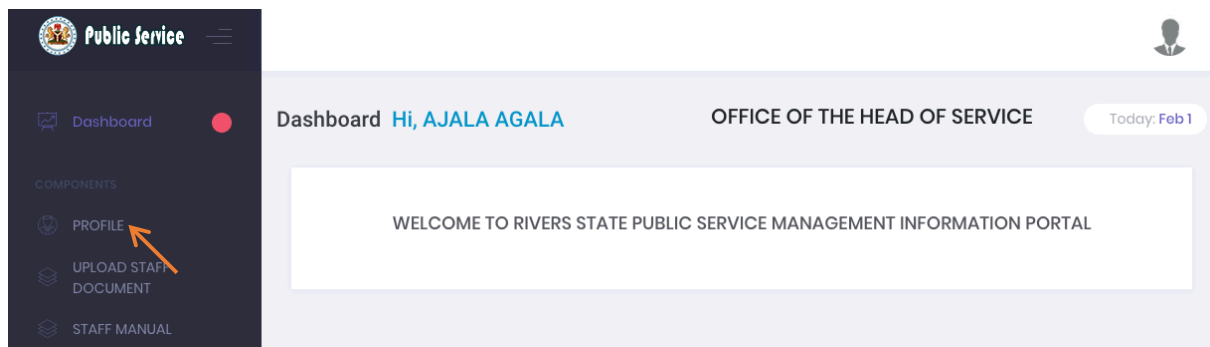### Action: View Staff Profile

Click on the **PROFILE** menu on the left to make visible your Staff Profile page which displays staff personal details, grade information, employment details and bank details:

MANDATORY DOCUMENTS FOR UPLOAD

The following documents are mandatory for upload to the portal failing which may result in non-confirmation of staff profile:
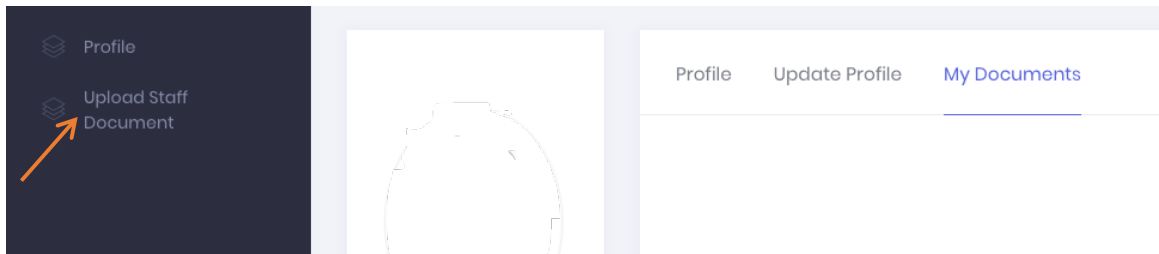
i.   Letter of First Appointment

ii.   Letter of Confirmation of First Appointment

iii. Letter of Last Promotion

iv.   Letter of Present Posting

v.   First School Leaving Certificate

vi.   Birth Certificate or Birth Declaration

Note, however, that the staff document upload page will only be accessible after staff profile information has been updated as detailed in page 4 of this document.
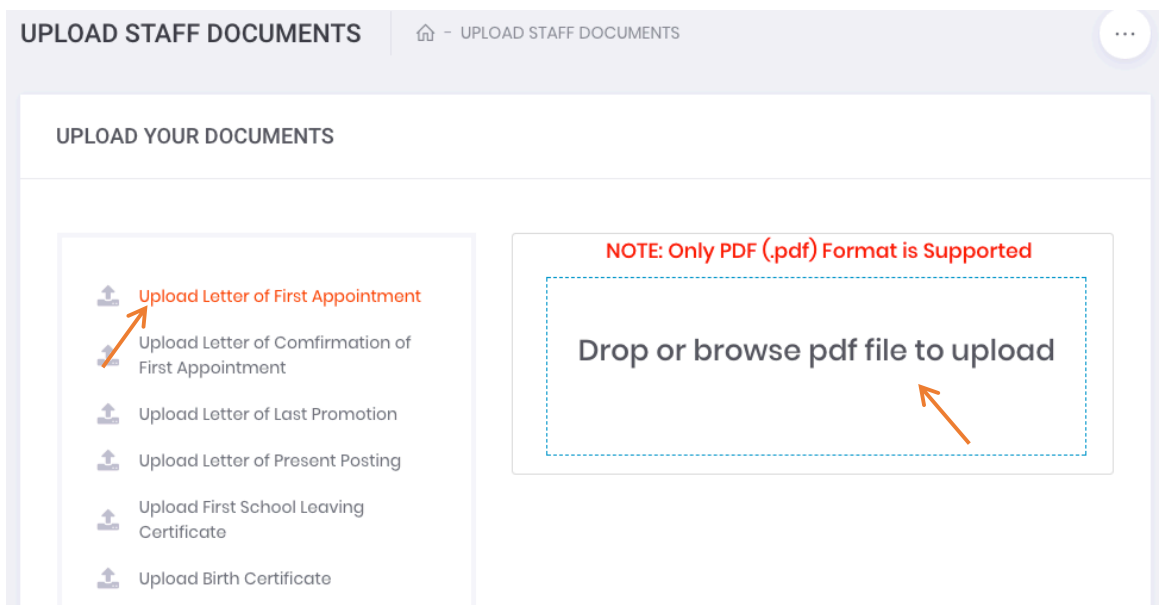
To upload a new document, take the following steps:

a. Click on the **Upload Staff Document** menu on the left hand side of the screen.

b. The **Upload Staff Document** page is displayed. Select from the displayed list of documents. For example, click **Upload Letter of First Appointment**.


c. Then click **Drop or Browse pdf file to upload** to upload the relevant document. Note that all files uploaded must be in pdf format else the upload will fail.

d. Repeat until you have uploaded all six (6) mandatory documents listed.

Action: View Uploaded Documents

To view all your uploaded documents, click on the **My Documents** tab in your profile page and all your uploaded documents will be displayed. Click each

one to expand and view to confirm upload success.
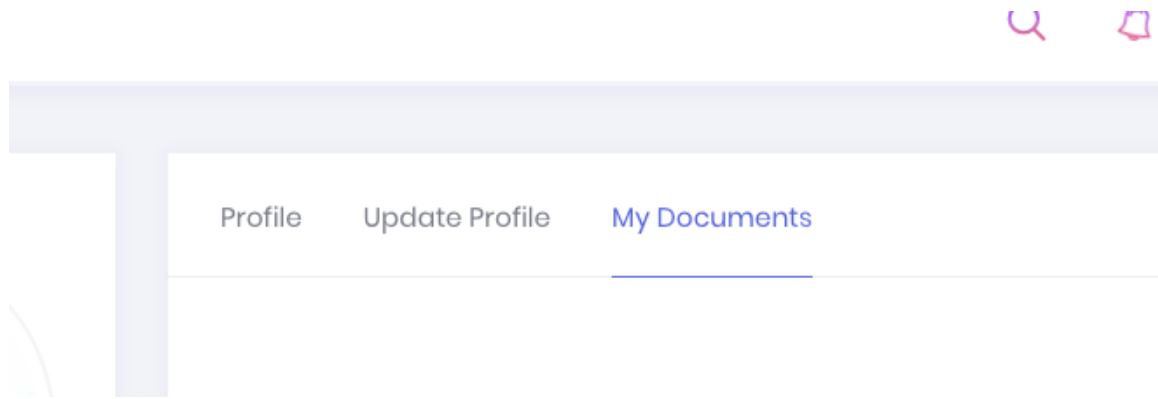
    a. To update profile, click on the **Update Profile** tab in your profile page. You will be provided with options to edit selected fields in your staff profile such as:

    i. **Personal Details** (name, phone number, email, sex, state, LGA and hometown).

    ii. **Grade** (grade and grade step).

    iii. **Employment Details** (qualification, MDA type, MDA, department, unit and rank).

    iv. **Bank Details** (bank, BVN and account number).

b. Once done, click the **Send Change Request** button to save the changes made, as shown below:

Bank		
BVN		12345678901
Account No		0123456789
Remarks		Sample Remark: I have changed accounts from BankX to BankY because they offer better interest rates. However, my BVN is the same.

Send Change Request   Cancel

After your change request has been sent, a status message will be displayed on your **Update Profile** tab, indicating that the relevant admins are assessing and treating your request.
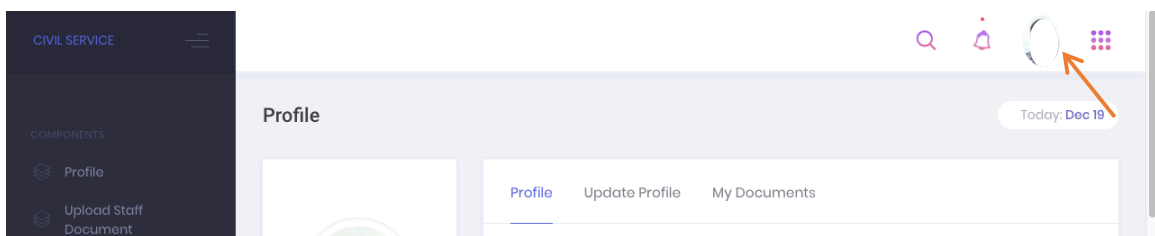
REQUEST TO CHANGE BIO-DATA ALREADY SENT, PLEASE WAIT FOR AN ACTION TO BE TAKEN.
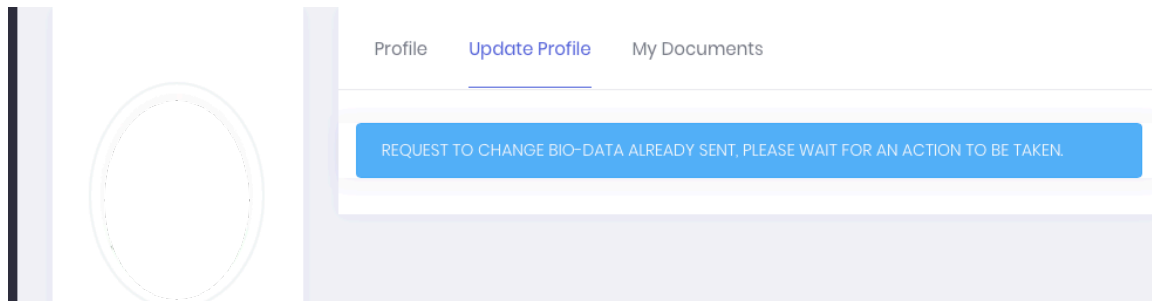
c. To go back to your staff profile page, click on the **Profile** menu item on the left hand side of the screen as shown below:
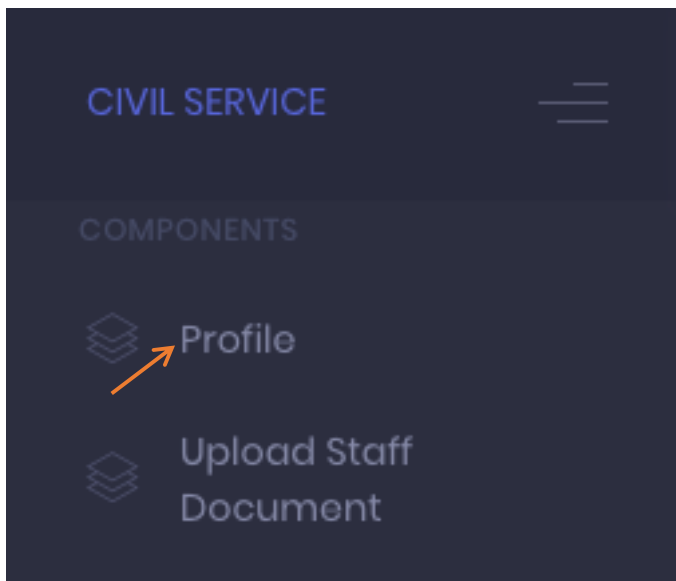
Action: Log out of Staff Profile

a. To log out of staff profile, click on the account/user image at the top right hand corner of the screen.

It then displays a dropdown window with a **logout** button.

b. Click the **logout** button to sign out of the portal.