



هيئة الشارقة للتعليم الخاص Sharjah PRIVATE EDUCATION AUTHORITY

TAMAM

A Staff Information System

Promotion Request

A Practical Toolkit for Existing Staff

For more information, please visit our website:

https://tam.spea.ae/

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1. Introduction

Sharjah Private Education Authority (SPEA) was established in accordance with the Amiri decree (45) of 2018 by

H.H Sheikh Dr. Sultan bin Mohammed Al Qasimi Member of the Supreme Council and Ruler of Sharjah

SPEA is a local government entity mandated to regulate the private education institutions (Schools, Nurseries, Training Centers and Institutes)

Goals:

- Organize private education in the emirate
- Raise the quality of private education through the application of best educational practices and distinguished services in the field of private education
- Attract investment in the private education sector

The Nurseries Staff Information System is the system for all nursery staff in Sharjah Private and is aligned with the licensing of Teachers and Educational Leaders project.

This document is to guide teachers in the process of creating and submitting a profile on the Nurseries Staff Information System.

2. General Information

- Attach/Upload clear documents to their designated locations.
- Submitted profiles cannot be edited. Ensure you review the staff profile before submitting it.
- Only sections/fields for which you have a "Request to update Profile" will be open for editing on a submitted profile.
- Only documents in Arabic or English will be accepted. Upload legal translations of documents not originally in Arabic or English.
- Means that the field is mandatory and must be filled.
- (!) Means that there is specific instructions/information for the field. Point your mouse on the symbol to display the information.

3. About the Feature:

Promotion Request Lifecycle is a feature that enables school admins to promote a staff and carry out its approval process, right from the coordinator, principle, to SPEA admins. All the process will be carried out online via TAMAM, until the staff directly can downloads a new Promotion Appointment Letter.

4. How to Promote Staff:

- 1. The process begins with a coordinator, sending a Promotion Token to the staff.
- 2. To start with, go to https://tam.spea.ae
- 3. At the top right-hand corner, click "Login"



- 4. Please enter username and password of the user and click Login
- Upon Successful login, the system will direct you on to select the role of the user
- 6. Select the role "Coordinator" from the dropdown list as shown below:

Birland Landon		BACK LOOIN RESOURCES 🛹
	0	
	Coordinator Personal E-Mail Address : startigeseccondinator@pinal.com	
	Coordinator	

- 7. Click Submit and the coordinator will land on to the home page.
- 8. Select the Manage Token from the Menu and Select Promotion button as shown below

حكومة الشارقة			Ansar Coordinator - Coordinator - Al Ansar International Private School
مستة الشارقة للسعليم الخاص		Add Promotion Token	<i>w</i> ,
Dashboard		Token Key* Generate New Token	
tet. User Management	Manage School Token	e07b409e-2004-43df-8874-2dff598414b4	2
Application Management >		Academic Year* ⊛ Current © Next	Transfer Staff New Staff Promote Staff
IIV e-Services	Keywords	School* Category* Position*	
호텔 External 1 >	Enter your keywords to search	Al Ansar Internatio • Academic – Teaching• Head of Faculty "su•	
Manage School Token		Recipients*	
R Internal Communication		demo_teacher@gmail.com	
•	Show 10 - entries		
Message Board	Recipients †	Submit Cancel	↑↓ Acceptance Status ↑↓ Used ↑↓ Used D
r' My Inquiry	alnewtoken@gmail.com Al Ansar	3	5-40bf-b4b7-97fb27708cbc Accepted Yes 9/30/20
	alnewtoken@gmail.com Al Ansar	International Private School - 108 Teacher Registration fb3c9a03-6b	cf-43d8-a11d-db14e914ee4b Accepted Yes 9/30/20

- 9. Enter the information in the pop up page and click **Submit** as shown above
- 10. The staff receives an email and click the option "**click here**" as shown below:

مة للتعليم الخاص	هینه الشار
Brazian Pervate Educat	NM AURIORY
Dear demo_teacher@gmail.com, We would like to inform you that you are being promoted as "Head of Faculty "subject level"" on the Private Schools Staff Information System (Tamam). Please click on the Token link below:	إلى demo_teacher@gmail.com، يرجى العلم بيّنه تمام ترقيتك إلى "رئيس قسم (مائة در اسية)" في نظام مطومات موظفي المدارس الخاصة. الرجاء النقر فوق رابط الرمن المميز إندام:
<u>click here</u>	<u>click here</u>
Please note: The Token link will expire within 30 days.	الرجاء ملاحظة ما يلي: ستتهي صلاحية رابط الرمز المعيز خلال 30 أيام.
Regards,	مع تحيات،
Tamam SPEA Team	فريق (تمام) هيئة الشارقة للتعليم الخاص
*** This is an automatically generated email, please do not reply ***	•••• يصدر هذا البريد الإلكتروني بشكل تقلم ، الرجاء عدم الرد •••
For enquiries please login to our website and submit a support request.	لمزيد من المطومات الرجاء زيارة الموقع الإلكتروني وإرسال طلب الدحم.
Website:(<u>https://passshstg.adek.gov.ae</u>)	الموقع الإلكتروني: (<u>https://pass.htg.adek.gov.as</u>)

11. The staff will land up on to his profile page, where he needs to click on **Edit** button to complete his profile to 100% as shown below:

حكومة الشارقة GOVERNMENT OF SHARIAH WANNIN PRIVATE DUCATION ANTIONITY في قالشارقة للتعليم الخاص		
Profile Cdit Profile 1		Mohd Asad Azad/Mohd Asad Azad Head of Faculty "subject level"
		Profile Completion (100%)
	Personal Information	
	Unified Identification Number 808-2034-5888583-1 Emirates ID	Education
	808-2034-5888583-1 Date of Birth	
	01 Jan 2018 Emirate ID Expiry Date 12 Mar 2020	Al Ansar International Private School Associated Schools: Al Ansar International Private School - British (108) Employment Type: Full-time School Curriculum: British School Teaching Cycle: C3-C2-C1-C0 School Number: 108 Emirate: Sharjah Desters Charish Educate

12. After successful completion of profile to 100%, click on **Submit For Review** button as shown above, and the profile will be sent to the coordinator for review as shown below:

☆ Dashboard	Promotion Applications							
Application Management Application Management Application Poronotion Request Application & Termination	Keywords Enter your keywords to search Category All	Type All Designation All	* *	Gender All Grade All		*	Status All Payment Status All	•
ii'v e-Services				Q Search	🖌 Clear			
Manage School Token	Show 10 - entries							
Internal Communication	Name	School	†↓ 3tatus	ţ↓	Type $\uparrow\downarrow$	Request Mode	Request Date 1	Action
Message Board	PRASAD PALISSERY VASUDEVAN	Al Ansar International Private Scho	ol In Progress	3	Existing	Promotion	2	Review Vi
? My Inquiry	Mohd Asad Azad	Al Ansar International Private Scho	ol Pending Sc	hool Approval	Existing	Promotion	18/03/2020	Review Vi

- 13. Coordinator needs to review the request by going to Promotion Request>>Select the Staff with the status "Pending for School Approval" and Click **Review** button as shown in the above screen.
- 14. Review page will display the complete profile of the staff and the coordinator have to move on to the last page "**Request Change**" as shown below:

حكومة الشارقة GOVERNMENT OF SHARIH MERICAN CONTRACTOR في الشارقة للعليم الحاس				Al Ansar Coord	linator - Coordinator - Al A	nsar International Private School 🔬 -
 ☆ Dashboard 垫 User Management 	Personal Information C	Qualification	Experiences	Professional Development	t Documents	Request Change
Application Management) Application Management) Associated as a second		Qualification				
 Internal Communication 		Professional	Development			
 Message Board My Inquiry 		Document Additional Inf	formation			
			œ	Back Request Change	Forward to Principal	

15. After successful review, coordinator clicks on **Forward to Principle** button and the profile will be sent to the Principle.

Please note: In case the coordinator find any issues and needs any changes in the information, he can select the section using the check box option and click on **Request Change** button (for reference, please refer to the above screen shot).

16. Principle needs to login and go to **Promotion Request**>>Select the Staff (with the status Pending School Principle Approval)>>Click **Review** as shown below:

Registration Promotion Request	I hereby acknowledge that all exit	sting teaching staff have been re	gistered on the Private School Staff Info	ormation Syst	em for the academic	year 2017-2018	
	Show 10 - entries						
Manage School Token	Name	Designation 1	Status ↑↓	Type ↑↓	Request Mode $\uparrow\downarrow$	Request Date 11	Action
in e-Services	Mohd Asad Azad	Head of Faculty "subject level"	Pending School Principal Approval	Existing	Promotion	18/03/2020	Review
ii/ School List	PRASAD PALISSERY VASUDEVAN	Senior Teacher	In Progress	Existing	Promotion		@ Review

17. Staff profile page opens and the Principle needs to review every section and reach **Request Change** section as shown below:

Personal Information	Qualification	Experiences	Professional Development	Documents	Request Change
	Document Additional Info	rmation	2	Approve Profile	Acknowledgement Comment Promotion approved

- 18. Click on Approve Profile button and a popup page opens as shown above
- 19. Principle needs to enter the comment and click on **Submit** button and the profile will be sent to the SPEA Admin for review