



هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

TAMAM

Student E-Services

Learners Affairs Request

A Practical Toolkit for Student Coordinator 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:

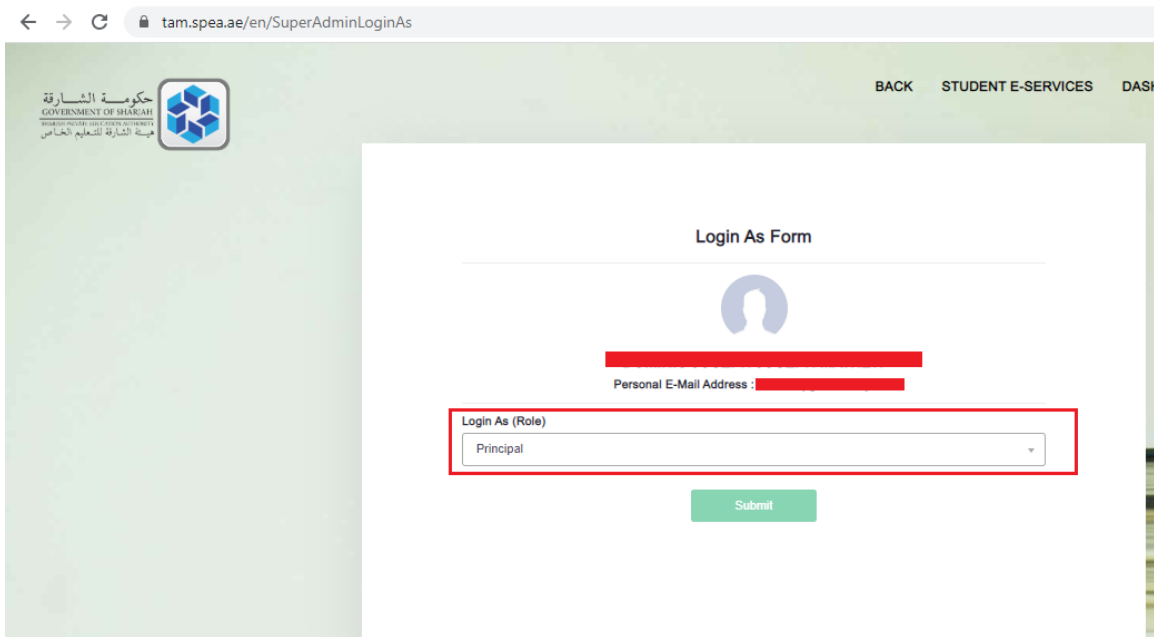
Learners Affairs Request is an e-Service which will facilitate a Student Coordinator to submit a request letter of a student for getting it attested from SPEA.

4. Preconditions:

This feature is available for a user having the role of a Student Coordinator

To create a Student Coordinator role, follow the steps below:

a) User having the role of a Principal needs to Login to TAMAM as shown below:



The screenshot shows a web browser window with the URL tam.spea.ae/en/SuperAdminLoginAs. The page features the Government of Sharjah logo on the left and navigation links (BACK, STUDENT E-SERVICES, DASH) on the right. The main content area is titled "Login As Form" and includes a profile icon, a redacted "Personal E-Mail Address", and a "Login As (Role)" dropdown menu. The dropdown menu is open, showing "Principal" as the selected role. A red box highlights the dropdown menu. Below the dropdown is a green "Submit" button.

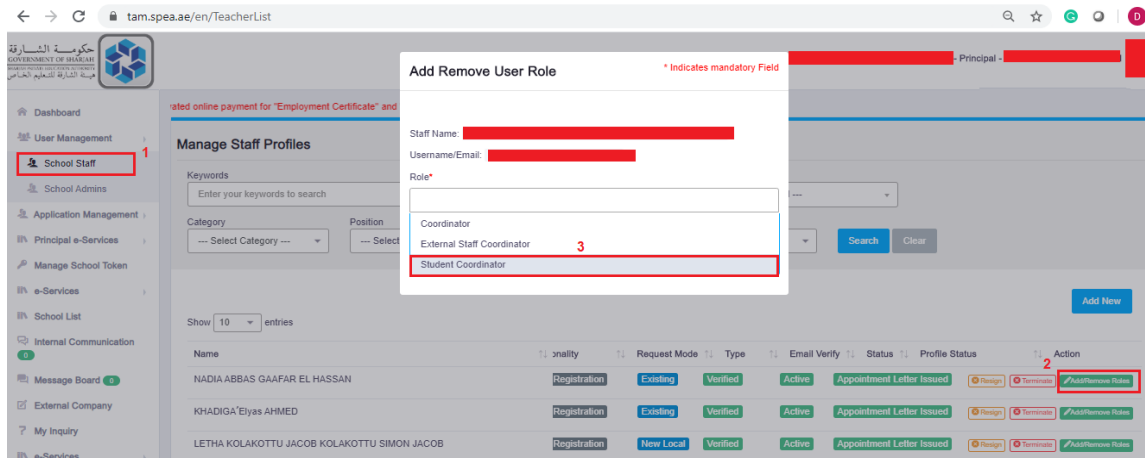
b) Goto User Management>>School Staff>> Select the staff who should be given the role of a Student Co-ordinator.

Precondition: The staff should have the status as **Appointment Letter Issued**

c) Under the action section, click on the button **Add/Remove roles** as shown below:

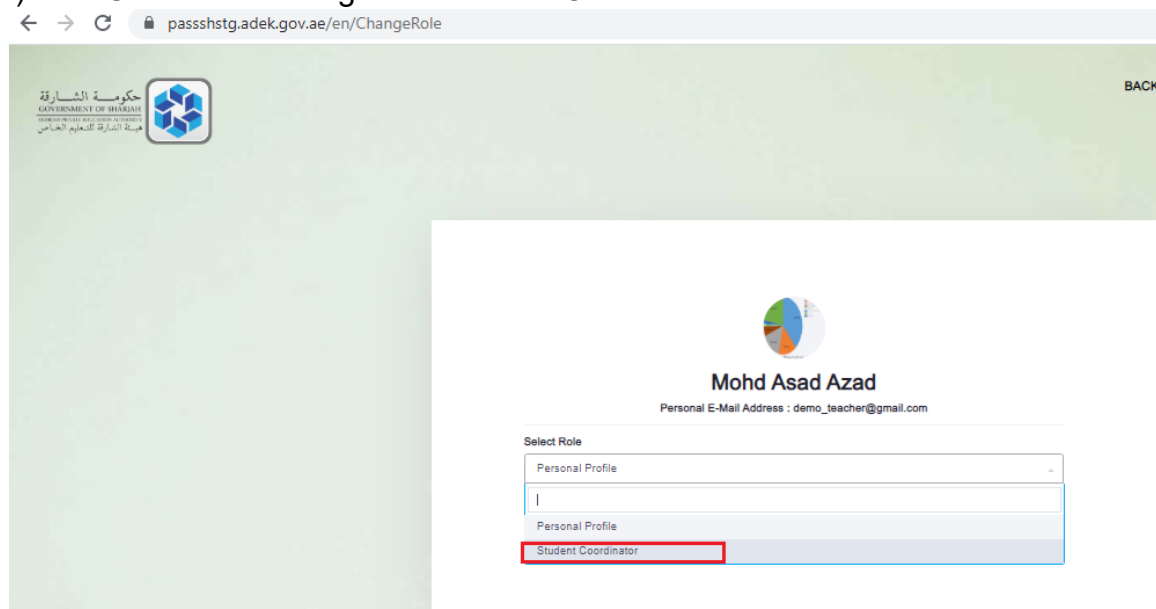
d) In the pop up window that opens, select the role "Student Coordinator" from the drop down and click submit

e) In this way, the selected staff will have the role assigned as a "Student Coordinator".



5. Accessing Student E- Services (Learner Affairs Request):

- A user with the role of Student Coordinator can access, Student E- Services.
- Below are the steps to be followed for accessing the same
 - User needs to login as “Student Coordinator” as shown below:



- Go to Student- E- Service section>>Learner Affairs Request>>Add New and an application form opens as shown below:

Student Registration History

* Indicates mandatory Field

Service* 15.00 - تصديق شهادة ترك دراسة (انتقال من مكان إلى خارج الإمارة)

School* Al Ansar International Private School - (108)

Academic Year 2020-2021

Student Name* Ravi Kumar

Student Pupil Number* 12345

Student Emirates ID Student Emirates ID

Section Section

Payer Name Mohd Asad Azad

Personal E-Mail Address test@test.com

Contact Number 5052124575

Description (English) Need attestation

Attach Letter

PDF

Pay Clear

2 Add New

Date	Created By	Action
2020	Tamam Super Admin	Review
2020	Mohd Asad Azad	Review

- iii) After filling all the mandatory and the required information, attach the letter that needs to be attested and click **Pay** as shown above
Note: The email address entered will be used for sending the attested copy of the letter
- iv) The page will lead to the Tahseel website, where the user need to choose between Tahseel Account and Credit Card as shown below:

Tahseel **تحصيل**
Smart Receipt System نظام الإيصالات الذكي

About System Tickets Contact Us

Description of Payment

Payee: Sharjah Private Education Authority

Ref. No: OR2020SSPEA00042

Revenue Entity	Main Service	VAT	Value
Sharjah Private Education Authority	الخدمات المقدمة للطلبة / أولياء الأمور - انتقال طالب من مدرسة خاصة الى اخرى خلال الفترة المسموح بها	0.00	15
	Services Fees	0.50	10
Total Fees (AED) :		0.50	25
		Grand Total Fees (AED) :	25.5

Payment method:

In case of payment using the credit card, 1.30% bank commission will be charged to the to total amount.


☐ Tahseel Account ☒ Credit Card

Proceed Cancel

- v) Upon selecting the Credit Card option and clicking on Proceed button as shown in the above screen shot, a new page opens for entering the card details as shown below:

tahseel.gov.ae/TahseelWebApp/Public/Services/MCPGS_Pay.aspx?Id=122991&Token=20915

8008247335 | TAHSEEL@SFD.GOV.AE | عربي | English

Tahseel  **تحصيل**
Smart Receipt System نظام الإيصالات الذكي

About System Tickets Contact Us

Payment by Credit/Debit card

Transaction Code	CAB1308TCY001
Total Amount	25.85
Card Number	<input type="text" value=""/>
Expiration Date	May (05) 2021
CVV Code	<input type="text" value=""/>

Pay now **Back**

- vi) Upon entering the details of the card, click on **Pay now** button as shown above. A new page open for confirmation and click on **Submit** button as shown below:

ACS Emulator

Merchant Name: TEST Sharjha Gov
 Merchant URL: HTTPS://WWW.OPSTEST.COM
 Amount: AED 25.85
 Date: 20200412 21:13:45
 Card Number: 510000xxxxxx0008

Authentication Result: (Y) Authentication Successful ▼

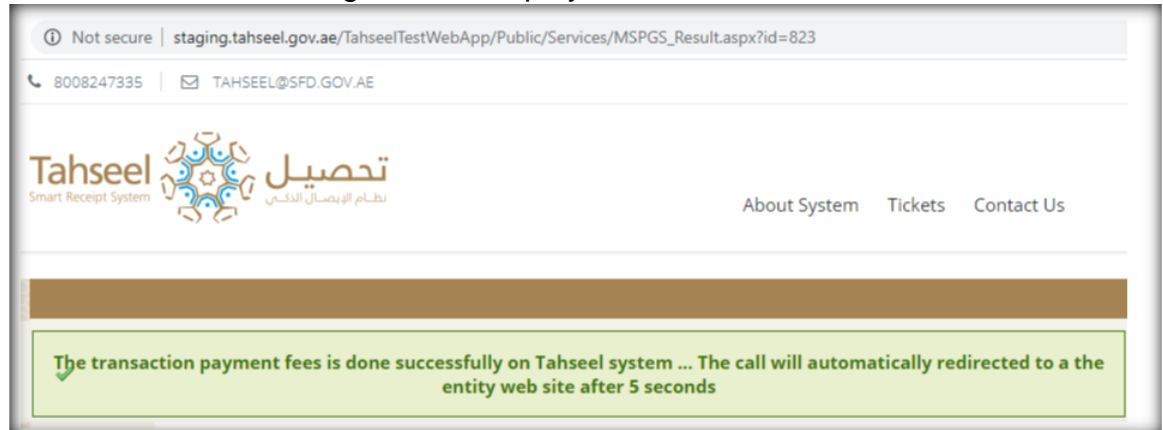
Split PaRes: ☐

Custom ECI:

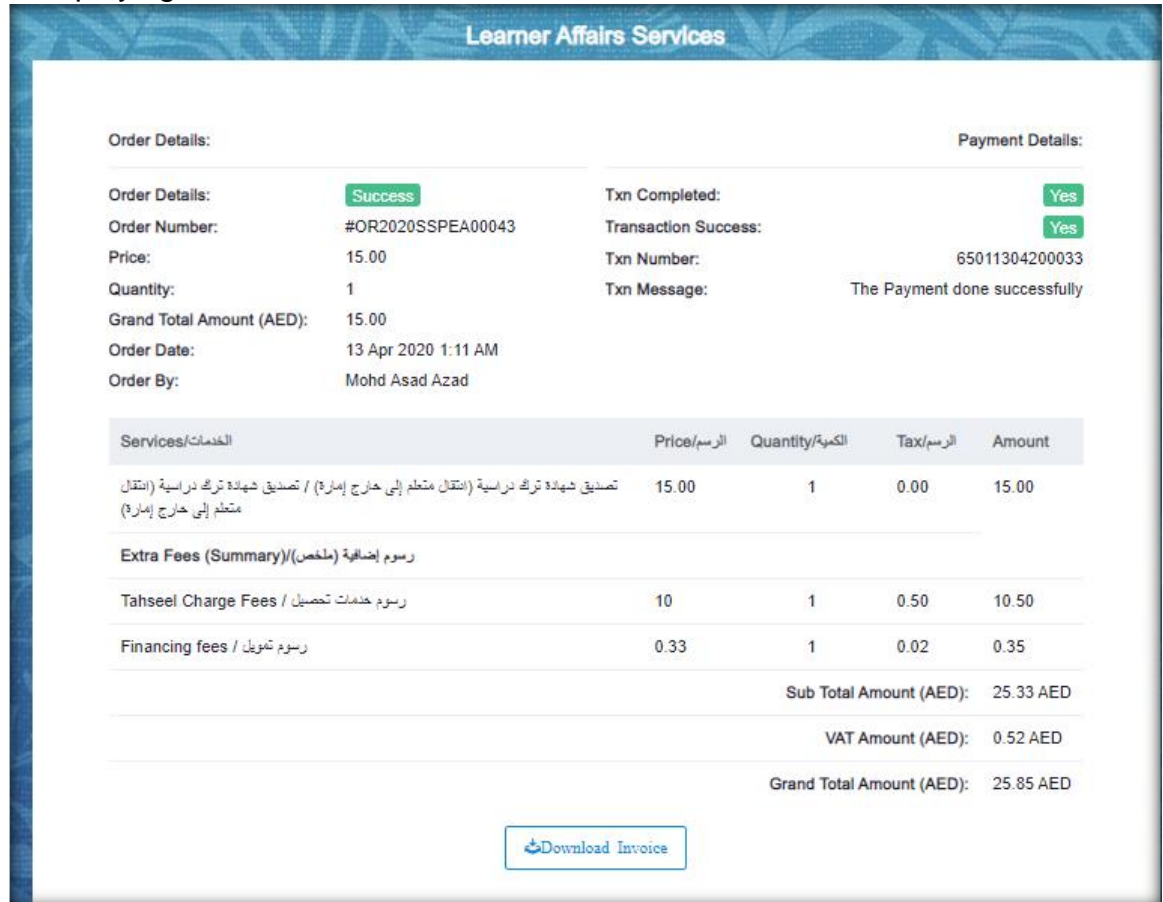
Custom CAVV:

Submit

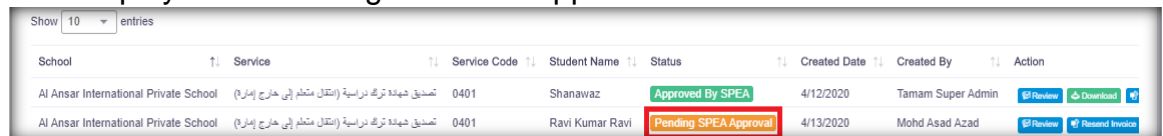
vii) A confirmation message will be displayed as shown below:



viii) After 5 seconds the page will be redirected to the home page displaying the invoice for the order as shown below:



ix) In the main home page of Student Coordinator this application will be displayed as Pending for SPEA Approval as shown below:



- x) The same application will be seen in the SPEA Admin page having the role of a Learns Affairs Verifier.
- xi) Upon approval, an email will be received to the registered email ID entered in the application form, with an option to download the attested letter.
- xii) The attested letter will have a stamp and reference number of the invoice as shown below

2020/2019

(205337) عصام محمد احمد

البيانات الاساسية

الصف:	الاول
الاسم:	عصام محمد احمد
اسم المدرسة:	
سبب القبول:	
سبب الانسحاب:	
الجنسية:	مسلم
تاريخ الميلاد:	10/07/2013
رقم البلد:	
رقم الأسرة:	
تاريخ الانتهاء:	25/08/2019
تاريخ الانتهاء:	18/08/2019
تاريخ الانتهاء:	25/08/2019

العائلة والمعارف

الاسم:	محمد موسى احمد
الاب:	
العمل:	
عنوان السكن:	Sharjah
صلة القرابة:	
رقم هاتف العمل:	
رقم هاتف المنزل:	
رقم الهاتف المحمول:	

تلاستخدام الرسمي فقط

الموقف المختص:

التوقيع:

تاريخ الاصدار:

مدير المدرسة / الطالب / الخاتم

حكومة الشارقة
SHARJAH PRIVATE EDUCATION AUTHORITY
هيئة الشارقة للتعليم الخاص

65011304200033

- xiii) Alternatively they will be allowed to download from the Student Coordinators login page
- xiv) The status of the application will be displayed as below:

← → ↻ passshstg.adek.gov.ae/en/StudenteServices/LearnerAffairsRequestList

حكومة الشارقة
GOVERNMENT OF SHARJAH
مملكة البحرين
Ministry of Education and Higher Education

Tamam Super Admin - Learner Affairs Verifier

Dashboard

Student E-Services

Learner Affairs Request

Student Registration History Request

Show 10 entries

School	Name	Status	Assigned To	Created Date	Created By	Action
AL AHLIAH PVT. SCHOOLS LLC.		Pending SPEA Approval	Tamam Super Admin	4/11/2020		Review Change Assignments Play Note
AL AHLIAH PVT. SCHOOLS LLC.		Approved By SPEA	Tamam Super Admin	4/11/2020		Review Download Renewed Letter Renewed Invoice Order Details
Al Ahliya Private School		Approved By SPEA		3/29/2020		Review Download Renewed Letter Renewed Invoice Order Details