



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/

Contents

1.	Introduction	. 3
2.	General Information	. 3
3.	About the Feature	. 4
4.	Preconditions	. 4
5.	Accessing Student E- Services	5

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:

← → C 🗎 tam.spea.ae/en/SuperAdminLoginAs		
حکومت الشارقة COVERNMENT OF BIARIE International Contractions of Bialife Hitelay	BACK STUDENT E-SERVICES	DASH
	Login As Form	
	n	
	Personal E-Mail Address :	
	Login As (Role)	
	Principal	
	Submit	

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".

											_
\leftrightarrow \rightarrow C $$ tam.sp	ea.ae/en/TeacherList							Q	\$	0	D
حكومة الشارقة						_					
GOVERNMENT OF SHARAH		Add Remove User F	≷ole	* Indica	ites mandatory Fi	eld		Principal -			·
Dashboard	rated online payment for "Employment Certificate" and										
비한 User Management	Managa Stoff Profiles	Staff Name:									
School Staff	Manage Stan Fromes	Username/Email:									
	Keywords	Role*									
Admins	Enter your keywords to search						v				
Application Management	Category Position	Coordinator									
IIN Principal e-Services	Select Category + Select	External Staff Coordinator	3			-	Search Clear				
P Manage School Token		Student Coordinator									
IIV e-Services											
IIN School List	Show 10 - entries									Add New	
Internal Communication	Name		î↓ onality î↓	Request Mode	е ↑↓ Туре	î↓ Email Ve	erify †↓ Status †↓ Profile S	atus	1↓ Acti	n	
Message Board	NADIA ABBAS GAAFAR EL HASSAN		Registration	Existing	Verified	Active	Appointment Letter Issued	Resign 01	iorminate	Vdd/Remove Ro	des
Z External Company	KHADIGA'Elyas AHMED		Registration	Existing	Verified	Active	Appointment Letter Issued	Resign 01	erminate	Add/Remove Ro	sles
7 My Inquiry					_	_					
ii/v e-Services	LETHA KOLAKOTTU JACOB KOLAKOTTU SIMOI	N JACOB	Registration	New Local	Verified	Active	Appointment Letter Issued	Resign 01	erminate	Vdd/Remove Ro	des

- 5. Accessing Student E- Services (Learner Affairs Request):
 - a) A user with the role of Student Coordinator can access, Student E-Services.
 - b) Below are the steps to be followed for accessing the same
 - i) User needs to login as "Student Coordinator" as shown below:

\leftarrow \rightarrow C \square passshstg.adek.gov.ae/en/ChangeRole	
حکومت الشارقة COVINSIENT OF BALAZIAN Manda Value of the Nation Manda Va	BACK
	Mohd Asad Azad Personal E-Mail Address : demo_teacher@gmail.com
	Select Role
	Personal Profile
	1
	Personal Profile
	Student Coordinator

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

Deathbaard		Service*		wenience and flexibility for our customers. C
Dashboard		تصندیق شهاده ترک دراسیة (انتقال متطم إلی حارج إماره) - 15.00	×	
Student E-Services	Learne	School*	Academic Year	
Eearner Affairs Request	Keywords	Al Ansar International Private School - (108)	2020-2021	
History Request	Enter yo	Student Name*	Student Pupil Number*	Search Clear
		Ravi Kumar	12345	
		Student Emirates ID	Section	2
		Student Emirates ID	Section	Add Net
	Show 10	Payer Name		
	School	Mohd Asad Azad		ted Date 1 Created By 1 Actio
	ALAnear	Personal E-Mail Address	Contact Number	2020 Tamam Super Admin
	ALAIISAI	test@test.com	5052124575	12020 Tamani Super Aumin
	Al Ansar	Description (English)		/2020 Mohd Asad Azad 🛛 😰 🛛
	4	Need attestation		
	Showing 1		× 10	Previous 1 Ne
		Attach Letter		
	_			
			PDF	

- 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:

\leftrightarrow \rightarrow C	③ Not secure staging.tahseel.gov.ae	ahseelTestWebApp//Public/Services/Pay.aspx?TP_BranchId=1&TP_InternalDep=02&TP_Language=en-US&TP_Merchant	=4 Q 1	<u>ن</u>	0 (
	📞 8008247335 🖂 TAHSEEL@SFG	IOV AE				
	Tahseel	About System Tickets Contact Us	ñ			
	Description of Payment					
		Payee: Sharjah Private Education Authority Ref. No: OR20205SPEA00042				
	Revenue Entity	Main Service VAT Value	e			
	Sharjah Private E	0.00 الخدمات المقدمة للطلبة / أولياء الامور - انتقال طالب من مدرسة خاصة إلى اخرى خلال الفترة المسموح بها ucation Authority				
		Services Fees 0.50 10				
	Total Fees (AED)	0.50 25				
		Grand Total Fees (AED) : 25.5				
	Payme	t 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 X 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:

• 8008247335 ☑ TAHSEEL@SFD.GOV.AE			عريي
تحصيل بي المحمي الم	About System	Tickets	Contact Us
Payment by Credit/Debit card			
Transaction Code	CAB1308TCY001		
Total Amount	25.85		
Card Number			•
Expiration Date	May (05)	*	2021
CVV Code			*
			_
Upon entering the details of the ca shown above. A new page open fo Submit button as shown below:	Pay now ard, click on Pay or confirmation a	now but	ton as on
Upon entering the details of the ca shown above. A new page open fo Submit button as shown below:	Pay now ard, click on Pay or confirmation a Emulator	now but	ton as on
Upon entering the details of the car shown above. A new page open for Submit button as shown below: ACS I Merchant Name: TEST Sharjha Merchant URL: HTTPS://WW Amount: AED 25.85 Date: 20200412 21 Card Number: 510000xxxxx	Pay now ard, click on Pay or confirmation a Emulator Gov W.OPSTEST.COM :13:45 x0008	Back	ton as on
Upon entering the details of the car shown above. A new page open for Submit button as shown below: ACCS Merchant Name: TEST Sharjha Merchant URL: HTTPS://WW Amount: AED 25.85 Date: 20200412 21 Card Number: 510000xxxx Authentication Result: (Y) Authent	Pay now ard, click on Pay or confirmation a Emulator a Gov W.OPSTEST.COM :13:45 x0008 ication Successful	Back	ton as on
Upon entering the details of the car shown above. A new page open for Submit button as shown below: ACCS I Merchant Name: TEST Sharjha Merchant URL: HTTPS: //WV Amount: AED 25.85 Date: 20200412 21 Card Number: 510000xxxx Authentication Result: (Y) Authent Split PaRes:	Pay now ard, click on Pay or confirmation a Emulator a Gov W.OPSTEST.COM :13:45 x0008 ication Successful	Back	ton as on
Upon entering the details of the cashown above. A new page open for Submit button as shown below: ACCS I Merchant Name: TEST Sharjha Merchant URL: HTTPS://WW Amount: AED 25.85 Date: 20200412 21 Card Number: 510000xxxxx Authentication Result: (Y) Authent Split PaRes: Custom ECI: Custom CAVV:	Pay now ard, click on Pay or confirmation a Emulator a Gov W.OPSTEST.COM :13:45 x0008 ication Successful	now but	ton as on



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

Order Details:				Pa	yment Details
Order Details:	Success	Txn Completed:			Yes
Order Number:	#OR2020SSPEA00043	Transaction Succe	ISS:		Yes
Price:	15.00	Txn Number:		650	01130420003
Quantity:	1	Txn Message:	Th	e Payment don	e successfull
Grand Total Amount (AED):	15.00				
Order Date:	13 Apr 2020 1:11 AM				
Order By:	Mohd Asad Azad				
Services/الخدمات		الرسم/Price	الكمرة/Quantity	الرسم/Tax	Amount
٤) / تصدیق شهادة ترگ در اسیة (انتقال متعلم إلى حارج إمارة)	شهادة ترك دراسية (انتقال منطع إلى هارج إمار	15.00 تصديق	1	0.00	15.00
Extra Fees (Summary)/(خص)	رسوم إضافية (ما				
تصيل / Tahseel Charge Fees	رسوم خدمات ت	10	1	0.50	10.50
رسوم تمویل / Financing fees		0.33	1	0.02	0.35
			Sub Total A	mount (AED):	25.33 AED
			VAT A	mount (AED):	0.52 AED
			Creat Total A		

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

School	t↓	Service	$\uparrow\downarrow$	Service Code $\uparrow\downarrow$	Student Name $\uparrow\downarrow$	Status	î↓	Created Date $~\uparrow\downarrow$	Created By	Action
Al Ansar International Private Sci	hool	يق شهادة ترك دراسية (انتقال متعلم إلى هارج إمارة)	تصد	0401	Shanawaz	Approved By SPEA		4/12/2020	Tamam Super Admin	Review 🕹 Download
Al Ansar International Private Sci	hool	يق شهادة ترك دراسية (انتقال متعلم إلى هارج إمارة)	تصد	0401	Ravi Kumar Ravi	Pending SPEA Approval		4/13/2020	Mohd Asad Azad	Review 🕈 Resend Invoid

- 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

(205337	2020/2019 عصام محد احد (
			الييانات الاساسية
	اقسر:	الأول	الصف
	اسم المدرسة:		
	سبب القيول:		
	سيب الاضحاب:	مطم	الديةة:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	الجنبية:	10/07/2013	تاريخ البيائد;
	مكان المهائد:		رقم البلدة:
	راغم الأسرة:		
25/08/2019	تاريخ الانتهاء:		
18/08/2019	تاريخ الانتهاء:		
25/08/2019	قاريخ الأنتهاء:		
			لعائلة والمعارف
نرابة: الإب	مىلة ال	محمد موسى أحمد	r¥⊶;:
ف العال:	رقم مە		العمل:
ف المتزل:	رقم مە	Sharjah	حوان السكن:
اف المتمرقة:	رقم اله		
			للاستخدام الرسمي فقط
			الموظف المخصى:
			التوقيع
الطابع / الخالم	منين العدرسة		تاريخ الإصنان:
	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:

$\leftarrow$ $\rightarrow$ C $\cong$ passshstg	.adek.gov.ae/en/StudenteServic	es/LearnerAffairsRequestList			Q 🕁 🙆 🔎 :
حكومة الشارقة COVENSENT OF BLACEAN Action of the Line					Tamam Super Admin - Learner Affairs Verifier 🛛 💄 🕞
合 Dashboard					
IN Student E-Services					
Learner Affairs Request					
Student Registration History Request	Show 10 - entries				
	School	†↓ :Name ↑↓ Status	↑↓ Assigned To ↑	Created Date 1 Created By	↑↓ Action
	AL AHLIAH PVT. SCHOOLS LLC.	Pending SPEA App	roval Tamam Super Admin	4/11/2020	😫 Review 🛛 😢 Okonge Assignee 🖉 Pay Now
	AL AHLIAH PVT. SCHOOLS LLC.	Approved By SPEA	Tamam Super Admin	4/11/2020	Review Order Details
	Al Ahliya Private School	Approved By SPEA	3	3/29/2020	Review     Control and      Researd Latter     Researd Instice     Coder Datails