



تمام TAMAM

External Staff

A Practical Toolkit for School

هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

For more information,
please visit our website:

<https://tam.spea.ae/>

Contents

1. Introduction.....	3
2. General Information	3
3. Sections and Documents	4
3.1 Required Documents Details.....	4
4. “External Staff” Registration by Coordinator.....	6
4.1. Personal Information	10
4.2. Documents	11
5. Submitting Staff Profile.....	12
6. Help Desk	13



هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

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 the 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 TAMAM is the system for all Private School, Nursery and Institution & Center in Sharjah 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 TAMAM.

2. General Information

- Attach/Upload clear documents to their designated locations.
- Submitted profiles cannot be edited. Ensure you review staff profile before submitting.
- 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 are specific instruction/information for the field. Point your mouse on the symbol to display the information.

3. Sections and Documents

Note: * Indicates mandatory documents

Sign Up	Personal Information	Documents
Emirates ID Number Unified Identification Number (U.I.D. No) Date of Birth	Passport Size Photo *	Emirates ID * Labor Card / Letter from the company * DOT Certificate of Completion Driving License Experience Letter Qualification Safety Training Essential Food Safety Certificate

3.1 Required Documents Details

Emirates ID Number.

The card number is required for registration on the system for all residents of the UAE. You are required to upload a clear copy of the front and back of the Emirates ID of the staffs.

The Unified Identification Number (U.I.D).

The U.I.D is needed at the registration page.

For Non-GCC expatriates the UID is found on the UAE resident visa. It is an eight-digit number on the top right side of the resident visa page.



Unified Identification Number

Only resident visas which have been stamped on the passport has a UID.

For UAE and GCC Nationals, the UID is on the passport document.

Date of Birth.

The Date of Birth or UID is required to validate staff identity while registration on the system for all residents of the UAE.

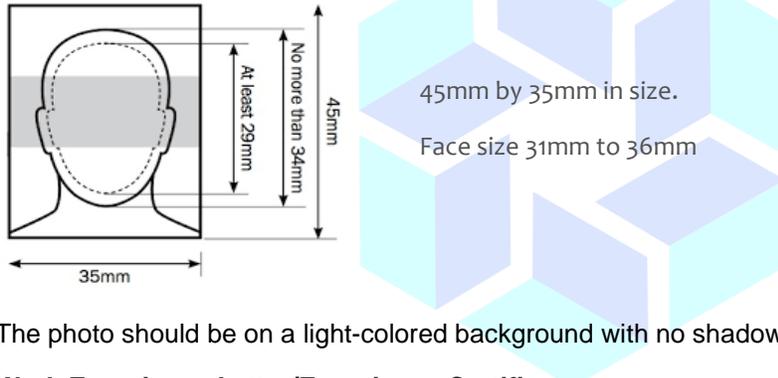
Passport Copy

You are required to upload staff passport information page and extended validity page if applicable. This should be uploaded as one file.

UAE and GCC nationals are to include the passport page containing the unified Identification Number (UID) in their passport upload.

Passport Size Photo

A recent passport with the following specifications is required for proper identification.



The photo should be on a light-colored background with no shadows.

Work Experience Letter/Experience Certificate

Experience letter/certificate must be duly signed with an official letter head and official stamp from the appropriate authority. The information entered in the experience fields will be confirmed with an experience letter.

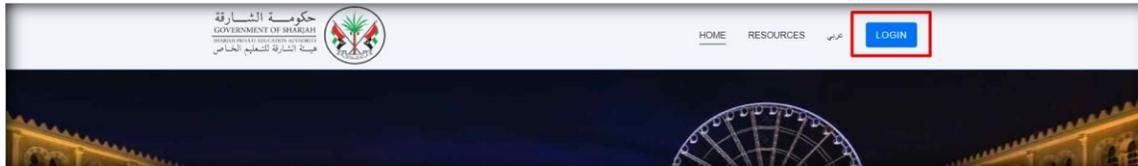
Other Documents

In the documents section, you can select this option to load any supporting documents not specifically requested. Every document uploaded under **“Other document”** in the Document section should have a name and description. The description should include which section(s) of staff profile/information the document is meant to support.

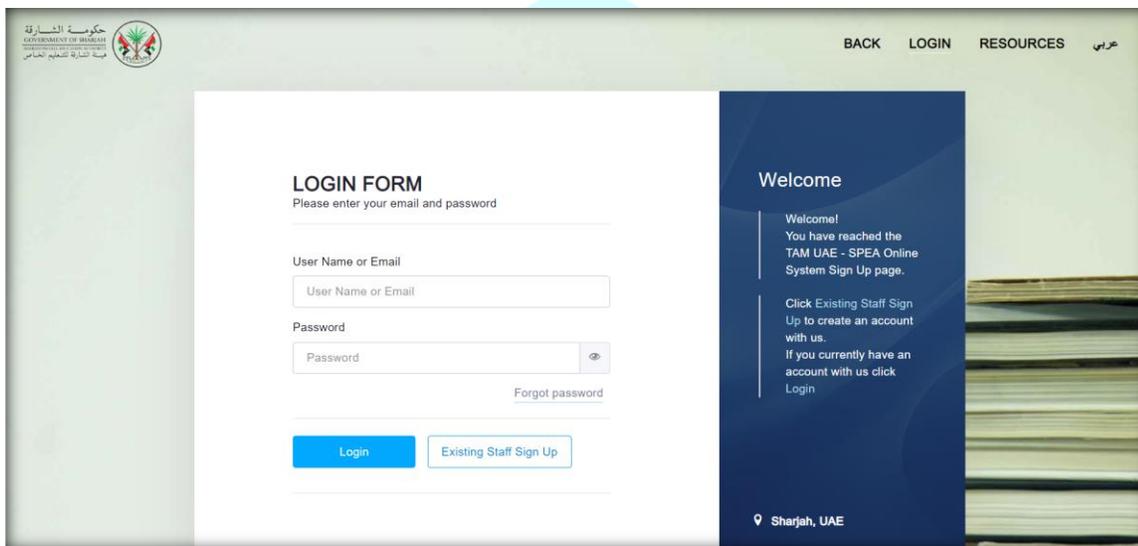
4. "External Staff" Registration by Coordinator

Go to <https://tam.spea.ae>

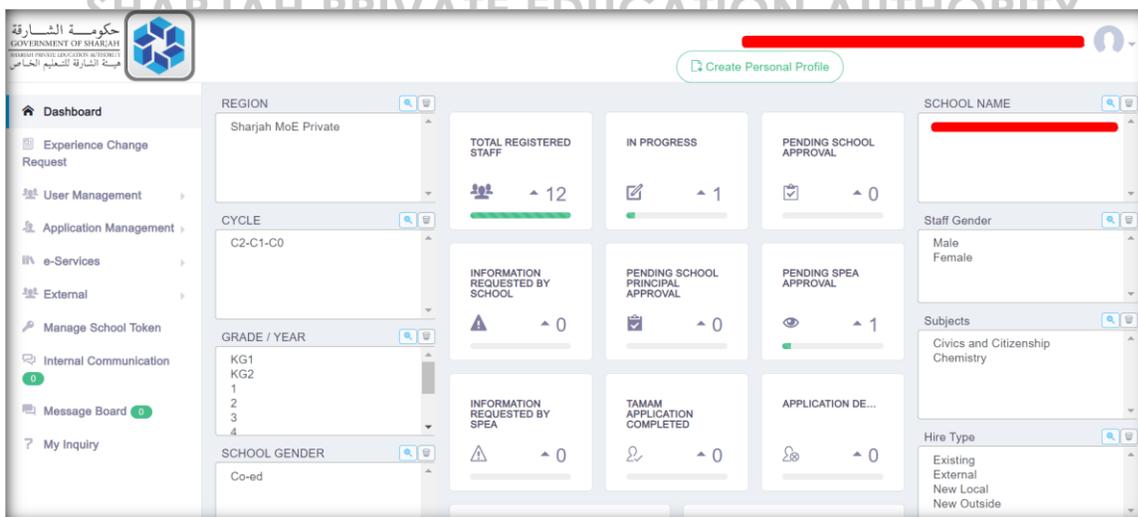
At the top right-hand corner, click **"Login"**



Please enter coordinator username and password then click on **"Login" Button** to login with coordinator account.



Once logged in successfully then system will redirect you to the Staff dashboard.



Click the module **“External”** to open the external company & external staff list.

The screenshot shows a dashboard for the Government of Sharjah. The sidebar on the left contains several menu items, with 'External' highlighted in a red box. The main content area displays various statistics and filters. A red line is drawn across the top of the dashboard.

Upon selecting the External Company section, the list of companies which are registered will be displayed as shown below. For adding a new company, click on **Add New** button

The screenshot shows the 'External Company' section. It features a search bar with 'Keywords' and 'School' filters, a 'Search' button, and a 'Clear' button. Below the search bar, there is a 'Show 10 entries' dropdown and an 'Add New' button highlighted in a red box. A table lists the following data:

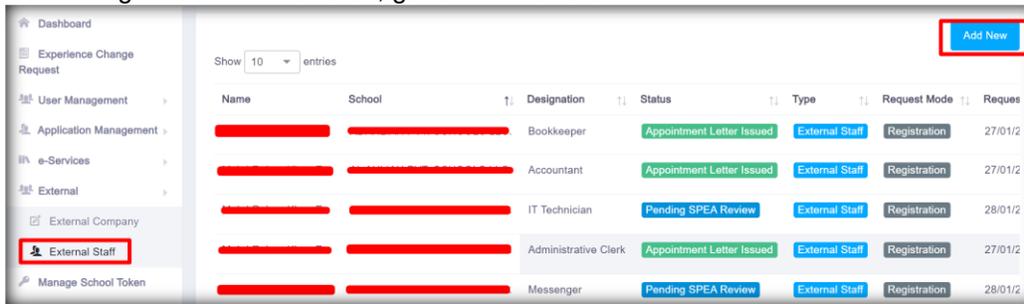
Company Name (In English)	Company Name (In Arabic)	License Number	Email Address	Contact Number	Address	Expiry Date
ABC CompanyEn	ABC CompanyAr	12345	abc@gmail.com	987654321	dubai	12/08/2022

The screenshot shows the 'Add Company' form. It contains the following fields:

- Company Name (In English)*
- Company Name (In Arabic)*
- License Number*
- Email Address*
- School*
- Contract Expiry Date*
- Contact Number*
- Address*
- Parent Company*
- External Company Contract*

A red asterisk indicates mandatory fields. At the bottom, there is a 'Save' button and a 'Cancel' button. A watermark for 'هيئة الترخيص والتأهيل' (Licensing and Qualification Authority) is visible in the background.

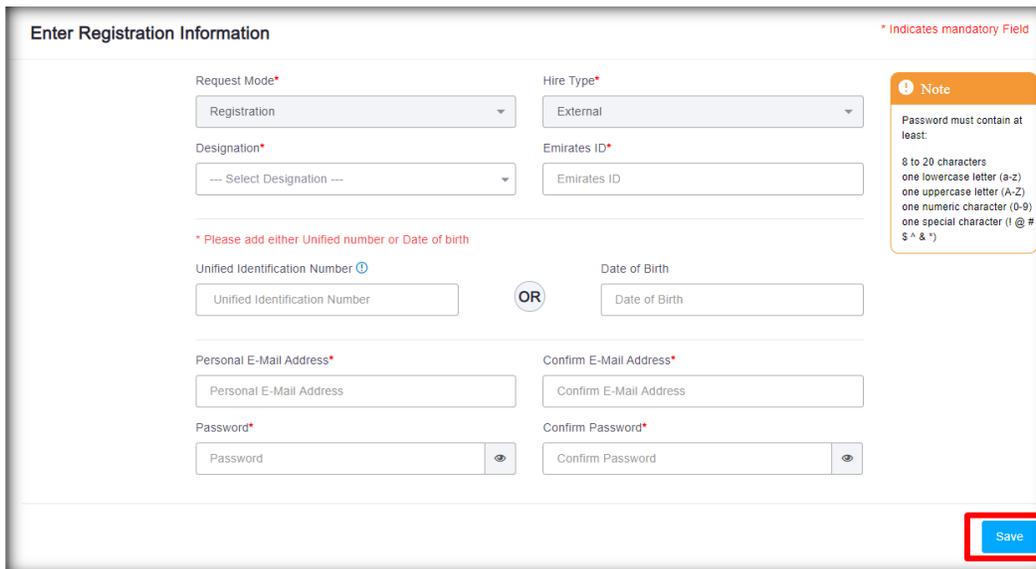
For adding a new External Staff, go to External Staff>>click **Add New**



The screenshot shows a dashboard with a sidebar on the left containing navigation options like 'External Staff' (highlighted with a red box) and 'Add New' (highlighted with a red box). The main area displays a table of external staff members with columns for Name, School, Designation, Status, Type, Request Mode, and Request Date.

Name	School	Designation	Status	Type	Request Mode	Request Date
[Redacted]	[Redacted]	Bookkeeper	Appointment Letter Issued	External Staff	Registration	27/01/2
[Redacted]	[Redacted]	Accountant	Appointment Letter Issued	External Staff	Registration	27/01/2
[Redacted]	[Redacted]	IT Technician	Pending SPEA Review	External Staff	Registration	28/01/2
[Redacted]	[Redacted]	Administrative Clerk	Appointment Letter Issued	External Staff	Registration	27/01/2
[Redacted]	[Redacted]	Messenger	Pending SPEA Review	External Staff	Registration	28/01/2

A page will open as shown below:



The screenshot shows a form titled 'Enter Registration Information' with various input fields. A note box on the right provides password requirements. The 'Save' button at the bottom right is highlighted with a red box.

Enter Registration Information * Indicates mandatory Field

Request Mode* Hire Type*

Designation* Emirates ID*

* Please add either Unified number or Date of birth

Unified Identification Number OR

Personal E-Mail Address* Confirm E-Mail Address*

Password* Confirm Password*

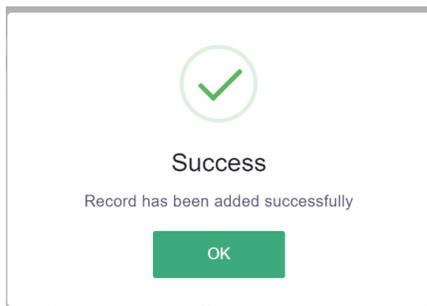
Note: Password must contain at least:
8 to 20 characters
one lowercase letter (a-z)
one uppercase letter (A-Z)
one numeric character (0-9)
one special character (! @# \$ % & *)

Save

Fill all the required information such as

- ✓ Emirates ID
- ✓ Email ID
- ✓ Select Designation
- ✓ Password
- ✓ DOB or Unified Identification Number

And Click **“Save”** button and the following page pops up.



Click **“Ok”** button and staff account will be created and the page with updated information will be displayed as below.

Use **Update** button for editing any information or click **Next** button to fill the remaining pages.

Completing Profile:

Click **“Next”** button, if you have completed the Registration Information section.

External Staff profile will have another 3 sections, such as:

- Personal Information
- Documents
- Profile Summary

4.1. Personal Information

Enter Personal Information * Indicates mandatory Field

Full Name (English)* <input type="text" value="REDACTED"/>		Full Name (Arabic)* <input type="text" value="REDACTED"/>		Passport Size Photo * ⓘ <div style="border: 1px solid #ccc; padding: 10px; text-align: center;">📷 Drag and drop a file here or click</div>
Date of Birth* <input type="text" value="REDACTED"/>	Gender* Female	Nationality* Egypt		
Passport Issue Country* Select Country	Passport Number* <input type="text" value="REDACTED"/>	Passport Expiry Date* <input type="text" value="REDACTED"/>		
Emirates ID* <input type="text" value="REDACTED"/>	Emirate ID Expiry Date* <input type="text" value="REDACTED"/>	Unified Identification Number* <input type="text" value="REDACTED"/>		
Personal Email Address* <input type="text" value="extbookkeeper@gmail.com"/>	Type* Mobile	Contact Number* <input type="text" value="+971-() _ _ _"/>		
Company* GMCEn				

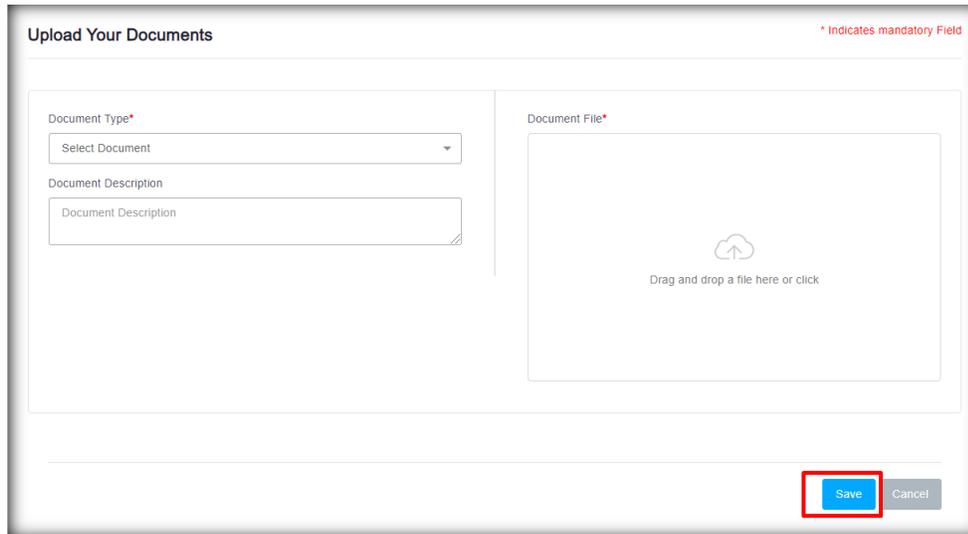
Some of the fields (highlighted) in this section will be auto filled from the information captured through staff Emirates ID. Check that the information in the highlighted boxes are correct and make corrections if needed. Fill in all the remaining mandatory fields & Click “Save” as shown below:

Enter Personal Information * Indicates mandatory Field

Full Name (English)* <input type="text" value="REDACTED"/>		Full Name (Arabic)* <input type="text" value="REDACTED"/>		Passport Size Photo * ⓘ <div style="border: 1px solid #ccc; padding: 10px; text-align: center;">📷 Drag and drop a file here or click</div>
Date of Birth* <input type="text" value="REDACTED"/>	Gender* Female	Nationality* Egypt		
Passport Issue Country* Select Country	Passport Number* <input type="text" value="REDACTED"/>	Passport Expiry Date* <input type="text" value="REDACTED"/>		
Emirates ID* <input type="text" value="REDACTED"/>	Emirate ID Expiry Date* <input type="text" value="REDACTED"/>	Unified Identification Number* <input type="text" value="REDACTED"/>		
Personal Email Address* <input type="text" value="extbookkeeper@gmail.com"/>	Type* Mobile	Contact Number* <input type="text" value="+971-() _ _ _"/>		
Company* GMCEn				

4.2. Documents

This section is for uploading other mandatory and non-mandatory documents. A passport copy and Emirates ID are mandatory and must be uploaded for a profile to be complete. You have the option to upload other supporting documents also. For example, evidence of “change of name” for certificates that do not have staff current name.



Click **“Select Documents”** and select from the list of documents.

If **“other document”** is selected from the **“Document type”**, a document name field appears.

Type in the name of the document.

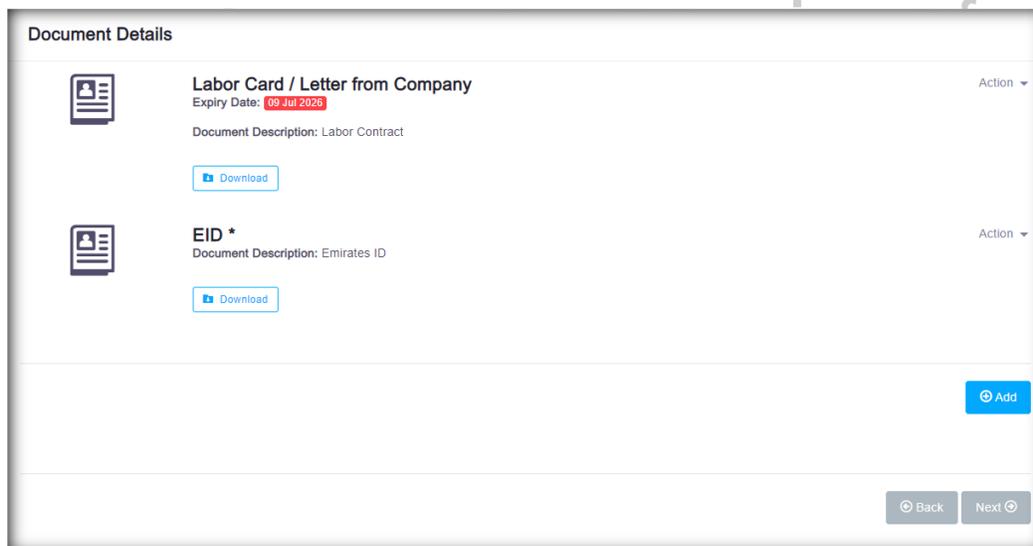
Type in a description of the document on **“Document Description”**.

Upload the document.

Click **“Save”**.

Click **“Add”** to select and add additional documents.

Below are the documents which are mandatory for proceeding forward



Click **“Next”** to goto **“View Profile”** to view the complete staff profile.

5. Submitting Staff Profile

Click **“Submit”** button and the profile will be submitted to the SPEA review and approval

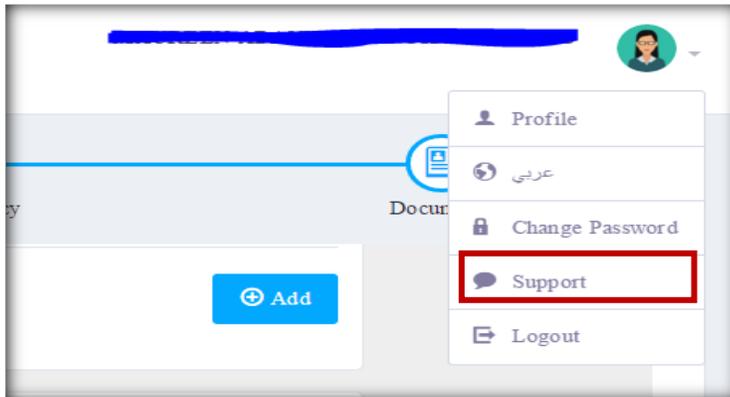
The screenshot shows a 'Profile Summary' page with a header 'Profile Summary Profile Summary'. On the left, there is a profile picture placeholder and a 'Personal Information' section with fields for Unified Identification Number, Emirates ID, Date of Birth, Emirate ID Expiry Date, Nationality (Egypt), Passport Issue Country (Belize), Passport Number, Passport Expiry Date, Gender (Female), Personal Email Address, Work Email Address, and Academic Year. A blue 'Submit' button is highlighted with a red box. On the right, there is a 'Profile Completion (100%)' progress bar, an 'External Company' section for 'GMCEn' with details like License Number, Email Address, Contact Number, Address, and Expiry Date, and a 'Documents' section for 'Labor Card / Letter from Company' with an Expiry Date of 09 Jul 2020. The status 'In Progress' is displayed at the bottom left.

The status of the page will be changed to **“Pending SPEA Review”** as shown below:

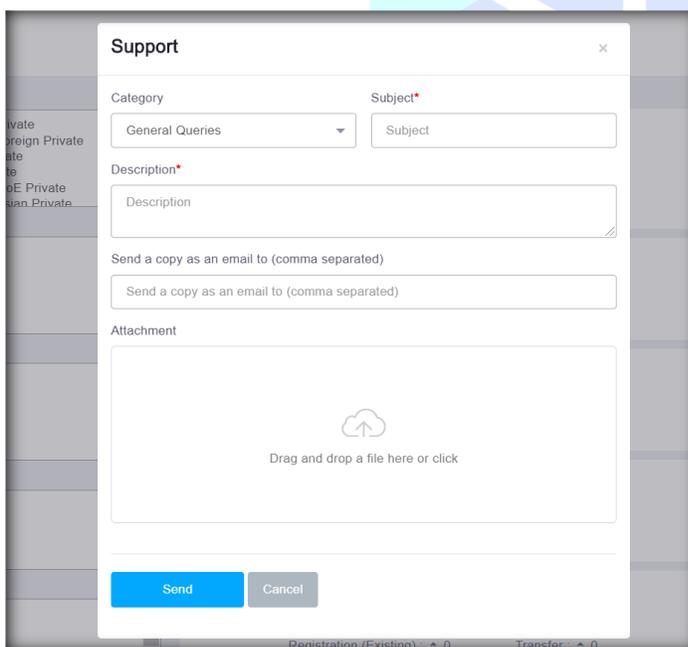
This screenshot shows the same 'Profile Summary' page as above, but the status at the bottom left has changed to 'Pending SPEA Review', which is highlighted with a red box. The 'Submit' button is no longer visible. The rest of the page content, including the personal information, external company details, and documents, remains the same.

6. Help Desk

Click your photo at the top right-hand corner.



Select **“Support”**.

A screenshot of a 'Support' form. The form has a title bar with 'Support' and a close button. It contains several fields: 'Category' with a dropdown menu set to 'General Queries', 'Subject*' with a text input field containing 'Subject', 'Description*' with a text area containing 'Description', and 'Send a copy as an email to (comma separated)' with a text input field containing 'Send a copy as an email to (comma separated)'. There is an 'Attachment' section with a cloud icon and the text 'Drag and drop a file here or click'. At the bottom, there are 'Send' and 'Cancel' buttons. The background shows a document management interface with a watermark for 'هيئة الشارقة' (Sharjah Authority).

Click **“General Queries”**, and select a category for the support required.

Type in a **“Subject”** for your inquiry.

Provide any further description on the **“Description”** field.

Attach a screen shot (if any) of the problem encountered.

Click **“Send”**.

An auto email with the query number will be sent to you and a member of the Institution & Center Licensing Team will respond to you by email.