



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/>

Contents

1. Introduction.....	3
2. General Information	3
3. About the Feature:.....	4
4. How to Promote Staff:	4

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

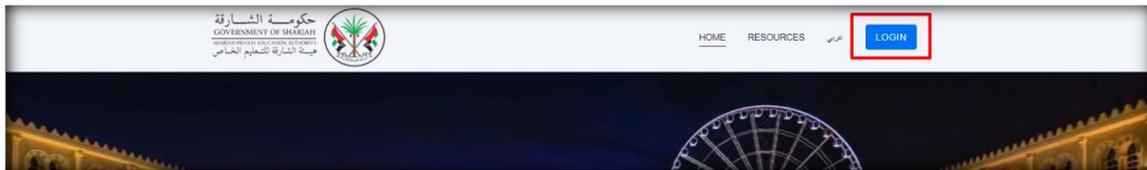
- Attach/Upload clear documents to their designated locations.
- Submitted profiles cannot be edited. Ensure you review the staff profile before submitting it.
- Only sections/fields for which you have a “Request to update Profile” will be open for editing on a submitted profile.
- Only documents in 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:

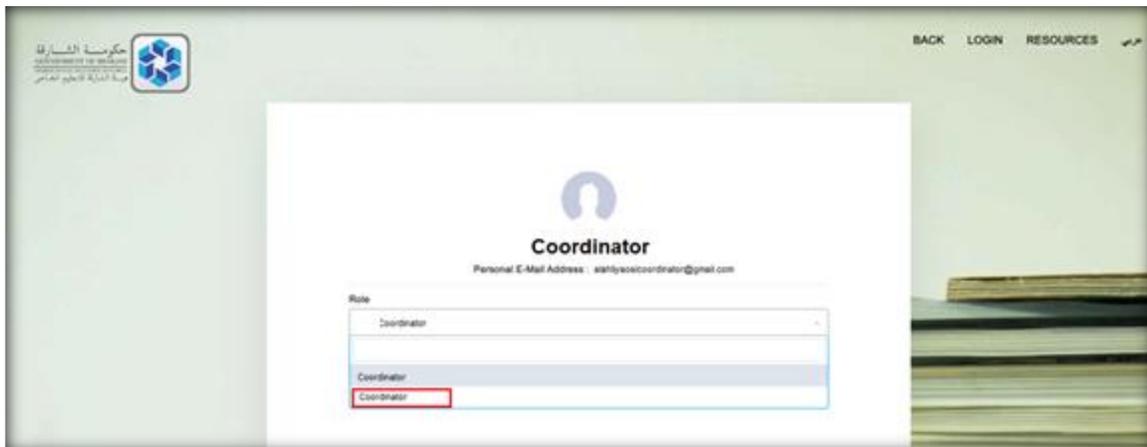
Promotion Request Lifecycle is a feature that enables school admins to promote a staff and carry out its approval process, right from the coordinator, principle, to SPEA admins. All the process will be carried out online via TAMAM, until the staff directly can download a new Promotion Appointment Letter.

4. How to Promote Staff:

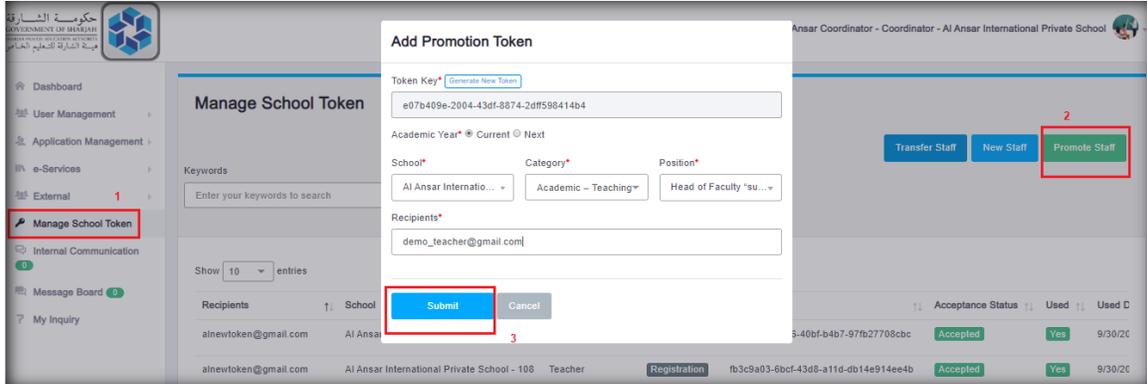
1. The process begins with a coordinator, sending a Promotion Token to the staff.
2. To start with, go to <https://tam.spea.ae>
3. At the top right-hand corner, click **“Login”**



4. Please enter username and password of the user and click **Login**
5. 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:



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



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



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:

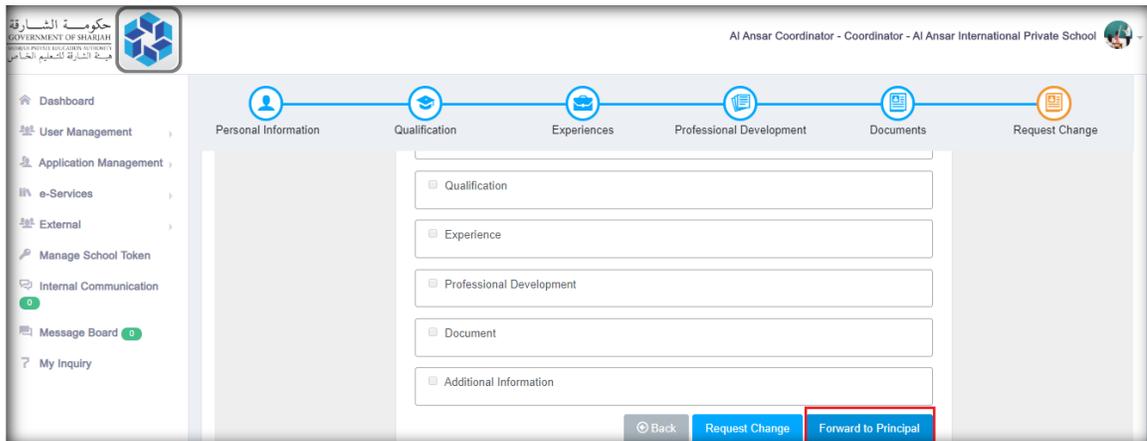
The screenshot shows the profile page for Mohd Asad Azad, Head of Faculty at subject level. The page includes a navigation menu with 'Profile' and 'Edit Profile' (marked with a red box and '1'). The profile completion status is shown as 100% (marked with a red box and '2'). The 'Education' section lists 'Al Ansar International Private School'. At the bottom, there is an 'In Progress' status and a 'Submit For Review' button (marked with a red box and '3').

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:

The screenshot shows the 'Promotion Applications' dashboard. The left sidebar has 'Promotion Request' highlighted with a red box and '1'. The main area shows a table of applications. The row for Mohd Asad Azad has 'Pending School Approval' status and a 'Review' button highlighted with a red box and '2'.

Name	School	Status	Type	Request Mode	Request Date	Action
PRASAD PALISSERY VASUDEVAN	Al Ansar International Private School	In Progress	Existing	Promotion		[Review] [View]
Mohd Asad Azad	Al Ansar International Private School	Pending School Approval	Existing	Promotion	18/03/2020	[Review] [View]

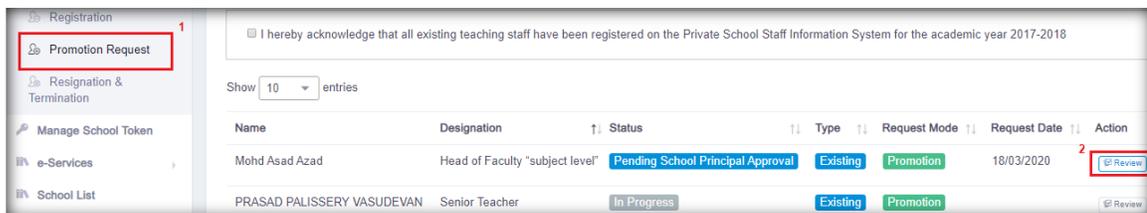
13. Coordinator needs to review the request by going to Promotion Request>>Select the Staff with the status “Pending for School Approval” and Click **Review** button as shown in the above screen.
14. Review page will display the complete profile of the staff and the coordinator have to move on to the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



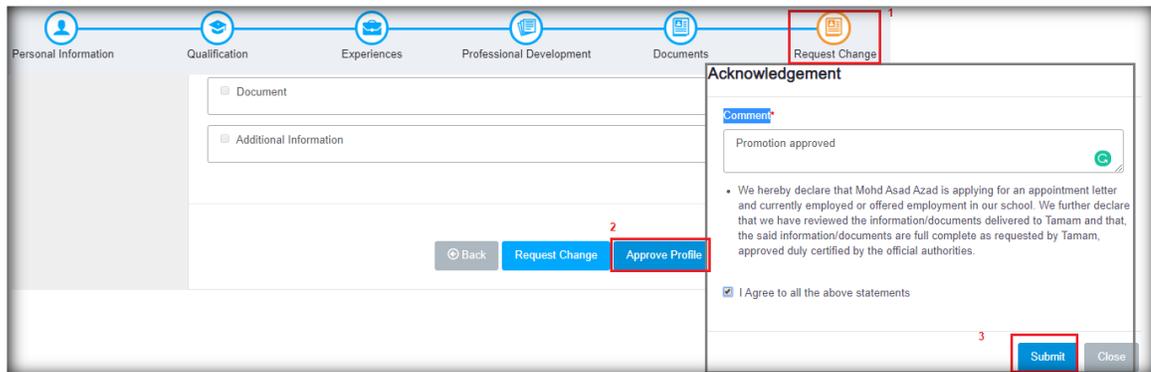
15. After successful review, coordinator clicks on **Forward to Principle** button and the profile will be sent to the Principle.

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:



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



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