



هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

TAMAM

OSL Profile Renewal and Making Online Payment

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. Preconditions	4
5. How to renew the OSL Profile License	4
a) How to create a license renewal application and submit it to SPEA.....	4
b) How an OSL-COORDINATOR can make online payment.....	6
c) How to download the issued License from TAMAM.....	9

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:

OSL profile license renewal feature allows the users (OSL Coordinator) to renew their school license using TAMAM and also make their payments online

4. Preconditions:

This feature is available for a user having the role of a OSL Coordinator.
To create a OSL Coordinator role, contact TAMAM team.

5. How to Renew the OSL profile License:

a) How to create a license renewal application and submit it to SPEA?

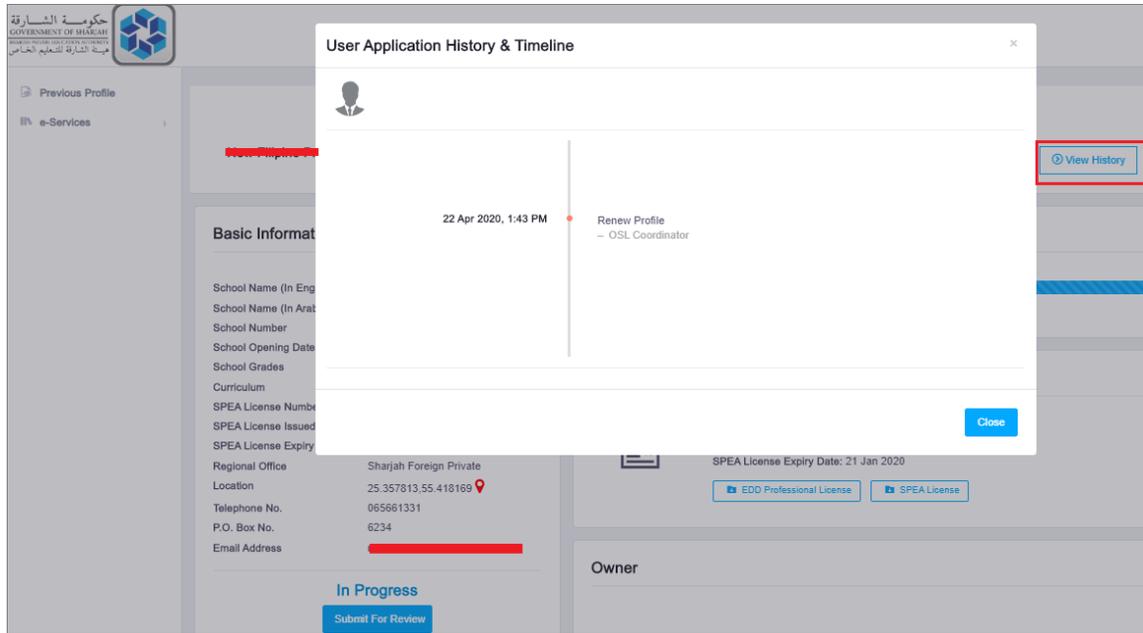
1. The user with the role of an OSL Coordinator logs into TAMAM
2. Upon logging in, he will be able to view his School Profile
3. Click on **Review Profile** button as shown below

The screenshot displays the TAMAM user interface for OSL profile management. At the top, there is a navigation bar with the Government of Sharjah logo and user information. Below this, a sidebar on the left contains 'Previous Profile' and 'e-Services'. The main content area is divided into several sections: 'Basic Information' (a table of school details), 'Profile Completion (100%)' (a progress bar), 'Trade' (license details and buttons for 'EDD Professional License' and 'SPEA License'), and 'Owner'. A red box highlights the 'Renew Profile' button in the top right corner of the profile card.

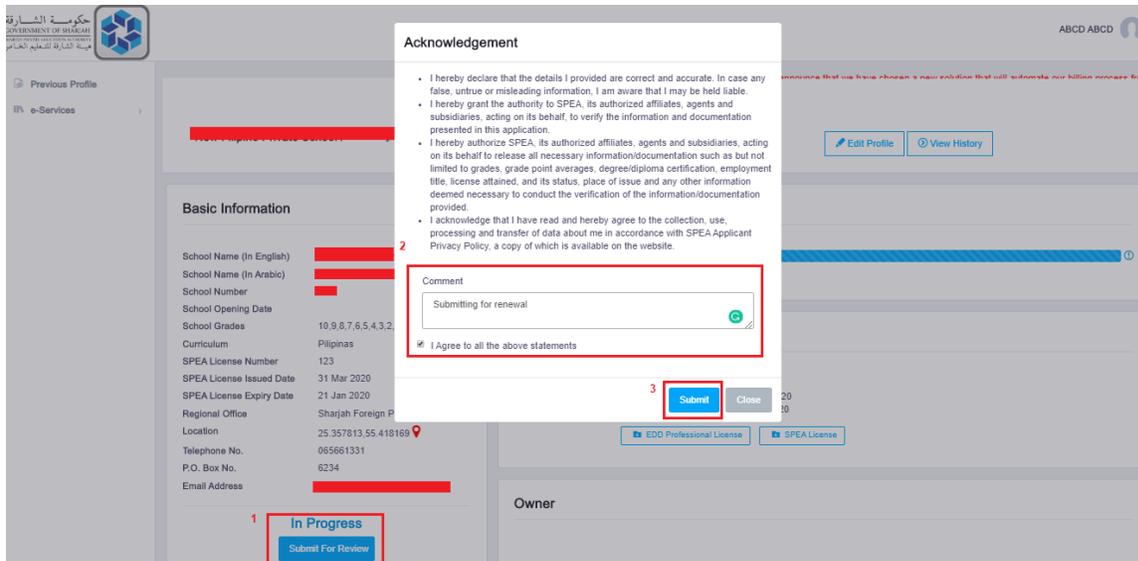
Basic Information	
School Name (in English)	[REDACTED]
School Name (in Arabic)	[REDACTED]
School Number	[REDACTED]
School Opening Date	[REDACTED]
School Grades	10,9,8,7,6,5,4,3,2,1,KG2,KG1
Curriculum	Pilipinas
SPEA License Number	123
SPEA License Issued Date	31 Mar 2020
SPEA License Expiry Date	21 Jan 2020
Regional Office	Sharjah Foreign Private
Location	25.357813,55.418189
Telephone No.	065661331
P.O. Box No.	6234
Email Address	[REDACTED]

Trade	
SPEA License Number	123
SPEA License Issued Date	31 Mar 2020
SPEA License Expiry Date	21 Jan 2020

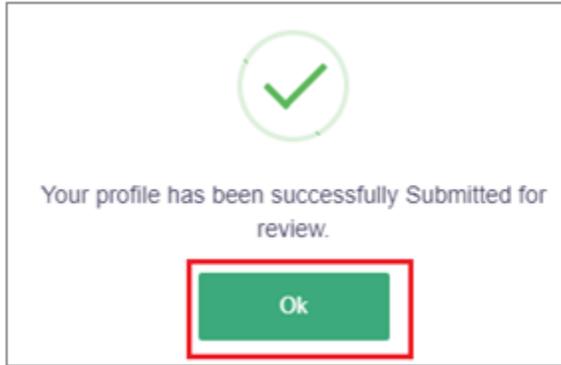
4. After clicking on the Review profile button, a new profile will be created
5. To view the profile history of the school, user need to click on the **View History** button as shown below



6. To submit the profile for the Review, click on the **Submit for Review** button as shown below
7. A pop up window pops up. Enter a comment and check the I agree to all statements and click on **Submit** button



8. The message for the successful submission will be displayed and user needs to click on **Ok** as below



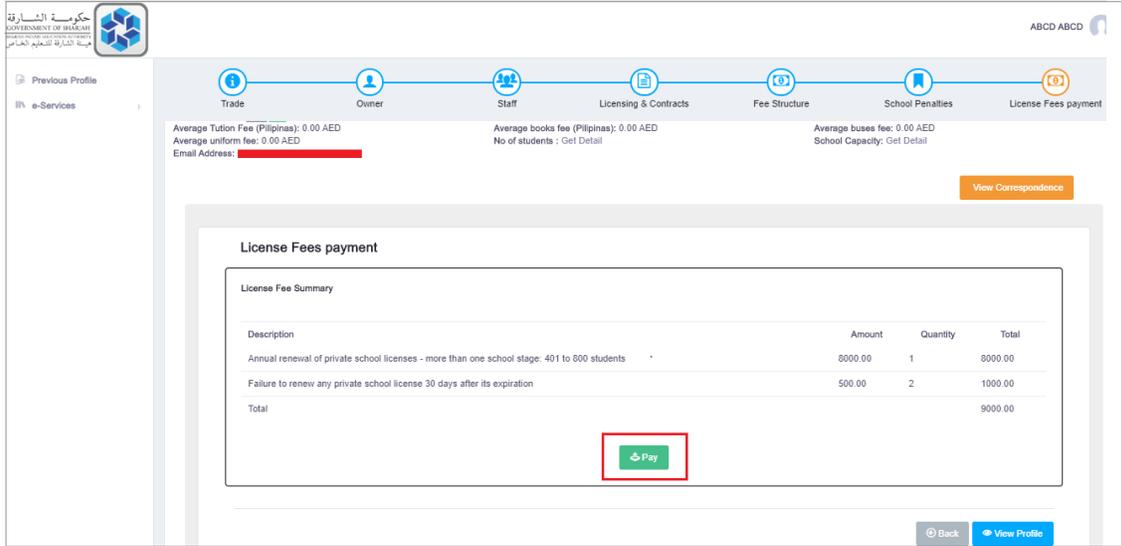
9. After the confirmation message, the status of the profile will be updated to **Pending OSL Verifier Approval** and the profile will be sent to **SPEA for further review**.
10. After the Approval of the SPEA (OSL Lead Verifier), profile will be updated with the status as **Waiting to Pay the License Renewal Fee** and will be available for the OSL-Coordinator for proceeding further for making the payment.

b) How an **OSL-Coordinator** can make the online payment?

1. When the **OSL coordinator** logs in, he views the application with the status **“Waiting to Pay the License Renewal Fee”** as shown below:

School ID Number	School Name	SPEA License Expiry	Profile status	Profile Approved On	Submission Date	Emirate
131	[Redacted]	April-22-2019	License Letter Issued			Sharjah
143	[Redacted]	January-21-2020	Waiting To Pay The License Renewal Fee		April-22-2020	Sharjah

2. OSL Coordinator needs to review the application and go to the **License Fee Payment** section as shown below, and click on the **Pay** button:



3. The page will lead to the TAHSEEL as shown below
4. After verifying the details the user needs to click on the **Credit Card** option as shown below and **Proceed** with the payments



5. The following page for entering the Credit Card details will be displayed as shown below and click **Pay Now** button

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

Tahseel  تحصيل
Smart Receipt System | نظام الترسبات الذاتي

About System | Tickets | Contact Us

Payment by Credit/Debit card

Transaction Code	CAB1229TDV031
Total Amount	9143.63
Card Number	5100000000000008
Expiration Date	May (05) 2021
CVV Code	100

6. The following page below will be displayed and click **Submit** button

ACS Emulator

Merchant Name: TEST Sharjha Gov
Merchant URL: HTTPS://WWW.OPSTEST.COM
Amount: AED 9,143.63
Date: 20200422 11:40:35
Card Number: 510000xxxxxx0008

Authentication Result: (Y) Authentication Successful ▼
 Split PaRes:
 Custom ECI:
 Custom CAVV:

7. If the payment is successfully made, the following message below will be displayed

The transaction payment fees is done successfully on Tahseel system ... The call will automatically redirected to a the entity web site after 5 seconds

8. After 5 seconds, a new page will open, displaying the invoice of the payment made as shown below

Payment Response

Order Details:		Payment Details:	
Order Details:	Success	Txn Completed:	Yes
Order Number:	#OR2020SSPEA00050	Transaction Success:	Yes
Price:	8000.00	Txn Number:	65012204200041
Quantity:	1	Txn Message:	The Payment done successfully
Grand Total Amount (AED):	9000.00		
Order Date:	22 Apr 2020 3:37 PM		
Order By:	ABCD ABCD		

Services/الخدمات	Price/الرسم	Quantity/الكمية	Tax/الرسم	Amount
Annual renewal of private school licenses - more than one school stage: 401 to 800 students / تجديد سنوى لترخيص مدرسة خاصة أكثر من مرحلة: 401 إلى 800 طالب (مرحلة: من 401 إلى 800 طالب)	8000.00	1	0.00	8000.00
Extra Fees (Summary) / رسوم إضافية (ملخص)				
Support of Scientific researches in Sharjah / دعم الأبحاث العلمية في إمارة الشارقة	10	1	0.00	10.00
Tahseel Charge Fees / رسوم خدمات تحصيل	10	1	0.50	10.50
Financing fees / رسوم تمويل	117.27	1	5.88	123.13
Sub Total Amount (AED):				9137.27 AED
VAT Amount (AED):				6.36 AED
Grand Total Amount (AED):				9143.63 AED

[Download Invoice](#)

9. A download option is also provided for the user to download the invoice.
10. The status of the school profile will be updated as “**Renewal Fees Paid**” as shown below:
11. The same profile will be automatically sent to the **OSL Case Manager** for reviewing and issuing the license.

c) How to download the issued License from TAMAM?

1. After Issuing the License by SPEA, the status of the application will be changed to **License Letter Issued** and an option to **Download** will be available for the OSL coordinators in the school profile page as shown below

The screenshot displays the OSL Coordinator profile page. The top left corner features the logo of the Government of Sharjah and the text 'حكومة الشارقة' and 'GOVERNMENT OF SHARJAH'. The top right corner shows the user's role as 'OSL Coordinator'. The page is divided into several sections:

- Basic Information:** A table listing school details such as School Name (English/Arabic), School Number (140), School Opening Date, School Grades (6,5,4,3,2,1,KG2,KG1), Curriculum (British), SPEA License Number, SPEA License Issued Date (15 Feb 2016), SPEA License Expiry Date (30 Nov 2017), Regional Office (Sharjah Foreign Private), Location (25,349999,55,407472), Telephone No. (065344110,065344119), P.O. Box No. (3), and Email Address.
- Profile Completion (100%):** A progress bar indicating 100% completion.
- Trade:** A section showing the SPEA License Number (R061234), SPEA License Issued Date (15 Feb 2016), and SPEA License Expiry Date (30 Nov 2017). It includes buttons for 'EDD Professional License' and 'SPEA License'.
- Owner:** A section listing Organization Name (English/Arabic), Full Name (English/Arabic), Emirates ID, Emirate ID Expiry Date (3/3/2021 12:00:00 AM), and Date of Birth (3/25/1981 12:00:00 AM).

A red box highlights a green button labeled 'License Letter Issued' with a download icon, located at the bottom of the Basic Information section.

2. Upon downloading the License, it will be displayed as below

رخصة تعليمية لمدرسة خاصة بإمارة الشارقة

ترخيص رقم : (123)

العلم الدراسي : (2019)

بيانات صاحب الترخيص / أصحاب الترخيص			
رقم الهوية الإماراتية	الجنسية		م
		/	1
بيانات المدرسة المرخ			
اسم المدرسة (ع) :			المدرسة القطيفة الجديدة الخاصة
اسم المدرسة (E) :			
المنهج :			المنهاج التقني
الصفوف والمرحل :			KG1, KG2, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
عنوان المدرسة :			AE.003 AE - عمان - ()
تاريخ الإصدار :	تاريخ الإنتهاء :	21/01/2020	
مدير المدرسة :	الجنسية :		
ملاحظات :			

This is an auto created letter, issued by Sharjah
Private Education Authority.
To verify this letter please scan QR code.



هذه رسالة تم إنشاؤها تلقائياً صادرة عن هيئة الشارقة للتعليم الخاص.
للتحقق من صحة هذا الإخطار يرجى عمل مسح ضوئي للرمز.