



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:

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

#### Contents

1.	Introduction	;
2.	General Information	,
3.	About the Feature	Ļ
4.	Preconditions	Ļ
5.	How to renew the OSL Profile License	
	a) How to create a license renewal application and submit it to SPEA4	
	b) How an OSL-COORDINATOR can make online payment6	)
	c) How to download the issued License from TAMAM9	

#### 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

حكومية الشارقة COVERNMENT OF SHARIAH المسلم العام العام				ABCD ABCD 🎧 -
Previous Profile				Moder Males allocation summaries with the h
IN e-Services	······			Edit Profile
	Basic Information		Profile Comple	tion (100%)
	School Name (in English) School Name (in Arabic) School Number School Opening Date			0
	School Grades Curriculum SPEA License Number	10,9,8,7,6,5,4,3,2,1,KG2,KG1 Pilipinas 123	Trade	
	SPEA License Issued Date SPEA License Issued Date SPEA License Expiry Date Regional Office Location Telephone No.	31 Mar 2020 21 Jan 2020 Sharjah Foreign Private 25.357813,55.418169 ♀ 065661331 6714		SPEA License Number: [23] SPEA License Issued Date: 31 Mar 2020 SPEA License Exploy Date: 21 Ja 2020 (b) EDD Professional License (b) SPEA License
	Email Address		Owner	

- 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

حكومية الشيارقة					
GOVERNMENT OF SHARLAH November neutre internet without a sector without a sector of the sector of t		User Application History & Timelin	e	×	
Previous Profile  N e-Services					
	Basic Informat	22 Apr 2020, 1:43 PM	Renew Profile     OSL Coordinator		
	School Name (In Eng School Name (In Arat School Number School Opening Date School Grades				
	SPEA License Number SPEA License Issued SPEA License Expiry			Close	
	Regional Office Location Telephone No. P.O. Box No.	Sharjah Foreign Private 25.357813,55.418169 ♀ 065661331 6234		SPEA License Expiry Date: 21 Jan 2020  B EDD Professional License  C SPEA License	
	Email Address	In Progress Submit For Review	Owner		

- 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

حكومة الشارقة				
SOVERNMENT OF SHARAH NEW WYH INCOMENTING في الشارقة للتعليم الخاص			Acknowledgement	DABCD
Previous Profile IIN e-Services			<ul> <li>I hereby declare that the details I provided are correct and accurate. In case any false, untrue or mileading information, I am aware that I may be held liable.</li> <li>I hereby grant the authority of SPEA, its authorized affiliates, agents and subsidiaries, acting on its behalf, to verify the information and documentation presented in this application.</li> <li>I hereby praced, grade point averages, degree doplional excitations use as but in the subsidiaries and interesting and thereases are information documentation such as but not intel to grade, grade point averages, degree doplional ecities (and the meloyment intel to grade, grade point) averages, degree doplional ecities (and the meloyment intel to grade, grade point) averages, degree doplional ecities (and the meloyment intel to grade, grade point) averages, degree doplional ecities (and the meloyment intel to grade, grade point) averages, degree doplional ecities (and the meloyment intel to grade, grade point) averages, degree doplional ecities (and the subsidiaries) and the subsidiaries and the subsidiar</li></ul>	ina araceee from
	Basic Information		title, license attained, and its status, place of issue and any other information     deemed necessary to conduct the verification of the information/documentation     provided. <ul> <li>I acknowledge that I have read and hereby agree to the collection, use,             processing and transfer of data bout me in accordance with SPEA Applicant</li> <li>Privacy Policy, a copy of which is available on the website.</li> </ul>	
	School Name (In Arabic) School Number School Opening Date School Grades	10,9,8,7,6,5,4,3,2,	2 Comment	
	Curriculum SPEA License Number SPEA License Issued Date SPEA License Expiry Date Regional Office	Pilipinas 123 31 Mar 2020 21 Jan 2020 Sharjah Foreign P	P	
	Location Telephone No. P.O. Box No. Email Address	25.357813,55.4181 065661331 6234	18169 Professional License TS SPEALivense	
	1 In Sub	Progress mit For Review	Owner	

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:

حکومة الشارقة GOVERNMENT OF MARIAN مجمع الشارقة للتعليم الخناص		OSL LeadVerifier - OSL Lead Verifie	r <b>()</b> -
<ul> <li>☆ Dashboard</li> <li>⋮Ξ OSL Existing Profile</li> </ul>	Search Clear Export 🕹		
Review			
ii\ e-Services	Show 10 - entries		
	School ID Number 11 School Name	11 SPEA License Expiry 11 Profile status 11 Profile Approved On 11 Submission Date 11 Err	nirates/:
	131	April-22-2019 License Letter Issued Sh	arjah
	143	January-21-2020 Waiting To Pay The License Renewal Fee April-22-2020 Sh	arjah

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:

حکومت الشارقة COVERMENT OF BHARAH							ABCD ABCD	n
Previous Profile  • e-Services	Trade	Owner	Staff	Licensing & Contracts	Fee Structure	School Penalties	License Fees payme	nent
	Average Tution Fee Average uniform fe Email Address:	e (rimpinas): 0.00 AED be: 0.00 AED	Average boo No of studen	ks tee (Hinpinas): 0.00 AED ts : Get Detail	Average School C	puses ree: 0.00 AED apacity: Get Detail	View Correspondence	
	L	icense Fees payment				-		
	Lic	cense Fee Summary						
		Description	anses more than one school stage.	404 to 200 etudente	200	Amount Quantity	Total	
	F	Failure to renew any private school	license 30 days after its expiration	40 T to 600 students	500	0.00 2	1000.00	
	1	Total					9000.00	
				ې Pay				
						@Rh	@ ) form Date Ele	

- 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

		•
	About System – Licket	s Contact Us
cription of Payment		
	Payee: Sharjah Private Education Authority	
	Ref. No: OR2020SSPEA00050	
Revenue Entity	Main Service	VAT Value
Sharjah Private Education Authority	تراخيص مدراس - تجديد سنّوي لترخيص مدرسة خاصة أكثر من مرحلة: 401 إلى 800 طالب(مرحلة: من 401 إلى 800 طالب)	0.00 8000
Sharjah Private Education Authority	تراخيص مدراس - عدم تجديد التراخيص الخاص بأي مدرسة خاصة بعد انتهاء 30 يوماً	0.00 1000
Finance Department - Financial revenue	Local Fees - Support of Scientific researches in Sharjah	0.00 10
	Services Fees	0.50 10
Total Fees (AED) :		0.50 9020
	Grand Total Fees (AED) :	9020.5
Payment method:		
	case of payment using the credit card, 1.30% bank mmission will be charged to the to total amount.	
	O Tahseel Account ® Credit Card	
	✓ Proceed X Cancel	100000000

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		Englisi عربي
تحصيل مركزي Tahseel	About System Tickets Contact Us	*
Payment by Credit/Debit card		
Transaction Code	CAB1229TDV031	
Total Amount	9143.63	
Card Number	5100000000008	
Expiration Date	May (05) 💜 2021 💜	
CVV Code	100	
	Pay now Back	

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: 510000xxxxx0008
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

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

Order Details:					Payment Details:
Order Details:	Success	Txn Completed:			Yes
Order Number:	#OR2020SSPEA00050	Transaction Suc	Cess:		Yes
Price:	8000.00	Txn Number:		(	85012204200041
Quantity:	1	Txn Message:		The Payment of	ione successfully
Frand Total Amount (AED):	9000.00				
)rder Date:	22 Apr 2020 3:37 PM				
Order By:	ABCD ABCD				
Services/الخدمات		الرسم/Price	الكمية/Quantity	الرسم/Tax	Amount
Annual renewal of private s stage: 401 to 800 students ب(سحلة: من 401 إلى 800 طالب)	chool licenses - more than one school وديد سترى لترخيص مدرسة خاصة أكثر من مرحلة: / 401 إلى 800 طال	8000.00 Z	1	0.00	8000.00
فص)/(Extra Fees (Summary	رسوم إضافية (مد				
Support of Scientific resear الشارقة	دعم الأبحاث العلمية في إمارة / ches in Sharjah	10	1	0.00	10.00
Tahseel Charge Fees / مسيل	رسوم خدمات تم	10	1	0.50	10.50
رسوم تمویل / Financing fees		117.27	1	5.86	123.13
			Sub Total A	mount (AED):	9137.27 AED

- 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					
حکومت الشارقة GON FRANKENT OF SHARAH WWW/WHATH ARC COMP BIRDER وسط الشارقة للتعليم الحاص				OSL (	Coordinator 🦳 -
Previous Profile					
IIV e-Services	Basic Information	r.	Profile Compl	etion (100%)	
	School Name (In English)				0
	School Name (In Arabic)				
	School Number	140			
	School Opening Date				
	School Grades	6,5,4,3,2,1,KG2,KG1	Trade		
	Curriculum	British			
	SPEA License Number				
	SPEA License Issued Dat	te 16 Feb 2016	=*	SPEA License Number: Ros1234 SPEA License lesued Date: 16 Ecb 2016	
	SPEA License Expiry Dat	e SU NOV 2017 Shariah Eareign Drivate		SPEA License Expiry Date: 30 Nov 2017	
	Location	25 340000 55 407472 9		Di EDD Protessional I transe Di SPEA I iranse	
	Telephone No.	055344118:065344119			
	P.O. Box No.	3			
	Email Address		Owner		
	11	and a state of the state of the	o militi		
	LIC	ense Letter Issued			
		۰	<b>D</b> -	Organization Name(English):	
				Organization Name(Arabic):	
			_		
			PI-	Full Name (English):	
				Full Name (Arabic):	
				Emirate ID Expiry Date: 3/3/2021 12:00:00 AM	
				Date of Birth: 3/25/1981 12:00:00 AM	

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

رخصة تعليمية لمدرسة خاصة بإمارة الشارقة			
ترخيص رقم : (123) العلم الدراسي : (2019)			
بيقك منلمب الترخيص / أسحاب الترخيص			
رقم الهوية الإماراتية	لجنسية		
		/	1
بيالك العدرسة العرخ			
		المدرسة القليبية الجديدة الغامسة	اسم المدرسة (ع) :
			اسم المدرسة (E) :
المنهاج الطبنى			المنهـــــــاج :
KG1, KG2, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10			الصفوف والمراهل : التعليمية
() - سمان AE.003 AE			عنوان المدر ســــة :
21/01/2020	تاريخ الإنتهاء :		تاريىخ الإمىسدار :
	الجنسيـــــة :		مديىر المدرسىــــة:
			مىلاحظىــــــات :
This is an auto created letter, issued by Sharjah Private Education Authority. To verify this letter please scan QR code.			