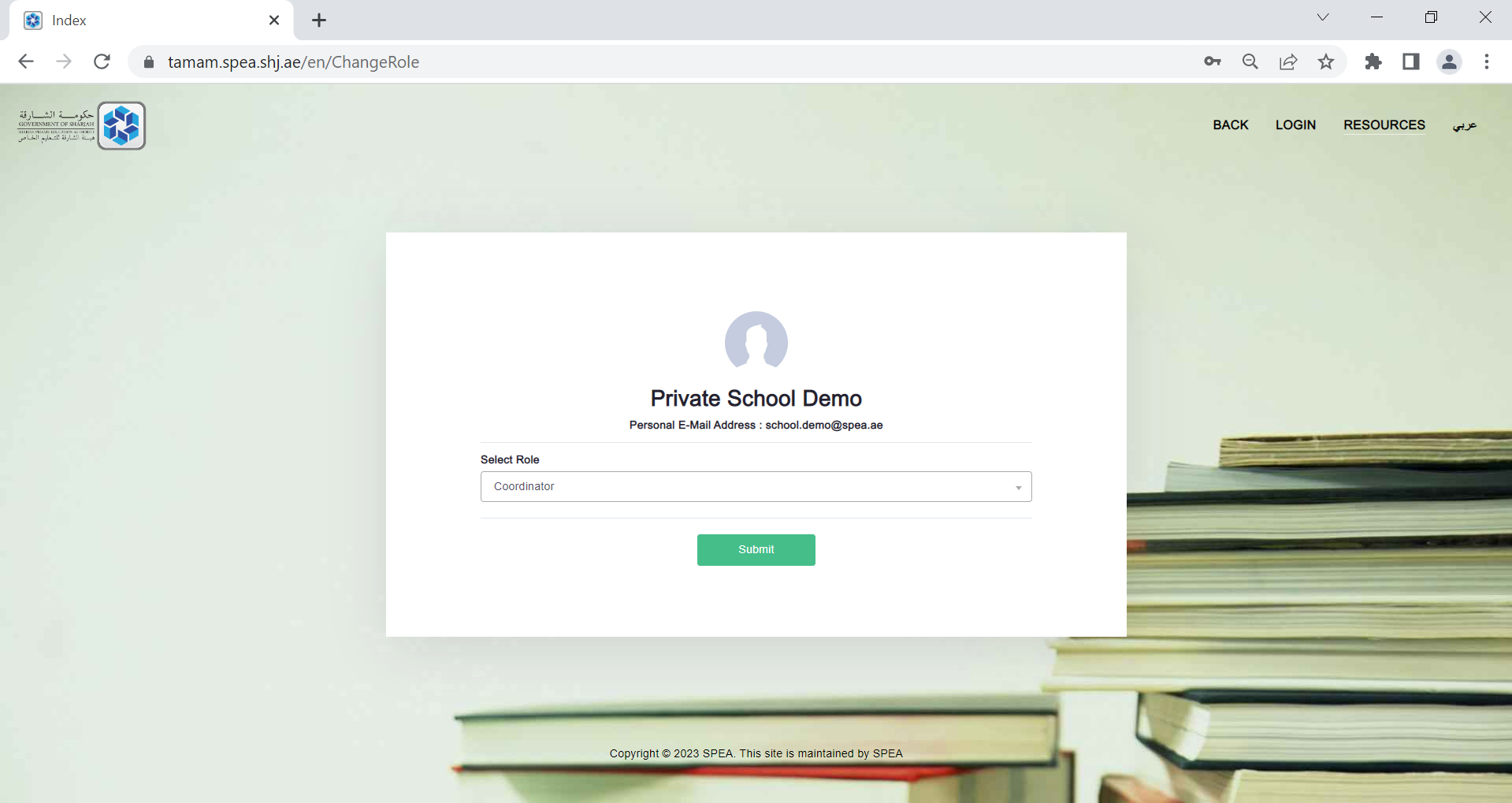
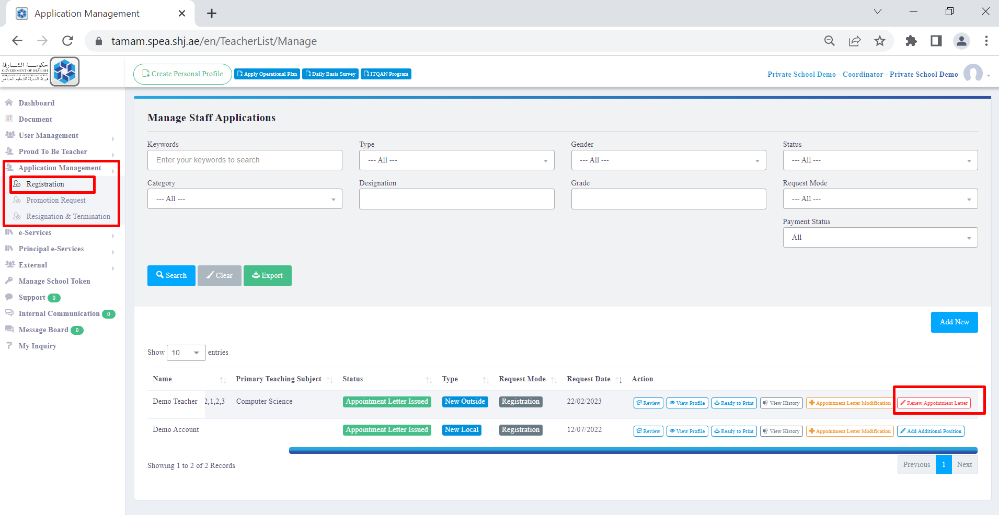
Shape, arrow

Description automatically generatedALR Renewal process in Tamam platform

**Step 1**:- Login to school’s coordinator’s account



**Step 2:**-

Click on:

1. “Application Management”.
2. Choose “Registration.
3. The list of all needed renew employees will be shown.
4. Shape, arrow

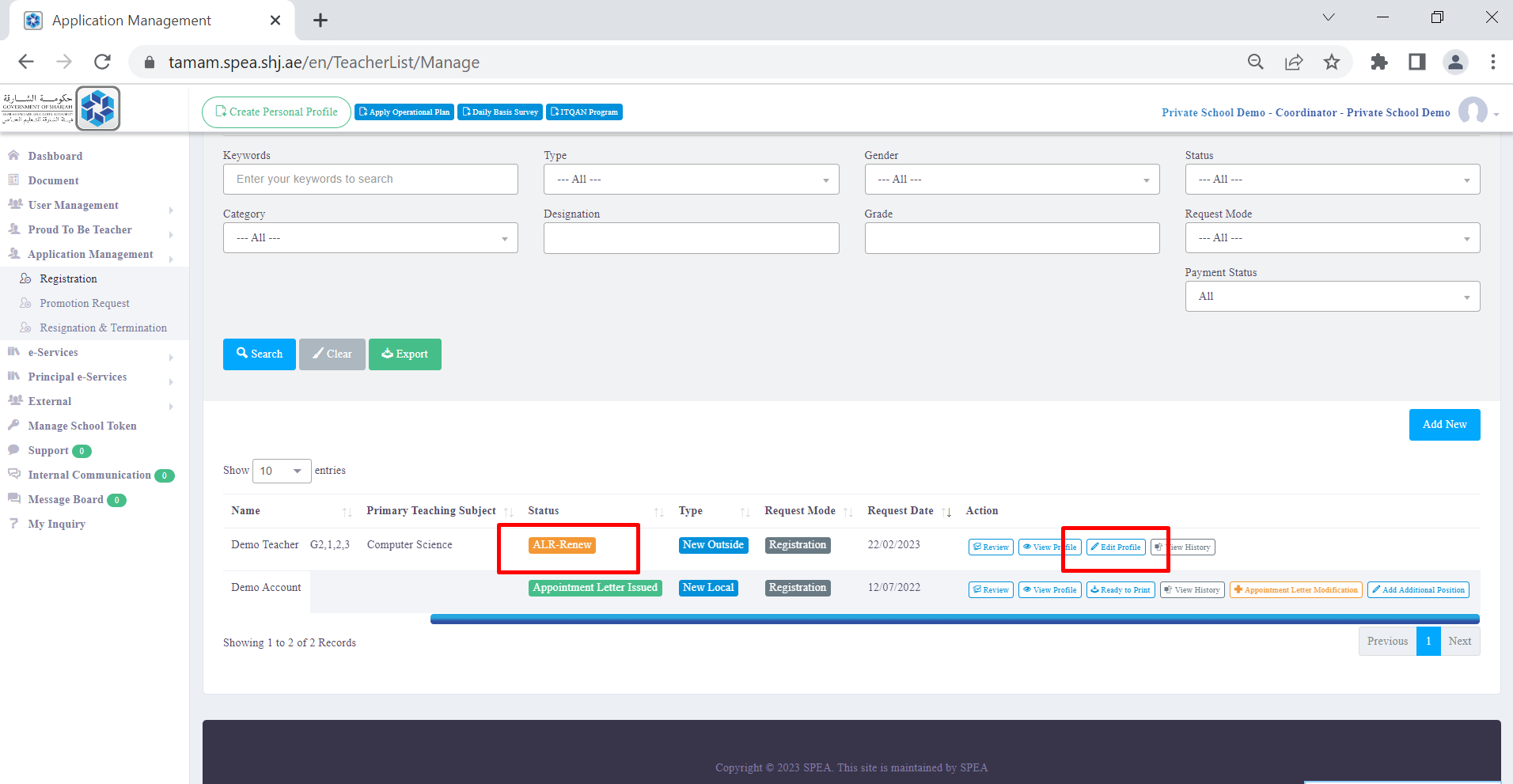
   Description automatically generatedScroll to right and click on “Renew Appointment Letter”.

**Step 3**:- Type “Renew” and click on “Confirm”

A screenshot of a computer

Description automatically generated

**Step 4**:- Click on “Edit Profile” to attach new requested information



**Shape, arrow

Description automatically generatedStep 5**:- Go to “Professional Development” and click on “Add”.

Graphical user interface, text, application, email

Description automatically generated

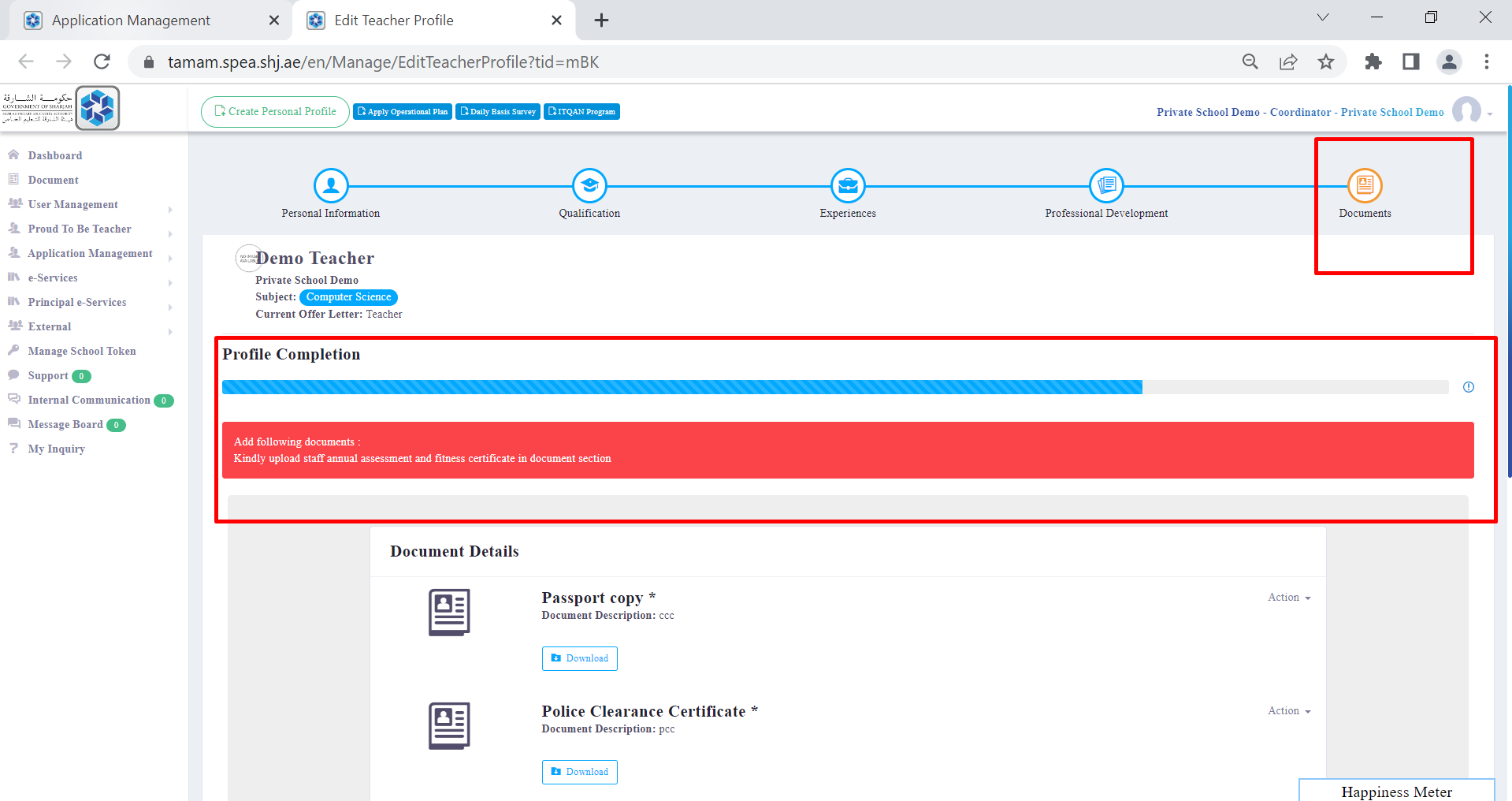
**Step 6**:- Please fill the requested information regarding the professional development and attach the certificate.

Graphical user interface, application

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**Step 7:-** Go to “Documents”

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**Step 8:-** Click on “Add” which will be found down on the right.

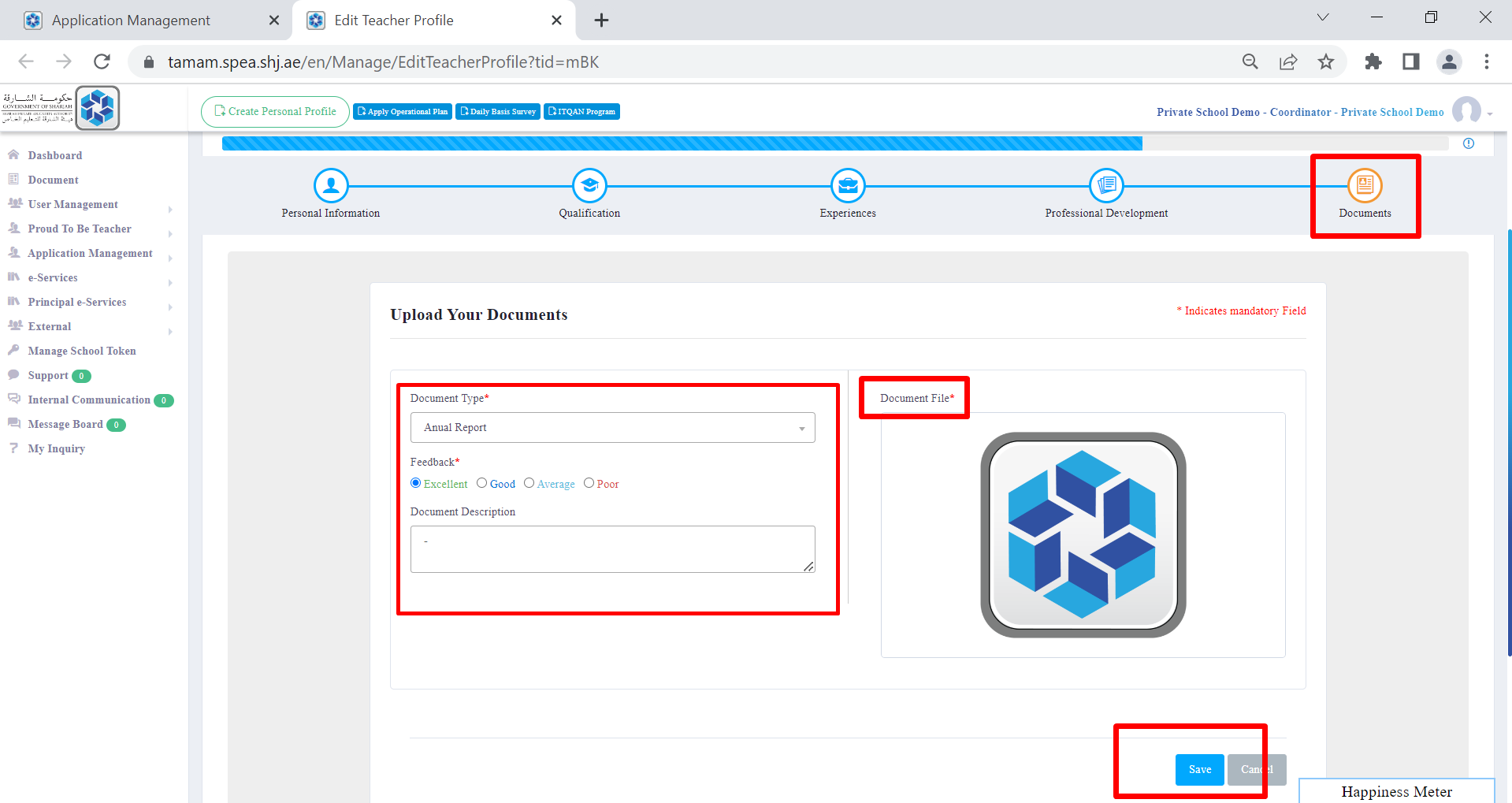
Graphical user interface, text, application, email

Description automatically generated

Shape, arrow

Description automatically generated

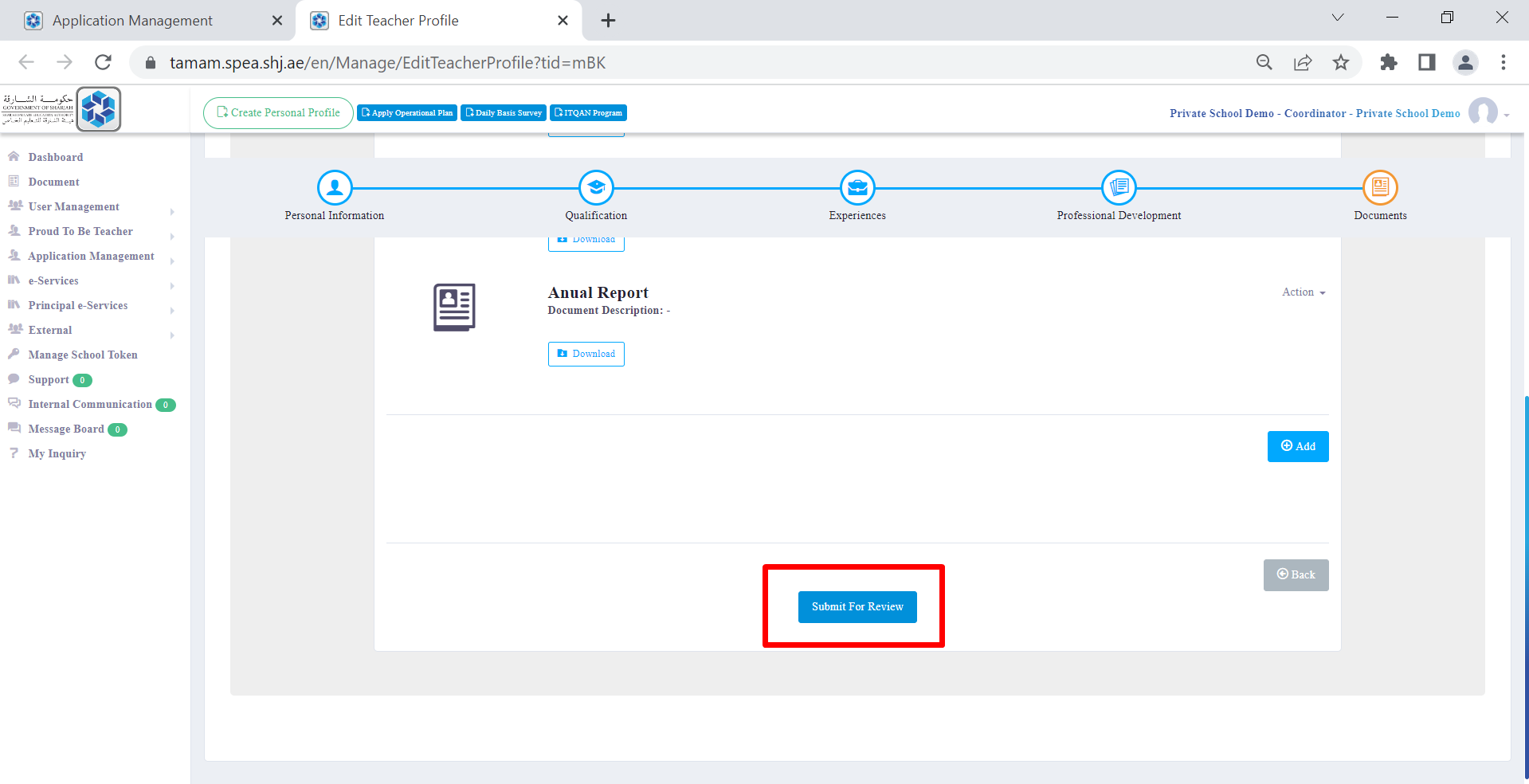
**Step 9:-** Please attach school’s annual report regarding the candidates performance that is done yearly for staff members and click on “Save”



**Step 10:-** Repeat step 8

**Step 11:-** Please attach fitness certificate and click on “Save”

**Step 12:-** Please click on “Submit For Review” to be sent to SPEA for renewal



**Shape, arrow

Description automatically generatedStep13:-** status will be changed ALR Pending SPEA Approval

Graphical user interface, application, Word

Description automatically generated