Teachers Licensing System

Ministry of Education

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

TEACHERS LICENSING SYSTEM
نظــام ترخـيـص المعـلمين

User Manual: Sign Up & Profile Creation

Version 2.0
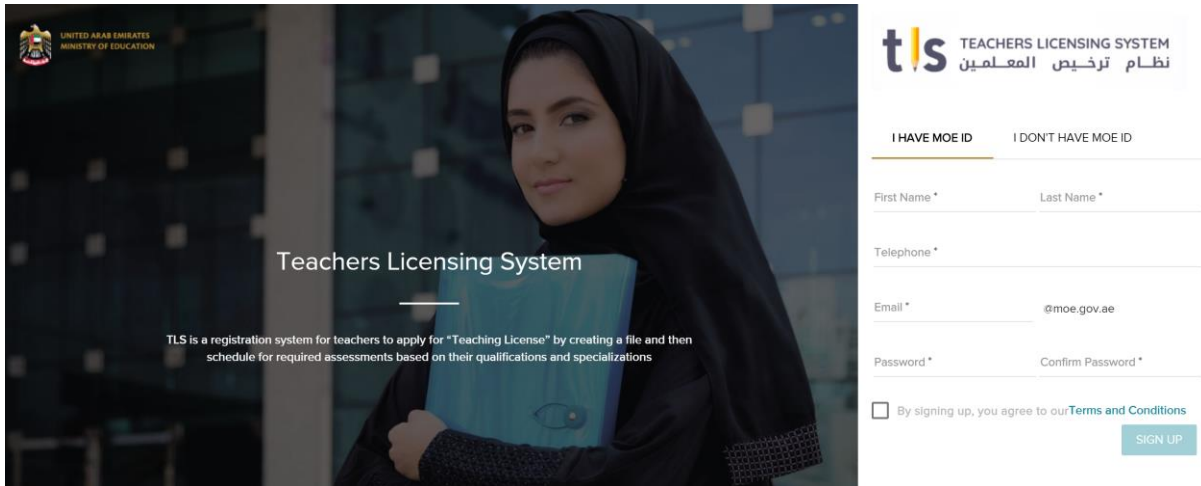
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INTRODUCTION

TLS is an initiative for the UAE Education Sector that guarantees the development of the teaching standards and licensing program for teachers, and educational leaders, across the UAE.

This manual will guide **Teachers** on the process of registering on TLS and completing their profile before submitting it to schedule exams.

SIGN-UP/REGISTER

As a first-time user of TLS, you will need to register by clicking on the Sign-Up button on the main page.

If you have an MOE Email ID (Public Schools), click on the **I HAVE MOE ID** tab appearing on the Sign-Up page as shown below:

You will need to provide the following details:

- ✓ First Name
- ✓ Last Name
- ✓ Telephone
- ✓ MOE Email ID (do not add @moe.gov.ae as this is already added)
- ✓ Password
- ✓ Confirm Password
- ✓ Tick checkbox for Terms and Conditions

Once you have completed all mandatory fields to register on TLS, click the Sign-Up button at the bottom of the form.

If you do not have an MOE Email ID (Private Schools), click on the **I DON'T HAVE MOE ID** tab appearing on the Sign-Up page as shown below:


You will need to provide the following details:

- ✓ Select Emirate Zone from drop down list
- ✓ Select your current School from drop down list
- ✓ Enter the School PIN that has been *shared with you by the school*
- ✓ Email ID
- ✓ First Name
- ✓ Last Name
- ✓ Telephone
- ✓ Password
- ✓ Confirm Password
- ✓ Tick checkbox for Terms and Conditions

Once you have completed all mandatory fields to register on TLS, click the Sign-Up button at the bottom of the form.

You will receive an email to the email ID you registered to complete the verification process.
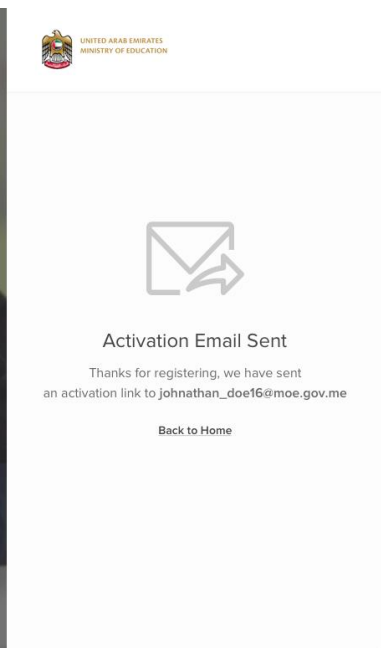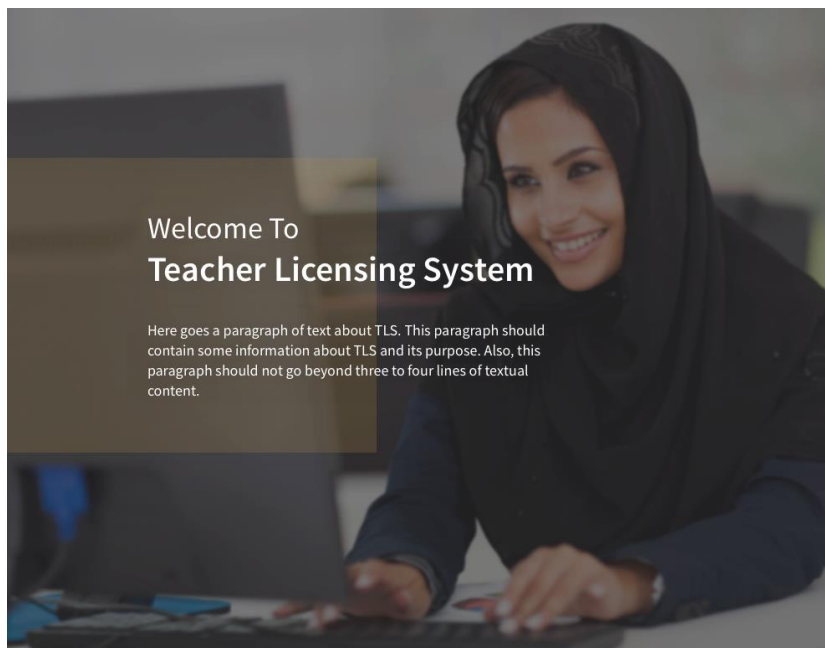
Once you have clicked on the link in the email, your account will be verified, and you can continue the registration process to submit your complete profile on TLS by clicking on the Login icon appearing below to add your email ID and password:
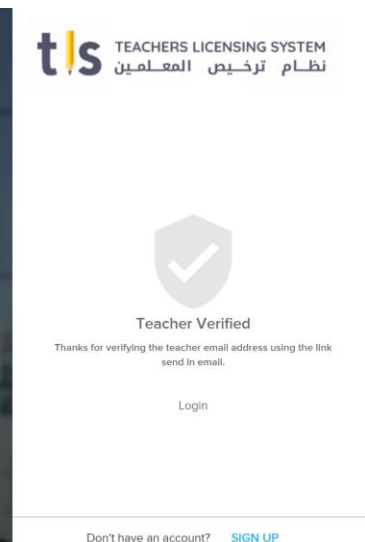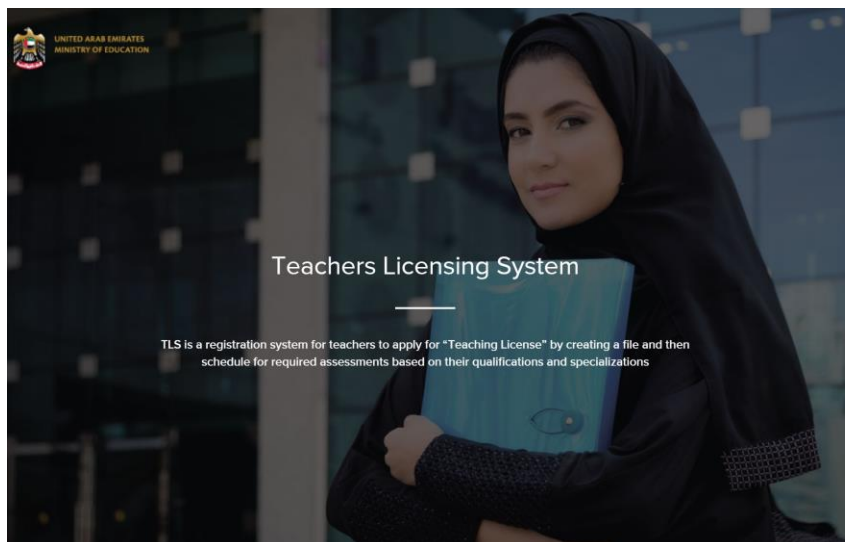
SUBMIT YOUR PROFILE

After signing in, you will need to complete your profile by filling all mandatory fields to be able to submit on TLS.


Your profile consists of:

- ✓ Basic Information *
- ✓ Qualifications (mandatory section to be filled)*
- ✓ English Language Test
- ✓ Professional Information (mandatory section to be filled)*
- ✓ Previous Teaching Licenses
- ✓ Additional Contact Details
- ✓ Attachments (mandatory section to be filled) *
- ✓ Languages (mandatory section to be filled) *
- ✓ References
- ✓ Computer Skills

Each of these sections will be explained in this user manual and are accessible from the Add button next to each section

Note that fields and sections marked as mandatory (*) must be filled in order for your profile to be considered complete and ready for submission.

MY PROFILE: BASIC INFORMATION

To add your details in the Basic Information section of your profile, click on the **Edit Basic** Information icon on the top right corner of the form.
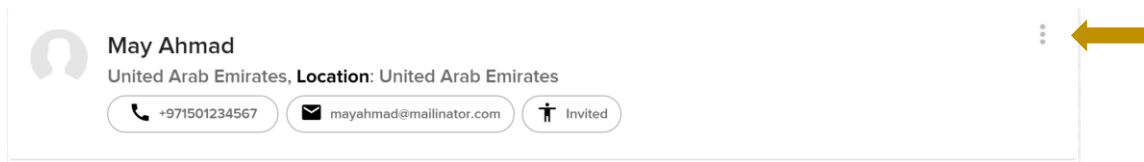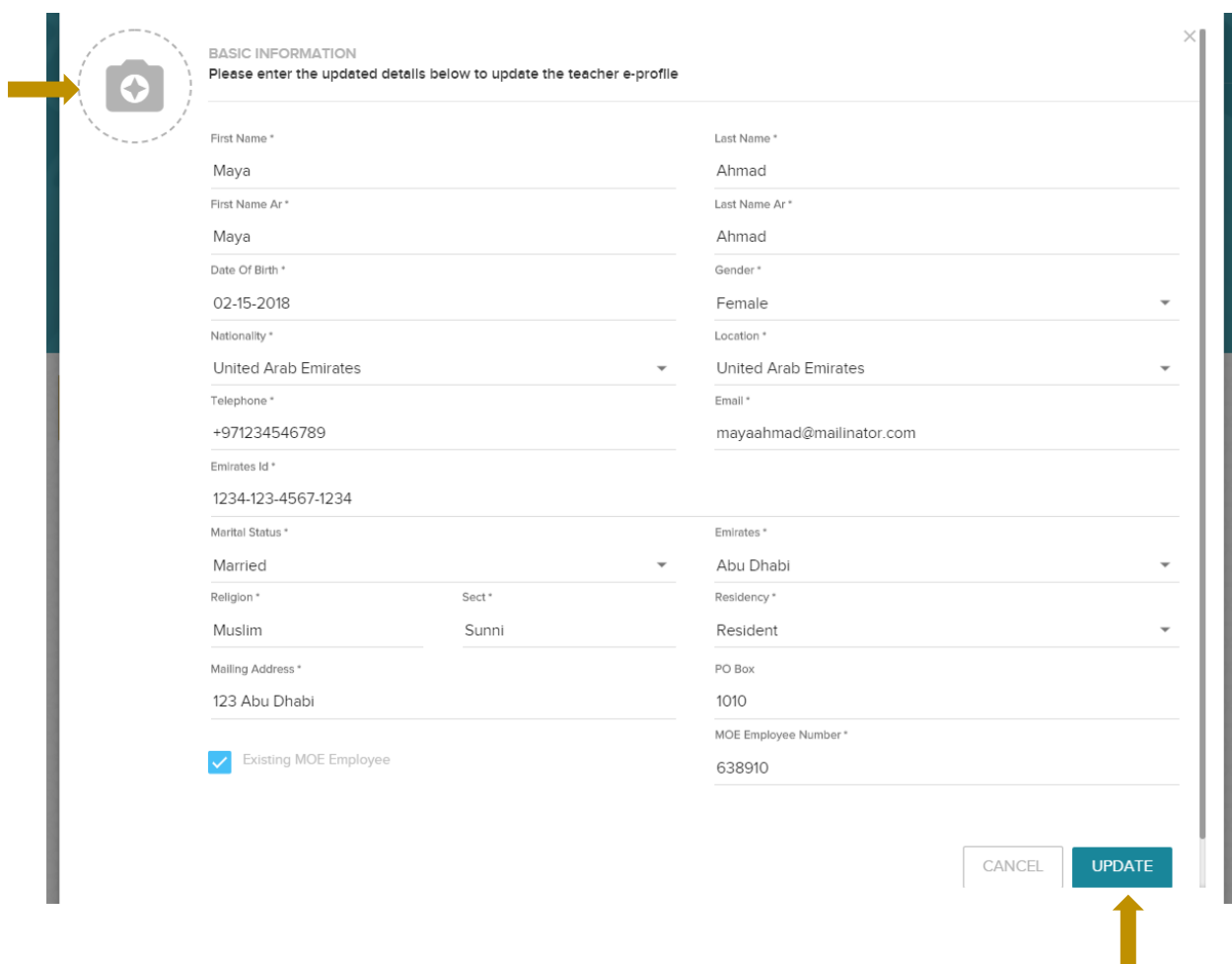

Please fill out all the fields marked with (*) as these are mandatory fields.

You can upload a personal photo of yourself to be saved in your profile.

Once all the fields have been filled, click Update to save your changes.

Note: your MOE Employee Number will automatically be filled by the system.

MY PROFILE: QUALIFICATIONS

Under Qualifications, you can add all the degrees and qualifications received, such as Diploma, Bachelors, Masters or PhD.

For every qualification, you will need to fill a separate form with the following information and then click Add button:

- School/University Name
- Country
- Degree Type
- Degree Name
- Award Year
- Minor

- Minor
- Credit Hours
- Achievements (such as score)
- Attach

If you have any additional qualifications, click on the Add button in the profile page to add the qualification details similar to the steps mentioned above.

Note that you must create a record in the Qualifications section to be able to submit your profile.

MY PROFILE: ENGLISH LANGUAGE TEST

If you already certified in an English Language Test such as IELTS, TOEFL, CEF, etc; click on the English Language Test Section Add button and then:

- Select Test Type
- Add Test Score
- Attach copy of the English Language Test Certificate

The above-mentioned step may be repeated if you have more than one English Language Test.

MY PROFILE: PROFESSIONAL INFORMATION

Professional Information is details of any and all your previous work experience, including your current job. Click on the Add button in the Professional Information section of your profile.

Once all the information has been provided, click Add and follow the same steps to add details of any previous jobs you have had in the past.

Note that you must create a record in the Professional Information section to be able to submit your profile.
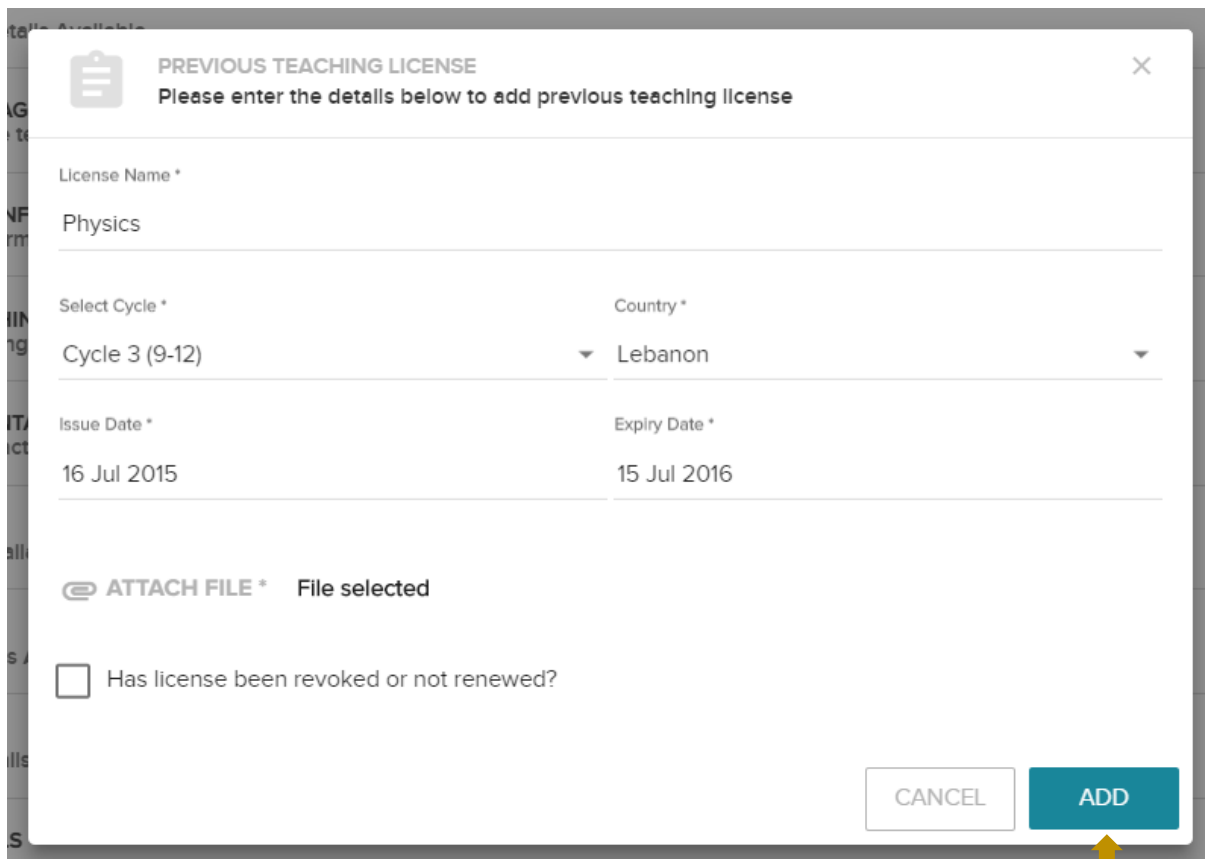
MY PROFILE: PREVIOUS TEACHING LICENSE

For teachers with a previous Teaching License (from in or outside UAE), click on the Add button in the Previous Teaching License section to add the details required, as shown below.

Once all the information is provided, click on the Add button to save the information provided.

MY PROFILE: ADDITIONAL CONTACT DETAILS

To add any additional contact details, click on the Add button in the Additional Contact Details section and fill out the relevant contact details.

Once the information related to the Additional Contact Details is filled, click on the Add button to save.
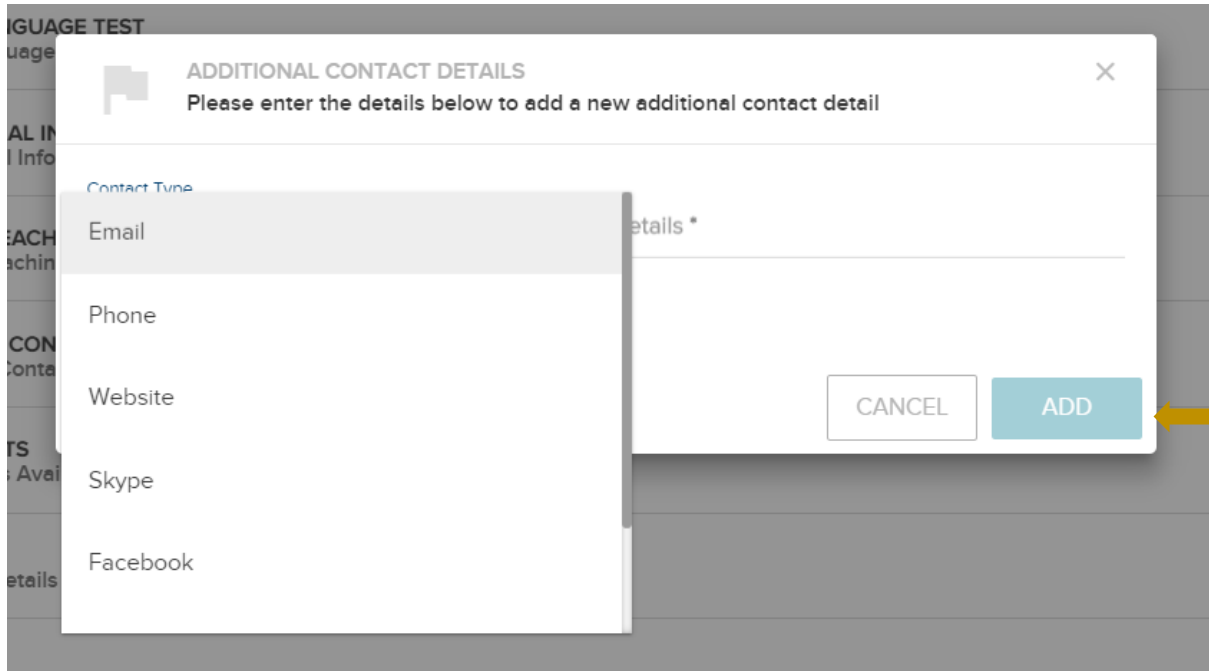
MY PROFILE: ATTACHMENTS

Teacher will need to add attachments as supporting documents linked to their profile.

Click on Add button in the Attachments section each time to add an attachment/document.

The types of documents that can be attached are:

- Emirates ID*
- Certificate with Equivalency
- Certificate without Equivalency
- Passport*

- Police Code of Conduct
- Resume
- Transcript
- Residency Visa*

Click upload after attaching the relevant documents.

Please fill out all the fields marked with (*) as these are mandatory fields.

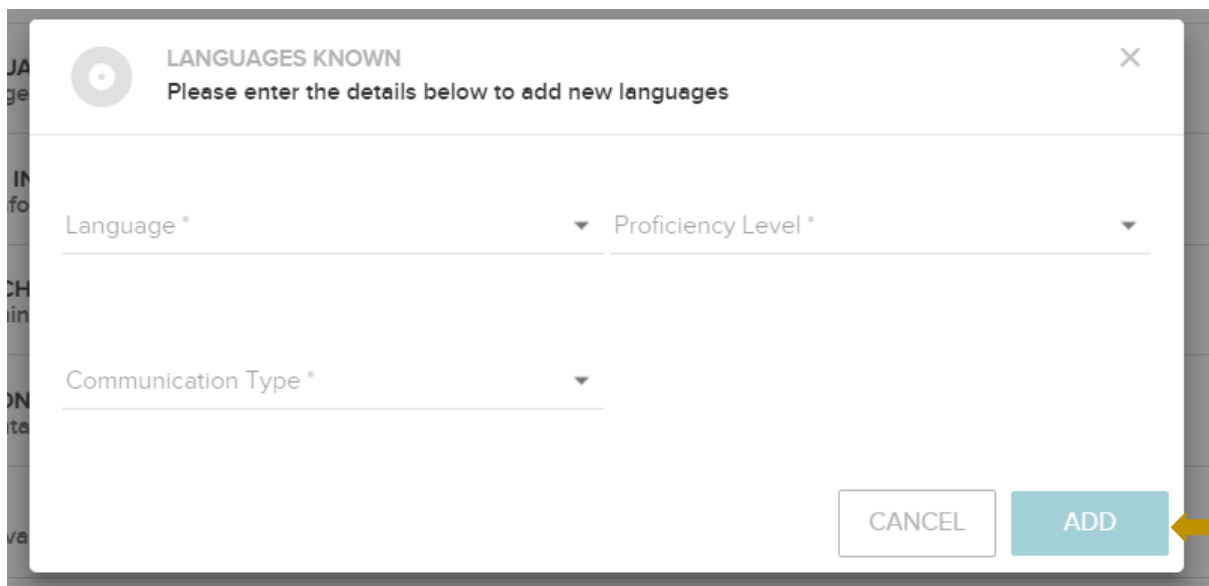**Note that you must create a record in the Attachments section to be able to submit your profile.**

MY PROFILE: LANGUAGES

The languages known by the Teacher are added in the Languages section. Click Add button in the Languages section to provide the following details for each language:

- Language
- Proficiency Level
- Communication Type (Reading, Writing, Speaking)

Follow the above-mentioned steps to add more languages, if needed.

Note that you must create a record in the Languages section to be able to submit your profile.
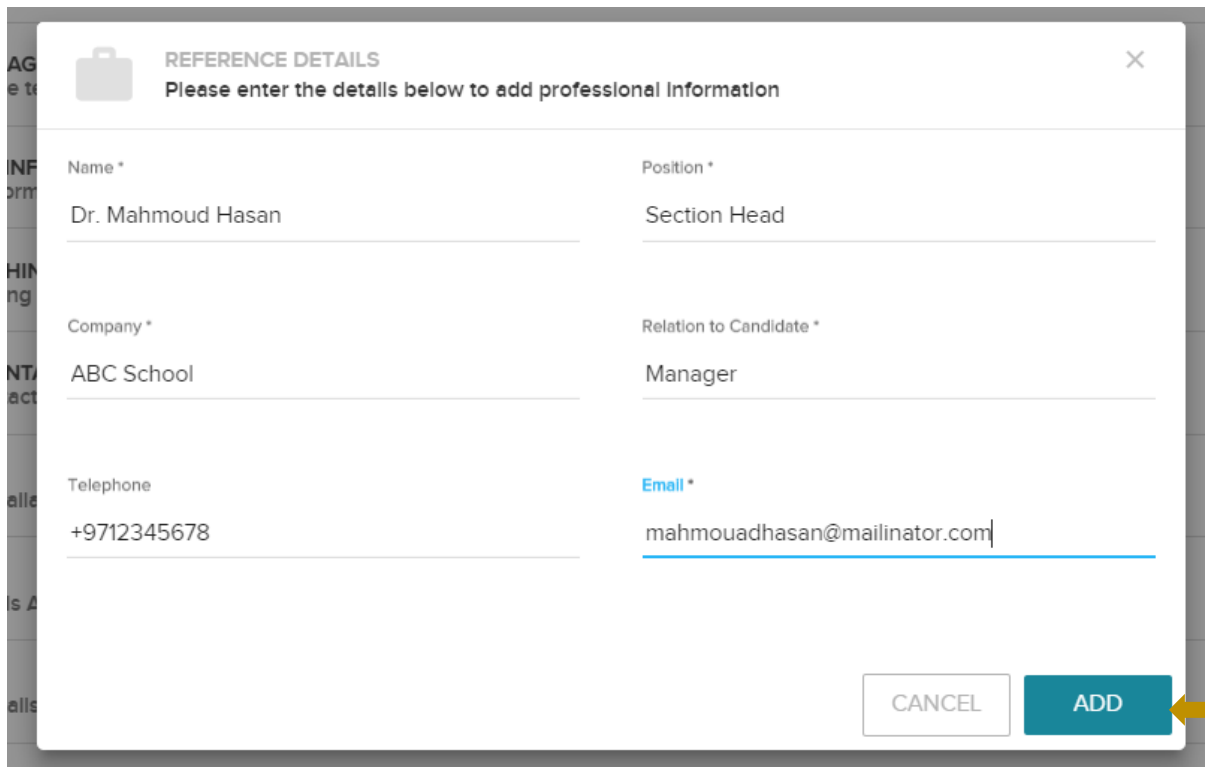
MY PROFILE: REFERENCES

If there are references from previous jobs that the teach wants to provide, those can be added/listed under the References section of the profile.

Click Add button to fill in the required information and then click Add to Save the information provided.

To add multiple references, click on the Add button in the References section and repeat the steps mentioned above.
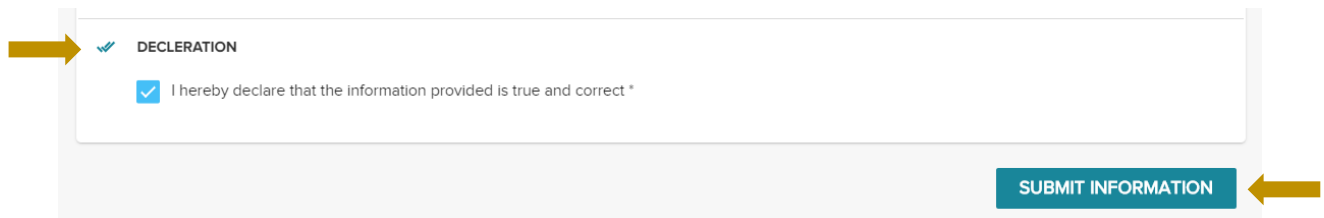
MY PROFILE: COMPUTER SKILLS

The teacher's Computer Skill Level is updated in the Computer Skills section of the profile.

Click the Edit button and select the relevant skill level, then click Save.
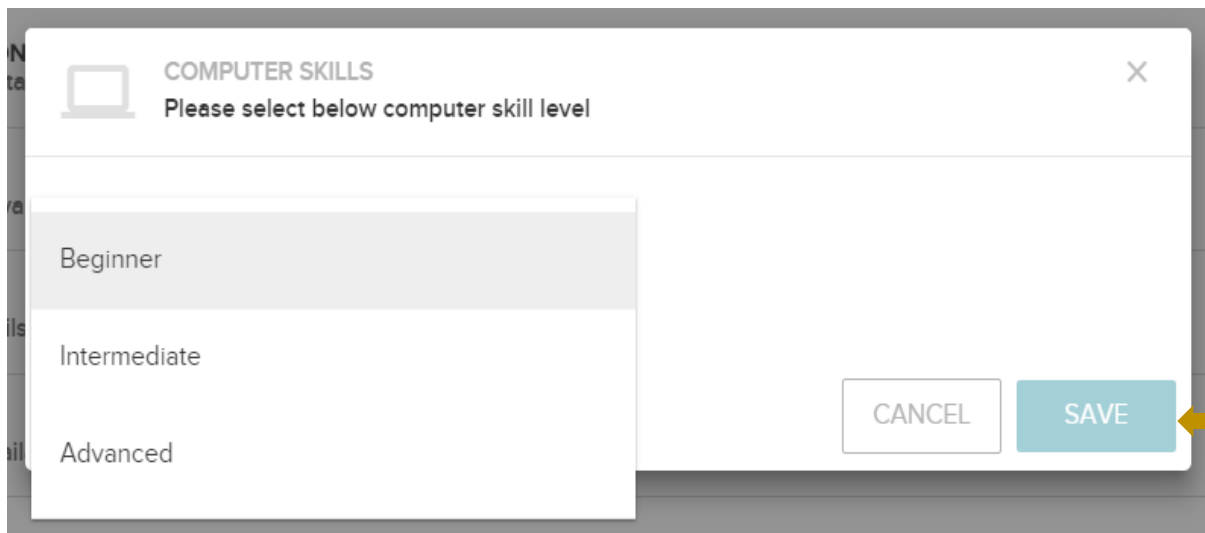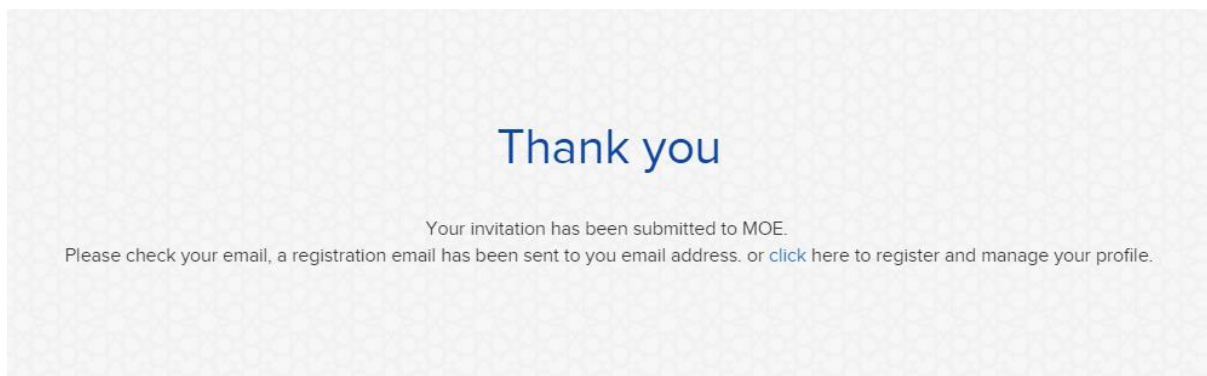
MY PROFILE: DECLARE AND SUBMIT PROFILE

Once all the sections that are relevant have been filled, the Teacher will Declare the information provided is correct, then click Submit Information.

YOUR SUBMITTED PROFILE
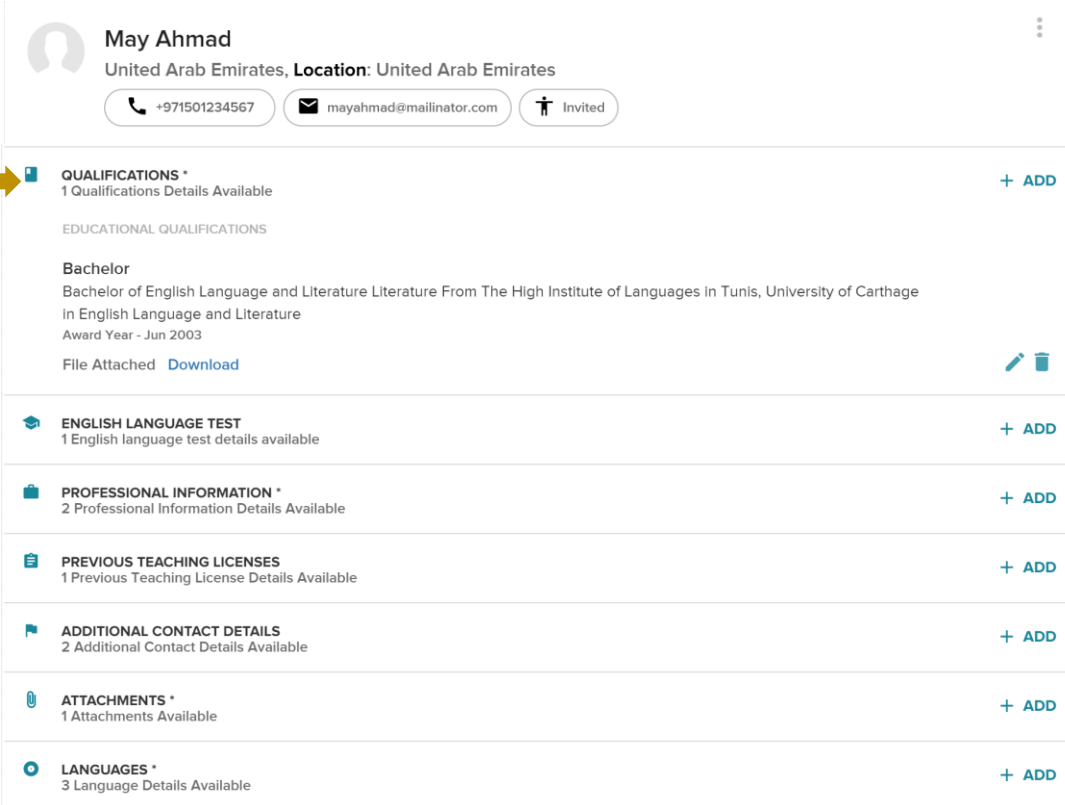
By signing in to TLS, you will have full access and view of the profile you created and submitted under the My Profile tab.

To view the details that you have added for each section, click on the section name to expand the section and view the records that have been added.

If you wish to make any updates to your profile, you will need to submit your profile once again for the updates to take effect and appear on your profile.