

Teachers Licensing System

Ministry of Education



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العربية



User Manual: Sign Up & Profile Creation

Version 2.0

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INTRODUCTION

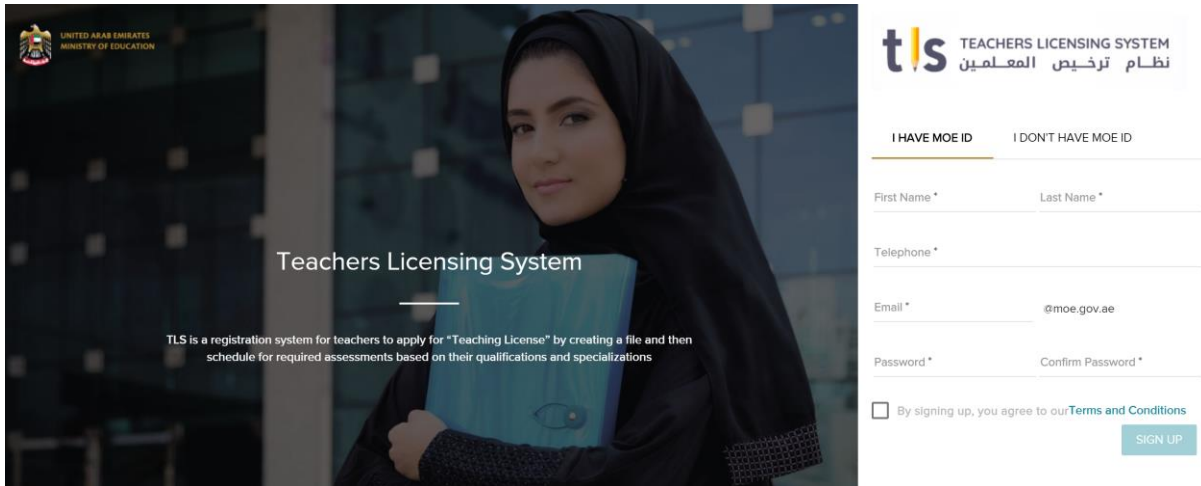
TLS is an initiative for the UAE Education Sector that guarantees the development of the teaching standards and licensing program for teachers, and educational leaders, across the UAE.

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:



The screenshot shows the registration interface for the Teachers Licensing System (TLS). On the left, a woman in a black hijab is shown holding a blue folder. The text 'Teachers Licensing System' is prominently displayed. Below it, a short description states: 'TLS is a registration system for teachers to apply for "Teaching License" by creating a file and then schedule for required assessments based on their qualifications and specializations'. On the right side, there is a registration form. At the top right of the form area, the logo 'tls' is followed by 'TEACHERS LICENSING SYSTEM' and its Arabic equivalent 'نظام ترخيص المعلمين'. Below this, there are two tabs: 'I HAVE MOE ID' (which is selected) and 'I DONT HAVE MOE ID'. The form includes the following fields: 'First Name *', 'Last Name *', 'Telephone *', 'Email *' (with a pre-filled '@moe.gov.ae' domain), 'Password *', and 'Confirm Password *'. At the bottom of the form, there is a checkbox labeled 'By signing up, you agree to our Terms and Conditions' and a blue 'SIGN UP' button.

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:

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

Teachers Licensing System

TLS is a registration system for teachers to apply for "Teaching License" by creating a file and then schedule for required assessments based on their qualifications and specializations

I HAVE MOE ID **I DON'T HAVE MOE ID**

Emirate Zone *

School *

School PIN *

First Name * Last Name *

Telephone *

Email *

Password * Confirm Password *

By signing up, you agree to our [Terms and Conditions](#)

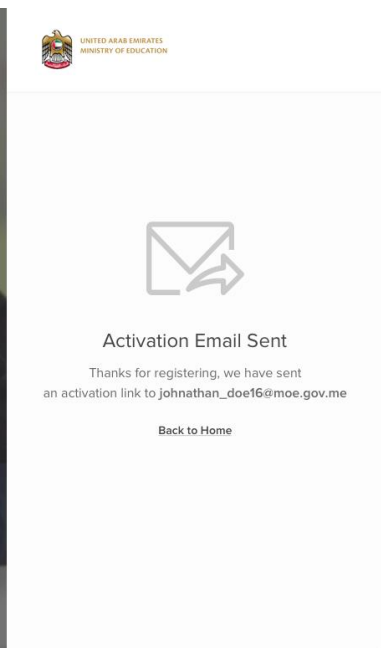
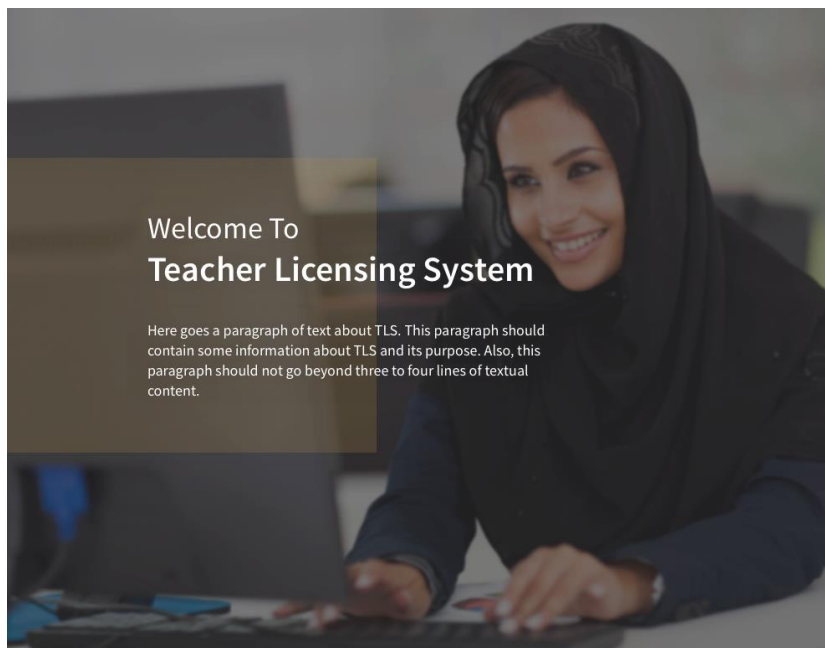
SIGN UP

You will need to provide the following details:

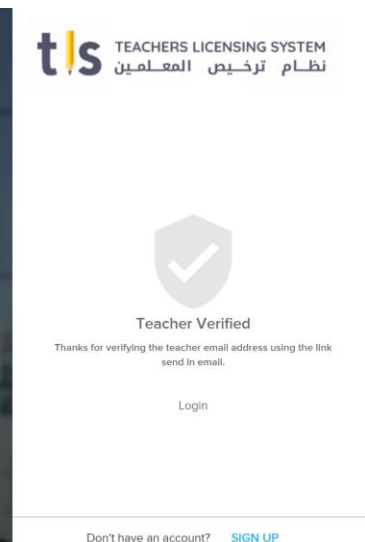
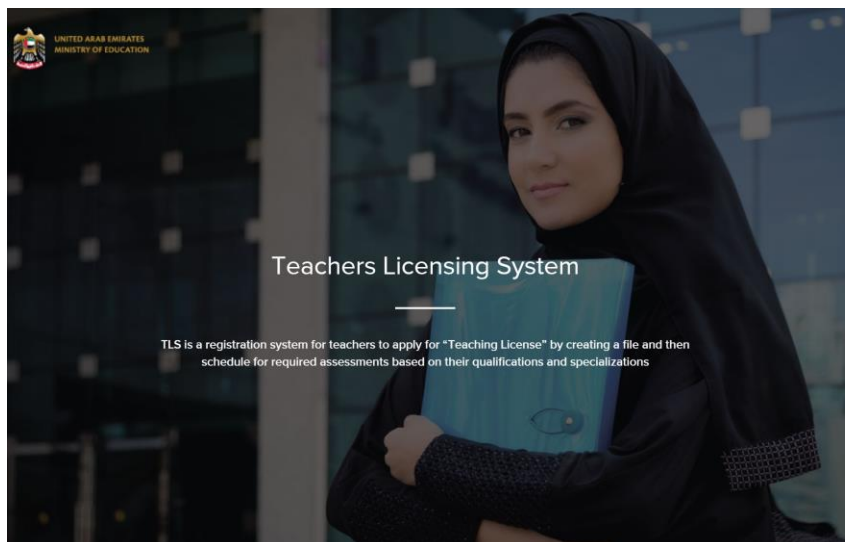
- ✓ Select Emirate Zone from drop down list
- ✓ Select your current School from drop down list
- ✓ Enter the School PIN that has been *shared with you by the school*
- ✓ Email ID
- ✓ First Name
- ✓ Last Name
- ✓ Telephone
- ✓ Password
- ✓ Confirm Password
- ✓ Tick checkbox for Terms and Conditions

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.

May Ahmad
United Arab Emirates, **Location:** United Arab Emirates

+971501234567 mayahmad@mailinator.com Invited

QUALIFICATIONS * 3 Qualifications Details Available	+ ADD
ENGLISH LANGUAGE TEST 0 English language test details available	+ ADD
PROFESSIONAL INFORMATION * 2 Professional Information Details Available	+ ADD
PREVIOUS TEACHING LICENSES 0 Previous Teaching License Details Available	+ ADD
ADDITIONAL CONTACT DETAILS 2 Additional Contact Details Available	+ ADD
ATTACHMENTS * 10 Attachments Available	+ ADD
LANGUAGES * 3 Language Details Available	+ ADD

Your profile consists of:

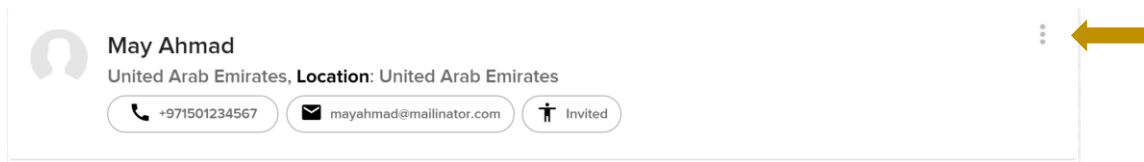
- ✓ Basic Information *
- ✓ Qualifications (mandatory section to be filled)*
- ✓ English Language Test
- ✓ Professional Information (mandatory section to be filled)*
- ✓ Previous Teaching Licenses
- ✓ Additional Contact Details
- ✓ Attachments (mandatory section to be filled) *
- ✓ Languages (mandatory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

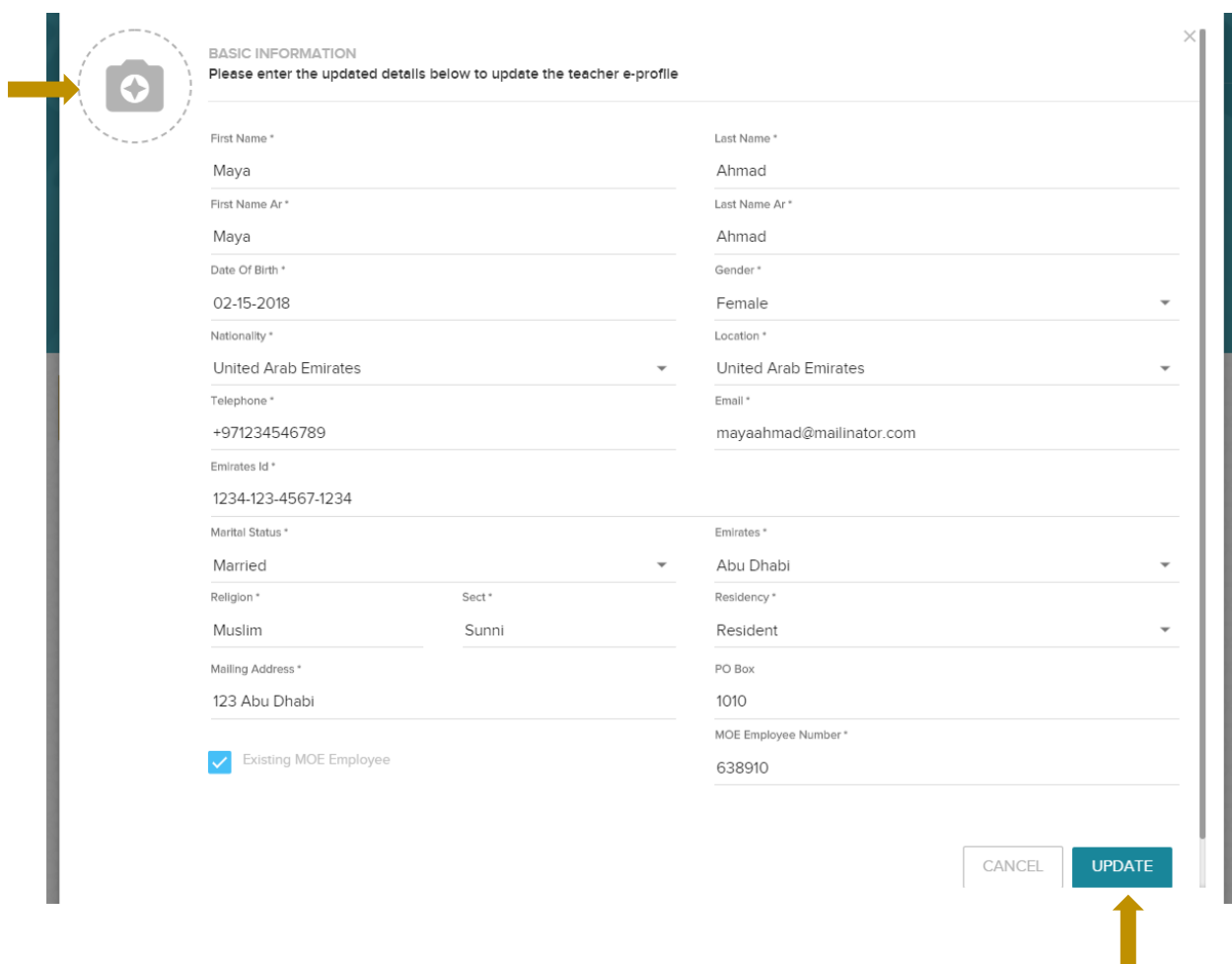


Please fill out all the fields marked with (*) as these are mandatory fields.

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.

A screenshot of the 'BASIC INFORMATION' form. A yellow arrow points to a camera icon in a dashed circle at the top left. The form contains the following fields:

First Name *	Maya	Last Name *	Ahmad
First Name Ar *	Maya	Last Name Ar *	Ahmad
Date Of Birth *	02-15-2018	Gender *	Female
Nationality *	United Arab Emirates	Location *	United Arab Emirates
Telephone *	+971234546789	Email *	mayaahmad@mailinator.com
Emirates Id *	1234-123-4567-1234	Emirates *	Abu Dhabi
Marital Status *	Married	Residency *	Resident
Religion *	Muslim	PO Box	1010
Sect *	Sunni	MOE Employee Number *	638910
Mailing Address *	123 Abu Dhabi		

Existing MOE Employee

CANCEL UPDATE

A yellow arrow points to the 'UPDATE' button at the bottom right.

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.

The screenshot shows a form titled 'QUALIFICATIONS' with a close button (X) in the top right corner. Below the title is the instruction: 'Please enter the details below to add education qualification'. The form is divided into several sections:

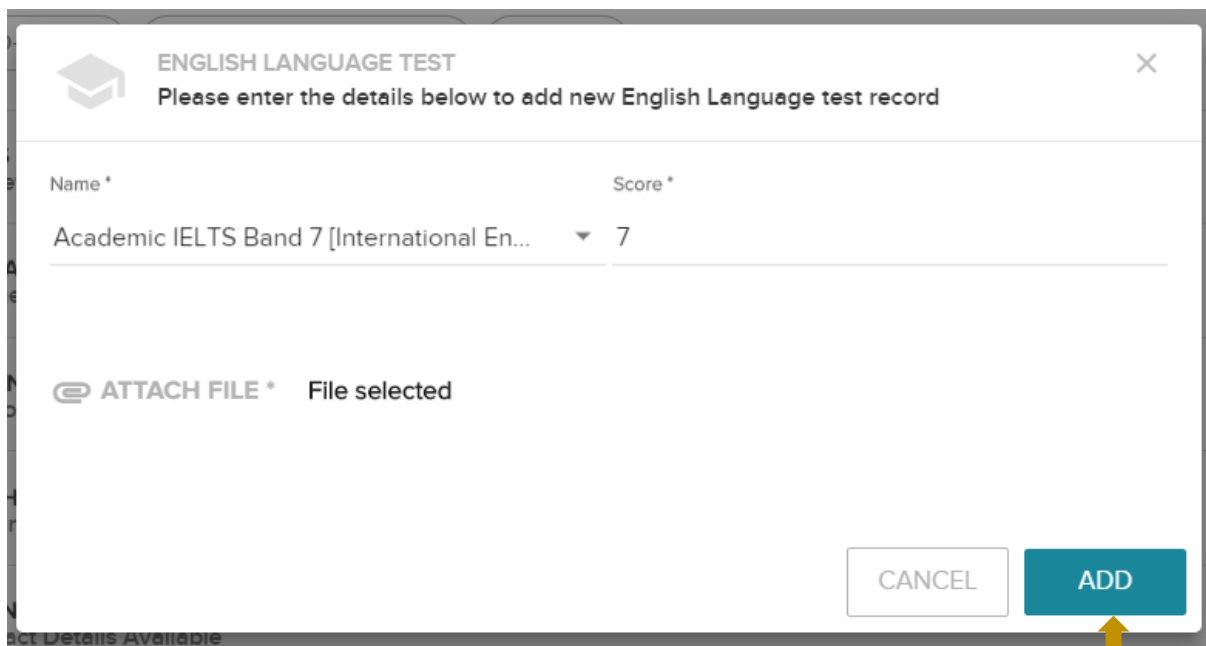
- Country ***: A dropdown menu showing 'United Arab Emirates' with an 'X' icon to remove it.
- Degree ***: A dropdown menu showing 'Master' with an 'X' icon to remove it.
- Degree Name**: A text input field containing 'Physics' with an 'X' icon to remove it.
- Award Year ***: A text input field containing 'Jul 2010' with an 'X' icon to remove it.
- Specialization**: A text input field containing 'Physics' with an 'X' icon to remove it.
- Credit Hours (Education)**: A text input field.
- Credit Hours (Specialization)**: A text input field.
- Achievements**: A text input field containing 'Passed with Merit'.
- attach file**: A button with a paperclip icon.
- This is Highest Qualification**: A checkbox that is checked.

At the bottom right of the form are two buttons: 'CANCEL' and 'ADD'. A yellow arrow points to the 'ADD' button.

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 screenshot shows a modal window titled "ENGLISH LANGUAGE TEST" with a close button (X) in the top right corner. Below the title is the instruction: "Please enter the details below to add new English Language test record". The form contains two input fields: "Name *" and "Score *". The "Name" field is populated with "Academic IELTS Band 7 [International En..." and has a dropdown arrow. The "Score" field is populated with "7". Below these fields is an "ATTACH FILE *" section with a paperclip icon and the text "File selected". At the bottom right of the form are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button. The text "act Details Available" is partially visible at the bottom left of the modal.

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.

The screenshot shows a form titled "PROFESSIONAL INFORMATION" with a subtitle "Please enter the details below to add professional information". The form contains several dropdown menus and a checkbox. The data entered is as follows:

Field	Value
Country*	United Arab Emirates
Emirate*	AbuDhabi
Select School Name*	AL-RAEFAH BOYS' SCHOOL FOR BASIC ...
Job Title*	Subject teacher
From Date*	Aug 2013
To Date	Present
Educational Sector*	Private
Select Cycle*	Cycle 3 (9-12)
Curriculum Type*	Government Curriculum
Subject*	Physics
Grade*	9-12
Region*	Abu Dhabi
Responsibilities*	Advanced Physics

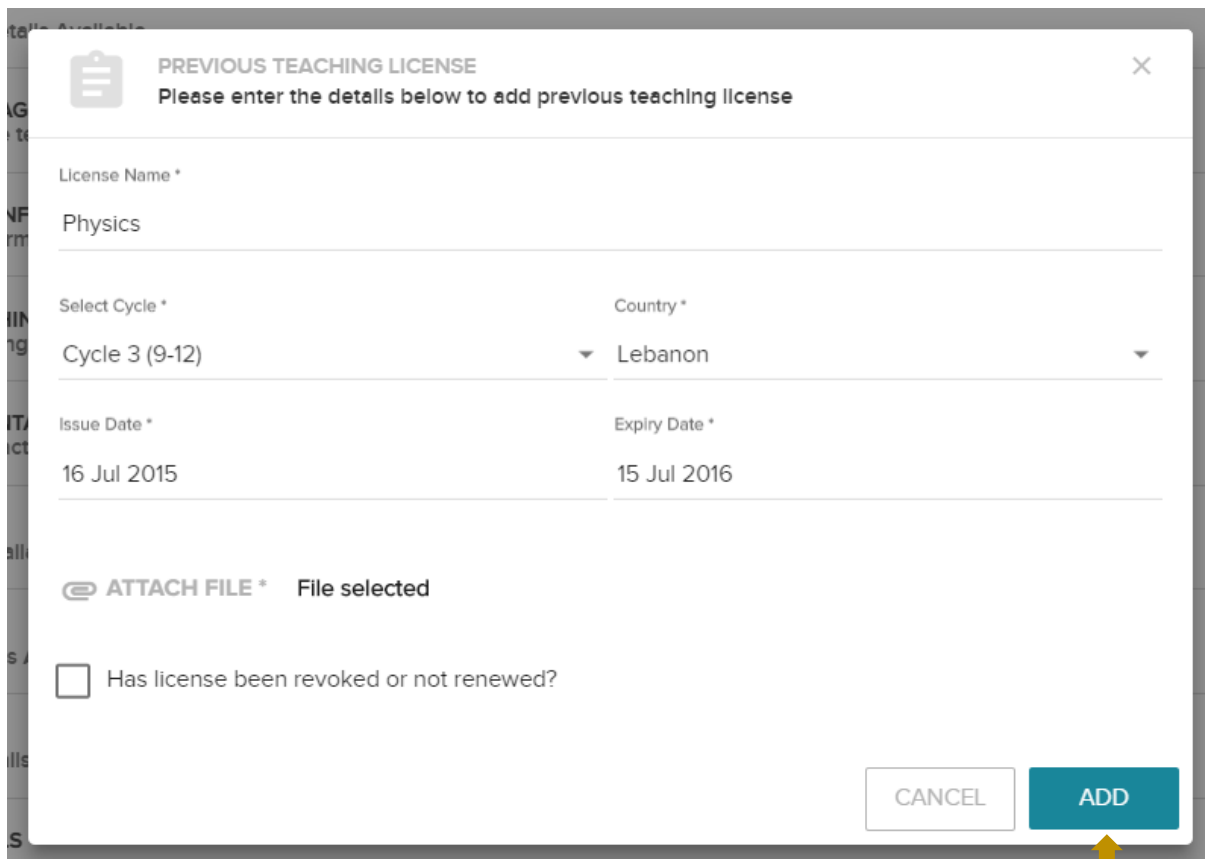
I currently work here.

Buttons: CANCEL, ADD (indicated by a yellow arrow)

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.



The screenshot shows a form titled "PREVIOUS TEACHING LICENSE" with a close button (X) in the top right corner. Below the title is the instruction: "Please enter the details below to add previous teaching license". The form contains the following fields:

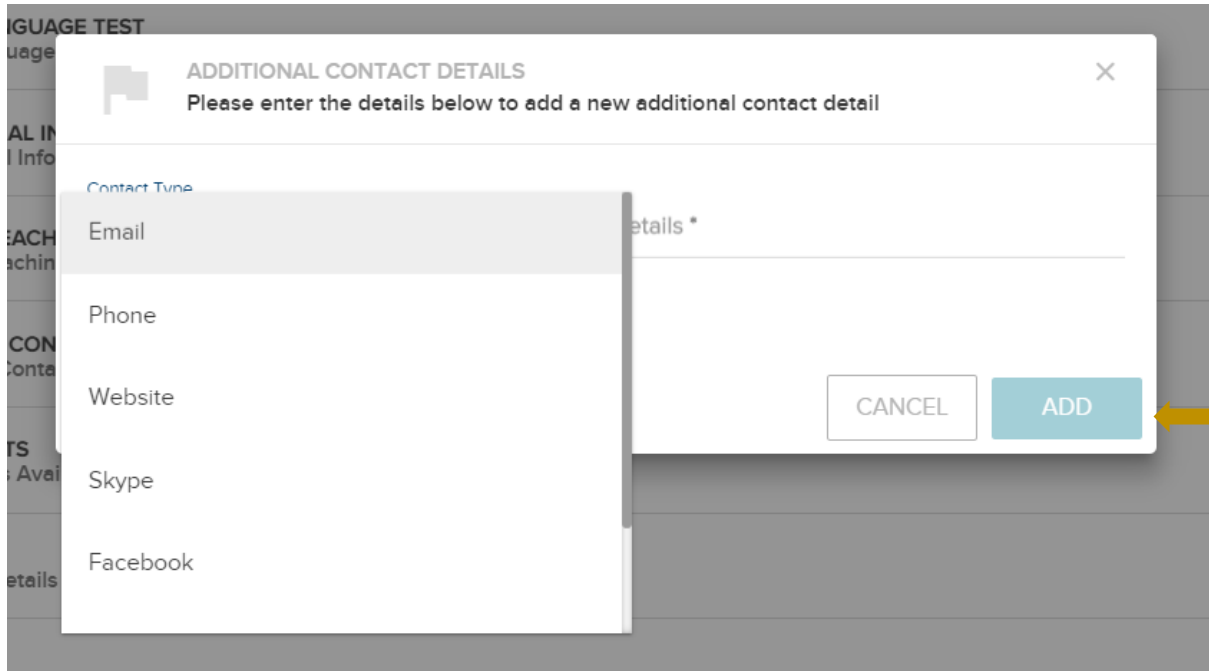
- License Name *: Physics
- Select Cycle *: Cycle 3 (9-12)
- Country *: Lebanon
- Issue Date *: 16 Jul 2015
- Expiry Date *: 15 Jul 2016
- ATTACH FILE *: File selected
- Has license been revoked or not renewed?

At the bottom right, there are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button.

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.

The image shows a 'FILE UPLOAD' dialog box. The title bar contains a close button (X) and the text 'FILE UPLOAD' and 'Please enter the details below to upload new file'. Below the title bar is a dropdown menu for 'Title *' with options: Emirates ID, Certificate with Equivalency, Certificate without Equivalency, Others, and Passport. To the right of the dropdown is a button labeled 'ATTACH FILE *'. At the bottom right of the dialog are two buttons: 'CANCEL' and 'UPLOAD'. A yellow arrow points to the 'UPLOAD' button.

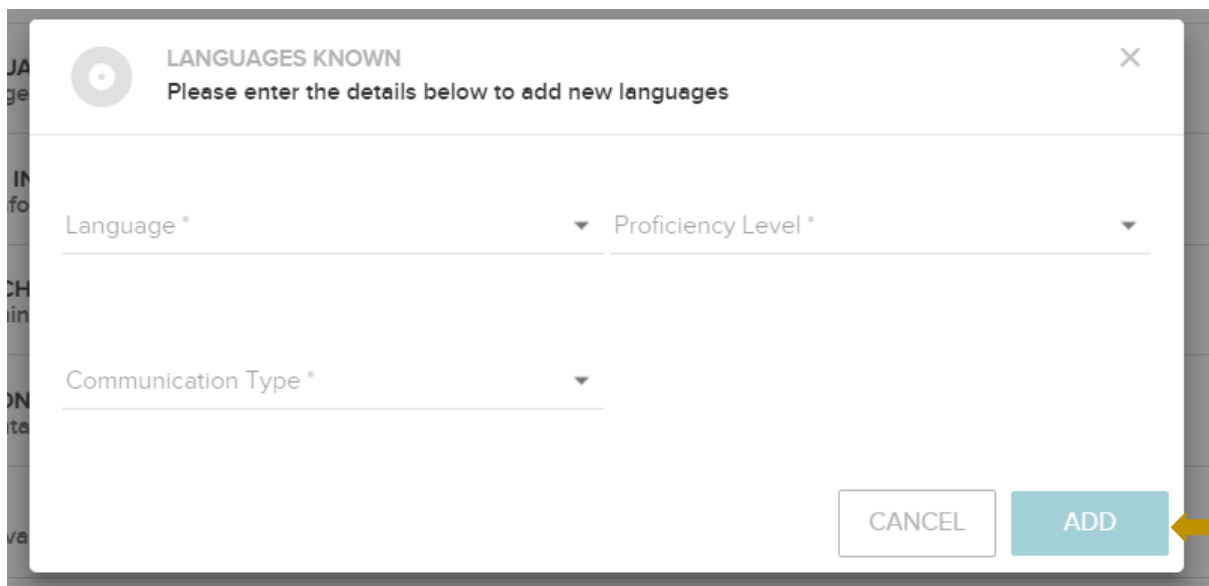
MY PROFILE: LANGUAGES

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.

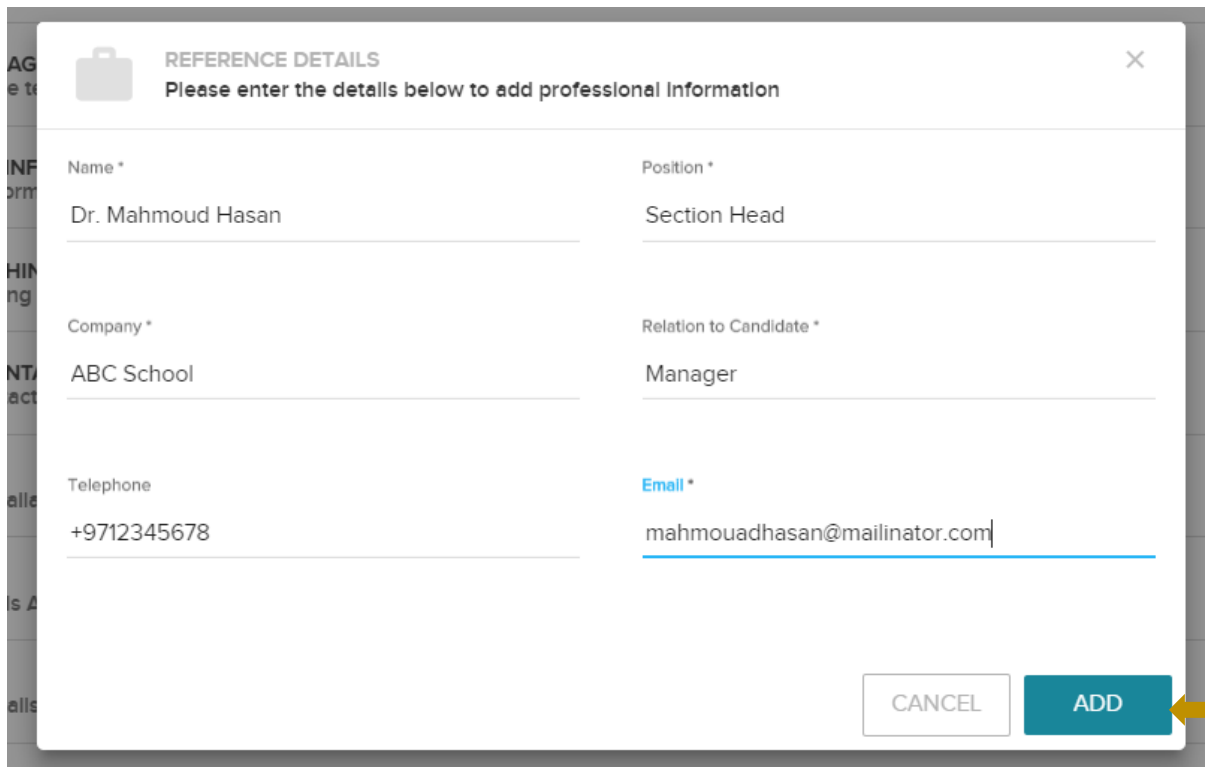


The screenshot shows a modal window titled "LANGUAGES KNOWN" with a close button (X) in the top right corner. Below the title is a subtitle: "Please enter the details below to add new languages". The form contains three dropdown menus: "Language *", "Proficiency Level *", and "Communication Type *". At the bottom right of the form are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button.

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.



The screenshot shows a modal window titled "REFERENCE DETAILS" with a briefcase icon and a close button (X). Below the title is the instruction: "Please enter the details below to add professional information". The form contains the following fields:

Name *	Position *
Dr. Mahmoud Hasan	Section Head
Company *	Relation to Candidate *
ABC School	Manager
Telephone	Email *
+9712345678	mahmouadhasan@mailinator.com

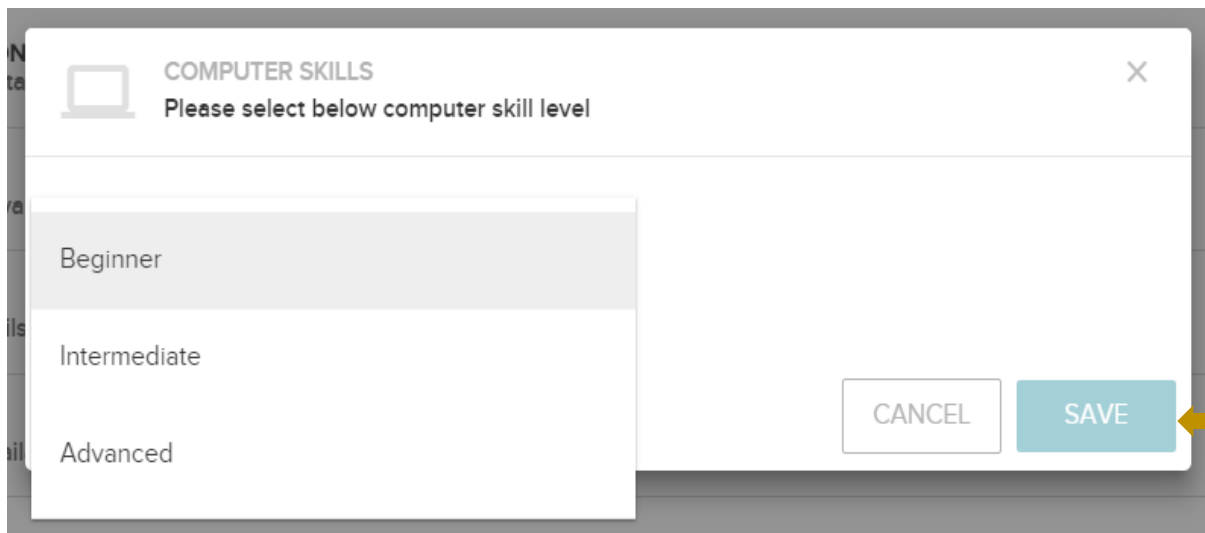
At the bottom right of the form, there are two buttons: "CANCEL" and "ADD". A yellow arrow points to the "ADD" button.

To add multiple references, click on the Add button in the References section and repeat the steps mentioned above.

MY PROFILE: COMPUTER SKILLS

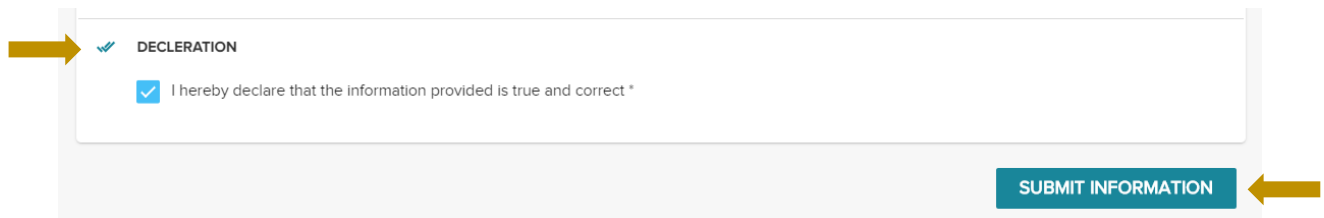
The teacher's Computer Skill Level is updated in the Computer Skills section of the profile.

Click the Edit button and select the relevant skill level, then click Save.



MY PROFILE: DECLARE AND SUBMIT PROFILE

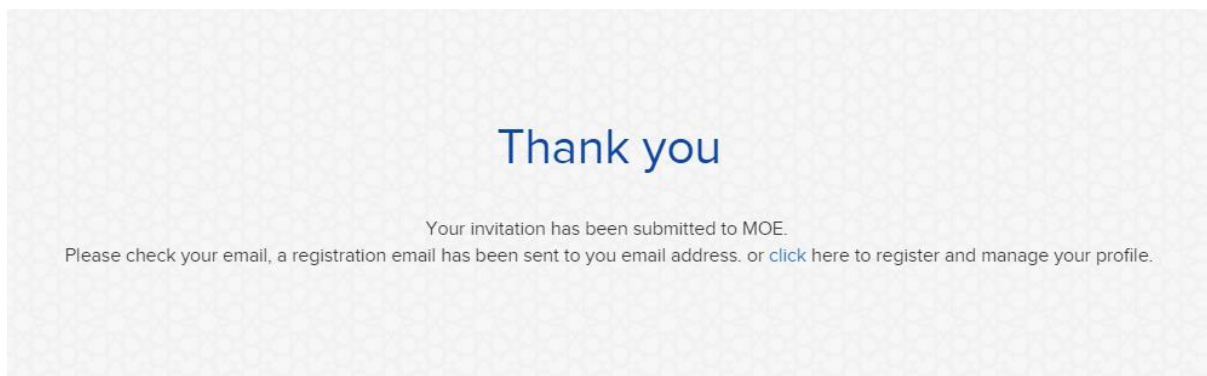
Once all the sections that are relevant have been filled, the Teacher will Declare the information provided is correct, then click Submit Information.



✓ DECLARATION

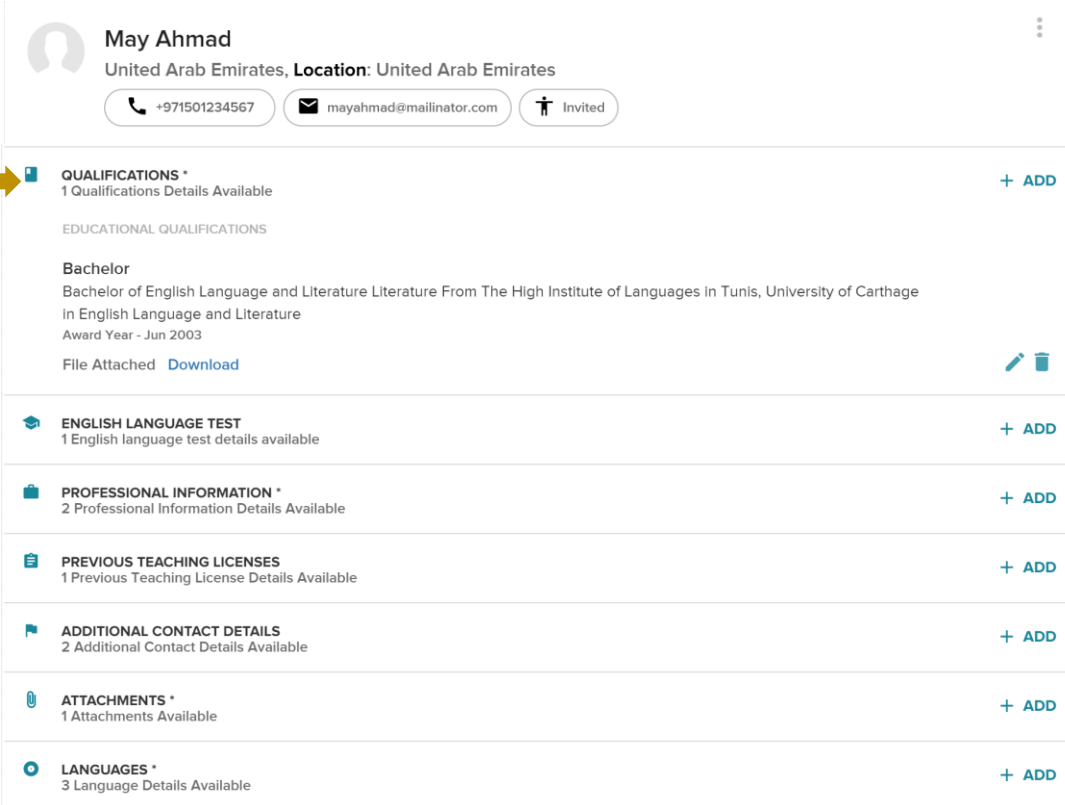
I hereby declare that the information provided is true and correct *

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.



May Ahmad
United Arab Emirates, **Location:** United Arab Emirates

+971501234567 mayahmad@mailinator.com Invited

- QUALIFICATIONS *** 1 Qualifications Details Available [+ ADD](#)
EDUCATIONAL QUALIFICATIONS
Bachelor
Bachelor of English Language and Literature Literature From The High Institute of Languages in Tunis, University of Carthage in English Language and Literature
Award Year - Jun 2003
File Attached [Download](#)  
- ENGLISH LANGUAGE TEST** 1 English language test details available [+ ADD](#)
- PROFESSIONAL INFORMATION *** 2 Professional Information Details Available [+ ADD](#)
- PREVIOUS TEACHING LICENSES** 1 Previous Teaching License Details Available [+ ADD](#)
- ADDITIONAL CONTACT DETAILS** 2 Additional Contact Details Available [+ ADD](#)
- ATTACHMENTS *** 1 Attachments Available [+ ADD](#)
- LANGUAGES *** 3 Language Details Available [+ ADD](#)

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.