

Teachers Licensing System

Ministry of Education



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العربية



User Manual: Sign in & Profile Creation

Version1.0

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INTRODUCTION

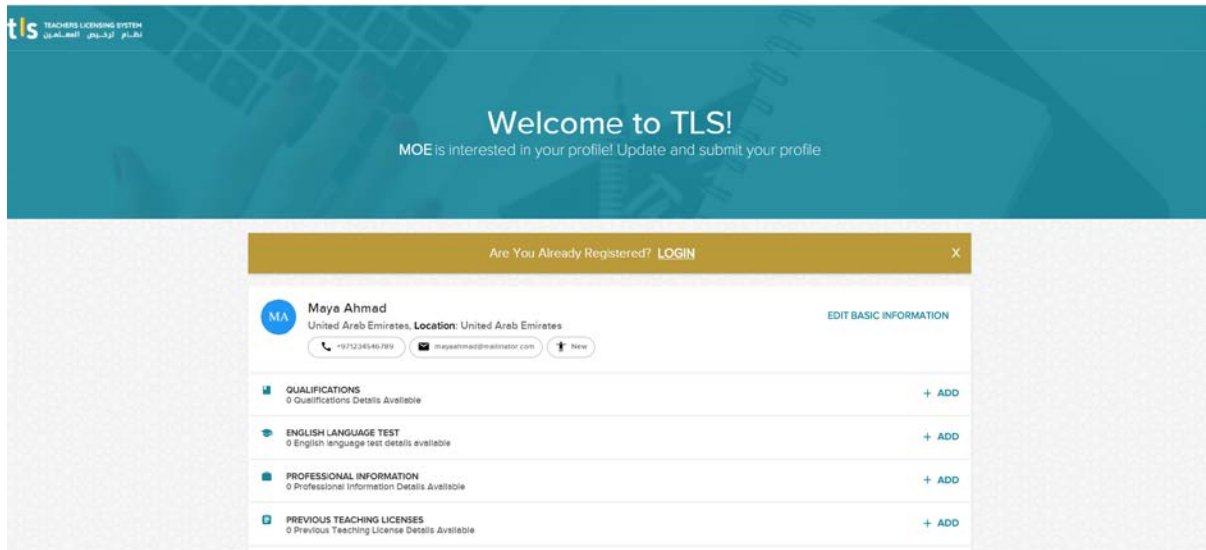
TLSS is an initiative for the UAE Education Sector that guarantees the development of the teaching standards and licensing program for teachers across the UAE.

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

REGISTER

As a first-time user of TLS, you will receive an invitation email to your registered email ID. The email will contain a link directing you to register and Sign In.

Once you click on the link, the following page to create and submit your profile will appear:



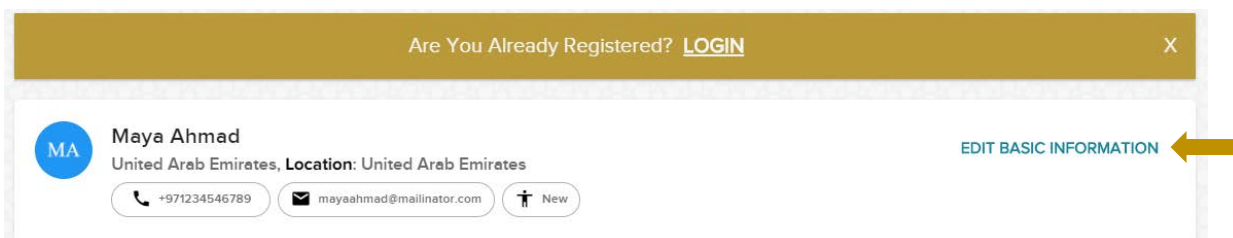
Your profile consists of:

- ✓ Basic Information
- ✓ Qualifications
- ✓ English Language Test
- ✓ Professional Information
- ✓ Previous Teaching Licenses
- ✓ Additional Contact Details
- ✓ Attachments
- ✓ Languages
- ✓ 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

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.

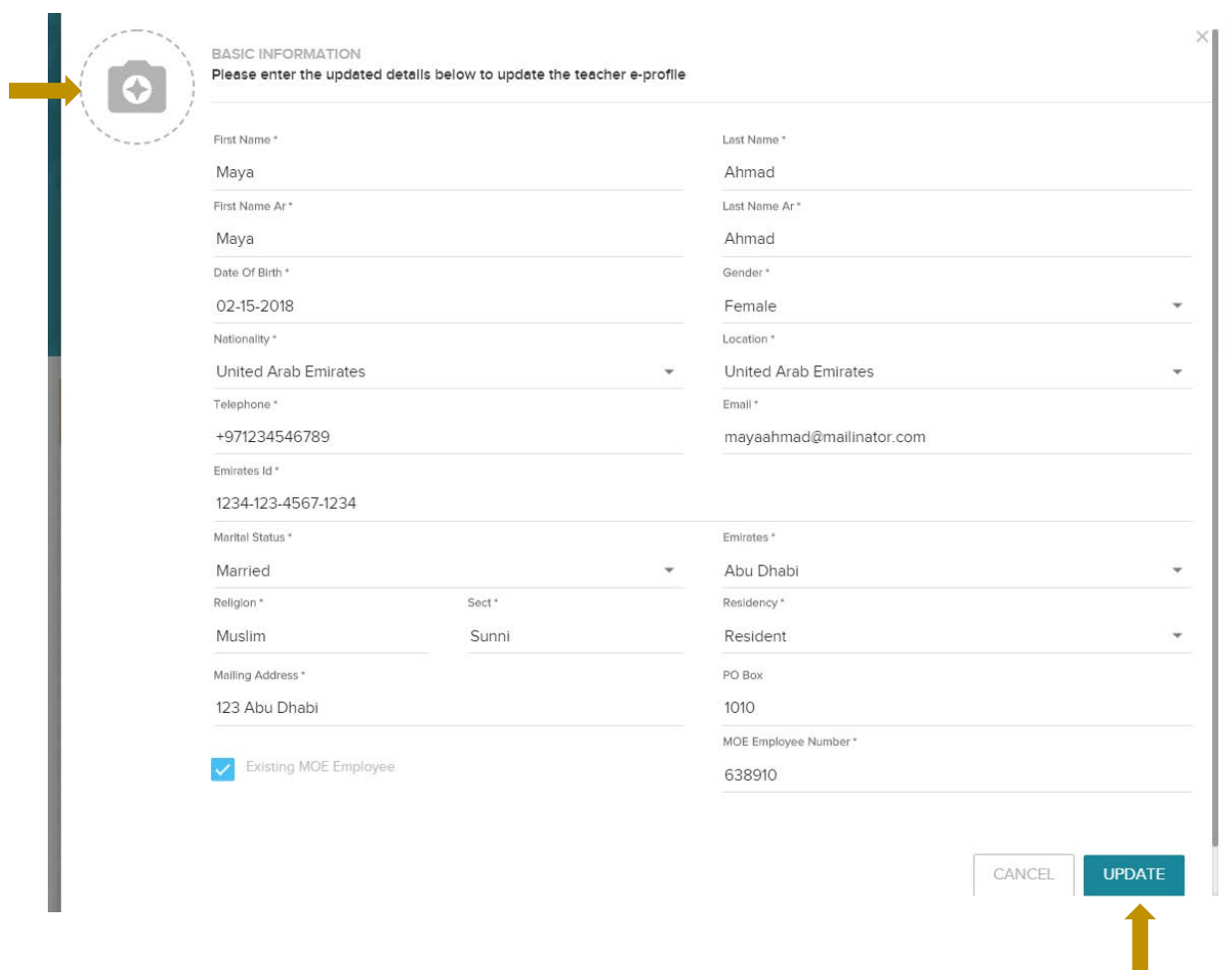


Please fill out all the fields marked with (*) as these are mandatory fields.

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 a "BASIC INFORMATION" form. The title "BASIC INFORMATION" is at the top left, with a camera icon next to it. Below the title is the instruction "Please enter the updated details below to update the teacher e-profile". The form contains several fields, each with an asterisk (*) indicating it is mandatory. The fields are: 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), Marital Status * (Married), Emirates * (Abu Dhabi), Religion * (Muslim), Sect * (Sunni), Residency * (Resident), Mailing Address * (123 Abu Dhabi), PO Box (1010), and MOE Employee Number * (638910). There is a checkbox for "Existing MOE Employee" which is checked. At the bottom right, there are two buttons: "CANCEL" and "UPDATE". A yellow arrow points to the "UPDATE" button.

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.

The screenshot shows a form titled "QUALIFICATIONS" with the instruction "Please enter the details below to add education qualification". The form contains the following fields and values:

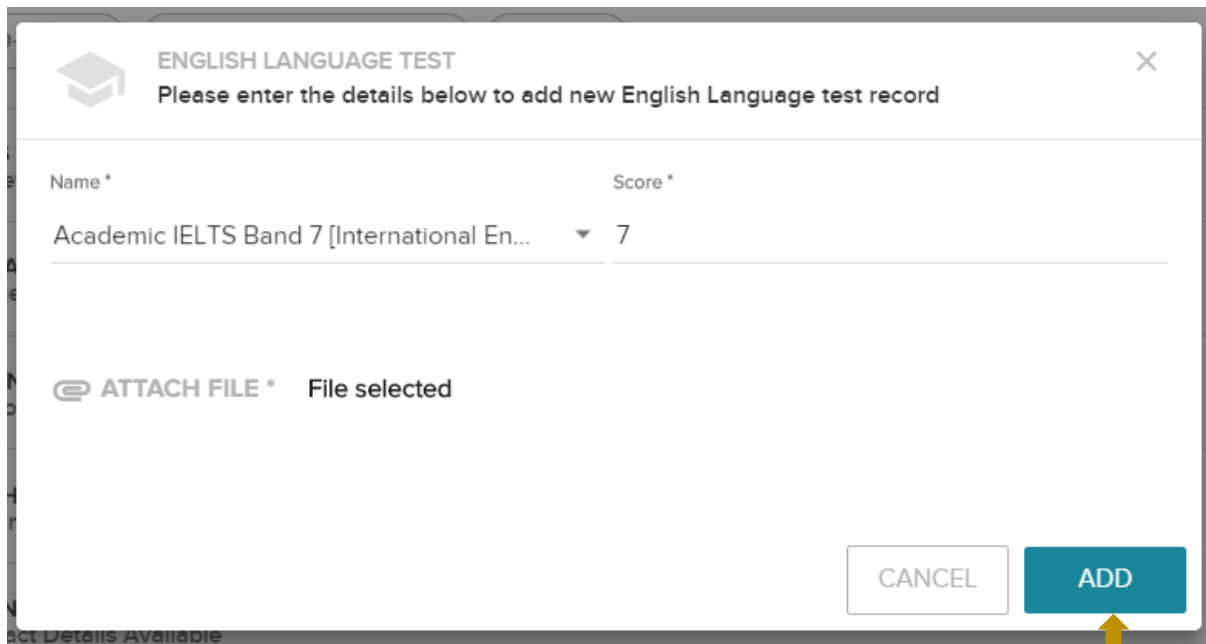
Field	Value
School/University Name	UAE University
Country *	United Arab Emirates
Degree *	Master
Specialization	Physics
Award Year *	Jul 2010
Specialization	Physics
Specialization	Mathematics
Credit Hours (Education)	
Credit Hours (Specialization)	
Achievements	Passed with Merit
Attach file	<input type="button" value="attach file"/>
This is Highest Qualification	<input checked="" type="checkbox"/>

At the bottom right, there 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 form titled "ENGLISH LANGUAGE TEST" with a subtitle "Please enter the details below to add new English Language test record". The form has two main input fields: "Name*" and "Score*". The "Name*" field contains a dropdown menu with the selected option "Academic IELTS Band 7 [International En...". The "Score*" field contains the number "7". Below these fields is an "ATTACH FILE*" section with 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 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.

PROFESSIONAL INFORMATION
Please enter the details below to add professional information

Country *	Emirate *	
United Arab Emirates	AbuDhabi	
Select School Name *	Job Title *	
Al Bateen Secondary School	Physics Teacher	
From Date *	To Date	
Sep 2012	Present	
Educational Sector *	Select Cycle *	
Private	Cycle 3 (9-12)	
Curriculum Type *	Subject *	Grade *
British Curriculum	Physics	10
Region *	Responsibilities *	
Region 1	Teaching Physics for Grade 11 and 12	

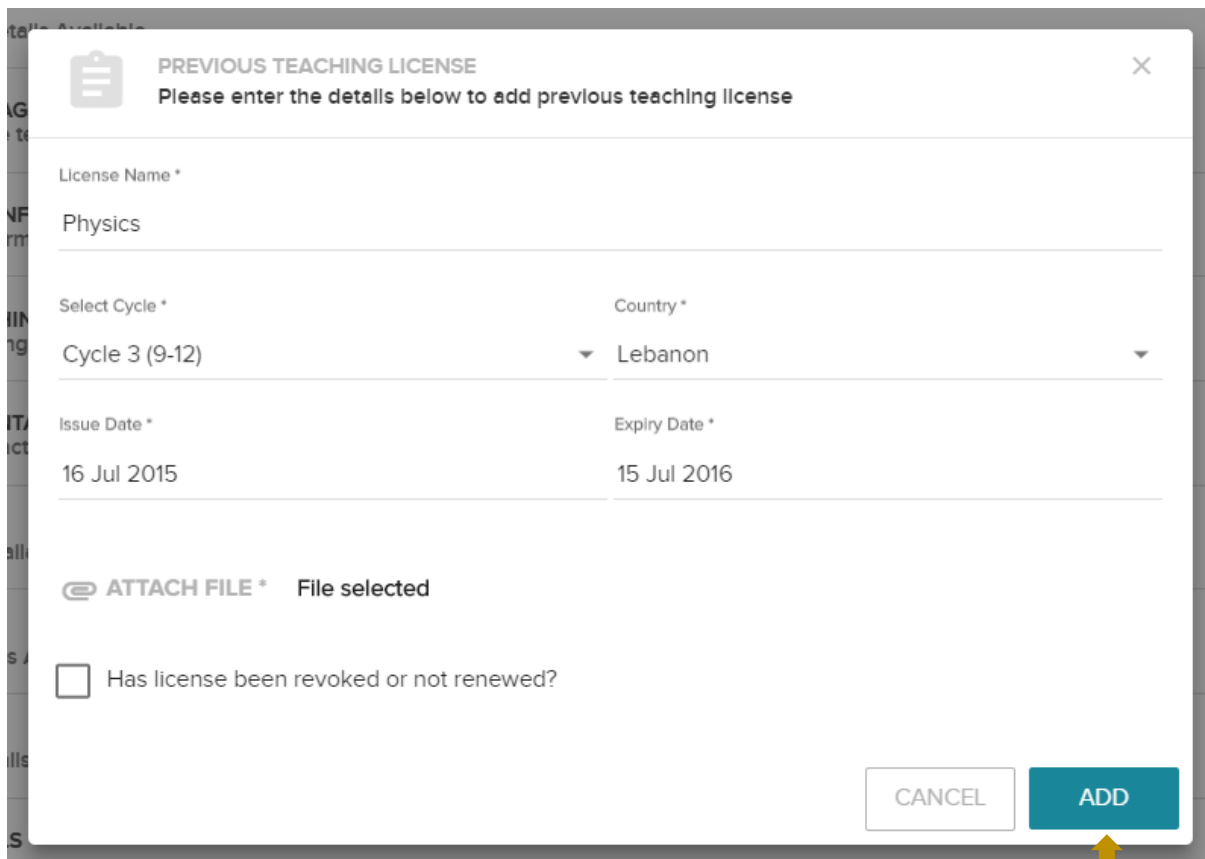
I currently work here.

CANCEL ADD

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:

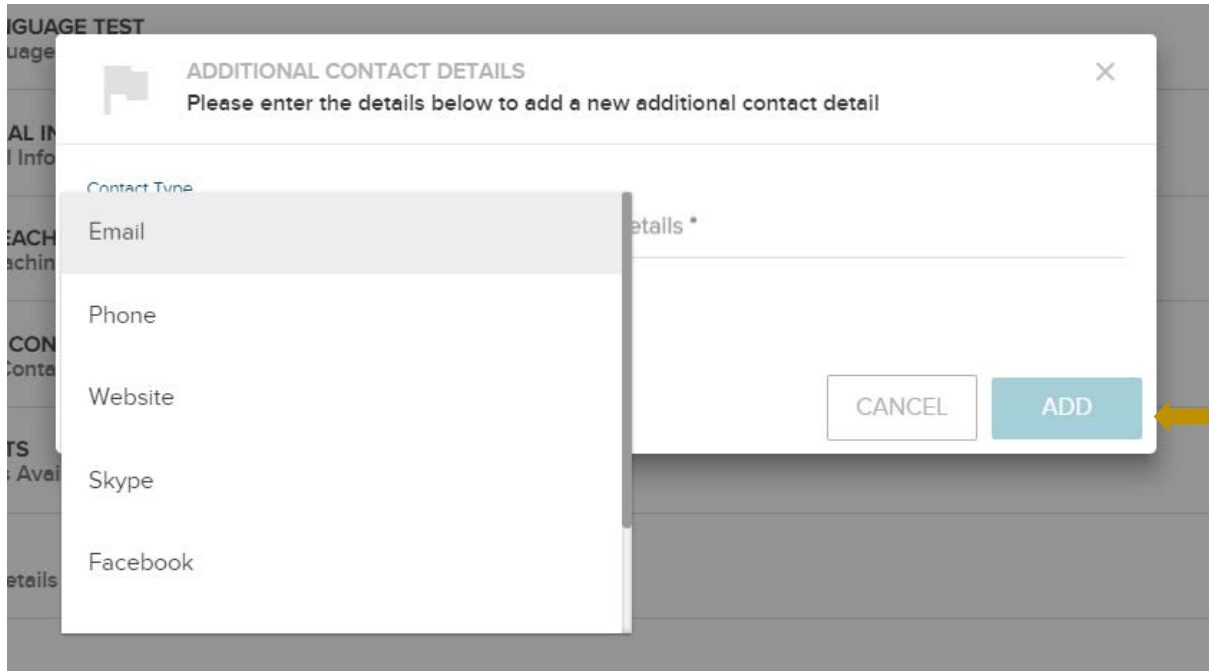
- License Name ***: A text input field containing "Physics".
- Select Cycle ***: A dropdown menu showing "Cycle 3 (9-12)".
- Country ***: A dropdown menu showing "Lebanon".
- Issue Date ***: A text input field containing "16 Jul 2015".
- Expiry Date ***: A text input field containing "15 Jul 2016".
- ATTACH FILE ***: A section with a paperclip icon and the text "File selected".
- Has license been revoked or not renewed?**: A checkbox that is currently unchecked.

At the bottom right of the form, 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

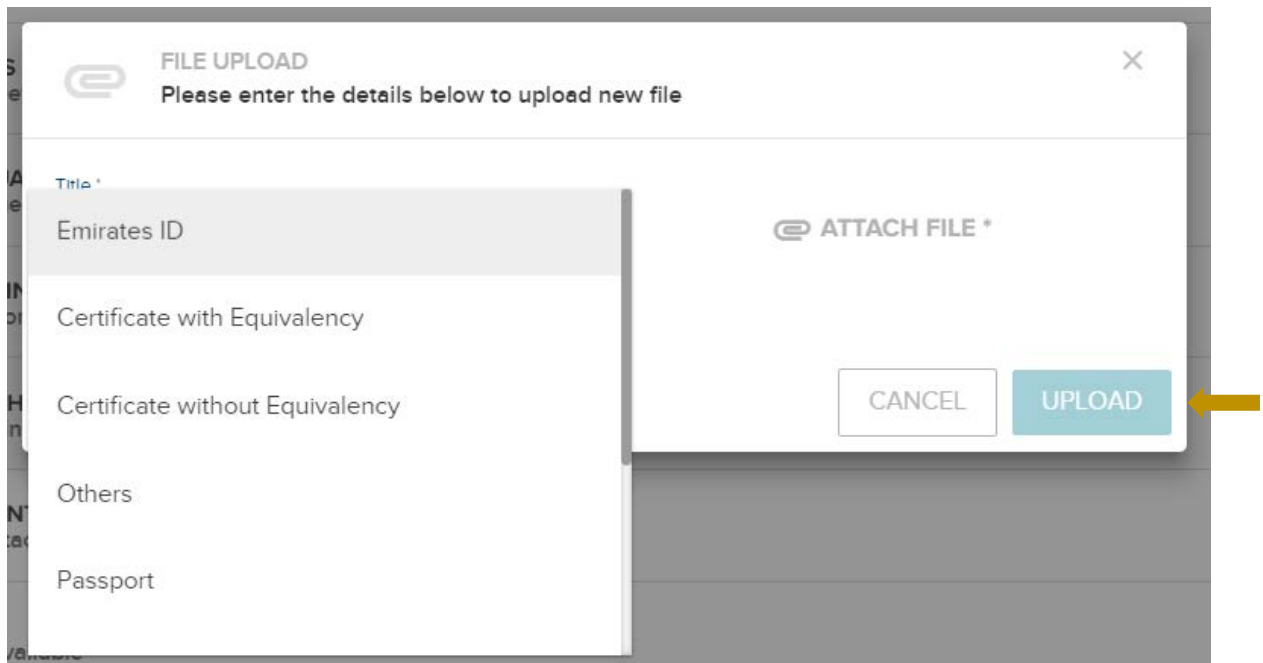
Teacher will need to add attachments as supporting documents linked to their profile.

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

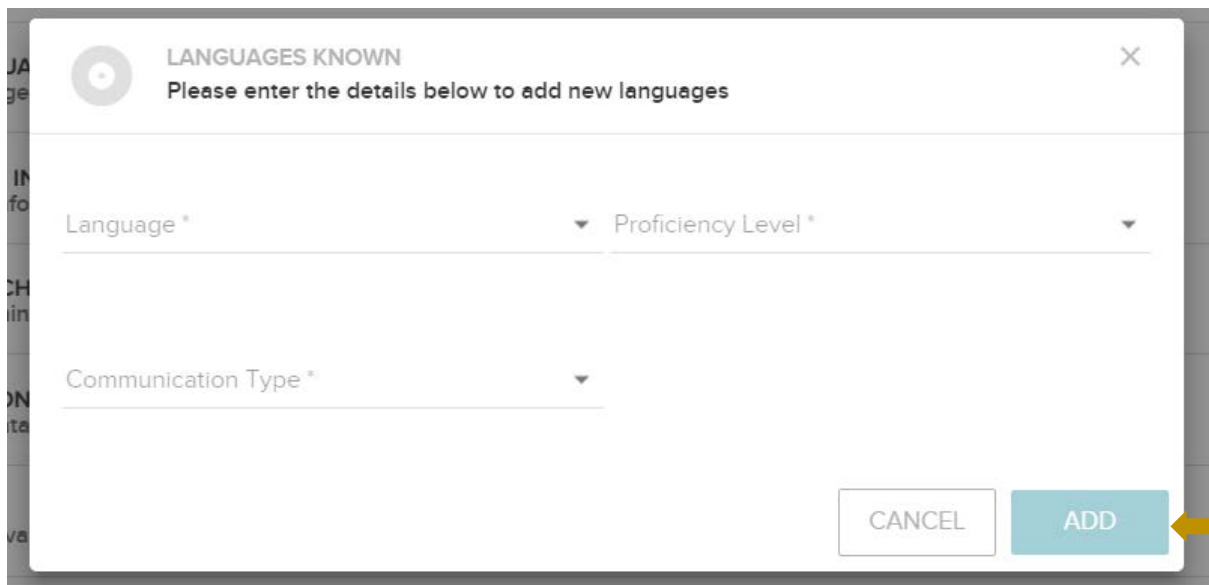
Click upload after attaching the relevant documents.



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)



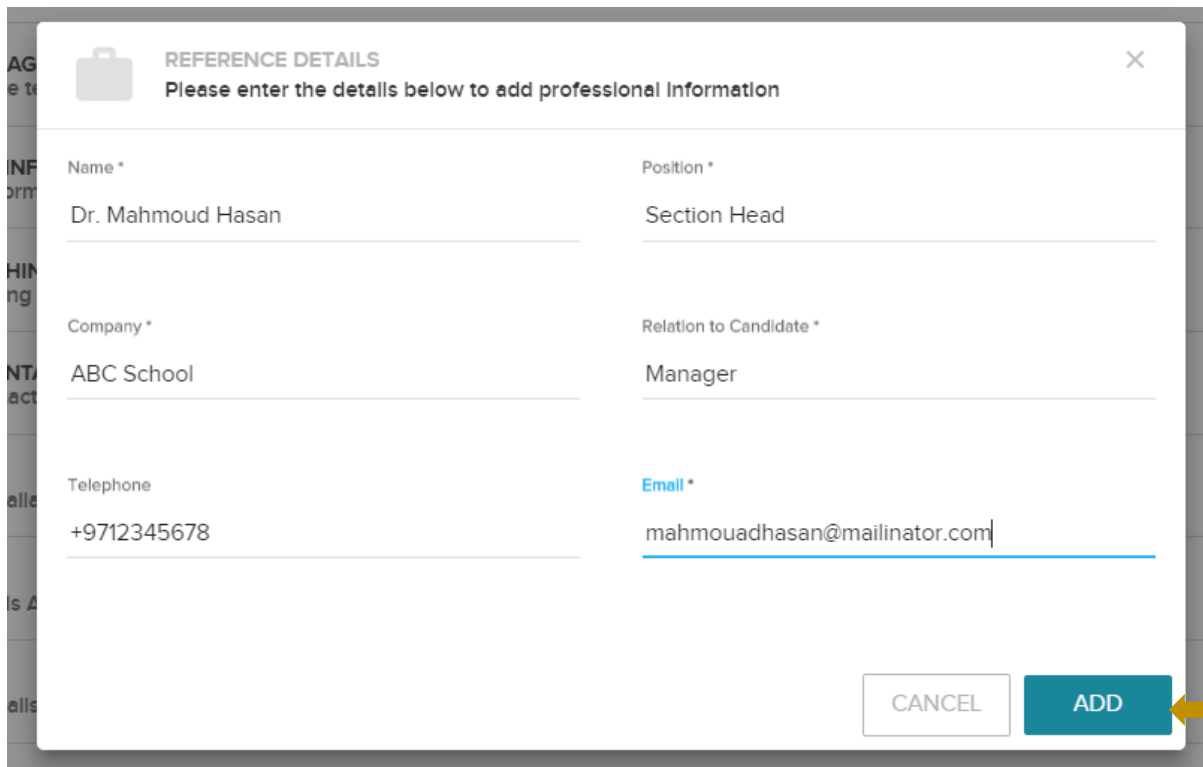
The screenshot shows a modal dialog box titled "LANGUAGES KNOWN" with a close button (X) in the top right corner. Below the title bar, the text reads "Please enter the details below to add new languages". The dialog contains three dropdown menus: "Language *", "Proficiency Level *", and "Communication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

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

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.



REFERENCE DETAILS
Please enter the details below to add professional information

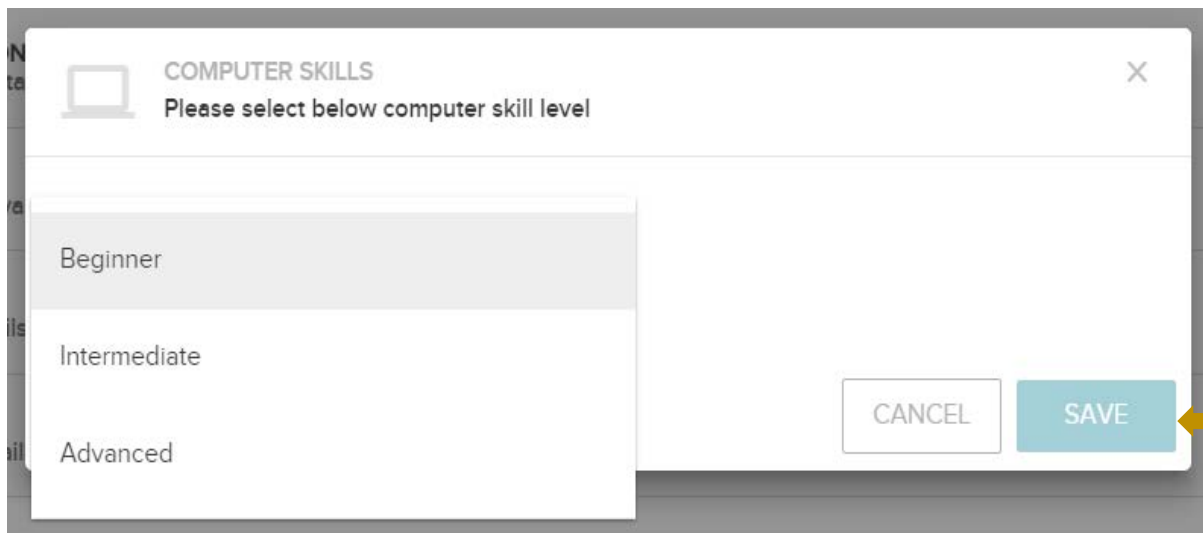
Name *	Position *
Dr. Mahmoud Hasan	Section Head
Company *	Relation to Candidate *
ABC School	Manager
Telephone	Email *
+9712345678	mahmouadhasan@mailinator.com

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.

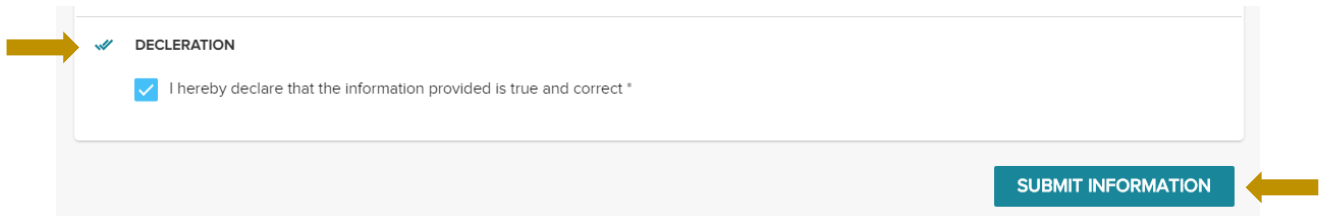
Click the Edit button and select the relevant skill level, then click Save.



The screenshot shows a dialog box titled "COMPUTER SKILLS" with a close button (X) in the top right corner. Below the title is a laptop icon and the text "Please select below computer skill level". A dropdown menu is open, displaying three options: "Beginner", "Intermediate", and "Advanced". The "Beginner" option is highlighted. At the bottom right of the dialog box, there are two buttons: "CANCEL" and "SAVE". A yellow arrow points to the "SAVE" button.

MY PROFILE: DECLARE AND SUBMIT PROFILE

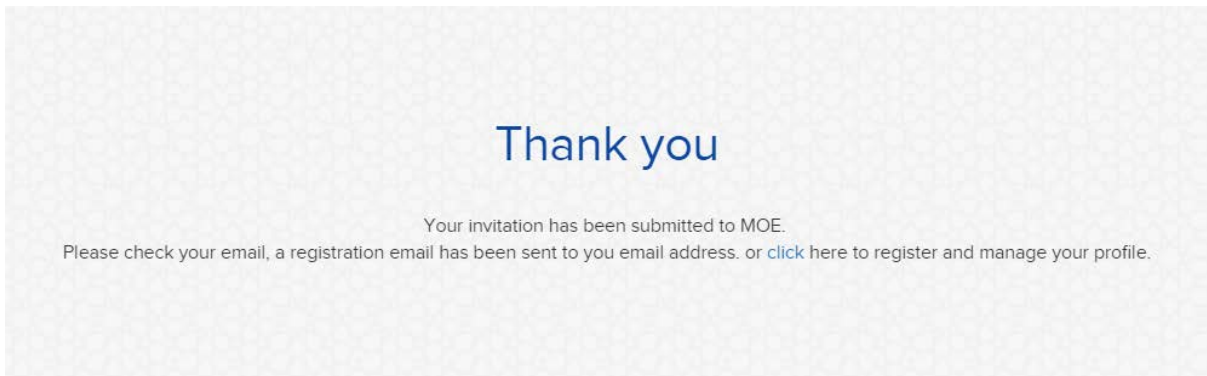
Once all the sections that are relevant have been filled, the Teacher will Declare the information provided is correct, then click Submit Information.



✓ DECLARATION

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

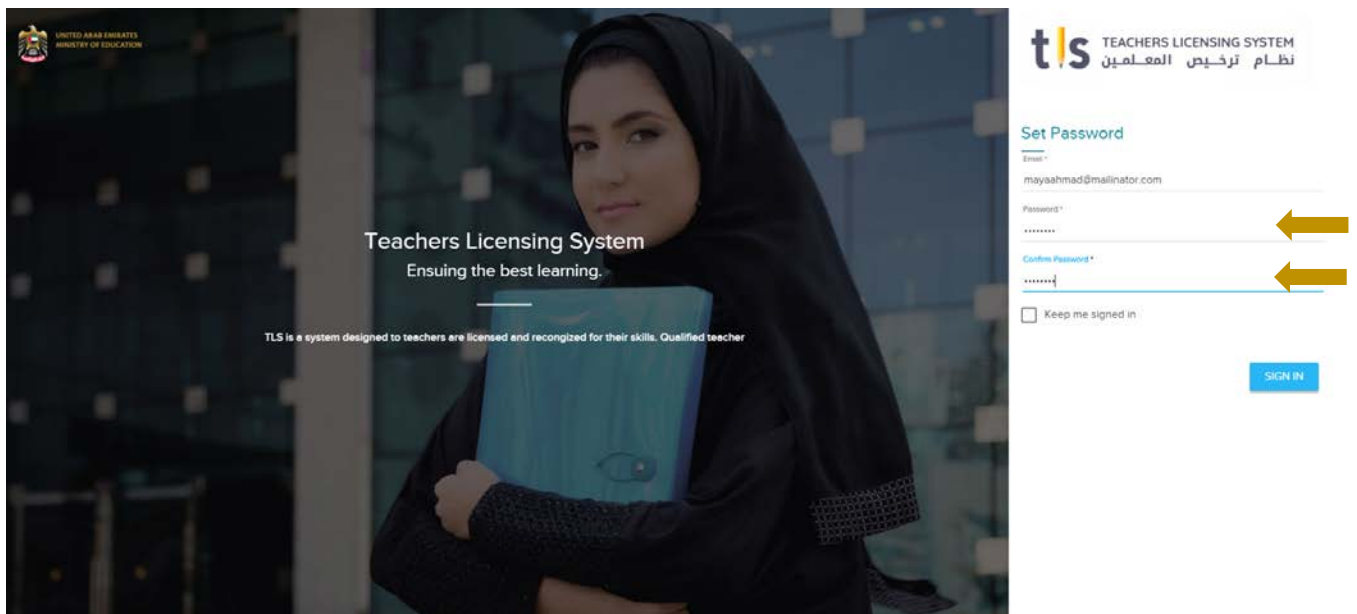
SUBMIT INFORMATION



SET PASSWORD

Once your profile and updated information has been submitted on TLS, you will receive an email confirmation with a link to complete the registration process.

By clicking on the link provided in the email, you will be directed to the TLS Set Password page.



The screenshot shows the 'Set Password' page of the Teachers Licensing System (TLS). The page has a dark background with a woman in a black hijab holding a blue folder. The text on the page reads 'Teachers Licensing System' and 'Ensuing the best learning.' Below this, it states 'TLS is a system designed to teachers are licensed and recognized for their skills. Qualified teacher'. On the right side, there is a 'Set Password' form with fields for 'Email*', 'Password*', and 'Confirm Password*'. The email field contains 'mayaahmad@mailinator.com'. The password fields are filled with dots. Two yellow arrows point to the password fields. Below the password fields is a checkbox for 'Keep me signed in' and a blue 'SIGN IN' button.

Create a password that is both easy to remember and secure. Confirm the password by entering it twice and click on the Sign In Button.

SIGN IN

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

The screenshot shows the user profile page for Maya Ahmad in the Teachers Licensing System (TLS). The page has a teal header with the TLS logo and name in Arabic and English, and a welcome message for Maya Ahmad. Below the header is a navigation bar with three tabs: "My Profile", "Licence Permits", and "Assessments". The "My Profile" tab is active and highlighted with a yellow arrow. The profile card displays the user's name, location (United Arab Emirates), and contact information (phone number, email, and a "Submitted" status). To the right of the profile card is a link for "EDIT BASIC INFORMATION". Below the profile card is a list of sections, each with a plus icon and an "ADD" button. A yellow arrow points to the "QUALIFICATIONS" section. The "QUALIFICATIONS" section is expanded, showing a list of educational qualifications. The first qualification is "Emirates ID" for Physics, Master and Mathematics, awarded by UAE University in July 2010, with a note that the user "Passed with Merit".

tls TEACHERS LICENSING SYSTEM
نظام ترخيص المعلمين

Welcome, Maya Ahmad

التسجيلية

My Profile Licence Permits Assessments

MA Maya Ahmad
United Arab Emirates, Location: United Arab Emirates
+971234546789 mayaahmad@mailinator.com Submitted

EDIT BASIC INFORMATION

QUALIFICATIONS + ADD
1 Qualifications Details Available

EDUCATIONAL QUALIFICATIONS

Emirates ID
Physics, Master and Mathematics From UAE University
Award Year - Jul 2010
"Passed with Merit"

ENGLISH LANGUAGE TEST + ADD
1 English language test details available

PROFESSIONAL INFORMATION + ADD
1 Professional Information Details Available

PREVIOUS TEACHING LICENSES + ADD
1 Previous Teaching License Details Available

ADDITIONAL CONTACT DETAILS + ADD
2 Additional Contact Details Available

ATTACHMENTS + ADD
0 Attachments Available

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