

Teachers Licensing System

Ministry of Education



[ABOUT](#) [FAQ](#) [CONTACT US](#)

[Sign In](#)

[Sign up](#)

العربية



User Manual: Sign in & Profile Creation

Version1.0

TABLE OF CONTENTS

Introduction	3
Set Password	4
Register	5
My Profile: Basic Information.....	6
My Profile: QQualifications	7
My Profile: English Language Test	8
My Profile: Professional Information	9
My Profile: Previous Teaching License	10
My Profile: Additional Contact Details.....	11
My Profile: Attachments.....	12
My Profile: Languages.....	13
My Profile: References.....	14
My Profile: Computer Skills.....	15
My Profile: Declare and Submit Profile	16
Sign In.....	17

INTRODUCTION

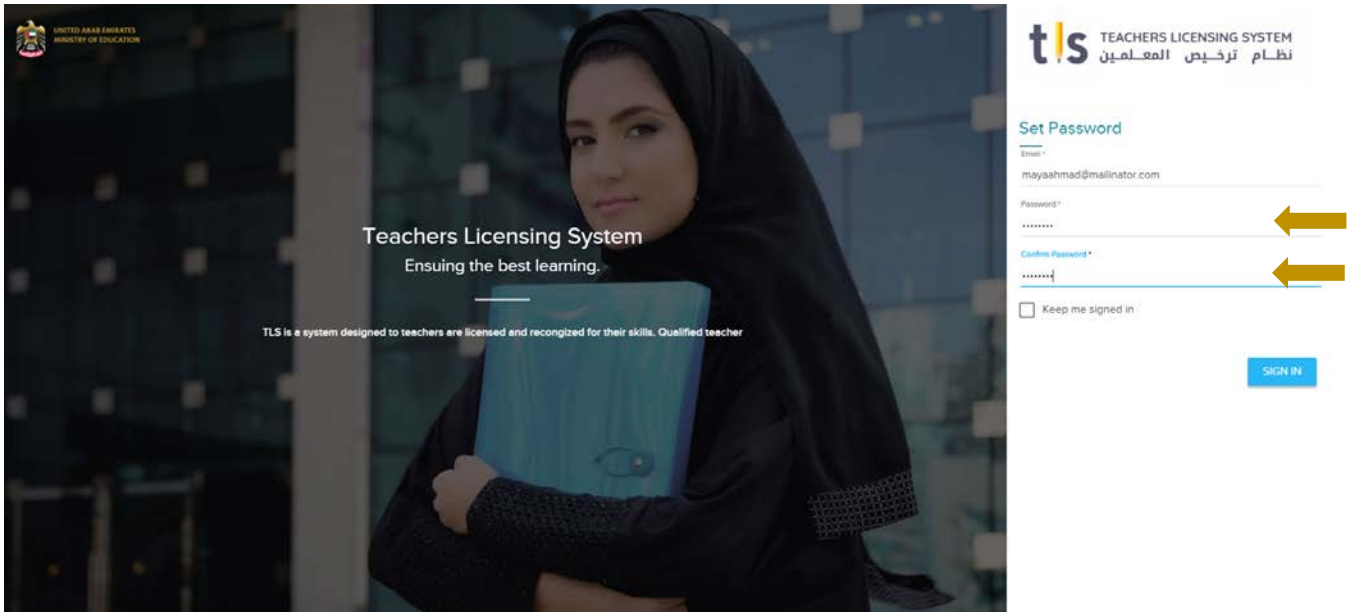
TLSS is an initiative for the UAE Education Sector that guarantees the development of the teaching standards and licensing program for teachers across the UAE.

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

SET PASSWORD

As a first-time user of TLS, you will receive an email invitation with a link to access the system.

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



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

Teachers Licensing System
Ensuing the best learning.

TLS is a system designed to teachers are licensed and recognized for their skills. Qualified teacher

tis TEACHERS LICENSING SYSTEM
نظام ترخيص المعلمين

Set Password

Email*
mayahmad@mailinator.com

Password*
..... ←

Confirm Password*
..... ←

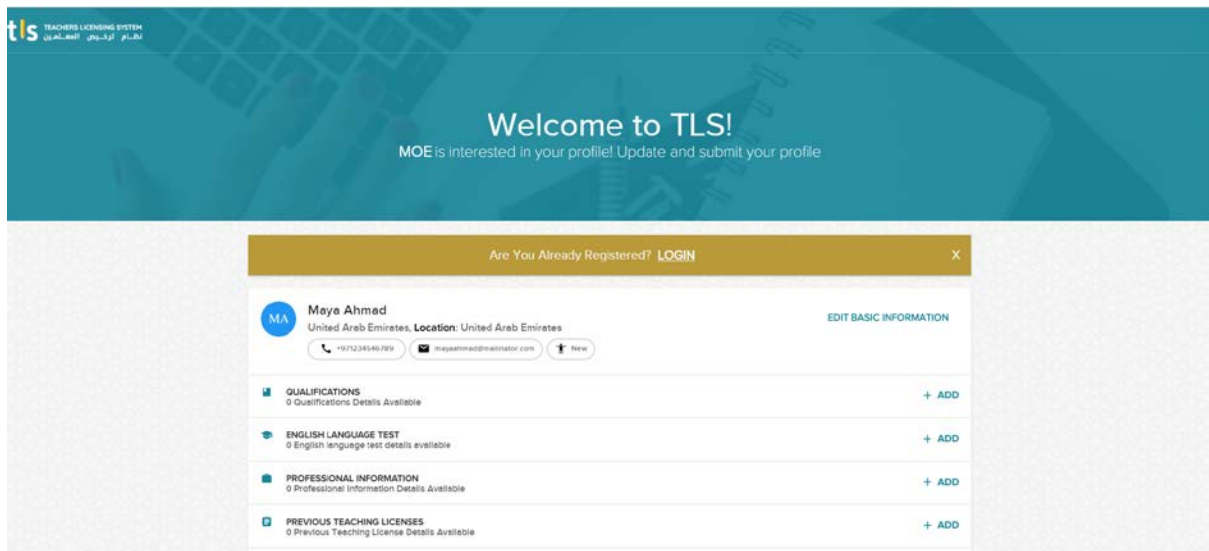
Keep me signed in

SIGN IN

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.

REGISTER

After setting your password, the following page to create and submit your profile will appear:



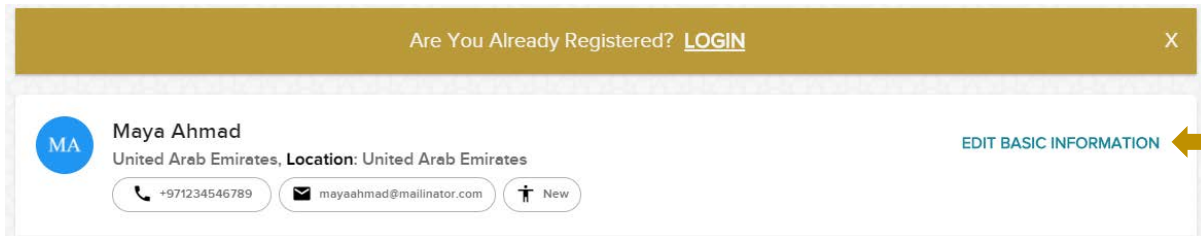
Your profile consists of:

- ✓ 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.



Are You Already Registered? [LOGIN](#) X

MA **Maya Ahmad**
United Arab Emirates, **Location:** United Arab Emirates

[+971234546789](#) [mayaahmad@mailinator.com](#) [New](#)

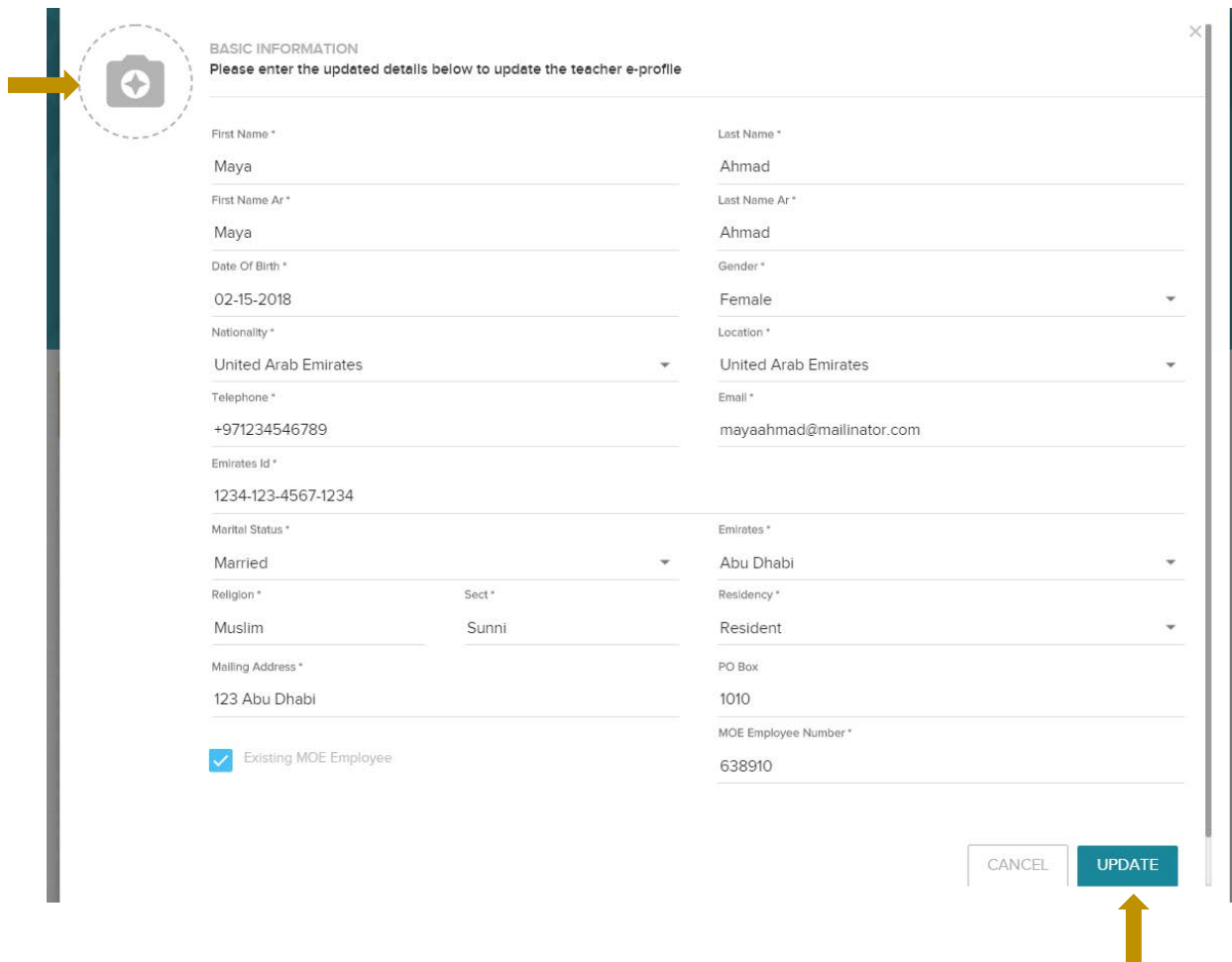
[EDIT BASIC INFORMATION](#)

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.



BASIC INFORMATION
Please enter the updated details below to update the teacher e-profile

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 *		Residency *	Resident
Mailing Address *	123 Abu Dhabi	PO Box	1010
<input checked="" type="checkbox"/> Existing MOE Employee		MOE Employee Number *	638910

[CANCEL](#) [UPDATE](#)

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:

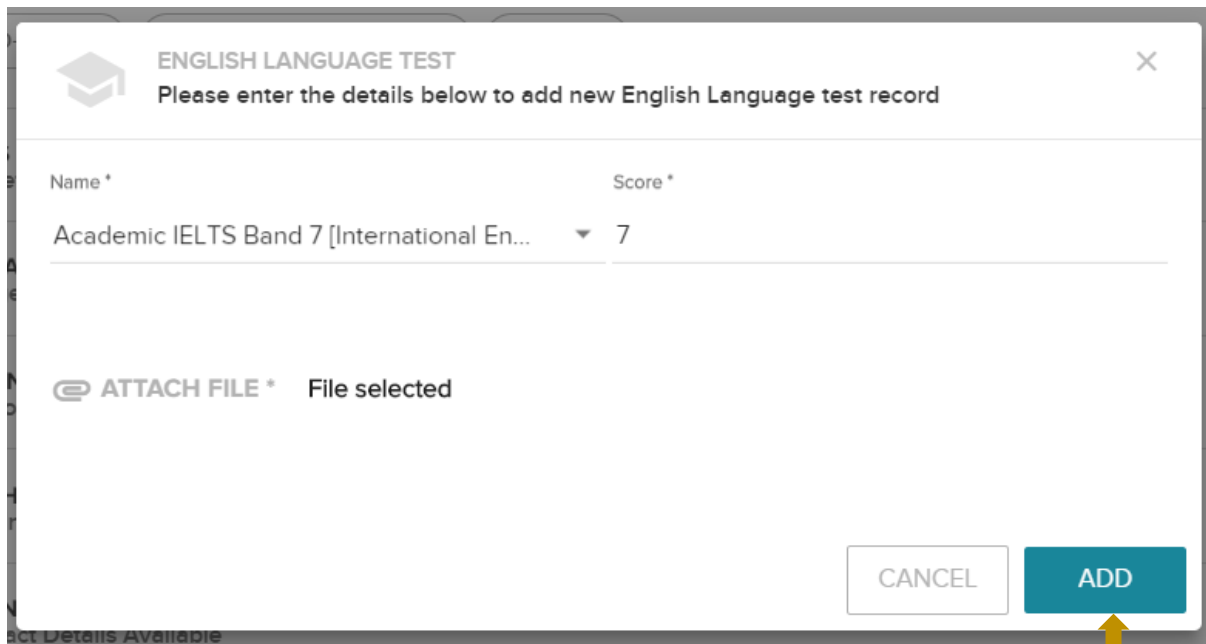
Field	Value
School/University Name	UAE University
Country *	United Arab Emirates
Degree *	Master
Degree Name	Physics
Award Year *	Jul 2010
Specialization	Physics
Minor	Mathematics
Credit Hours (Education)	
Credit Hours (Specialization)	
Achievements	Passed with Merit
Attach file	<input type="button" 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 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 has 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 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 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	

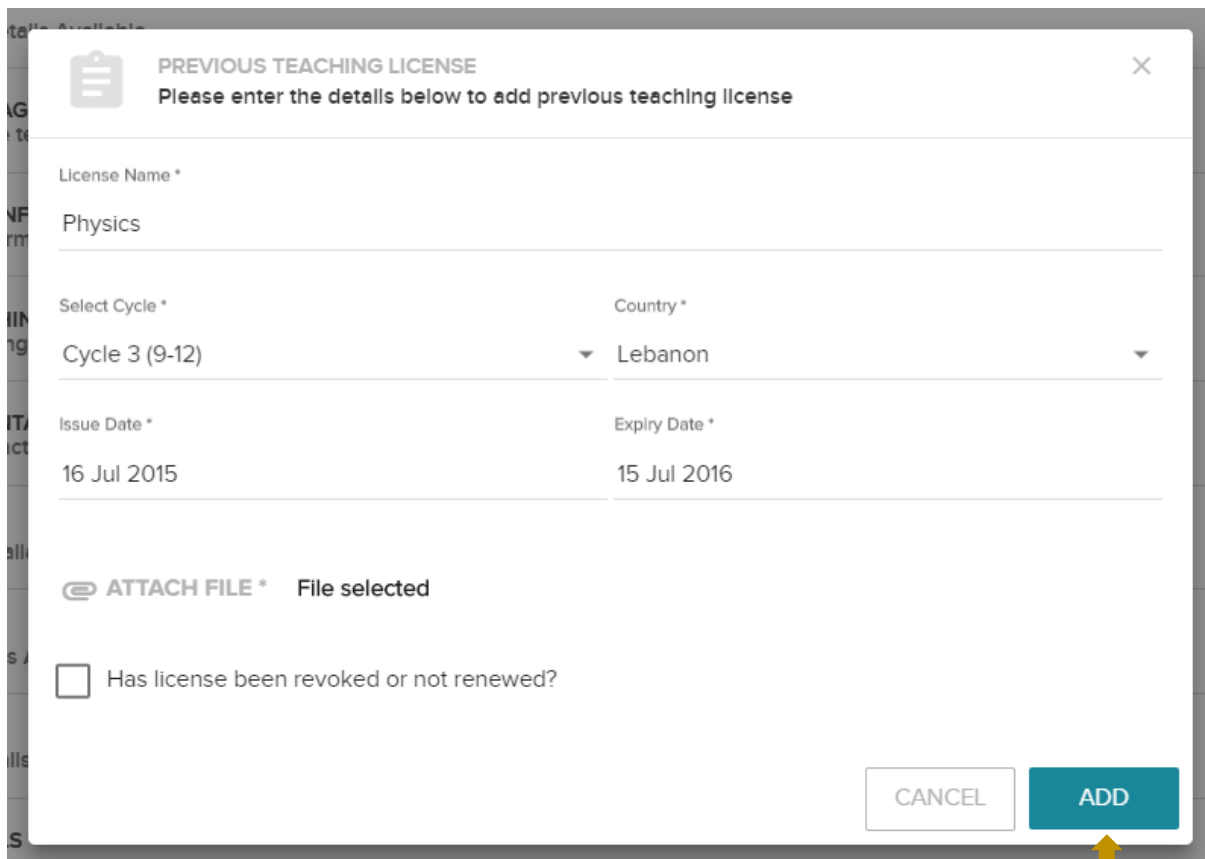
I currently work here.

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:

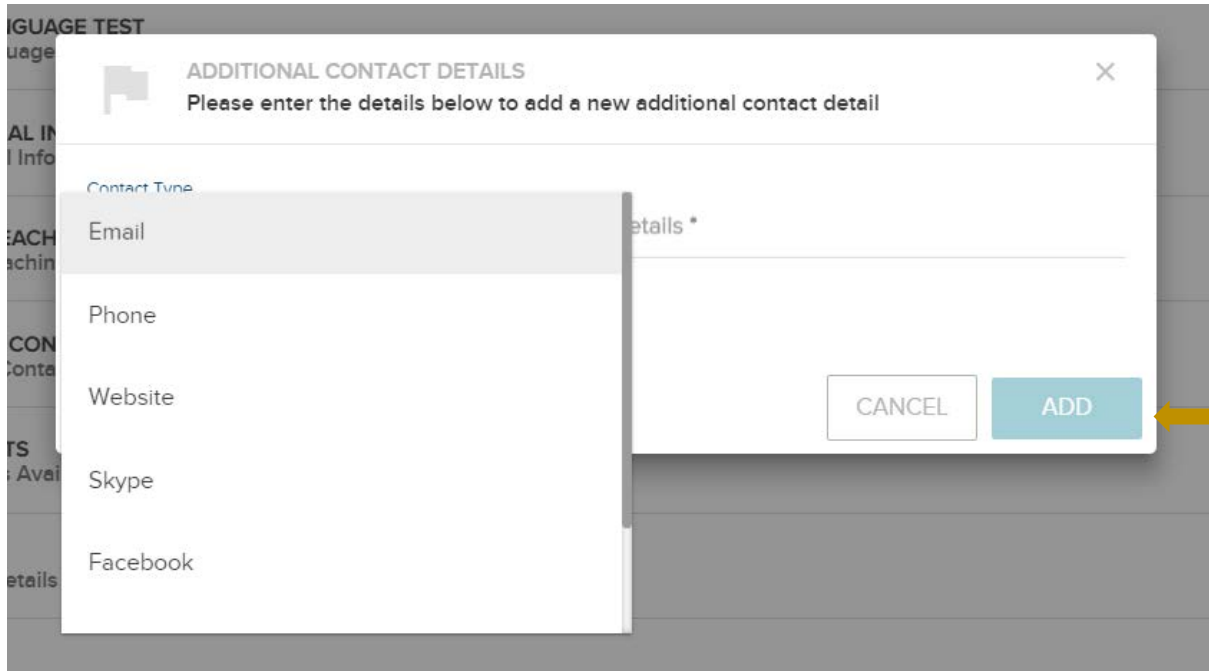
- License Name ***: Text input field containing "Physics".
- Select Cycle ***: Dropdown menu showing "Cycle 3 (9-12)".
- Country ***: Dropdown menu showing "Lebanon".
- Issue Date ***: Text input field containing "16 Jul 2015".
- Expiry Date ***: Text input field containing "15 Jul 2016".
- ATTACH FILE ***: A button 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

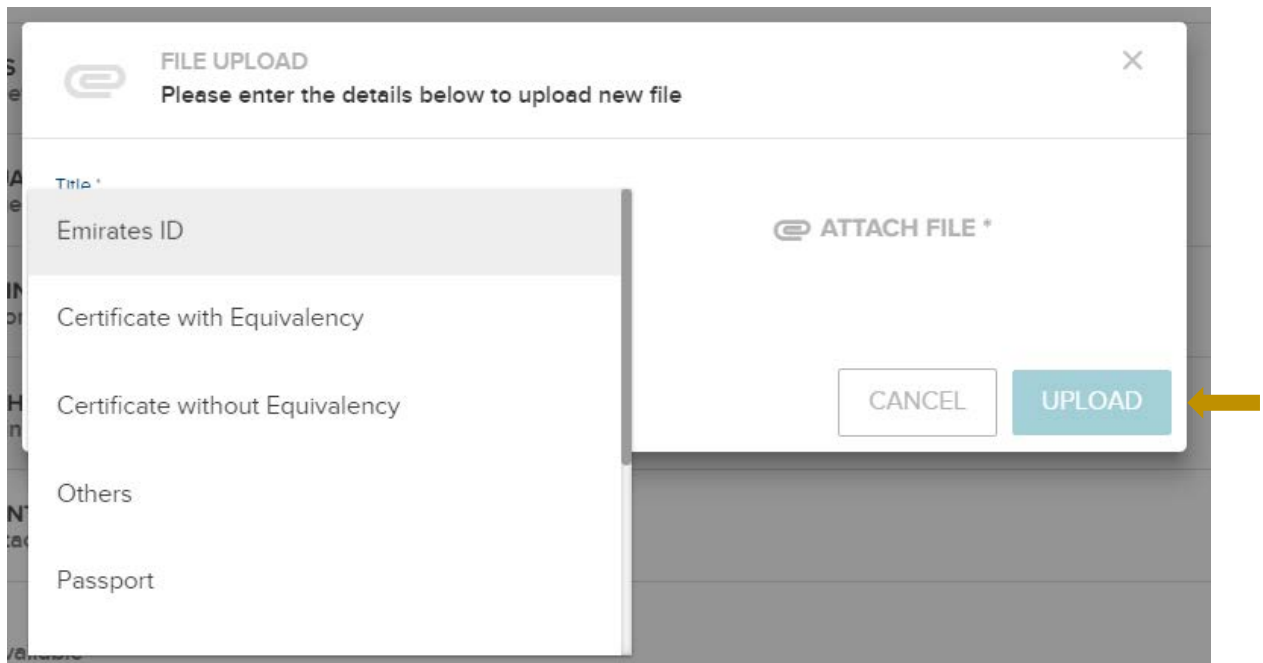
Teacher will need to add attachments as supporting documents linked to their profile.

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

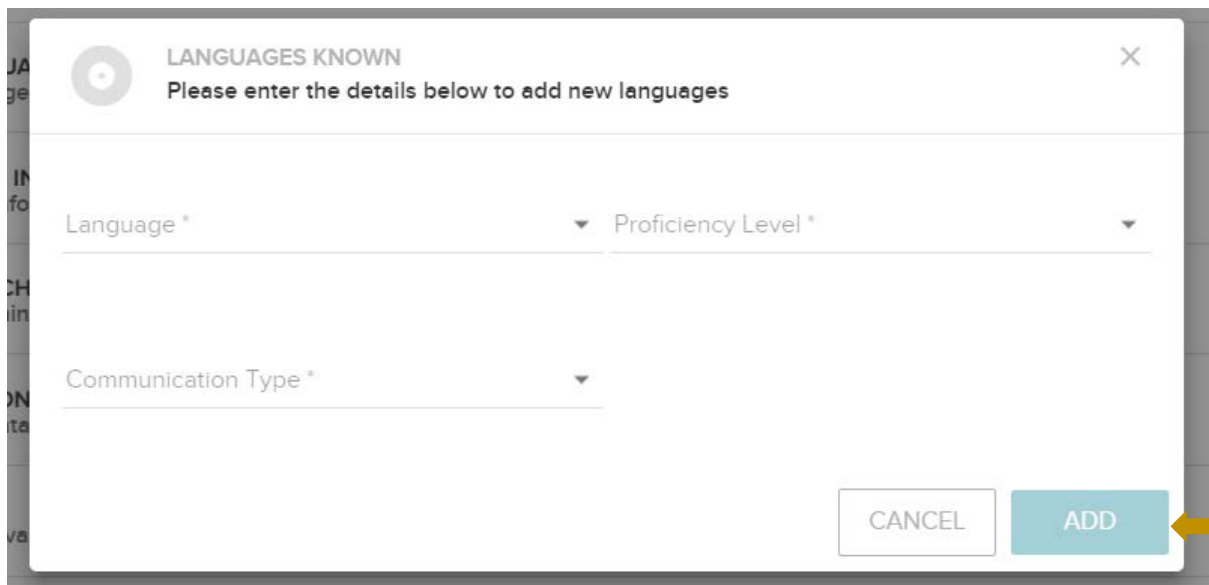
Click upload after attaching the relevant documents.



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)



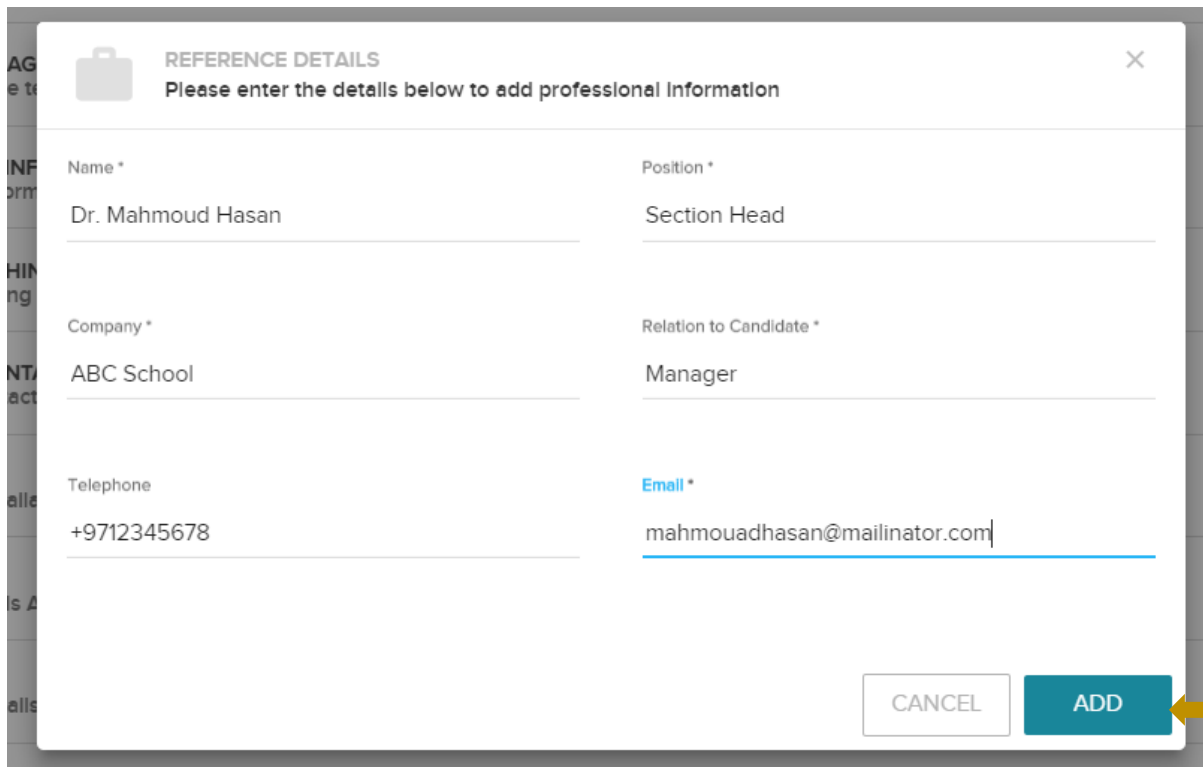
The screenshot shows a modal window titled "LANGUAGES KNOWN" with a close button (X) in the top right corner. Below the title is the instruction "Please enter the details below to add new languages". The form contains three required fields, each marked with an asterisk (*): "Language *", "Proficiency Level *", and "Communication Type *". Each field is a dropdown menu. At the bottom right of the form 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

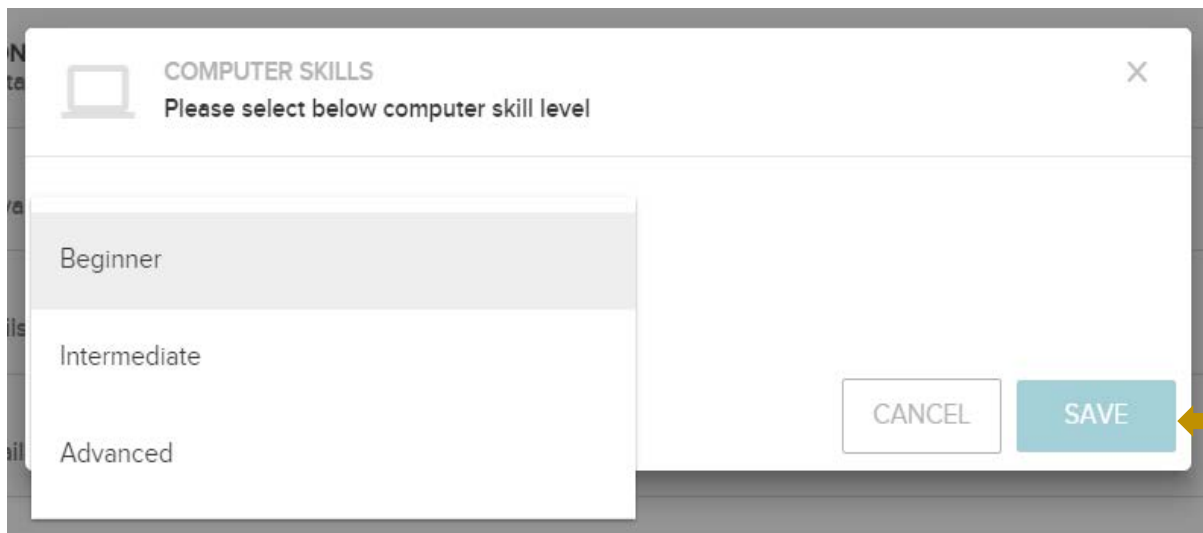
Name *	Position *
Dr. Mahmoud Hasan	Section Head
Company *	Relation to Candidate *
ABC School	Manager
Telephone	Email *
+9712345678	mahmouadhasan@mailinator.com

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

MY PROFILE: COMPUTER SKILLS

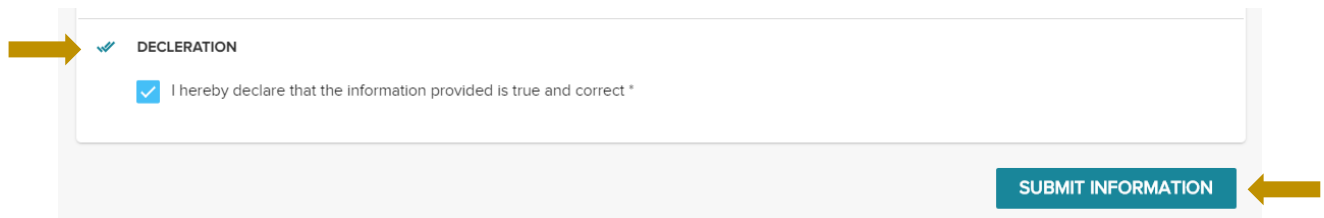
The teacher's Computer Skill Level is updated in the Computer Skills section of the profile.

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



MY PROFILE: DECLARE AND SUBMIT PROFILE

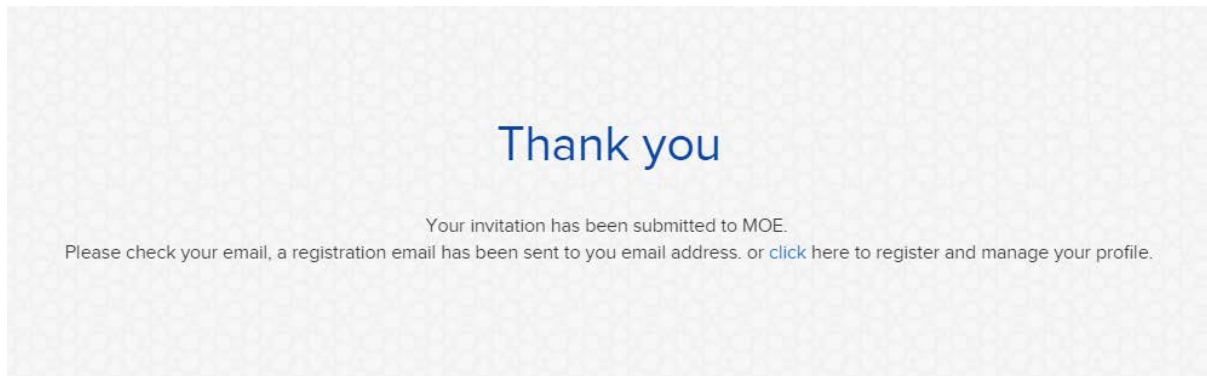
Once all the sections that are relevant have been filled, the Teacher will Declare the information provided is correct, then click Submit Information.



✓ DECLARATION

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

SUBMIT INFORMATION



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 displays the user interface of the Teachers Licensing System (TLS). At the top, the header includes the TLS logo and name in Arabic and English, the user's name 'Welcome, Maya Ahmad', and a language selector for Arabic. Below the header is a navigation bar with three tabs: 'My Profile' (highlighted with a yellow arrow), 'Licence Permits', and 'Assessments'. The main content area shows the user's profile for 'Maya Ahmad', located in the 'United Arab Emirates'. It includes contact details such as a phone number (+971234546789), an email address (mayaahmad@mailinator.com), and a 'Submitted' status. A yellow arrow points to the 'QUALIFICATIONS' section, which lists '1 Qualifications Details Available' and includes a '+ ADD' button. The 'QUALIFICATIONS' section is expanded to show an 'EDUCATIONAL QUALIFICATIONS' entry for 'Emirates ID' in Physics, Master and Mathematics, awarded in July 2010 from UAE University, with the note '"Passed with Merit"'. Other sections include 'ENGLISH LANGUAGE TEST' (1 English language test details available), 'PROFESSIONAL INFORMATION' (1 Professional Information Details Available), 'PREVIOUS TEACHING LICENSES' (1 Previous Teaching License Details Available), 'ADDITIONAL CONTACT DETAILS' (2 Additional Contact Details Available), and 'ATTACHMENTS' (0 Attachments Available). Each section has a '+ ADD' button.

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.