TMIS USER MANUAL V1.0

For

THE TEACHERS

Teacher Management and Information System (TMIS)
(Registration, Licensing, Post and Placement Management)

Prepared for

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www.education.rw/tmis
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1. The TMIS Executive Summary

The Teachers management information System is the system developed to be used by Rwanda Education Board. The system is accessed by 10 categories of users: Those are the System Administrator, The REB Senior Management, the TDM&CGC team, the Directors of Education in all districts, The Directors of Education in charge of Secondary schools in all districts, the Directors of Education in charge of Primary schools in all districts, The team in charge of Incentives, The team in charge of Trainings, All Teachers (Pre-Primary, Primary and Secondary schools both public and privates) and the External Users (All the Stakeholders of Education Sector having interest in the teacher development.)

The system helps all teachers to register and download the proof of registration, to upload all the supporting documents needed to request the license certificate, to download the School ID Card, View the copy of license certificate, and the teacher can register the courses he/she is qualified to teach and the course he/she is teaching.

The Directors of Education at District Levels use the TMIS to provide data related to school structure and to the teacher’s placements. This system helps in the Post management where the director can request a number of needed posts by qualification and the TDM&CGC staff have the right to view the requested posts and take the required decision.

The TMIS also help in the management of teacher’s incentives and teacher’s trainings where every teacher can register the received incentives and trainings, the training providers, titles of trainings. It also helps in the management of trainings schedules to avoid training overlaps.

Various reports can be downloaded in Excel or in PDF at any time everywhere. The system also provides the DASHBOARD to help the senior management get a quick summary on numbers of public and private schools, the number of public and private teachers for secondary, primary and pre-primary schools in Rwanda. The TMIS can generate many reports and it is accessed on http://education.rw/tmis.
## 2. Categories of TMIS Users

The TMIS has got various categories of users, and each category has their specific functionalities within the system. The following table shows the breakdown of them and their roles.

<table>
<thead>
<tr>
<th>User Category</th>
<th>Short Description of their roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The System Administrator</td>
<td>The System administrator is responsible to manage the whole system by registering all needed settings, managing the TMIS users, and provides supports where ever it is needed.</td>
</tr>
<tr>
<td>2. The Senior Management Staff</td>
<td>The senior management login in to see various reports related to teachers, schools, and other statistics in a summarized way.</td>
</tr>
<tr>
<td>3. The TDM&amp;CGC Staff in charge of Teacher Placement</td>
<td>This category of user login the system to perform all functions related to teacher placement, post management, school structures, accessing the license requests, etc.</td>
</tr>
<tr>
<td>4. The Directors of Education in all districts</td>
<td>The directors of education at district level use this system to provide information related to teacher placement, post management, teacher management, school structures, etc.</td>
</tr>
<tr>
<td>5. The Directors of Education in charge of Secondary schools in all districts</td>
<td>The directors of education at district level use this system to provide information related to teacher placement, post management, teacher management, school structures, specifically for Secondary schools.</td>
</tr>
<tr>
<td>6. The Directors of Education in charge of Primary schools in all districts</td>
<td>The directors of education at district level use this system to provide information related to teacher placement, post management, teacher</td>
</tr>
<tr>
<td>7. The Staff in charge of Incentives</td>
<td>The Staff in charge of Incentives login the system to manage and access data and information related to teachers’ incentives such as Cow, Bicycles, computers, telephones, etc.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8. The Staff in charge of Trainings</td>
<td>The Staff in charge of Trainings, login the system to provide and access to data and information related to provided trainings, trainers, number of trainees by training types or by training sponsors, etc.</td>
</tr>
<tr>
<td>9. All Teachers (Pre-Primary, Primary and Secondary schools both public and privates)</td>
<td>All teachers use this platform to provide needed data about themselves, their teaching qualifications, experiences, trainings received, incentives received, etc</td>
</tr>
<tr>
<td>10. External Users (All the Stakeholders of Education Sector having interest in the teacher development.)</td>
<td>The Rwanda Education Board stakeholders use the TMIS to some of the reports and statistics related to teachers and schools in Rwanda.</td>
</tr>
</tbody>
</table>
A. Teacher Interfaces
The Teacher Management Information System provides various options to all public and private teachers from pre-primary, primary to secondary schools, to login in the system by using the National ID Card or by using passport (for foreigners) and their dates of birth. If the provided credentials don’t match with the one we have in the system, the teacher will contact the district officer or the TDM staff for support.

A.1 Home Page ([https://education.rw/tmis/](https://education.rw/tmis/))
This is the first page every user sees after typing [https://education.rw/tmis/](https://education.rw/tmis/) in any supported browser. All Teachers must read the instruction and then click in the Proceed Button.

![Home Page for Every TMIS User](image.png)

Figure 1: Home Page for Every TMIS User
A.2 Teacher Login Page

This is the entrance for every teacher. The teacher must provide the identification numbers plus the dates of birth. In case there is any problem (either the ID number is not correct or the Date of birth is not correct), the teacher must contact the director of Education in his/her district for assistance.

![Teacher Login Page]

Figure 2: Teacher Login Page

A.3 Main Functions for Teachers

Once the teacher has logged successfully, these are the main functions to help in the collection of needed data and information.

A.3.1 Home
A.3.2 Registration
  a. Personal Information
  b. Education Details
  c. Professional Details
  d. Subject Taught & Qualified
  e. Special Teaching Skills
  f. Criminal Records Details
  g. View Application
  h. Application Status
A.3.3 License Documents
  a. Upload Passport Photo
  b. Upload License Docs
A.3.4 My Reports
  a. Bonus & Evaluation
  b. My Application Letter
  c. My School ID Card
  d. My License Letter
A.3.5 Contact REB-TDM
  a. Contacts
1 Home for Teachers
This is the main interface for every user who have logged in as a teacher/staff at any school. It provides all required options to provide the needed data on the teacher. Every teacher will provide personal information, education details, professional details, subject taught and qualified, special teaching skills, criminal record details and finally they will be able to view the full application, view the application status and print the registration letter in PDF.

![Home page for Teachers](image)

**Figure 3: Home page for Teachers**
2. a) Registration - Personal Information

All Teachers from pre-primary, primary and secondary schools use this interface to provide personal information required by REB. They have the option to edit it any time it is needed by them. This information includes phone numbers, marital status, emails, RSSB Numbers, Bank Account info, teaching qualifications, etc.

![Teacher personal Information](image)

Figure 4: Teacher personal Information
2.b.1) Education Details – Add Primary Schools

Teachers to add primary schools to their profile use this interface. They have options to add and edit many schools. This interface has two parts: the top part shows the registered schools and the next parts allows teachers to add the attended primary schools, by specifying the start and end dates as well the addresses.

Figure 5: Add Primary schools
b.2) Education Details – Add Secondary Schools

Teachers to add secondary schools to their profile use this interface. They have options to add and edit many schools. This interface has two parts: the top part shows the registered schools and the next parts allows teachers to add the attended primary schools, by specifying the start and end dates as well the addresses.

![Add Secondary Schools Interface](image)

**Figure 6: Add Secondary Schools**
b.3) Education Details – Add University Schools

Teachers to add university schools to their profile use this interface. They have options to add and edit many schools. This interface has two parts: the top part shows the registered schools and the next part allows teachers to add the attended primary schools, by specifying the start and end dates as well the addresses.

![Figure 7: Add University Schools](image)

- **University name**
  - Choose University
- **Country**
  - Choose Country
- **District**
  - Choose District
- **Specialization**
  - Write your Specialization as written on your degree
- **Award**
  - Choose Award
  - From
  - To
- **Certificate Number**
  - Certificate Number
2.c.1) Professional Details - Add Teaching Profiles

Teachers to add teaching info to their profile use this interface. They have options to add and edit many inputs. This interface has two parts: the top part shows the registered teaching profiles and the next parts allows teachers to add new profile. by specifying post at that moment, date of hire and the school he/she worked for.

![Add Teaching Profiles Interface]

*Figure 8: Add Teaching Profiles*
2.c.2) Professional Details- Add Professional Training You Attended

Teachers to add professional training to their profile use this interface. They have options to add and edit many inputs. This interface has two parts: the top part shows the registered teaching profiles and the next parts allows teachers to add new profile by specifying the training type, training title, the awarded certificate and the training location.

Figure 9: Add professional training
2.c.3) Professional Details- Add Awards

All teachers have the possibility to add the received awards. This can be done by selecting the type of award received for the figure below.

Figure 10: Add Awards
2.d.1) Subject Taught & Qualified- Add Subject you teach

All teachers have the possibility to the subject they teach. They can add any subject based on how the interface is designed for that.

Figure 11: Add Subject Taught
2.d.2) Subject Taught & Qualified- Add Subject you are qualified to teach

All teachers have the possibility to the subject they are qualified to teach. They can add any subject based on how the interface is designed for that.

Figure 12: Add subject qualified to teach
2.e) Special Teaching Skills

This interface allows all teachers to register special teaching skills. This information may be useful by the district officers or by any high-top authority.

Figure 13: Add Teaching Skills
2.f) Criminal Records Details

All teaching staff is requested to provide information about criminal records. Fulfilling what this interface is requesting does this. In addition to this, the scanned copies have to be uploaded to the system.

Figure 14: Add criminal records
2.g) View Application

Once the teachers have provided all the requested data, this interface will help them view details on their application. They have options to update or change their personal info if the License Letter is not yet issued. Otherwise, they can contact the TDM staff.

![Image of personal information interface]

Figure 15: View provided information
2.i) Application Letter
The Teacher can download the Application letter.

3) My Reports- Bonus & Evaluations
All staff get evaluated every end of the year. His/her direct supervisor does the evaluation and once they have come to a common understanding, the awarded marks are recorded in

Figure 16: Print Application Letter
4) Upload Passport Photo

The teacher is requested to upload a good picture that will appear to his/her School ID Card and to his/her license certificate. The teacher can also update the photo in case it is needed and the photo should be in .JPG format.

![Image of Passport Photo Upload](image)

**Figure 17: Uploading a passport photo**
5) Uploading Supporting License Documents

The teacher can upload the supporting documents to get the license certificates. The Documents are scanned in .JPG formats and then are uploaded using this interface.

![Image](image.png)

Click on the Upload Button to get the option to browse a file to upload.

6) School ID Card

The teacher can view his/her School ID Card, and if it contains wrong information, he/she can report to the director of Education for rectification.

![Image](image.png)

Figure 18: School ID Card

7) Contact TDM – Staff

This link shows the available numbers and emails for support from TDM staff at REB.
B. Important Documents for Teachers

a. Registration Letter in PDF

Once the teacher has provided all the requested data, he/she can download the registration letter in PDF document.

TEACHER REGISTRATION APPROVAL

This is to confirm that your request of registration at REB Teacher Management Information System (TMIS) has been accepted with these details:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Francoise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>MUSABENDE</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>1984-01-01</td>
</tr>
<tr>
<td>Nationality</td>
<td>Rwandan</td>
</tr>
<tr>
<td>ID No</td>
<td>Passport No</td>
</tr>
<tr>
<td>Special Teaching Skills</td>
<td>Early childhood education, ICT in Education, Education, Special needs, Special</td>
</tr>
<tr>
<td>Reg. Number</td>
<td>REB/REG/2017/000018</td>
</tr>
<tr>
<td>Level of Education</td>
<td>A0</td>
</tr>
<tr>
<td>Specification</td>
<td>Mathematics+Physics+ Education : Mathematics with Education</td>
</tr>
</tbody>
</table>

(This is computer generated document and not valid if manually altered)

Figure 19: Registration Letter
b. Appointment Letter in PDF

Teachers can also download their appointment letter in PDF.

Figure 20: Appointment Letter in PDF
c. Appointment Termination Letter in PDF

The district Officer and Teacher have access to download the termination letter in PDF.

REPUBLIC OF RWANDA

On : 14/06/2017
No : ........................

RE: TERMINATION LETTER

Dear Abdan GATUKU,
I hereby confirm the termination of your employment as Primary Teacher at INDANGAMIRWA in Kicukiro district.

The reason for your termination is Major Disciplinary Issue.

This termination is effective from the date it is signed.

Yours Sincerely.

Mayor : Dr. NYIRAHABIMANA Jeanne
Kicukiro District

Cc
Minister of Education
Minister of Public Service and Labor
Governor/Mayor of Kigali-City Province
Head Teacher of INDANGAMIRWA

Figure 21: Appointment Termination letter
d. License Certificate in PDF

The Teacher can download the License letter in PDF, if it is approved by REB.

![License Certificate in PDF](image)

**TEACHER LICENCE CERTIFICATE**

The owner of this document is considered highly professional in teaching.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Agathe</td>
</tr>
<tr>
<td>Family Name</td>
<td>NTAKIRUTIMANA</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>1969-01-01</td>
</tr>
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<td>Rwanda</td>
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</tr>
<tr>
<td>Licence Start</td>
<td>2017-06-13</td>
</tr>
<tr>
<td>Licence End</td>
<td>2022-06-13</td>
</tr>
</tbody>
</table>

**GASANA I. Janvier**

Director General

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Website: www.reb.rw

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Figure 22: License Certificate in PDF
e. License Suspension Letter in PDF

A suspension of license can be issued to the teacher in PDF with the reason printed on it.

**Figure 23: Suspension Letter in PDF**

For more information contact

1. TDM Staff at REB
2. District Officers in charge of Education
For Teachers

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