

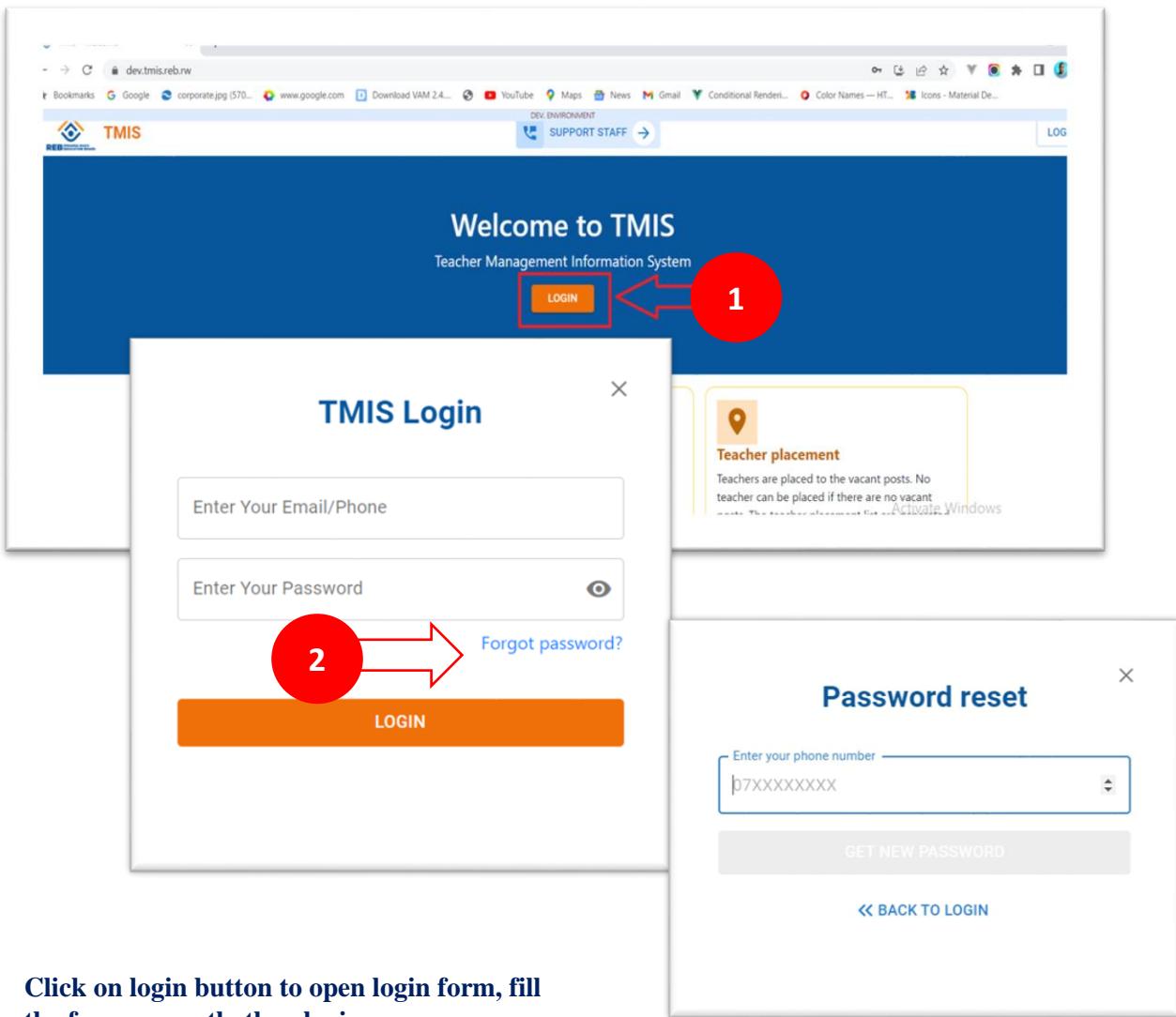


TEACHER MANAGEMENT INFORMATION SYSTEM (TMIS)

USER GUIDE FOR TEACHERS **Teacher Transfers and Interchange (Permutations)**

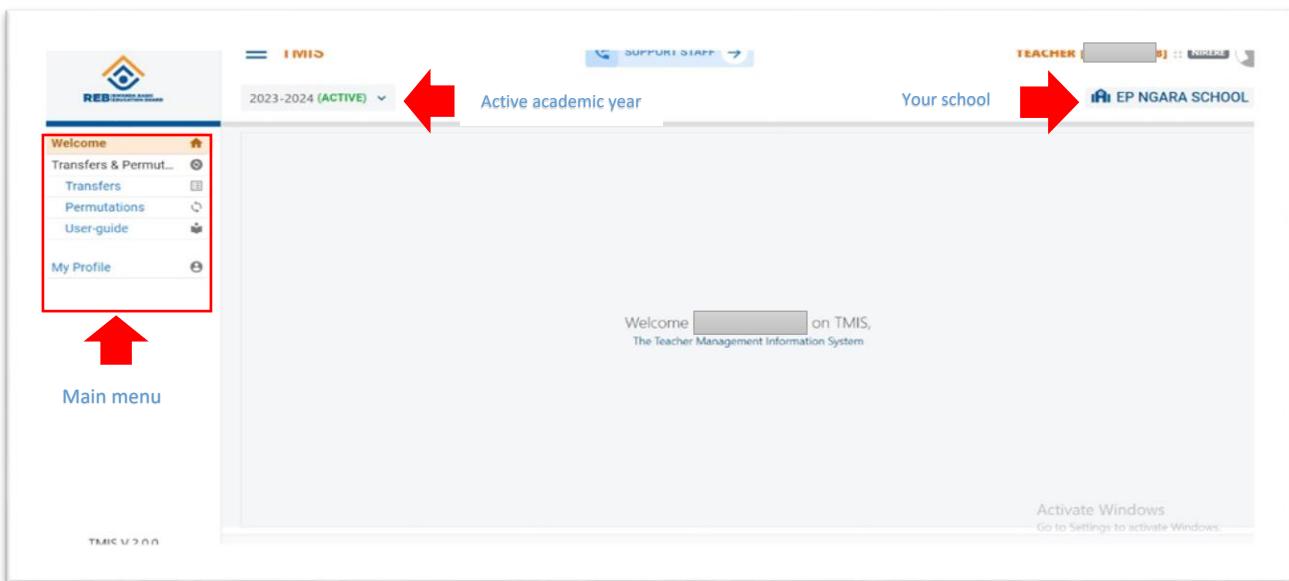
1. Authentication/Login

Login TMIS System using this link: <https://tmis.reb.rw>



- 1. Click on login button to open login form, fill the form correctly then login.**
- 2. If you forgot your password, click on forgot password then use your phone to reset password**

2. TMIS Main window



3. Transfer request

The screenshot shows the 'TEACHER TRANSFERS' page. A red arrow points from the 'Transfers' option in the main menu to this page. A red box highlights the '+ New Request' button. Below it is the 'TRANSFER REQUEST' form. The form includes sections for 'Teacher details' (with a placeholder image and 'NID PHOTO' button), 'Mandatory documents' (with three file upload fields), 'Your profile' (with fields for NID Number, Last Name, First Name, Date of Birth, Place of Birth, Nationality, Employee ID, RSSB Number, and Position), and 'Transfer details' (with a 'NEXT' button). A red box highlights the 'NEXT' button at the bottom right of the form.

Transfer request (Continue)

TRANSER REQUEST

1 Teacher details 2 Other Documents 3 Transfer details

Teacher details

Other documents

Transfer details


NID PHOTO
2207148826
MUKADUSABIMANA VIVIANE

Education certificate
 Certified

Do you have disability?
 No Yes

Do you have chronic disease?
 No Yes

Does your child has disability/chronic disease?
 No Yes

Does your spouse has disability/chronic disease?
 No Yes

[BACK](#) [NEXT](#)

TRANSER REQUEST

1 Teacher details 2 Other Documents 3 Transfer details

Teacher details

Other Documents

Transfer details


NID PHOTO
2207148826
MUKADUSABIMANA VIVIANE

Education certificate
 Certified

Your position
Languages teacher (A2)

Qualification
A2

Select district of your interest *

Select first school of your interest *

Select second school of your interest (Optional)

Select third school of your interest (Optional)

Motivate your request *

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Welcome [Transfers & Permut...](#) [Transfers](#) [Permutations](#) [User-guide](#) [My Profile](#)

TEACHER TRANSFERS [+ New Request](#) 05 DAYS 07 HOURS 34 MINUTES 15 SECONDS

Requested By Position DistrictOfInterest SchoolsOfInterest Requested On Status

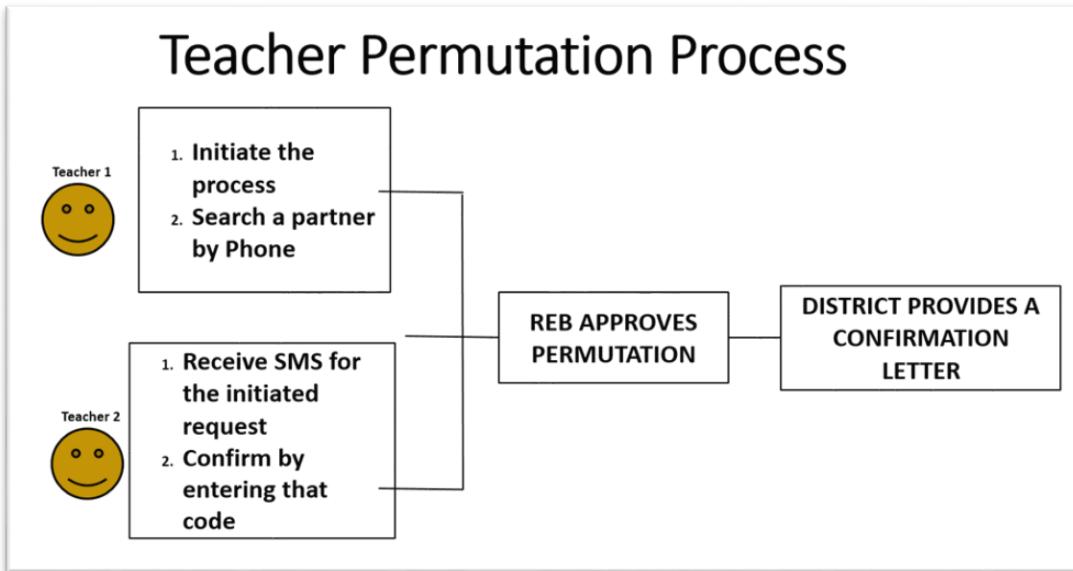
| # | Requested By | Position | DistrictOfInterest | SchoolsOfInterest | Requested On | Status |
|---|--------------|-----------------------------|--------------------|---|---------------------|-------------------------|
| 1 | ME | Languages teacher (A2) (A2) | Gascobo | GS KADUBU CATHOLIQUE 3 Kibera / Nairobi GP MIRANDA 3 Kibera / Nairobi GS SHIMOMO 3 Gilgiliano / Nairobi | 2023-09-15 20:25:38 | Pending |

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3.4 .Collect a confirmation letter from the District

3.3. Wait for REB to review and approve

4. Permutation request



3.1.TEACHER ONE (Initiate)

The screenshot illustrates the process for Teacher One to initiate a permutation request:

- Step 1:** The user is on the REB e-Service Platform's main menu. The "Permutations" option is highlighted with a red box. A red arrow points from this screen to the next one.
- Step 2:** The user is on the "TEACHER PERMUTATIONS" page. A red box highlights the "+ New Request" button, which is also indicated by a red arrow.
- Step 3:** The user is on the "PERMUTATION REQUEST" sub-page. A red box highlights the "Mandatory documents" section, which includes three file upload fields for "Upload your degree", "Upload your definitive appointment letter", and "Upload first and last pages of your performance appraisal sheet". A red arrow points from this section to the "NEXT" button at the bottom right of the form.

Permutation request (Continue)

PERMUTATION REQUEST

1 Teacher details

2 Permutation details

Find the teacher you want to permute with.

Search by phone number

SEARCH

NID PHOTO

Position: Languages teacher (A2)

School: EP GITEGA

District: Nyagenge

Cell: Kinyange

Qualification: A2

Sector: Gitega

Employment Date: May 31, 2021

Motivate your request *

Activate now! For the teacher to accept this request

SUBMIT

BACK

TMIS

SUPPORT STAFF

TEACHER [2207026298] NIRERE

EP NGARA SCHOOL

2023-2024 (ACTIVE)

TEACHER PERMUTATIONS + New Request

SchoolsOfInterest Position RequestedBy PermutationWith RequestedOn Status

1 EP GITEGA > Nyagenge / Gitega / Kinyange Languages teacher (A2) (A2) ME 2023-09-11 20:27:40 Pending for partner acceptance

Search...

« Previous 1 Next »

4.2. TEACHER 2 (Confirm)

TMIS

SUPPORT STAFF

TEACHER [2207148826] MUKADUSABIMANA

EP GITEGA SCHOOL

2023-2024 (ACTIVE)

TEACHER PERMUTATIONS + New Request

SchoolsOfInterest Position RequestedBy PermutationWith RequestedOn Status

1 EP GITEGA > Nyagenge / Gitega / Kinyange Languages teacher (A2) (A2) ME 2023-09-11 20:27:40 Pending for partner acceptance

Search...

« Previous 1 Next »

Accept Reject

PERMUTATION REQUEST FROM MUKAMPUNGA JEANNETTE

Mandatory documents

1. Upload your degree No file chosen
2. Upload your definitive appointment letter No file chosen
3. Upload first and last pages of your performance appraisal sheet No file chosen

Your profile

| | | | | | | | |
|-------------------|-------------------------|---------------------------|------------------------|-----------------|------------|--------|--------|
| NID Number | 5 | Verified | Passport number | Civil Status | Married | Gender | Female |
| Last Name | | First Name | | Date Of Birth | 23/02/1990 | | |
| Country of Birth | Rwanda | Place of Birth | Huye | Nationality | RW | | |
| Your spouse names | | Employee ID | | RSSB Number | | | |
| Bank Account | 9XXXXXXXXXX Jimu Sacco) | Position qualification | Languages teacher (A2) | | | | |
| Teaching Level | PRIMARY | Position appointment date | 31/05/2021 | | | | |
| Phone number | | Personal email | | Employment Type | | | |

ACCEPT

Activate Windows
Go to Settings to activate Windows.

Are you sure you want to **accept** this permutation request?

Enter your confirmation code *

Enter your confirmation code *

CONFIRM

3.3. Wait for REB to review and approve

3.4 .Collect a confirmation letter from the District