



TEACHER MANAGEMENT INFORMATION SYSTEM (TMIS)

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

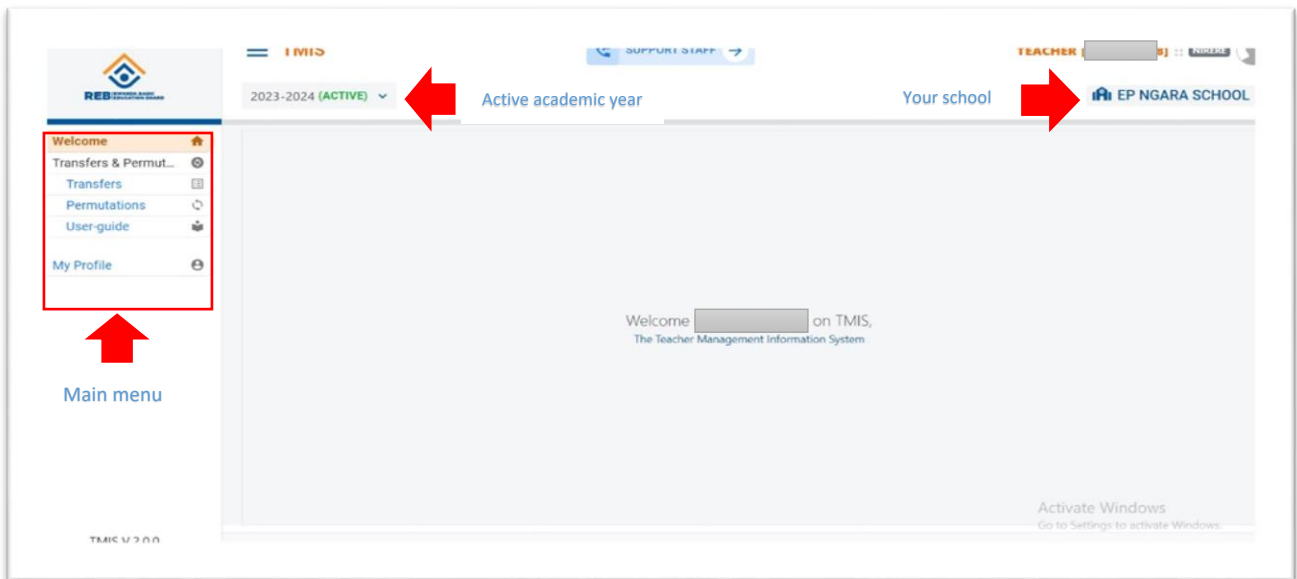
1. Authentication/Login

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

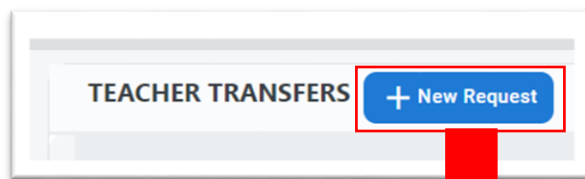
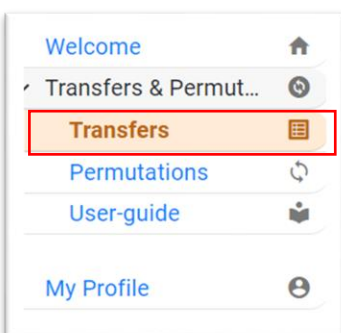
The image displays three overlapping screenshots from a web browser showing the TMIS (Teacher Management Information System) interface. The top screenshot shows the 'Welcome to TMIS' page with a 'LOGIN' button highlighted by a red box and a red arrow pointing to it, labeled with a red circle containing the number '1'. The middle screenshot shows the 'TMIS Login' form with fields for 'Enter Your Email/Phone' and 'Enter Your Password', a 'Forgot password?' link, and a 'LOGIN' button. A red arrow points from the 'Forgot password?' link to the 'Password reset' screenshot, labeled with a red circle containing the number '2'. The bottom screenshot shows the 'Password reset' form with a field for 'Enter your phone number' and a 'GET NEW PASSWORD' button. A 'BACK TO LOGIN' link is also visible at the bottom of the 'Password reset' form.

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 "TRANSFER REQUEST" form. The form is divided into three tabs: "Teacher details", "Other Documents", and "Transfer details". The "Teacher details" tab is active. It contains a "Mandatory documents" section with three file upload buttons: "1. Upload your degree", "2. Upload your definitive appointment letter", and "3. Upload your performance evaluation report". Below this is a "Your profile" section with various input fields: "NID Number", "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" (cc), "Position" (Languages teacher (A2)), "Teaching Level" (primary & 1st), "Position qualification" (A 1), and "Position appointment date" (see user manual). A red box highlights the "NEXT" button at the bottom right.

Transfer request (Continue)

TRANSFER REQUEST

1 Teacher details 2 Other Documents 3 Transfer details

Other documents

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

TRANSFER REQUEST

1 Teacher details 2 Other Documents 3 Transfer details

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 *

BACK SUBMIT

Welcome

Transfers & Permut...

Transfers

Permutations

User-guide

My Profile

TEACHER TRANSFERS + New Request 05 DAYS 07 HOURS 34 MINUTES 15 SECONDS

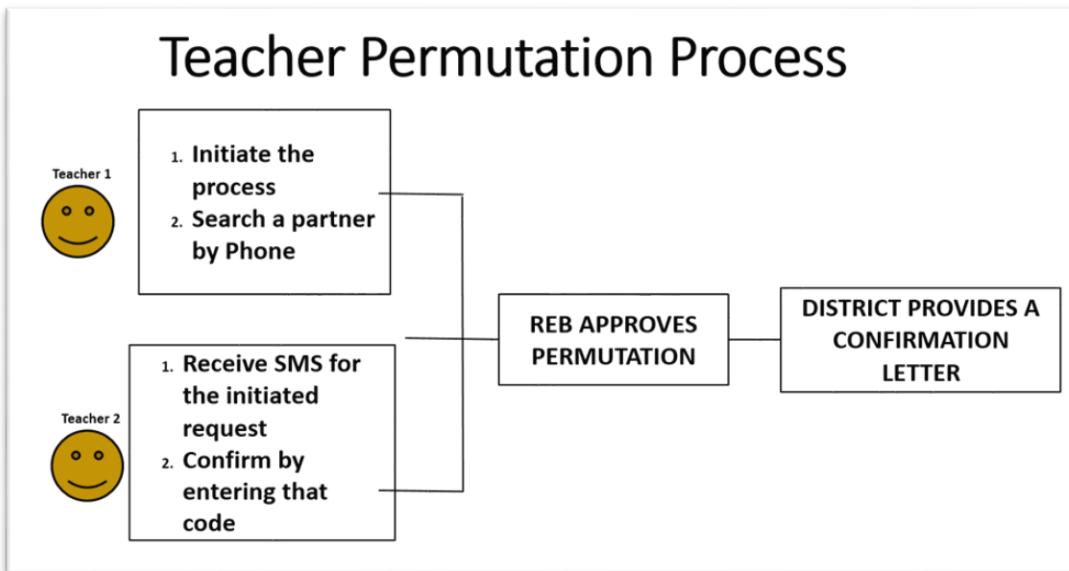
#	Requested By	Position	DistrictOfInterest	SchoolsOfInterest	Requested On	Status
1	ME	Languages teacher (A2) (A2)	Gusabo	<div>05 0450000 0471400 0000 2 Employees / Range</div> <div>07 0000000 2 Resources / Range</div> <div>03 0000000 2 Schools / Range</div>	2023-09-15 20:25:38	Pending

<< Previous 1 Next >>

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 process starts with the teacher logging into the REB system. The 'Permutations' option is highlighted in the sidebar. The teacher then clicks the '+ New Request' button in the 'TEACHER PERMUTATIONS' section. This leads to the 'PERMUTATION REQUEST' form, where the teacher uploads mandatory documents (degree, appointment letter, and performance appraisal sheet). The form also includes a 'Your profile' section with fields for NID Number, Passport number, Civil Status, Gender, Last Name, First Name, Date of Birth, Country of Birth, Place of Birth, Nationality, Your spouse names, Employee ID, RSSB Number, Bank Account, and Teaching Level. The teacher can also upload an NID photo and an education certificate. The process concludes with the teacher clicking the 'NEXT' button.

Permutation request (Continue)

PERMUTATION REQUEST

1 Teacher details 2 Permutation details

NID PHOTO

Find the teacher you want to permute with.

Search by phone number

AVAILABLE

Position: Languages teacher (A2)

School: EP GITEGA

DISTRICT: Nyanungwe

Qualification: A2

Sector: Gitega

Employment Date: May 31, 2021

Motivate your request *

TMIS **SUPPORT STAFF** **TEACHER [2207026298] NIRERE** **EP NGARA SCHOOL**

2023-2024 (ACTIVE)

TEACHER PERMUTATIONS

#	SchoolsOfInterest	Position	RequestedBy	PermutationWith	RequestedOn	Status
1	EP GITEGA > Nyanungwe / Gitega / Kinyange	Languages teacher (A2) (A2)	ME		2023-09-11 20:27:40	Pending for partner acceptance

« Previous 1 Next »

4.2. TEACHER 2 (Confirm)

TMIS **SUPPORT STAFF** **TEACHER [2207148826] MUKADUSABIMANA** **EP GITEGA SCHOOL**


2023-2024 (ACTIVE)

TEACHER PERMUTATIONS

#	SchoolsOfInterest	Position	RequestedBy	PermutationWith	RequestedOn	Status
1	EP NGARA > Gitega / Nyanungwe / Ngara	Languages teacher (A2) (A2)	ME		2023-09-11 20:27:40	Pending for partner acceptance

« Previous 1 Next »

PERMUTATION REQUEST FROM MUKAMPUNGA JEANNETTE



NID PHOTO

M [REDACTED]

LANGUAGES TEACHER (A2) (A2)

Education certificate

☒ Certified

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 [REDACTED]5 Verified

Passport number [REDACTED]

Civil Status **Married** Gender **Female**

Last Name [REDACTED] First Name [REDACTED]

Date Of Birth **23/02/1990**

Country of Birth **Rwanda** Place of Birth **Huye** Nationality **RW**

Your spouse names [REDACTED] Employee ID [REDACTED] RSSB Number [REDACTED]

Bank Account **9[REDACTED]imu Sacco** RSSB Number **Languages teacher (A2)**

Teaching Level **PRIMARY** Position qualification **A2** Position appointment date **31/05/2021**

Phone number [REDACTED] Personal email [REDACTED] Employment Type [REDACTED]

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 *

3.3. Wait for REB to review and approve

3.4 .Collect a confirmation letter from the District