

Transfer Request V.1.0

User Guide for Teachers

Requirements:

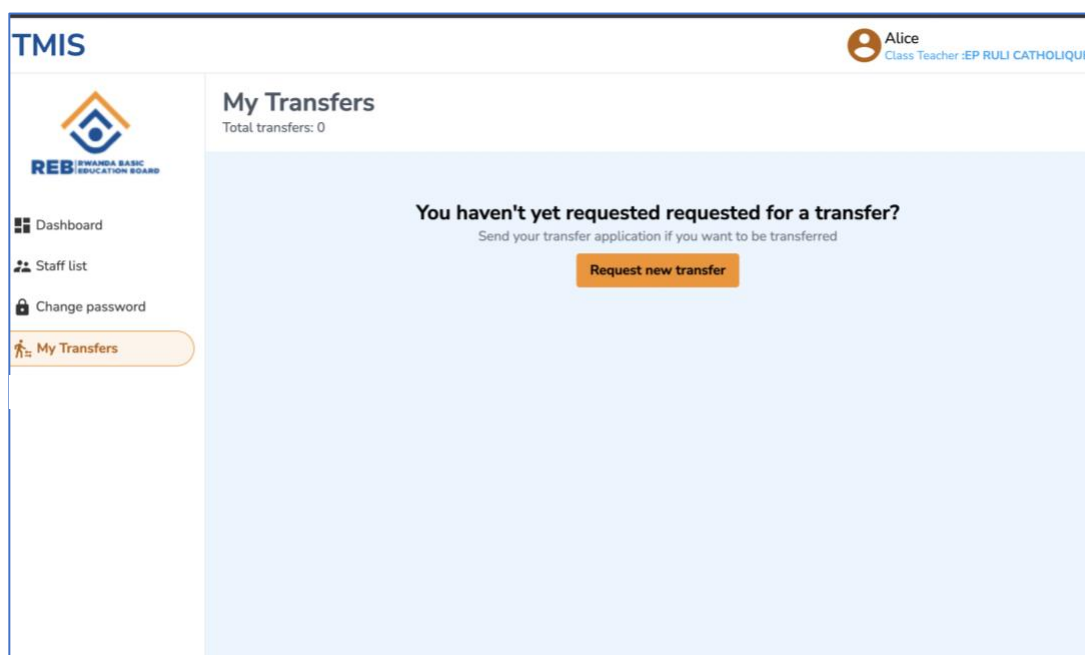
1. A teacher must have successfully completed a probation period.
2. A teacher must have worked at least for one year from the current school.

1. Login in TMIS

- 1.1. Open any browser and type <https://tmis.reb.rw>
- 1.2. Click on login button.
- 1.3. To login use your phone number (07.....) you have on the placement list from TMIS.
- 1.4. The password will be sent to your mobile phone and you can change it.
- 1.5. Please go to your profile check if your position and qualification you are hired for are correct before you apply. If they are not correct, you can contact your Head Teacher (HT) for the support.

2. Transfer request

- 2.1. Click on My transfers.




2.2. Click on new transfer.


You haven't yet requested requested for a transfer?





Send your transfer application if you want to be transferred

[Request new transfer](#)

2.3. Select your residence and attach the certificate of residence from IREMBO.

TMIS
 **Anastasie**
Class Teacher :EP GITEGA




-  My Profile
-  Dashboard
-  Change password
-  **My Transfers**

Your document of residence is required


Please add the document in order to continue, the document can be found on Irembo


MY DOCUMENTS








Resident district is missing!
Choose your residence

Do you have a disability?

 **Yes, I have** disability
☐ **No**

TMIS
 **Anastasie**
Class Teacher :EP GITEGA



-  My Profile
-  Dashboard
-  Change password
-  **My Transfers**

Your document of residence is required

Please add the document in order to continue, the document can be found on Irembo

Choose resident district

Choose district
▼

Residence supporting document (Size < 1MB)

Choose File

No file chosen

Warning Make sure you are providing correct information. For any inconvenience, rules will be applied

Back
Submit

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Transfer request user manual for Teachers



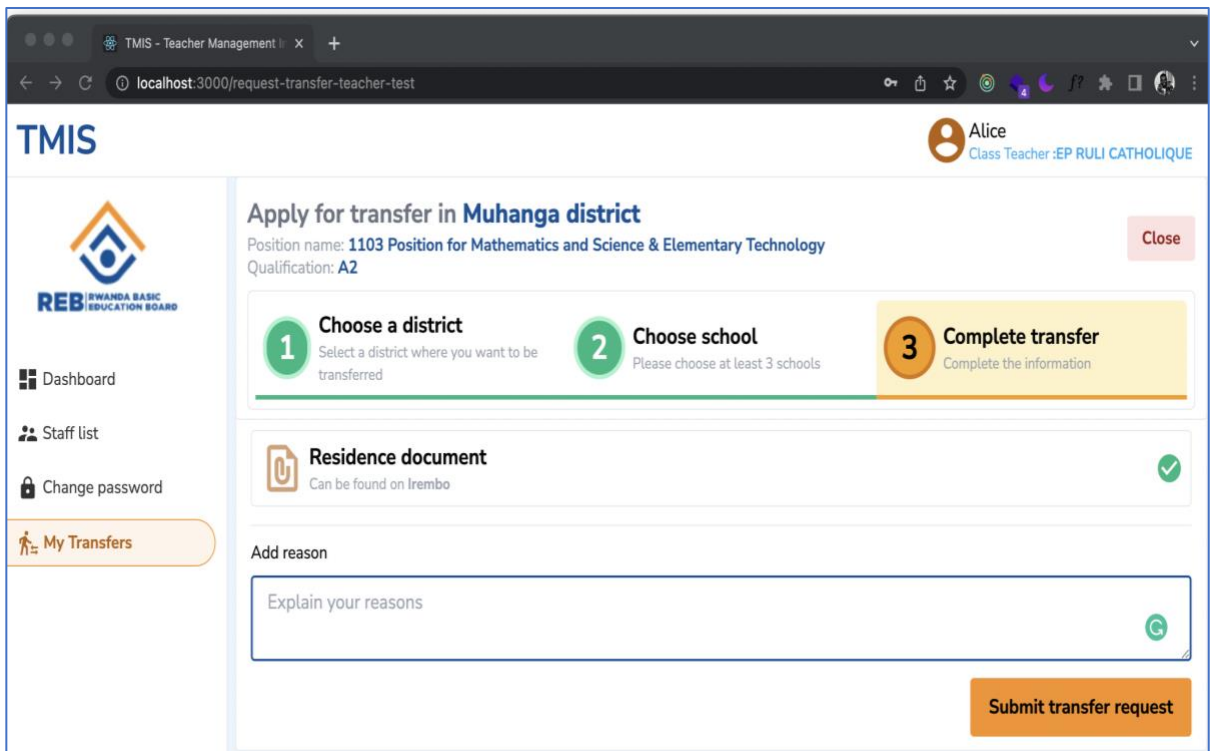
2.4. Select a district you want to be transferred to.

The screenshot shows the 'Apply for transfer' form in the REB system. The form is titled 'Apply for transfer' and includes the position name '1103 Position for Mathematics and Science & Elementary Technology' and qualification 'A2'. The form is divided into three steps: 1. Choose a district (highlighted in yellow), 2. Choose school, and 3. Complete transfer. The 'Choose a district' step includes a search bar 'Search district by name' and a list of districts: Nyarugenge, Kicukiro, Gisagara, Huye, Ruhango, Kamonyi, Rutsiro, Gasabo, Nyanza, Nyaruguru, Nyamagabe, Muhanga, Karongi, and Rubavu. Each district has a right arrow indicating it can be selected.

2.5. You can select up to three schools of your choice.

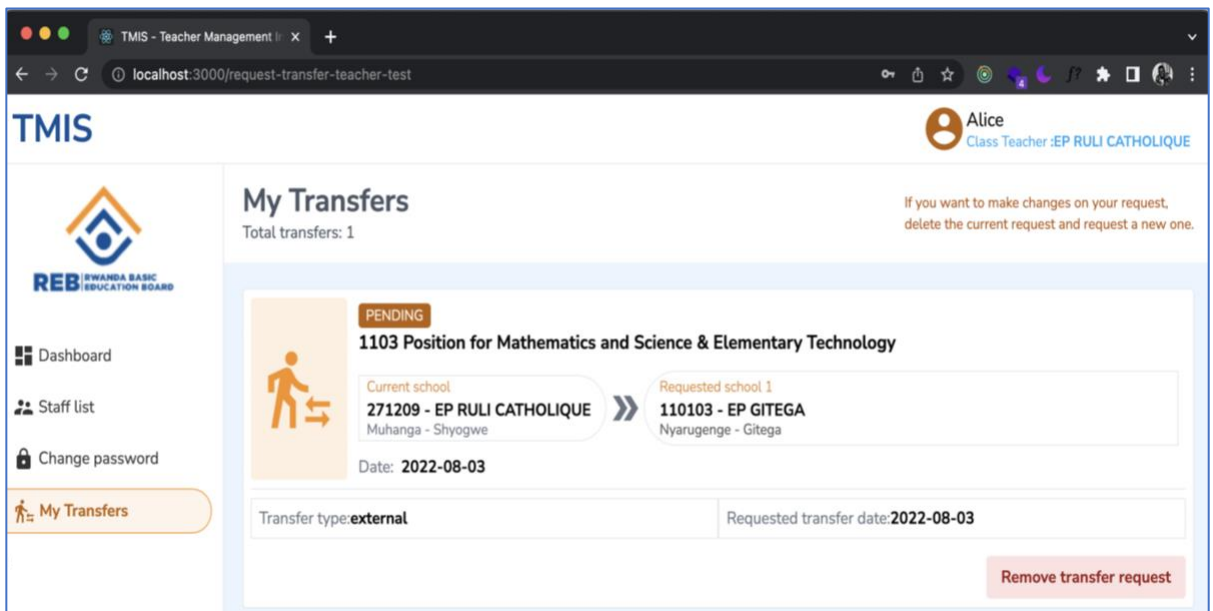
The screenshot shows the 'Apply for transfer' form in the TMIS system. The form is titled 'Apply for transfer in Muhanga district' and includes the position name '1103 Position for Mathematics and Science & Elementary Technology' and qualification 'A2'. The form is divided into three steps: 1. Choose a district, 2. Choose school (highlighted in yellow), and 3. Complete transfer. The 'Choose school' step includes a search bar 'Search schools by name' and a list of schools: 270206 EP NGOMA KABACUZI (Sector: Kabacuzi). The school is marked with a green checkmark and a 'Vacant(s) 1' label. The form also includes a 'Continue' button and a 'Selected schools: 1' label.

2.6. Add the reason Click on Submit Transfer Request.



The screenshot shows the 'Apply for transfer in Muhanga district' form in the TMIS system. The user is Alice, a Class Teacher at EP RULI CATHOLIQUE. The form is titled 'Apply for transfer in Muhanga district' and shows the position name '1103 Position for Mathematics and Science & Elementary Technology' and qualification 'A2'. The form has three steps: 1. Choose a district (Select a district where you want to be transferred), 2. Choose school (Please choose at least 3 schools), and 3. Complete transfer (Complete the information). A 'Residence document' section shows a green checkmark and the text 'Can be found on Irembo'. Below this is an 'Add reason' section with a text input field labeled 'Explain your reasons' and a green circular icon with a 'G'. A 'Submit transfer request' button is at the bottom right.


2.7. View transfer request.




The screenshot shows the 'My Transfers' page in the TMIS system. The user is Alice, a Class Teacher at EP RULI CATHOLIQUE. The page title is 'My Transfers' and it shows 'Total transfers: 1'. A message states: 'If you want to make changes on your request, delete the current request and request a new one.' The transfer request is shown as 'PENDING' for the '1103 Position for Mathematics and Science & Elementary Technology'. It details the 'Current school' as '271209 - EP RULI CATHOLIQUE, Muhanga - Shyogwe' and the 'Requested school 1' as '110103 - EP GITEGA, Nyarugenge - Gitega'. The date is '2022-08-03'. The 'Transfer type' is 'external' and the 'Requested transfer date' is '2022-08-03'. A 'Remove transfer request' button is at the bottom right.

3. Logout

3.1. Please **Logout** button after you have finished to work with the TMIS.

 **Triphonie**
Class Teacher :EP GITEGA


11010321007
MUKAYIGIRA MUKAYIGIRA
Class Teacher

School: **EP GITEGA**

Qualification: **A2**

Position:
3063 - Teaching Modern Languages (TML)

My profile

Logout

- END -