



## INSTRUCTIONS FOR COACHES AND INSTRUCTORS REGISTERING WITH MOE

Instructors applying for registration for the first time may apply online at <https://stee-rems.com.sg/eSolution/Login.aspx> by following the on-screen instructions.

For instructors who are **currently** registered with MOE, **please do not submit an application**. Your application will be rejected by the system. Please only submit an online application 3 months from the expiry date of your MOE registration.

For **currently** registered instructors who wish to update their application information, please do **not** update via the online system. Your online update will be rejected by the system. Please send the updates to [moe\\_irs@moe.edu.sg](mailto:moe_irs@moe.edu.sg).

## **DURING THE TENURE OF SERVICES**

- All instructors shall remain registered during the tenure of their services without which their services will be terminated. For companies, the contract for services with schools will be terminated unless de-registered instructors can be replaced with registered instructors with the school's agreement.
- When instructors no longer meet the suitability criteria, they will be de-registered and be duly informed about their de-registration. Once de-registered, all schools will be informed to terminate their contracts with the de-registered instructor.
- Decisions by MOE to decline registration, decline re-registration or impose de-registration of an Instructor shall not amount to any representation by MOE as to the competency of the Instructor to act in any other capacity outside of MOE.

# REGISTERING WITH INSTRUCTIONS REGISTRATION SYSTEM (IRS)

1. Go to <https://stee-rems.com.sg/eSolution/Login.aspx>

**IMPORTANT NOTICE:**  
The REIMS/IRS portal is only compatible with Internet Explorer 10 or below, Google Chrome and Mozilla Firefox. We seek your understanding not to use Android Tablet, iPad or mobile devices to access the REIMS/IRS portal to ensure that data is transmitted correctly during the application process. Applicants who have submitted their applications through these devices may be informed by the REIMS/IRS Administrator to re-submit their applications.

**REIMS Guides**

- Click >>> [Here](#) <<< for the relief staff user guide and >>> [Here](#) <<< for the FAQ.
- To update your **Period Available to 2017** or beyond, please click >>> [Here](#) <<< for the steps.
- Click >>> [Here](#) <<< for compatibility guide with Internet Explorer 11.

**Login to REIMS/IRS**  
Applicant/User ID and Password are case sensitive

User ID \*

Password \*

\* Fields are mandatory

Login

[Creation of User Account \(for New Applicants\)](#)

Contact Details | Operating Hours of REIMS/IRS Helpdesk [Reset Password](#)

2. Press "Creation of User Account (for New Applicants) as shown above if you are new.

Creation of User Account

Identification Type \*

NRIC NO/PASSPORT NO \*

Name as in NRIC/PASSPORT \*

Email \*

Password \*

Confirm Password \*

Captcha \*

New password must contain minimally 12 alphanumeric characters with at least 1 letter and 1 number

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\* Fields are mandatory

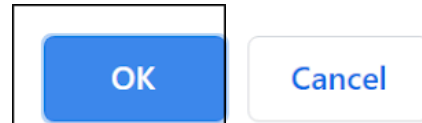
Register Back

**3. Fill in the mandatory fields above.**

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stee-rem.com.sg says

Confirm to create account?

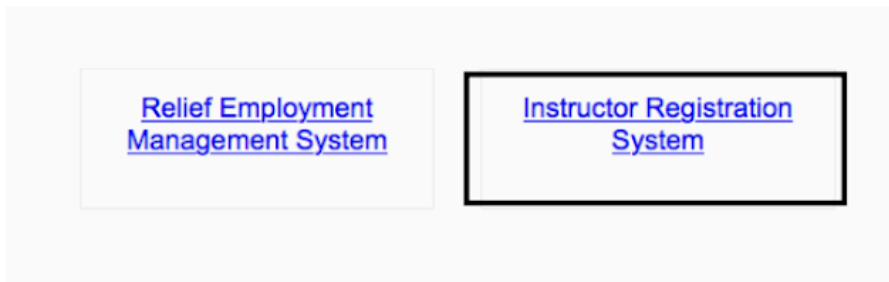


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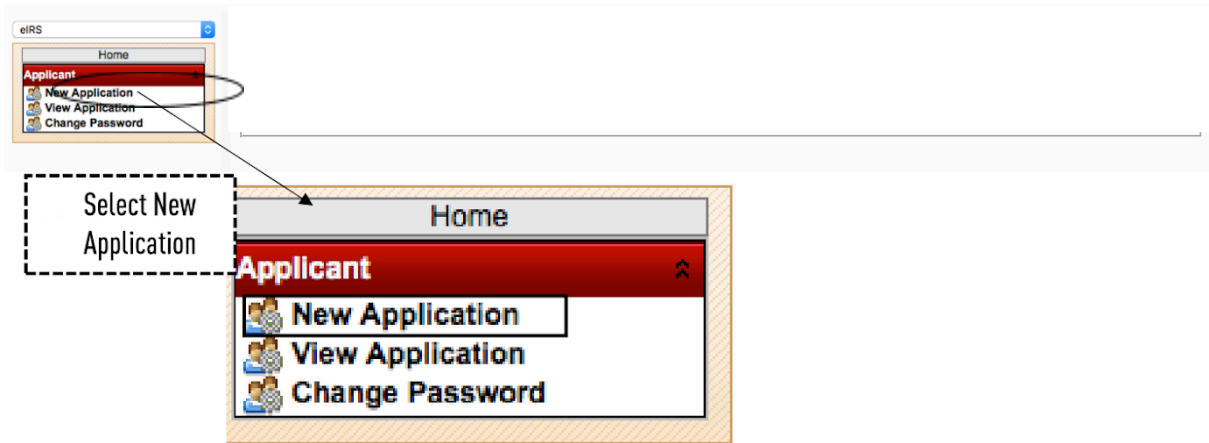
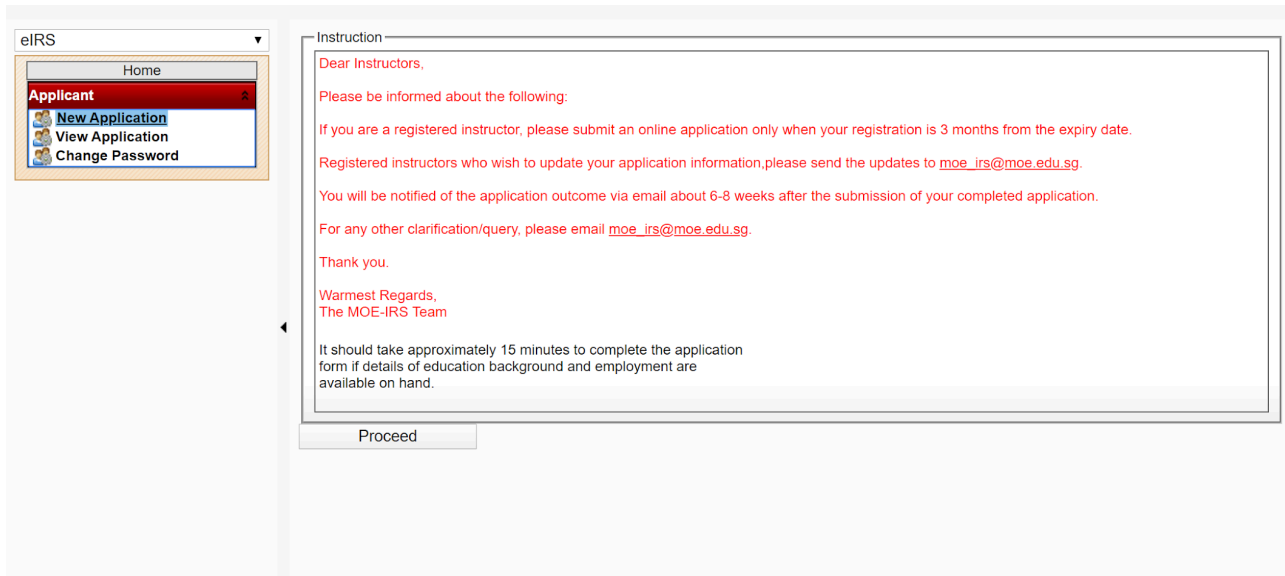
**4. Press "OK" when the website asks to confirm to create account.**

**5. At the bottom of the page, you will see this if all your details are filled in (including the password requirements). Press "login to your account".**

**6. Enter your User ID (NRIC Number) and Password.**



**7. Press “Instructor Registration System”.**



**8. Press “New Application”.**

**9. Press “Proceed” at the bottom of the page.**

## 10. Enter your details in each tab accordingly.

For education tabs, you only need to fill in your highest education qualification. e.g. If you are a Polytechnic student, your highest education qualification is "N"/"O" Levels/ITE certificate. If you are a University student, your highest education qualification is a Polytechnic Diploma/"A" Level.

- Fill in personal data

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

- ▶ Name
- ▶ Personal Data
- ▶ Addn Personal Data
- ▶ Personal ID
- ▶ Religion Data

Save As Draft | Go To Submit Page

- Fill in addresses

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

- ▶ Residential Address (as in NRIC)
- ▶ Email Address
- ▶ Correspondance Address

Save As Draft | Go To Submit Page

- Fill in O level field (if applicable)

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

- ▶ Education O Level
- ▶ Subject & Grades

You may include 2nd Language results that were taken from a separate seating.

Save As Draft | Go To Submit Page

- Fill in A level field (if applicable)

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

- ▶ Education A Level
- ▶ Subject & Grades

Save As Draft | Go To Submit Page

- Fill in tertiary field (if applicable)

You are in view Application

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

Education Data 1

Education Data 2

Education Data 3

Save As Draft | Go To Submit Page

- Fill in specialisation, select "enrichment" under school programme and select "leadership" under area of specialisation

Note: \* Denotes Required Fields.

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

Specialisation

Professional Certification

Attachment

Save As Draft | Go To Submit Page

Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | Declaration

Specialisation

\* It is MANDATORY to Provide at least One Row of Specialisation.

School Programme	Area of Specialisation	Item of Specialisation
ENRICHMENT	LEADERSHIP	

Select "Enrichment" under school program

Select "Leadership" under Area of Specialisation

- Fill in employment details, use the example shown below:
  - (1) For volunteers, indicate your position as a facilitator
  - (2) For Halogen interns, indicate your position as a intern

Personal Data   Addresses   O Level   A Level   Tertiary   Specialisation   **Employment Details**   Declaration

Please provide :  
i. current employment details if you are the owner, partner or employee of a company;  
ii. current engagement details if you are a freelance instructor with one or more companies; which provides coaches/instructors for CCA and enrichment programmes in schools.

**Employment Details 1**

**Employment Details**  
Employment Type \* : Employee  
Job Designation \* : INTERN  
Start Date \* : 01/02/2017  
End Date : Present

**Company Information**  
Company Name \* : HALOGEN FOUNDATI  
Business Registration Number \* : 200308081M

## 11. Go over to the declaration and answer accordingly.

You are in View Application

Note: \* Denotes Required Fields.

Personal Data   Addresses   O Level   A Level   Tertiary   Specialisation   **Employment Details**   Declaration

▶ Declaration

Save As Draft   **Go To Submit Page**

## 12. Press the “Go to Submit Page” button at the bottom of the page.

▶ Acknowledgement

**Acknowledgement**  
(1) I understand and agree that MOE reserves the right to (i) not register, (ii) de-register, (iii) not re-register as/a Instructor/Contractor.  
(2) I understand and agree that registration is a basic and necessary condition for work in MOE schools but registration does not guarantee the successful procurement of a contract with MOE schools.  
(3) I understand and agree that any decision by MOE to decline registration, decline re-registration or impose de-registration of myself as an/a Instructor/Contractor shall not amount to any representation by MOE as to my competency to act as an/a Instructor/Contractor in any other capacity.  
(4) I understand and agree that registration by MOE does not imply any MOE endorsement of my competency or quality of my services. I understand and agree that if I were to use my registration with MOE in any way to suggest or imply MOE's endorsement of my competency or quality of my service, I shall take such steps as are deemed necessary by MOE to clarify any such suggestion or implication, failing which I shall be liable to be de-registered as an/a Instructor/Contractor.  
(5) I give my consent to the Ministry of Education to use the information provided in this application for engagement, to obtain and verify information from or with any source, as the Ministry deems appropriate for the assessment of my application for engagement.

I declare that all information given by me in this application for engagement and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of engagement may be withdrawn or my engagement with the School may be terminated immediately.

Submit   Back   Print

**Read and check the box before submitting!**

## 13. Submit the application! You are done!