

Registering for Instructors Registration System (IRS)

Registering under the IRS would allow you to train at schools as Lead Trainers. It takes roughly 6-8 weeks to process. When it is approved, you will receive an email, submit the screenshot to bit.ly/trainersubmission Follow the steps below to register.

1. Go to <http://bit.ly/moeregistration> or stee-rems.com.sg

RELIEF EMPLOYMENT MANAGEMENT SYSTEM INSTRUCTORS REGISTRATION SYSTEM

IMPORTANT NOTICE:
The REMS/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 REMS/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 REMS/IRS Administrator to re-submit their applications.

REMS 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.

Contact Details
Tel: 6271 7470 / 6271 7481
Fax: 6271 7453
Email: moe_rems@moe.edu.sg

Operating Hours of REMS/IRS Helpdesk
7.30am – 6.30pm (Mondays to Fridays, excluding Saturdays, Sundays & Public Holidays)

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

User ID *

Password *

* Fields are mandatory

Login

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

[Reset Password](#)

2. Login if you already have an account or click "creation of user account"

3. Fill in the blanks and register you will receive an email with your password

RELIEF EMPLOYMENT MANAGEMENT SYSTEM INSTRUCTORS REGISTRATION SYSTEM

Creation of User Account

Identification Type *

NRIC NO/PASSPORT NO *

Name as in NRIC/PASSPORT *

Email *

* Fields are mandatory

Register Back

Your new password login is: iuosyirf

Please go to <https://stee-rems.com.sg/esolution/login.aspx> and login with your new password.

For any clarification or assistance, please email us at moe_rems@moe.edu.sg or contact us at 6271 7470 / 6271 7481.

4. Login with your password and IC number (User ID)

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5. Select the option on the right “Instructors Registration System”

RELIEF EMPLOYMENT MANAGEMENT SYSTEM INSTRUCTORS REGISTRATION SYSTEM

[Relief Employment
Management System](#)

[Instructor Registration
System](#)

6. You will be brought to this page

**INSTRUCTORS
REGISTRATION SYSTEM**

User Info:
Date Time: 07/04/2017 17:30:32
[Logout](#)

eIRS

You are in page >>>>

Welcome
Your last login was 05:26:26 PM on Friday 7 April 2017

Registration as a co-curricular and enrichment programme instructor with the Ministry of Education is subject to your professional conduct and satisfactory services provided to schools and any prevailing conditions that the Ministry may determine. The Ministry may reject your application, remove your registration and terminate your engagement if you do not meet any of these conditions and reserves the right to do so without assigning any reasons

Home

Applicant

- New Application
- View Application
- Change Password

7. Select New Application

Home

Applicant

- New Application
- View Application
- Change Password

8. Read the Instruction and Proceed

The screenshot shows the eIRS application interface. On the left is a navigation menu with 'Home' and 'Applicant' sections. The 'Applicant' section contains links for 'New Application', 'View Application', and 'Change Password'. The main content area is titled 'Instruction' and contains the following text:

Dear Instructors,

Please be informed about the following:

If you are a registered instructor, please submit an online application only when your registration is 3 months from the expiry date.

Registered instructors who wish to update your application information, please send the updates to moe_irs@moe.edu.sg.

You will be notified of the application outcome via email about 6-8 weeks after the submission of your completed application.

For any other clarification/query, please email moe_irs@moe.edu.sg.

Thank you.

Warmest Regards,
The MOE-IRS Team

It should take approximately 15 minutes to complete the application form if details of education background and employment are available on hand.

At the bottom of the instruction box is a 'Proceed' button.

9. Fill up your personal data and address

The screenshot shows the 'New Application' form in the eIRS system. The breadcrumb trail indicates 'You are in page >> Applicant >> New Application'. A note states: 'Note: * Denotes Required Fields.' The form is divided into several sections:

- Personal Data** (highlighted with a red box):
 - Title * : [dropdown menu]
 - Name as in NRIC * : [text input field]
- Personal Data** (expanded section):
 - Gender * : Male Female
 - Birth Date * : [calendar icon]
 - Nationality * : [dropdown menu]
 - Country of Birth * : [dropdown menu]
- Addn Personal Data** (expanded section):
 - Race * : [dropdown menu]
- Personal ID** (expanded section):

At the top of the form, there are tabs for 'Personal Data', 'Addresses', 'O Level', 'A Level', 'Tertiary', 'Specialisation', 'Employment Details', and 'Declaration'. The 'Personal Data' tab is currently selected.

10. Next you can fill up the “O-Level” “A-Level” or “Tertiary”. Fill up the one that is your highest qualification.

Note: You must have graduated from the institution with your relevant certificates to be considered as a recognized qualification (e.g. if you are currently still in polytechnic and have yet to graduate your highest qualification would be ITE, O-Level or N-Level)

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

Education O Level

Qualification Level * : O LEVEL
Certificate : O LEVEL
Others :
Year Obtained * : 2014 (YYYY)
Language Medium of Exam * : ENGLISH
School * : CHUNG CHENG HIGH SCHOOL (M/

Subject & Grades

It is **MANDATORY** to list English as the first subject, followed by other subjects in order of best grades.

Subject	Grade
ENGLISH	

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

Education A Level

Qualification Level * : A LEVEL
Certificate : A LEVEL
Others :
Year Obtained * : 2016 (YYYY)
Language Medium of Exam * : ENGLISH
School * : ST. ANDREWS JUNIOR COLLEGE

Subject & Grades

Subject & Grades (AO/H1)

Subject	Grade
GENERAL PAPER	

11. Next, Go to “Specialisation”

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

Specialisation

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

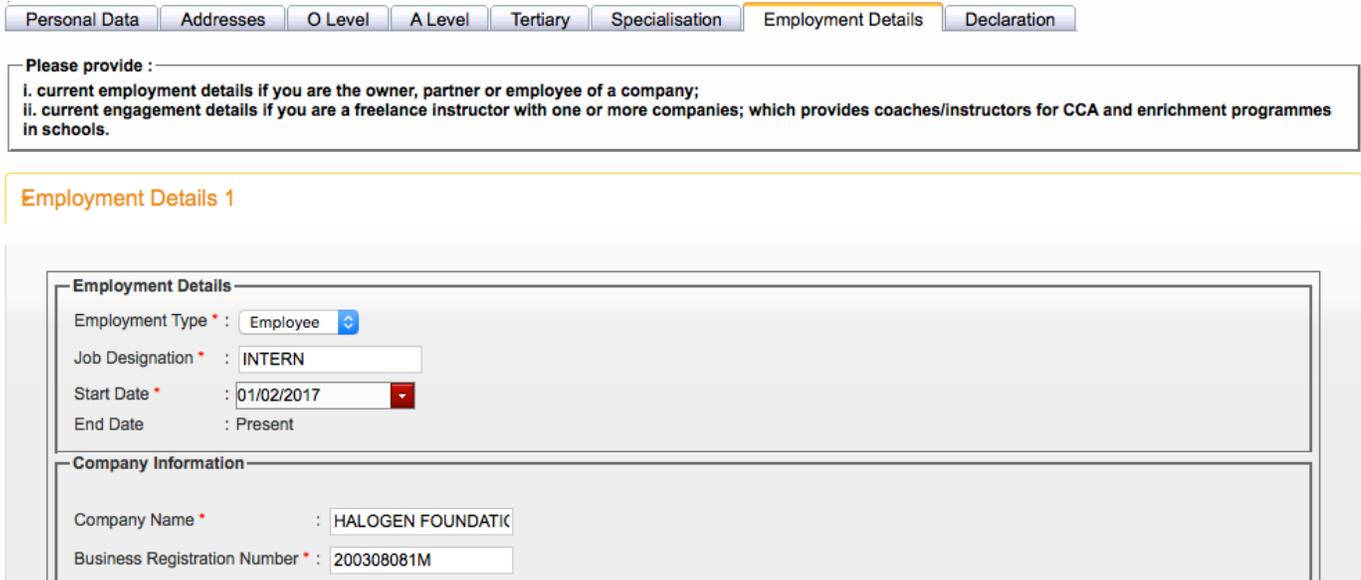
School Programme	Area of Specialisation	Item of Specialisation
ENRICHMENT	LEADERSHIP	

Select “Enrichment”
under school program

Select “Leadership” under
Area of Specialisation

12. Go to employment details. Fill up in accordance to the relevance.

The following is an example for Halogen Interns



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

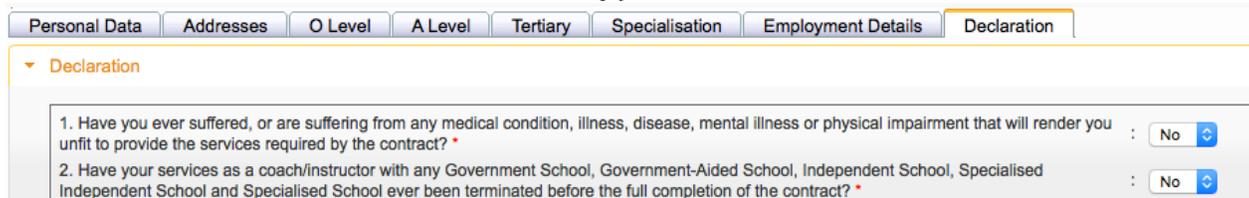
Employment Details

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

Company Information

Company Name * : HALOGEN FOUNDATION
Business Registration Number * : 200308081M

13. Go over to "Declaration" and answer accordingly

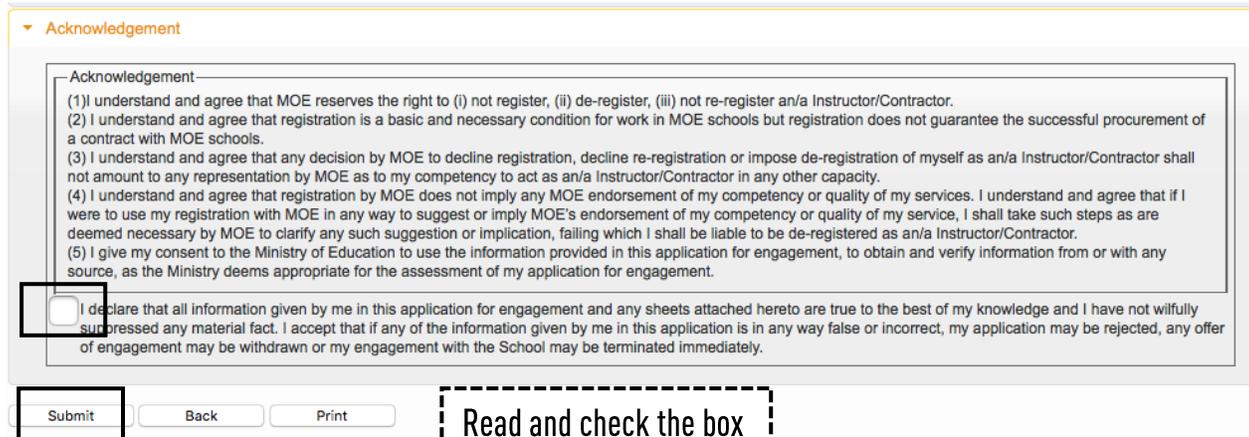


Personal Data | Addresses | O Level | A Level | Tertiary | Specialisation | Employment Details | **Declaration**

Declaration

1. Have you ever suffered, or are suffering from any medical condition, illness, disease, mental illness or physical impairment that will render you unfit to provide the services required by the contract? * : No
2. Have your services as a coach/instructor with any Government School, Government-Aided School, Independent School, Specialised Independent School and Specialised School ever been terminated before the full completion of the contract? * : No

After you answered all the questions, scroll below and you will see this



Acknowledgement

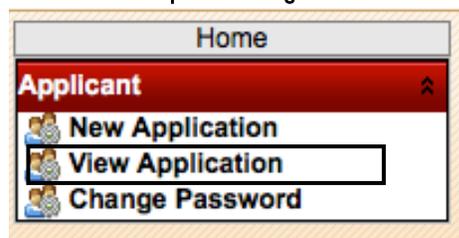
(1) I understand and agree that MOE reserves the right to (i) not register, (ii) de-register, (iii) not re-register an/a Instructor/Contractor.
(2) I understand and agree that registration is a basic and necessary condition for work in MOE schools but registration does not guarantee the successful procurement 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!

There you go you are done! You will be able to see your application status as processing under "View Application". You should also receive an email acknowledging your application.



Home

Applicant

- New Application
- View Application**
- Change Password