



halogen  
foundation

building young leaders  
and entrepreneurs

## INSTRUCTIONS FOR COACHES AND INSTRUCTORS REGISTERING WITH MOE

Instructors applying for registration for the first time may apply online at <https://rems.moe.edu.sg/> 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).



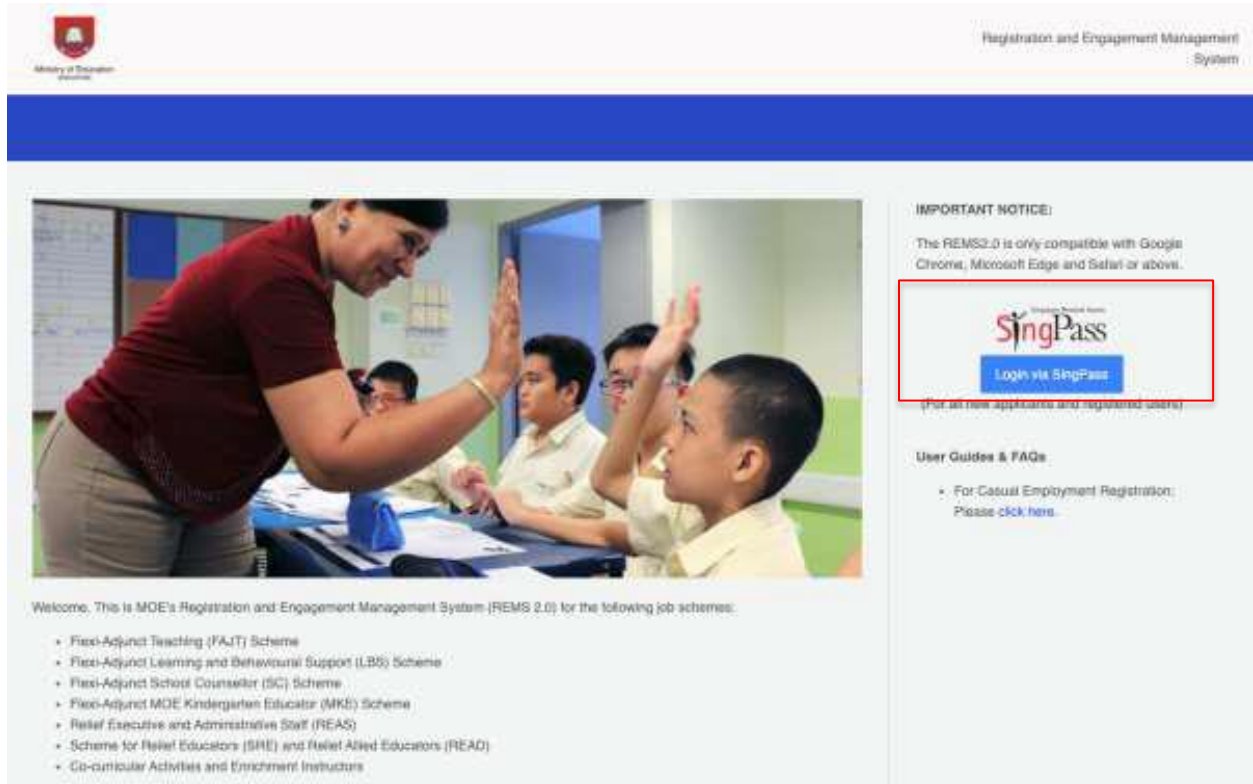
## DURING THE TENURE OF SERVICES

- 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.



# SIGNING INTO SINGPASS

1. You will need to have a Singpass account to log in to MORE REMS. 2.0 portal.



Ministry of Education

Registration and Engagement Management System

**IMPORTANT NOTICE:**

The REMS2.0 is only compatible with Google Chrome, Microsoft Edge and Safari or above.

**SingPass**

Log in via SingPass

(For other systems and registered users)

**User Guides & FAQs:**

- For Casual Employment Registration, Please click here.

Welcome. This is MOE's Registration and Engagement Management System (REMS 2.0) for the following job schemes:

- Flexi-Adjunct Teaching (FAT) Scheme
- Flexi-Adjunct Learning and Behavioural Support (LBS) Scheme
- Flexi-Adjunct School Counsellor (SC) Scheme
- Flexi-Adjunct MOE Kindergarten Educator (MKE) Scheme
- Relief Executive and Administrative Staff (REAS)
- Scheme for Relief Educators (SRE) and Relief Allied Educators (READ)
- Co-curricular Activities and Enrichment Instructors

2. Click “Login via Singpass” button

- Enter your Singpass ID and Password and click on the “Login” button
- Enter SMS or Token OTP, and click on the “Submit” button

SINGPASS MOBILE      PASSWORD LOGIN

Log in

SingPass ID

Password

Cancel      Login

Forgot [SingPass ID](#) or [password](#)?

Don't have an account? [Register now](#)

SingPass Mobile      SMS OTP

SMS OTP

SMS

Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*1050). Not your mobile number?

OTP:      OTP

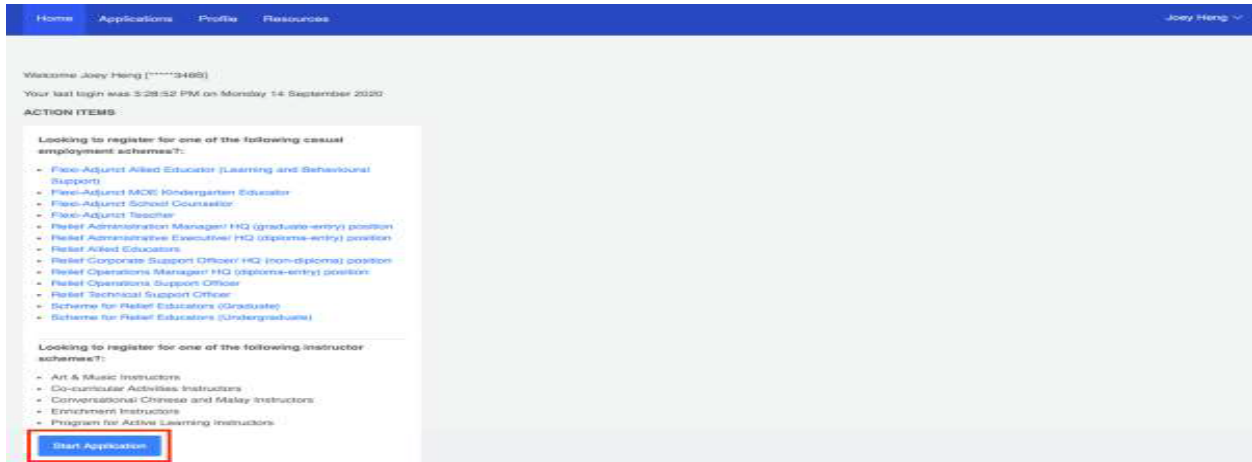
Submit

Resend OTP



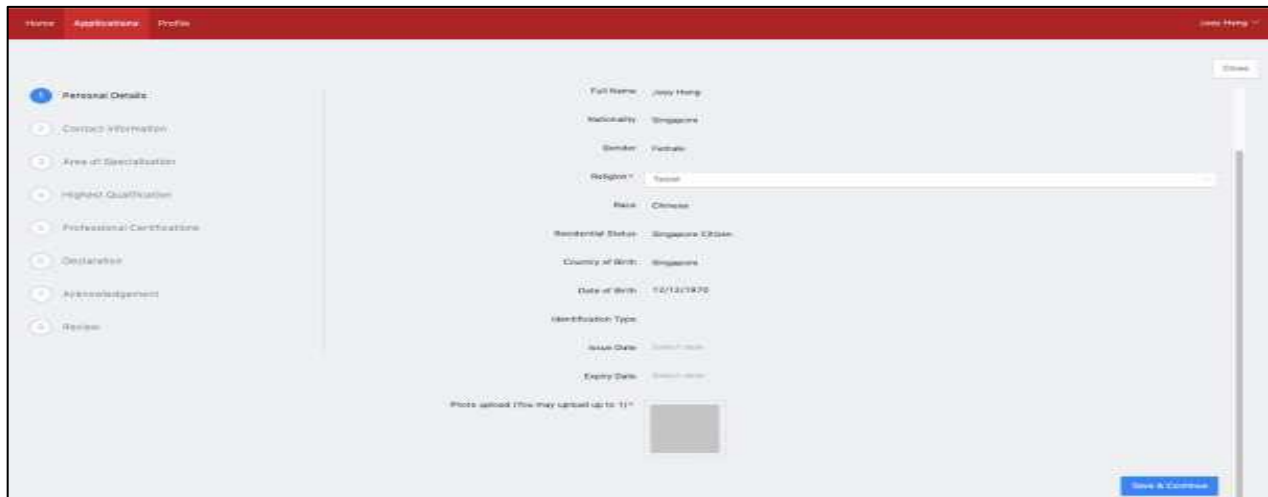
# REGISTERING WITH INSTRUCTIONS REGISTRATION SYSTEM (IRS)

1. Once you have logged in through Singpass, you will be brought to your dashboard - home. Click on “Start Application”.



Enter your details in each tab accordingly for the following.

- **Fill in Personal details** - the information has been auto-populated from Myinfo. Fill in the “Religion” field and *upload a photo of yourself*. Once completed, click “*Save & Continue*”.



- **Fill in Personal Contact Information.** Once completed, click *“Save & Continue”*.

Personal Details

2 Contact Information

3 Area of Specialisation

4 Highest Qualification

5 Professional Certifications

6 Declaration

7 Acknowledgement

8 Review

Contact information

Registered Address Street 13, 167

Postal Code 67

Different residential address

Residential Postal Code \* 000000

Residential Address \* 3 Durian Tree Road

Residential Unit Number 00-00

Email address \* uat+joey.heng@freeboh.com

Mobile phone number \* 80000000

Home Number 60000000

Save & Continue

- **Fill in specialisation,** select *“enrichment”* under school programme and select *“leadership”* under area of specialisation. Once completed, click *“Save & Continue”*.

Personal Details

Contact information

3 Area of Specialisation

4 Highest Qualification

5 Professional Certifications

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8 Review

Area Of Specialisation

School Programme \* CCA

Area of Specialisation \* CLUBS AND SOCIETIES

Item of Specialisation \* CHESS

Area Of Specialisation


School Programme \* School Programme

Area of Specialisation \* Area of Specialisation

Item of Specialisation Item of Specialisation

Add Specialisation

Save & Continue

- **Close “”** the second specialisation option, leaving only one area of specialisation






- **Fill in Highest 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] Once completed, click “save & continue”.*

- **Fill in Professional Certificates (if applicable)**

If you **do** have professional certificates listed in the drop button, provide the details. *Once completed, click the “save & continue” button.*

If you **do not** have any professional certificates, click the  button. You will be prompted to the “Confirm Deletion”, click “OK”.

The  will turn  (blue) to confirm that it has been deleted. *Once completed, click the “save & continue” button.*



- **Fill in Declaration as accordingly.** Once completed, click the “*save & continue*” button to proceed.

- **Read the Acknowledgement.** on the check-box next to the last declaration statement and click on “*Save & Continue*” to proceed to the next section.



- Review your application. If everything is in order, click “submit application” *at the bottom of the page & you are done!*

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 Application**

