

# TEACHER INFORMATION SYSTEM(TIS)

## USER MANUAL

The Teacher Information System, previously available on the Childinfo website (**studentinfo.ap.gov.in**), has now been updated and integrated into the SIMS website (**cse.ap.gov.in**). It now features 5 windows.

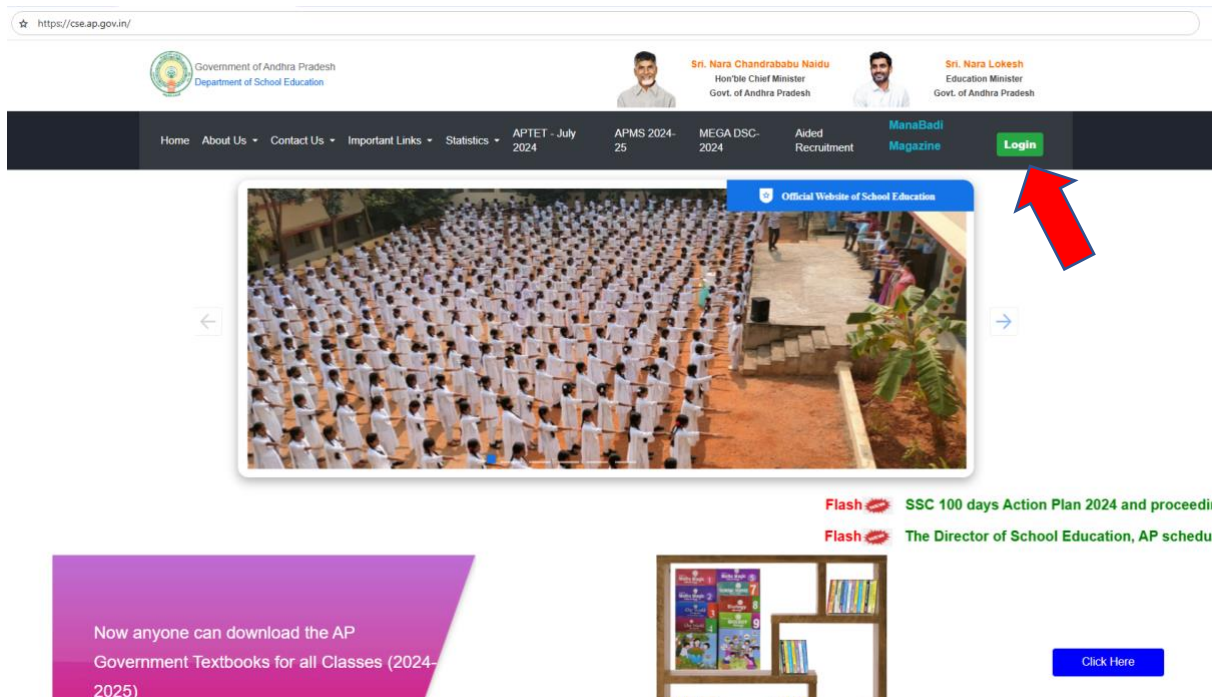
**Web address:** <https://cse.ap.gov.in/>

**User ID:** FR App User ID (Treasury ID/HRMS ID)

**Password:** FR App password

**Forgot Password:** Users can reset their password by using the "Forgot Password" service if they are unable to log in.

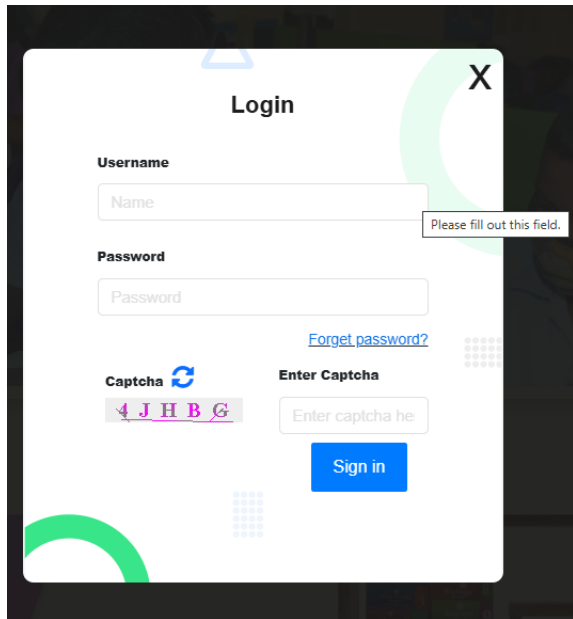
### Home Page



The screenshot shows the home page of the SIMS website. The navigation bar includes links for Home, About Us, Contact Us, Important Links, Statistics, APTET - July 2024, APMS 2024-25, MEGA DSC-2024, Aided Recruitment, ManaBadi Magazine, and a Login button. A red arrow points to the Login button. Below the navigation bar, there is a large banner image showing a group of students in white uniforms. Below the banner, there are flash messages and a section for downloading AP Government Textbooks for all Classes (2024-2025) with a Click Here button.

After clicking on the above said url, user may be directed to the home page of SIMS website. Here click on : "**Login**" button.

## Login Page:



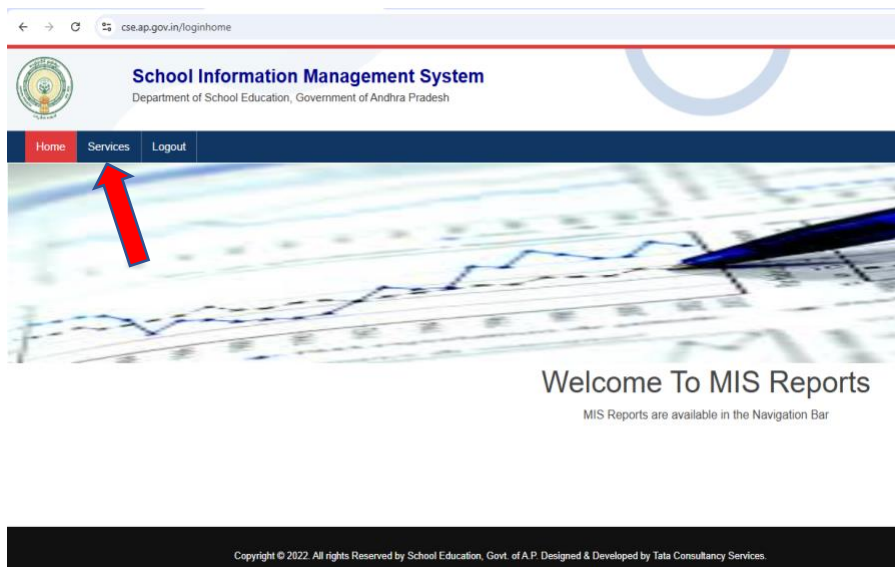
**User Name:** The User Name is the Treasury/HRMS ID of the teacher, which is used for the Facial Recognition App.

**Password:** The password used for the Facial Recognition App.

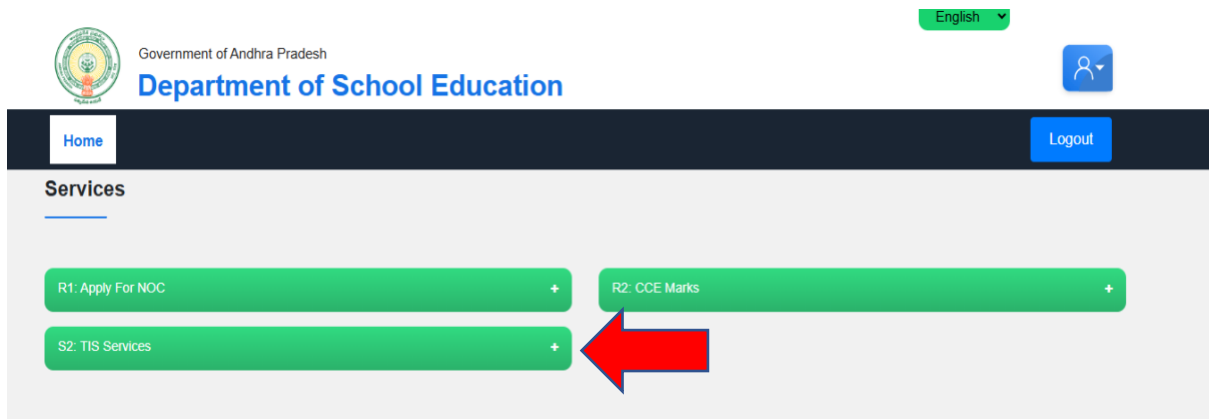
**Forgot Password:** Users can reset their password if they forget it.

Users need to provide valid login credentials, enter the captcha code, and then click the "**Login**" button.

## After Login in:

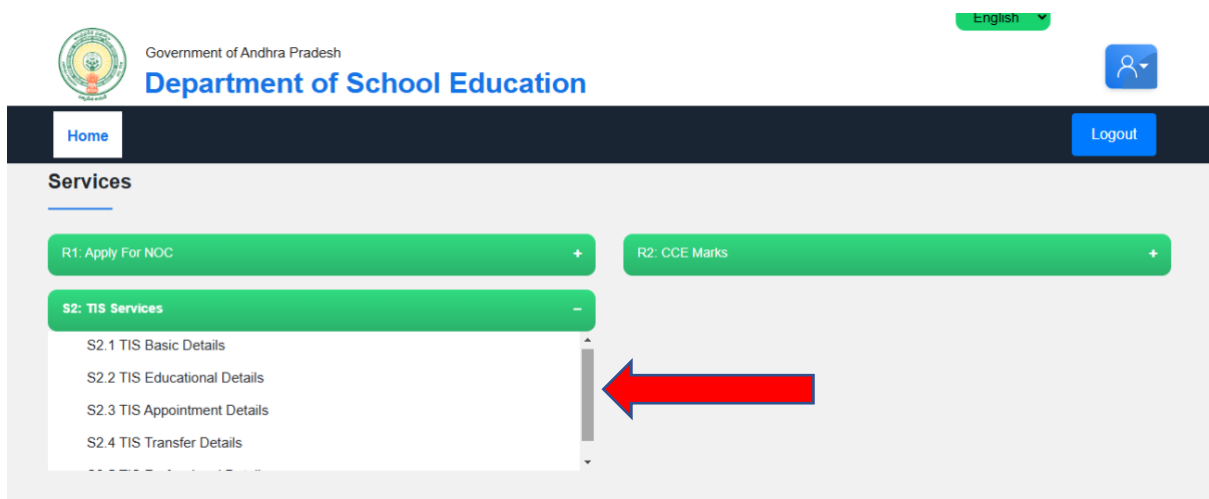


After login in user need to select "**Services**" in Menu bar.



Then Click on **S2 TIS Services**.

### **S2 TIS Services Tab :**



In the **TIS Services** tab, there are 5 links for editing/updating the teacher profile. The user needs to select the window they wish to edit or update. They can proceed to the next window by clicking the **Next** button at the bottom-right corner of the page, or they can go to the previous window by clicking the **Back** button.

### **Teacher Profile:**

The updated teacher profile on the SIMS website consists of 5 windows:

- I. **Basic (Personal) Details**
- II. **Educational Details**
- III. **Appointment Details**
- IV. **Transfer Details**
- V. **Professional Details**

## I. Basic (Personal) details window:

The screenshot shows the 'Teacher Profile' form with the 'PERSONAL DETAILS' section. The form includes fields for Surname, Name, Gender, Date of Birth, Aadhaar Number, Mobile Number, Pan card, Email, Father Name, Teaching Type, Designation, Nature of Appointment, Native District, Native Mandal, National Teacher Code, Marital Status, Religion, CFMS ID, Disability, Mother Tongue, and Suffering with. There is also a photo upload section.

In the **Personal Details** window, the user needs to provide the following details:

- A. Personal Details
- B. Address Details
- C. Spouse Details
- D. Health Card Details

**Note:** For the existing fields, data is auto-populated. The user needs to update the data by clicking on the **Edit** button. After making the necessary updates, the user can **Save** the data by clicking the **Save** button and proceed to the next window by clicking the **Next** button, instead of going back to the Services Menu.

## II. Education Details window:

The screenshot shows the 'Employee Information System (EIS)' form with the 'EDUCATION DETAILS' section. It includes a radio button for 'Have you Passed SSC' (Yes selected) and a section for 'Details of SSC or Equivalent Examination Passed'. This section contains fields for Name of the Board, Mode of Study, First Language, Passed Month, Passed Year, Marks Secured, Maximum Marks, Certificate Number, and Hall Ticket No. There is also a section for 'Have you Passed Intermediate' (Yes selected) and a section for 'Details of Inter or Equivalent Examination Passed' with similar fields.

In the **Education Details** window, the user needs to provide the following details:

- A. Study Details before SSC
- B. SSC Details
- C. Intermediate Details
- D. Graduation or Equivalent Details
- E. Post-Graduation Details
- F. Professional Qualification Details
- G. M.Ed or Equivalent Details
- H. Any Other Qualification, if applicable

**Note:**

- If the user doesn't have a specific qualification, they can skip that field by selecting **"No"**.
- For additional degrees, PGs, professional degrees, or other qualifications, the user can use the **"Add"** button.
- If any qualification is entered or saved by mistake, the user can delete the row using the **"Remove"** button.

**III. Appointment Details window:**

The screenshot shows the 'APPOINTMENT DETAILS' window. It is divided into three main sections:

- Details of Present School:** Includes dropdowns for District, Mandal, and Revenue Village. It also has fields for Present Working School, Present School Joining Date (dd-mm-yyyy), and Designation.
- Details of First Appointment:** Includes dropdowns for DSCI/APPSC Selected Year, Selected roster point, Date of first Appointment (DD/MM/YYYY), Date of Regularization in the Appointed category of post, Teaching Type\*, Category of the Post\*, District, Mandal\*, Village\*, Appointment Authority\*, In Which Management, and Have you selected in another OSC Under Lein\*. It also has a date field for dd-mm-yyyy.
- Departmental Test Details:** Includes a dropdown for 'Have you passed any Departmental Test (YES/NO)'.

In the **Appointment Details** window, the user needs to provide the following details:

- A. Details of Present School-Autopopulated from Transfers Table
- B. Details of First Appointment
- C. Details of Second/Third Appointment (if applicable)
- D. Departmental Tests Details
- E. TET Details
- F. Promotion Details

**IV. Transfer Details window:**

**Employee Information System(EIS)**

**Transfer Details**

If Inter District/G.O.610 /Inter State Transfer is applicable (YES/NO)\*  
 -- Select --

**General Transfer Details**  
 Number of transfers (Date of First Appointment to Present)\*  
 3 Go

S NO	District	Other Address (District/Mandal/School)	Mandal	School	Other Office/School Name	Teaching Type	Category of the Post	Medium	
1	-- Select --					-- Select --	-- Select --	-- Select --	--
2	-- Select --					-- Select --	-- Select --	-- Select --	--
3	-- Select --					-- Select --	-- Select --	-- Select --	--

Note : Please Enter Date (DD/MM/YYYY) Format Only Ex : 01/01/1970

Back Save Next  
Edit

In the **Transfer Details** window, the user needs to provide the following details:

- A. Inter-district/610 GO Transfer Details
- B. Transfer Details

**Note:**

- A. In the transfer details table, it is recommended to enter the transfer data chronologically.
- B. After saving the window, verify the flow of the transfers. If there is any overlap or mismatch in the date sequence, edit the details accordingly.

**V. Professional Details Window:**

**Employee Information System(EIS)**

**Professional Details**

NCC Teacher\* Scout/Guide Teacher\*  
 -- Select -- -- Select --

State Awardee\* National Awardee\*  
 -- Select -- -- Select --

Journals Published - National or International\*  
 -- Select --

Participated in Nationalized Text books preparation\*  
 -- Select --

Any other Books published \*  
 -- Select --

Handling 10th class \*  
 -- Select --

Note\* - You can preview and confirm the details only when all the five forms are submitted.

Back Save  
Edit

In the **Professional Details** window, the user needs to provide the data by simply selecting the appropriate options from the dropdown menus as shown follows:

NCC Teacher\*  Scout/Guide Teacher\*   
 State Awardee\*  National Awardee\*   
 Journals Published - National or International\*   
 Participated in Nationalized Text books preparation\*   
 Any other Books published \*   
 Handling 10th class \*  Years of Experience\*

Note\* - You can preview and confirm the details only when all the five forms are submitted.

[Back](#) [Save](#) [Preview](#)  
[Edit](#)

## Final Preview page:

**Teacher Details**

**Personal Details**

Surname PWANKUMAR	Name	Gender	Date of Birth(DDMMYYYY)
Aadhaar Number	Mobile Number	Pancard	Email
Religion	Other Religion	Community	Subcaste
Marital Status Married	Father Name	Teaching Type	Designation
Nature of Appointment	Are you an Ex-Service man?	Service From	Service To
Suffering With None	If He/She is working in?	Mother Tongue	Other Mother Tongue
Native District	Native Mandal	Disability	Type of Disability
Percentage of Disability	CFMS ID	National Teacher Code	

Address For Communication

## Process Review and Confirmation:

1. Review details: Verify all details in the Preview window.
2. Print provision: Print the details if needed.
3. Edit incorrect details: If errors are found, click "Back to Edit" and correct the details.
4. Confirm correct details: If details are correct, click the "Confirm" button.
5. Profile freezing: Once confirmed, the profile will be frozen, and editing will be disabled.

6. Forward to DDO: The profile will be sent to the concerned Drawing and Disbursing Officer (DDO) for verification.

7. Final confirmation: The DDO will verify the profile against the Teacher's Service Register and confirm it finally.

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