

Guide on editing the “Period Available” section of application in REMS

NOTE: You can only edit your application if you have no current active appointment.

Login using your NRIC no. and password at <https://stee-remis.com.sg/esolution/login.aspx> .

RELIEF EMPLOYMENT MANAGEMENT SYSTEM

Note: The REMS portal is only compatible with Internet Explorer, Google Chrome and Mozilla Firefox.

Guides

- Click >>> [Here](#) <<< for the applicant user guide and >>> [Here](#) <<< for the FAQ.
- If your application has been “Deregistered”, please click >>> [Here](#) <<< for the instructions on the re-application.
- To update your Period Available, please click >>> [Here](#) <<< for the procedure on the updating.

Contact Details

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

Operating Hours of REMS Helpdesk

7.30am – 6.30pm (Mondays to Fridays,
excluding Saturdays, Sundays & Public
Holidays)

Login to REMS

Applicant/User ID and Password are case sensitive

User ID *

Password *

* Fields are mandatory

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

[Reset Password](#)

After logging in successfully, click on “View Application” at the home panel on the left side of the screen as highlighted below.

User Info: S1234567D - TAN AH KOW VICTOR
Date Time: 27/11/2013 10:50:23
[Logout](#)

Relief Employment Management System

You are in page [User](#) [Home](#)

Welcome TAN AH KOW VICTOR[S1234567D]
Your last login was 10:56:55 AM on Tuesday 10 September 2013

Registration or employment as a relief staff with the Ministry is subject to good performance, good conduct and any prevailing conditions that the Ministry may determine. The Ministry may reject your application, remove your registration, terminate your employment or withdraw any offer of employment if you do not meet any of these conditions.

Notification
You have **0** new notification

Appointment

You have not been appointed by the Schools.

Application

Scheme	Application Status	View Application Summary
FAJT	Registered	View

A list of your application(s) will be displayed. [Step 1] Tick the application that you wish to edit and [Step 2] click on the “Edit” button at the bottom of the screen as highlighted below.

The screenshot shows the Relief Employment Management System interface. At the top, it displays "User Info: S1234567D - TAN AH KOW VICTOR" and "Date Time: 27/11/2013 10:50:23". A "Logout" link is visible. On the left, there is a navigation menu with options like "New Application", "View Application", "Appointment History", "PaySlip", and "Change Password". The main content area shows a table with columns: "Submission / Draft Date", "Scheme", "Status", and "Application Form". A single row is visible with a checked checkbox in the first column, indicating selection. Below the table, there are "Edit" and "Delete" buttons. The "Edit" button is circled in green and labeled "Step 2". The text "Step 1" is also present, pointing to the checkbox in the table row. A red message at the top states: "Your pay rate as a Relief Teacher / Flexi-Adjunct Teacher is \$100.00 per day / \$10.00 per hour." Below this, it says "You are in page >> Applicant >> View Application".

A “Please wait” message will appear as shown.

This screenshot shows the same interface as the previous one, but with a white message box in the center of the table area that says "Please wait...". The table row is still visible with the checkbox checked. The "Edit" and "Delete" buttons are still at the bottom.

In the event that you are still serving an active appointment, the following error message will appear.

The screenshot shows a standard Windows-style error message dialog box titled "Message from webpage". It contains a yellow warning triangle icon and the text "This record cannot be edited." There is an "OK" button at the bottom right of the dialog.

Please click “OK” and edit your available period only after you have completed the current appointment.

If you are not currently serving an active appointment, the following section should appear. Scroll down to the “Period Available” section and edit accordingly.

Relief Employment Management System **User Info:** S1234567D - TAN AH KOW VICTOR
Date Time: 27/11/2013 10:50:23
[Logout](#)

You are in page [Applicant](#) [View Application](#)

Note: * Denotes Required Fields.

Main Pref. Med, Lev & Subj Personal Data Addresses O Level A Level Tertiary Previous Employment
Declaration

▼ Preferences

* First Row of Record is Compulsory.

Medium	Level	Subject
ENGLISH	PRIMARY LEVEL	ENGLISH



[Step 1] After editing the “Period Available”, you will need to [Step 2] click on the “Save” button at the bottom of the screen as shown below to save your updates.

Relief Employment Management System **User Info:** S1234567D - TAN AH KOW VICTOR
Date Time: 27/11/2013 10:50:23
[Logout](#)

▼ Period Available

* First Row of Record is Compulsory.

From	To
01/01/2011	31/12/2011
01/10/2011	31/12/2012
01/01/2013	31/12/2013

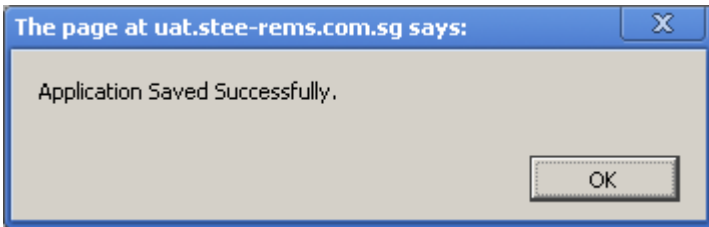
Save

Step 1 → **Step 2**

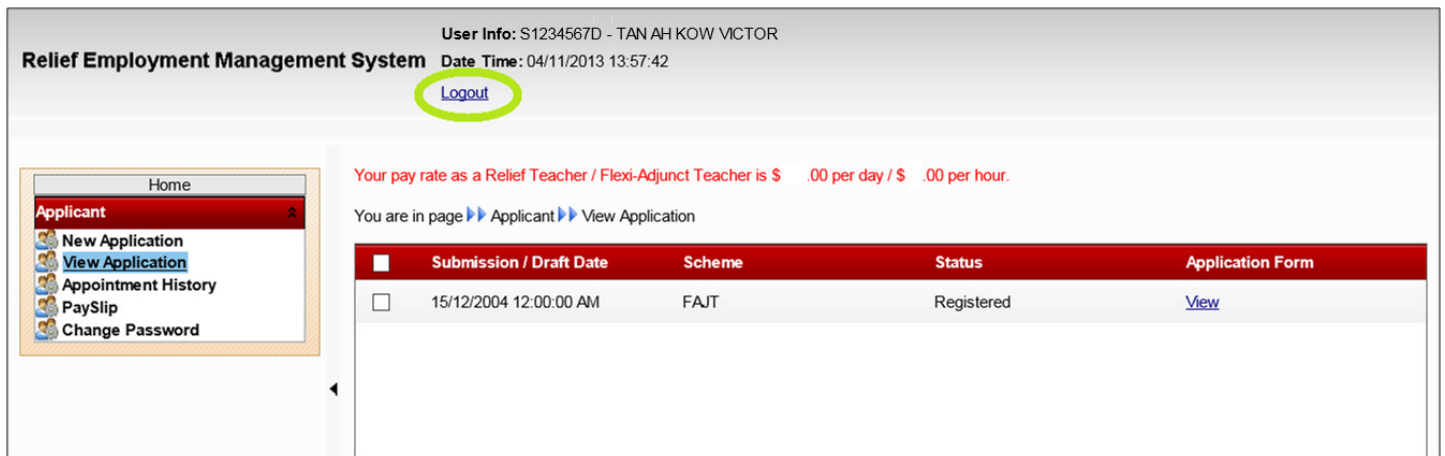
Upon clicking the “Save” button, the following confirmation dialogue box will appear, please click the “OK” button to continue.



Once the application is updated successfully, you will see the following dialogue box. Please click the “OK” button.



You can click on the “Logout” as highlighted below to log out of REMS.



The screenshot displays the Relief Employment Management System interface. At the top, it shows "User Info: S1234567D - TAN AH KOW VICTOR" and "Date Time: 04/11/2013 13:57:42". A "Logout" link is highlighted with a green circle. On the left, there is a navigation menu with options: Home, Applicant, New Application, View Application, Appointment History, PaySlip, and Change Password. The main content area displays the text "Your pay rate as a Relief Teacher / Flexi-Adjunct Teacher is \$.00 per day / \$.00 per hour." and "You are in page Applicant View Application". Below this is a table with the following data:

	Submission / Draft Date	Scheme	Status	Application Form
<input type="checkbox"/>	15/12/2004 12:00:00 AM	FAJT	Registered	View

- THE END -