USER'S MANUAL

PLATFORM OF

THE INTELLIGENT SYSTEM OF
AUTOMATIC APPOINTMENT OF
THE ENS GRADUATES

(SIAALE)

www.siaale.tchaytchay.com

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Contents

The present document describes the use of the Intelligent System of Automatic Assignment of the ENS graduates (**SIAALE**).

From the user side of view, the purpose of this platform is to:

- collect the preferred region of absorption in the Regional Delegations of Secondary Education (**RDSE**) and in the Divisional Delegations of Secondary Education (**DDSE**) of the Advanced Teacher's training Colleges (**ENS**) graduates;
- Promote interaction with graduates by inviting them to make (or modify) their choices of absorption regions, by informing them on those regions and on the documents to provide for their inclusion on the pay roll files.

I – System's address

SIAALE is available on the Web, on the following website: **www.siaale.tchaytchay.com**

II – Access to SIAALE

SIAALE is for the graduates of the different ENS, available to the Web address: **www.siaale.tchaytchay com** and accessible via a username and a password.

III - Utilities

The various functionalities, currently available, on SIAALE are:

- ➢ Log in;
- ➢ RDSE Choice ;
- ➢ Contact Us ;
- ➢ Notifications ;
- ➢ Log out.

a) Log in

We will describe the log in process using a series of associated actions and results.

Action 1: Requesting connection

Once connected on the Internet, type the following address in a navigator: **www. siaale.tchaytchay.com**

Result 1: Homepage

The following homepage will open:
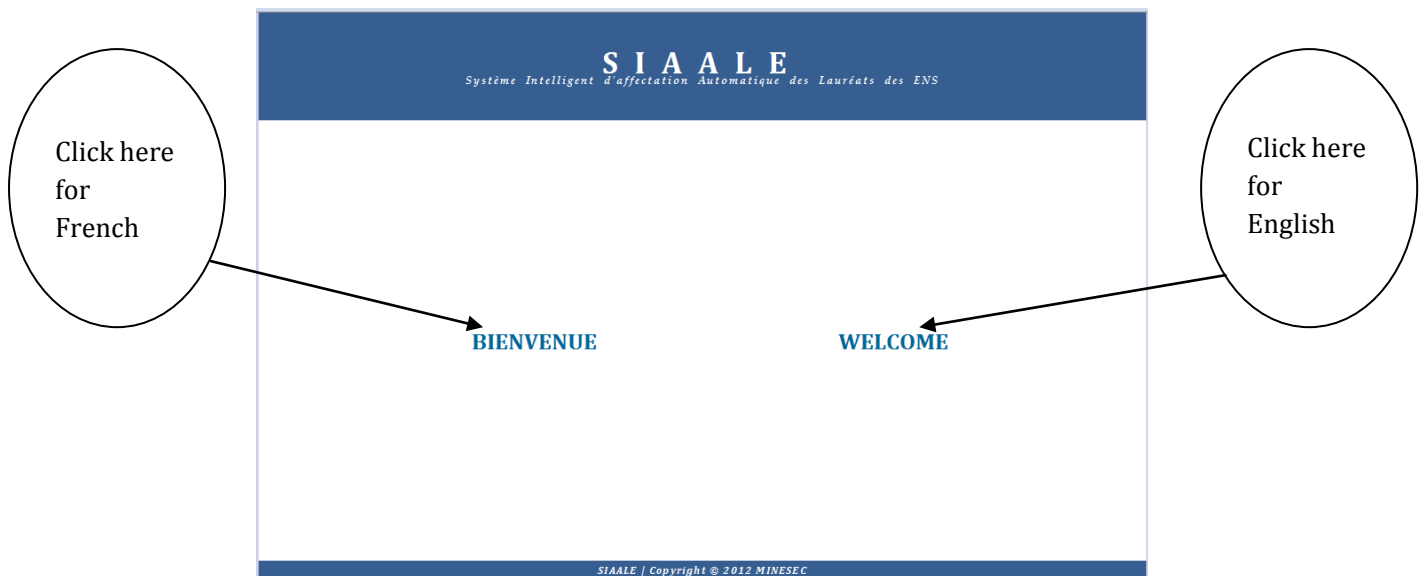
Fig. 1: Homepage of SIAALE

This page invites you to choose your navigation language, either French (by clicking on the link BIENVENUE) or English (by clicking on the link WELCOME). Here, we will choose English language.

Action 2: choice of the navigation language

Click on the link WELCOME

Result 2: Display of the Identification page

Display of the log in page:
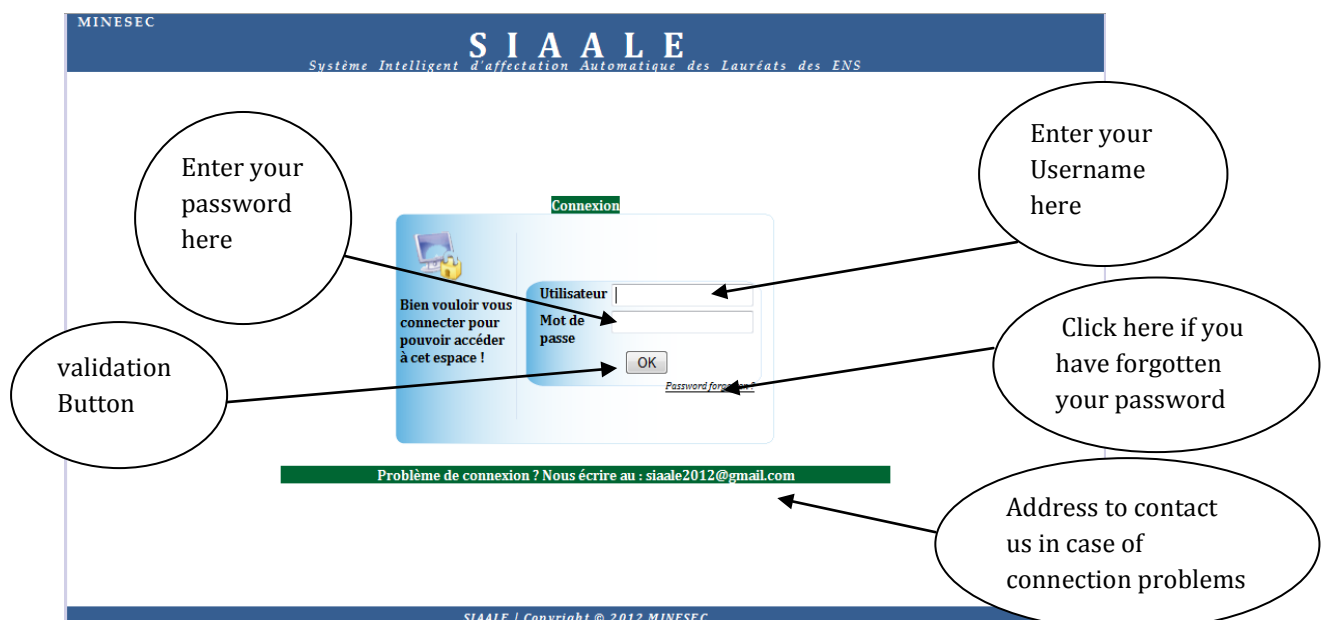
Fig. 2: Log in page to SIAALE

This page invites you to enter your username and your password

Action 3: Identification

Type your username and your password.

Result 3: Response to the identification request

- If the username and/or the password are not valid, you will have this message "incorrect Identification!" Thus, ensure that the information provided are correct and start again. If the problem persists, contact us to the following email address siaale2012@gmail.com.

- If the username and the password are correct, you will automatically be directed to the choice of region of assignment page.

b) Choice of the RDSE

You are automatically directed to the page of the choice of region of assignment after providing result 3 with the correct username and password. You will view the following page:

Fig. 3 : Choice of prefered regions of assignment page

Callout labels (clockwise from top left):
- Menu bar
- Session rank
- General rank (regardless of sessions)
- Information on your academic profile
- List of the ten regions
- Quota per regions
- Places available at the 1st region
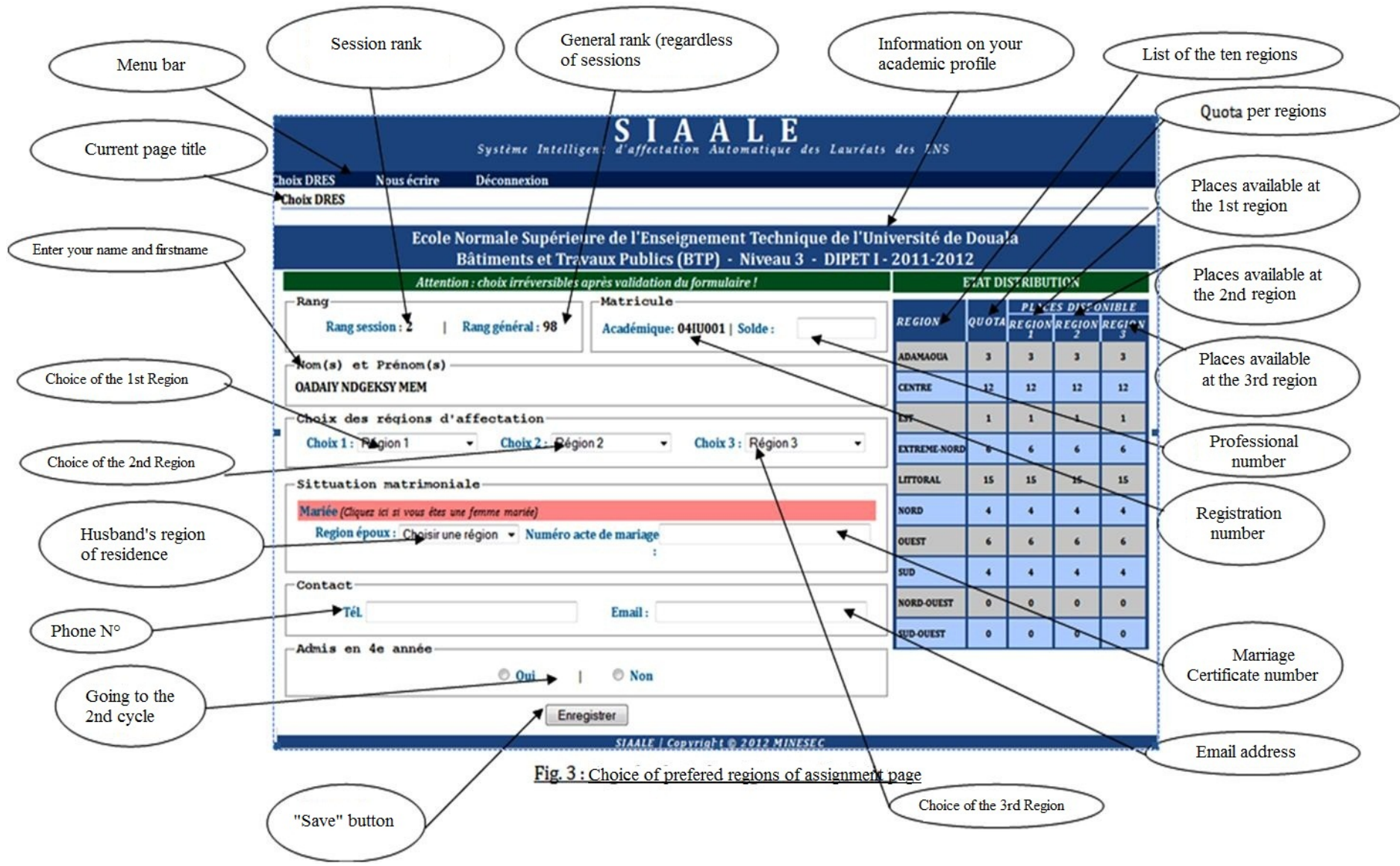- Places available at the 2nd region
- Places available at the 3rd region
- Professional number
- Registration number
- Marriage Certificate number
- Email address
- Choice of the 3rd Region
- "Save" button
- Going to the 2nd cycle
- Phone N°
- Husband's region of residence
- Choice of the 2nd Region
- Choice of the 1st Region
- Enter your name and firstname
- Current page title

Form screen content:

S I A A L E
Système Intelligent d'affectation Automatique des Lauréats des ENS

Choix DRES   Nous écrire   Déconnexion
Choix DRES

Ecole Normale Supérieure de l'Enseignement Technique de l'Université de Douala
Bâtiments et Travaux Publics (BTP) - Niveau 3 - DIPET I - 2011-2012

Attention : choix irréversibles après validation du formulaire !   ETAT DISTRIBUTION

Rang
Rang session : 2 | Rang général : 98

Matricule
Académique: 04IU001 | Solde :

Nom(s) et Prénom(s)
OADAIY NDGEKSY MEM

Choix des régions d'affectation
Choix 1 : Région 1   Choix 2 : Région 2   Choix 3 : Région 3

Situation matrimoniale
Mariée (Cliquez ici si vous êtes une femme mariée)
Region époux : Choisir une région   Numéro acte de mariage :

Contact
Tél   Email :

Admis en 4e année
Oui | Non

Enregistrer

SIAALE | Copyright © 2012 MINESEC

REGION	QUOTA	PLACES DISPONIBLE		
		REGION 1	REGION 2	REGION 3
ADAMAOUA	3	3	3	3
CENTRE	12	12	12	12
EST	1	1	1	1
EXTREME-NORD	6	6	6	6
LITTORAL	15	15	15	15
NORD	4	4	4	4
OUEST	6	6	6	6
SUD	4	4	4	4
NORD-OUEST	0	0	0	0
SUD-OUEST	0	0	0	0

Here, you must provide the following information:

- **Professional number**: if you are a civil servant, you must enter your professional number, if not leave this box empty.
- **1st Choice** (*required field*): Choose a region among the regions provided in the pull down menu ;
- **2nd Choice** (required field): Choose a region among the regions provided in the pull down menu;
- **3rd Choice** (required field): Choose a region among the regions provided in the pull down menu;
- **Husband's region of residence**: select the region of residence of your husband;
- **Marriage certificate Number**: specify the number of your marriage certificate;
- **Phone Number** (required field): provide your telephone number;
- **Email address** (required field): provide your email address;
- **Admitted to the 2nd cycle?** : Click "**YES**" if you have graduated to the 2nd cycle and you want to continue, "**NO**" if you do not want to continue.

Principle of the choice of a region

The choice of a region will be available according to your session rank and to the choice of the graduates with a session higher rang. That is, you have the right to make as first choice the regions that still have available places. **<u>Example</u>**: if the quota of the Center region is to 1, and that a user has already chosen that region as 1st choice e, all the other graduates will not see the Center region in the list under 1st choice.

You must choose three different regions.

Action 4: Save your choices and information

After filling and checking the form "**Choice of Region** ", validate your information by clicking on the "**Save** " button.

Result 4: Validate your information

- If the information provided are invalid or incomplete, you will always remained on the page as a message indicating the nature of the error will be displayed;

- If information provided are valid, then you will be redirected to the confirmation page:

Fig. 4: Confirmation Page

c) Contact us

Action 5: send a message

Click on the link "**Contact us**" under the menu bar ;

Result 5: contact page

The page to help you contact us will be displayed as such:

Here, you must provide information related to:
- **The Object**;
- **The Message** (*required field*).

Action 6: Send a message

To send a message, click on the button "**Send** ".

Result 6: message sent

Once the message is sent, you are directed towards a confirmation page.

d) Log out

Action 7: Log out

To log out, click on the link "**Log out**" of the menu bar .

Result 7: Logged out

After clicking on the link "**Log out**" on the menu bar, you are disconnected from the application and redirected to the log in page.

e) Notifications

Notifications are messages (emails and/or sms) send to the graduates.

N.B:

➢ Once you validate the form on the page "**Choice of Region**," the action is irreversible. You will only be able to read the information on the page without changing them. However, it should be noted that you can be notified to access the page in case a change is required on your information; for example, if a more deserving graduate, that is one with a higher rank than yours, chooses the last remaining place corresponding to your first choice;

➢ Once your three choices made and saved, you will eventually be transferred to one of the selected regions where you will be called to work for at least three years before being able to request a new transfer (change of your region of assignment);

➢ Transfers (3 years afterwards) are done through a **REQUEST FOR TRANSFER FORM** duly filled in five copies and submitted to your hierarchy upon a deposit receipt. *You can download a copy of a request for transfer form to the following address: www.siaale.tchaytchay.com/fiche_mutation or www.minesec.gov.cm.*