

Notice

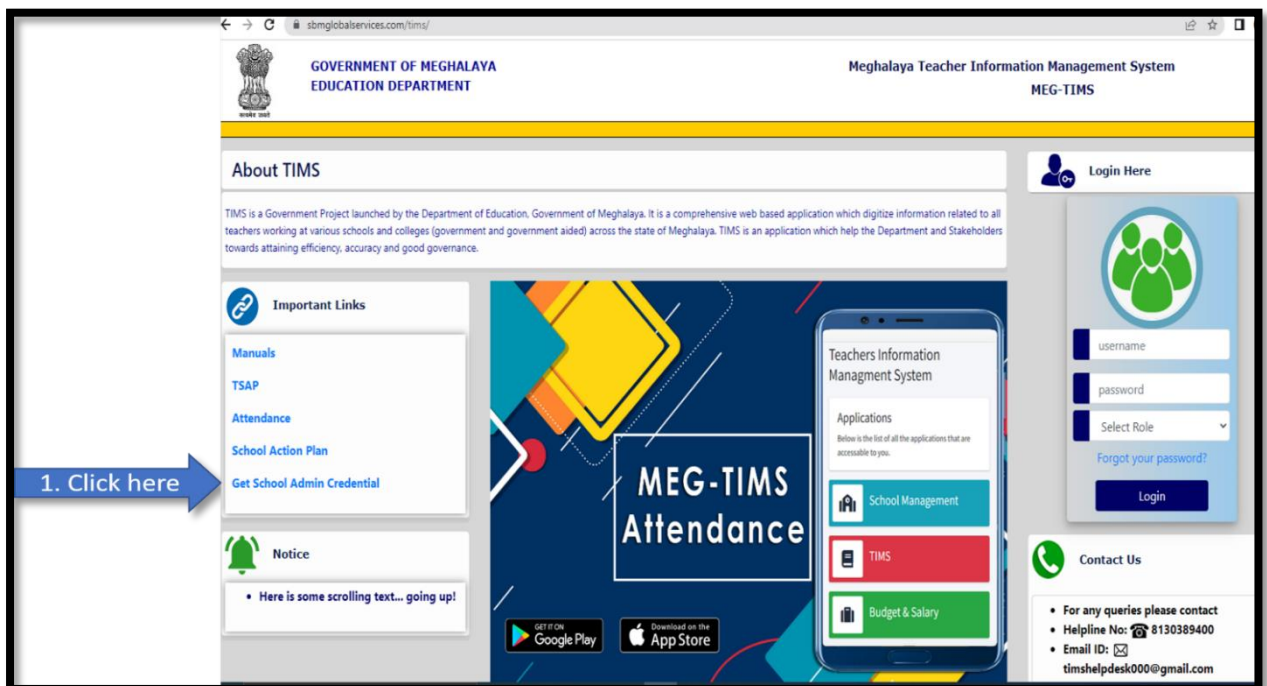
MEGHALAYA TEACHER INFORMATION MANAGEMENT SYSTEM (MEG-TIMS)

The TIMS application has been upgraded to a NEW VERSION with new features and functionalities. Your current TIMS USER ID and PASSWORD will no longer be valid. However, a new USER-ID and PASSWORD have been created for all teachers who are registered in TIMS to login into the TIMS portal, except for the USERNAME and PASSWORD for the school, which the school must generate on their own.

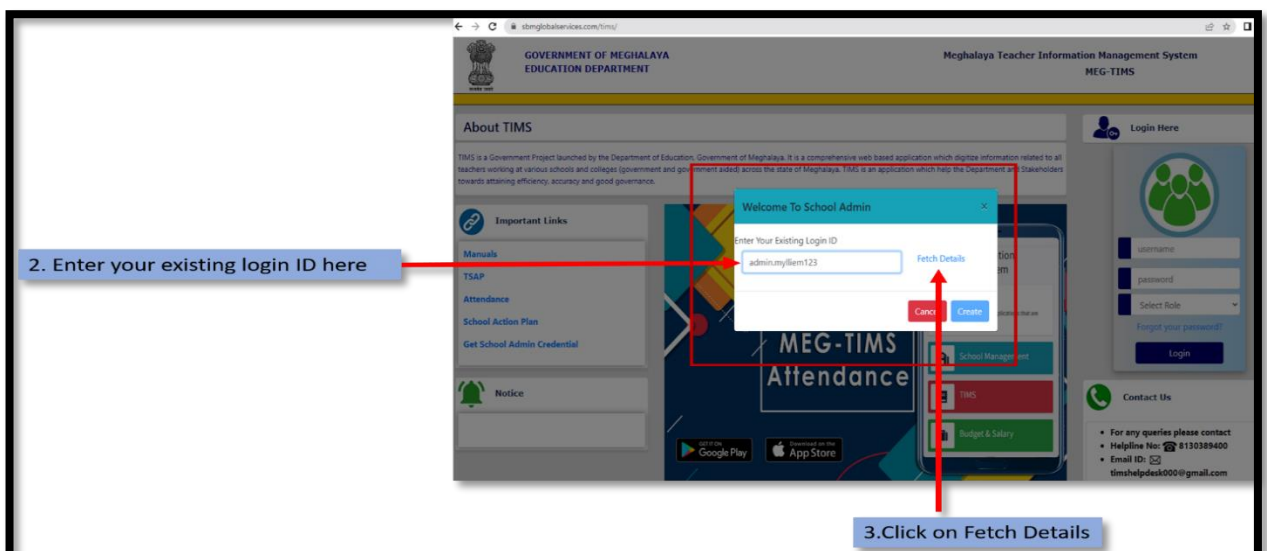
A. Generate New USER-ID and PASSWORD for school

Please read the following instructions to generate a new USER-ID and PASSWORD for the school.

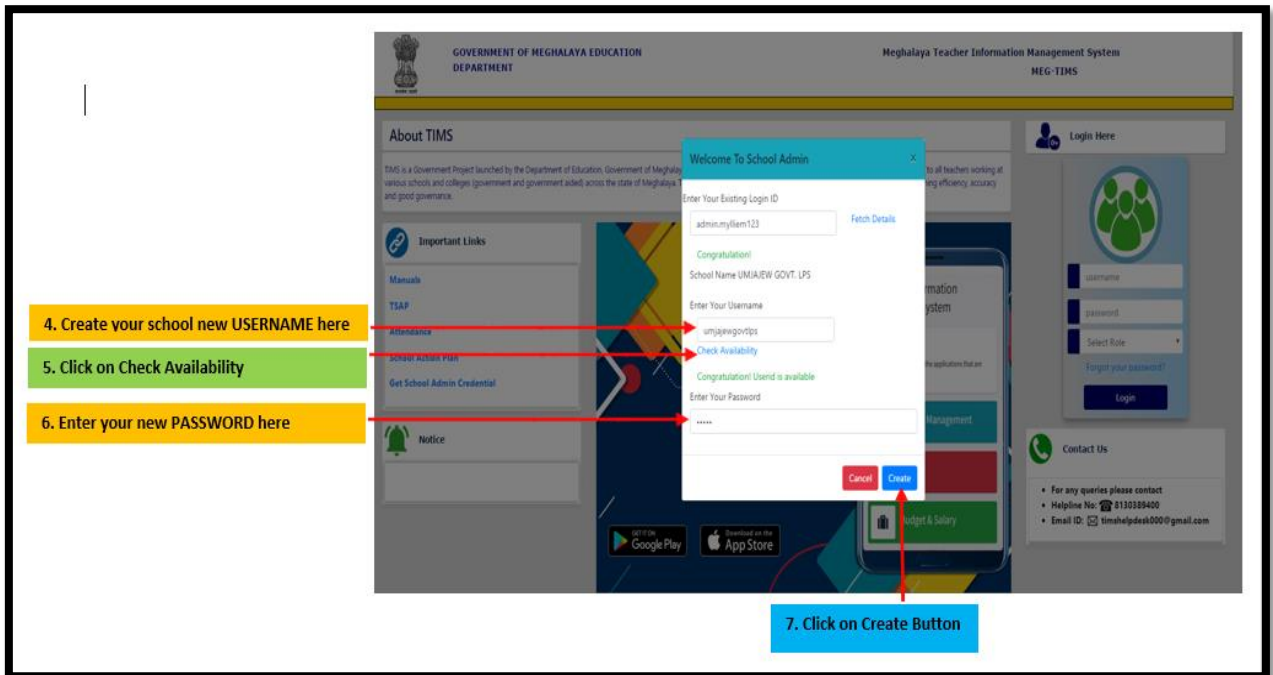
Step-1: Click on Get School Admin Credential



Step-2: Enter your existing TIMS USER-ID in the box and click the 'Fetch Details'



Step 3: Create your own school new USERNAME & PASSWORD in the text box as highlighted below



Step 4: login into TIMS portal with new USERNAME & PASSWORD by school.

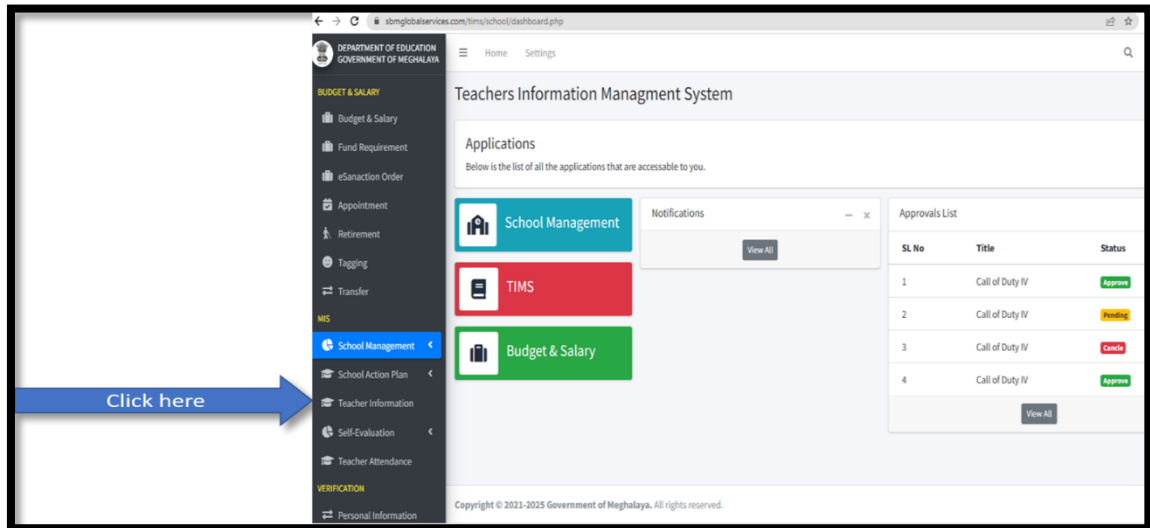
After successfully creating a USERNAME and PASSWORD, the school can now use the new username and password to access the TIMS portal.



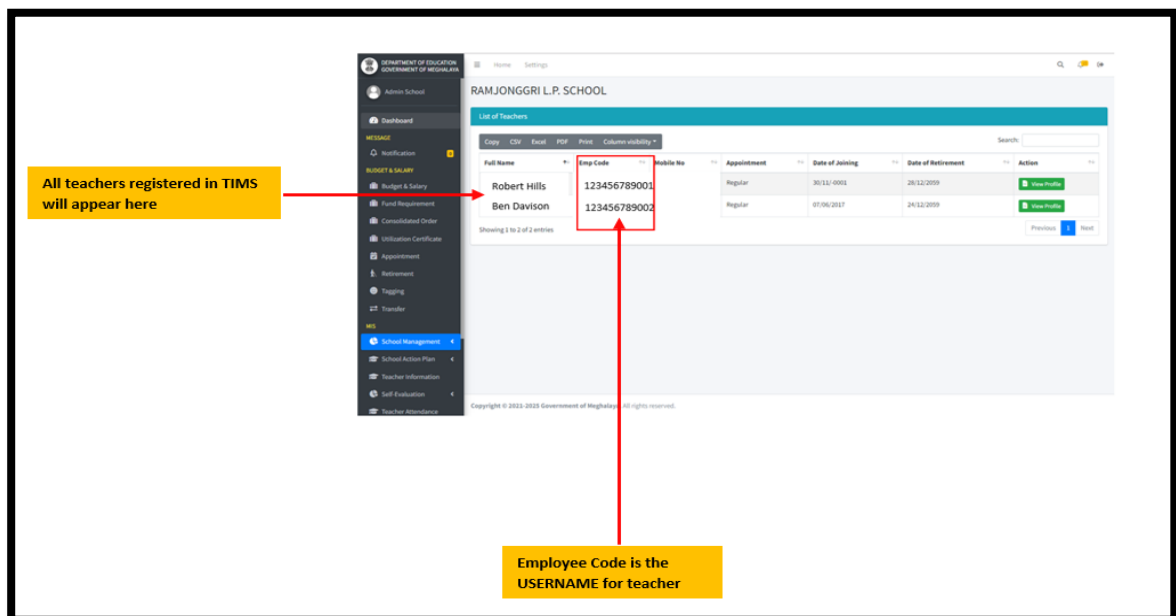
B. New USER-ID and PASSWORD for Teacher

Every TIMS-registered teacher will receive a new **USER-ID** and **PASSWORD** via SMS, alternatively teachers can collect the credentials at their own school if they do not receive the SMS as instructed below:-

Step 1: Log in to the TIMS portal through your school. Select "Teacher Information."



Step 2: The list of teachers registered in TIMS at the school will be displayed.



***** The school will have to issue the above employee code, which is a USERNAME for the teacher to login into the TIMS portal.**

Step 3: login into TIMS portal with new USER-ID & PASSWORD by Teacher

The teacher can now login into the TIMS portal with the new **USERNAME "123456798001"** and the **PASSWORD** by default is **"secure"**.



*****Teachers are recommended to Change your PASSWORD immediately after logging in.**