NUS Online Application Portal (OAP)

Registration Guide for Corporate-Sponsored Participants

Summary of Registration Process:

Part 1 (Step 1 to Step 6): HR Administrator to complete

Part 2 (Step 7 to Step 11): Participants to complete

Kindly note that the organisation's HR Administrator has to complete Part 1 before participants can complete Part 2.

Participants <u>must</u> complete Part 2 in order to complete the registration.

Part 1 (for HR Administrator)

Step 1:

If you already have a corporate account with NUS, proceed to Step 2.

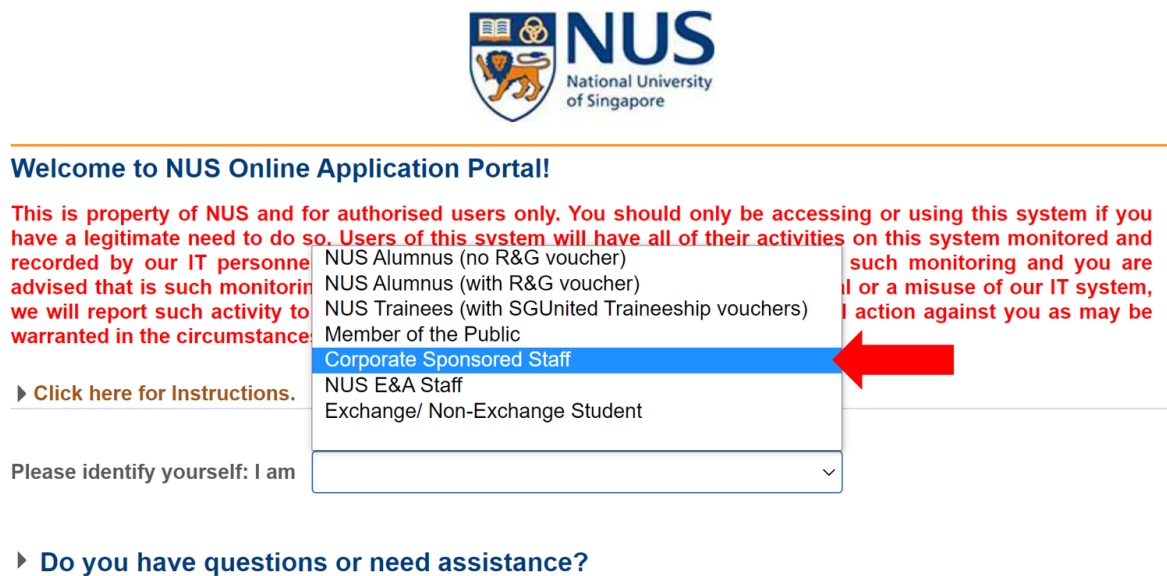If you do not have a corporate account with NUS, please email the following details to fastaj@nus.edu.sg to create a corporate account for your organisation.

1. Full company name (as per ACRA)
2. Company UEN
3. SSIC Code (as per ACRA)
4. Billing Address
5. Business Unit (BU) Code (for government agencies)
6. Administrator Name
7. Administrator Email
8. Administrator Contact Number

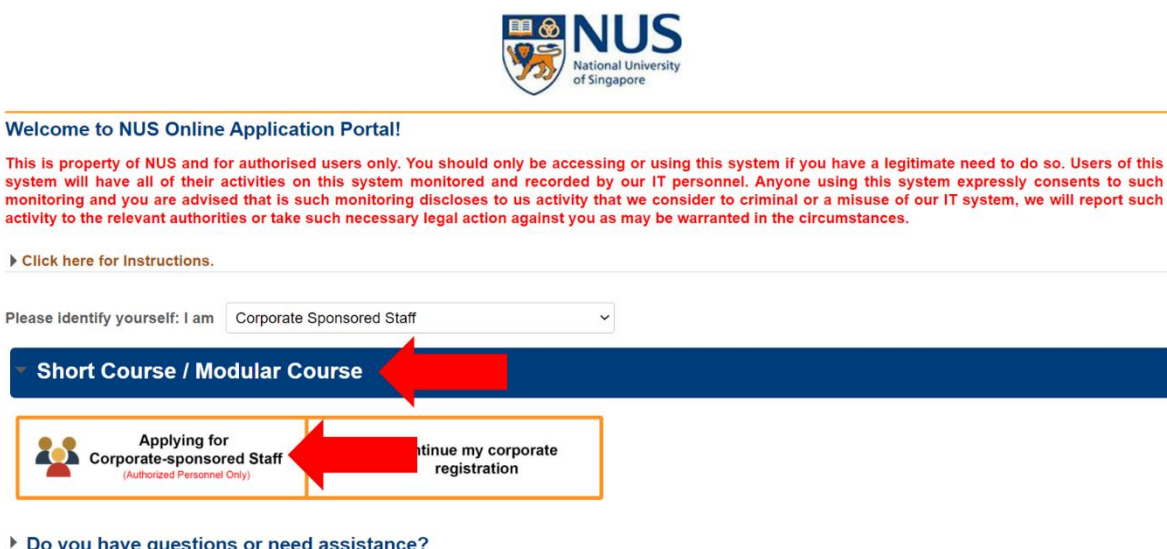You will be informed via email when the corporate account is successfully created.

Step 2:

Once you have a corporate account, you can proceed with your application. Go to https://myapplications.nus.edu.sg/ and select "Corporate Sponsored Staff" from the dropdown menu.

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances.

NUS Alumnus (no R&G voucher)
NUS Alumnus (with R&G voucher)
NUS Trainees (with SGUnited Traineeship vouchers)
Member of the Public
Corporate Sponsored Staff
NUS E&A Staff
Exchange/ Non-Exchange Student

▶ **Click here for Instructions.**

Please identify yourself: I am

▶ **Do you have questions or need assistance?**

Step 3:

Click on "Short Course / Modular Course", then select "Applying for Corporate Sponsored Staff".

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▶ **Click here for Instructions.**

Please identify yourself: I am   Corporate Sponsored Staff

Short Course / Modular Course

Applying for
Corporate-sponsored Staff
(Authorized Personnel Only)

ntinue my corporate registration

▶ **Do you have questions or need assistance?**

Step 4:

Login with your corporate account details. The email ID is the administrator email you registered in Step 1.

Step 5:

A 6-digit One-Time Password (OTP) will be sent to the administrator email. Enter the OTP on the portal to complete your login.

Step 6:

Proceed to register your participant(s).

Under Request Type, select "Short Courses".

Under Faculty/Department, select "Social Service Research Centre".

Under Course Title, select the course you wish to register for.

Under Class Schedule, select the date of the course.

Under Bill Address, select the billing address you registered in Step 1.
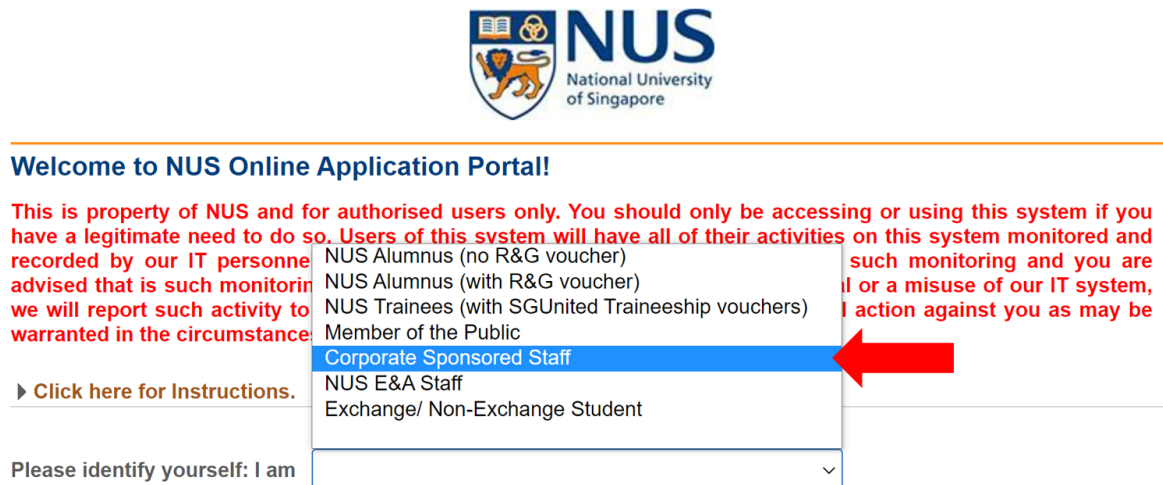
Enter the participant(s) details.

Click on the "Submit" button after you have ensured that all details have been entered correctly. Please ensure that the participant(s) emails are correct, as an acknowledgement email will be sent to the participant(s) upon successful submission.

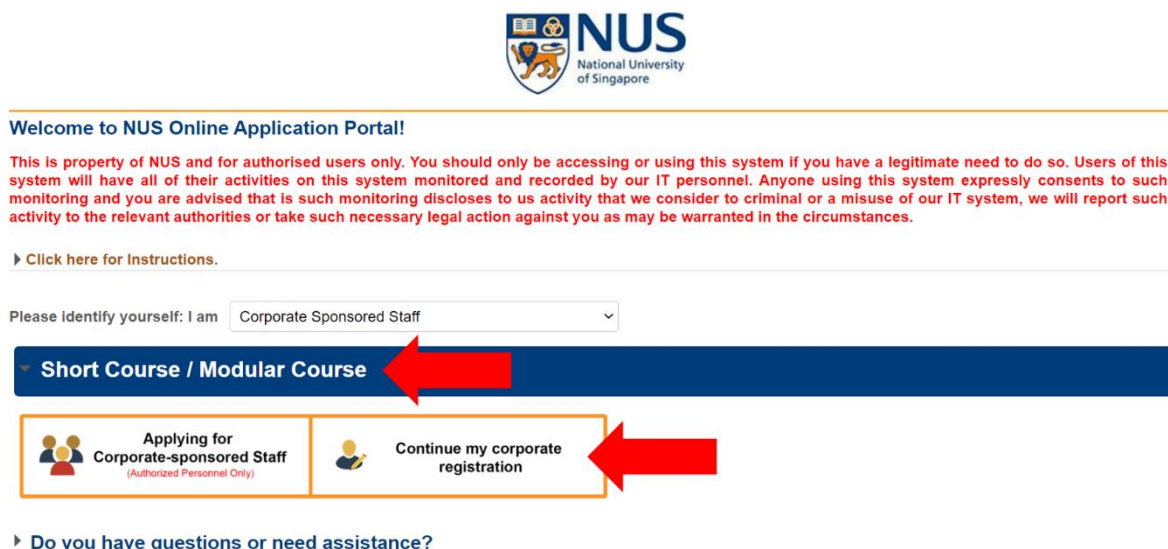## Part 2 (for Participants)

Step 7:

After your organisation's HR Administrator has submitted the application, you will receive an acknowledgement email asking you to complete the registration. After receiving this email, go to https://myapplications.nus.edu.sg/ and select "Corporate Sponsored Staff" from the dropdown menu.

Step 8:

Click on "Short Course / Modular Course", then select "Continue my corporate registration".

Step 9:

If you already have an OAP account, log into your account.

If you do not have an OAP account, you will receive an email containing your temporary password. Use this temporary password to log in.

Step 10:

After logging in, you will be asked to fill in the rest of your personal details. You will also have to upload a copy of the front of your NRIC (for reimbursement of SSG funding), and complete the Online Declaration. Please submit your registration after you have ensured that your details are accurate.

After submitting, you will receive an acknowledgement email.

Step 11:

After we have processed your registration, you will receive an email informing you of your course status (Successful/Unsuccessful).

You have come to the end of the registration process!

If you experience any difficulties, please email evelyn.kok@nus.edu.sg and we will be happy to assist you!