

Registration Guide for HR Admin who are registering on behalf of their staff

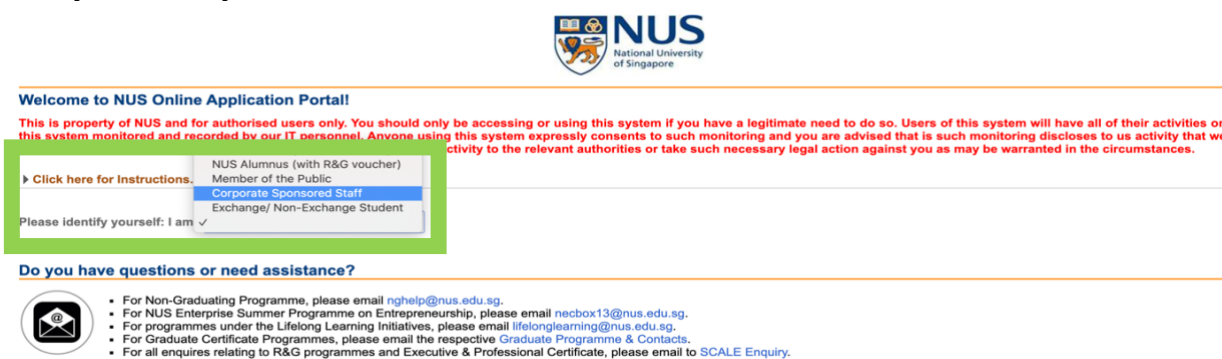
***(please note that the staff you registered still need to complete Step 8)**

Step 1: Please email the below details to swkcp@nus.edu.sg for corporate account creation.

(You may skip this step if you have previously created the corporate account.)

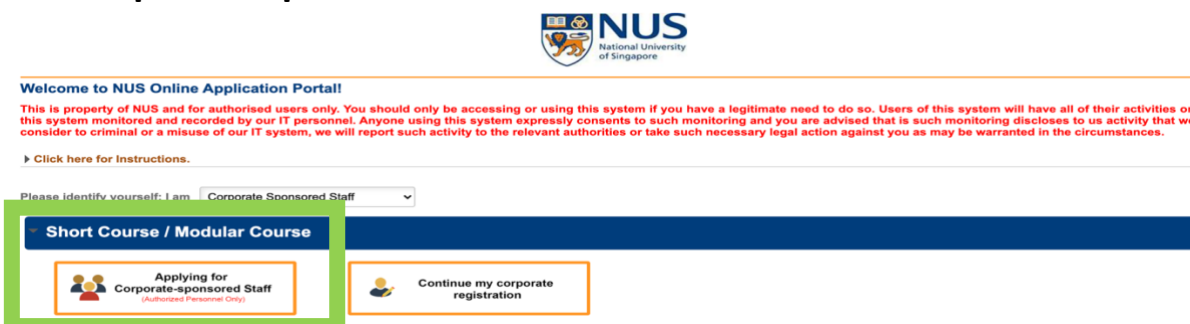
1. Full company name (as per ACRA)
2. Company UEN
3. SSIC Code (as per ACRA)
4. Billing Address
5. BU Code (if applicable)
6. Administrator Name(s)
7. Administrator Email(s)
8. Administrator Contact Number(s)

Step 2: After we have informed you that the corporate account has been created, go to <https://myapplications.nus.edu.sg>. Select **Corporate Sponsored Staff**.



The screenshot shows the NUS Online Application Portal. At the top, it says "Welcome to NUS Online Application Portal" and includes a disclaimer. Below this, there is a dropdown menu for "Please identify yourself: I am" with the following options: NUS Alumnus (with R&G voucher), Member of the Public, Corporate Sponsored Staff (highlighted in blue), and Exchange/ Non-Exchange Student. Below the dropdown, there is a link "Do you have questions or need assistance?" and a list of contact emails for various programs.

Step 3: Select **Short Course / Modular Course**. Then select **Applying for Corporate-sponsored Staff**.




The screenshot shows the NUS Online Application Portal. At the top, it says "Welcome to NUS Online Application Portal" and includes a disclaimer. Below this, there is a dropdown menu for "Please identify yourself: I am" with the option "Corporate Sponsored Staff" selected. Below the dropdown, there is a link "Click here for Instructions." and a button "Short Course / Modular Course" (highlighted in green). Under this button, there are two options: "Applying for Corporate-sponsored Staff (Authorized Personnel Only)" (highlighted in green) and "Continue my corporate registration" (highlighted in orange).


Step 4: Proceed to login. (You will not be able to login if you did not complete Step 1.)



Online Application Portal

Staff Login with Portal User Account

UEN/ENTITY ID 

EMAIL ID 

Login

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

Step 5: Please check your email for the 6-digit OTP.



Mon 25/11/2019 9:14 AM

no-reply@nus.edu.sg

NUS Online Application Portal Staff Account: OTP Request

To  Jayaraman Senthil Kumar

Dear HR Admin

NUS Online Application Portal Staff Account: OTP Request

Please use the following 6-digit One-Time Password (OTP) to login to your account:

113758

If you did not request to retrieve your password, please inform us at:

- lifelonglearning@nus.edu.sg if you are a Continuing & Professional Education applicant.

Thank you.

Step 6: Enter the 6-digit OTP. Click **Submit**.

Online Application Portal

Staff Login with Portal User Account

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Enter the 6-digit One-Time Password (OTP) sent to your Primary Contact Email Address.

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

Step 7: Proceed to register.

Under Request Type, select **Short Courses**.

Under Faculty/Department, select **Social Work**.

Select the Course Title you wish to register for.

Select the Class Schedule you wish to register for.

Select the billing address you registered in Step 1.

For data input, select whether you want to key in the participant details manually or via excel template upload.

Click **Submit** at the bottom after you have checked and keyed in all the details.

Step 8: Inform your staff to check their email (including junk/spam folder). **The staff you registered must log in to make their online declarations and upload their NRIC to complete the registration.**

An acknowledgement email will be emailed to the participant after completion of Step 8. Invoice (30 days payment term) will be emailed to the HR nearer to course commencement date.

NUS OAP - Short Course (Registration Acknowledgement)



no-reply@nus.edu.sg <no-reply@nus.edu.sg>

To: ○

Dear

We acknowledge your registration for the following:

Application No	Course Details
L000008693	Course ID : SWK8120 Course Title : Family in Rehabilitation Work Department/ Units : Dept of Social Work Course Commencement Date : 15/07/2021 TO 16/07/2021

Thank you for your registration. Our Course Coordinator will contact you closer to course commencement date.

If you have further enquiries, please email us at swkcpe@nus.edu.sg.

Thank you! 😊

Need help?

Email: swkcpe@nus.edu.sg

Call: +65 6601 7323