

Self-Registration Guide (applicable for both corporate and self-sponsored)

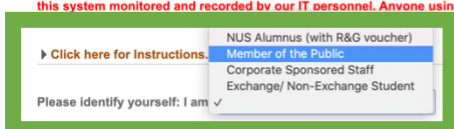
Step 1: Go to <https://myapplications.nus.edu.sg>

Step 2: Select Member of the Public.



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.



Do you have questions or need assistance?



- For Non-Graduating Programme, please email nghelp@nus.edu.sg.
- For NUS Enterprise Summer Programme on Entrepreneurship, please email necbox13@nus.edu.sg.
- For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.
- For Graduate Certificate Programmes, please email the respective [Graduate Programme & Contacts](#).
- For all enquires relating to R&G programmes and Executive & Professional Certificate, please email to [SCALE Enquiry](#).

Step 3: Select Short Course / Modular Course. Then select Applying for Myself.



Welcome to NUS Online Application Portal!

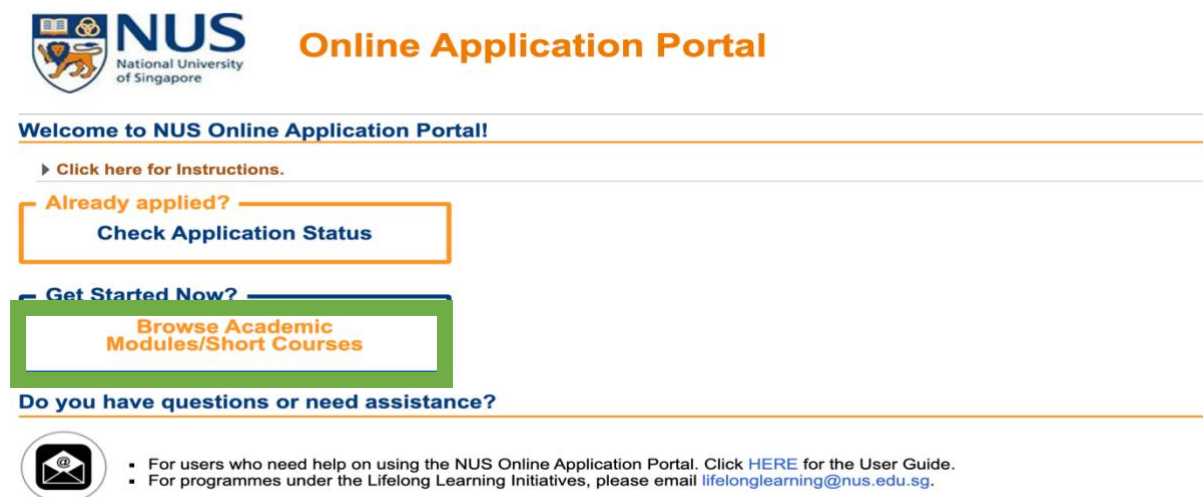
This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents 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.


[Click here for Instructions.](#)

Please identify yourself: I am



Step 4: Select Browse Academic Modules/ Short Courses.



 **Online Application Portal**

Welcome to NUS Online Application Portal!

▶ [Click here for Instructions.](#)


Already applied?

[Check Application Status](#)

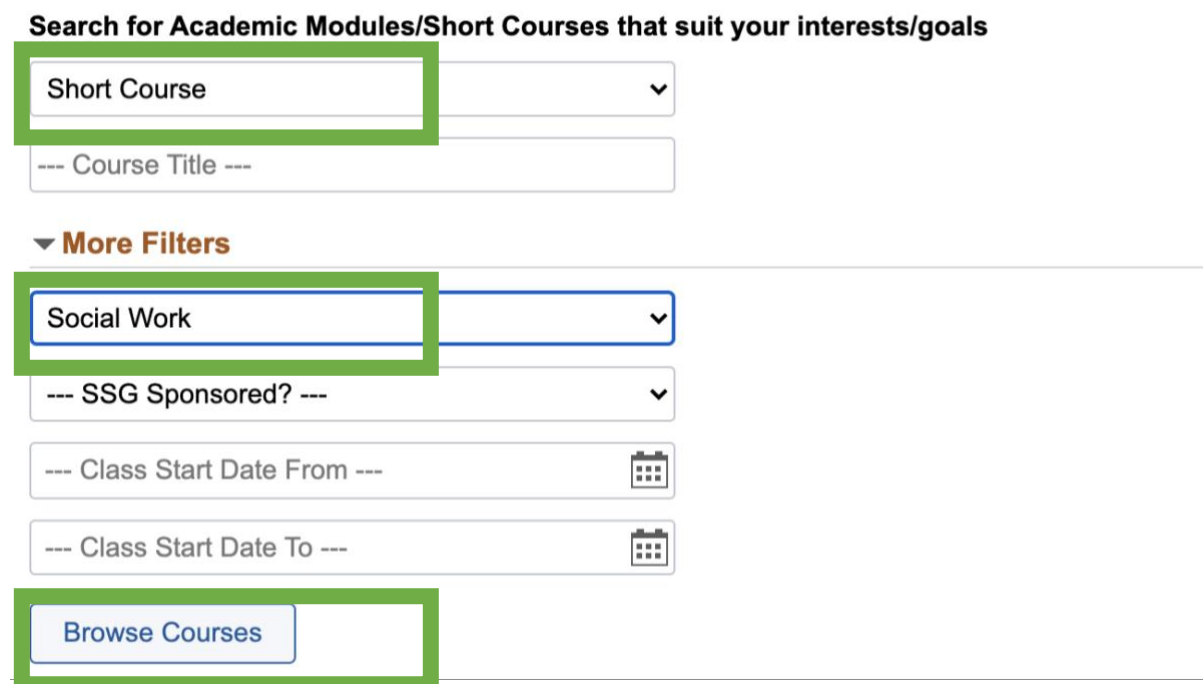
Get Started Now?

[Browse Academic Modules/Short Courses](#)

Do you have questions or need assistance?

 • For users who need help on using the NUS Online Application Portal. Click [HERE](#) for the User Guide.
• For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

Step 5: Select Short Course from the dropdown list. Select Social Work from the faculty dropdown list. Select Browse Courses.



Search for Academic Modules/Short Courses that suit your interests/goals


Short Course ▼


--- Course Title ---

▼ **More Filters**

Social Work ▼

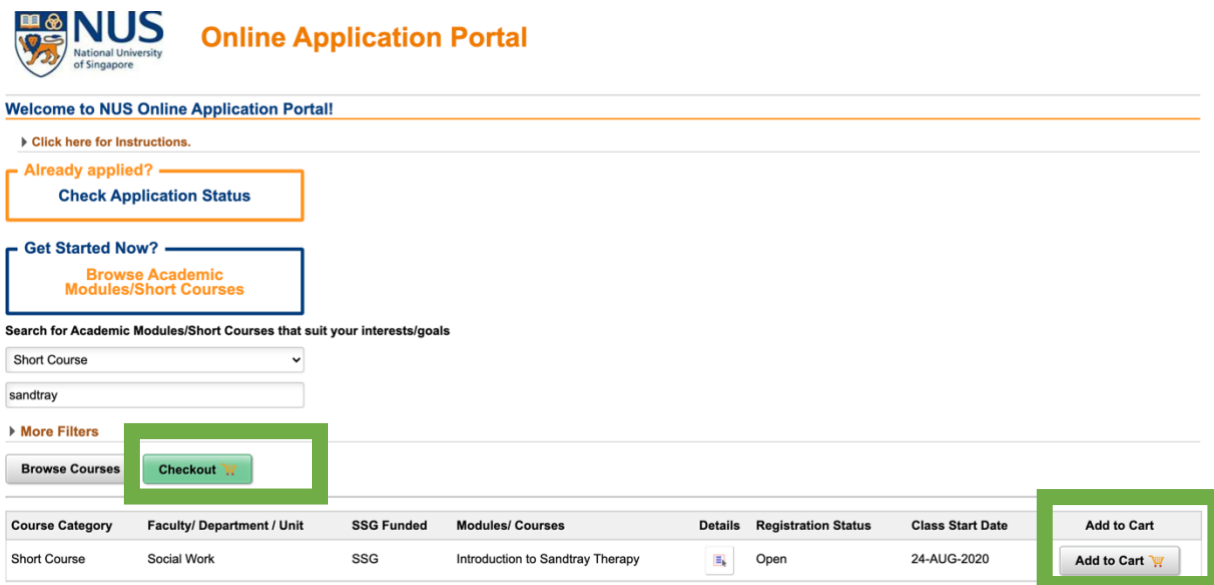
--- SSG Sponsored? --- ▼

--- Class Start Date From --- 

--- Class Start Date To --- 

[Browse Courses](#)

Step 6: The courses will appear. Select **Add to Cart**. Select **Checkout**.




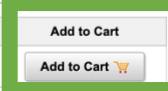
The screenshot shows the NUS Online Application Portal. At the top, there is a header with the NUS logo and the text "Online Application Portal". Below the header, there is a navigation bar with a "Welcome to NUS Online Application Portal!" message and a link to "Click here for Instructions".

The main content area is divided into two sections: "Already applied?" and "Get Started Now?". The "Already applied?" section contains a "Check Application Status" button. The "Get Started Now?" section contains a "Browse Academic Modules/Short Courses" button.

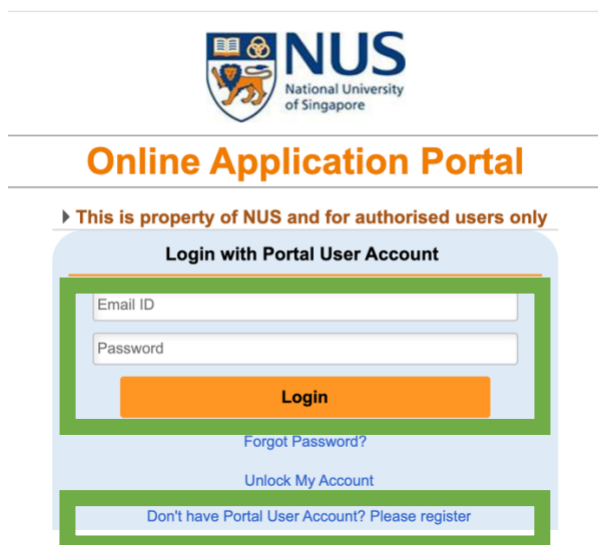
Below these sections, there is a search bar with the text "Search for Academic Modules/Short Courses that suit your interests/goals". The search bar has a dropdown menu set to "Short Course" and a text input field containing "sandtray".

Below the search bar, there is a "More Filters" section with a "Browse Courses" button and a "Checkout" button. The "Checkout" button is highlighted with a green box.

Below the "More Filters" section, there is a table of course results. The table has the following columns: Course Category, Faculty/ Department / Unit, SSG Funded, Modules/ Courses, Details, Registration Status, Class Start Date, and Add to Cart. The table contains one row of results for the course "Introduction to Sandtray Therapy". The "Add to Cart" button for this course is highlighted with a green box.

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Social Work	SSG	Introduction to Sandtray Therapy		Open	24-AUG-2020	

Step 7: Proceed to login or register for an account if you do not have one.



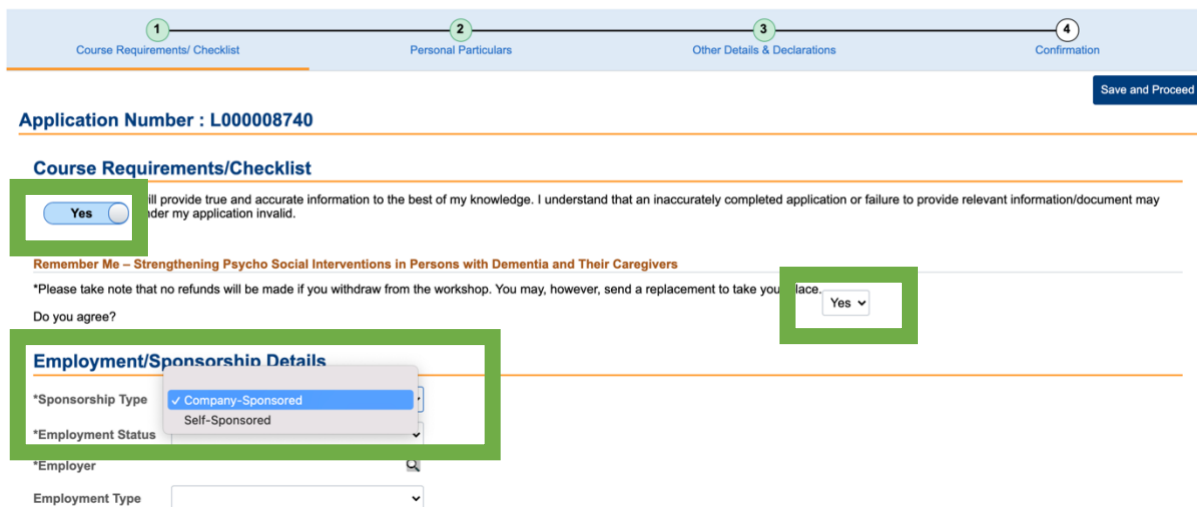
The screenshot shows the NUS Online Application Portal login page. At the top, there is a header with the NUS logo and the text "Online Application Portal". Below the header, there is a navigation bar with the text "This is property of NUS and for authorised users only".

The main content area is a "Login with Portal User Account" form. The form has two input fields: "Email ID" and "Password". Below the input fields is a "Login" button. Below the "Login" button, there are two links: "Forgot Password?" and "Unlock My Account". At the bottom of the form, there is a link: "Don't have Portal User Account? Please register".

Step 8: Select **Yes** and if you are corporate or self-sponsored.



Online Application Portal



1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations 4 Confirmation

Application Number : L000008740

Course Requirements/Checklist

Yes I will provide true and accurate information to the best of my knowledge. I understand that an inaccurately completed application or failure to provide relevant information/document may render my application invalid.

Remember Me – Strengthening Psycho Social Interventions in Persons with Dementia and Their Caregivers

*Please take note that no refunds will be made if you withdraw from the workshop. You may, however, send a replacement to take your place.

Do you agree? Yes

Employment/Sponsorship Details

*Sponsorship Type: Company-Sponsored, Self-Sponsored

*Employment Status: [Dropdown]


*Employer: [Text Field]

Employment Type: [Dropdown]

Save and Proceed

Step 9: Complete and submit the application. An acknowledgement email will be emailed to you upon successful registration.

NUS OAP - Short Course (Registration Acknowledgement)

 no-reply@nus.edu.sg <no-reply@nus.edu.sg>
 To: [Redacted]

Dear [Redacted],

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