

NUS Online Application Portal (OAP) Registration Guide for Corporate-Sponsored Participants

Steps 1 to 7: HR Admin to complete (refer to pg. 2 to 5)

Steps 8 to 12: Participant(s) to complete (refer to pg. 6 to 9)

Important:

The registration will be incomplete if steps 8 to 12 are not completed by the participant(s).

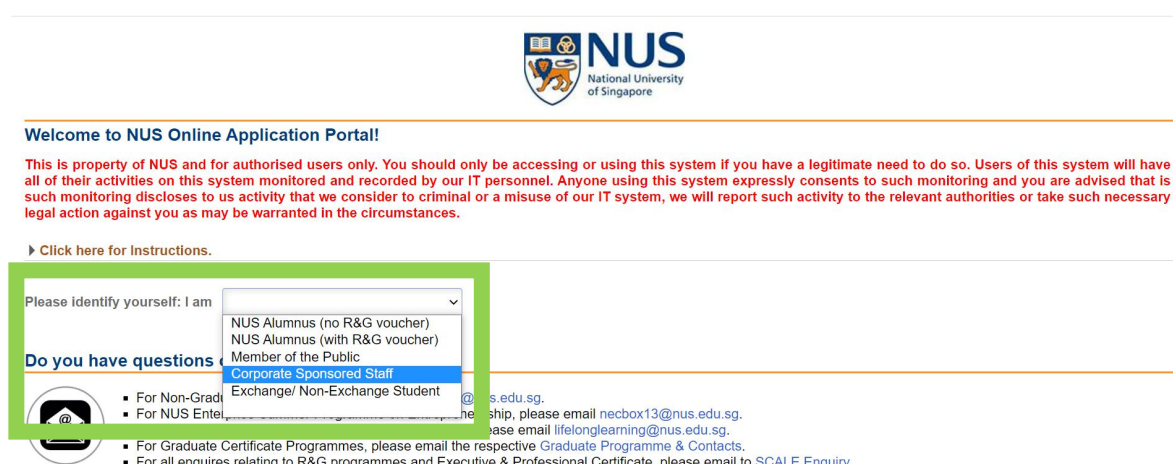
Participant **must** accept “offer” for the application after an email is sent to the participant nearer to course date.

By HR Admin (Step 1 to 7)

Step 1: HR Admin to email the below inputs to swkcpepc@nus.edu.sg for NUS to create a corporate account for your organisation. This step is only applicable if you do not have an account with NUS.

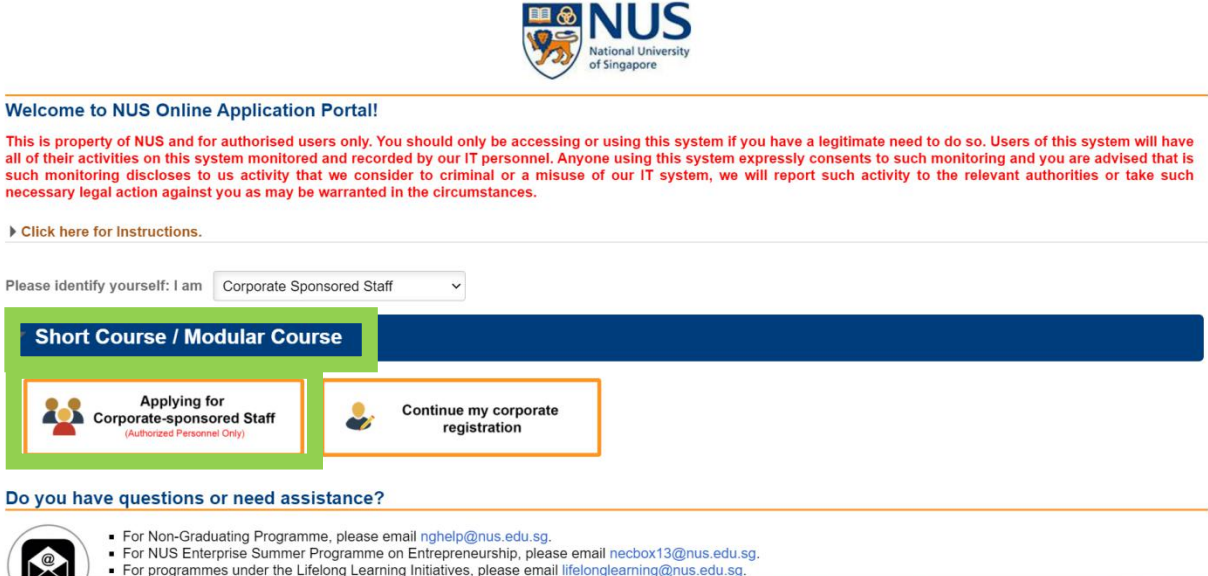
Item	HR Admin to input
Full company name (As per ACRA)	
Company UEN number	
GST exempted (Yes or No)	
Administrator Name	
Administrator Email	
Billing Address BU Code (for eInvoice)	
Contact number	

Step 2: After we inform you that the corporate account has been created, go to <https://myapplications.nus.edu.sg>. Click on the dropdown button to select **Corporate Sponsored Staff**.



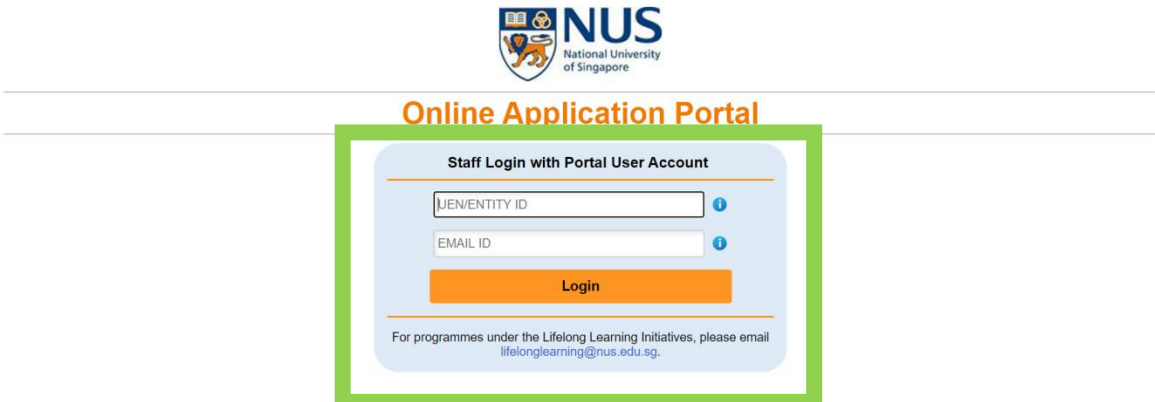
The screenshot shows the NUS Online Application Portal. At the top, there is a welcome message and a disclaimer. Below that, there is a link for instructions. The main part of the page shows a form where the user is asked to identify themselves. A dropdown menu is open, showing several options: 'NUS Alumnus (no R&G voucher)', 'NUS Alumnus (with R&G voucher)', 'Member of the Public', 'Corporate Sponsored Staff', and 'Exchange/ Non-Exchange Student'. The 'Corporate Sponsored Staff' option is highlighted in blue. Below the dropdown, there are contact details for various user types and a list of support email addresses.

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



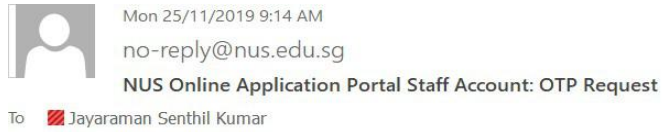
The screenshot shows the NUS Online Application Portal. At the top is the NUS logo. Below it is a welcome message: "Welcome to NUS Online Application Portal!". A disclaimer follows: "This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a 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." Below the disclaimer is a link: "Click here for Instructions." A dropdown menu is set to "Corporate Sponsored Staff". A blue bar highlights the "Short Course / Modular Course" section. Two buttons are visible: "Applying for Corporate-sponsored Staff (Authorized Personnel Only)" and "Continue my corporate registration". A "Do you have questions or need assistance?" section contains a help icon and three email addresses: "For Non-Graduating Programme, please email nghelp@nus.edu.sg."; "For NUS Enterprise Summer Programme on Entrepreneurship, please email necbox13@nus.edu.sg."; and "For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg."

Step 4: Fill in the login details. Please type in the UEN ID in the UEN field. Email ID is the administrator email registered in Step 1. Click **Login**.



The screenshot shows the "Staff Login with Portal User Account" form. It features the NUS logo at the top. The form has two input fields: "UEN/ENTITY ID" and "EMAIL ID", each with an information icon to its right. Below the fields is an orange "Login" button. At the bottom of the form, it says: "For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg."

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



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:

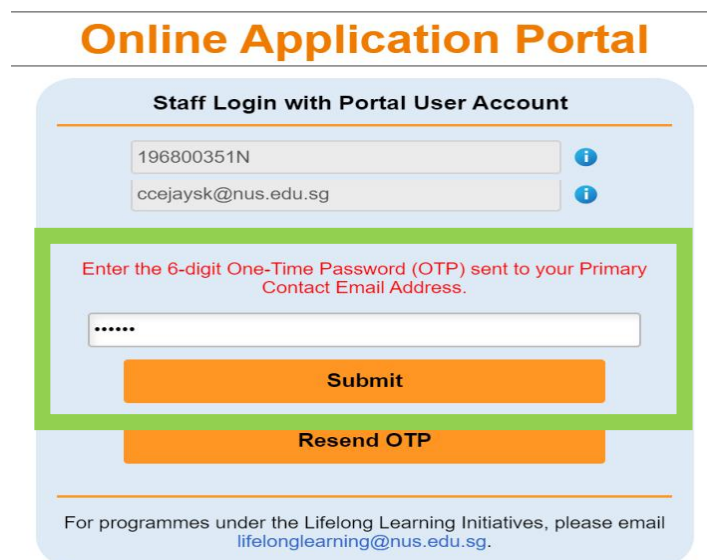
- lifelonglearning@nus.edu.sg if you are a Continuing & Professional Education applicant.

Thank you.

Best regards
NUS Online Application Portal

This is a computer generated email.

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



Online Application Portal

Staff Login with Portal User Account

196800351N ⓘ

ccejaysk@nus.edu.sg ⓘ

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

.....

Submit

Resend OTP

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

Step 7:

Select the number of participants you wish to register.

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

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

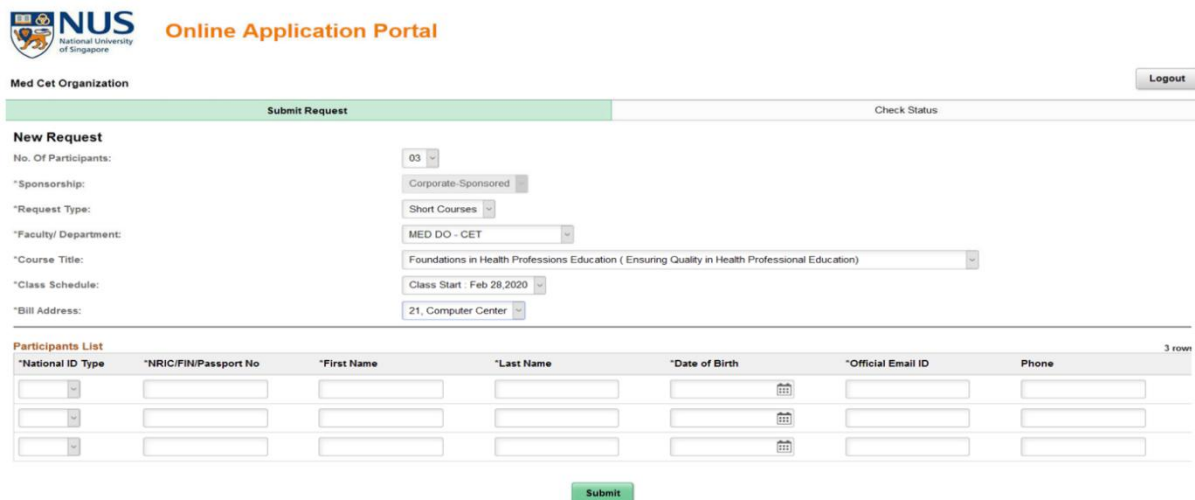
Select the Course Title you wish to register for.

Select the Class Schedule.

Select the billing address you registered in Step 1.

Enter the participant(s) details **accurately**. Click **Submit** at the bottom.

Repeat the above process in step 6 for each module of the Professional Certificate.



The screenshot shows the 'Online Application Portal' for NUS. The page title is 'Med Cet Organization' and 'Online Application Portal'. There are 'Submit Request' and 'Check Status' buttons at the top. A 'Logout' button is in the top right corner.

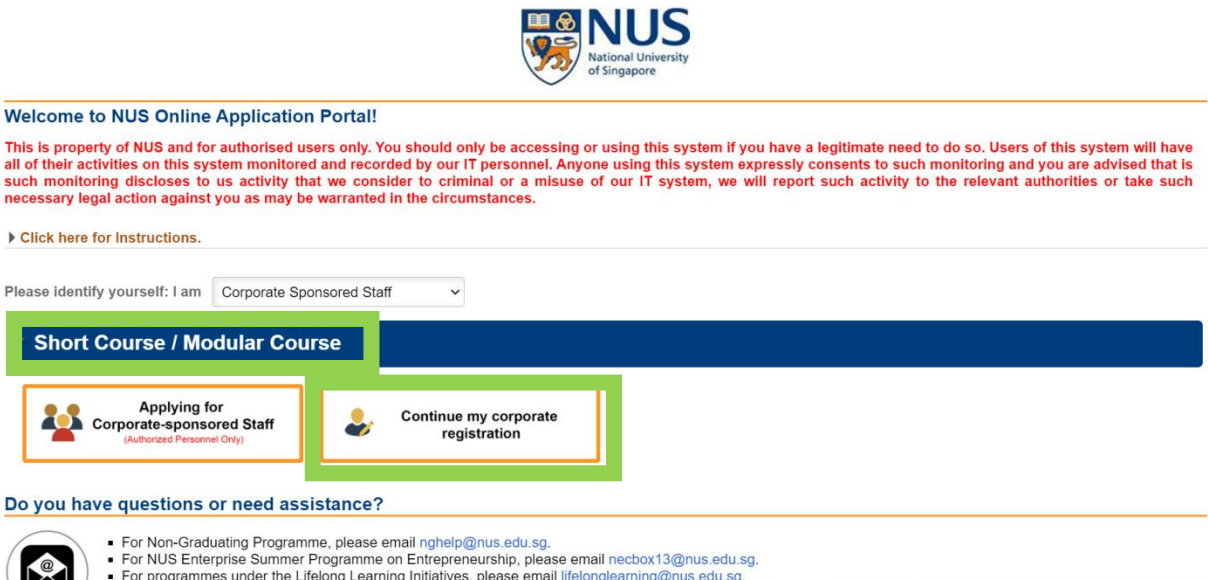
The 'New Request' section contains the following fields:

- No. Of Participants: 03
- *Sponsorship: Corporate-Sponsored
- *Request Type: Short Courses
- *Faculty/ Department: MED DO - CET
- *Course Title: Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)
- *Class Schedule: Class Start Feb 28,2020
- *Bill Address: 21, Computer Center

The 'Participants List' section shows a table with 7 columns: *National ID Type, *NRIC/FIN/Passport No, *First Name, *Last Name, *Date of Birth, *Official Email ID, and Phone. There are 3 rows of input fields for each column. A 'Submit' button is located below the table.

By Participant (Step 8 to 12)

Step 8: You will receive 2 emails after your organization's HR Admin submitted the application. Use the link and password in the emails to login. Select **Short Course/Modular Course, Continue my corporate registration.**



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

Short Course / Modular Course

Applying for Corporate-sponsored Staff
(Authorized Personnel Only)

Continue my corporate registration

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.

Example of Short Course Registration Email

Dear SUSU LIM,

This is to confirm that your application for the following has been created via the [NUS Online Application Portal](#):

Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)

Please note that you are able to edit or update your submitted application throughout the application period. Remember that you must confirm the submission of your application again after editing or else, it would be considered as not submitted.

Once application period closes, you will not be able to edit your application.

Incase you have not created an account in [NUS Online Application Portal](#). A separate email will be sent to you regarding the account you will be using when logging in [NUS Online Application Portal Login](#)

Do check your email regularly as all correspondences will be through email only. Should you require any assistance, please send an email to emailaddressmasked@nus.edu.sg.

Important! We will be communicating with you mainly via email and to prevent our emails from being blocked or filtered into the junk/spam folder, please add our email address to your safe senders list.

Thank you.

Best regards
NUS Online Application Portal

Example of NUS Online Application Portal (OAP) Account Creation Email

Dear SUSU LIM

Creation of NUS Online Application Portal Account

This is to confirm that your NUS Online Application Portal Account has been created.

Please use the following temporary password to login to your account:

k=N + 6 digits of your Date of Birth in YYMMDD format.

For example:

Date of Birth: 27/02/1953

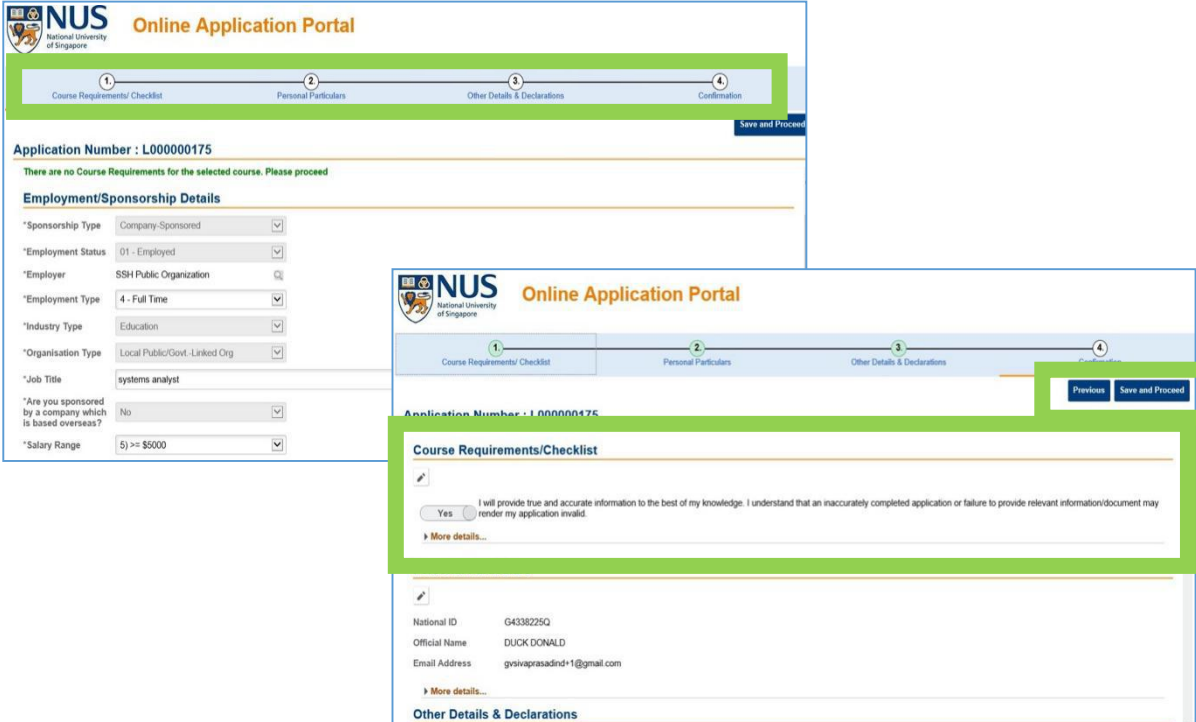
Temporary password would be: **k=N530227**

You are required to change this temporary password upon login to your account.

Important! We will be communicating with you mainly via email. Hence, to prevent our emails from being blocked or filtered into the junk/spam folder, please add our email address to your safe senders list.

Terms & Conditions:

Step 9: Complete any remaining fields and check that all details are correct. Upload a **clear colored** softcopy of your NRIC (front). Under Course Requirement/Checklist, make your declaration by selecting **Yes**. Then click **Save and Proceed**.



The screenshot displays the NUS Online Application Portal interface. At the top, a progress bar indicates four steps: 1. Course Requirements/ Checklist, 2. Personal Particulars, 3. Other Details & Declarations, and 4. Confirmation. The current step is 'Course Requirements/ Checklist'. Below the progress bar, the application number is L000000175. A message states: 'There are no Course Requirements for the selected course. Please proceed'. The 'Employment/Sponsorship Details' section contains several dropdown menus: Sponsership Type (Company-Sponsored), Employment Status (01 - Employed), Employer (SSH Public Organization), Employment Type (4 - Full Time), Industry Type (Education), Organisation Type (Local Public/Govt.-Linked Org), Job Title (systems analyst), Are you sponsored by a company which is based overseas? (No), and Salary Range (5) >> \$5000. A 'Save and Proceed' button is visible. The 'Course Requirements/Checklist' section features a declaration statement: '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.' A radio button for 'Yes' is selected. Below this, there is a 'More details...' link. The 'Other Details & Declarations' section shows personal information: National ID (G438225Q), Official Name (DUCK DONALD), and Email Address (gvoivaprasadind+1@gmail.com). A 'Previous' button and a 'Save and Proceed' button are also present at the bottom right of the form area.

Acknowledgement email will be sent to the participant.

Dear EVELYN OUYANG,

We acknowledge your registration for the following:

Application No	Course Details
L000000031	Course ID : SOM-DSBHE Course Title : Debriefing in Simulation-Based Healthcare Education Department/ Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 25/09/2019 TO 25/09/2019

Thank you for your registration. Our Course Coordinator will contact you one month before the course start date.

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

Thank you.

Best regards
Short Course Administrator

This is a computer generated email.

Repeat Step 9 for each module of the professional certificate.

Step 10: Nearer to course date, an email informing you of your course status (Successful/Unsuccessful) will be sent to you. Login to NUS Online Application Portal (refer to Step 8) **to accept offer.**

Dear WEIWEI ANG,

Thank you for your support for our short course(s). The outcome of your application(s) is/are as follows:

Application No	Course Details	Course Status
L000000237	Course ID : SOM-FHPE01 Course Title : Foundations in Health Professions Education (Ensuring Quality in Health Professional Education) Department/ Units : Medicine Dean's Office-ContinuingEducationTraining Course Commencement Date : 28/02/2020 TO 29/02/2020	Successful

If you are offered a course, please login at the NUS Online Application Portal to submit your response by Feb 27,2020.

Please note that your place is not secured until payment is received and acknowledged.

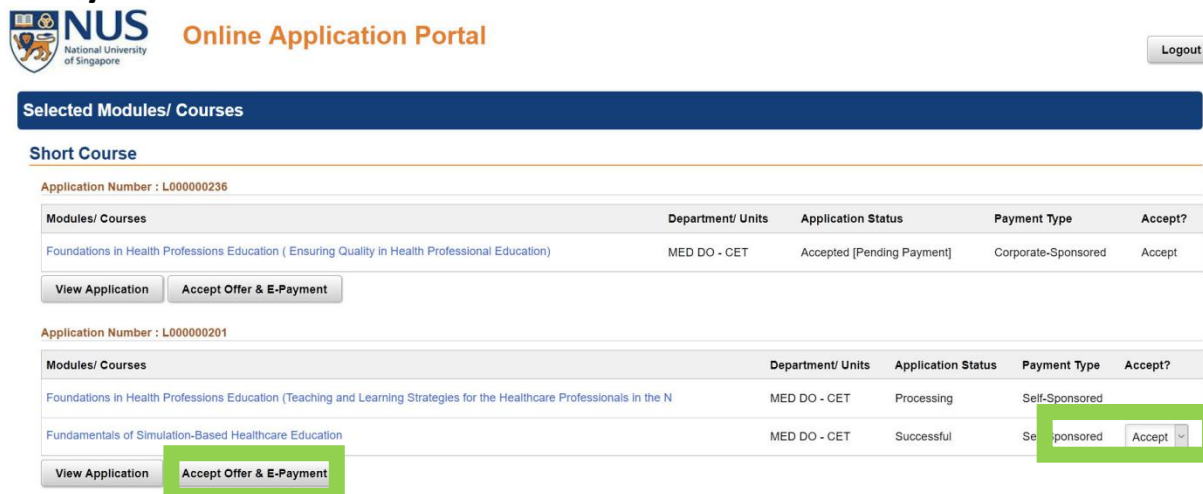
Please do not reply to this automated message. If you have further enquiries, please email us at emailaddressmasked@nus.edu.sg.

Thank you.

Best regards
Short Course Administrator

This is a computer generated email.

Step 11: Select **Accept** on the right side. Then select **Accept Offer & E-Payment**.



Selected Modules/ Courses

Short Course

Application Number : L00000236

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)	MED DO - CET	Accepted [Pending Payment]	Corporate-Sponsored	Accept

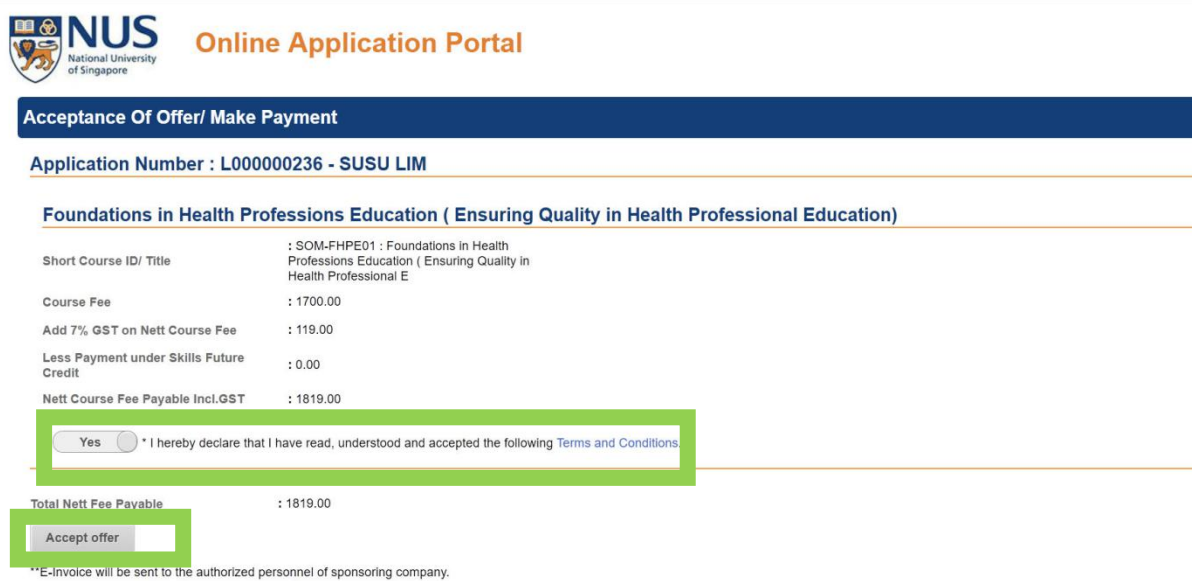
View Application Accept Offer & E-Payment

Application Number : L00000201

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Foundations in Health Professions Education (Teaching and Learning Strategies for the Healthcare Professionals in the N	MED DO - CET	Processing	Self-Sponsored	
Fundamentals of Simulation-Based Healthcare Education	MED DO - CET	Successful	Self-Sponsored	Accept

View Application Accept Offer & E-Payment

Step 12: Check that the course fee and funding amount is correct. Make your declaration by selecting **Yes**. Then select **Accept Offer**. Payment will be e-invoiced to your organization.



Acceptance Of Offer/ Make Payment

Application Number : L00000236 - SUSU LIM

Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)

Short Course ID/ Title : SOM-FHPE01 : Foundations in Health Professions Education (Ensuring Quality in Health Professional E

Course Fee : 1700.00

Add 7% GST on Nett Course Fee : 119.00

Less Payment under Skills Future Credit : 0.00

Nett Course Fee Payable Incl.GST : 1819.00

Yes * I hereby declare that I have read, understood and accepted the following Terms and Conditions.

Total Nett Fee Pivable : 1819.00

Accept offer

**E-Invoice will be sent to the authorized personnel of sponsoring company.

Repeat Steps 11 and 12 for each module of Professional Certificate

Thank you! 😊