

## 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**. (Please do **not** select NUS Alumnus.)



### 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

- NUS Alumnus (with R&G voucher)
- Member of the Public**
- Corporate Sponsored Staff
- Exchange/ Non-Exchange Student

### Do you have questions or need assistance?



- For Non-Graduating Programme, please email [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg).
- For NUS Enterprise Summer Programme on Entrepreneurship, please email [necbox13@nus.edu.sg](mailto:necbox13@nus.edu.sg).
- For programmes under the Lifelong Learning Initiatives, please email [lifelonglearning@nus.edu.sg](mailto: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.](#)

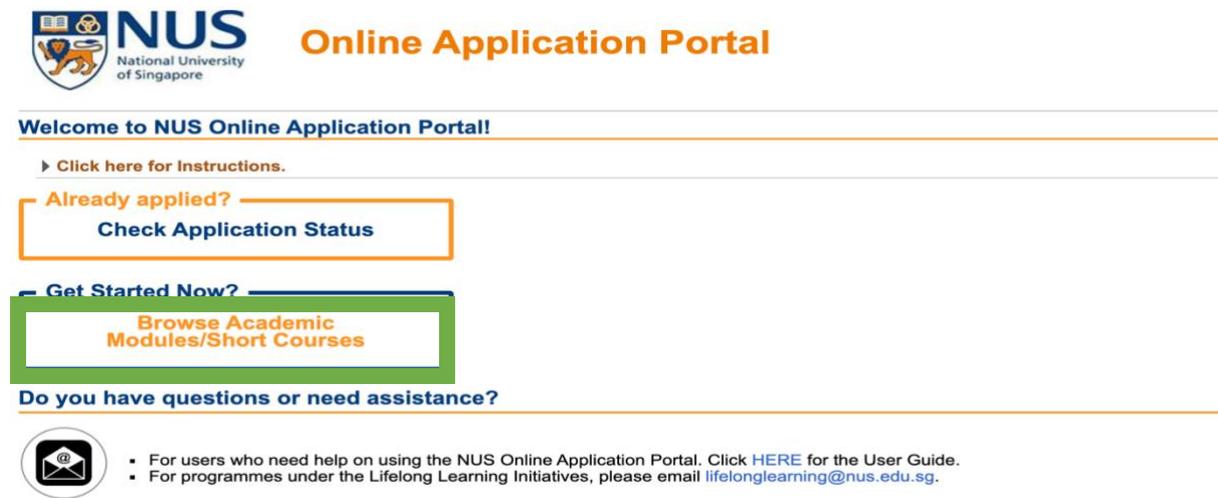
Please identify yourself: I am

**Short Course / Modular Course**

**Applying for Myself**

▶ [Exec/Specialist/Graduate Cert](#)

## 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?**

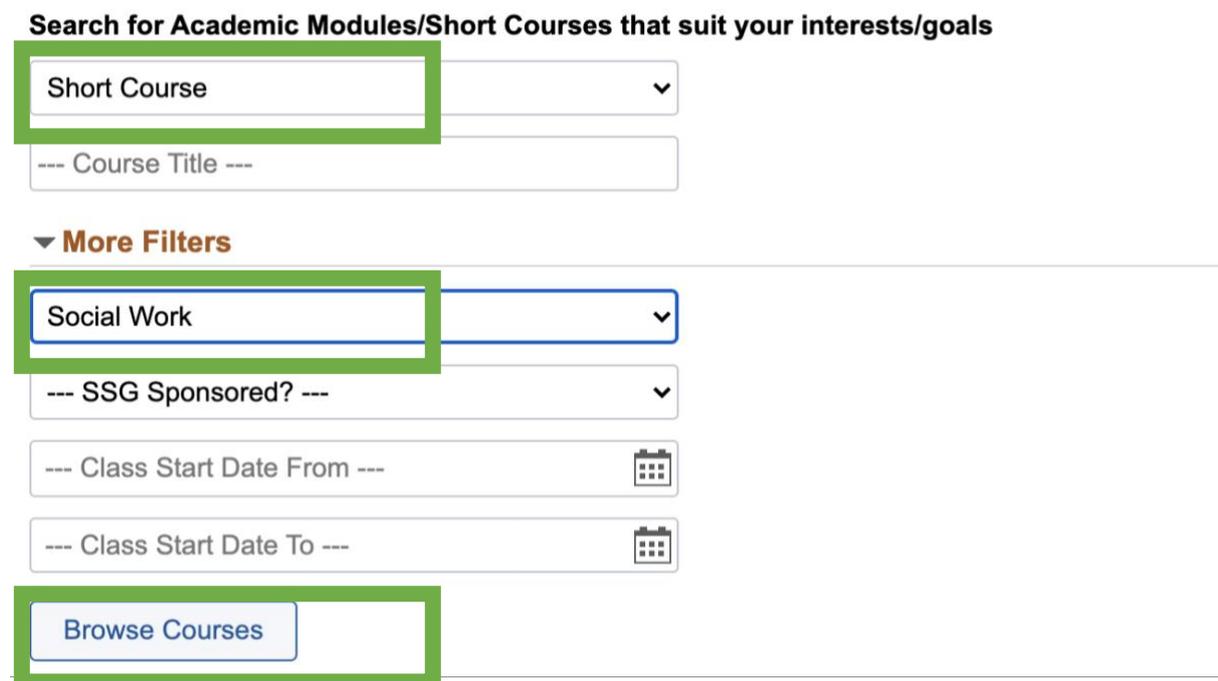
[Browse Academic Modules/Short Courses](#)

---

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](mailto: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 ▼

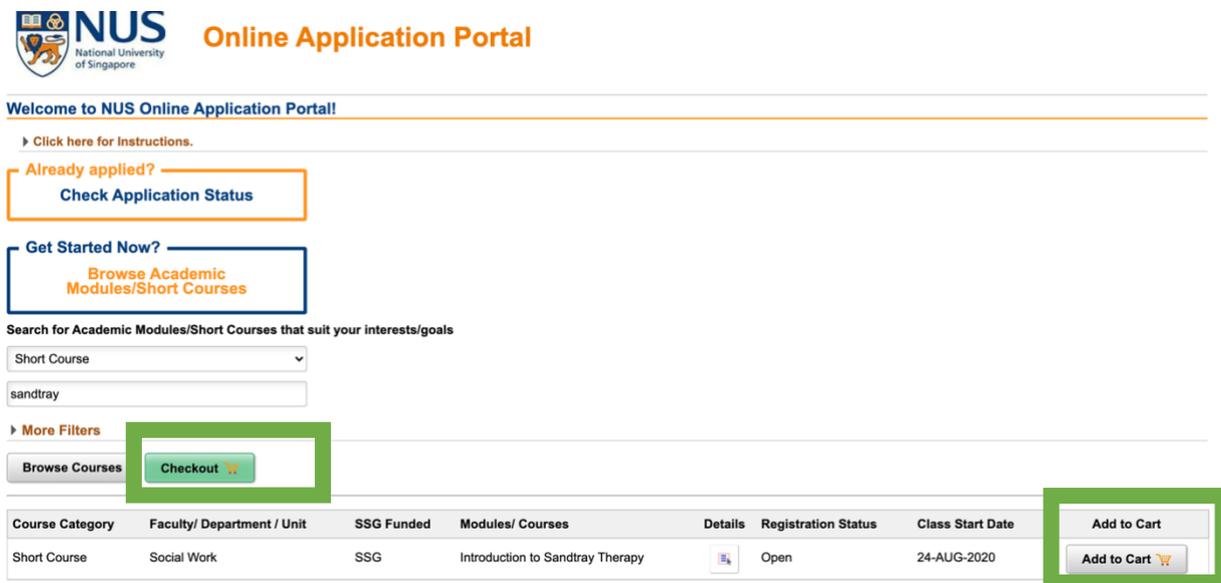
--- SSG Sponsored? --- ▼

--- Class Start Date From --- 

--- Class Start Date To --- 

[Browse Courses](#)

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



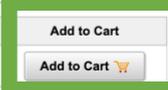
The screenshot shows the NUS Online Application Portal. At the top, there is a header with the NUS logo and the text "Online Application Portal". Below the header, there is a navigation bar with a "Welcome to NUS Online Application Portal!" message and a link to "Click here for Instructions".

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.

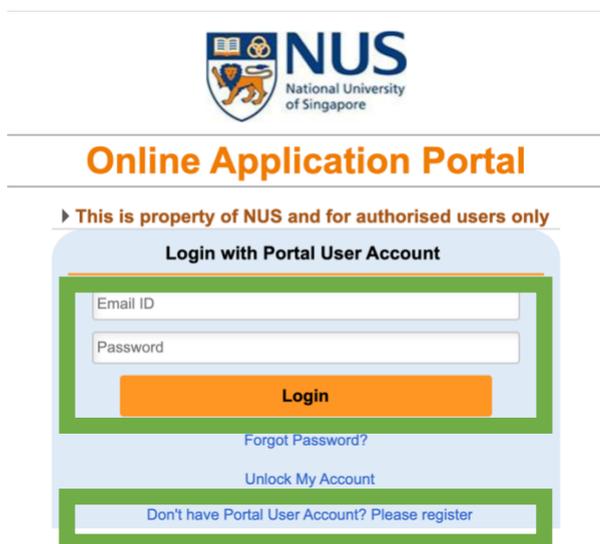
Below these sections, there is a search area for "Academic Modules/Short Courses that suit your interests/goals". It includes a dropdown menu for "Short Course" and a text input field containing "sandtray". There is also a "More Filters" link.

At the bottom of the search area, there is a "Browse Courses" button and a "Checkout" button. The "Checkout" button is highlighted with a green box.

Below the search area, there is a table of course results. The table has columns for "Course Category", "Faculty/ Department / Unit", "SSG Funded", "Modules/ Courses", "Details", "Registration Status", and "Class Start Date". The first row shows a "Short Course" in the "Social Work" faculty, "SSG" funded, titled "Introduction to Sandtray Therapy", with a status of "Open" and a start date of "24-AUG-2020". To the right of the table, there is an "Add to Cart" button, which is also 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.



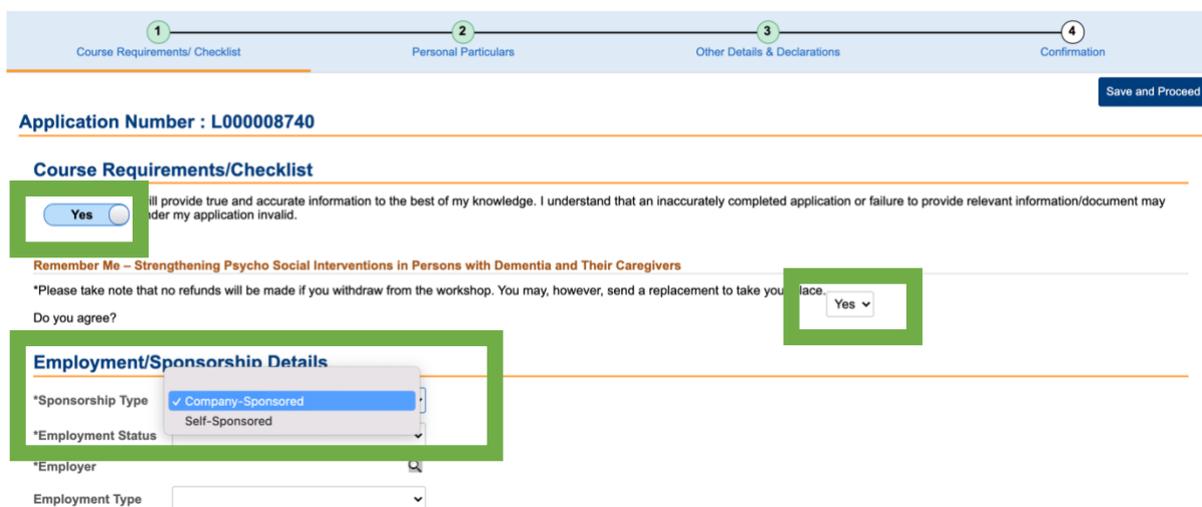
The screenshot shows the NUS Online Application Portal login page. At the top, there is a header with the NUS logo and the text "Online Application Portal". Below the header, there is a navigation bar with a "This is property of NUS and for authorised users only" message.

The main content area is a "Login with Portal User Account" form. It includes an "Email ID" input field, a "Password" input field, and a "Login" button. Below the "Login" button, there are links for "Forgot Password?" and "Unlock My Account". At the bottom of the form, there is a link for "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](mailto:swkcpe@nus.edu.sg).

Thank you! 😊

Need help?

Email: [swkcpe@nus.edu.sg](mailto:swkcpe@nus.edu.sg)

Call: +65 6601 5960