

Online Registration Portal



User Guide

iLTMS User Guide for Online Registration Portal

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Account Creation for Self-Sponsored Learners

This section is meant to guide self-sponsored learners to register and navigate the [SSI Online Registration Portal](#), which can be used to search and register for courses.

Account Creation

You will require an account for course registration. If you are a new user, please follow the instructions below for account creation. There are two methods to create an account.

1. Via Singpass (preferred method)
2. Via Credentials

The login details you create here will be the same used to access [SSI Student Portal](#).

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be directed to the SSI Online Registration Portal's "**Log in**" page.

Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge

Step 2: On the Log in Page, select "**Individual**".

Step 3: Click "**Register for an account**".

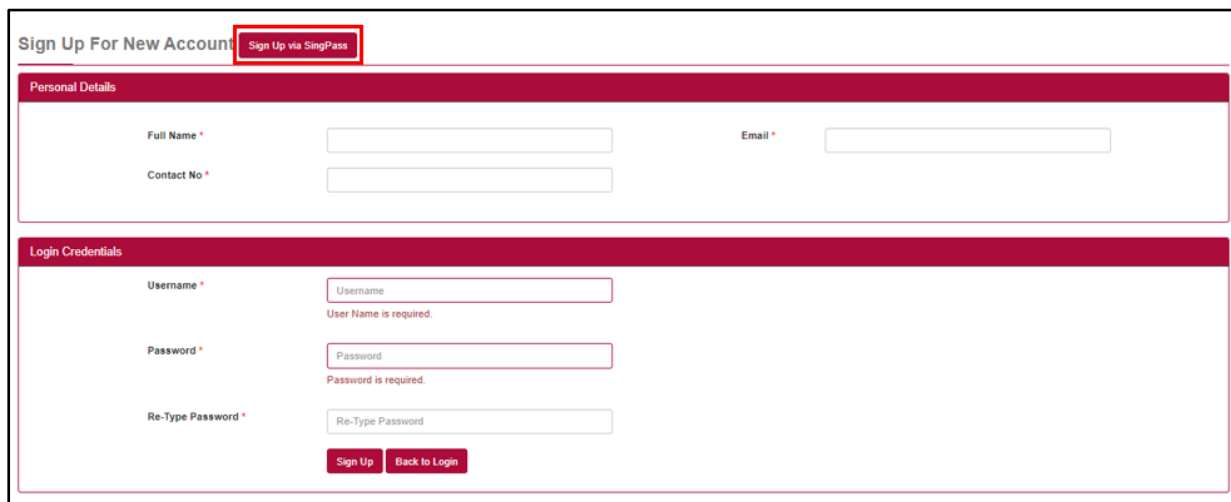
Picture Reference: Log in Page

Step 4: You will be redirected to the "**Sign Up for New Account**" page.

Via Singpass

Note: Learners are encouraged to create an account via Singpass.

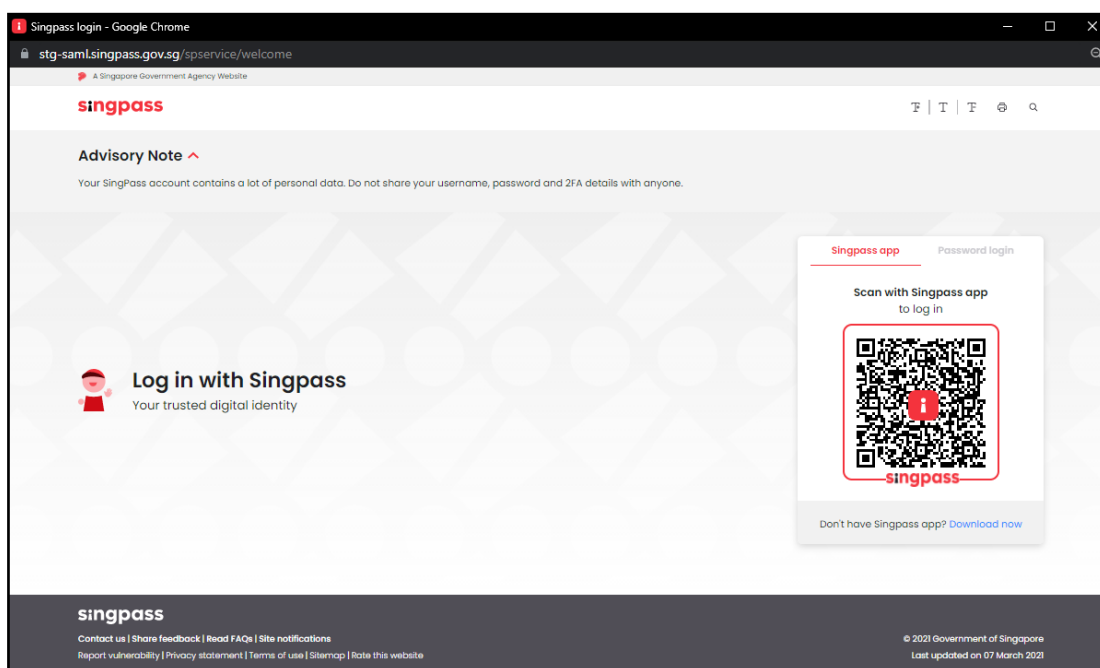
Step 5: Click **“Sign Up via Singpass”** on the Sign Up for New Account page.



Picture Reference: Sign Up for New Account

Step 3: You will be redirected to the Singpass Login Page where you can choose to login via the Singpass app or via Password Login.

Note: iLTMS is accessible on both your desktop computer and mobile devices.

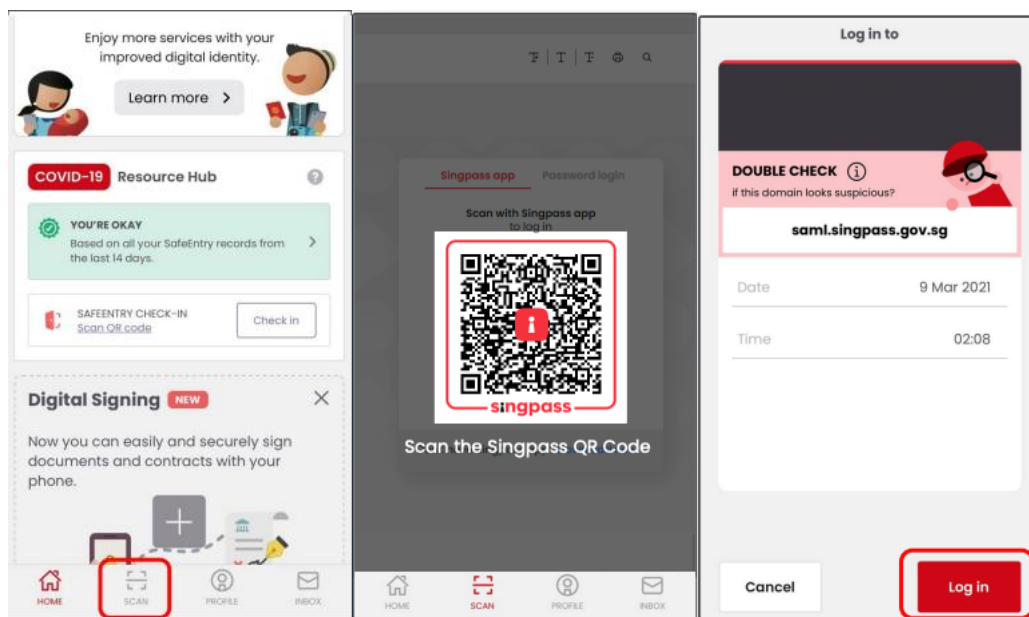


Picture Reference: Singpass Login Page

Desktop Login via Singpass app (QR Code)

Step 4: Launch your Singpass app and click the “**Scan**” button. Use your phone to scan the QR code displayed on the Singpass Login Page.

Step 5: Confirm your login request on the Singpass App by clicking “**Log In**”. You will be prompted to verify your identity in Singpass. Please wait while your identity is being verified.



Picture Reference: Singpass Desktop Login

Step 6: You will be required to fill in your:

- Full Name
- Email
- Contact Number

Step 7: After keying the information above, click “**Sign Up**”

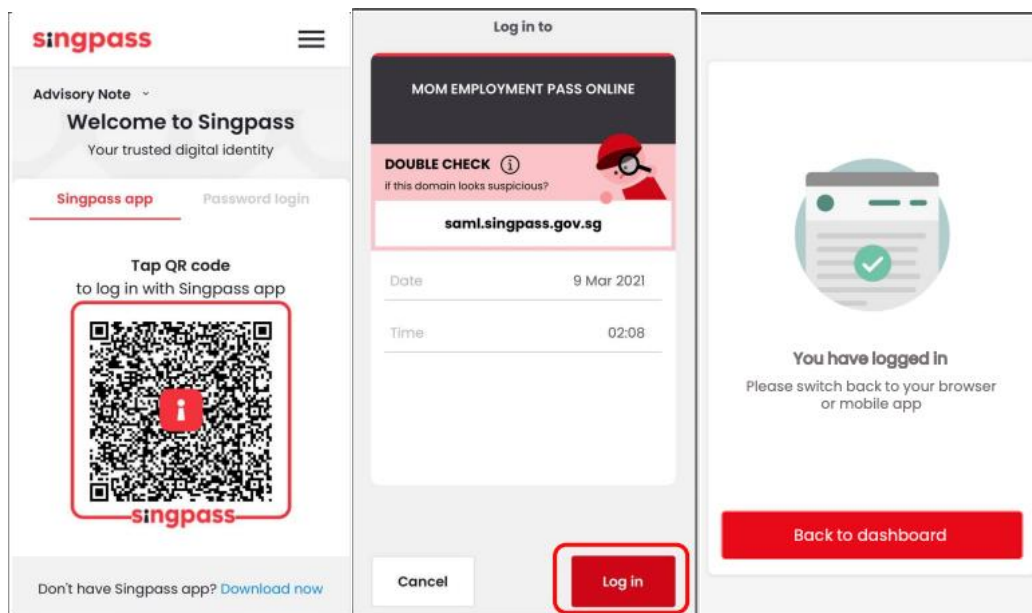
The screenshot shows the 'Sign Up For New Account' page in the Singpass app. At the top, there is a red header with the text 'Sign Up via SingPass'. Below this is a section titled 'Personal Details' with a red background. Underneath, there are three input fields: 'Full Name', 'Email', and 'Contact No'. At the bottom of the form, there are two buttons: 'Sign Up' and 'Back to Login'. The 'Sign Up' button is highlighted with a red box.

Picture Reference: Sign Up Page

Step 8: Upon successful verification, you will be redirected back to SSI Online Registration Portal.

Mobile Login via Singpass app (QR Code)

Step 4: Tap the QR code to launch the Singpass App.



Picture Reference: Singpass Mobile Login

Step 5: Confirm your login request on the Singpass App by clicking “**Log In**”. You will be prompted to verify your identity in Singpass. Please wait while your identity is being verified.

Step 6: You will be required to fill in your:

- Full Name
- Email
- Contact Number

Step 7: After keying the information above, click “**Sign Up**”.

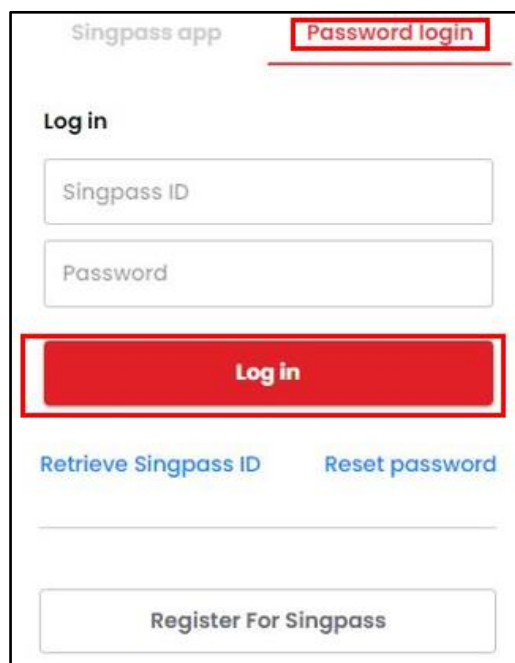
The image shows a screenshot of the 'Sign Up For New Account' page. It features a 'Sign Up via SingPass' button and a 'Personal Details' section with input fields for Full Name, Email, and Contact No. A 'Sign Up' button is highlighted.

Picture Reference: Sign Up Page

Step 8: Upon successful verification, you will be redirected back to SSI Online Registration Portal

Desktop / Mobile Login via Password

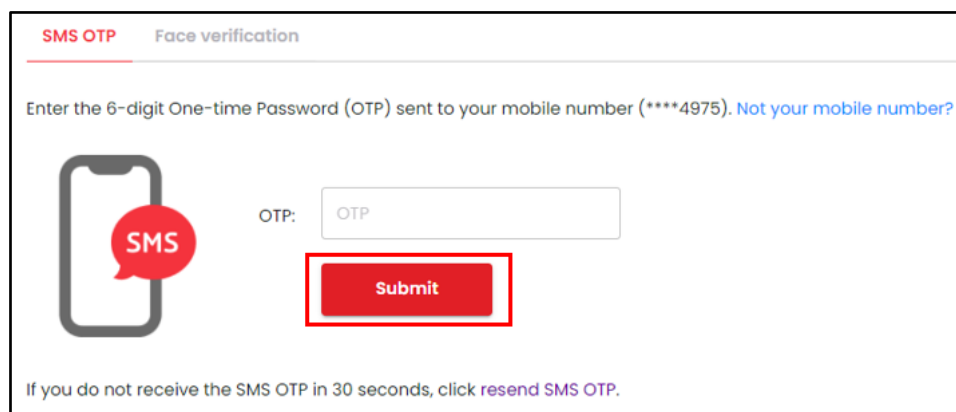
Step 4: Click **“Password Login”** tab on the Singpass Login Page.



Picture Reference: Singpass Password Login

Step 5: Fill in your Singpass ID and password and click **“Log In”**.

Step 6: Fill in the OTP number which will be sent to your Singpass registered mobile number and click ‘Submit’.



Picture Reference: Singpass Desktop Login

Step 7: Upon successful verification, you will be redirected back to SSI Online Registration Portal.

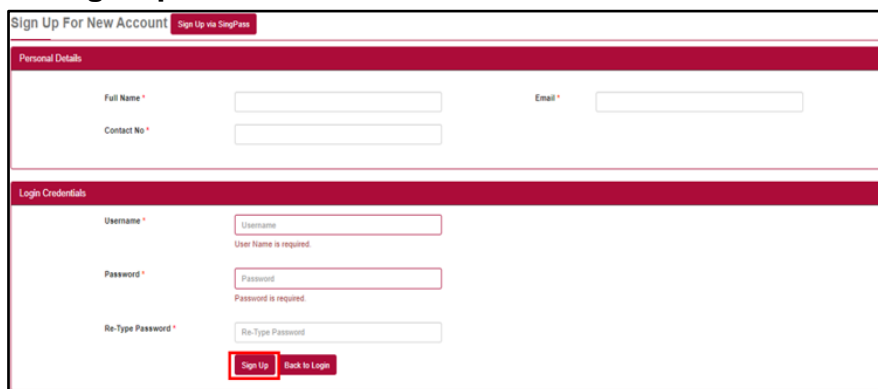
Via Credentials

Step 5: To use credentials, you will need to complete the fields in the “[Sign Up for New Account](#)” page.

Step 6: Fill up the respective fields under “**Personal Details**” and “**Login Credentials**” section.

- Full Name
- Email
- Contact Number
- Username
- Password
- Re-Type Password

Step 7: Click “**Sign Up**” once all fields are filled.

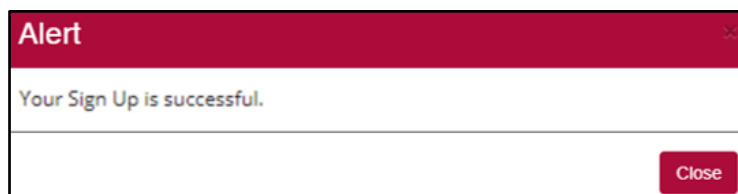


Picture Reference: Sign Up for New Account

Step 8: A pop-up message will appear indicating that your sign up is successful. An email notification will also be sent to your registered email address.

Note: You are encouraged to create a Singpass account. You can still link your credential to your Singpass at a later stage.

To link your credential to your Singpass, refer to the Learner User Guide for more information.



Picture Reference: Alert Pop Up

Logging In to SSI Online Registration Portal for Self-Sponsored Learners

Via Singpass

Note: You will require a Singpass account and the Singpass application installed on your mobile device. For more information on Singpass, please visit:

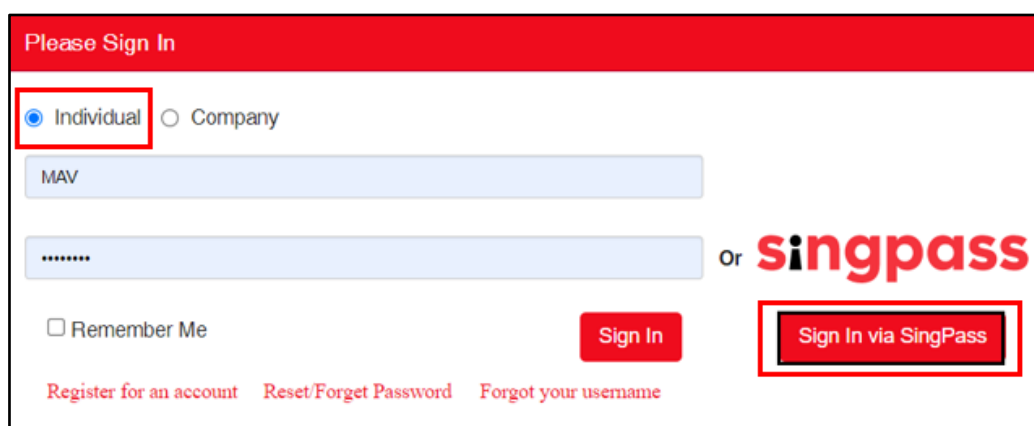
<https://www.Singpass.gov.sg/Singpass>.

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be directed to the SSI Online Registration Portal's "**Log in**" page.

Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge

Step 2: To login via Singpass, select "**Individual**".

Step 3: Click "**Sign In via Singpass**".



Picture Reference: Singpass Login

Step 4: You will be redirected to the "**Singpass Login**" page. Click [here](#) for Singpass login steps

Step 5: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

Via Credentials

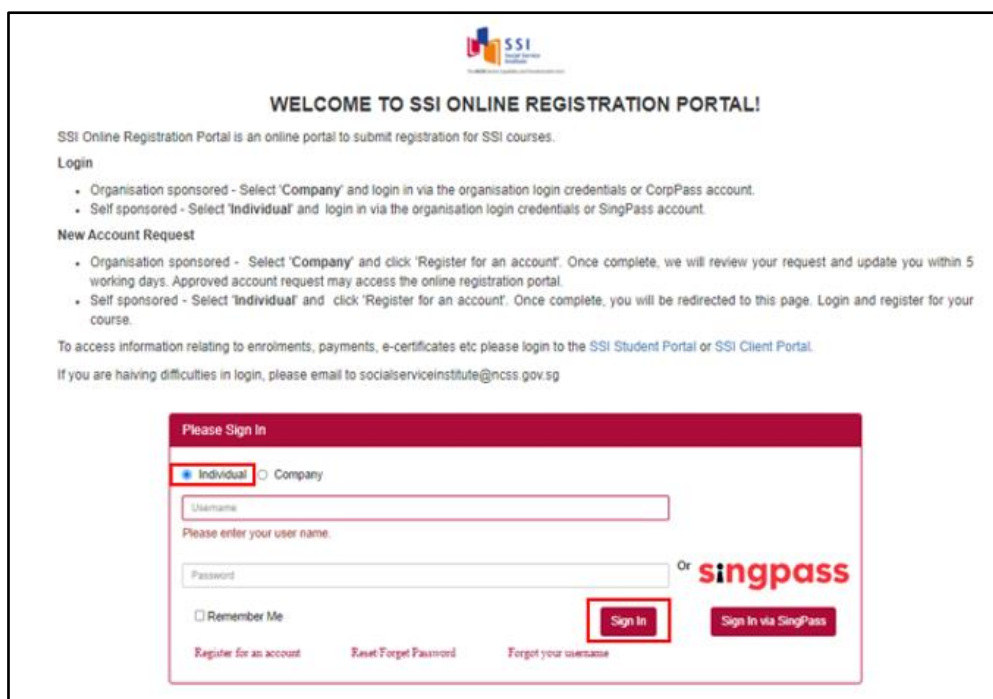
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be directed to the SSI Online Registration Portal's "Log in" page.

Step 2: On the log in page, click "Individual".

Step 3: Fill in your "Username" and "Password".

Step 4: Click "Sign In".

Note: Click "Remember Me" to auto-fill your details for the next log in.



SSSI
Social Service Institute
Singapore

WELCOME TO SSI ONLINE REGISTRATION PORTAL!

SSI Online Registration Portal is an online portal to submit registration for SSI courses.

Login

- Organisation sponsored - Select 'Company' and login in via the organisation login credentials or CorpPass account.
- Self sponsored - Select 'Individual' and login in via the organisation login credentials or SingPass account.

New Account Request

- Organisation sponsored - Select 'Company' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal.
- Self sponsored - Select 'Individual' and click 'Register for an account'. Once complete, you will be redirected to this page. Login and register for your course.

To access information relating to enrolments, payments, e-certificates etc please login to the SSI Student Portal or SSI Client Portal.
If you are having difficulties in login, please email to socialserviceinstitute@ncss.gov.sg

Please Sign In

Individual Company

Username
Please enter your user name.

Password **or singpass**

Remember Me **Sign In** **Sign In via SingPass**

[Register for an account](#) [Reset Forget Password](#) [Forgot your username](#)

Picture Reference: Log in Page

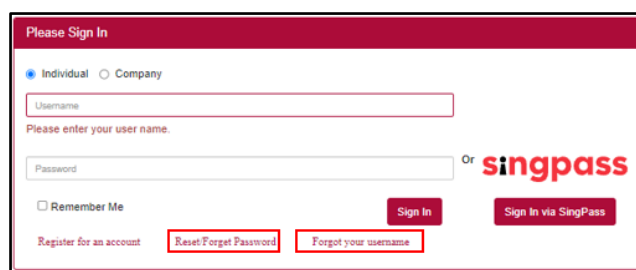
Step 5: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

Forgot Your Credentials Password / Username?

If you have forgotten your Username and Password, you can also reset it from [SSI Online Registration](#) page.

Note: This is applicable only if you are using Credential login.

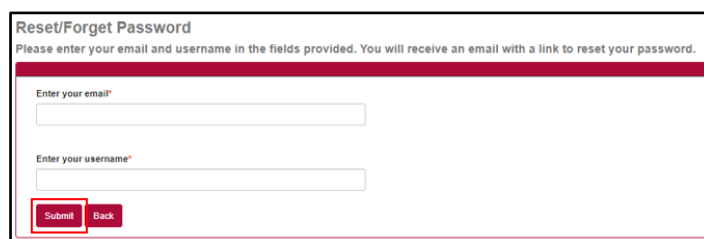
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Log in Page to reset your password or retrieve your username.



Picture Reference: Log in Page

To Reset Password:

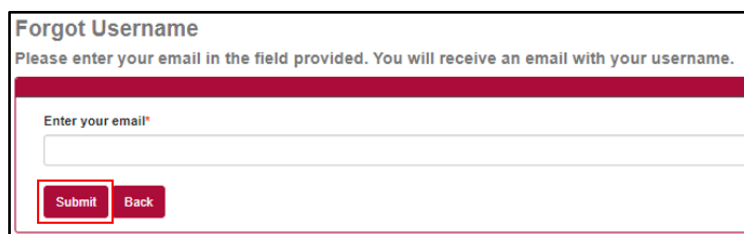
Step 2: Fill in your “**Email**” and “**Username**”, then click “**Submit**”.



Picture Reference: Forgot Password Page

To Reset Username:

Step 2: Fill in your “**Email**”, then click “**Submit**”.



Picture Reference: Forgot Username Page

Note: Ensure that the email address provided is the same email address you registered with SSI.

Step 3: An email will be sent to you with your username and/or instructions on how to reset your password.

Version 1.2 (Updated: 17 November 2021)

You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

Account Creation for Organisation-Sponsored

This section is meant to guide organisations (who sponsors staff for SSI courses/ programmes) to navigate the [SSI Online Registration Portal](#), which can be used to search and register for courses.

Account Registration

You will require an account for course registration. If you are a new user, please follow the instructions below for account creation. There are two methods to create an account.

1. Via Corppass (preferred method)
2. Via Credentials

The login details you create here will be the same used to access [SSI Client Portal](#).

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be redirected to the SSI Online Registration's "**Log in**" page.

Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge

Step 2: On the Log in Page, select "**Company**".

Step 3: Click "**Register for an account**".

The screenshot shows the SSI Online Registration Portal login page. At the top, it says "WELCOME TO SSI ONLINE REGISTRATION PORTAL!". Below this, there is a "Login" section with two bullet points: "Organisation sponsored - Select 'Company' and login in via the organisation login credentials or CorpPass account." and "Self sponsored - Select 'Individual' and login in via the organisation login credentials or SingPass account." There is also a "New Account Request" section with two bullet points: "Organisation sponsored - Select 'Company' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal." and "Self sponsored - Select 'Individual' and click 'Register for an account'. Once complete, you will be redirected to this page. Login and register for your course." At the bottom of the page, there is a "Please Sign In" form. The form has two radio buttons: "Individual" and "Company". The "Company" radio button is selected. Below the radio buttons are two input fields: "Username" and "Password". Below the "Password" field is a "Remember Me" checkbox. To the right of the "Password" field is a "corppass" logo. Below the "Remember Me" checkbox are two buttons: "Sign In" and "Sign In via CorpPass". Below the "Sign In" button are two links: "Reset/Forget Password" and "Forgot your username". The "Register for an account" button is highlighted with a red box.

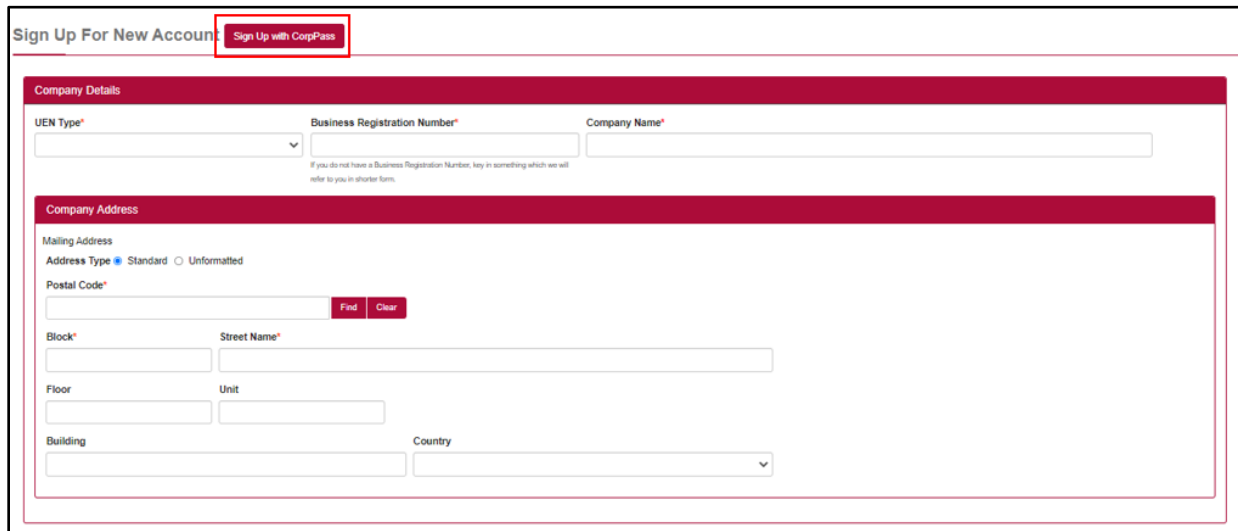
Picture Reference: Log in Page

Step 4: You will be redirected to the "**Sign Up for New Account**" page.

Version 1.2 (Updated: 17 November 2021)

Account Creation via Corppass

Step 1: From the “**Sign Up for New Account**” page, click “**Sign Up via Corppass**”.

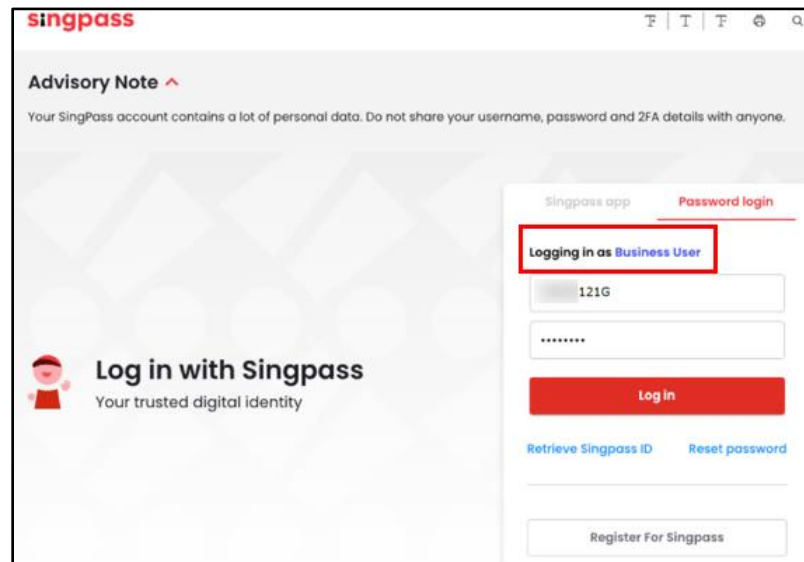


The screenshot shows the 'Sign Up For New Account' page. At the top, there is a navigation bar with a red background and white text. The 'Sign Up with CorpPass' button is highlighted with a red box. Below the navigation bar, there is a 'Company Details' section with a red header. It contains three input fields: 'UEN Type*' (a dropdown menu), 'Business Registration Number*' (a text input field), and 'Company Name*' (a text input field). Below these fields, there is a small note: 'If you do not have a Business Registration Number, key in something which we will refer to you in shorter form.' Below the 'Company Details' section, there is a 'Company Address' section with a red header. It contains a 'Mailing Address' section with 'Address Type' (radio buttons for 'Standard' and 'Unformatted'), 'Postal Code*' (a text input field with 'Find' and 'Clear' buttons), 'Block*' (a text input field), 'Street Name*' (a text input field), 'Floor' (a text input field), 'Unit' (a text input field), 'Building' (a text input field), and 'Country' (a dropdown menu).

Picture Reference: Sign Up for New Account

Step 2: You will be redirected to the “**Singpass Login Page**”.

*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*



The screenshot shows the Singpass login page. At the top, there is a 'singpass' logo and a navigation bar with 'F | T | F' and a search icon. Below the navigation bar, there is an 'Advisory Note' section with a red arrow icon and the text: 'Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.' Below the advisory note, there is a 'Log in with Singpass' section with a red arrow icon and the text: 'Your trusted digital identity'. Below this section, there is a 'Singpass app' and 'Password login' section. The 'Logging in as Business User' button is highlighted with a red box. Below this button, there is a '121G' input field, a password input field, and a 'Log in' button. Below the 'Log in' button, there are links for 'Retrieve Singpass ID' and 'Reset password'. At the bottom, there is a 'Register For Singpass' button.

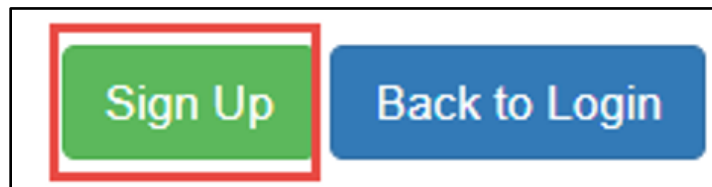
Picture Reference: Singpass (Corppass) Login

Step 3: Login with your Corppass details and click “**Log in**” where you can choose to login via the Singpass app or via Password Login.

Step 4: Once the authentication is completed, you will be redirected to the sign-up page to fill in the mandatory fields.

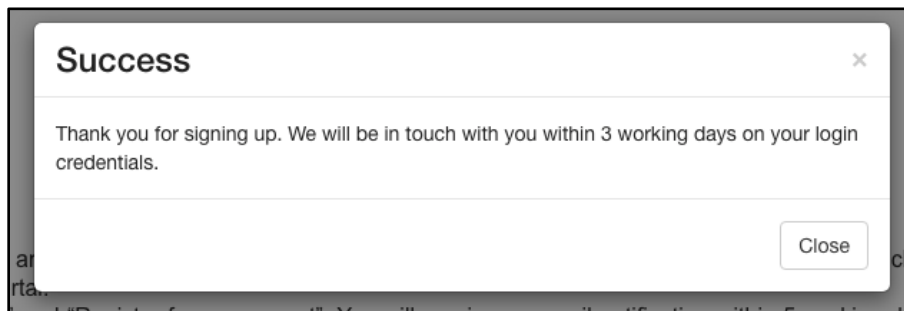
Picture Reference: Corppass Details

Step 5: Once the mandatory fields are filled in, proceed to click on “**Sign Up**” button.



Picture Reference: Corppass Sign up

Step 6: A pop-up message will appear indicating that your sign up is successful.



Picture Reference: Alert Pop Up

Note: For all new organisation accounts, SSI will need to verify and approve your account before you can log in. Once your account is approved, you will be notified via email.

Account Creation via Credentials

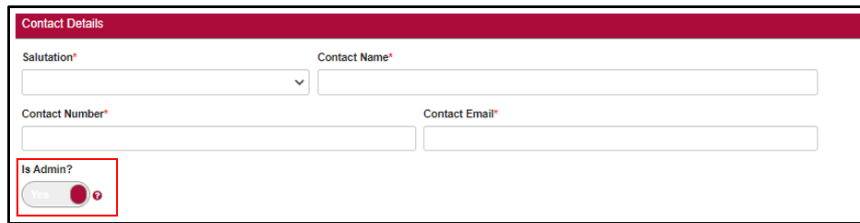
Step 1: To use credentials, you will need to complete the fields in the “[Sign Up for New Account](#)” page.

Step 2: Fill up the respective fields under “**Company Details**”, “**Company Address**”, “**Contact Details**” and “**Login Credentials**” sections. From the “**Sign Up for New Account**” page

Note: Fields marked with the asterisk () symbol are mandatory.*

Step 3: If you are the main administrator for your organisation, ensure the “**Is Admin?**” is toggled at “**Yes**”.

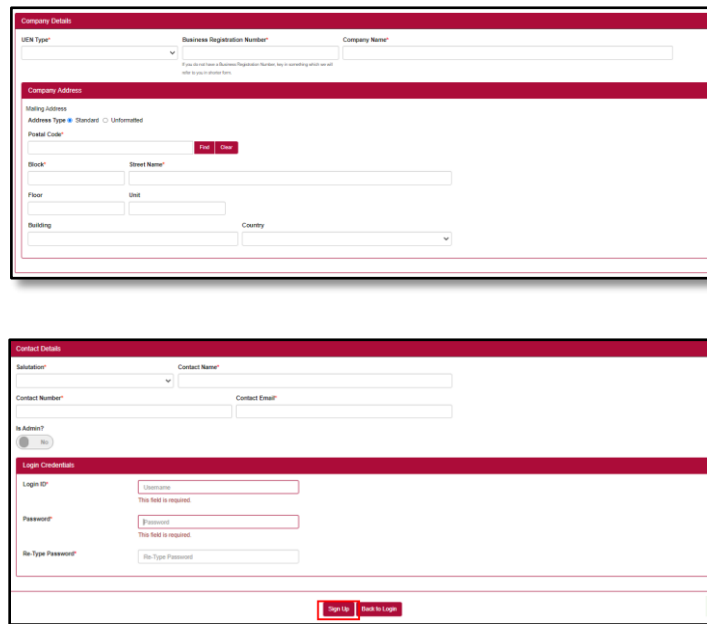
“**Main Administrators**” have the rights to update the organisation account details (eg. add branch, contact persons etc.) if necessary.



The screenshot shows the 'Contact Details' section of a form. It features a dropdown menu for 'Salutation*' and a text input for 'Contact Name*'. Below these are text inputs for 'Contact Number*' and 'Contact Email*'. At the bottom left, there is a toggle switch for 'Is Admin?' which is currently turned on (red) and is enclosed in a red rectangular box.

Picture Reference: Sign Up for New Account

Step 4: Click “**Sign Up**” after all the fields are completed.

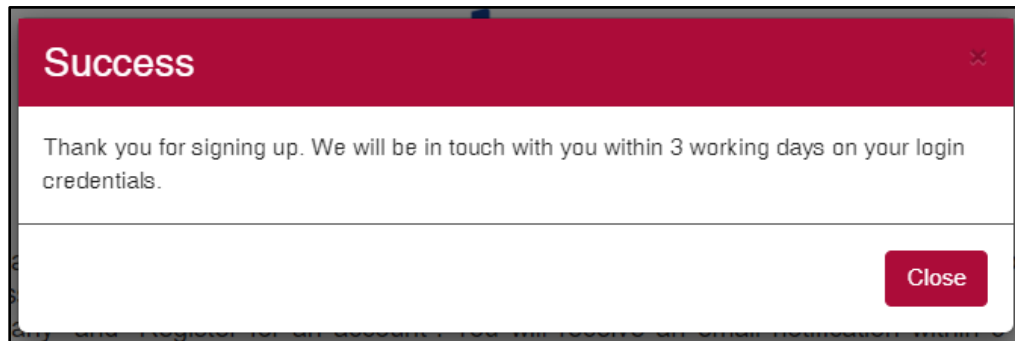


The top screenshot displays the 'Company Details' and 'Company Address' sections. The 'Company Address' section includes radio buttons for 'Address Type' (Standard selected, Unformatted unselected), a 'Postal Code*' field, and fields for 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'. The bottom screenshot shows the 'Contact Details' and 'Login Credentials' sections. The 'Login Credentials' section has fields for 'Login ID*', 'Password*', and 'Re-Type Password*'. At the bottom right, the 'Sign Up' button is highlighted with a red box.

Picture Reference: Sign Up for New Account

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Step 4: A pop-up message will appear indicating that your sign up is successful.



Picture Reference: Pop-up Message

Note: For all new organisation accounts, SSI will need to verify and approve your account before you can log in. Once your account is approved, you will be notified via email.

Logging In

Login via Corppass

Note: You will require a Corppass account. For more information on Corppass, please visit <https://www.corppass.gov.sg/corppass>.

Step 1: On the log in page, click “**Company**”.

Step 2: To login via CorpPass, click “**Sign In via Corppass**”.

Picture Reference: Log in Page

Step 3: You will be redirected to the “**Singpass Login Page**”. The steps for authentication are similar to [Singpass login](#).

*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*

Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

Login via Credentials

You are encouraged to link your Credentials to your Corppass account so that you can login easily via Corppass going forward without having to use your Username and Password.

To link your Credential to Corppass, refer to our Organisation Sponsored User Guide for more information.

Note: You will require a CorpPass account. For more information on CorpPass, please visit <https://www.corppass.gov.sg/corppass>.

Step 1: On the log in page, click “**Company**”.

Step 2: Fill in your “**Username**” and “**Password**”.

Step 3: Click “**Sign In**”.

*Note: Click “**Remember Me**” to auto-fill your details upon the next log in.*

The screenshot shows the SSI Online Registration Portal login page. At the top, there is the SSI logo and the heading "WELCOME TO SSI ONLINE REGISTRATION PORTAL!". Below this, there is a brief description of the portal and a "Login" section with two bullet points: "Organisation sponsored - Select 'Company' and login in via the organisation login credentials or CorpPass account." and "Self sponsored - Select 'Individual' and login in via the organisation login credentials or SingPass account." A "New Account Request" section follows with two bullet points. At the bottom of the page, there is a "Please Sign In" form with radio buttons for "Individual" and "Company" (selected), a "Username" field, a "Password" field, a "Remember Me" checkbox, and "Sign In" and "Sign In via CorpPass" buttons. There are also links for "Register for an account", "Reset Forget Password", and "Forgot your username".

Picture Reference: Log in Page

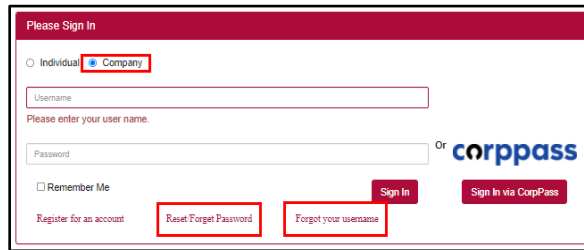
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

Forgot Your Credential Password / Username?

If you have forgotten your Username and Password, you can also reset it from [SSI Online Registration Portal](#)

Note: This is applicable only if you are using Credential login.

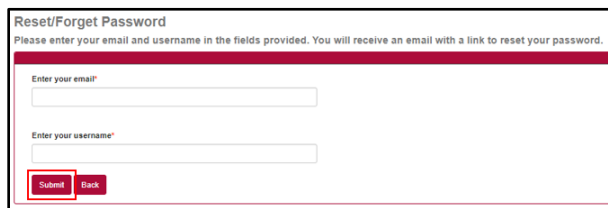
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Log in Page to reset your password or retrieve your username.



Picture Reference: Log in Page

To Reset Password:

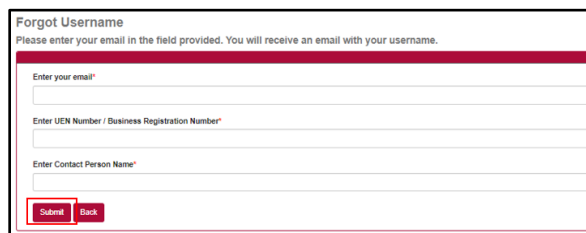
Step 2: Fill in your “**Email**” and “**Username**”, then click “**Submit**”.



Picture Reference: Forget Password Page

To Reset Username:

Step 2: Fill in your “**Email**”, “**UEN Number**” and “**Contact Person Name**” then click “**Submit**”.



Picture Reference: Forgot Username Page

Note: Ensure that the email address provided is the same email address you registered with SSI.

Version 1.2 (Updated: 17 November 2021)

Step 3: An email will be sent to you with your username and/or instructions on how to reset your password.

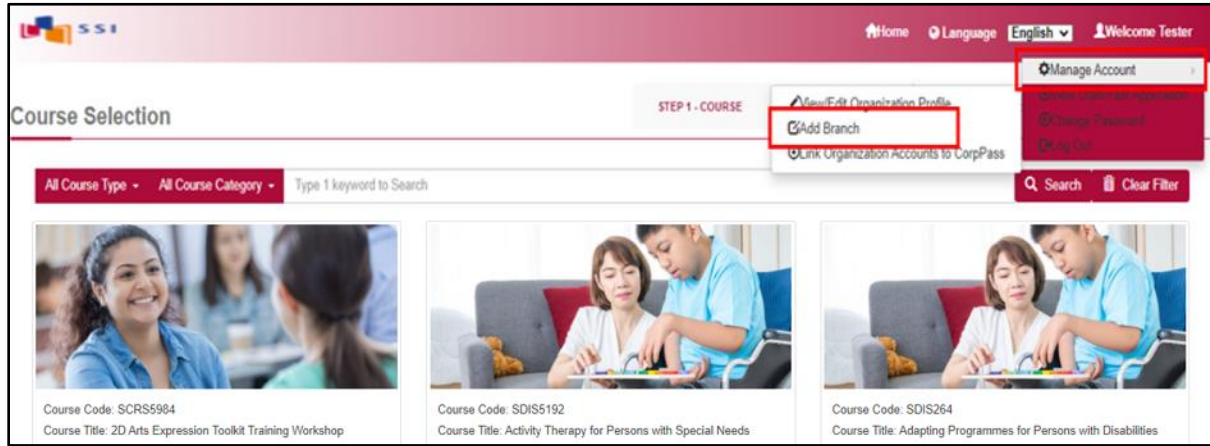
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

Administrative Functions for Organisations

As the “**Main Administrator**” for your organisation, you will have administrative rights to add your branch(es) details & Contact Person.

Add Branch

Step 1: To add additional branches for your organisation, click “**Add Branch**” under the “**Manage Account**” dropdown tab.



Picture Reference: Main Landing Page

Step 2: You will be redirected to the “**Add Branch**” page.

Step 3: Fill in the fields and click “**Add Branch**” to proceed.

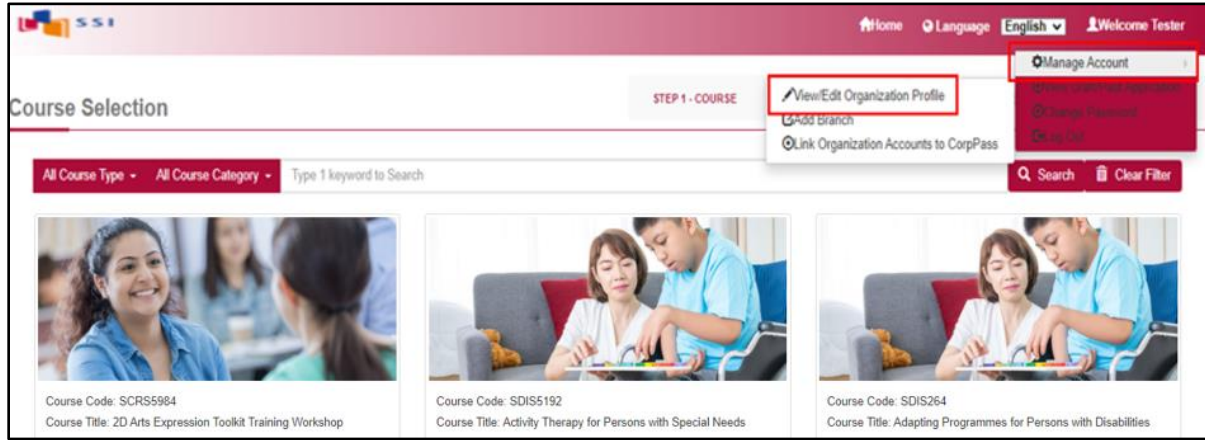
Note: Fields marked with the asterisk () symbol are mandatory.*

A screenshot of the 'Add Branch' form page. The form is titled 'Add Branch' and contains several sections. The first section is 'Branch Name' with a text input field. The second section is 'Branch Address' with a red header. It includes a 'Mailing Address' section with 'Address Type' (Standard selected, Unformatted) and 'Postal Code' (with 'Find' and 'Clear' buttons). Below this are fields for 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'. The third section is 'Contact Person Details' with a 'Contact Person' dropdown menu and a link to 'Add New Contact Person'. Below this are radio buttons for 'Billing Contact Person' and 'Operation Contact Person'. At the bottom of the form is a red 'Add Branch' button.

Picture Reference: Add Branch Page

View / Edit Organisation Profile

Step 1: To view or edit your organisation’s profile, click “**View/Edit Organisation Profile**” under the “**Manage Account**” dropdown tab.



Picture Reference: Main Landing Page

Step 2: You will be redirected to the “**View/Edit Organisation Profile**” page.

Step 3: Fill in the fields and click “**Update**”.

Note: Fields marked with the asterisk () symbol are mandatory.*

A screenshot of the 'View/Edit Organization Profile' page. At the top, there is a 'Branch' dropdown menu set to 'Testcompany'. Below this is a 'Branch Detail' section with the following fields: 'Branch Name' (Testcompany), 'UEN Type' (N/A), 'UEN No', 'SME company' (toggle set to 'No'), 'Industry Sector*' (dropdown menu), and 'Sub Business Unit'. Below the 'Branch Detail' section is a 'Branch Address' section. It has radio buttons for 'Address Type' (Standard selected, Unformatted). The 'Address*' field is a text input containing 'Tiong Bahru'. At the bottom left of the form is a red 'Update' button.

Picture Reference: View/Edit Organisation Profile Page

Step 4: Scroll to the bottom to edit/view the “**Contact Person Details**”.

Step 5: If you make any changes, please remember to click “**Update**” to save the changes.

Contact Person Details

Contact Name: Tester

Salutation: Ms

Contact Number: 98765432

Contact Email:

Contact Person Type: Billing Contact Person Operation Contact Person

Update

Picture Reference: View/Edit Organization Profile Page

Step 6: To add another contact person, click “**Add Contact Person**”.

Step 7: Once fields have been completed, click “**Save**”.

Add Contact Person

Contact Person: Add New Contact Person

Please indicate the contact person type(s)*: Billing Contact Person Operation Contact Person

Save

Picture Reference: View/Edit Organization Profile Page

Course Registration

Course Selection

Note: You can view courses and course schedule without logging in but you will need to log in if you wish to proceed with registration.

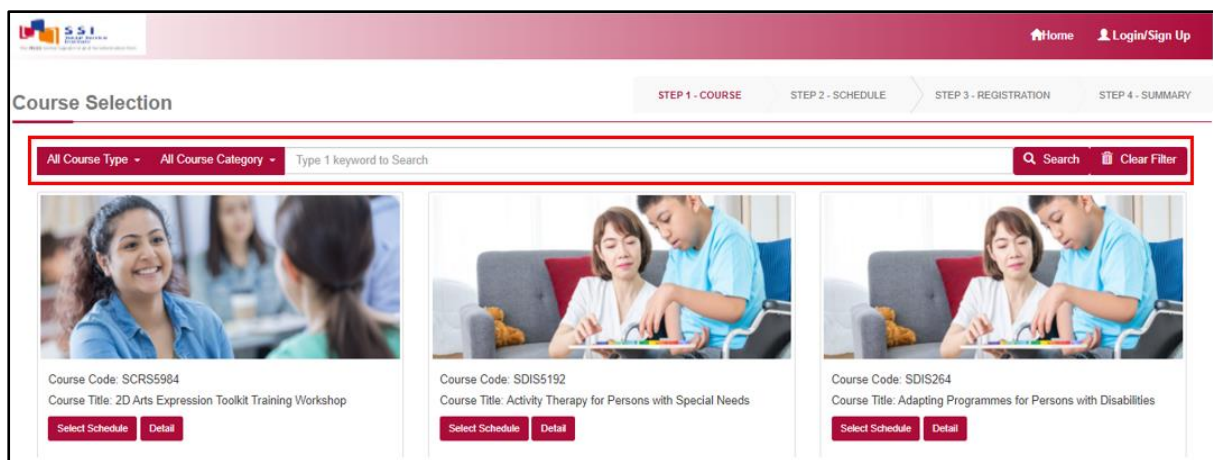
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration#/Course>. You will be directed to the “**Course Selection Page**”.

Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge

Step 2: On the “**Course Selection Page**”, you can search for all the courses with the filter options based on the following.

- Course Category
- Course Code
- Course Title

*Note: You will need to click “**Search**” to search based on the filter. **Do not** press “**Enter**” button.*



Picture Reference: Main Landing Page

View Courses Details and Upcoming Schedule

Step 1: To view the courses details and upcoming schedule, you can either click “**Detail**” or “**Select Schedule**” under the “**Course Title**”.



Picture Reference: View Course Details

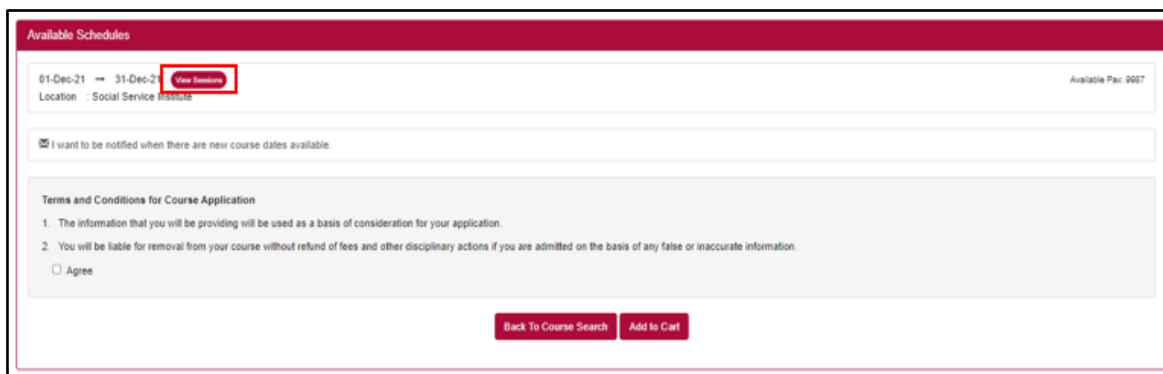
Step 2: A pop-up message will appear displaying the courses details. If you clicked “**Details**”. Click “**Close**” to view another course.

Clicking “**Select Schedule**” will allow you to view the available schedules for registration.

Selecting Available Schedules

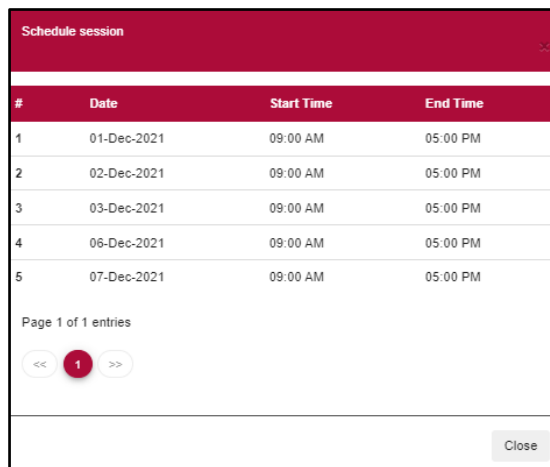
Step 1: You will be redirected a “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “Available Schedules”.

Step 2: Click “**View Sessions**”.



Picture Reference: Schedule Selection Page

Step 3: A pop-up message will appear displaying the available course runs for registration. Click “**Close**” to close the course sessions if you do not wish to proceed with registration.



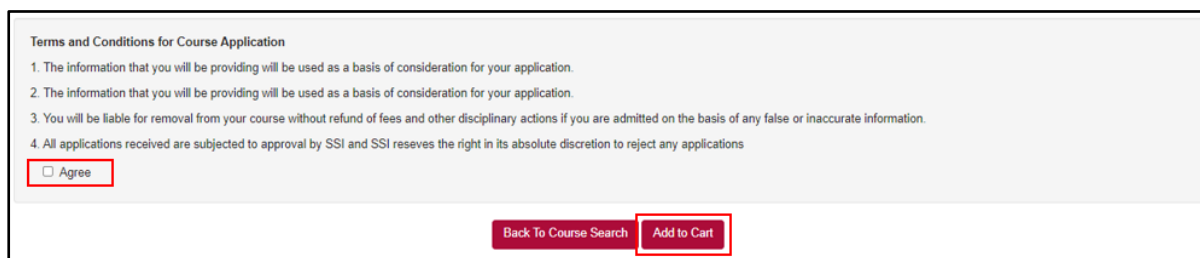
Picture Reference: Schedule Session Pop-up

Step 4: To begin registration, select the preferred schedule and click “**I want to register for this course**” at the bottom of the page.



Picture Reference: Schedule Selection Page

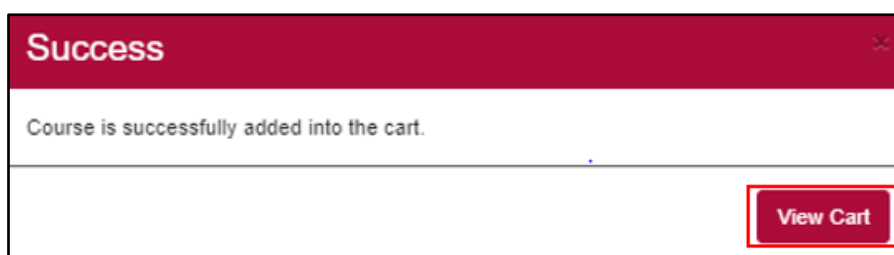
Step 5: To proceed with the registration, select **“Agree”** and click **“Add to Cart”**.



Picture Reference: Schedule Selection Page

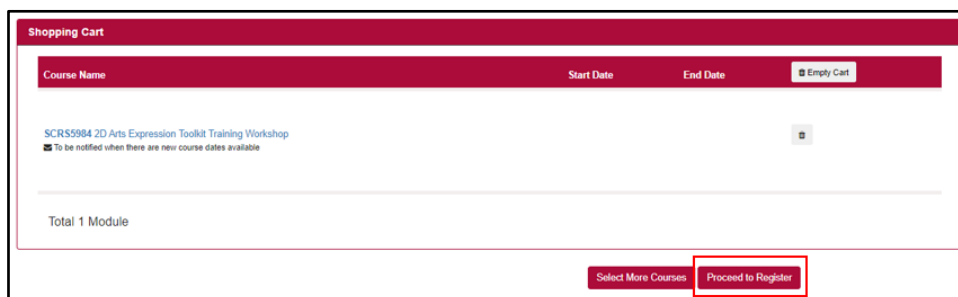
Step 6: A pop-up message will appear, indicating the course selection is successful.

Step 7: Click **“View Cart”** to view and verify your selection.



Picture Reference: Success Pop-up message

Step 8: From **“Shopping Cart”** page, click **“Proceed to Register”**.



Picture Reference: Success Pop-up message

Step 9: If you are not already logged into the SSI Registration Portal, you will be directed to the **“Log in”** page to log in before you can proceed with registration.

Note: You must have an existing account to log in. Please refer to [“Self-Sponsored Learners”](#) or [“Organisation Sponsored Learners”](#) section for more information.

Course Registration for Self-Sponsored Learners

Note: Application submitted under this section is strictly for self-sponsored learners only.

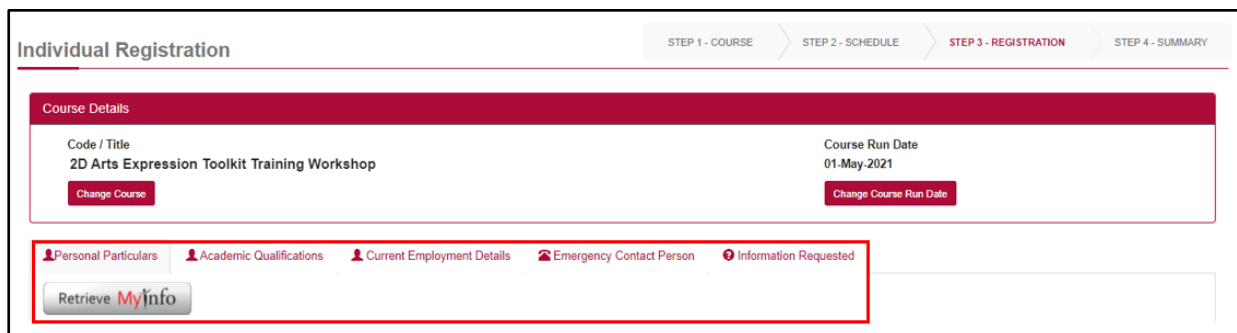
Step 1: After logging in to SSI Online Registration Portal, you will be redirected back to the “**Shopping Cart**”. Click “**Proceed to Register**” to continue.

Step 2: You will be redirected to the “**Individual Registration**” page.

Step 3: From the “**Individual Registration**” page, complete the details in the following tabs:

- Personal Particulars
- Academic Qualifications
- Current Employment Details
- Upload Admission Documents
- Emergency Contact Person
- Information Requested

Note: Fields marked with the asterisk () symbol are mandatory.*

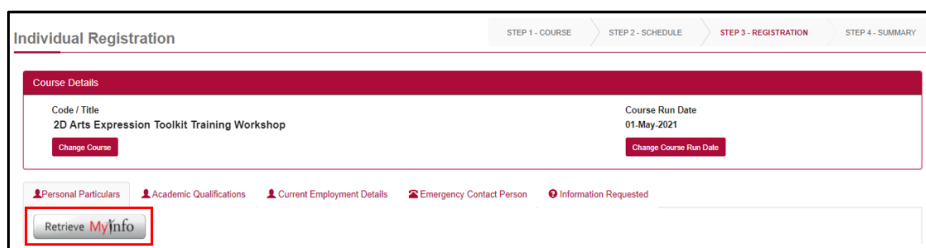


The screenshot displays the 'Individual Registration' page. At the top, there is a progress bar with four steps: 'STEP 1 - COURSE', 'STEP 2 - SCHEDULE', 'STEP 3 - REGISTRATION' (which is highlighted in red), and 'STEP 4 - SUMMARY'. Below the progress bar, the page title 'Individual Registration' is on the left. The main content area is divided into two sections. The first section, 'Course Details', has a red header and contains two columns of information: 'Code / Title' with the value '2D Arts Expression Toolkit Training Workshop' and a 'Change Course' button below it; and 'Course Run Date' with the value '01-May-2021' and a 'Change Course Run Date' button below it. The second section contains five navigation tabs: 'Personal Particulars', 'Academic Qualifications', 'Current Employment Details', 'Emergency Contact Person', and 'Information Requested'. The 'Information Requested' tab is highlighted with a red border. Below these tabs is a 'Retrieve MyInfo' button.

Picture Reference: Individual Registration Page

Retrieving from MyInfo

Step 1: You can also use MyInfo to auto-populate your personal particulars **“Retrieve MyInfo”**.

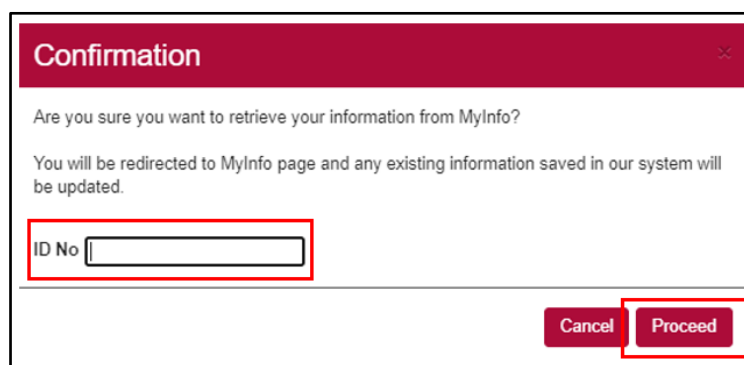


The screenshot shows the 'Individual Registration' page. At the top, there are four steps: STEP 1 - COURSE, STEP 2 - SCHEDULE, STEP 3 - REGISTRATION (highlighted), and STEP 4 - SUMMARY. Below the steps is a 'Course Details' section with a red header. It contains 'Code / Title' (2D Arts Expression Toolkit Training Workshop) and 'Course Run Date' (01.May.2021). There are 'Change Course' and 'Change Course Run Date' buttons. Below this is a navigation bar with icons for Personal Particulars, Academic Qualifications, Current Employment Details, Emergency Contact Person, and Information Requested. The 'Retrieve MyInfo' button is highlighted with a red box.

Picture Reference: Individual Registration

Step 2: A pop-up message will appear when you click **“Retrieve MyInfo”**.

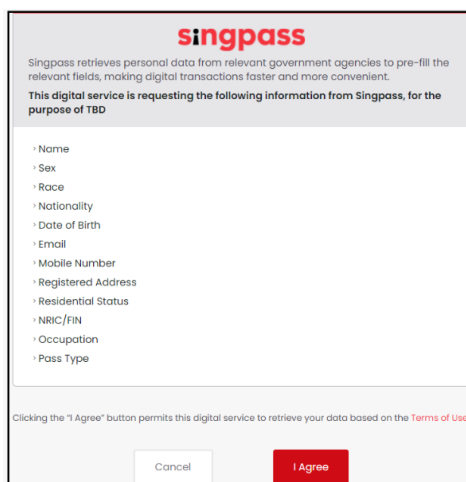
Step 3: Enter your **“ID No (NRIC)”** and click **“Proceed”**.



The screenshot shows a 'Confirmation' pop-up message. The title is 'Confirmation' with a close button. The text asks: 'Are you sure you want to retrieve your information from MyInfo? You will be redirected to MyInfo page and any existing information saved in our system will be updated.' Below the text is an 'ID No' input field with a red box around it. At the bottom right, there are 'Cancel' and 'Proceed' buttons, with 'Proceed' highlighted by a red box.

Picture Reference: Pop-up Message

Step 4: A confirmation page will be displayed. Click **“I Agree”** and you will be redirected back to the registration form with your personal particulars retrieved from MyInfo.



The screenshot shows the Singpass confirmation page. The Singpass logo is at the top. The text states: 'Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient. This digital service is requesting the following information from Singpass, for the purpose of TBD'. Below this is a list of fields: Name, Sex, Race, Nationality, Date of Birth, Email, Mobile Number, Registered Address, Residential Status, NRIC/FIN, Occupation, and Pass Type. At the bottom, there is a note: 'Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.' There are 'Cancel' and 'I Agree' buttons at the bottom.

Picture Reference: MyInfo

Course Registration Continued

Step 4: Once you have completed all the details, under the “**Personal Particulars**” tab, click “**Yes**” or “**No**” for the “**Personal Data Protection Act (PDPA)**” section at the bottom of the page.

PERSONAL DATA PROTECTION ACT (PDPA)

- SSI may share your personal data with other agencies, including but not limited to the SkillsFuture Singapore Agency (SSG) (as the funding body of this training), or other authorised individuals as appointed by the National Council of Social Service (NCSS) or SSG for collection of data to measure training satisfaction and training effectiveness as required by the funding agencies.
- Photographs and videos taken during the course/ event may also be used for marketing and publicity purposes. Non-identifiable data may be shared for the purpose of research, service improvement or for any other purpose prescribed or permitted under Singapore law.

Yes No

Picture Reference: Individual Registration

Step 5: Once all the tabs are completed, go to “**Information Requested**”. Click “**Save and Proceed**” to continue with the registration.

Back

Save Draft Save and Proceed Cancel Application Clear Form

Picture Reference: Individual Registration Page

Note: You can also click the following buttons:

- **Save Draft** – to save and continue to fill in the application later.
- **Cancel Application** – if you would like to cancel your application for the course that you registered for.
- **Clear Form** – to clear all the details that you have filled up with.

You will not be able to submit an application if the registration date has passed or if the maximum class size is reached.

Step 6: You will be redirected to the “**Summary**” page where details for the course to be registered for will be displayed.

Registration Summary

Mulyin Lynn
ID No: S12345678J
Email: mulyin_mulia_non@ncss.gov.sg

CLP - Conflict, Leadership and People Management
01-Dec-2021 -> 31-Dec-2021

| | | |
|----------------------|----------|-------------|
| Fee B/F GST | 100.00 | |
| Grant | (0.00) | |
| GST | 7.00 | 7 % |
| Subsidy | (97.00) | VCF Funding |
| Fee A/F GST | 50.00 | |
| Non-Tuition Fee Item | | |
| Fee B/F GST | 10.00 | |
| GST | 0.70 | 7 % |
| Fee A/F GST | 10.70 | |
| Nett Amount | \$ 60.70 | |

Total Amount Payable: \$10.70

Short Courses

a. GST is chargeable on the subsidised fee.
b. Course fees are subject to review and change.

DECLARATION

1. I understand that the information provided will be used as a basis of consideration for my application.

2. I will be liable for removal from my course without refund of fees and other disciplinary actions if I am admitted on the basis of any false or inaccurate information.

Submit Registration
Edit Registration
Cancel Registration

Picture Reference: Registration Summary Page

Step 7: To confirm your registration, tick the following boxes to verify that you have read and agree with the statements:

- Payment
- Declaration

Step 8: Click **“Submit Registration”** to submit the registration.

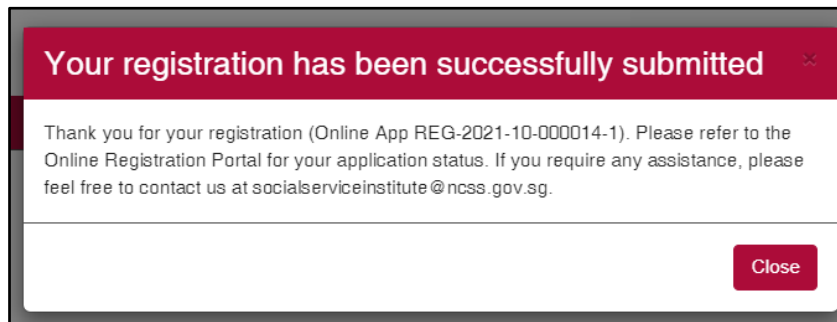
The screenshot displays a registration summary page with a red header bar. The header bar contains the text "Total Amount Payable:" on the left and "\$0.00" on the right. Below the header, there are two main sections, each with a red-bordered box around its title and a checkbox. The first section is titled "PAYMENT" and contains three bullet points: "a. Registration is only confirmed upon receiving full payment of course fees.", "b. All payments must be received at least 3 weeks before the course start date. No further extension of payment due date will be granted for replacement application.", and "c. Learners eligible for SSG/ VCF funding must achieve at least 75% attendance and pass all assessment components (if applicable).". The second section is titled "DECLARATION" and contains three numbered statements: "1. I declare that I have read the instructions on this application form and that to the best of my knowledge, the information provided by me is true and complete.", "2. I acknowledge that SSI may vary or reverse any decision regarding the admission or enrolment on the basis of incorrect or incomplete information provided by me.", and "3. I understand the above conditions and I am prepared to accept them in full.". At the bottom of the form, there are three red buttons: "Submit Registration", "Edit Registration", and "Cancel Registration". The "Submit Registration" button is highlighted with a red border.

Picture Reference: Registration Summary Page

Note: You can also click:

- **Edit Registration** – to edit the registration application if there are any errors etc before submitting the registration.
- **Cancel Registration** – to cancel the registration for the course that you are registering for.

Step 9: A pop-up message will appear to indicate that your course registration is successful, click “**Close**”.



Picture Reference: Successful Pop-up Message

Course Registration for Organisation Sponsored Learners

Note: Application submitted under this section is strictly for organisation-sponsored learners only.

Step 1: After logging in, you will be redirected to the “**Company Registration**” page.

Note: Trainee refers to your staff whose registration you are submitting.

Step 2: From the “**Company Registration**” page, fill in the details for the following tabs,

- Company Details
- Course Details
- Upload Trainee (If applicable)

Note: Fields marked with the asterisk () symbol are mandatory.*

The screenshot shows the 'Company Details' registration form. It includes fields for Branch Name*, Company Name, UEN Type, UEN No, Billing Contact Person, Operation Contact Person, and Billing Contact Person*. There are also dropdown menus for Industry Sector* and Sub Business Unit, and a text input for Company Address. A note states: 'Billing Person is for finance matters. This person could be a payee addressed in invoices and other financial document.'

Picture Reference: Company Registration Page

Course Details

Note: Company can amend the following fields

- **Change Course** – To change the course. You will be directed to the “**Course Selection**” page.
- **No. of Seats** – To change the number of registrants
- **Course Run Date** – To change the course schedule

The screenshot shows the 'Course Details' section of the registration form. It displays the Code / Title (2D Arts Expression Toolkit Training Workshop), No of Seat (1), and Course Run Date (01-May-2021). There are three buttons: 'Change Course', 'Change No of Seats', and 'Change Course Run Date'.

Picture Reference: Company Registration Page

Multiple Registration

Note: You can register multiple trainees under one course application.

Step 1: Fill up the fields in the following tabs:

- Personal Particulars
- Academic Qualifications
- Current Employment Details
- Emergency Contact Person
- Information Requested (will only appear if there are additional information requested by SSI)

The screenshot shows a web form titled 'Personal Particulars'. At the top, there are five navigation tabs: 'Personal Particulars', 'Academic Qualifications', 'Current Employment Details', 'Emergency Contact Person', and 'Information Requested'. The 'Personal Particulars' tab is active. The form contains the following fields:

- Salutation* (dropdown)
- Family Name (text input)
- Given Name (text input)
- Full Name* (text input)
- Gender* (radio buttons for Male and Female)
- Date of Birth* (calendar icon and DD-MM-YYYY text input)
- Race* (dropdown)
- Nationality* (dropdown)
- Citizenship* (dropdown)
- ID Type* (dropdown)
- Work Permit # (text input)
- Preferred Language* (dropdown)

Below the ID Type field, there is a note: (eg. S1234567A).

Picture Reference: Company Registration Page

Step 2: Once all the tabs are completed, go to the “**Information Requested**”. Click “**Insert / Update**” at the bottom of the page. Repeat Step 1 and click “**Insert/ Update**” to add multiple applications.



Picture Reference: Company Registration Page

Step 3: Click “**Upload Document**” documents are required to be uploaded.

Step 4: Click **“Yes”** under the **“Collection, Use and Disclosure of Personal Data 4”**, then click **“Save and Proceed”** to proceed with the registration.

| S/N | Name | ID No | Contact No | Email | Upload Document | Action |
|-----|------|-----------|------------|------------------------|-----------------|---|
| 1 | Jane | 987645333 | 9876543 | testing@mailinator.com | Upload Document | <input type="checkbox"/> <input type="checkbox"/> |

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA 4

We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorized by you to disclose your personal data to us (your "authorized representative") after (i) you (or your authorized representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorized representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorized by law).

Yes No

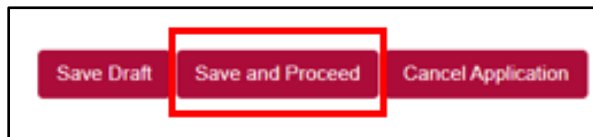
Upload Application Remarks:

1. Client may use the upload trainee template for bulk application of trainees.
2. Client should provide the full details for all trainees when completing the upload trainee template.

[Text hyperlink](#)

Save Draft Save and Proceed Cancel Application

Picture Reference: Company Registration Page



Picture Reference: Company Registration Page

Note: You can also click:

- **Save Draft** – to save and continue to fill in the application later.
- **Cancel Application** – if you would like to cancel your application for the course that you registered for.

You will not be able to submit an application if the registration date has passed or if the maximum class size is reached.

Step 5: After completing all the fields, you will be redirected to the “**Summary**” page. Details of the course that you are registering for will be reflected.

Summary

STEP 1 - COURSE STEP 2 - SCHEDULE STEP 3 - REGISTRATION **STEP 4 - SUMMARY**

Registration Summary

Please review your application and if changes are required please click on the Amend Application button. If there are no errors, please read and agree with the Terms and Conditions below before your final submission. Take note you will not be able to make any changes after the point.

Course Details

2D Arts Expression Toolkit Training Workshop

Course Title: 2D Arts Expression Toolkit Training Workshop Course Start/End Date: 01-Jul-2021 To 31-Oct-2021

Registration Details

ID No: 987645323
Name: Jane
Email: jane@mainline.com

Short Courses

a. GST is chargeable on the subsidised fee.
b. Course fees are subject to review and change.

DECLARATION

1. We understand the _____ we used as a basis of consideration for our application.
2. The transew(s) will be _____ se without refund of fees and other disciplinary actions if he/she is admitted on the basis of any false or inaccurate information.

Picture Reference: Registration Summary Page

Step 6: To confirm your registration, tick the following boxes to verify that you have read and agree with the statements:

- Payment
- Declaration

Step 7: Click “**Submit**”.

Registration Details

ID No: 98765432
Name: Jackson
Email: jackson@mailinator.com

Course Fees

| Fee Item | Fee before GST (\$) | Grant (\$) | GST (\$) | Fee after GST (\$) | Subsidy (\$) | Net Payable after GST (\$) |
|-----------------------------|---------------------|------------|----------|--------------------|--------------|----------------------------|
| 10 Nov Module/10 Nov Module | \$111.00 | \$0.00 | \$7.77 | \$118.77 | \$0.00 | \$118.77 |
| Net Payable after GST (\$) | | | | | | \$118.77 |

PAYMENT

a. Registration is only confirmed upon receiving full payment of course fees.
b. All payments must be received at least 3 weeks before the course start date. No further extension of payment due date will be granted for replacement application.
c. Learners eligible for SSGI VGF funding must achieve at least 75% attendance and pass all assessment components (if applicable).

DECLARATION

1. I declare that I have read the instructions on this application form and that to the best of my knowledge, the information provided by me is true and complete.
2. I acknowledge that SSI may vary or reverse any decision regarding the admission or enrolment on the basis of incorrect or incomplete information provided by me.
3. I understand the above conditions and I am prepared to accept them in full.

We are unable to calculate the applicable funding for you at the moment. Please proceed to register. Our course administrator will contact you on your eligible funding.

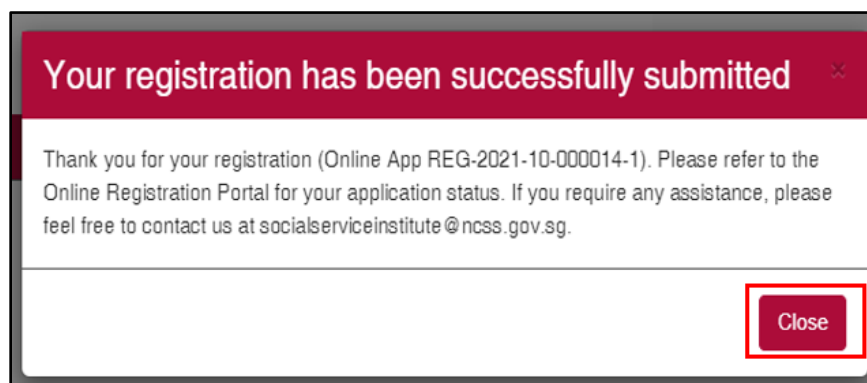
Picture Reference: Registration Summary Page

Note: You can also click:

- **Edit Application** – to make changes to your application if there are any errors etc.
- **I don't want this course anymore** – to cancel the application for the course that you are registering for.

After clicking submit, you will not be able to amend any details.

Step 8: A pop-up message will appear to indicate that the course registration is successful, click **“Close”**.

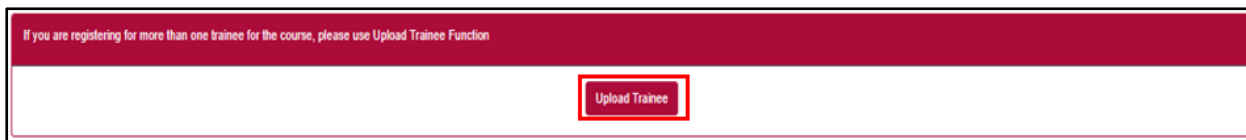


Picture Reference: Successful Pop-up Message

Upload Trainee Details via CSV

Alternatively, you can also choose to use the bulk upload registration function via csv file for multiple trainees (especially for block booked courses).

Step 1: Click “**Upload Trainee**”.

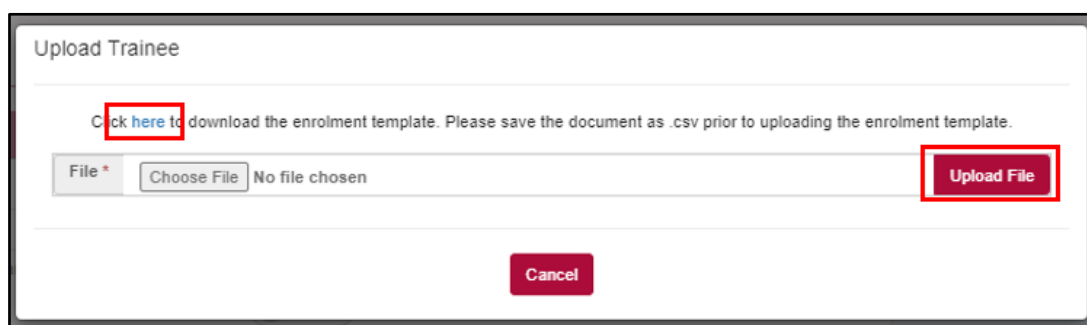


Picture Reference: Company Registration Page

Step 2: A pop-up message will appear.

Step 3: Click “**Here**” to download the enrolment template. Complete the template with the trainees’ particulars and save the file on your computer.

Step 4: Click “**Upload File**” and upload the same file from Step 3.



Picture Reference: Pop-up Message

– End of User Guide –

We hope that this user guide has been useful to help you use the iLTMS Online Registration Portal. We will be continually reviewing the user guide so that it will better guide you. We thank you for your patience and understanding as you journey with us in our implementation of a new system.

Cheers, The iLTMS Workgroup