

Trainee Login to E-Services

1. For Individual Course Application, please [click here](#).
2. Navigate to Individual Login.
3. Click on “Login with Singpass”.

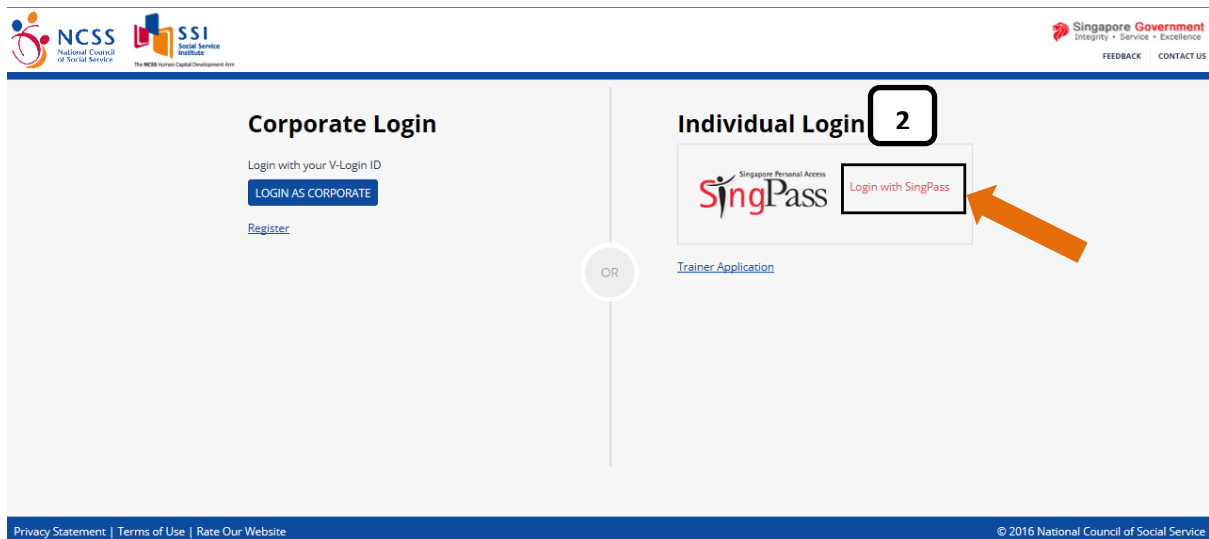


Fig 1: Individual Login

4. Key in Singpass ID and password.
5. Click on “Login”.

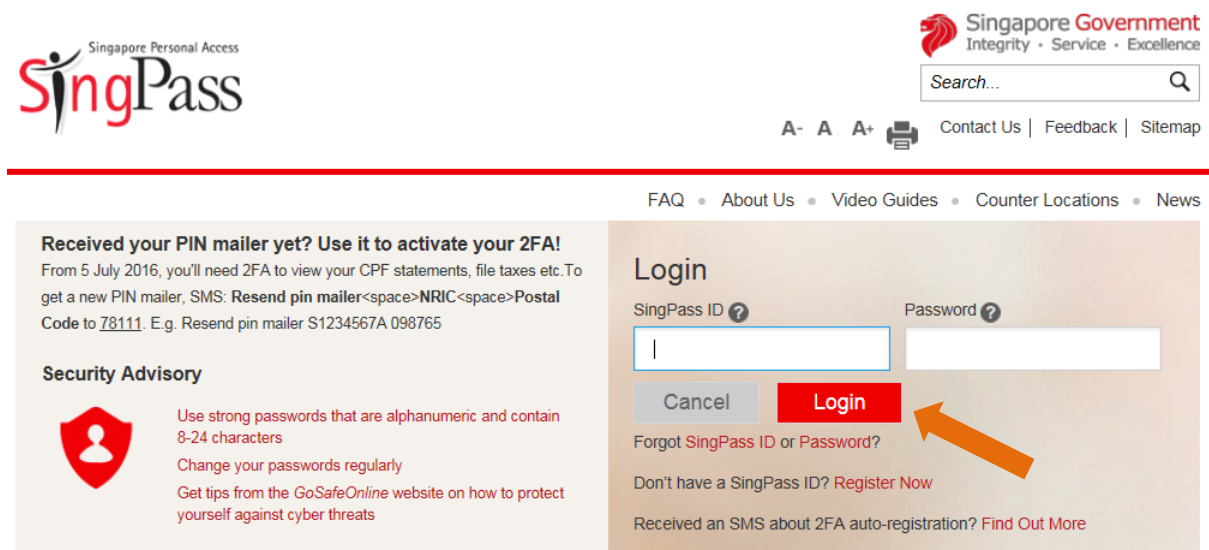


Fig 2: Login using SingPass

6. Click on “Get OTP”
7. Please enter the 6-digit OTP in the box and click “Submit”

2-Step Login
with SMS OTP

The One-Time Password (OTP) has been sent to you. Please enter the new OTP.

Step 1

Click 'Get OTP' to generate your 6-digit One-Time Password (OTP).

SMS

Get OTP

Click here

Step 2

Please enter the 6-digit OTP in the box below.

Mobile Number: xxx7661

OTP:

Submit

Fig 3: 2-Step Login with SMS OTP

8. Individual welcome page will be shown.

SSI
Social Service
Institute

The NCSS Human Capital Development Arm

Search for course title...

Welcome, Farhana Binte Abdul Kadir

Singapore Government

Integrity • Service • Excellence

FEEDBACK CONTACT U

Home

My Profile

My Draft

My Applications

My Courses

My Payments

My Certificates

Support & Contact

Home

Upcoming Courses

No records found.

Featured Courses

Understanding and Supporting People In
Journey Of Loss And Grief

Dealing with loss by unforeseen or foreseen circumstances can be both an emotional and physical ordeal on an individual and their families. The course seeks in engaging social service practitioners to...

Course Date

Registration Closing

Duration (hours)

Fees:

: 31 Oct - 01 Nov 2016

: 26 Sep 2016

: 14.00

\$69.55 (Nett Fee (after WDA funding) *Inclusive of GST%*)

\$695.50 (Course Fee (Before Funding) *Inclusive of GST%*)

Fig 4: Individual Welcome Page

Course search and registration

1. Type in the Course Title on the top bar and click 'Enter'.
2. The list of available courses will be shown.

The screenshot shows the SSI Social Service Institute website. At the top, there is a search bar with an orange arrow pointing to it. The website header includes the SSI logo, the text 'Welcome, Liew pei ling', and the Singapore Government logo. Below the header, there is a navigation menu with links to Home, My Profile, My Draft, My Applications, My Courses, My Payments, My Certificates, and Support & Contact. The main content area is titled 'Home > Search Courses'. It displays 'Your search result For keyword : 'counselling'' and '2 Courses'. The first course is 'Techniques in Couple Counselling', which is also the second course listed. The course details include: Course Date (08 - 10 Mar 2017), Registration Closing (01 Feb 2017), Duration (hours) (21.00), and Fees (\$802.50 (Course Fee (Before Funding) inclusive of GST%), \$240.75 (Nett Fee (after WDA funding) inclusive of GST%). There are 'View Details' and 'Register' buttons for each course. An orange arrow points to the 'Register' button for the second course.

Fig 5: Search for Course

3. Click on "View Details" to know more on the course content.
4. Click "Register" and fill in the details in the required fields.
5. Click "Submit"

My Profile

My Draft

My Applications

My Courses

My Payments

My Certificates

Support & Contact

1

Application Details

2

Complete

Register

This facility is for *self-paying individuals* who wish to apply for SSI courses. Applicants will be screened to determine eligibility for WDA funding, subject to terms and conditions.

Estimated time to complete : 10 minutes.

Request for Endorsement *

Organisation Sponsored

Self Sponsored

Course Applied

Title

Techniques in Couple Counselling

Course Date

19 - 21 Oct 2016

Status

New

Personal Details

ID Type *

please choose

Nationality *

Singaporean

ID No

Gender *

Female

Salutation

Mr

Date of Birth *

dd MMM yyyy

Name (As per NRIC)

Liew pei ling

Race *

Chinese

Home Phone

62106675

Highest Educational Qualification *

please choose

Mobile Phone *

Designation *

Principal Executive

Email Address *

gwen.ngpy@gmail.com

Name

Emergency Contact Number

Additional Questions

How you get to know about the course? *

please choose

Why did you apply for this course/programme and what do you hope to learn? *

Declaration

Terms and Conditions*

☐

I have read and understood the Terms and Conditions above. I acknowledge that this course application could be rejected by SSI based on any false/inaccurate declaration of information provided by me.

Submit

Wish to save your current progress and exit?

Click on the button to the right to save draft and exit

Save draft and exit

Fig 6: Online Application Form

Review training applications status

1. Navigation to “My Applications” in Navigation bar.
2. Click on it.
3. All of training applications with different status will be shown.
4. In Filter by Status, training applications can be filtered based on different status.

The screenshot shows the SSI (Social Service Institute) 'My Applications' page. The interface includes a top navigation bar with the SSI logo, a search bar, and user information. A left sidebar contains navigation links: Home, My Profile, My Draft, My Applications (highlighted with a box labeled '1'), My Courses, My Payments, My Certificates, and Support & Contact. The main content area is titled 'Home > My Applications' and features a 'Filter by Status' dropdown menu (labeled '4') with options: All, Processing, Pending Endorsement, Cancelled, Confirmed, Rejected, Submitted, and Withdrawn. Below the filter, a table displays 40 results (labeled '3'). The table has columns for Enrolment No., Course Name, Course Date, Enrolment Date, and Status. One row, with Enrolment No. A16000042 and Status 'Pending Endorsement', is highlighted with a box.

Enrolment No.	Course Name	Course Date	Enrolment Date	Status
A16000002	ing the Board-ED Partnership for High Impact Results	11 Mar 2016	28 Jan 2016	Shortlisted
A16000016		01 Mar - 31 May 2016	29 Jan 2016	Confirmed
A16000018	Change Management for organisation	08 - 12 Feb 2016	01 Feb 2016	Confirmed
A16000024	Business Development	08 - 12 Feb 2016	01 Feb 2016	Confirmed
A16000027	Change Management (2.02.16)	08 - 12 Feb 2016	02 Feb 2016	Confirmed
A16000030	Change Management Version 1.3	08 - 12 Feb 2016	02 Feb 2016	Confirmed
A15006825	Foster Mental Wellness 1	01 May - 30 Nov 2016	02 Feb 2016	Confirmed
A16000033	Coaching Youth Effectively	08 - 12 Feb 2016	03 Feb 2016	Confirmed
A16000036	Coaching youth effectively (Course 4.2.16)	08 - 12 Feb 2016	04 Feb 2016	Confirmed
A16000042	Foster Mental Wellness 1	01 May - 30 Nov 2016	09 Mar 2016	Pending Endorsement
A16000044	Human Resource Management I	22 - 24 Feb 2016	17 Feb 2016	Confirmed
A16000045	Human Resource Management	22 - 26 Feb 2016	17 Feb 2016	Confirmed
A16000050	Marketing Strategy for Business Development	07 Mar - 29 Apr 2016	25 Feb 2016	Confirmed
A16000056	Child Health Care	25 - 29 Apr 2016	04 Mar 2016	Confirmed

Fig 7: My Applications