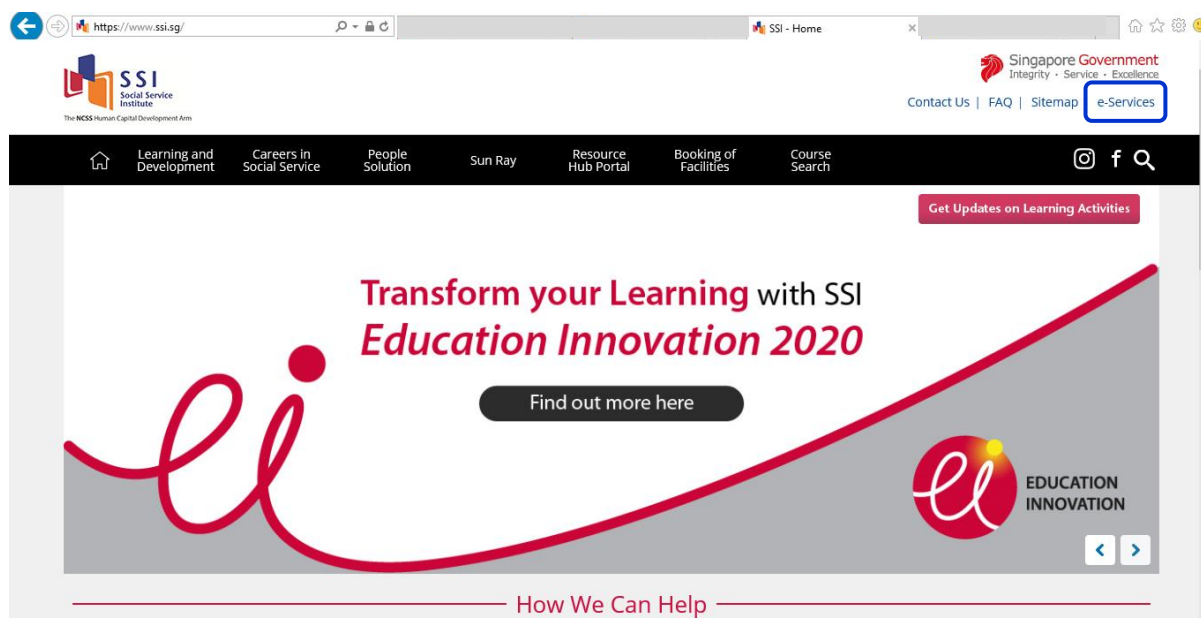
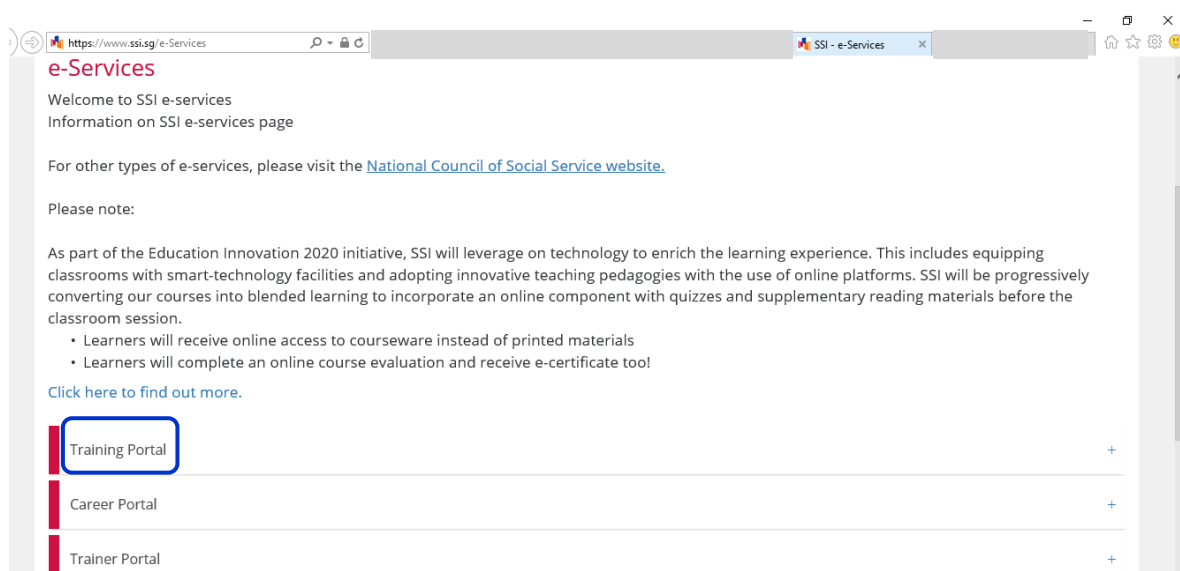


User Guide to download electronic-Certificate of Attendance/Achievement

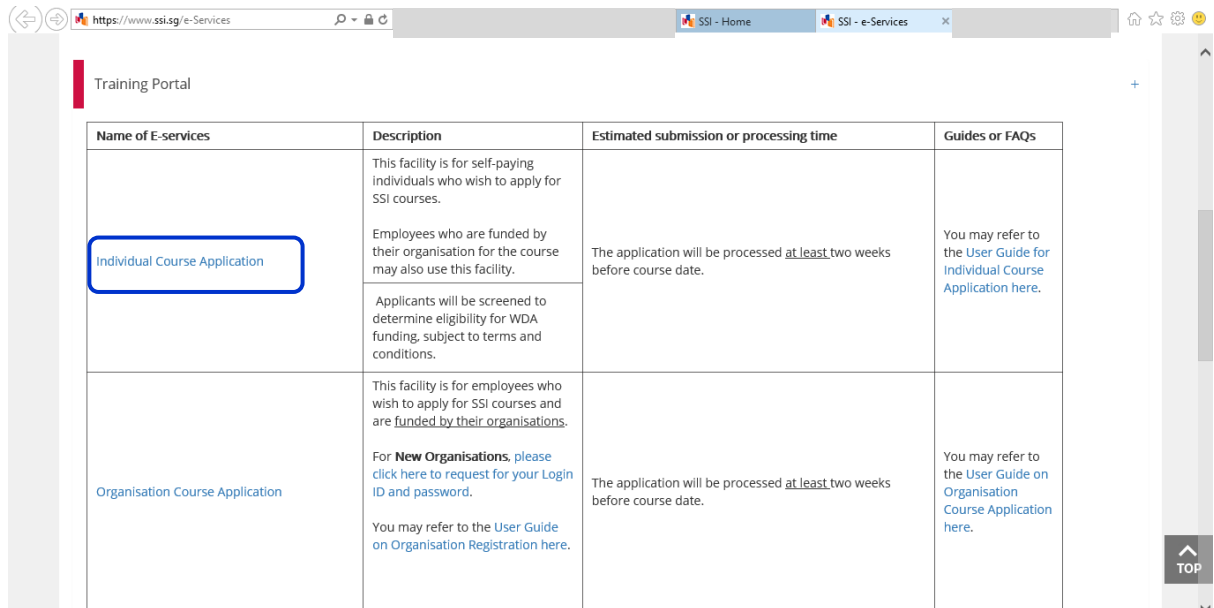
1. Go to SSI Website at <https://www.ssi.sg> and click on 'e-Services'.



2. Under the e-Services, select 'Training Portal'.



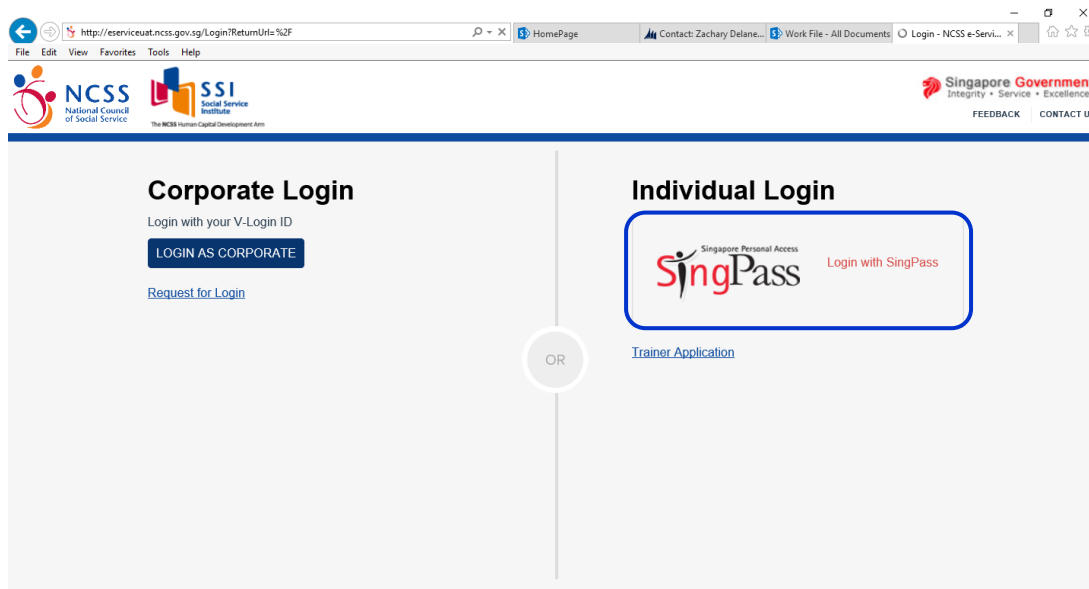
3. Click on 'Individual Course Application'.



Training Portal

Name of E-services	Description	Estimated submission or processing time	Guides or FAQs
Individual Course Application	<p>This facility is for self-paying individuals who wish to apply for SSI courses.</p> <p>Employees who are funded by their organisation for the course may also use this facility.</p> <p>Applicants will be screened to determine eligibility for WDA funding, subject to terms and conditions.</p>	The application will be processed <u>at least</u> two weeks before course date.	You may refer to the User Guide for Individual Course Application here .
Organisation Course Application	<p>This facility is for employees who wish to apply for SSI courses and are <u>funded by their organisations</u>.</p> <p>For New Organisations, please click here to request for your Login ID and password.</p> <p>You may refer to the User Guide on Organisation Registration here.</p>	The application will be processed <u>at least</u> two weeks before course date.	You may refer to the User Guide on Organisation Course Application here .

4. Click on 'Login with SingPass' to login to the e-Services.



Corporate Login

Login with your V-Login ID

[LOGIN AS CORPORATE](#)

[Request for Login](#)

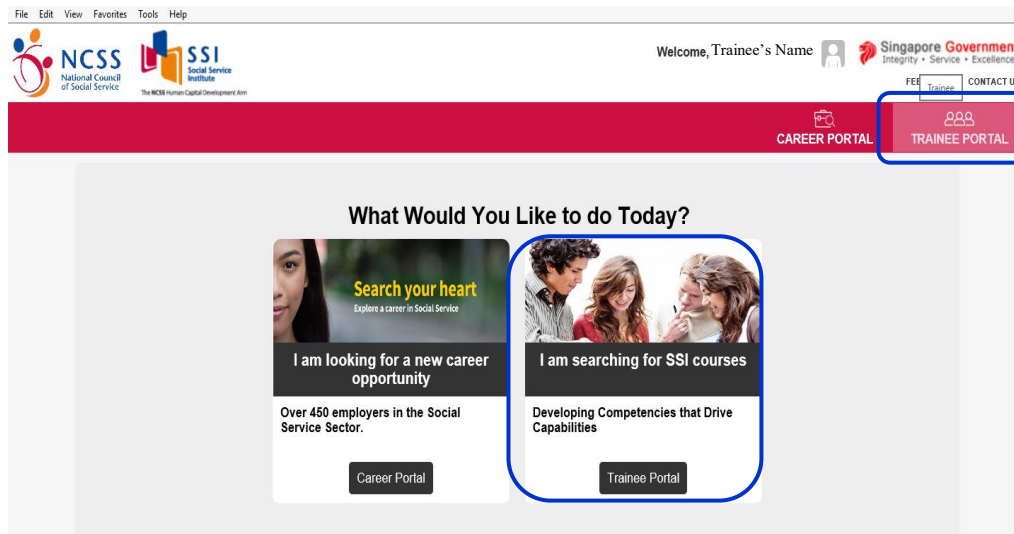
OR

Individual Login

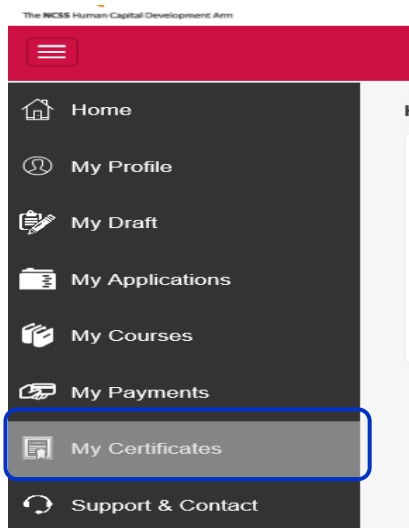
[SingPass](#) Login with SingPass

[Trainer Application](#)

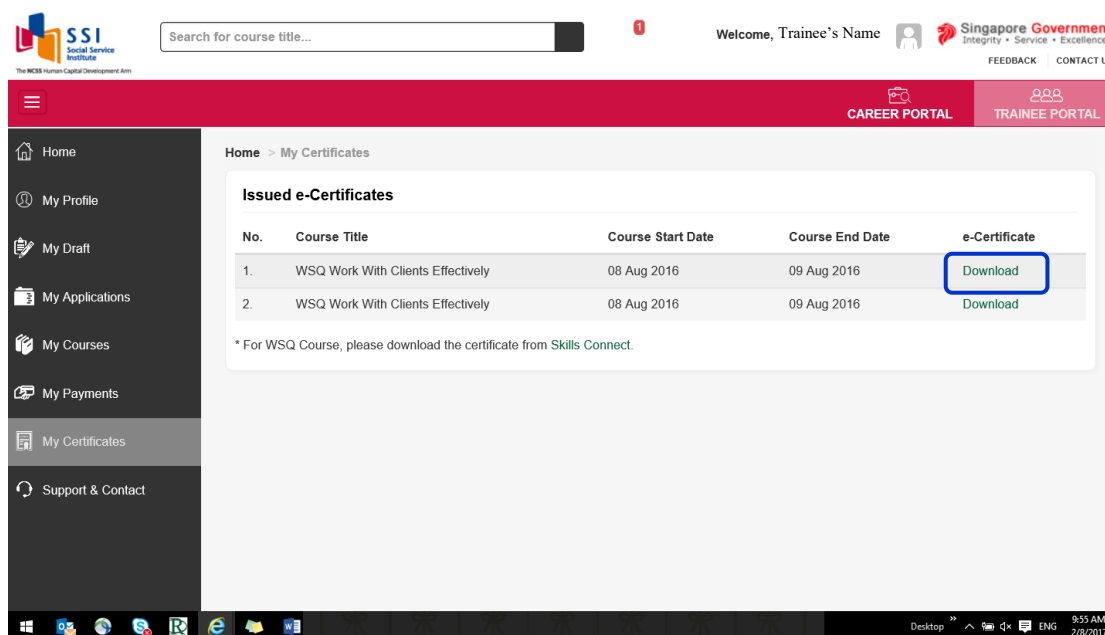
5. Select 'Trainee Portal'.



6. At the left side panel, click 'My Certificate'.



7. Click on 'Download' to view the certificate.



Search for course title...

Welcome, Trainee's Name

FEEDBACK CONTACT US

CAREER PORTAL TRAINEE PORTAL

Home > My Certificates

Issued e-Certificates

No.	Course Title	Course Start Date	Course End Date	e-Certificate
1.	WSQ Work With Clients Effectively	08 Aug 2016	09 Aug 2016	Download
2.	WSQ Work With Clients Effectively	08 Aug 2016	09 Aug 2016	Download

* For WSQ Course, please download the certificate from Skills Connect.

Desktop 9:55 AM 2/8/2017

Example:



* If you would like to have a printed copy of your e-Cert, please contact SSI at socialserviceinstitute@ncss.gov.sg and the first print will be provided free of charge. Subsequent requests for reprints of your e-Cert will be charged at prevailing rates by SSI.

Updated on January 2018