

iLTMS

for
**ORGANISATION
SPONSORED**

User Guide

iLTMS User Guide for Organisation Sponsored

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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](https://iltms.ssi.gov.sg/registration), 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**".

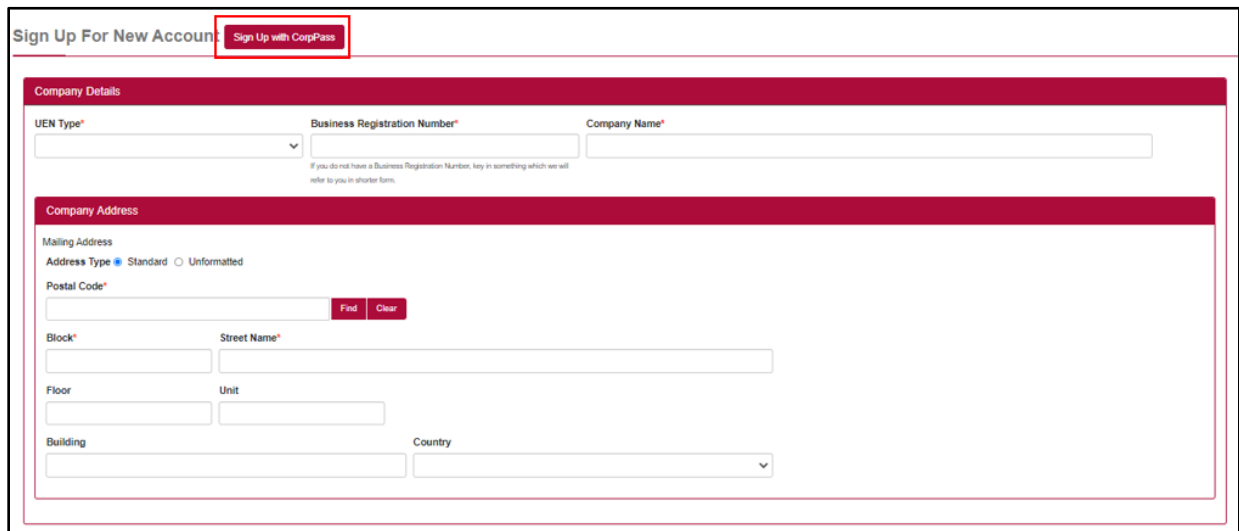
Step 3: Click "**Register for an account**".

Picture Reference: Log in Page

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

Account Creation via Corppass

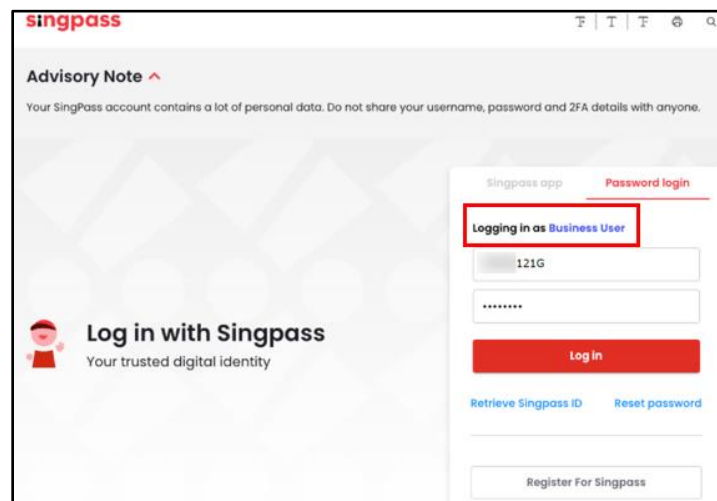
Step 1: From the “**Sign Up for New Account**” page, click “**Sign Up via Corppass**”.

The screenshot shows the 'Sign Up For New Account' page. At the top, there is a navigation bar with a red 'Sign Up with CorpPass' button highlighted by a red rectangle. Below this, the 'Company Details' section contains fields for 'UEN Type*', 'Business Registration Number*', and 'Company Name*'. A note below the Business Registration Number field states: 'If you do not have a Business Registration Number, key in something which we will refer to you in shorter form.' The 'Company Address' section follows, with a 'Mailing Address' sub-section. It includes an 'Address Type' selector (Standard selected, Unformatted unselected), a 'Postal Code*' field with 'Find' and 'Clear' buttons, and fields for 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'.

Picture Reference: Sign Up for New Account

Step 2: You will be redirected to the “**Singpass Login Page**” where you can choose to login via the Singpass app or via Password Login.

*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 header with the Singpass logo and a navigation bar with 'Singpass app' and 'Password login' tabs. Below the header, there is an 'Advisory Note' section. The main content area features a 'Log in with Singpass' section with a cartoon character and the text 'Your trusted digital identity'. To the right, there is a 'Password login' section with a red 'Log in' button. A red rectangle highlights the 'Logging in as Business User' link in the Password login section. Below the 'Log in' button, there are links for 'Retrieve Singpass ID' and 'Reset password', and a 'Register For Singpass' button at the bottom.

Picture Reference: Singpass (Corppass) Login

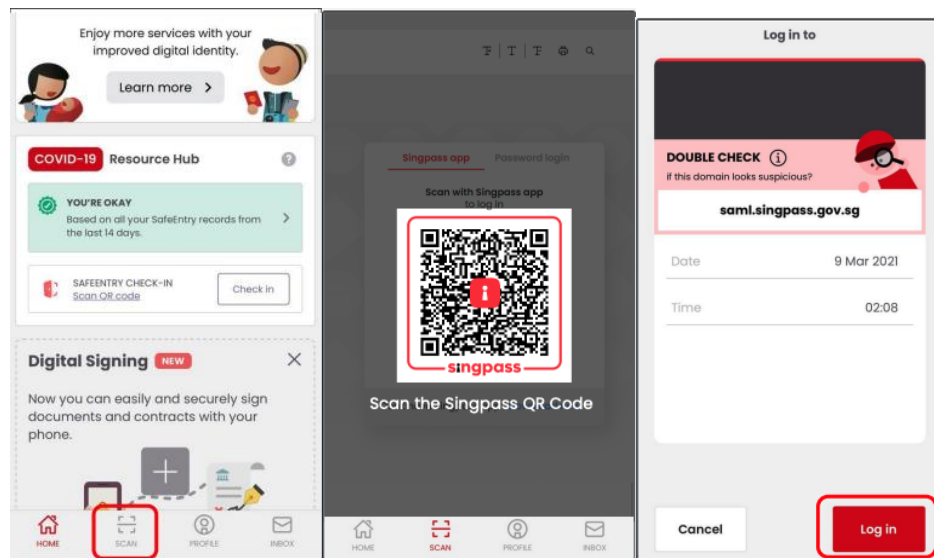
Note: iLTMS is accessible on both your desktop computer and mobile devices.

Desktop Login via Singpass app (QR Code)

Step 3: Launch your Singpass app and click the “**Scan**” button. Use your phone to scan the QR code displayed on the Singpass Login Page.

Step 4: 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.

Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity



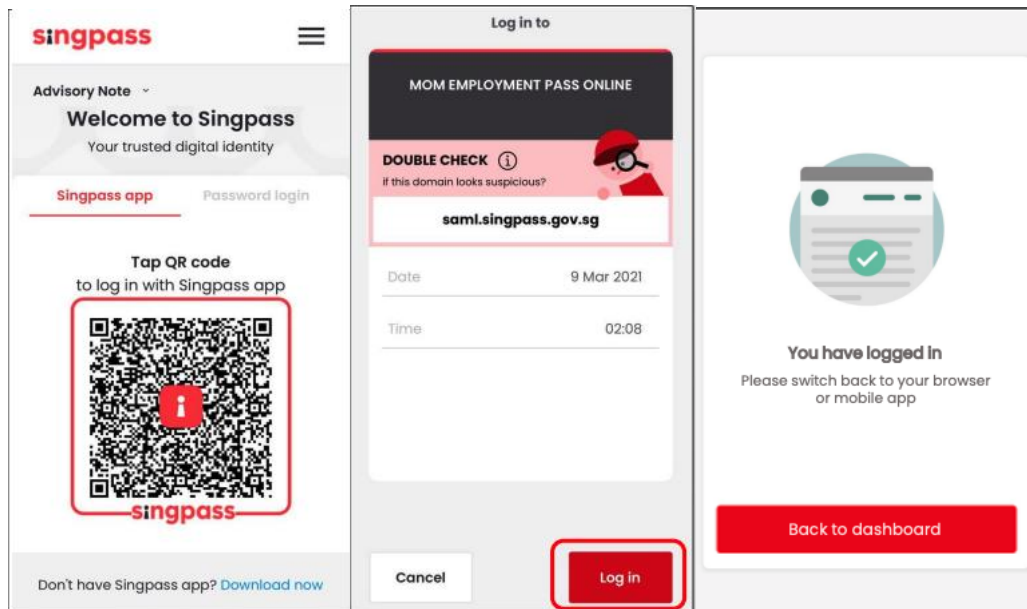
Picture Reference: Singpass Desktop Login

Mobile Login via Singpass app (QR Code)

Step 3: Tap the QR code to launch the Singpass App.

Step 4: 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.

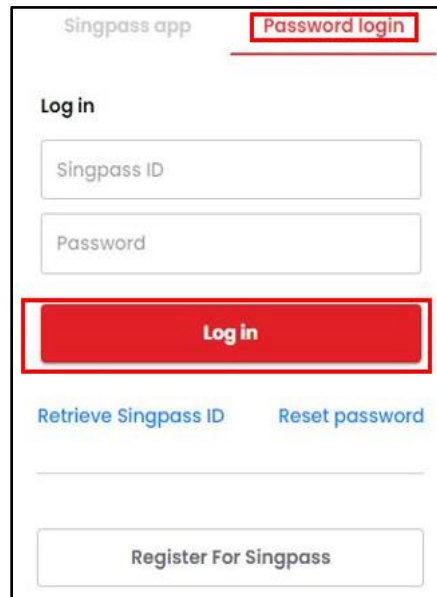
Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity



Picture Reference: Singpass Mobile Login

Desktop / Mobile Login via Password

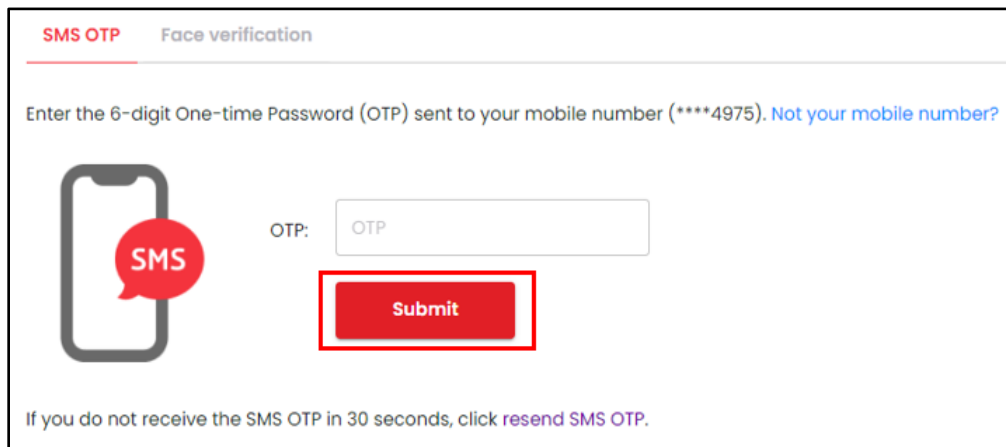
Step 3: Click **“Password Login”** tab on the Singpass Login Page.

A screenshot of the Singpass app's password login interface. At the top, there are two tabs: 'Singpass app' and 'Password login', with the latter being selected and highlighted with a red box. Below the tabs, the text 'Log in' is displayed. There are two input fields: 'Singpass ID' and 'Password'. Below these fields is a large red button labeled 'Log in', which is also highlighted with a red box. Underneath the button are two links: 'Retrieve Singpass ID' and 'Reset password'. At the bottom of the form is a button labeled 'Register For Singpass'.

Picture Reference: Singpass (Corppass) Password Login

Step 4: Fill in your Singpass ID and password and click **“Log In”**.

Step 5: Fill in the OTP number which will be sent to your Singpass registered mobile number and click ‘Submit’.

A screenshot of the Singpass desktop login interface for SMS OTP verification. At the top, there are two tabs: 'SMS OTP' and 'Face verification', with 'SMS OTP' being selected and highlighted with a red box. Below the tabs, the text 'Enter the 6-digit One-time Password (OTP) sent to your mobile number (****4975). [Not your mobile number?](#)' is displayed. There is an icon of a mobile phone with a red speech bubble containing the text 'SMS'. To the right of the icon is the label 'OTP:' followed by an input field labeled 'OTP'. Below the input field is a red button labeled 'Submit', which is highlighted with a red box. At the bottom of the form, there is a link: 'If you do not receive the SMS OTP in 30 seconds, click [resend SMS OTP](#)'.

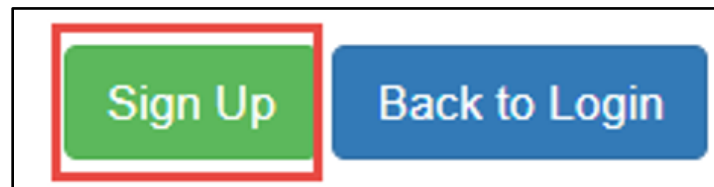
Picture Reference: Singpass Desktop Login

Account Creation via Corppass

Step 3: Once the authentication is completed, you will be redirected to the sign-up page to fill in the mandatory fields.

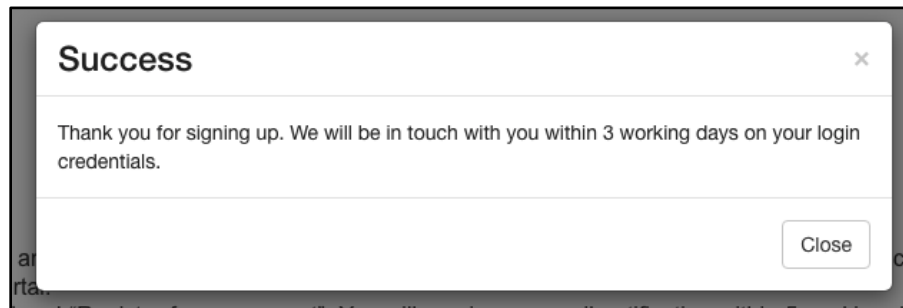
Picture Reference: Corppass Details

Step 4: Once the mandatory fields are filled in, proceed to click on “**Sign Up**” button.



Picture Reference: Corppass Sign up

Step 5: 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

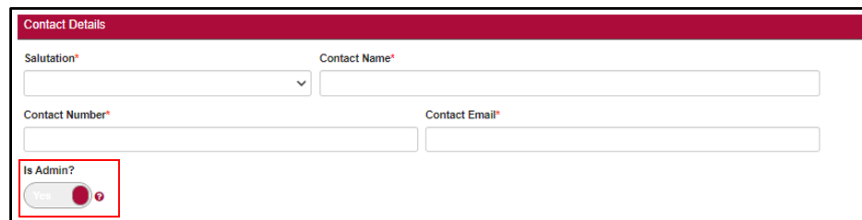
Step 1: To use credentials, you will need to complete the fields in the “[Sign Up for New Account](#)” page.

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.*

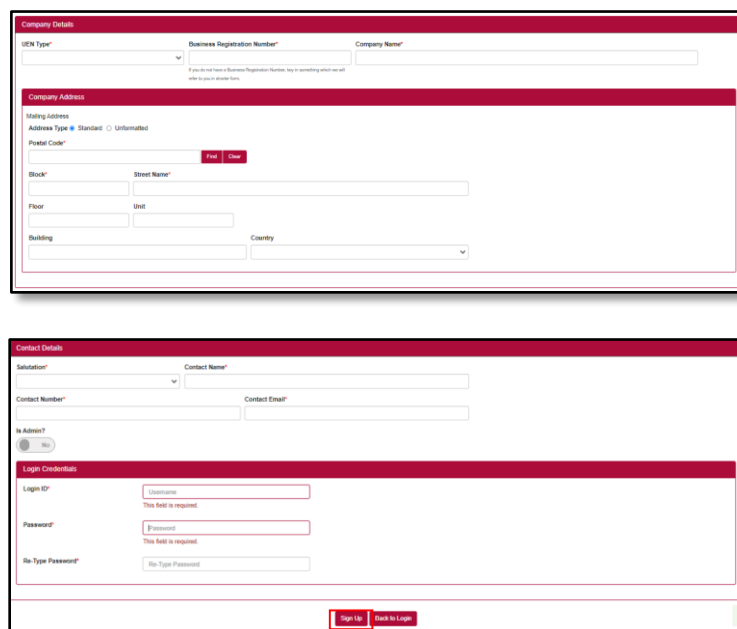
Step 3: If you are the main administrator for your organisation, ensure the “**Is Admin?**” is toggled at “**Yes**”.

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

The image shows a screenshot of the 'Contact Details' section of a web form. The section has a red header bar with the text 'Contact Details'. Below the header, there are four input fields: 'Salutation*' (a dropdown menu), 'Contact Name*' (a text box), 'Contact Number*' (a text box), and 'Contact Email*' (a text box). At the bottom of this section, there is a toggle switch labeled 'Is Admin?'. The toggle is currently set to 'Yes', which is highlighted by a red rectangular box.

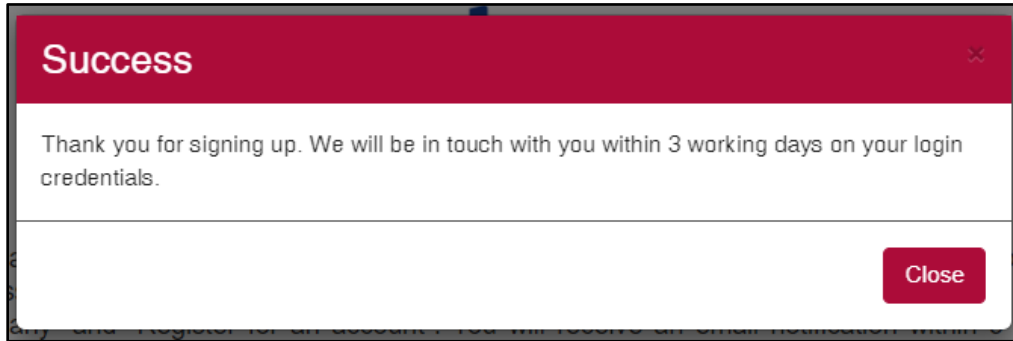
Picture Reference: Sign Up for New Account

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

The image contains two screenshots of the 'Sign Up for New Account' form. The top screenshot shows the 'Company Details' section with fields for 'User Type*', 'Business Registration Number*', and 'Company Name*'. Below this is the 'Company Address' section with fields for 'Address Type' (Standard/Unformatted), 'Postal Code*', 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'. The bottom screenshot shows the 'Contact Details' section with fields for 'Salutation*', 'Contact Name*', 'Contact Number*', and 'Contact Email*'. Below this is the 'Login Credentials' section with fields for 'Login ID*' (Username), 'Password*' (Password), and 'Re-Type Password*'. 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 rectangular box.

Picture Reference: Sign Up for New Account

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”**. Click [here](#) for Corppass login steps

*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, click [here](#) for the user guide.

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.*

Picture Reference: Log in Page

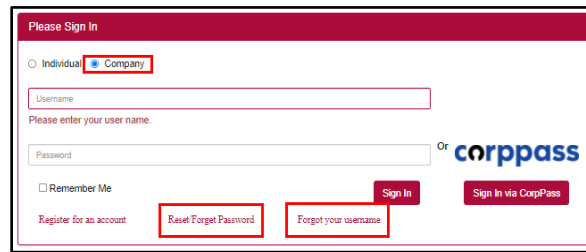
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

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.

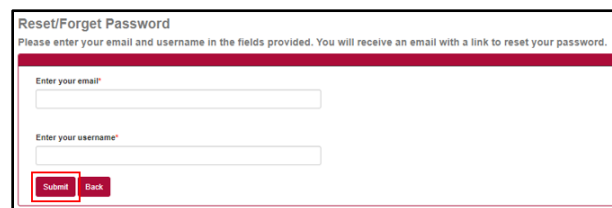
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Log in Page to reset your password or retrieve your username.



Picture Reference: Log in Page

To Reset Password:

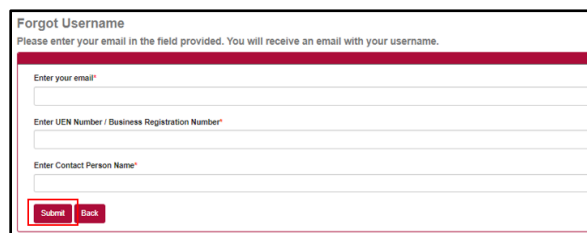
Step 2: Fill in your “**Email**” and “**Username**”, then click “**Submit**”.



Picture Reference: Forgot 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.

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

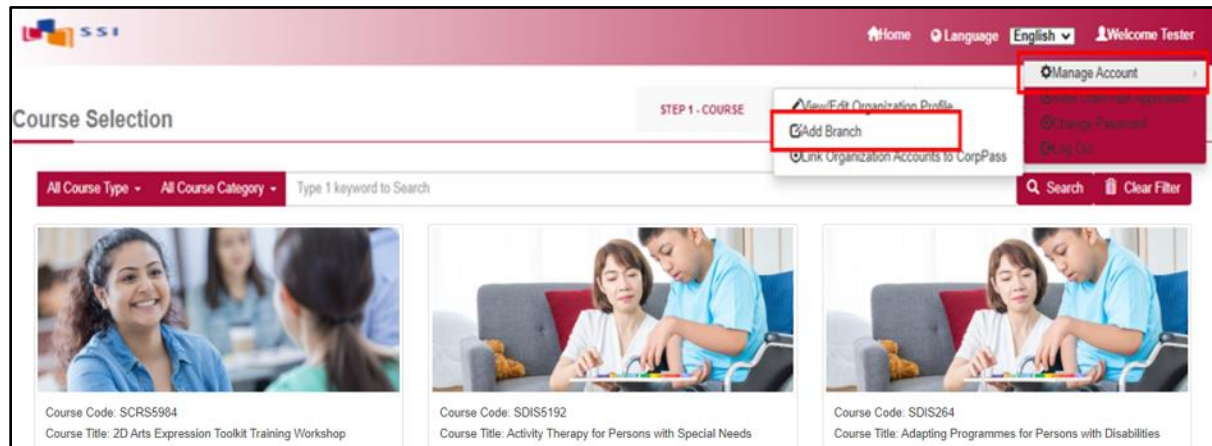
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

Administrative Functions for Organisations

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

Add Branch

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



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.

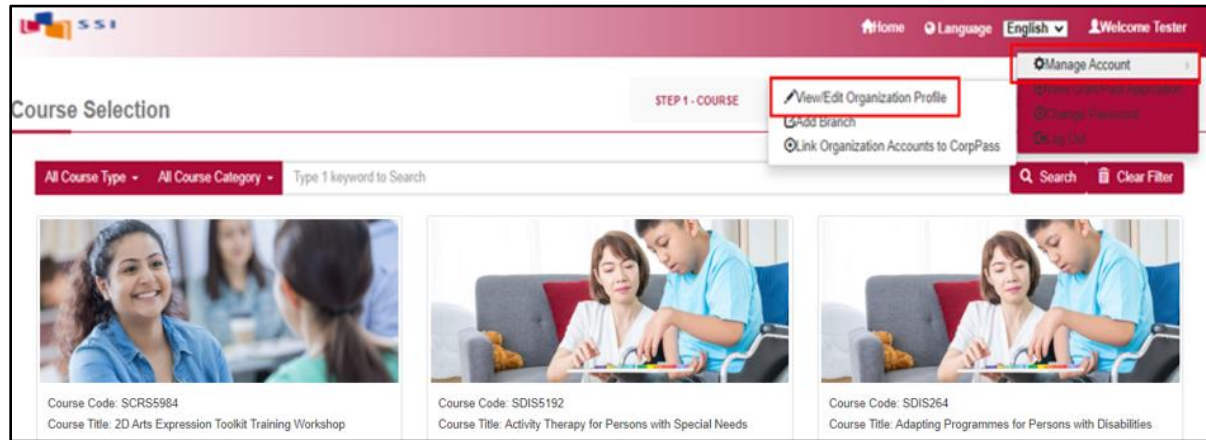
Note: Fields marked with the asterisk () symbol are mandatory.*

A screenshot of the 'Add Branch' form. The form is divided into two main sections: 'Branch Address' and 'Contact Person Details'. The 'Branch Address' section includes fields for 'Branch Name*', 'Mailing Address', 'Address Type' (Standard selected, Unformatted), 'Postal Code*', 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'. The 'Contact Person Details' section includes a 'Contact Person' dropdown menu, a link to 'Add New Contact Person', and checkboxes for 'Billing Contact Person' and 'Operation Contact Person'. A red box highlights the 'Add Branch' button at the bottom right of the form.

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”**.

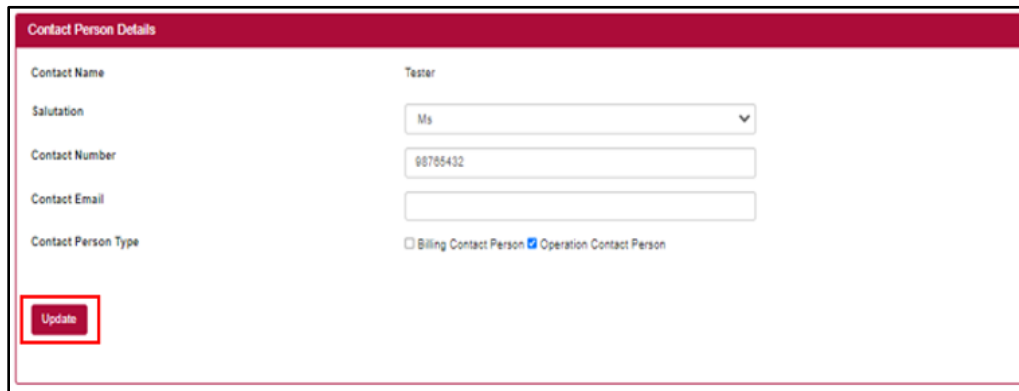
Note: Fields marked with the asterisk () symbol are mandatory.*

The screenshot shows the 'View/Edit Organization Profile' page. It has a 'Branch' dropdown menu at the top. Below it is a 'Branch Detail' section with fields for 'Branch Name' (Testcompany), 'UEN Type' (N/A), 'UEN No', 'SME company' (No), 'Industry Sector' (dropdown), and 'Sub Business Unit'. Below this is a 'Branch Address' section with 'Address Type' (Standard) and 'Address' (Tong Bahru). An 'Update' button is at the bottom left.

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.



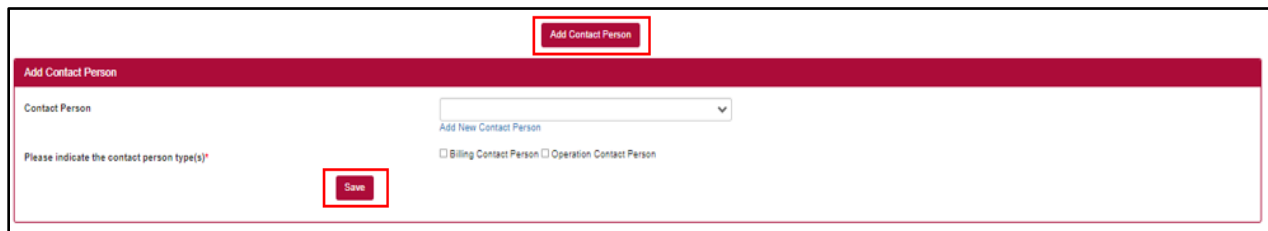
The screenshot shows a form titled "Contact Person Details" with a red header bar. The form contains the following fields and options:

- Contact Name: Text input field with "Tester" entered.
- Salutation: Dropdown menu with "Ms" selected.
- Contact Number: Text input field with "98765432" entered.
- Contact Email: Text input field.
- Contact Person Type: Radio buttons for "Billing Contact Person" (unchecked) and "Operation Contact Person" (checked).
- Update: A red button at the bottom left, highlighted with a red box.

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**”.



The screenshot shows a form titled "Add Contact Person" with a red header bar. The form contains the following fields and options:

- Add Contact Person: A red button at the top center, highlighted with a red box.
- Contact Person: Text input field with a dropdown arrow.
- Add New Contact Person: A blue link below the input field.
- Please indicate the contact person type(s)*: Radio buttons for "Billing Contact Person" (unchecked) and "Operation Contact Person" (unchecked).
- Save: A red button at the bottom center, highlighted with a red box.

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.

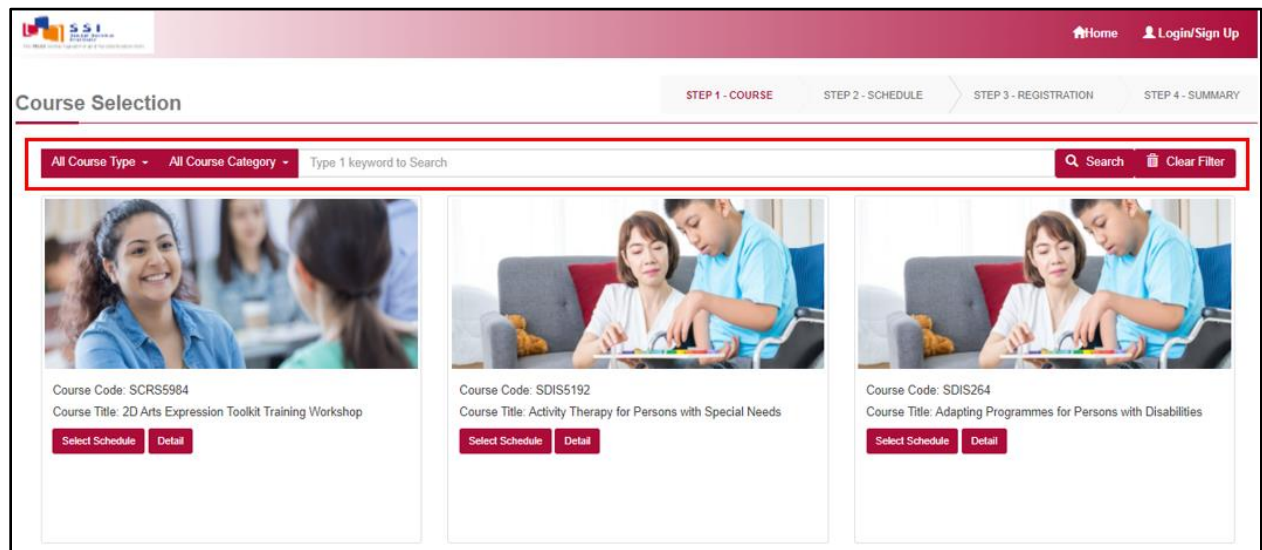
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration#/Course>. You will be directed to the “**Course Selection Page**”.

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

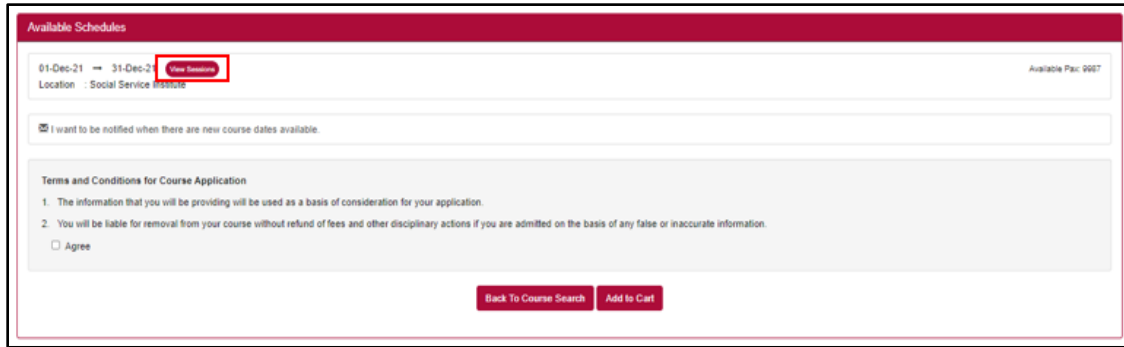
Step 2: A pop-up message will appear displaying the courses details. If you clicked “**Details**”. Click “**Close**” to view another course.

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

Selecting Available Schedules

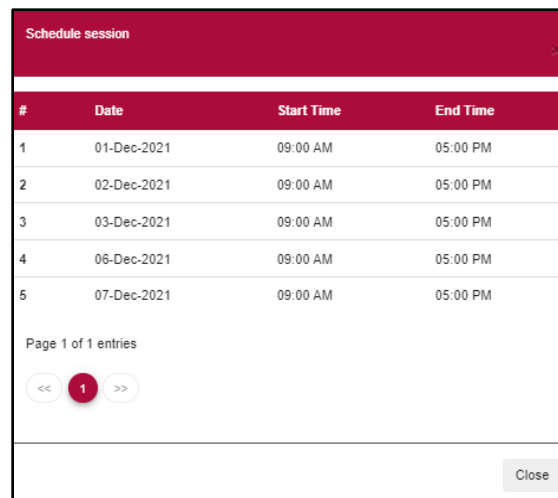
Step 1: You will be redirected to the “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “**Available Schedules**”.

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.



#	Date	Start Time	End Time
1	01-Dec-2021	09:00 AM	05:00 PM
2	02-Dec-2021	09:00 AM	05:00 PM
3	03-Dec-2021	09:00 AM	05:00 PM
4	06-Dec-2021	09:00 AM	05:00 PM
5	07-Dec-2021	09:00 AM	05:00 PM

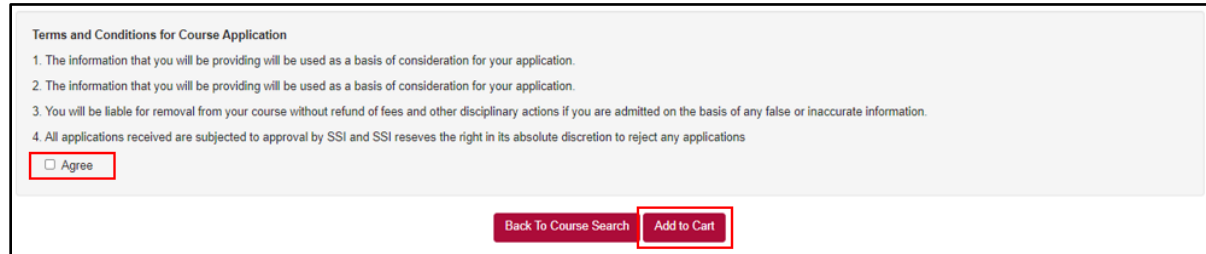
Picture Reference: Schedule Session Pop-up

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”**.



Terms and Conditions for Course Application

1. The information that you will be providing will be used as a basis of consideration for your application.
2. The information that you will be providing will be used as a basis of consideration for your application.
3. You will be liable for removal from your course without refund of fees and other disciplinary actions if you are admitted on the basis of any false or inaccurate information.
4. All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications

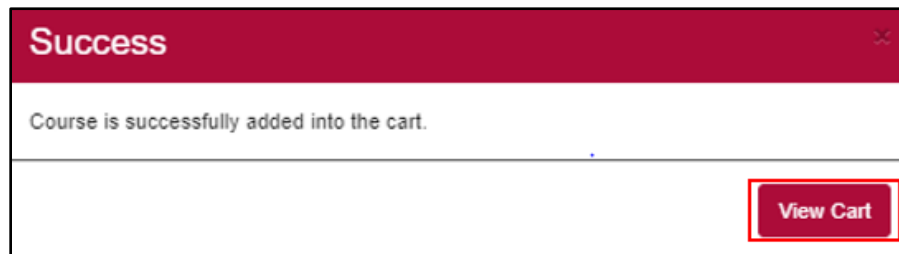
☐ Agree

Back To Course Search 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.



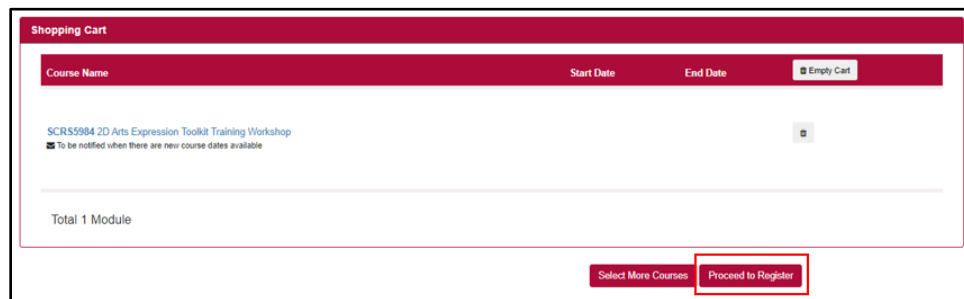
Success

Course is successfully added into the cart.

View Cart

Picture Reference: Success Pop-up message

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



Shopping Cart

Course Name	Start Date	End Date	Empty Cart
SCRS5984 2D Arts Expression Toolkit Training Workshop			

To be notified when there are new course dates available

Total 1 Module

Select More Courses 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 [“Organisation Sponsored Learners”](#) section for more information.

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' form with the following fields and values:

Company Details	
Branch Name*	Testcompany
Company Name	Testcompany
UEN Type	N/A
UEN No	
Billing Contact Person	
Contact Number	
Contact Person Email	
Operation Contact Person	Tester
Contact Number	
Contact Person Email	
Operation Contact Person	Tester
SME*	No
Industry Sector*	
Sub Business Unit	
Billing Contact Person*	
Billing Person is for finance matters. This person could be a payee addressed in invoices and other financial document.	
Company Address	
Address Line1	Tiong Bahru
Address Line2	
Address Line3	

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 with the following information and buttons:

Course Details		
Code / Title	No of Seat	Course Run Date
2D Arts Expression Toolkit Training Workshop	1	01-May-2021
Change Course	Change No of Seats	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 the 'Personal Particulars' tab selected in a registration form. The tab bar at the top has five items: 'Personal Particulars' (active), 'Academic Qualifications', 'Current Employment Details', 'Emergency Contact Person', and 'Information Requested'. The 'Personal Particulars' section 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* (text input with format DD-MM-YYYY and a calendar icon)
- Race* (dropdown)
- Nationality* (dropdown)
- Citizenship* (dropdown)
- ID Type* (dropdown with example text: (eg. S1234567A))
- Work Permit # (text input)
- Preferred Language* (dropdown)

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**” if 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.

The screenshot shows a web interface for company registration. At the top, there is a table with columns: S/N, Name, ID No, Contact No, Email, Upload Document, and Action. The first row contains the following data: 1, Jane, 987645323, 9876543, testing@mailinator.com. The 'Upload Document' column has a button labeled 'Upload Document', and the 'Action' column has a button with a checkmark and a minus sign. Below the table, there is a section titled 'COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA 4' with a paragraph of text and two radio buttons labeled 'Yes' and 'No'. Below this, there is a section titled 'Upload Application Remarks:' with two numbered points. At the bottom, there are three buttons: 'Save Draft', 'Save and Proceed', and 'Cancel Application'. The 'Save and Proceed' button is highlighted with a red box.

S/N	Name	ID No	Contact No	Email	Upload Document	Action
1	Jane	987645323	9876543	testing@mailinator.com	Upload Document	<input checked="" 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 "authorised representative") after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised 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 authorised 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.

[Test hyperlink](#)

Picture Reference: Company Registration Page

This is a close-up screenshot of the bottom of the registration page, showing three buttons: 'Save Draft', 'Save and Proceed', and 'Cancel Application'. The 'Save and Proceed' button is highlighted with a red box.

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 this point.

Course Details

Course Title 2D Arts Expression Toolkit Training Workshop

Course Start/End Date 01-Jul-2021 To 31-Oct-2021

Registration Details

ID No 957645332

Name Jane

Email testing@mailinator.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 _____ is used as a basis of consideration for our application.

2. The trainee(s) will be _____ 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 957654332

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 SSQ/ VCF 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.

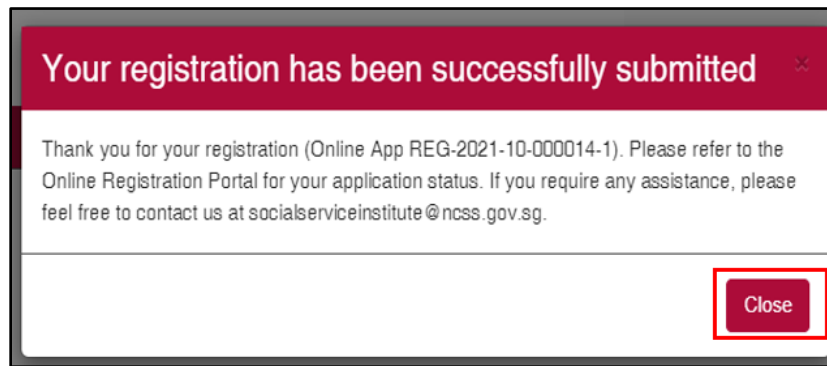
Picture Reference: Registration Summary Page

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"**.

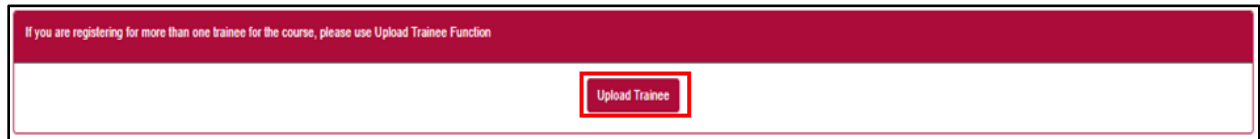


Picture Reference: Successful Pop-up Message

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**”.

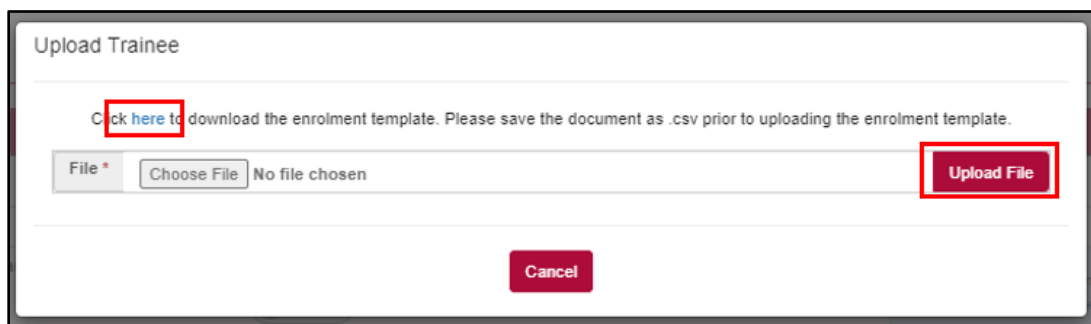


Picture Reference: Company Registration Page

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

Logging into SSI Client Portal

This section provides information on how to login to the SSI Client Portal.

First Login

Note: Only organisation who have staff registered for SSI course/ programme are able to access the SSI Client Portal.

SSI Client Portal allows you perform the following functions:

- View Organisation Details (e.g Main and Branch)
- Link the Credential login with Corppass
- View Enrolment History
- View Outstanding Payment (only for Billing Contact Person)
- Make Online Payment (only for Billing Contact Person)

For course registration or account creation, please visit [SSI Online Registration Portal](#). You may click [here](#) for the user guide.

The login details will be the same for both SSI Online Registration Portal and SSI Client Portal

Logging in to SSI Client Portal

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/client>. You will be directed to the “**SSI Client Portal**”.

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

Depending on how your account was created in the [SSI Online Registration Portal](#), there are two methods to login to the Student Portal

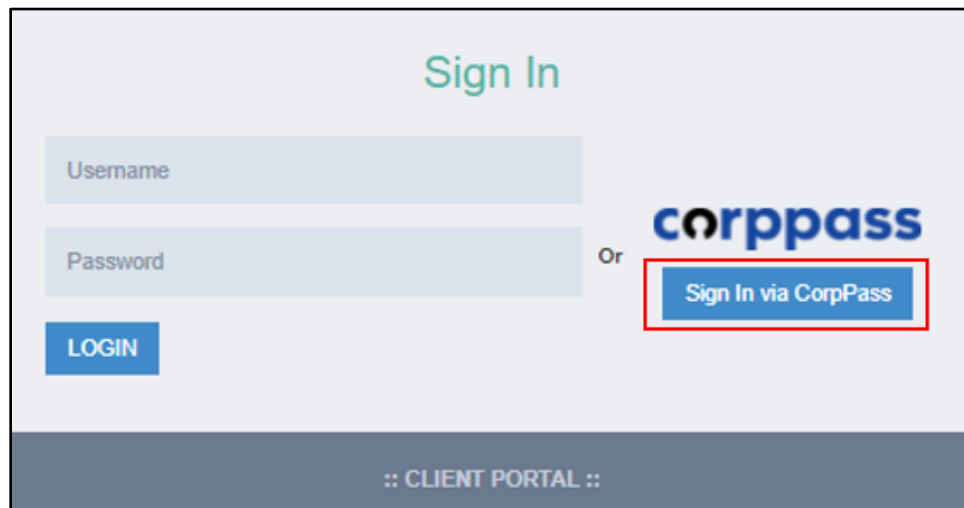
1. Via Corppass (preferred method)
2. Via Credentials

Via Corppass

Note: You will require an active Corppass account and need the Corppass application installed on your mobile device. For more information on Corppass, please visit <https://www.Corppass.gov.sg/Corppass>.

The Corppass account must also be linked to NCSS e-services under Corppass's page. Please approach your Corppass's administrator to link your Corppass account to the e-services.

Step 2: To login via Corppass. click **"Sign In via Corppass"**.

The image is a screenshot of a web login page. At the top, the text "Sign In" is displayed in a green font. Below this, there are two input fields: "Username" and "Password", both with light blue borders. To the right of the "Password" field, the word "Or" is written in a small, grey font. Further to the right is the "corppass" logo in blue. Below the logo is a blue button with the text "Sign In via CorpPass" in white. This button is enclosed in a red rectangular border. At the bottom left, there is a blue button with the text "LOGIN" in white. At the very bottom of the page, there is a dark grey footer bar with the text ":: CLIENT PORTAL ::" in white.

Picture Reference: Main Landing Page

Step 3: You will be redirected to the Singpass Page. Click [here](#) for Corppass login steps

Step 4: Upon successful login, you would be redirected to the [Dashboard](#).

Via Credentials

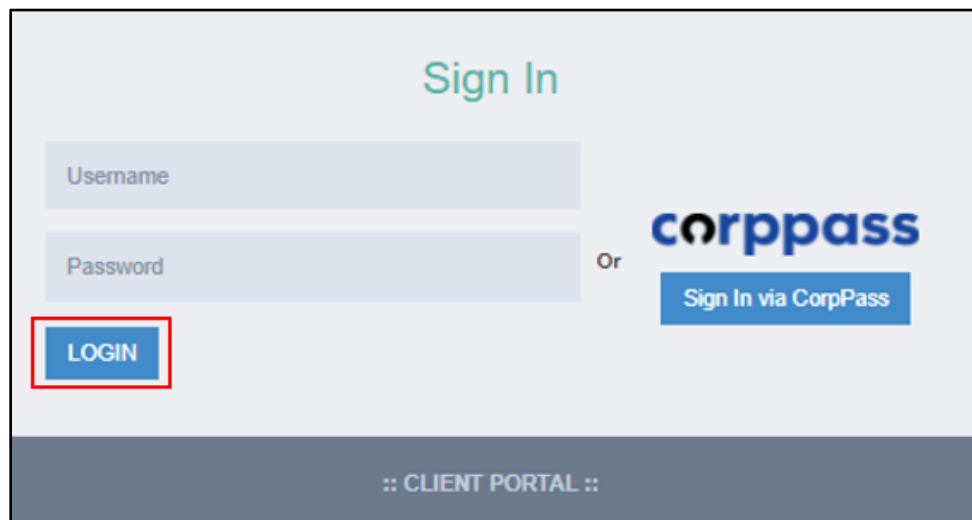
You are encouraged to link your Credentials to your Corppass account so that you can login easily via Corppass moving forward without having to use your Username and Password.

To link your Credential to Corppass, please click [here](#) for the user guide.

Step 2: On the [SSI Client Portal Page](#), fill in the Username and Password.

Step 3: Click “**Login**”.

Step 4: Upon successful login, you would be redirected to the [Dashboard](#).



Picture Reference: Main Landing Page

Note: If you forgot your username / password, you can reset it in from the Online Registration Portal. Click [here](#) for the user guide.

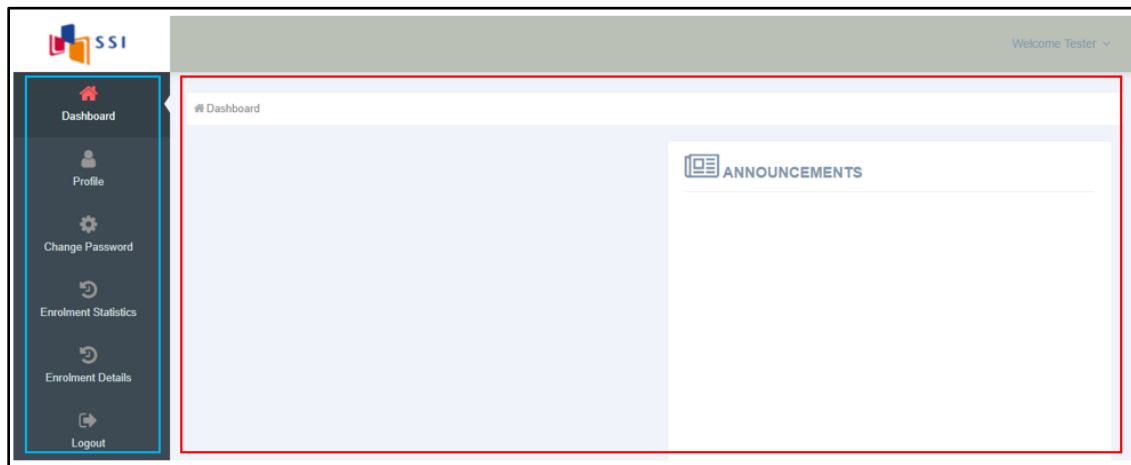
Navigating the SSI Client Portal

This section will share with you some key features and help you navigate the [SSI Client Portal](#).

Dashboard

The first page you see upon login is the “**Dashboard**” page with two sections:

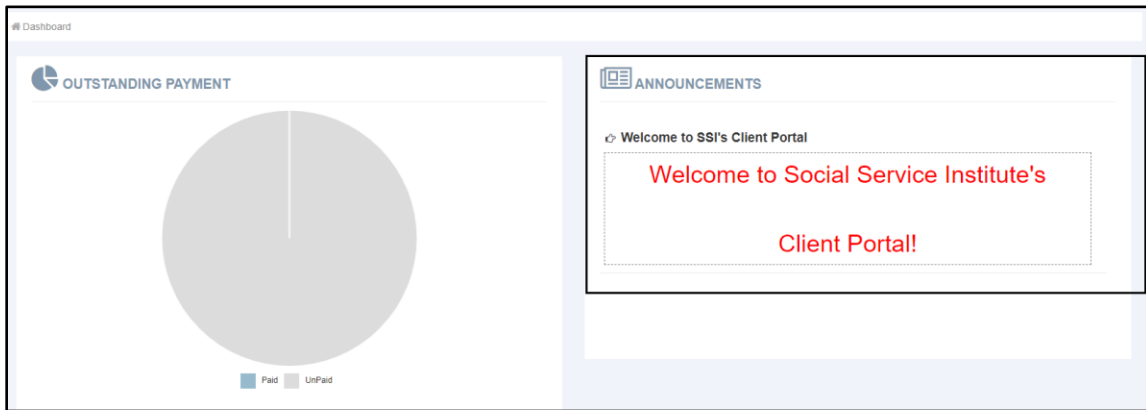
- **Main Section (in red)** – This displays any announcements which have been published to you.
- **Navigation Menu (in blue)** – This displays the various pages in SSI Client Portal and allows you to navigate between them.



Picture Reference: Dashboard

Main Section







The **Main Section** will display any **outstanding payments** pending your action and any **announcements** which is published by SSI to you. Click the announcements to view them.



Picture Reference: Main Section

Navigation Menu

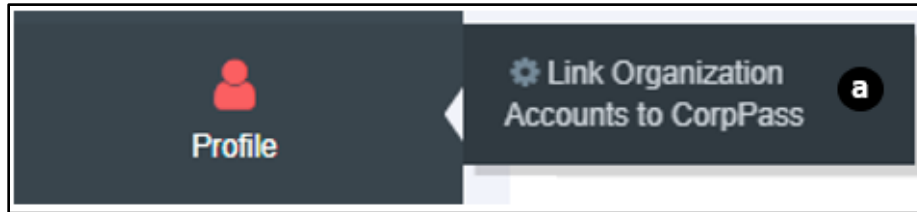
There are various sections menu and sub-menus for you to choose from via the **Navigation Menu**. Under the Navigation Menu, there are several icons used:

	Sections Menu	Sub-menus
The various sections menu is classified as follows:	 Dashboard	<i>There is no sub menu for Dashboard</i>
	 Profile	<ul style="list-style-type: none"> • Link Organization Account to Corppass
	 Change Password	<i>There is no sub menu for Change Password</i>
	 Enrolment Statistics	<i>There is no sub menu for Enrolment Statistics</i>
	 Enrolment Details	<i>There is no sub menu for Enrolment Details</i>
	 Logout	<i>There is no sub menu Logout</i>

My Profile

Under “**My Profile**”, you can view/edit your profile details and there is 1 sub-menu, namely:

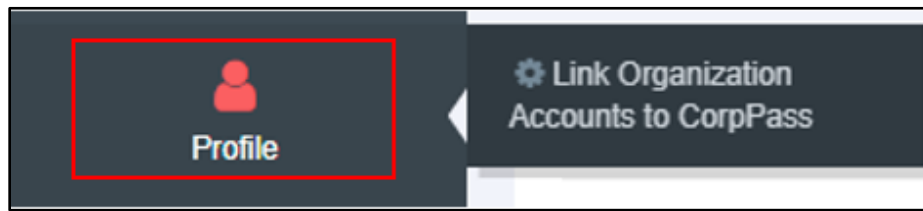
- a. **Link Organization Accounts to Corppass.** To link your login credential to your Corppass.



Picture Reference: Navigation Menu

Profile

Step 1: To view your detailed particulars, click “**Profile**” from the “**Navigation Menu**”.



Picture Reference: Navigation Menu

Step 2: A summary page of your details will be displayed on the “**Main Section**”.

Dashboard > Profile

Main Branch

Select Branch : Testcompany

Address

Branch Name	Testcompany
Address	Tiong Bahru
Main Branch	Yes
Status	Active

Branch Contact Person Details

Prefix	Full Name	Billing	Operation	Designation	Department	Office No	Mobile No
Ms	Tester	No	Yes	NA	NA	NA	98765432

Picture Reference: Profile

Main Organisation Profile

Step 1: To view your organisation's details, click "**Main**" on the **Profile** page tab.

Company Profile	
Client Name	Testcompany
Industry Sector	
UEN Type	N/A
UEN No.	
Website	
Tel No.	
Fax No.	

Picture Reference: Main Organisation Profile

Branch Profile

Step 1: To view your organisation's branch details, click "**Branch**" on the **Profile** page tab.

Company Profile	
Client Name	Testcompany
Industry Sector	
UEN Type	N/A
UEN No.	
Website	
Tel No.	
Fax No.	

Picture Reference: Branch Profile

Step 2: To view a different branch, select from the **dropdown list**.

Select Branch : Testcompany

Address	
Branch Name	Testcompany
Address	Tiong Bahru
Main Branch	Yes
Status	Active

Picture Reference: Branch Profile

Step 3: The “**Address**” and “**Branch Contact Person Details**” of the selected branch will be populated at the bottom of the page.

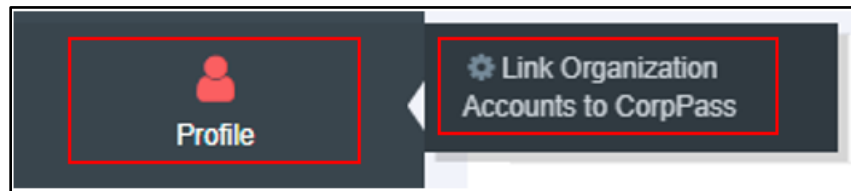
Branch Contact Person Details						
Prefix	Full Name	Billing	Operation	Designation	Department	Office No
Ms	Tester	No	Yes	NA	NA	NA

Picture Reference: Profile

Link Organization Accounts to Corppass

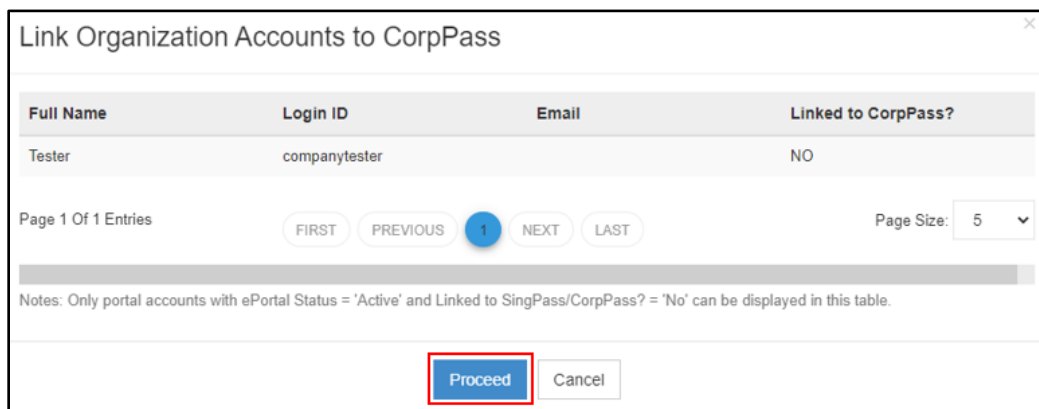
You are strongly encouraged to link your Login Credentials to your Corppass account. Upon successful linking, you will no longer need to login using your username and password.

Step 1: To link your organization credential accounts to Corppass, click “**Profile**”, and select “**Link Organization Accounts to Corppass**”.



Picture Reference: Navigation Menu

Step 2: A pop-up page will appear. Click on “**Proceed**” to proceed with the linking.

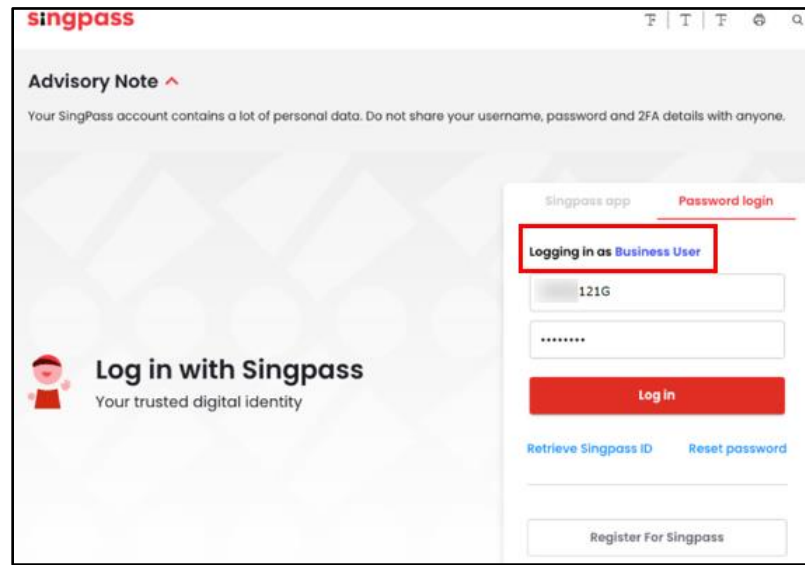
A pop-up window titled 'Link Organization Accounts to CorpPass' with a close button in the top right corner. It contains a table with the following data:

Full Name	Login ID	Email	Linked to CorpPass?
Tester	companytester		NO

Below the table, it says 'Page 1 Of 1 Entries'. There are navigation buttons: 'FIRST', 'PREVIOUS', '1' (highlighted with a blue circle), 'NEXT', and 'LAST'. To the right is a 'Page Size' dropdown menu set to '5'. A note at the bottom states: 'Notes: Only portal accounts with ePortal Status = 'Active' and Linked to SingPass/CorpPass? = 'No' can be displayed in this table.' At the bottom center, there are two buttons: 'Proceed' (highlighted with a red box) and 'Cancel'.

Picture Reference: Pop-Up Page

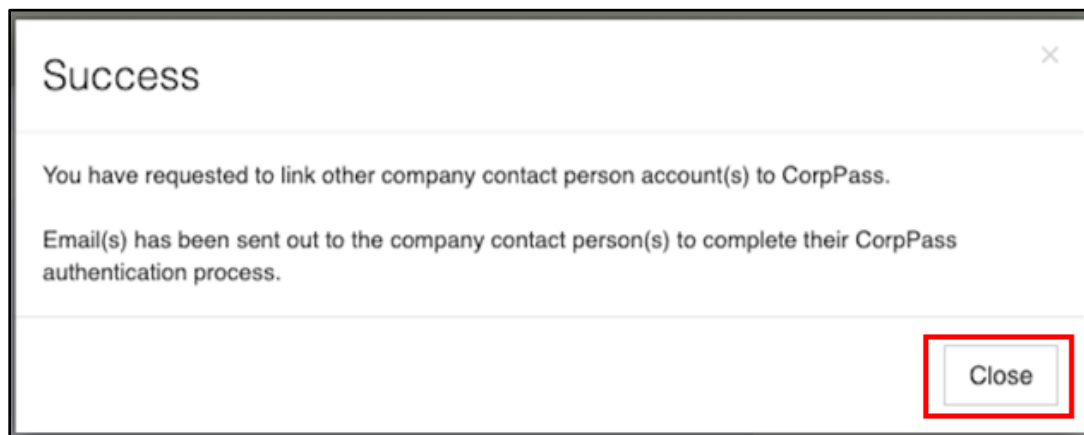
*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*



Picture Reference: Singpass (Corppass) Login

Step 3: Login with your Corppass details and click “**Log in**”. Click [here](#) for Corppass login steps

Step 4: Once the authentication is completed, you will be redirected to the SSI Client Portal [Dashboard](#) view. A success message will be displayed, click “**Close**”.

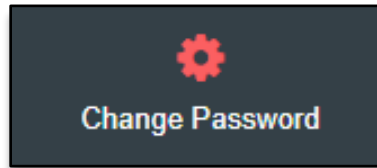


Picture Reference: Successful Pop-up Message

Change Password

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

Step 1: To change your password, click “**Change Password**” from the “**Navigation Menu**”.

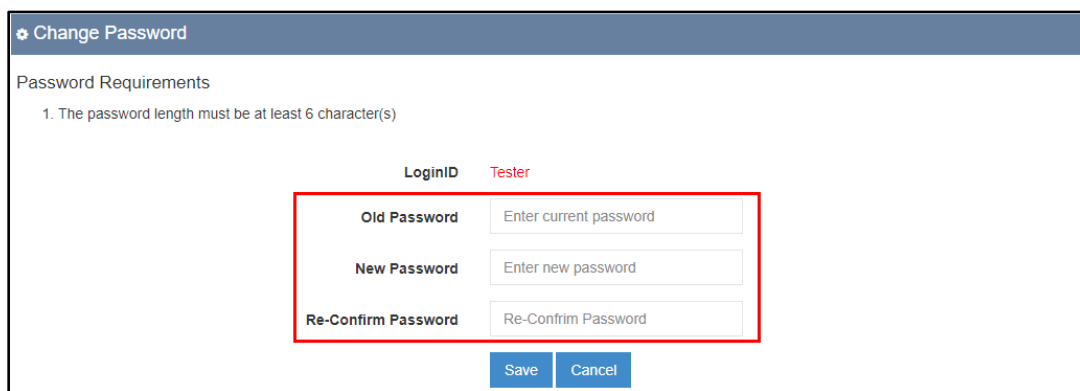


Picture Reference: Navigation Menu

Step 2: You will be redirected to the “**Change Password**” page.

Step 3: Fill in the following fields,

- Old Password
- New Password
- Re-Confirm Password

A screenshot of the "Change Password" web form. The form has a blue header bar with a gear icon and the text "Change Password". Below the header, it says "Password Requirements" followed by a list item: "1. The password length must be at least 6 character(s)". The form is for a user with "LoginID" "Tester". There are three input fields: "Old Password" with placeholder text "Enter current password", "New Password" with placeholder text "Enter new password", and "Re-Confirm Password" with placeholder text "Re-Confirm Password". These three fields are grouped together and highlighted with a red rectangular border. At the bottom of the form are two buttons: "Save" and "Cancel".

Picture Reference: Change Password Page

Step 4: Once changes have been made, click **“Save”**.

✦ Change Password

Password Requirements

1. The password length must be at least 6 character(s)

LoginID **Tester**

Old Password

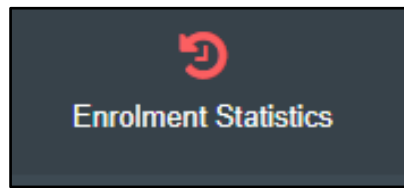
New Password

Re-Confirm Password

Picture Reference: Change Password Page

Enrolment Statistics

Step 1: To view the enrolment statistics, click “**Enrolment Statistics**” from the “**Navigation Menu**”.



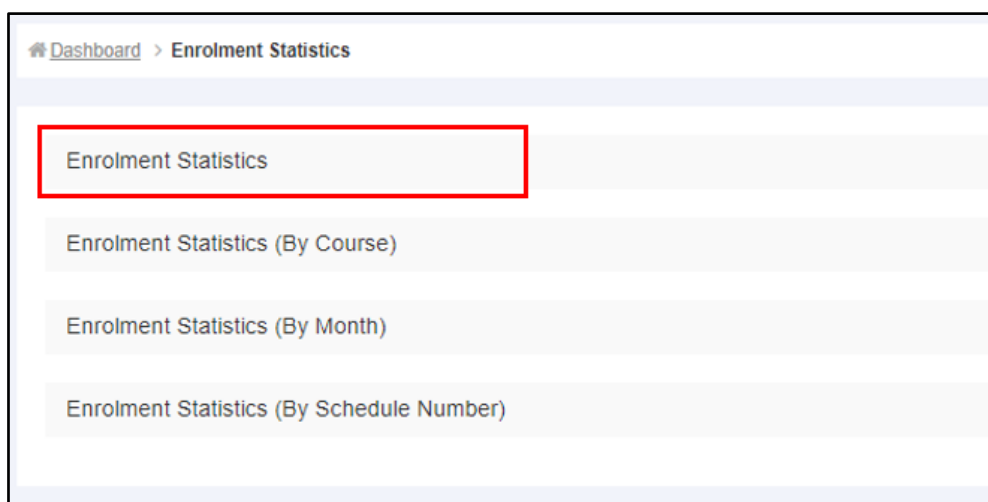
Picture Reference: Navigation Menu

The “**Enrolment Statistics**” page has 4 different tabs:

- [Enrolment Statistics](#) – This displays the overview of the enrolment statistics.
- [Enrolment Statistics \(By Course\)](#) – This displays the enrolment statistics based on course.
- [Enrolment Statistics \(By Month\)](#) – This displays the enrolment statistics based on the confirmed status with date range filter.
- [Enrolment Statistics \(By Schedule Number\)](#) – This displays the enrolment statistics based on the schedule number with date range filter.

Enrolment Statistics

Step 1: To view the overview of the enrolment statistics, click “**Enrolment Statistics**” from the “**Enrolment Statistics**” page.



Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics details will be reflected on the “**Main Section**”.

Enrolment Statistics									
Enrolment Statistics									
Enrolment#	Enrolment Date	Course Title	Start Date	End Date	Name	NRIC/FIN	Grade	Status	Action
E21000261	18-Oct-2021	Financial Planning for Low-Income Clients	01-Apr-2022	31-Oct-2022	MStudent001	986543364	NA	Enrolled	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9875422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	096543	C	Enrolled	Detail
ENR-2021-000154	09-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6 74322E+11	NA	Registered	Detail
ENR-2021-000153	09-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	986543364	NA	Registered	Detail
Page 1 Of 2 Entries									
FIRST PREVIOUS 1 2 NEXT LAST									
Page Size: 5									
Enrolment Statistics (By Course)									
Enrolment Statistics (By Month)									
Enrolment Statistics (By Schedule Number)									

Picture Reference: Enrolment Statistics Page

Enrolment Statistics (By Course)

Step 1: To view the enrolment statistics by course, click “**Enrolment Statistics (By Course)**” from the “**Enrolment Statistics**” page.

Enrolment#	Enrolment Date	Course Title	Start Date	End Date	Name	NRIC/FIN	Grade	Status	Action
E21000261	18-Oct-2021	Financial Planning for Low-Income Clients	01-Apr-2022	31-Oct-2022	MStudent001	906543364	NA	Enrolled	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9875422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	090543	C	Enrolled	Detail
ENR-2021-000154	08-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6.74322E+11	NA	Registered	Detail
ENR-2021-000153	08-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	906543364	NA	Registered	Detail

Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

Enrolment Statistics (By Course)

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics (by Course) details will be reflected on the “**Main Section**”.

Course Code	Course Title	No. of Participant
CEE	Client and Employer Engagement	1
ICM	Introduction to Case Management	4
SCRS5944	Financial Planning for Low-Income Clients	3
SDIS8	Advanced Certificate in Supported Employment	1
Tprog x1	MTO test prog x1	1

Page 1 Of 1 Entries

FIRST PREVIOUS 1 NEXT LAST

Page Size: 5

Enrolment Statistics (By Course)

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

Picture Reference: Enrolment Statistics Page

Enrolment Statistics (By Month)

Step 1: To view the enrolment statistics by month, click “**Enrolment Statistics (By Month)**” from the “**Enrolment Statistics**” page.

The screenshot shows the 'Enrolment Statistics' page. The main content area displays a table of enrolments with columns: Enrolment#, Enrolment Date, Course Title, Start Date, End Date, Name, NRIC/FIN, Grade, Status, and Action. There are five rows of data. Below the table is a pagination bar showing 'Page 1 Of 2 Entries' and navigation buttons (FIRST, PREVIOUS, 1, 2, NEXT, LAST). The right side of the page has a sidebar with three options: 'Enrolment Statistics (By Course)', 'Enrolment Statistics (By Month)' (highlighted with a red box), and 'Enrolment Statistics (By Schedule Number)'.

Enrolment#	Enrolment Date	Course Title	Start Date	End Date	Name	NRIC/FIN	Grade	Status	Action
E21000261	18-Oct-2021	Financial Planning for Low-Income Clients	01-Apr-2022	31-Oct-2022	MStudent001	906543364	NA	Enrolled	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9075422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	090543	C	Enrolled	Detail
ENR-2021-000154	00-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6 74322E+11	NA	Registered	Detail
ENR-2021-000153	00-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	906543364	NA	Registered	Detail

Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics (by Month) details will be displayed on the “**Main Section**” page.

The screenshot shows the 'Enrolment Statistics (By Month)' details page. The main content area is titled 'Enrolment in Confirmed Status' and contains a table with columns: Month, No. of Programme, Total Amount, Till Date Billing(\$), No. of Module, and Till Date Billing(\$). There are three rows of data for August, September, and October 2021. Above the table are search filters for 'From' and 'To' dates, and a 'Search' button. Below the table is a pagination bar showing 'Page 1 Of 1 Entries' and navigation buttons (FIRST, PREVIOUS, 1, NEXT, LAST). The right side of the page has a sidebar with a 'Page Size' dropdown set to 5.

Month	No. of Programme	Total Amount	Till Date Billing(\$)	No. of Module	Till Date Billing(\$)
Aug - 2021	0	\$0.00	\$0.00	1	\$457.40
Sep - 2021	1	\$717.85	\$717.85	0	\$0.00
Oct - 2021	0	\$0.00	\$0.00	1	\$457.40

Picture Reference: Enrolment Statistics Page

Step 3: To filter by the date range, select the date range under the “**From**” and “**To**” fields and click “**Search**”.



Enrolment Statistics (By Month)

Enrolment in Confirmed Status

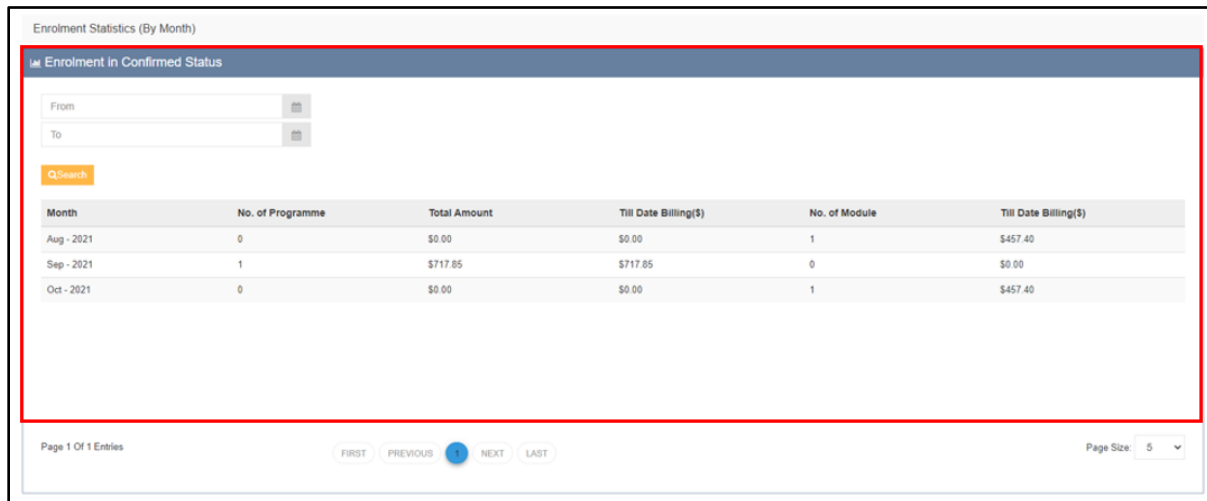
From

To

Search

Picture Reference: Enrolment Statistics Page

Step 4: The filtered enrolment statistics (by month) details will be displayed on the “**Main Section**” page.



Enrolment Statistics (By Month)

Enrolment in Confirmed Status

From

To

Search

Month	No. of Programme	Total Amount	Till Date Billing(\$)	No. of Module	Till Date Billing(\$)
Aug - 2021	0	\$0.00	\$0.00	1	\$457.40
Sep - 2021	1	\$717.85	\$717.85	0	\$0.00
Oct - 2021	0	\$0.00	\$0.00	1	\$457.40

Page 1 Of 1 Entries

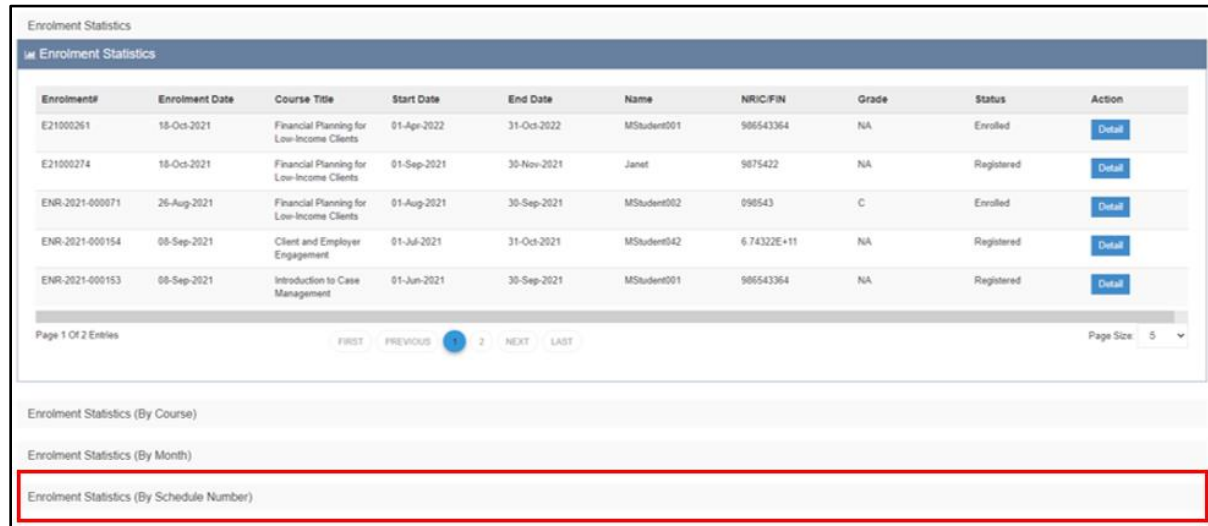
FIRST PREVIOUS NEXT LAST

Page Size: 5

Picture Reference: Enrolment Statistics Page

Enrolment Statistics (By Schedule Number)

Step 1: To view the enrolment statistics by schedule number, click “**Enrolment Statistics (By Schedule Number)**” from the “**Enrolment Statistics**” page.



The screenshot shows the 'Enrolment Statistics' page. At the top, there's a header 'Enrolment Statistics' with a sub-header 'Enrolment Statistics'. Below this is a table with the following columns: Enrolment#, Enrolment Date, Course Title, Start Date, End Date, Name, NRIC/FIN, Grade, Status, and Action. The table contains five rows of data. Below the table, there's a pagination bar showing 'Page 1 Of 2 Entries', 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', 'LAST', and 'Page Size: 5'. Below the pagination bar, there are three links: 'Enrolment Statistics (By Course)', 'Enrolment Statistics (By Month)', and 'Enrolment Statistics (By Schedule Number)'. The 'Enrolment Statistics (By Schedule Number)' link is highlighted with a red border.

Enrolment#	Enrolment Date	Course Title	Start Date	End Date	Name	NRIC/FIN	Grade	Status	Action
E21000261	18-Oct-2021	Financial Planning for Low-Income Clients	01-Apr-2022	31-Oct-2022	MStudent001	906543364	NA	Enrolled	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9075422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	090543	C	Enrolled	Detail
ENR-2021-000154	08-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6 74322E+11	NA	Registered	Detail
ENR-2021-000153	08-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	906543364	NA	Registered	Detail

Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

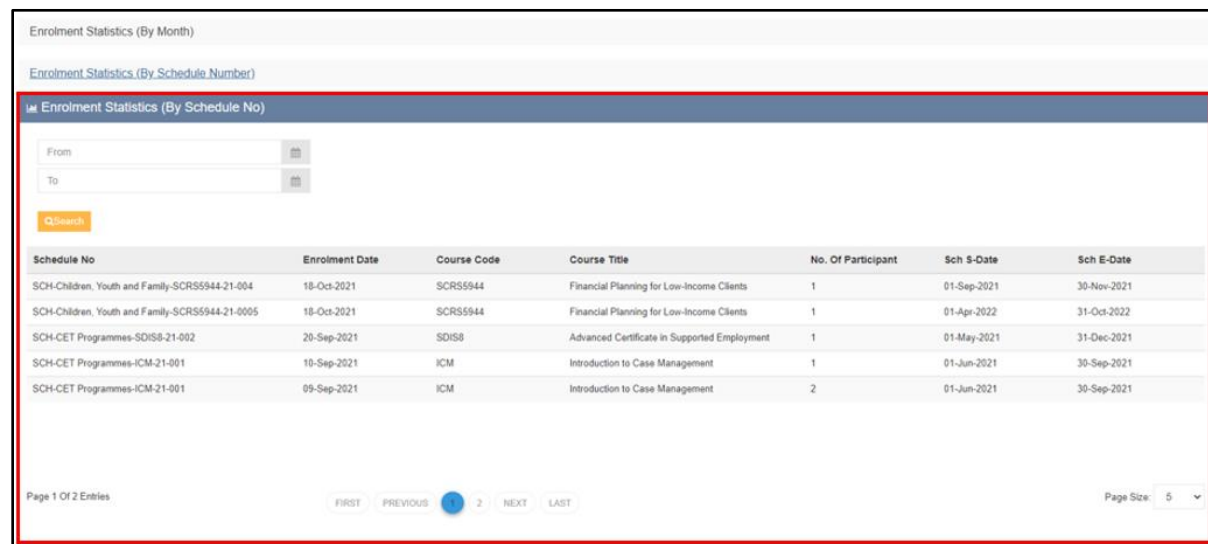
Enrolment Statistics (By Course)

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics (by Schedule Number) details will be displayed on the “**Main Section**” page.



The screenshot shows the 'Enrolment Statistics (By Schedule Number)' page. At the top, there's a header 'Enrolment Statistics (By Month)' with a sub-header 'Enrolment Statistics (By Schedule Number)'. Below this is a section 'Enrolment Statistics (By Schedule No)' with a search bar containing 'From' and 'To' fields, and a 'Q Search' button. Below the search bar is a table with the following columns: Schedule No, Enrolment Date, Course Code, Course Title, No. Of Participant, Sch S-Date, and Sch E-Date. The table contains five rows of data. Below the table, there's a pagination bar showing 'Page 1 Of 2 Entries', 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', 'LAST', and 'Page Size: 5'. The 'Enrolment Statistics (By Schedule Number)' section is highlighted with a red border.

Schedule No	Enrolment Date	Course Code	Course Title	No. Of Participant	Sch S-Date	Sch E-Date
SCH-Children, Youth and Family-SCR55944-21-004	18-Oct-2021	SCR55944	Financial Planning for Low-Income Clients	1	01-Sep-2021	30-Nov-2021
SCH-Children, Youth and Family-SCR55944-21-0005	18-Oct-2021	SCR55944	Financial Planning for Low-Income Clients	1	01-Apr-2022	31-Oct-2022
SCH-CET Programmes-SOIS8-21-002	20-Sep-2021	SOIS8	Advanced Certificate in Supported Employment	1	01-May-2021	31-Dec-2021
SCH-CET Programmes-ICM-21-001	10-Sep-2021	ICM	Introduction to Case Management	1	01-Jun-2021	30-Sep-2021
SCH-CET Programmes-ICM-21-001	09-Sep-2021	ICM	Introduction to Case Management	2	01-Jun-2021	30-Sep-2021


Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

Picture Reference: Enrolment Statistics Page

Step 3: To filter by the date range, select the date range under the “**From**” and “**To**” fields and click “**Search**”.



Enrolment Statistics (By Schedule No)

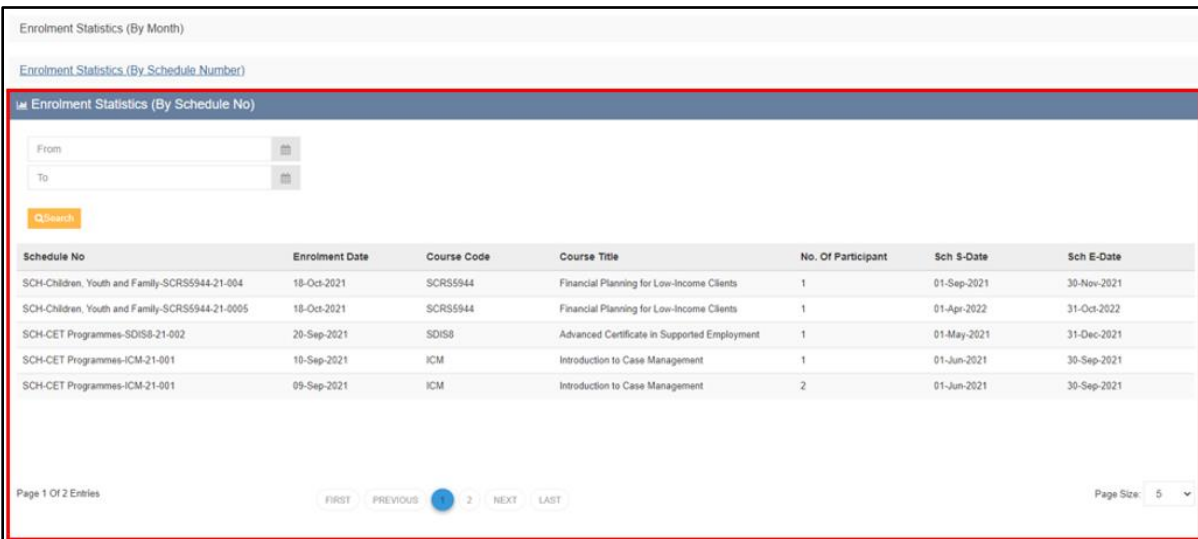
From 

To 

QSearch

Picture Reference: Enrolment Statistics Page


Step 4: The filtered enrolment statistics (by Schedule Number) details will be displayed on the “**Main Section**” page.




Enrolment Statistics (By Month)

[Enrolment Statistics \(By Schedule Number\)](#)

Enrolment Statistics (By Schedule No)

From 

To 

QSearch

Schedule No	Enrolment Date	Course Code	Course Title	No. Of Participant	Sch S-Date	Sch E-Date
SCH-Children, Youth and Family-SCR55944-21-004	18-Oct-2021	SCR55944	Financial Planning for Low-Income Clients	1	01-Sep-2021	30-Nov-2021
SCH-Children, Youth and Family-SCR55944-21-0005	18-Oct-2021	SCR55944	Financial Planning for Low-Income Clients	1	01-Apr-2022	31-Oct-2022
SCH-CET Programmes-SDIS8-21-002	20-Sep-2021	SDIS8	Advanced Certificate in Supported Employment	1	01-May-2021	31-Dec-2021
SCH-CET Programmes-ICM-21-001	10-Sep-2021	ICM	Introduction to Case Management	1	01-Jun-2021	30-Sep-2021
SCH-CET Programmes-ICM-21-001	09-Sep-2021	ICM	Introduction to Case Management	2	01-Jun-2021	30-Sep-2021

Page 1 Of 2 Entries

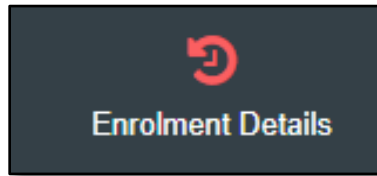
FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

Picture Reference: Enrolment Statistics Page

Enrolment Details

Step 1: To view all the enrolment records including programme and direct module, click **“Enrolment Details”** from the **“Navigation Menu”**.



Picture Reference: Navigation Menu

The enrolment records can be filtered based on the 3 different categories:

- Branches
- Course's Name
- Schedule Start/To Date

Step 2: To filter the enrolment records, you may either select the branch from the **“All Branches”** dropdown list, fill in the **“Course Name”** or select the date range from the **“Start from Date”** and **“Start to Date”**.

A screenshot of the "Enrolment Details" filter form. It features a blue header bar with the title "Enrolment Details". Below the header, there are three main input areas: a dropdown menu labeled "All Branches" with a red box and letter 'a' around it; a text input field labeled "Course Name" with a red box and letter 'b' around it; and a date range selector with "Start From Date" and "Start To Date" fields, each with a calendar icon, and a "Search" button with a red box and letter 'c' around it.

Picture Reference: Enrolment Details Page

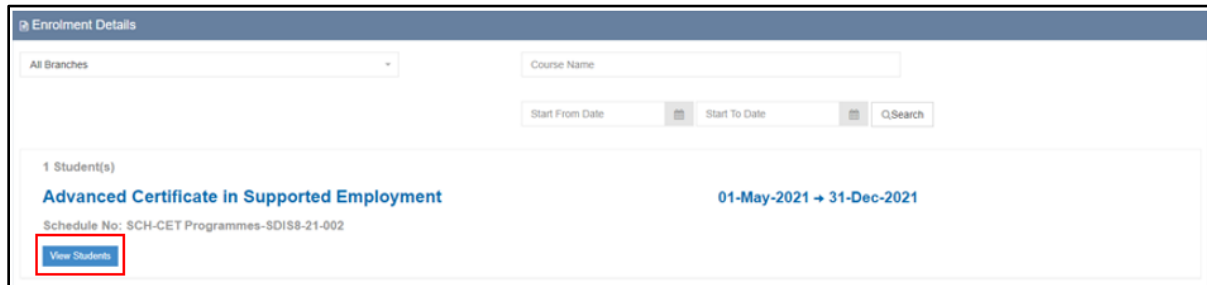
Step 3: Click **“Search”** and the enrolment records will be displayed on the **“Main Section”** page.

A screenshot of the "Enrolment Details" results page. It shows a list of enrolment records. The first record is "Advanced Certificate in Supported Employment" with a schedule of "01-May-2021 → 31-Dec-2021" and a "View Students" button. The second record is "MTO test prog x1" with a schedule of "10-May-2021 → 10-Jan-2022" and a "View Students" button. The third record is "Introduction to Case Management" with a schedule of "01-Jun-2021 → 30-Sep-2021" and a "View Students" button. A red box highlights the "Search" button in the filter section at the top of the results area.

Picture Reference: Enrolment Details Page

View Student

Step 1: To view details of the student (staff) who are registered for the courses / programme, click “**View Students**” under the enrolment record’s title.



Enrolment Details

All Branches Course Name

Start From Date Start To Date QSearch

1 Student(s)

Advanced Certificate in Supported Employment 01-May-2021 → 31-Dec-2021

Schedule No: SCH-CET Programmes-SDIS8-21-002

View Students

Picture Reference: Enrolment Details Page

Step 2: You will be redirected to the “**View Students**” page. Details of the students and schedule will be displayed.



View Students

Programme Title Advanced Certificate in Supported Employment

Start Date 01-May-2021

End Date 31-Dec-2021

Search: eg. ID no/student name/enrolment no

Select All

<input type="checkbox"/>	MStudent019	Enrolled, Billed, Not Paid	Action
	57853		
	ngan.mavis@i-access.com.sg		
	Enrolment No: ENR-2021-000372		

Select All

Page 1 of 1 entries

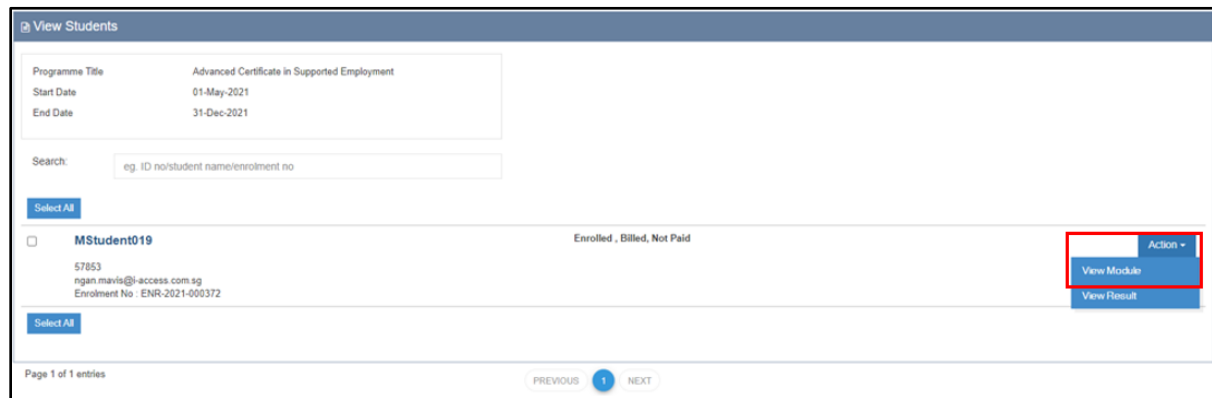
PREVIOUS 1 NEXT

Picture Reference: View Students Page

Note: If it is a direct module enrolment, you can view the module details for each student.

View Module

Step 1: To view module, click **“Action”** and select **“View Module”**.



View Students

Programme Title: Advanced Certificate in Supported Employment
Start Date: 01-May-2021
End Date: 31-Dec-2021

Search:

Select All

<input type="checkbox"/>	MStudent019 57853 ngan.mavis@i-access.com.sg Enrolment No : ENR-2021-000372	Enrolled , Billed, Not Paid	<div>Action ▾ View Module View Result</div>
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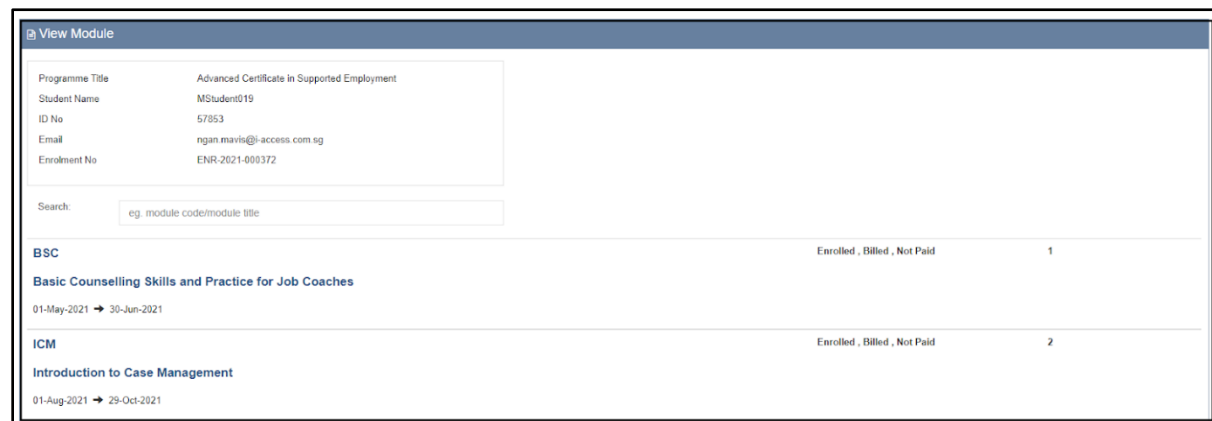
Select All

Page 1 of 1 entries

PREVIOUS 1 NEXT

Picture Reference: View Students Page

Step 2: You will be redirected to the **“View Module”** page.



View Module

Programme Title: Advanced Certificate in Supported Employment
Student Name: MStudent019
ID No: 57853
Email: ngan.mavis@i-access.com.sg
Enrolment No: ENR-2021-000372

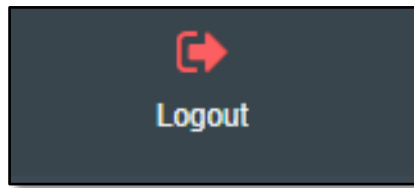
Search:

BSC Basic Counselling Skills and Practice for Job Coaches 01-May-2021 → 30-Jun-2021	Enrolled , Billed , Not Paid	1
ICM Introduction to Case Management 01-Aug-2021 → 29-Oct-2021	Enrolled , Billed , Not Paid	2

Picture Reference: View Module Page

Log Out

Step 1: To log out, click “**Logout**” from the “**Navigation Menu**”.



Picture Reference: Navigation Menu

Step 2: Alternatively, to log out, click “**Log Out**” from the “**Top Bar**”.



Picture Reference: Top Bar

- End of User Guide -

We hope that this user guide has been useful to help you use the iLTMS Online Registration and TMS Client 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