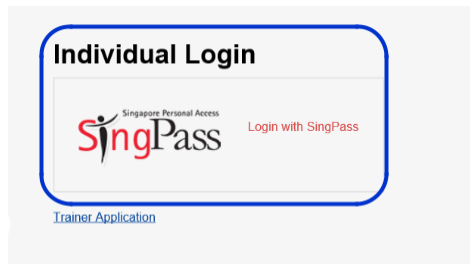
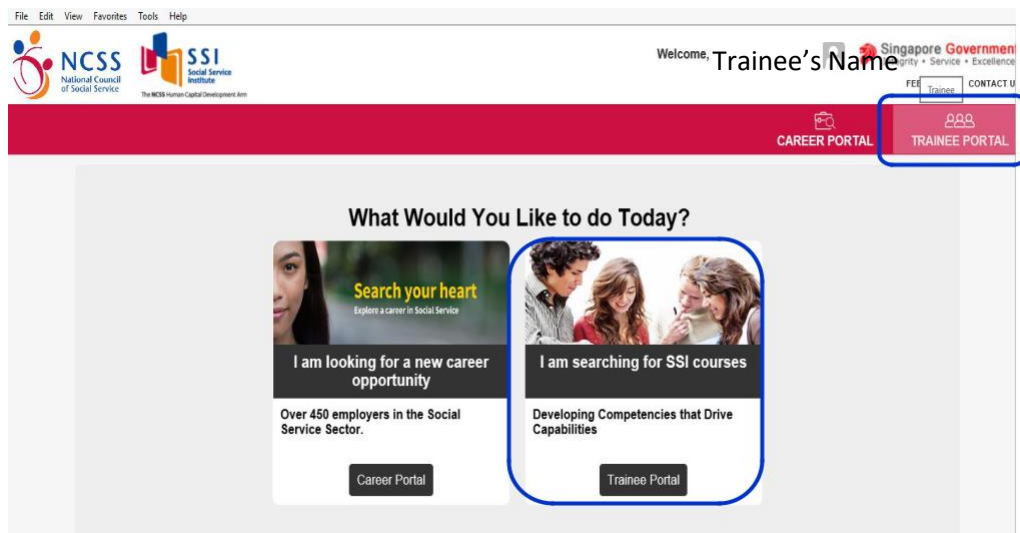


User Guide to Download Electronic Certificate of Attendance/Achievement

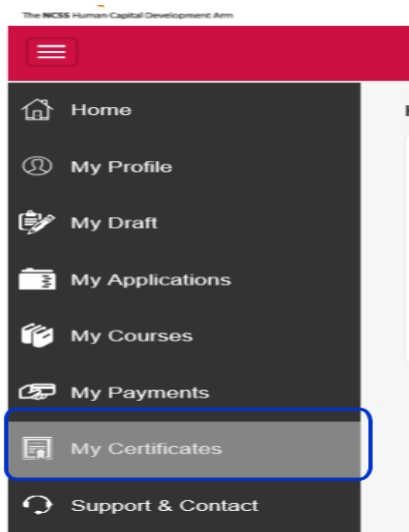
1. Go to <https://e-services.ncss.gov.sg> and login with your SingPass.



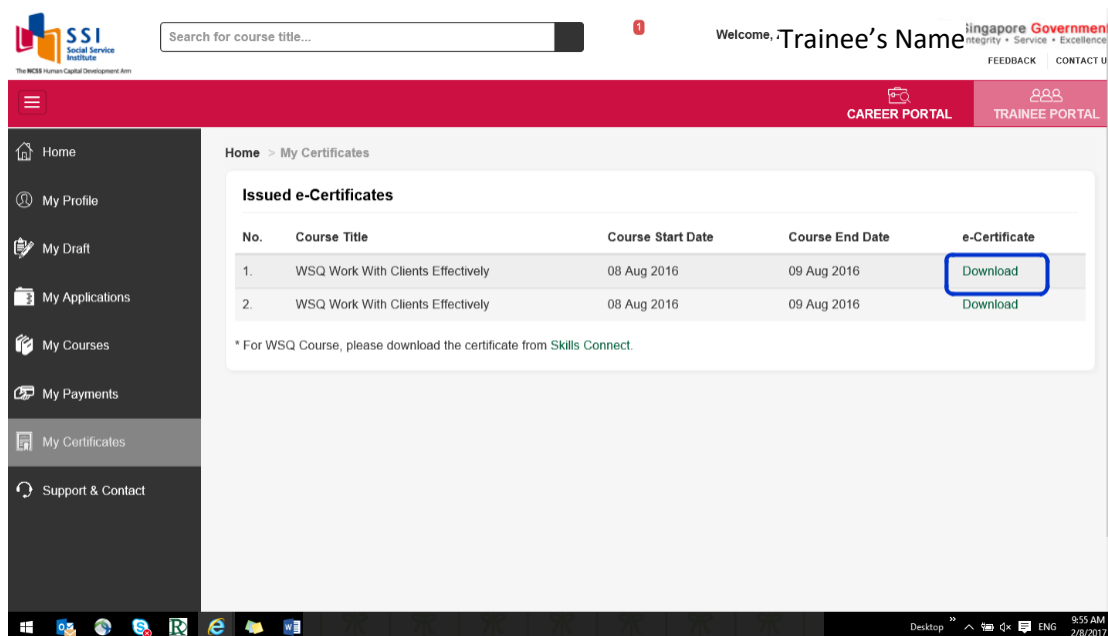
2. Select 'Trainee Portal.'



- At the side panel on the left, click 'My Certificate'.



- Click on 'Download' to view the certificate.



The screenshot shows the SSI 'My Certificates' page. The page has a red header with the SSI logo, a search bar, and a welcome message. The left side panel is visible with 'My Certificates' selected. The main content area shows a table of issued e-certificates. The first row has a 'Download' button highlighted with a blue rectangle. The second row also has a 'Download' button. A note at the bottom of the table states: '* For WSQ Course, please download the certificate from Skills Connect.'

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.

Example of downloaded certificate:



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 28 Sep 2020