

# Online Registration Portal



## User Guide

## iLTMS User Guide for Online Registration Portal

### Contents

Account Creation for Self-Sponsored Learners .....	4
Account Creation .....	4
Via Singpass .....	5
Desktop Login via Singpass app (QR Code) .....	6
Mobile Login via Singpass app (QR Code).....	7
Desktop / Mobile Login via Password.....	8
Via Credentials .....	9
Logging In to SSI Online Registration Portal for Self-Sponsored Learners .....	10
Via Singpass.....	10
Via Credentials .....	11
Forgot Your Credentials Password / Username? .....	12
To Reset Password:.....	12
To Reset Username:.....	12
Account Creation for Organisation-Sponsored .....	14
Account Registration .....	14
Account Creation via Corppass.....	15
Account Creation via Credentials .....	17
Logging In .....	19
Login via Corppass .....	19
Login via Credentials .....	20
Forgot Your Credential Password / Username?.....	21
To Reset Password:.....	21
To Reset Username:.....	21
Administrative Functions for Organisations.....	23
Add Branch.....	23
View / Edit Organisation Profile.....	24
Course Registration .....	26
Course Selection .....	26
View Courses Details and Upcoming Schedule .....	27
Selecting Available Schedules .....	28
Course Registration for Self-Sponsored Learners .....	30
Retrieving from MyInfo.....	31
Course Registration Continued .....	32

Course Registration for Organisation Sponsored Learners.....	35
Course Details .....	35
Multiple Registration .....	36
Upload Trainee Details via CSV .....	40

## **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**".

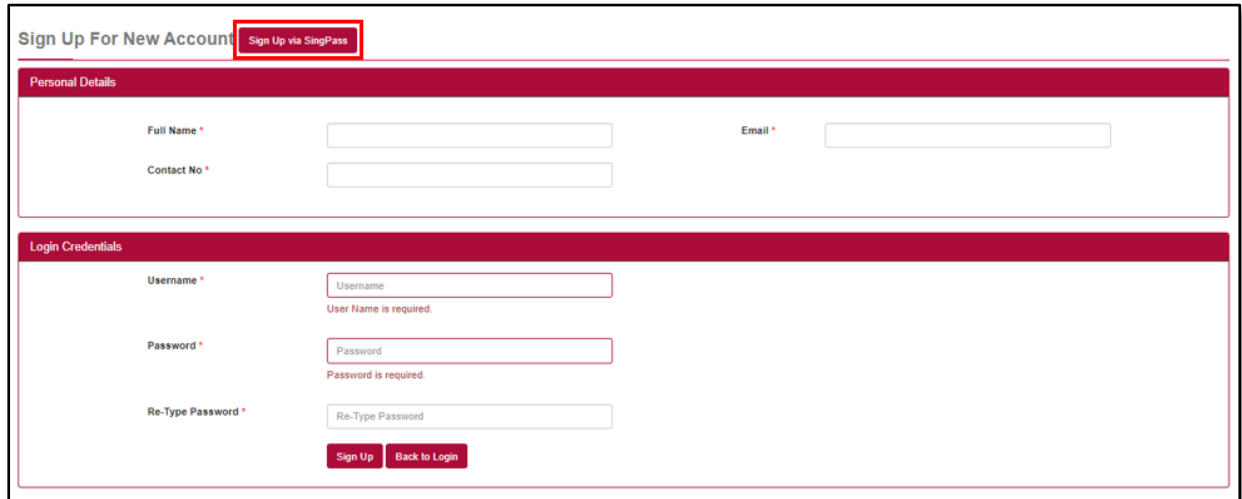
*Picture Reference: Log in Page*

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.*

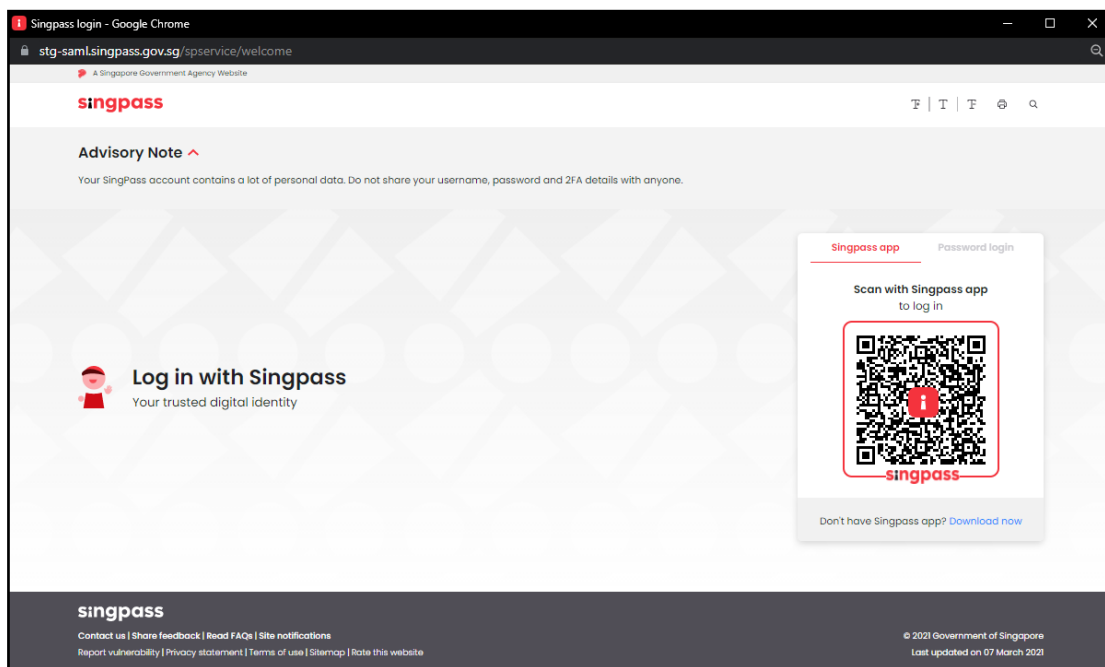
Step 5: Click **“Sign Up via Singpass”** on the Sign Up for New Account page.



*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.*

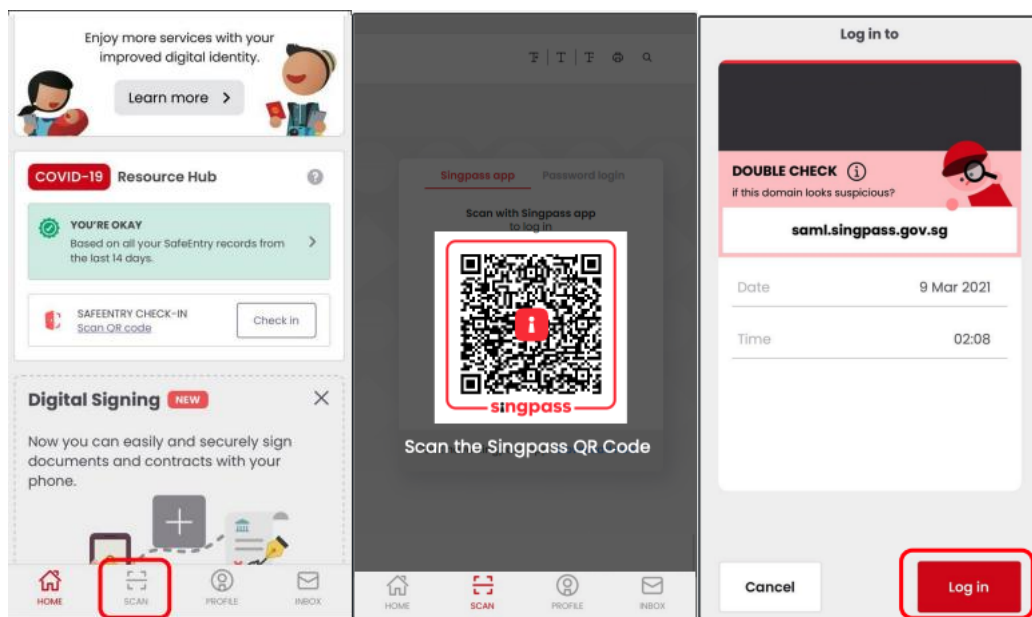


*Picture Reference: Singpass Login Page*

### 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.

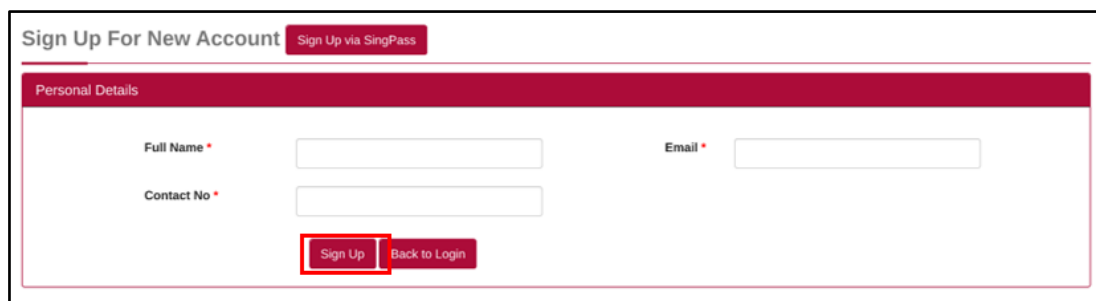


*Picture Reference: Singpass Desktop Login*

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**”

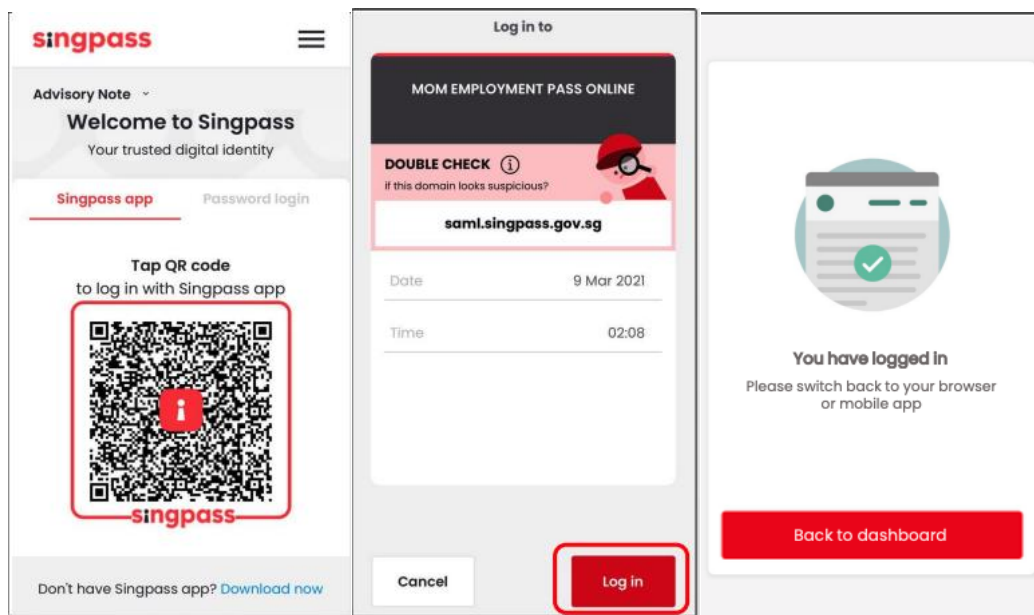


*Picture Reference: Sign Up Page*

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**”.

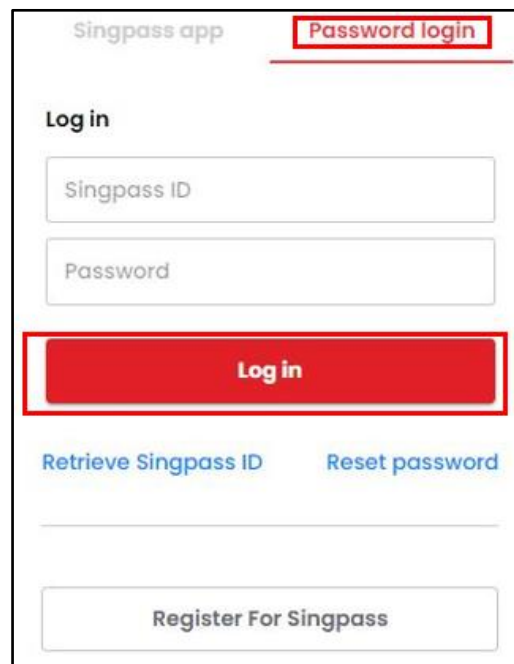
The image shows a screenshot of a web form titled 'Sign Up For New Account'. At the top, there is a red header bar with the title and a button labeled 'Sign Up via SingPass'. Below the header, there is a section titled 'Personal Details' which contains three input fields: 'Full Name', 'Email', and 'Contact No.'. At the bottom of this section, there are two buttons: 'Sign Up' and 'Back to Login'.

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

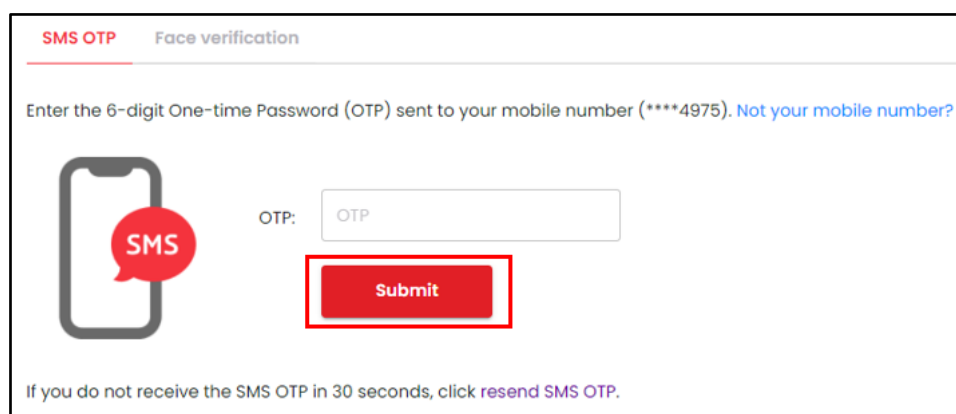
Step 4: Click **“Password Login”** tab on the Singpass Login Page.

A screenshot of the Singpass app login interface. At the top, there are two tabs: 'Singpass app' and 'Password login', with the latter highlighted in red. 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 border. 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 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'.

A screenshot of the Singpass desktop login interface for OTP verification. At the top, there are two tabs: 'SMS OTP' (highlighted in red) and 'Face verification'. 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. On the left, there is an icon of a smartphone with a red speech bubble labeled 'SMS'. To the right of the icon is an input field labeled 'OTP:'. Below the input field is a red button labeled 'Submit', which is highlighted with a red border. At the bottom of the form, there is a note: 'If you do not receive the SMS OTP in 30 seconds, click [resend SMS OTP](#)'.

*Picture Reference: Singpass Desktop Login*

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



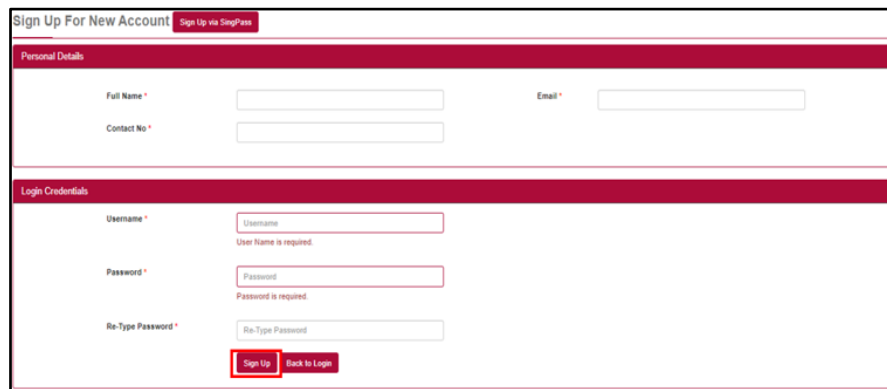
### Via Credentials

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.

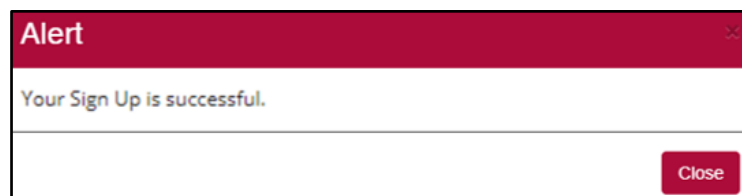


*Picture Reference: Sign Up for New Account*

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:*

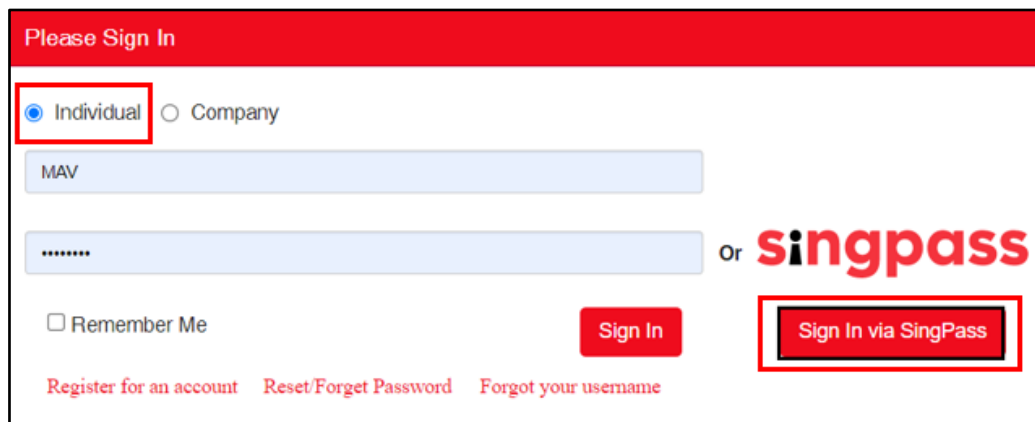
<https://www.Singpass.gov.sg/Singpass>.

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

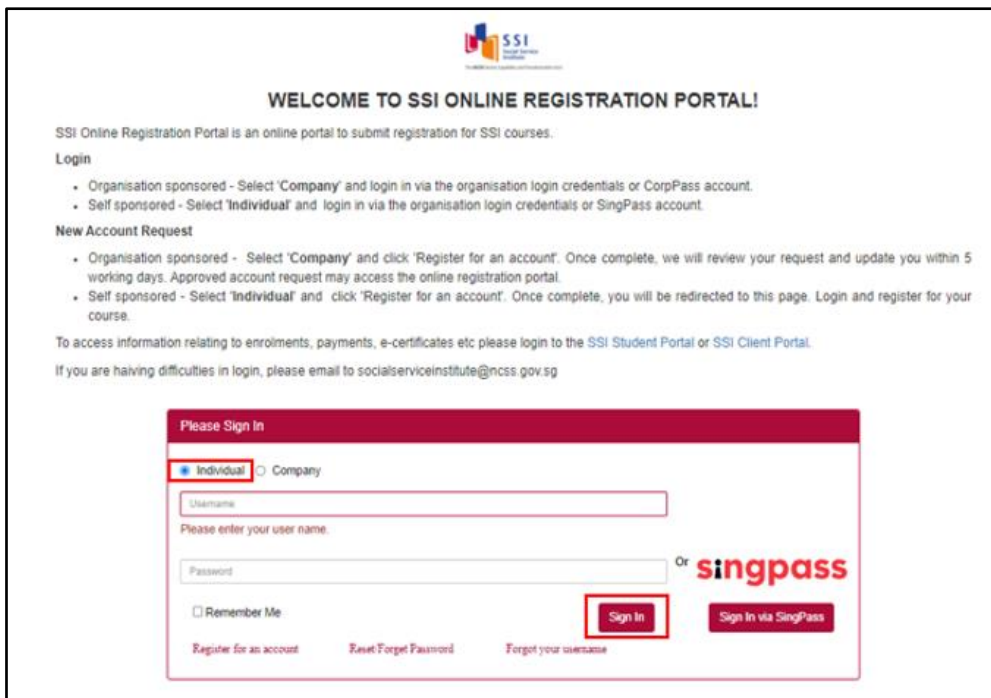
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be directed to the SSI Online Registration Portal's "Log in" page.

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.*



*Picture Reference: Log in Page*

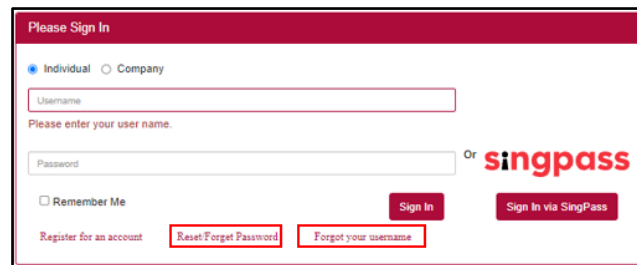
Step 5: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

### ***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.

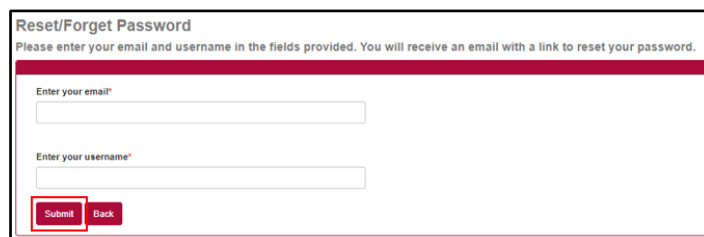
Step 1: Click **“Forgot Password?”** or **“Forgot Username?”** on the Log in Page to reset your password or retrieve your username.



*Picture Reference: Log in Page*

#### **To Reset Password:**

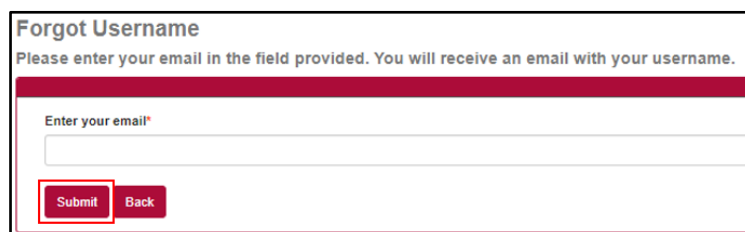
Step 2: Fill in your **“Email”** and **“Username”**, then click **“Submit”**.



*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.

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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](mailto: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](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**".

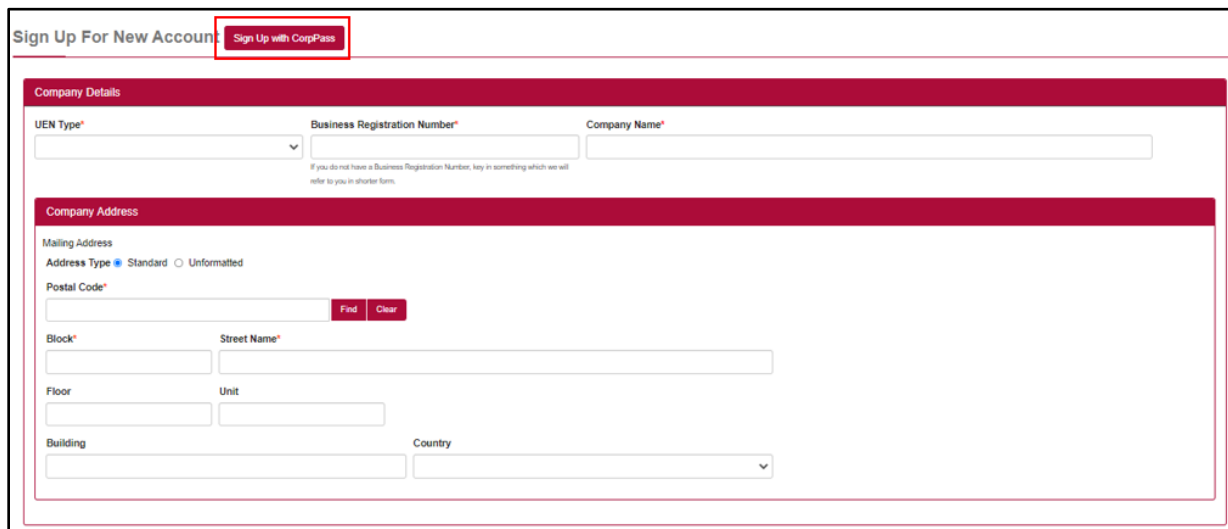
Step 3: Click "**Register for an account**".

*Picture Reference: Log in Page*

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

## Account Creation via Corppass

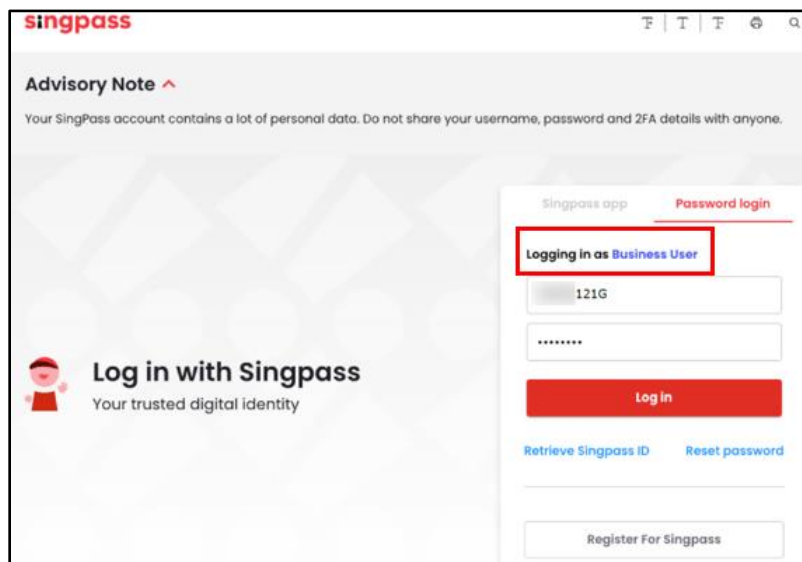
Step 1: From the “**Sign Up for New Account**” page, click “**Sign Up via Corppass**”.

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' (a dropdown menu), 'Business Registration Number' (a text field), and 'Company Name' (a text field). A small 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 with 'Standard' selected and 'Unformatted' as an option. Below this is a 'Postal Code' field with 'Find' and 'Clear' buttons. Further down are fields for 'Block', 'Street Name', 'Floor', 'Unit', 'Building', 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 logo 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.' 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 login form with two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is active, and the 'Logging in as Business User' link is highlighted with a red rectangle. Below this link are fields for '121G' (a text field) and a password field (masked with asterisks). A red 'Log in' button is positioned below these fields. At the bottom of the login form, there are links for 'Retrieve Singpass ID' and 'Reset password', and a 'Register For Singpass' button.

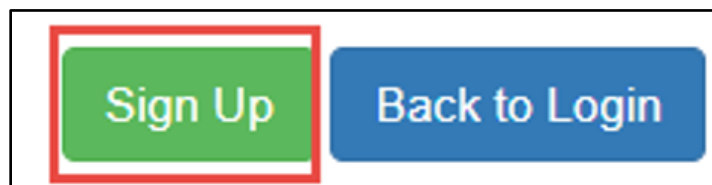
*Picture Reference: Singpass (Corppass) Login*

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.

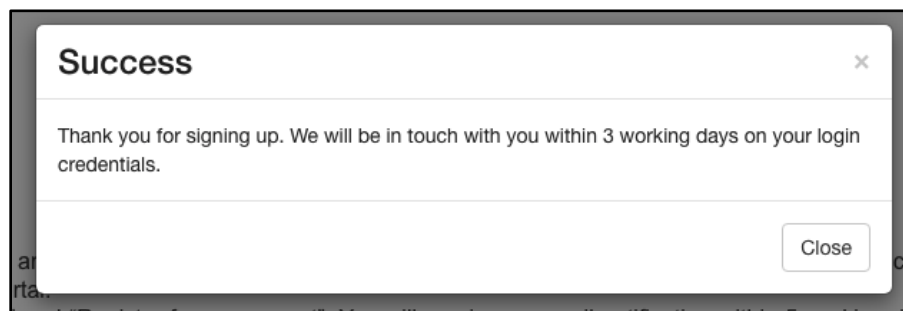
*Picture Reference: Corppass Details*

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

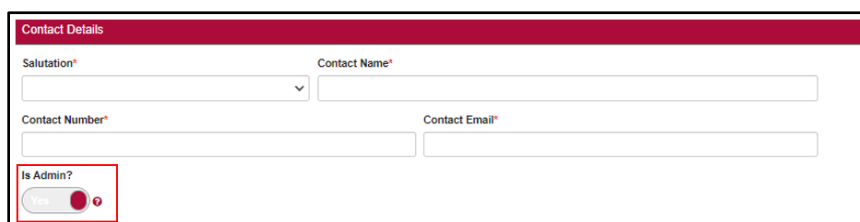
Step 1: To use credentials, you will need to complete the fields in the “[Sign Up for New Account](#)” page.

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.*

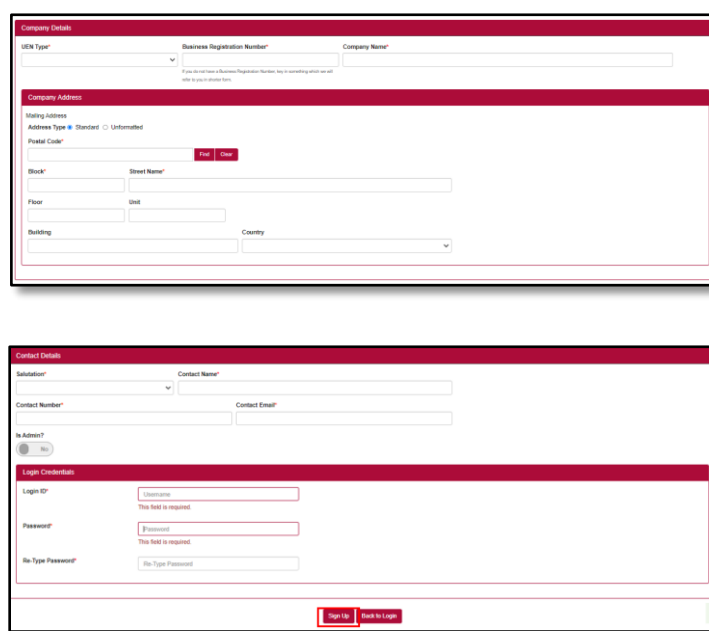
Step 3: If you are the main administrator for your organisation, ensure the “**Is Admin?**” is toggled at “**Yes**”.

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

A screenshot of the 'Contact Details' section of a form. It features a red header bar with the title '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 in the 'Yes' position, which is highlighted by a red rectangular box.

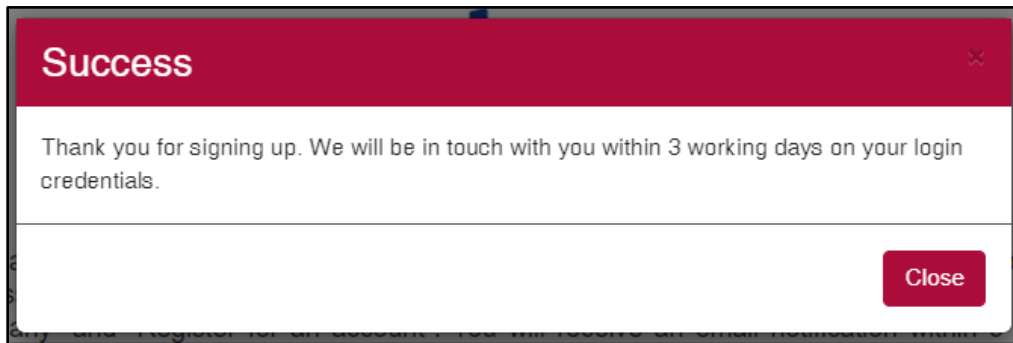
*Picture Reference: Sign Up for New Account*

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

Two screenshots of the 'Sign Up for New Account' form. The top screenshot shows the 'Company Details' and 'Company Address' sections. The 'Company Details' section includes fields for 'UEN Type\*', 'Business Registration Number\*', and 'Company Name\*'. The 'Company Address' section includes a 'Mailing Address' section with 'Address Type' (Standard, Unformatted) and 'Postal Code\*', and a 'Physical Address' section with 'Block\*', 'Street Name\*', 'Floor', 'Unit', 'Building', and 'Country'. The bottom screenshot shows the 'Contact Details' and 'Login Credentials' sections. The 'Contact Details' section is identical to the one in the previous image. The 'Login Credentials' section includes fields for 'Login ID\*', '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.*

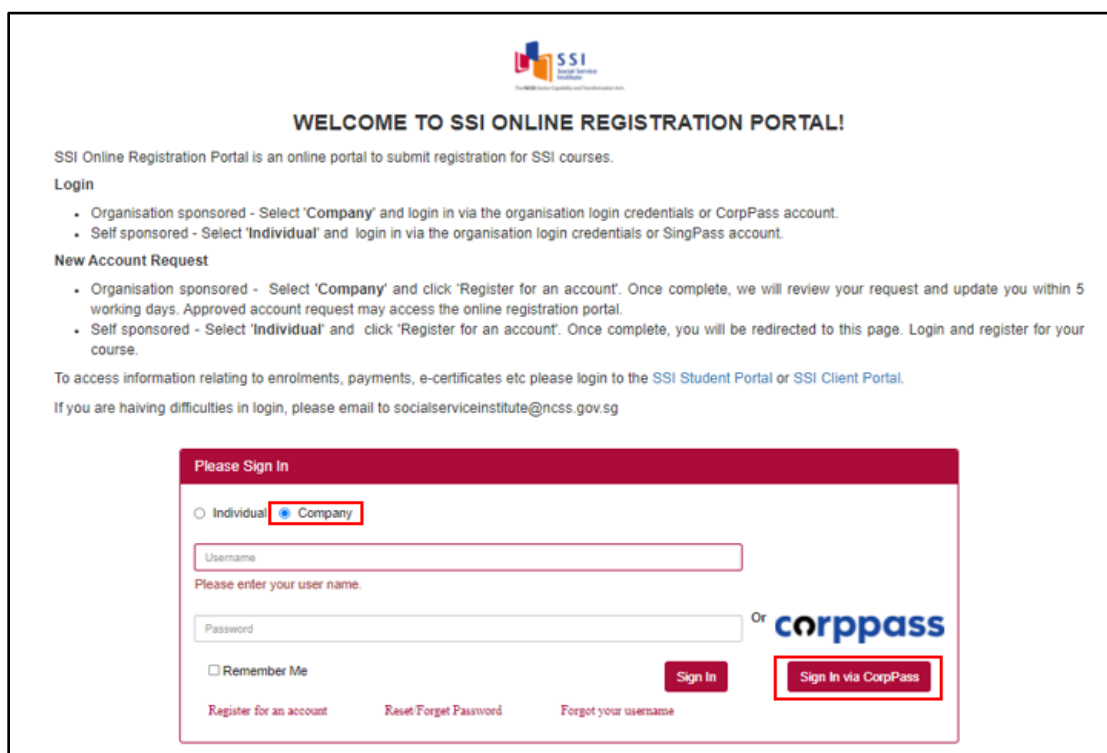
## Logging In

### 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”**. The steps for authentication is 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.*

*Picture Reference: Log in Page*

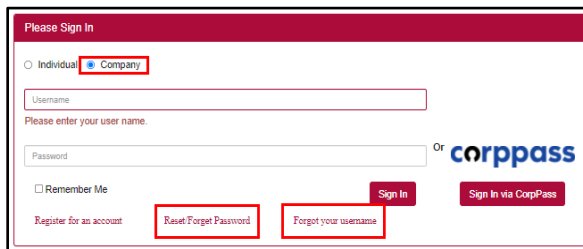
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

## ***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.*

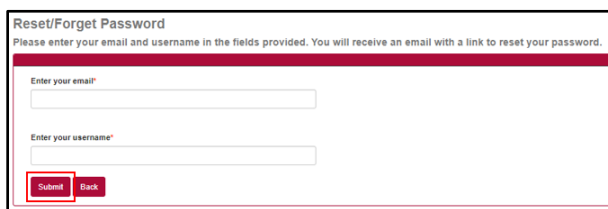
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Log in Page to reset your password or retrieve your username.



*Picture Reference: Log in Page*

### To Reset Password:

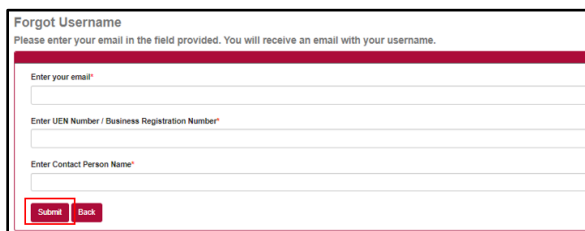
Step 2: Fill in your “**Email**” and “**Username**”, then click “**Submit**”.



*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.*

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.

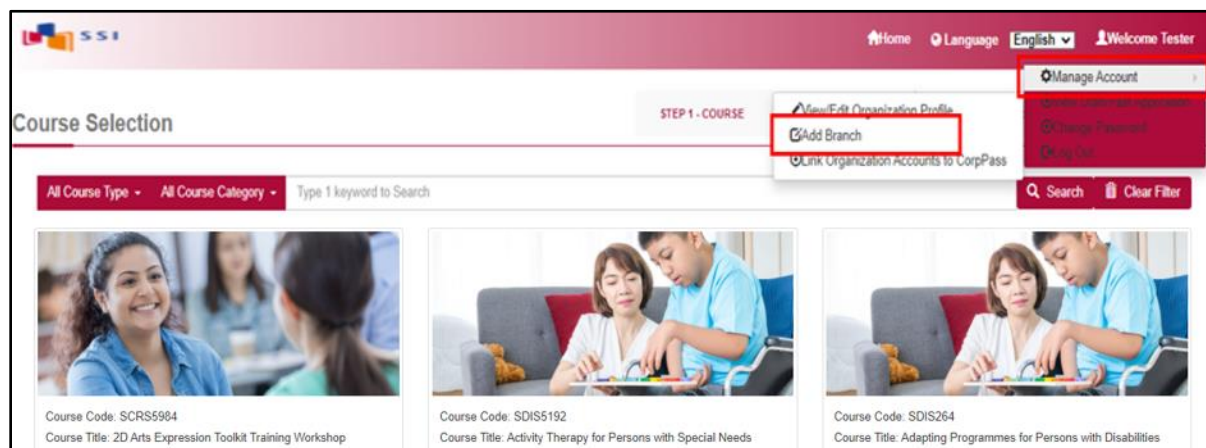
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at [socialserviceinstitute@ncss.gov.sg](mailto:socialserviceinstitute@ncss.gov.sg).

## 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.

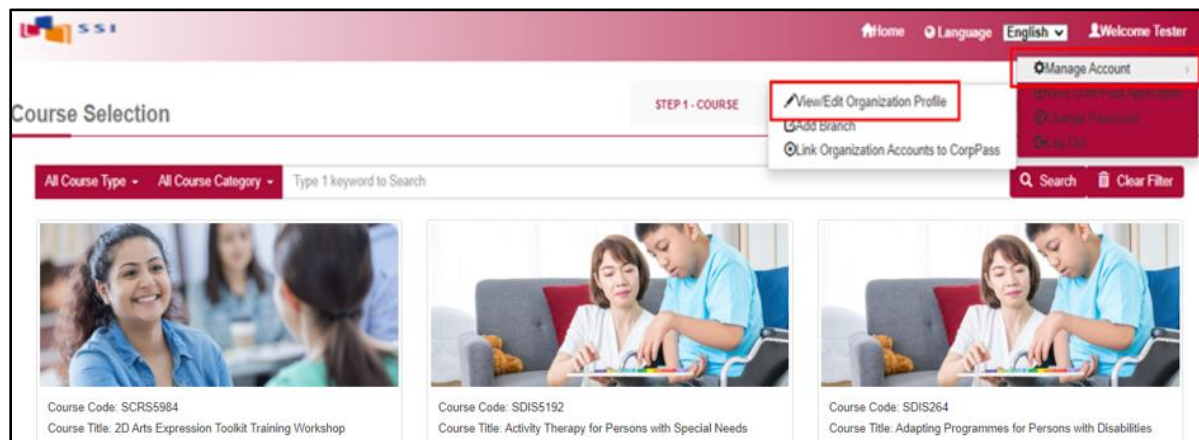
*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

A screenshot of the 'Add Branch' form. The form is divided into three main sections: 'Branch Name', 'Branch Address', and 'Contact Person Details'. The 'Branch Name' section has a single text input field. The 'Branch Address' section includes a 'Mailing Address' label, an 'Address Type' dropdown (set to 'Standard'), a 'Postal Code' field with 'Find' and 'Clear' buttons, and fields for 'Block', 'Street Name', 'Floor', 'Unit', 'Building', and 'Country'. The 'Contact Person Details' section has a 'Contact Person' dropdown, a link to 'Add New Contact Person', and checkboxes for 'Billing Contact Person' and 'Operation Contact Person'. An 'Add Branch' button is at the bottom right.

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.*

View/Edit Organization Profile

Branch: Testcompany

**Branch Detail**

Branch Name: Testcompany

UEN Type: N/A

UEN No:

SME company: No

Industry Sector\*:

Sub Business Unit:

**Branch Address**

Address Type: Standard Unformatted

Address\*:

Tong Bahru

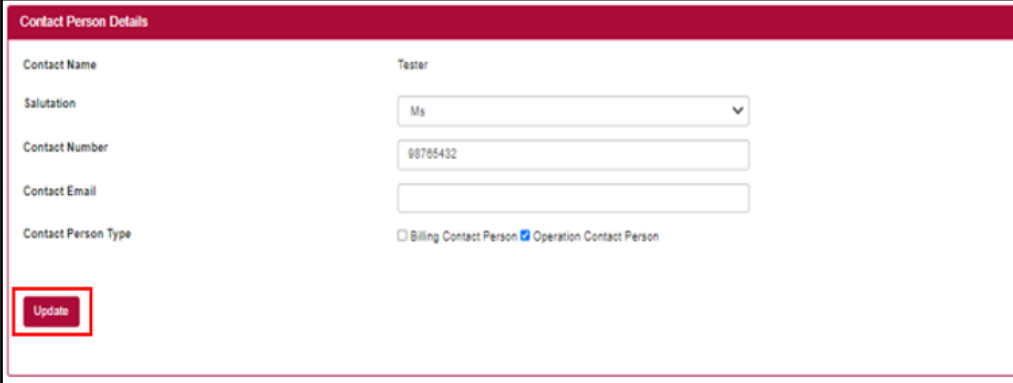
Update

*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.

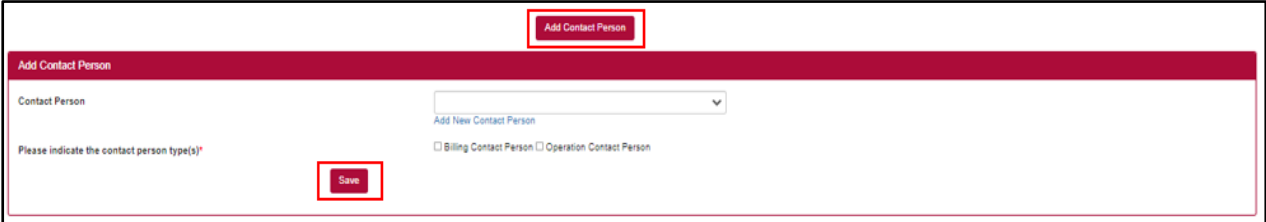


The screenshot shows a form titled "Contact Person Details" with a maroon header. The form contains the following fields: "Contact Name" (with "Tester" entered), "Salutation" (a dropdown menu showing "Ms"), "Contact Number" (with "98765432" entered), and "Contact Email" (an empty text box). Below these is the "Contact Person Type" section with two radio buttons: "Billing Contact Person" (unchecked) and "Operation Contact Person" (checked). At the bottom left, the "Update" button is highlighted with a red rectangle.

*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 maroon header. At the top, an "Add Contact Person" button is highlighted with a red rectangle. The form contains a "Contact Person" dropdown menu (showing "Add New Contact Person"), a red asterisk indicating a required field, and the text "Please indicate the contact person type(s)". Below this are two radio buttons: "Billing Contact Person" (unchecked) and "Operation Contact Person" (unchecked). At the bottom center, the "Save" button is highlighted with a red rectangle.

*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.*

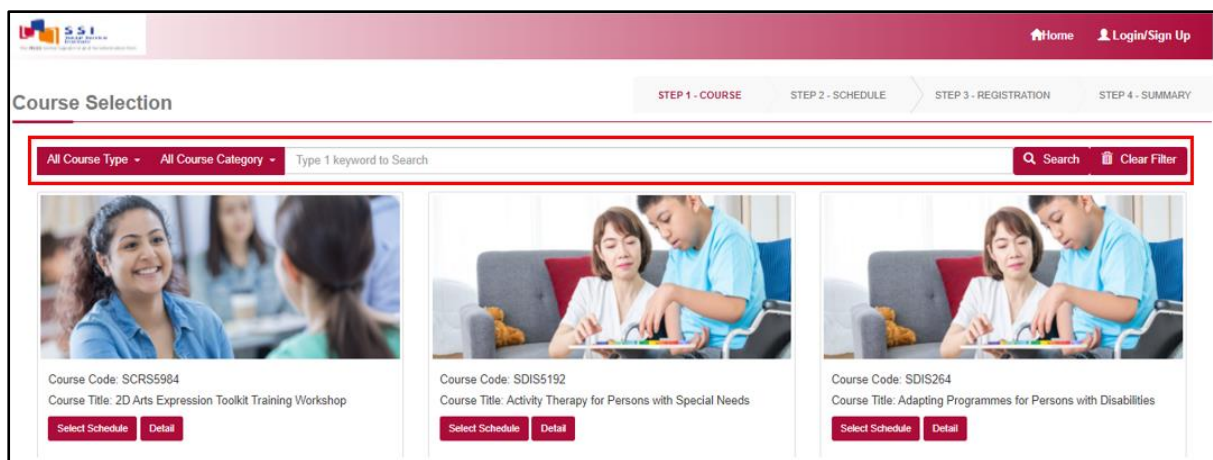
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration#/Course>. You will be directed to the “**Course Selection Page**”.

*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*

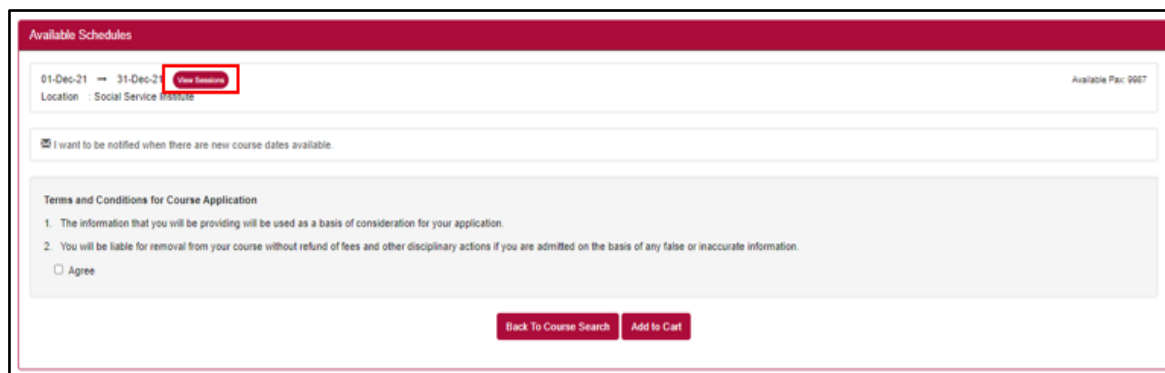
Step 2: A pop-up message will appear displaying the courses details. If you clicked “**Details**”. Click “**Close**” to view another course.

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

### Selecting Available Schedules

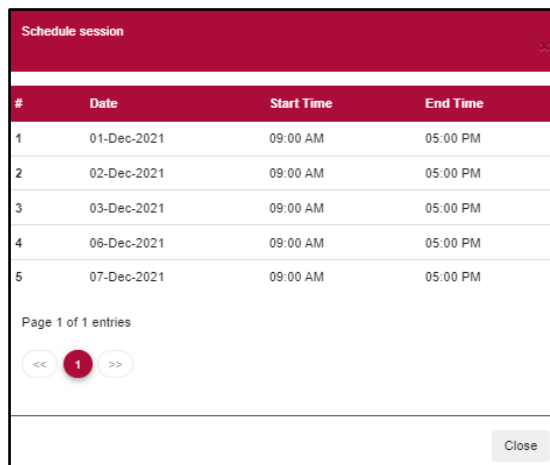
Step 1: You will be redirected a “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “Available Schedules”.

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.



#	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

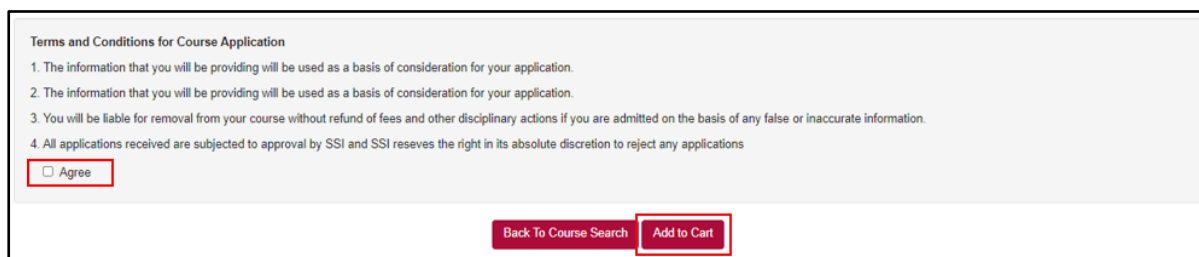
*Picture Reference: Schedule Session Pop-up*

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

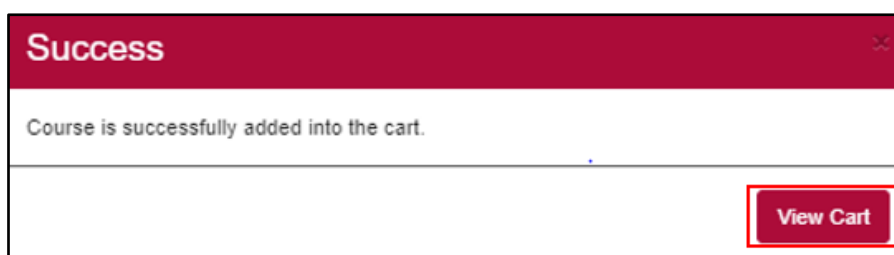
☐ Agree

Back To Course Search Add to Cart

*Picture Reference: Schedule Selection Page*

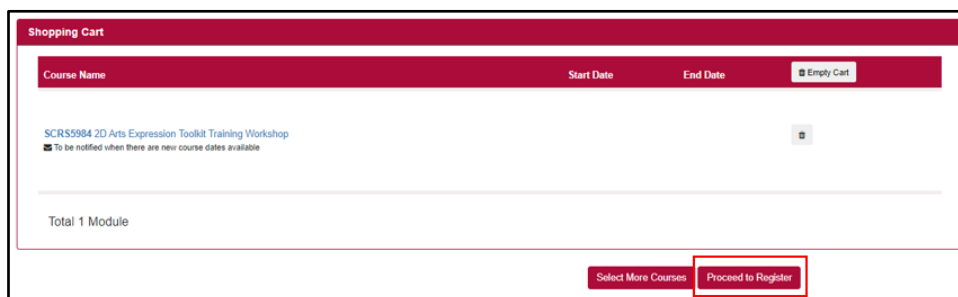
Step 6: A pop-up message will appear, indicating the course selection is successful.

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



*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			

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 [“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

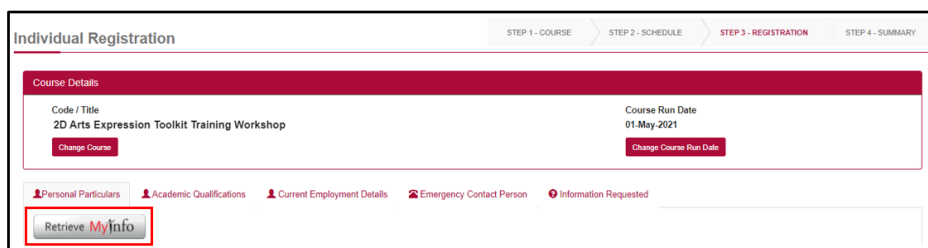
*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

The screenshot displays the 'Individual Registration' page. At the top, a progress bar shows four steps: STEP 1 - COURSE, STEP 2 - SCHEDULE, STEP 3 - REGISTRATION (highlighted in red), and STEP 4 - SUMMARY. Below this, the 'Course Details' section is highlighted with a red header. It contains two fields: 'Code / Title' with the value '2D Arts Expression Toolkit Training Workshop' and a 'Change Course' button, and 'Course Run Date' with the value '01.May.2021' and a 'Change Course Run Date' button. Below the course details, there are five tabs: 'Personal Particulars' (selected and highlighted in red), 'Academic Qualifications', 'Current Employment Details', 'Emergency Contact Person', and 'Information Requested'. At the bottom left of the tabs, there is a 'Retrieve MyInfo' button.

*Picture Reference: Individual Registration Page*

### Retrieving from MyInfo

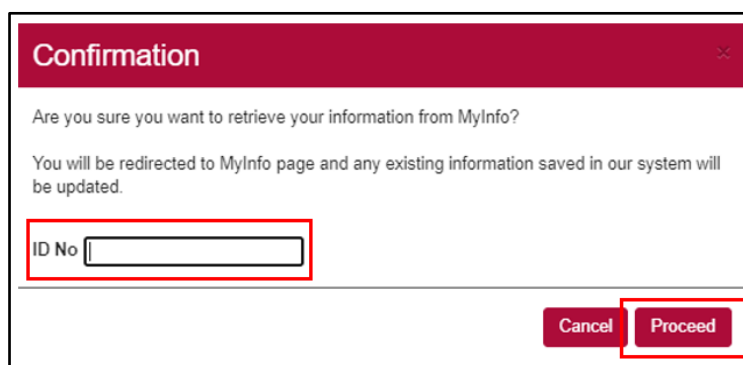
Step 1: You can also use MyInfo to auto-populate your personal particulars **“Retrieve MyInfo”**.



*Picture Reference: Individual Registration*

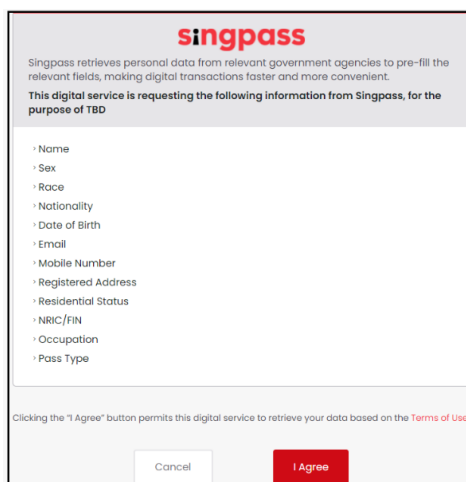
Step 2: A pop-up message will appear when you click **“Retrieve MyInfo”**.

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



*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.



*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.



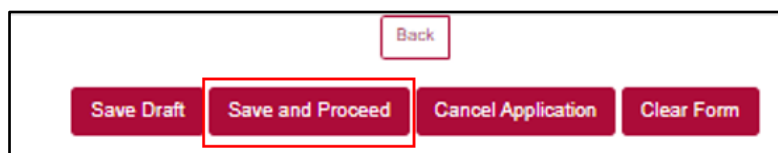
**PERSONAL DATA PROTECTION ACT (PDPA)**

- 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

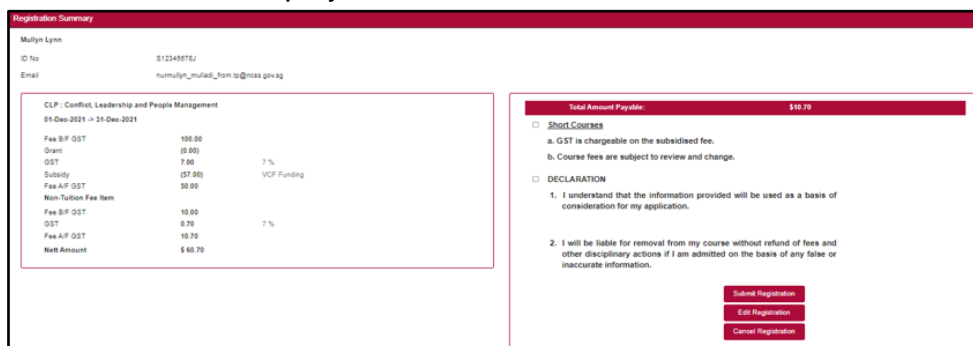
*Picture Reference: Individual Registration Page*

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**

Mulyan Lynn  
ID No: S12345678  
Email: mulyan\_mula@ncss.gov.sg

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

Item	Amount	Notes
Fee B/F GST	100.00	
Grant	(0.00)	
GST	7.00	7 %
Scholarship	(07.00)	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	
<b>Nett Amount</b>	<b>\$ 60.70</b>	

**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

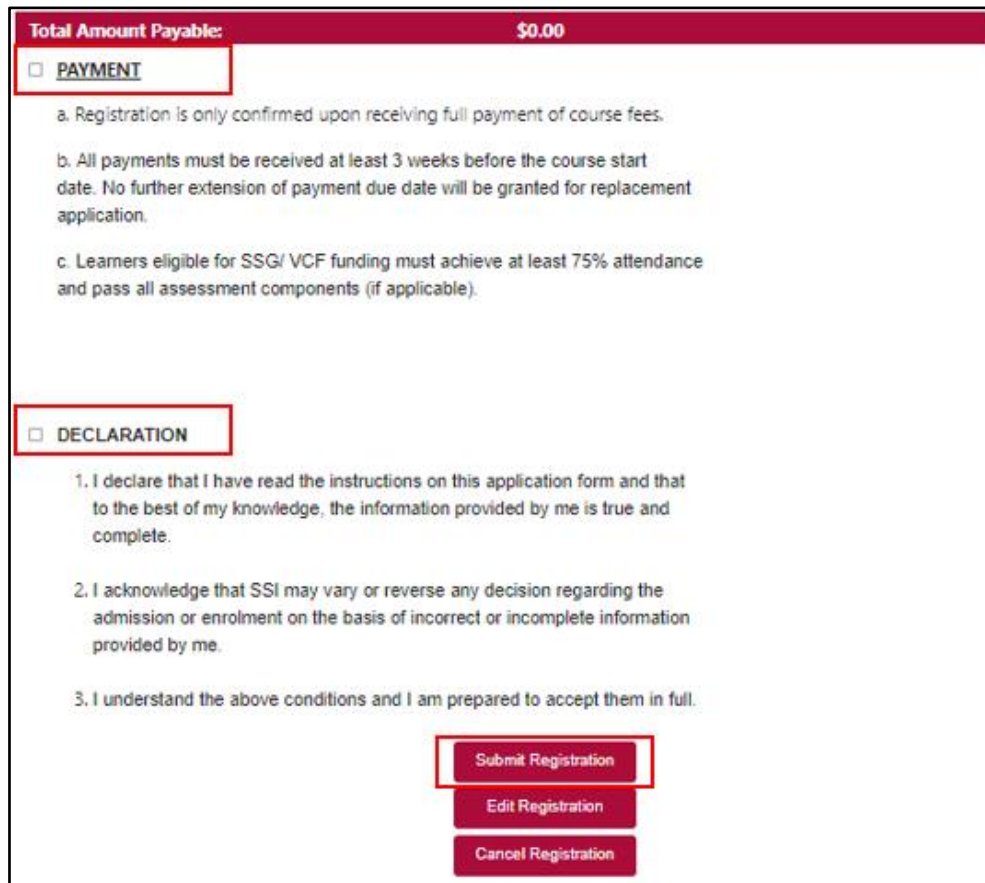
*Picture Reference: Registration Summary Page*



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.

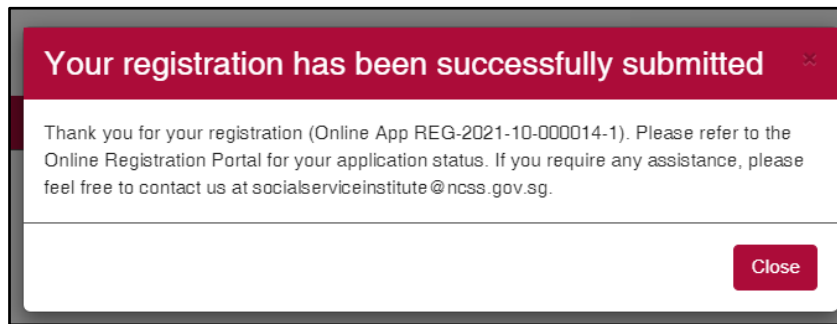
A screenshot of a registration summary page. At the top, a red header bar contains the text "Total Amount Payable:" on the left and "\$0.00" on the right. Below this, there are two sections, each with a red-bordered box containing a checkbox and a label. The first section is labeled "PAYMENT" and contains 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 labeled "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 right of the form, there are three red buttons stacked vertically: "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' form with the following fields and sections:

- Branch Name\***: Dropdown menu with 'Testcompany' selected.
- Company Name**: Text field with 'Testcompany'.
- UEN Type**: Text field with 'N/A'.
- UEN No**: Text field.
- Billing Contact Person**: Text field.
- Contact Number**: Text field.
- Contact Person Email**: Text field.
- Operation Contact Person**: Text field with 'Tester'.
- Contact Number**: Text field.
- Contact Person Email**: Text field.
- Operation Contact Person**: Dropdown menu with 'Tester' selected.
- SME\***: Radio button group with 'No' selected.
- Industry Sector\***: Dropdown menu.
- Sub Business Unit**: Text field.
- Billing Contact Person\***: Dropdown menu.
- Company Address**: Text field with 'Tiong Bahru'.
- Address Line1**: Text field.
- Address Line2**: Text field.
- Address Line3**: Text field.

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 fields and buttons:

- Code / Title**: Text field with '2D Arts Expression Toolkit Training Workshop'.
- No of Seat**: Text field with '1'.
- Course Run Date**: Text field with '01-May-2021'.
- Change Course**: Button.
- Change No of Seats**: Button.
- Change Course Run Date**: Button.

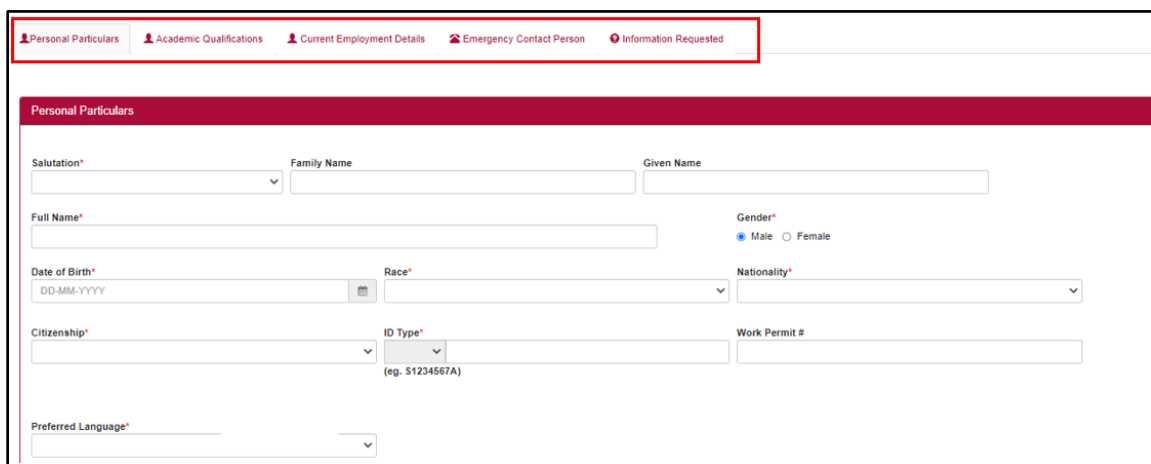
Picture Reference: Company Registration Page

### 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 image shows a web form titled 'Personal Particulars' with a red header bar. Above the form is a navigation bar with five tabs: 'Personal Particulars', 'Academic Qualifications', 'Current Employment Details', 'Emergency Contact Person', and 'Information Requested'. The 'Personal Particulars' tab is active. The form contains several fields: 'Salutation\*' (dropdown), 'Family Name' (text), 'Given Name' (text), 'Full Name\*' (text), 'Gender\*' (radio buttons for Male and Female), 'Date of Birth\*' (calendar icon and DD-MM-YYYY format), 'Race\*' (dropdown), 'Nationality\*' (dropdown), 'Citizenship\*' (dropdown), 'ID Type\*' (dropdown with example 'S1234567A'), 'Work Permit #' (text), and '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”** 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, 987645333, 9876543, testing@mailinator.com. The 'Upload Document' column has a button labeled 'Upload Document', and the 'Action' column has a checkmark and a delete icon. Below the table 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 is a section titled 'Upload Application Remarks:' with two numbered points. At the bottom, there are three buttons: 'Save Draft', 'Save and Proceed' (highlighted with a red box), and 'Cancel Application'.

S/N	Name	ID No	Contact No	Email	Upload Document	Action
1	Jane	987645333	9876543	testing@mailinator.com	Upload Document	

**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 authorised 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](#)

Save Draft Save and Proceed Cancel Application

*Picture Reference: Company Registration Page*

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

Save Draft Save and Proceed Cancel Application

*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**

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: 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 transe(e)s will be \_\_\_\_\_ re 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 SSGI 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.

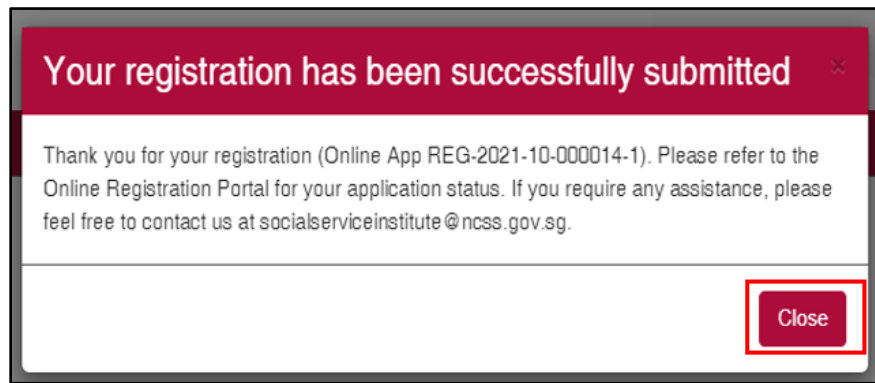
Picture Reference: Registration Summary Page

*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"**.

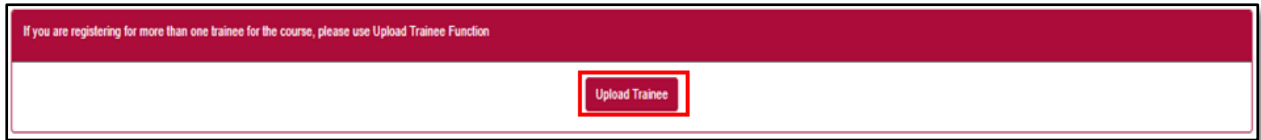


*Picture Reference: Successful Pop-up Message*

### 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”**.

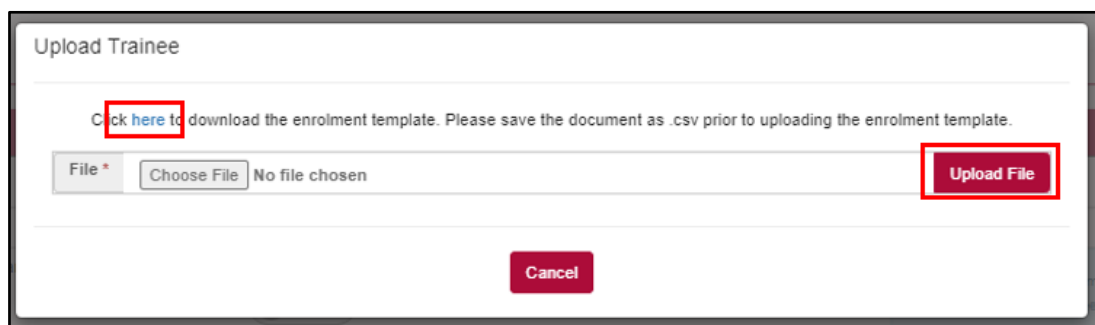


*Picture Reference: Company Registration Page*

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*

*- 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*