



Step-By-Step Scholarship Application Guide

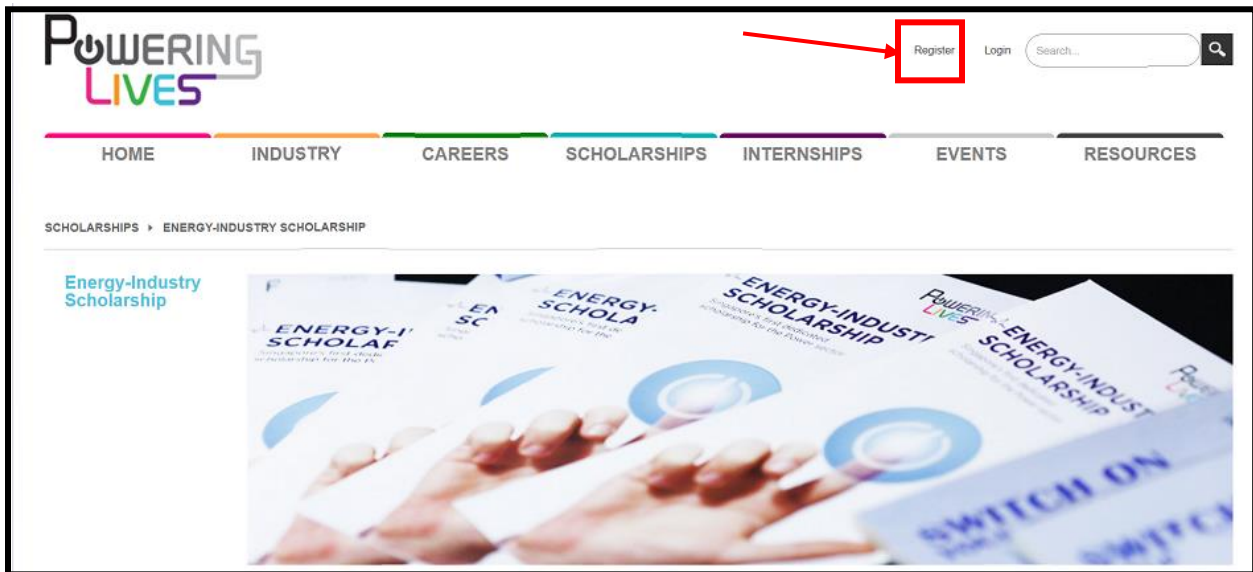


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Step 1: Create an Account

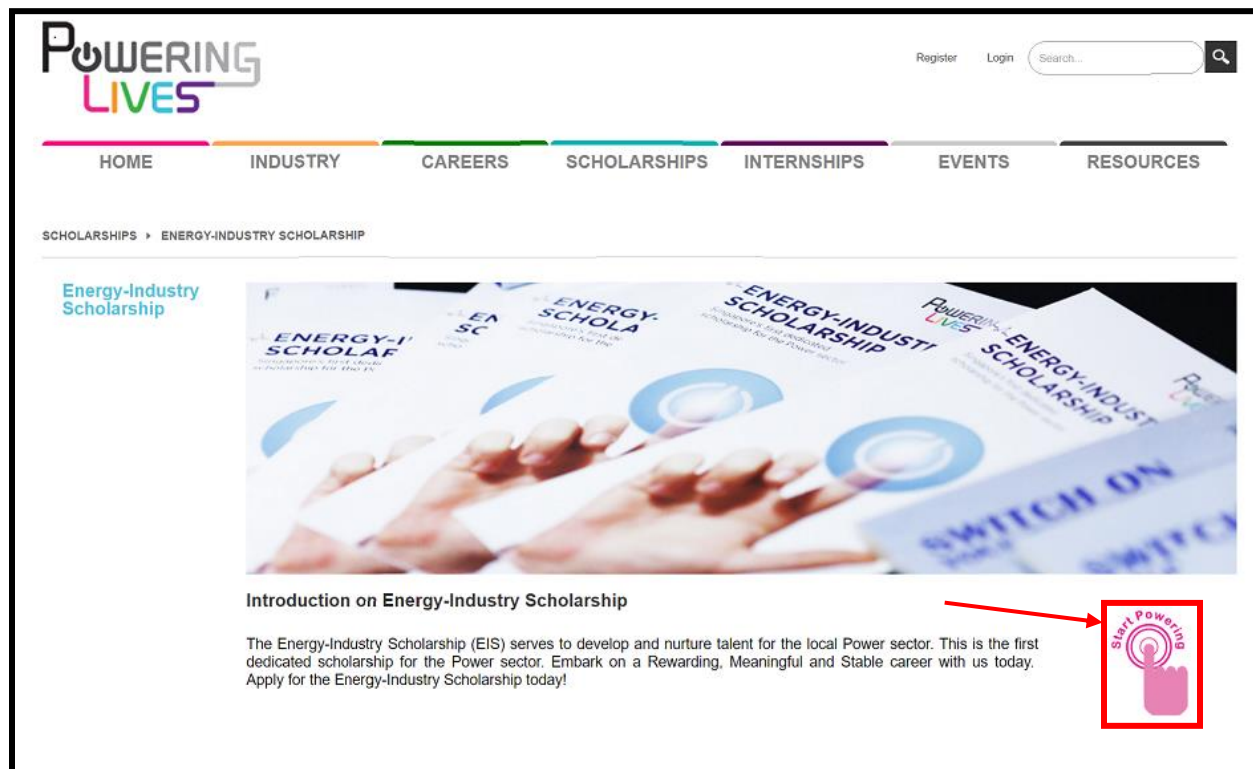
Step 1.1 Click on “**Register**” in the following screen:



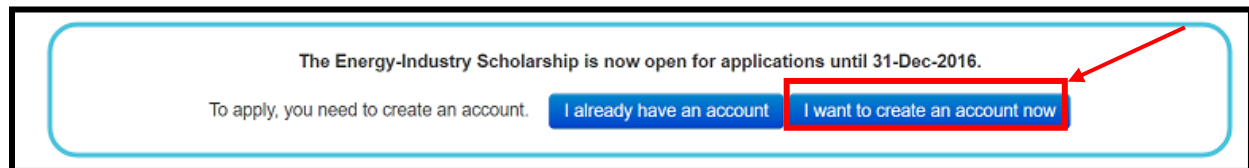
OR



Click on the **button** in the SCHOLARSHIPS >> Energy-Industry Scholarship Page as seen below:



Thereafter, click on the “**I want to create an account now**” button.

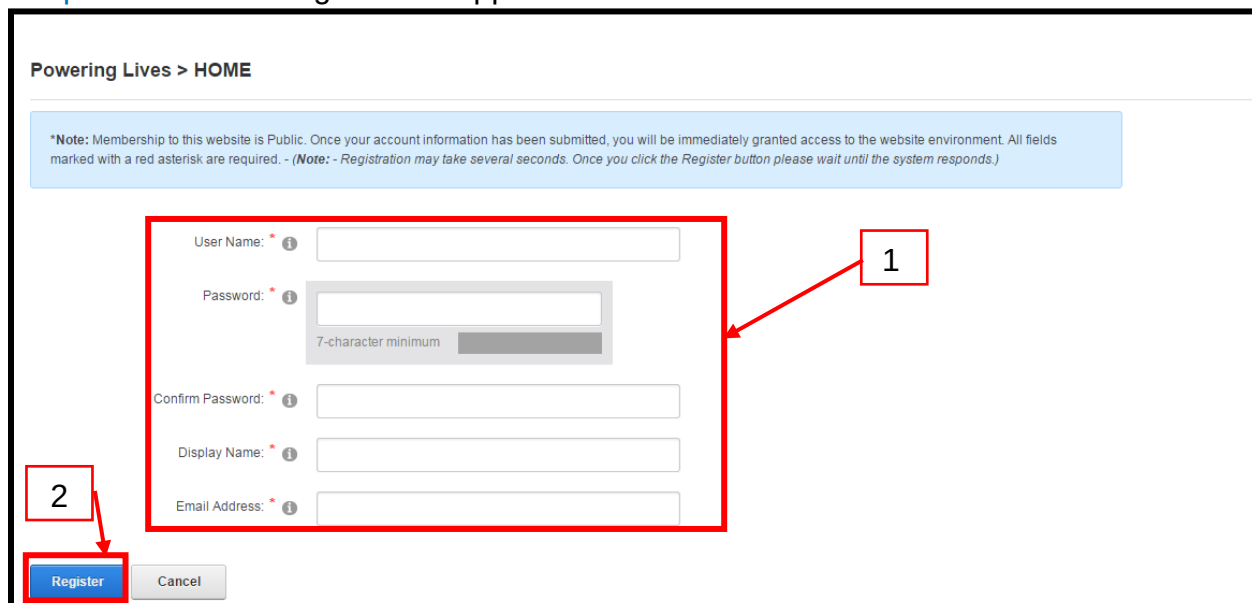


The Energy-Industry Scholarship is now open for applications until 31-Dec-2016.

To apply, you need to create an account. [I already have an account](#) [I want to create an account now](#)

A red arrow points to the "I want to create an account now" button, which is highlighted with a red box.

Step 1.2 The following window appears:



Powering Lives > HOME

*Note: Membership to this website is Public. Once your account information has been submitted, you will be immediately granted access to the website environment. All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

1

2

User Name: *

Password: *
7-character minimum

Confirm Password: *

Display Name: *

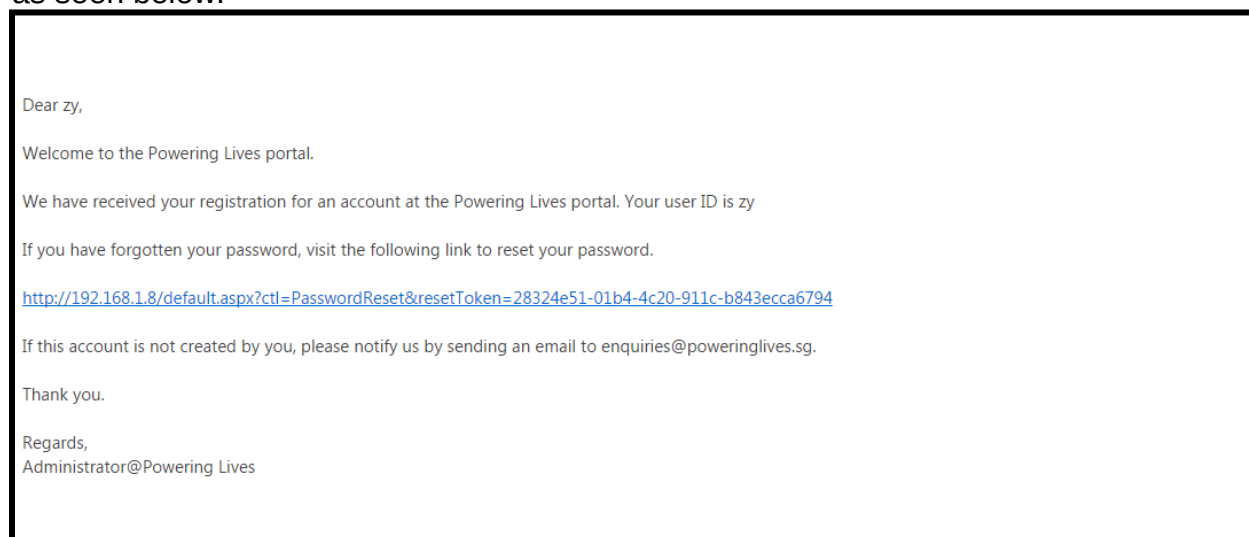
Email Address: *

[Register](#) [Cancel](#)

A red box labeled '1' encompasses the registration fields. A red box labeled '2' encompasses the Register and Cancel buttons. A red arrow points from box 1 to the Register button.

Fill in all the mandatory fields and click on the “**Register**” button to create an account.

Upon successful creation of account, you will receive an email confirmation notification as seen below:



Dear zy,

Welcome to the Powering Lives portal.

We have received your registration for an account at the Powering Lives portal. Your user ID is zy

If you have forgotten your password, visit the following link to reset your password.

<http://192.168.1.8/default.aspx?ctl=PasswordReset&resetToken=28324e51-01b4-4c20-911c-b843ecca6794>

If this account is not created by you, please notify us by sending an email to enquiries@poweringlives.sg.

Thank you.

Regards,
Administrator@Powering Lives

Step 2: Start Scholarship Application

Step 2.1 With the account created in Step 1, login to access the application form.

UserLoginPage

Username:

Password:

1

2

Login


Cancel

☐ Remember Login

Register

Reset Password

Step 2.2 Once you are logged in, go to the SCHOLARSHIPS >> Energy-Industry

Scholarship Page and click on the  button as seen below:


POWERING LIVES

Register Login Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

Energy-Industry Scholarship



Introduction on Energy-Industry Scholarship

The Energy-Industry Scholarship (EIS) serves to develop and nurture talent for the local Power sector. This is the first dedicated scholarship for the Power sector. Embark on a Rewarding, Meaningful and Stable career with us today. Apply for the Energy-Industry Scholarship today!

Start Powering Lives

Step 2.3 Click on the “**Apply Now**” button to begin the application process.

The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

I want to apply for the Energy-Industry Scholarship!

Apply now

Step 3: Check Scholarship Eligibility

A general assessment will first be conducted to determine your eligibility to apply for the scholarship. The eligibility page is as follows:

POWERING LIVES

demo Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

This form may take you up to 15 minutes to complete.

Please help us to assess your eligibility to apply for the Energy-Industry Scholarship by answering some questions.

Select status

Which Institution of Higher Learning (IHL) are you currently studying in or intending to study in (i.e. scholarship tier applying for)?

What course do you intend to take or are taking up?

Intended Mode of Study ☒ Full-time ☐ Part-time

What type of scholarship would you like to apply for? ☒ Full-term ☐ Mid-term

Have you started your studies? ☒ Yes ☐ No

Have you commenced studies for less than three months? ☒ Yes ☐ No

Apply for EIS (Full-Term) **Start over**

1

2

3

1

**Check
Eligibility
Fields**

Fields in the eligibility check page are populated one at a time. The subsequent question will be populated based on your response to the earlier questions.

If Other Engineering Disciplines is selected for the field, “What course do you intend to take or are taking up?”, you must state the course in the textbox field provided.

For “Which Institution of Higher Learning (IHL) are you currently studying in or intending to study?”, please state the IHL that your scholarship application is for. (e.g. if you are an existing ITE student who is applying for polytechnic placement, please state the specific polytechnic which you have applied, for the purpose of this Energy-Industry Scholarship application)

There are four types of scholarship to apply, and they are as follows:

- Institute of Technical Education (Full-Term)
- Institute of Technical Education (Mid-Term)
- Polytechnic (Full-Term)
- Polytechnic (Mid-Term)

If you see the below message, please email us at EMA_HumanCapital@ema.gov.sg for us to assess your eligibility in applying for the scholarship.

Thank you for your interest in the Energy-Industry Scholarship. Please email to EMA_HumanCapital@ema.gov.sg for further assessment.

2

**Apply for
EIS (Full-
Term) OR
Apply for
EIS (Mid-
Term)
Button**

Based on the specified parameters, the system has assessed that you are eligible to apply for the scholarship.

Click the “**Apply for EIS**” button to proceed with the application.

3

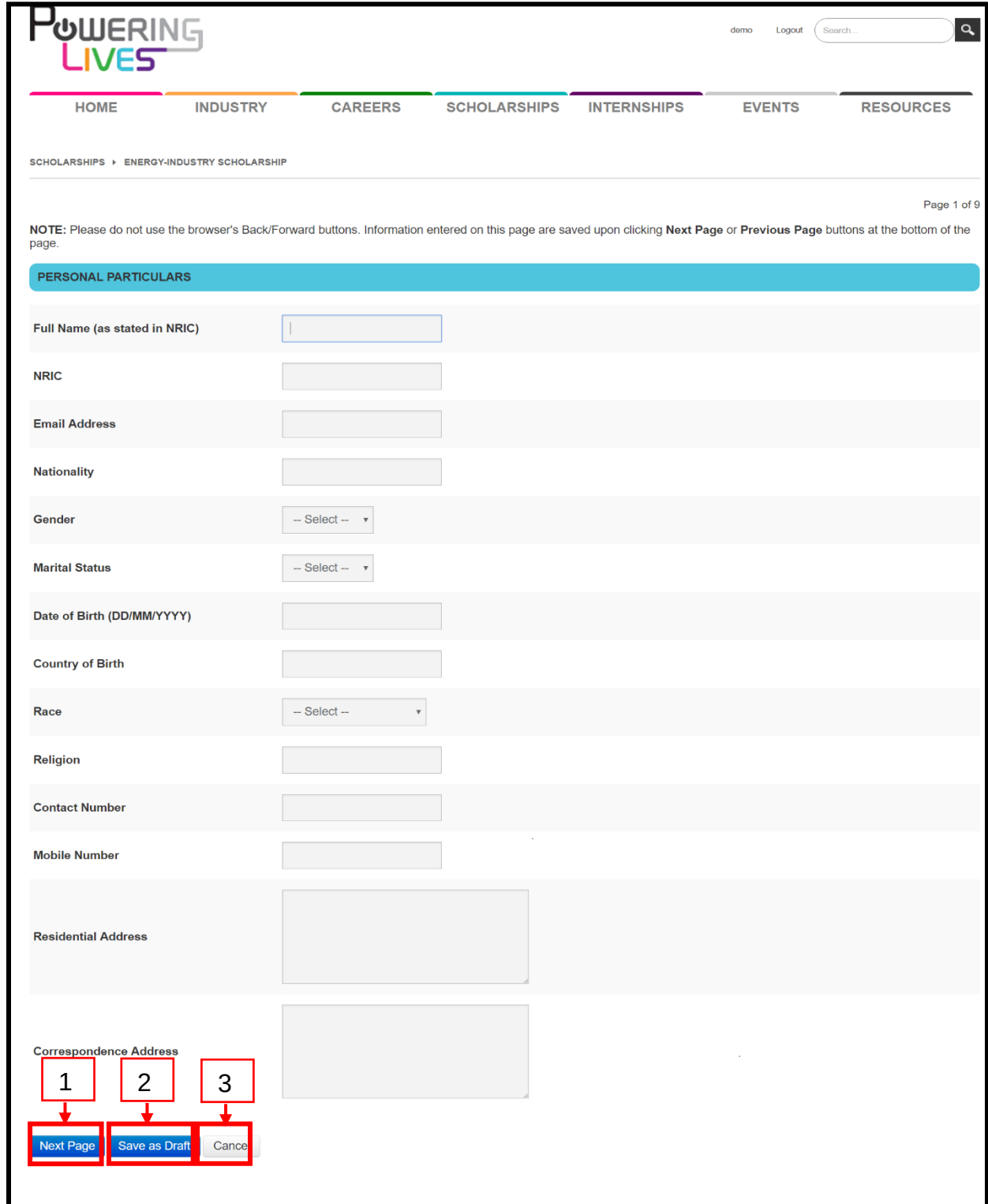
**Start over
Button**

Should you decide to re-enter the fields required, please click on the “**Start over**” button to restart the eligibility check.

This action will reset the form.

Step 4: Fill in Scholarship Application Form

After clicking on the “**Apply for EIS**” button, you can start to fill in the scholarship application form.



The screenshot shows the 'POWERING LIVES' scholarship application form. The navigation bar includes links for HOME, INDUSTRY, CAREERS, SCHOLARSHIPS, INTERNSHIPS, EVENTS, and RESOURCES. The current page is 'SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP'. A note at the top states: 'NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking **Next Page** or **Previous Page** buttons at the bottom of the page.'

The form is titled 'PERSONAL PARTICULARS' and contains the following fields:

- Full Name (as stated in NRIC)
- NRIC
- Email Address
- Nationality
- Gender (Dropdown menu: -- Select --)
- Marital Status (Dropdown menu: -- Select --)
- Date of Birth (DD/MM/YYYY)
- Country of Birth
- Race (Dropdown menu: -- Select --)
- Religion
- Contact Number
- Mobile Number
- Residential Address
- Correspondence Address

At the bottom of the form, there are three buttons: 'Next Page', 'Save as Draft', and 'Cancel'. Red boxes and arrows highlight these buttons, with the numbers 1, 2, and 3 placed above them respectively.

Click on the **“Next Page”** button to save the information on the page and proceed to the next section of the application form.

Errors, if any, will be highlighted in both the summary area and field area. You will need to rectify the errors before you can proceed to the next page.

1

Next Page Button

POWERING LIVES

demo Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

Page 1 of 9

NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking **Next Page** or **Previous Page** buttons at the bottom of the page.

- NRIC is required
- Nationality is required
- Gender is required
- Marital Status is required
- Date of Birth is required
- Country of Birth is required
- Race is required
- Religion is required
- Contact Number is required
- Residential Address is required

PERSONAL PARTICULARS

Full Name (as stated in NRIC) Full Name

NRIC

Click on the **“Save as Draft”** button, to save any changes made on the application form and continue later.

2

Save as Draft Button

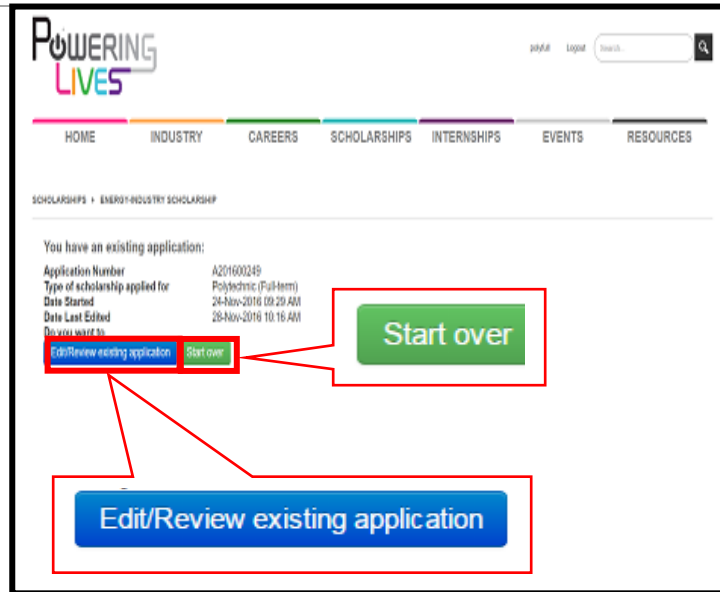
- To continue with the application process from where you left off, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the **“Review/Submit Application”** button.

The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

You have an existing application pending submission

Review/Submit Application

- The following screen will be displayed:



Click on the **“Edit/Review existing application”** button to continue filling in the application form. Alternatively, you can click on the **“Start Over”** button to clear all information entered previously and start with a new application.

3

Cancel Button

Click on the **“Cancel”** button to discard any unsaved changes and return to the SCHOLARSHIPS >> Energy-Industry Scholarship Page.

Different application forms will be populated according to the type of scholarship you are applying for.

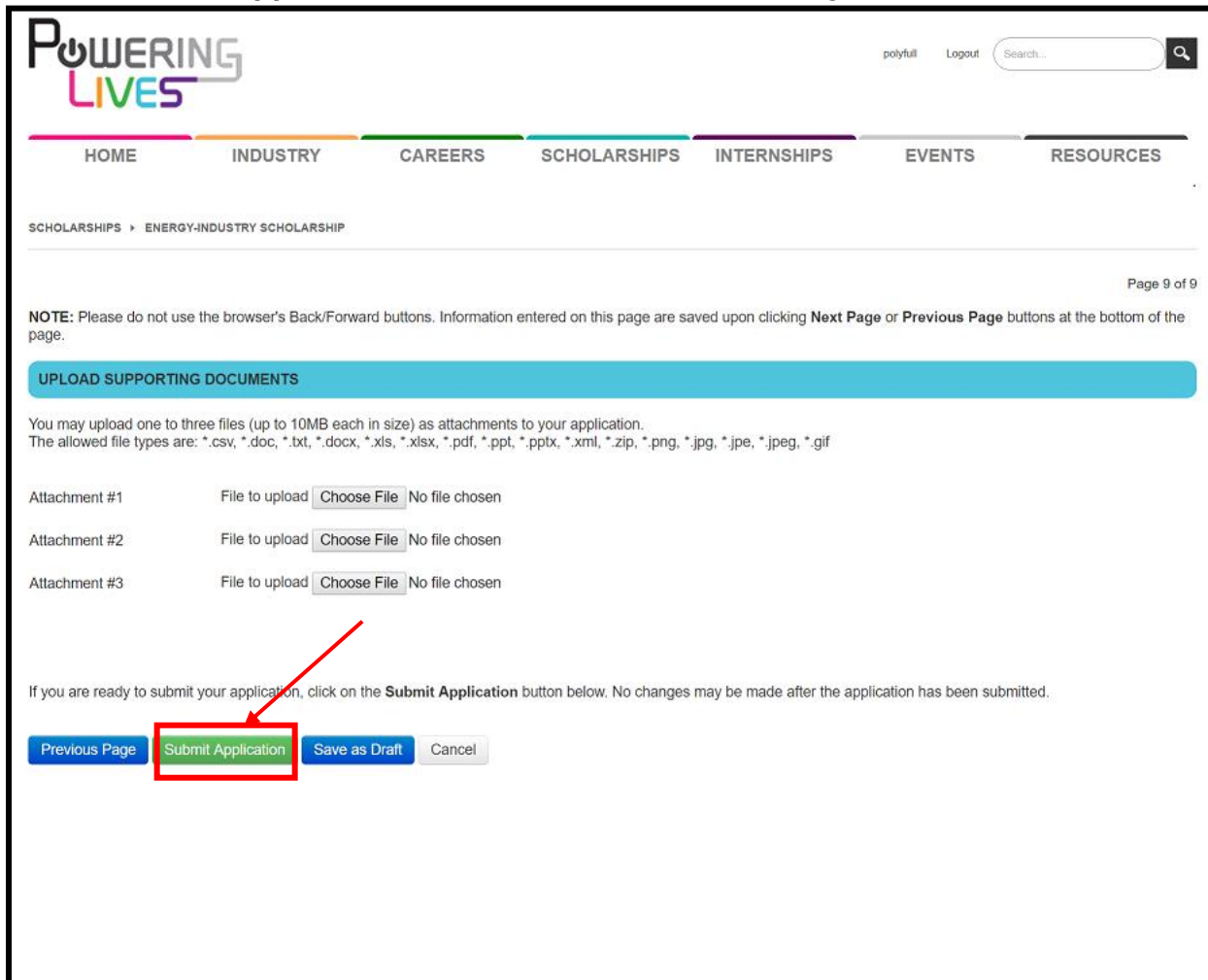
***Note:** Under the section “Additional Information for the Energy-Industry Scholarship”, Question 2 (Would you like to be considered by other sponsoring organisations besides your choices in Question 1?):

- If you select “No”, only your preferred sponsoring organisation (as indicated in question 1) will receive your application.
- If you select “Yes”, the other sponsoring organisations (besides those indicated in question 1) will receive and review your application.

Step 5: Submit Scholarship Application Form

Prior to submitting the application form, please ensure that all relevant documents to be uploaded are zipped up in *.zip format and not of more than 10mb per upload.

Once the application form is completed and the necessary documents are uploaded, click on the **“Submit Application”** button as seen in the following screen:



The screenshot shows the 'POWERING LIVES' website interface. The top navigation bar includes links for HOME, INDUSTRY, CAREERS, SCHOLARSHIPS (highlighted), INTERNSHIPS, EVENTS, and RESOURCES. Below the navigation bar, the breadcrumb trail reads 'SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP'. A note at the top right indicates 'Page 9 of 9'. A prominent blue banner reads 'UPLOAD SUPPORTING DOCUMENTS'. Below this, instructions state: 'You may upload one to three files (up to 10MB each in size) as attachments to your application. The allowed file types are: *.csv, *.doc, *.txt, *.docx, *.xls, *.xlsx, *.pdf, *.ppt, *.pptx, *.xml, *.zip, *.png, *.jpg, *.jpe, *.jpeg, *.gif'. Three attachment slots are visible, each with a 'File to upload' label, a 'Choose File' button, and the text 'No file chosen'. At the bottom, a message states: 'If you are ready to submit your application, click on the **Submit Application** button below. No changes may be made after the application has been submitted.' Below this message are four buttons: 'Previous Page', 'Submit Application' (highlighted with a red box and a red arrow), 'Save as Draft', and 'Cancel'.

Upon successful submission, you will receive the following message:

Thank you for your application for EIS.

Type of scholarship applied for Polytechnic (Full-term)

Date Started 18-Dec-2014 01:43 PM

Date Last Edited 18-Dec-2014 01:50 PM

Date Submitted 18-Dec-2014 01:50 PM

Your Application Number is **A201400009**. Please remember your application number for future reference.

Check your e-mail Inbox frequently for messages from poweringlives.sg or our industry partners.

[Return to Main](#)

[Step 6: View Submitted Scholarship Application Documents Details](#)

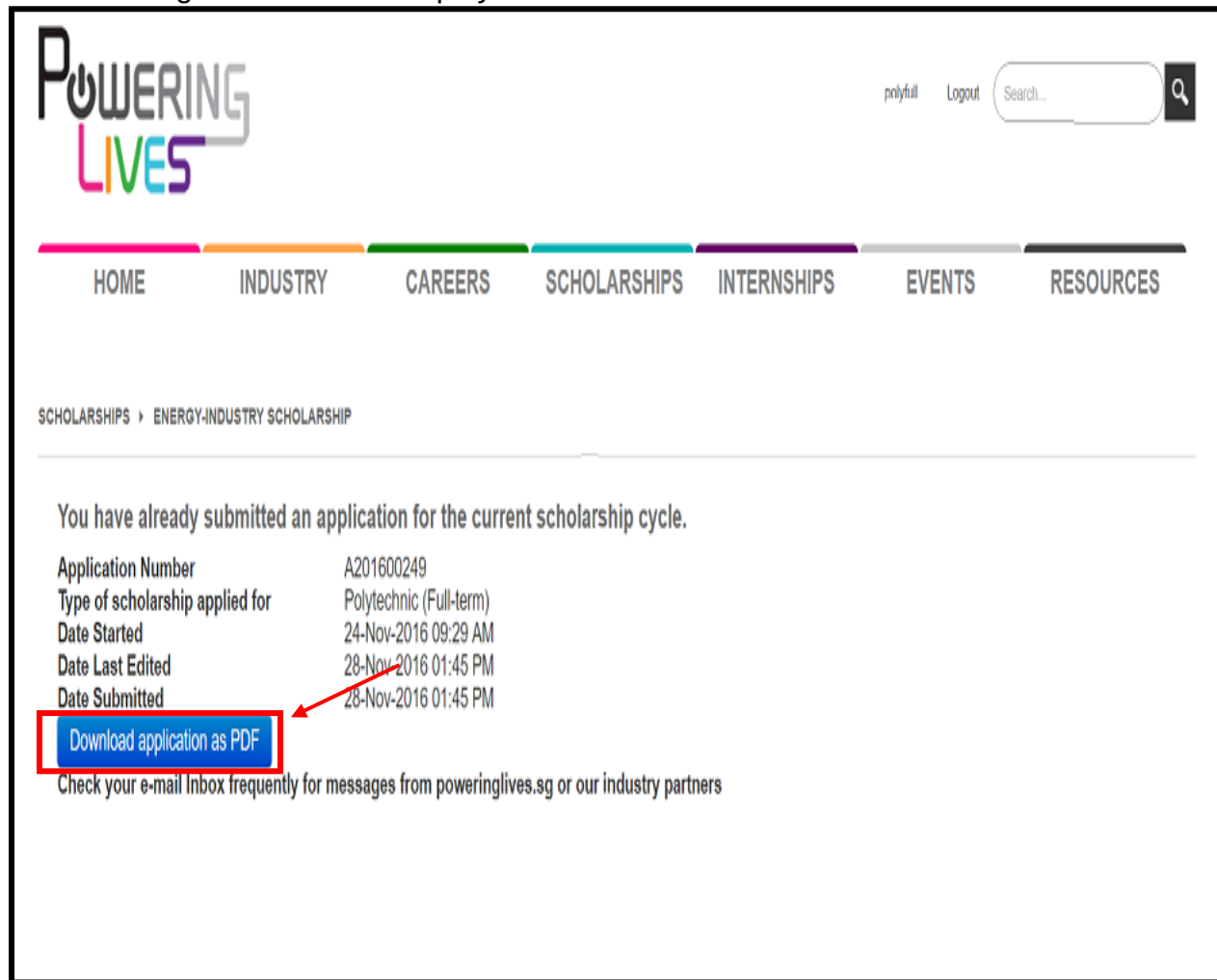
To view the details of the submitted application, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the “**View Details**” button.

The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

You have already submitted an application for this cycle

[View Details](#)

The following screen will be displayed:



The screenshot shows the Powering Lives website interface. At the top, there is a navigation bar with links: HOME, INDUSTRY, CAREERS, SCHOLARSHIPS, INTERNSHIPS, EVENTS, and RESOURCES. The 'SCHOLARSHIPS' link is highlighted. Below the navigation bar, the breadcrumb trail reads 'SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP'. The main content area displays a message: 'You have already submitted an application for the current scholarship cycle.' Below this message is a table with application details:

Application Number	A201600249
Type of scholarship applied for	Polytechnic (Full-term)
Date Started	24-Nov-2016 09:29 AM
Date Last Edited	28-Nov-2016 01:45 PM
Date Submitted	28-Nov-2016 01:45 PM

Below the table, there is a blue button labeled 'Download application as PDF'. A red box highlights this button, and a red arrow points to it from the 'Date Submitted' row of the table. At the bottom of the main content area, there is a note: 'Check your e-mail Inbox frequently for messages from poweringlives.sg or our industry partners'.

Click on the “**Download application as PDF**” button to save the application which you have submitted.

We wish you all the best in your Energy-Industry Scholarship (EIS) application. Should you have any further enquiries, please email us at EMA_HumanCapital@ema.gov.sg