

# CTA 2026: School Nomination User Guide

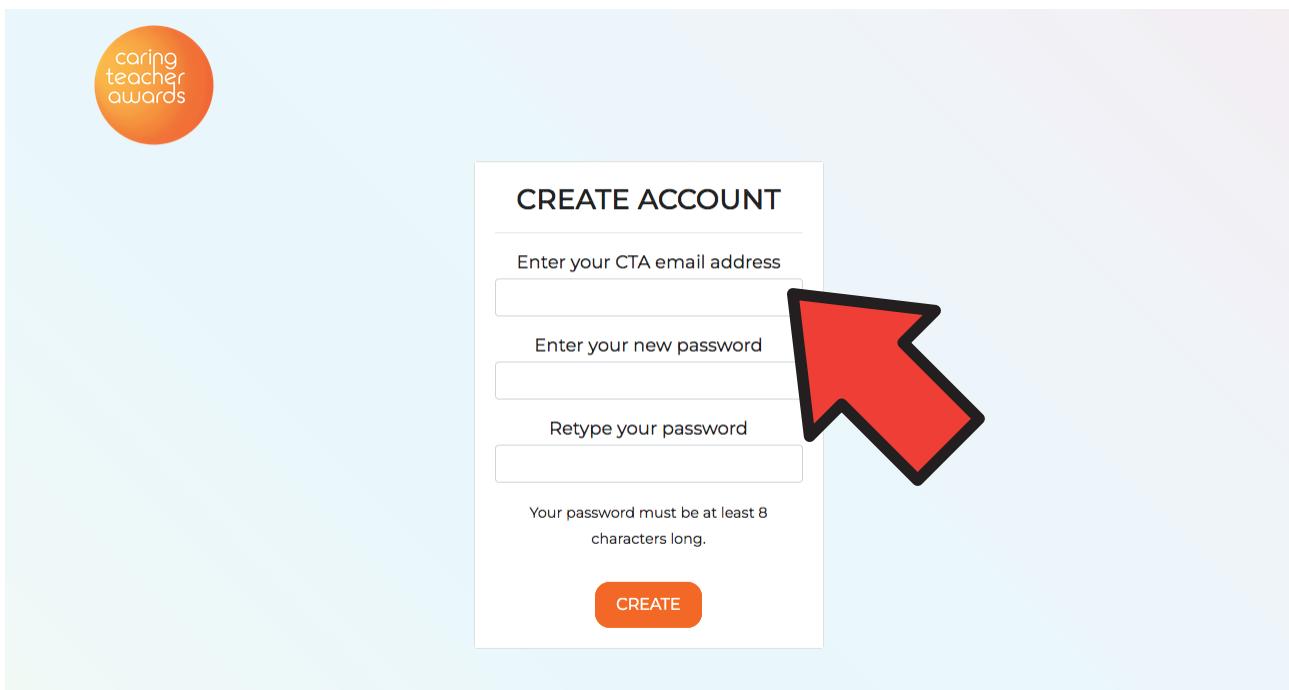
## A) Create an Account

### Step 1

Visit: <https://www.cta.nie.edu.sg/admin2026/auth/new>

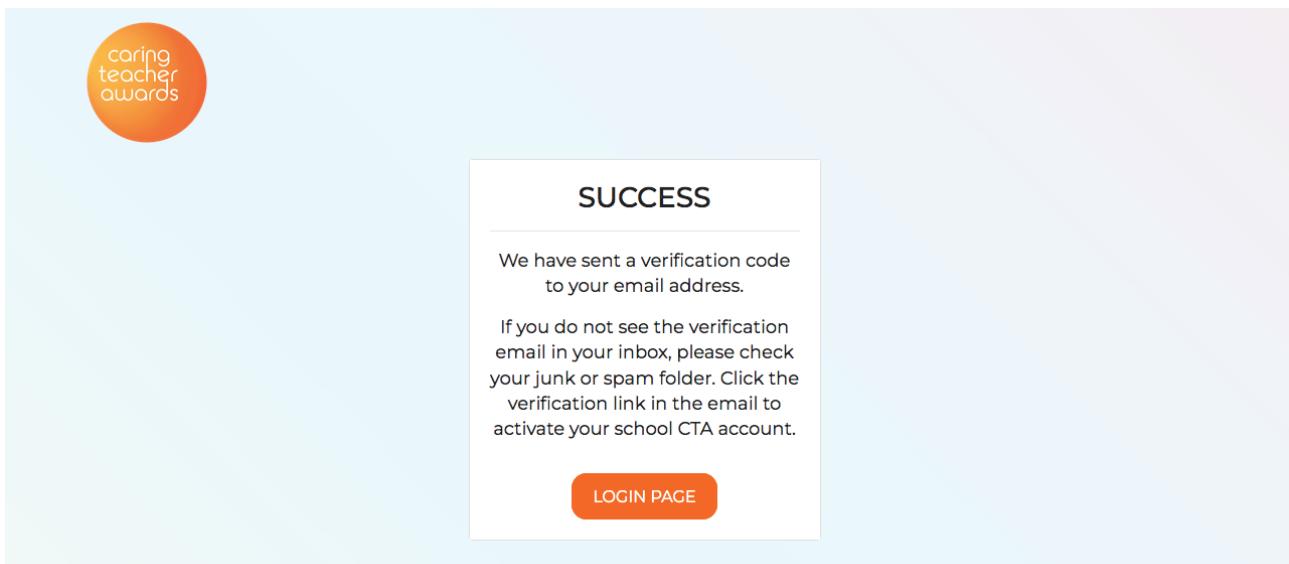
### Step 2

Enter your CTA email address and set a new password.



### Step 3

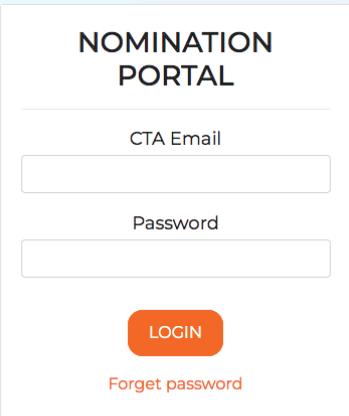
Check your email for further instructions. If you don't see the verification email in your inbox or junk folder, contact us at [cta@nie.edu.sg](mailto:cta@nie.edu.sg).



## B) Submitting National Level Award Nominee to NIE

### Step 1

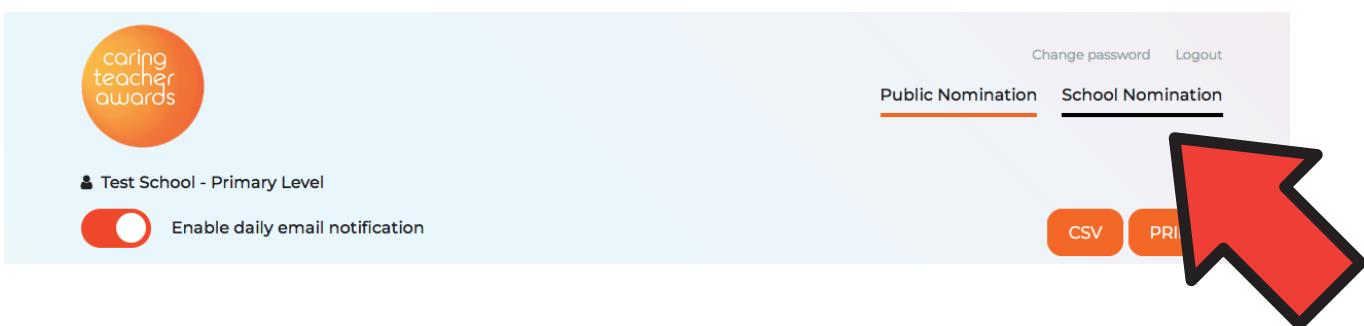
Log in at: <https://www.cta.nie.edu.sg/admin2026>



The image shows the 'NOMINATION PORTAL' login screen. It features two input fields: 'CTA Email' and 'Password', both with placeholder text. Below them is an orange 'LOGIN' button. At the bottom of the form is a link 'Forgot password'.

### Step 2

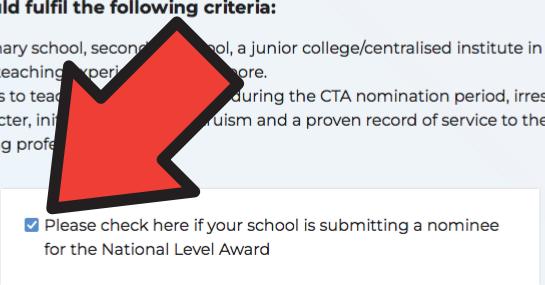
Click the “School Nomination” tab at the top right of the page.



The image shows a screenshot of the portal interface. On the left is a circular logo for 'caring teacher awards'. In the top right corner are links for 'Change password' and 'Logout'. Below these are two tabs: 'Public Nomination' (underlined in orange) and 'School Nomination' (underlined in black). A large red arrow points to the 'School Nomination' tab. At the bottom right are buttons for 'CSV' and 'PRI'.

### Step 3

Tick this box to nominate a teacher for the National Level Award.



The image shows the 'School Nomination' page. It includes a circular logo for 'caring teacher awards', a section for 'Test School - Primary Level', and a toggle switch for 'Enable daily email notification'. Below these are instructions for nominating a School Level Winner for the National Level Award. A large red arrow points to the 'School Nomination' tab in the header. Another red arrow points to a checkbox at the bottom of the page.

**Nominees for the awards should fulfil the following criteria:**

1. Be a full-time teacher in a primary school, secondary school, a junior college/centralised institute in Singapore.
2. Possess at least three years of teaching experience or more.
3. Eligibility for the award extends to teachers who are posted during the CTA nomination period, irrespective of subsequent postings.
4. Demonstrate exemplary character, initiative, enthusiasm and a proven record of service to their schools and students.
5. Are role models for the teaching profession.

Please check here if your school is submitting a nominee for the National Level Award

## Step 4

Enter the name of the teacher nominated for the National Level Award in the first field.

School Level Winners

School Level Winner 1 & **National Level Award Nominee**

Teacher A

School Level Winner 2

Teacher B

School Level Winner 3

Teacher C

School Level Winner 4

Teacher D

School Level Winner 5

Teacher E



## Step 5

Please ensure the name is correct, as it will appear on the CTA certificate and website. Scroll down, tick the acknowledgment box for the principal's consent, and click "Save." Make sure you have your principal's approval before submitting.

You have nominated **Teacher A** for the National Level Award

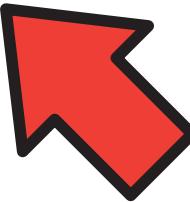
Has the National Level Award Nominee been nominated for other awards? If yes, please specify.

Is the National Level Award Nominee currently holding any appointments? If yes, please specify.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

**SAVE**



## Step 6

Click “here” to add supporting public nominations for the National Level Award Nominee.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

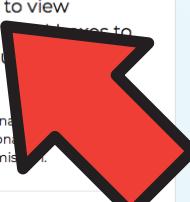
I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

**SAVE**

You have **not selected** any public nominations to support your National Level Award Nominee.

After entering the National Level Award Nominee details and saving the form, click **here** to view available public nominations. Tick the checkboxes to select the ones you wish to attach as supporting nominations.

Note: "Supporting public nominations" refers to nominations from members of the public that can be linked to the National Level Award Nominee. Select the ones that best support your submission.



You will be redirected to the Public Nomination page. Find the name of the teacher (e.g., Teacher A) your school wishes to nominate for the National Level Award.



Change password Logout

Public Nomination **School Nomination**

CSV PRINT

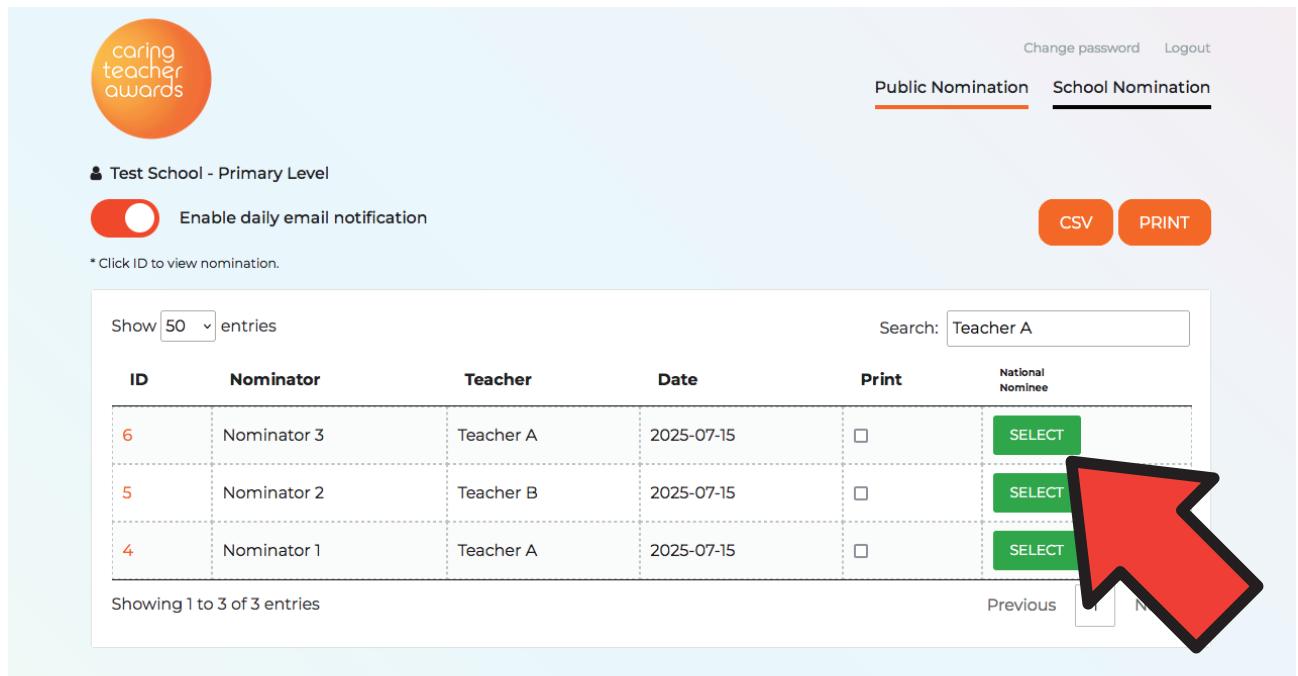
\* Click ID to view nomination.

Show 50 entries Search: Teacher A

ID	Nominator	Teacher	Date	Print	National Nominee
6	Nominator 3	Teacher A	2025-07-15	<input type="checkbox"/>	<b>SELECT</b>
5	Nominator 2	Teacher B	2025-07-15	<input type="checkbox"/>	<b>SELECT</b>
4	Nominator 1	Teacher A		<input type="checkbox"/>	<b>SELECT</b>

Showing 1 to 3 of 3 entries Previous 1 Next

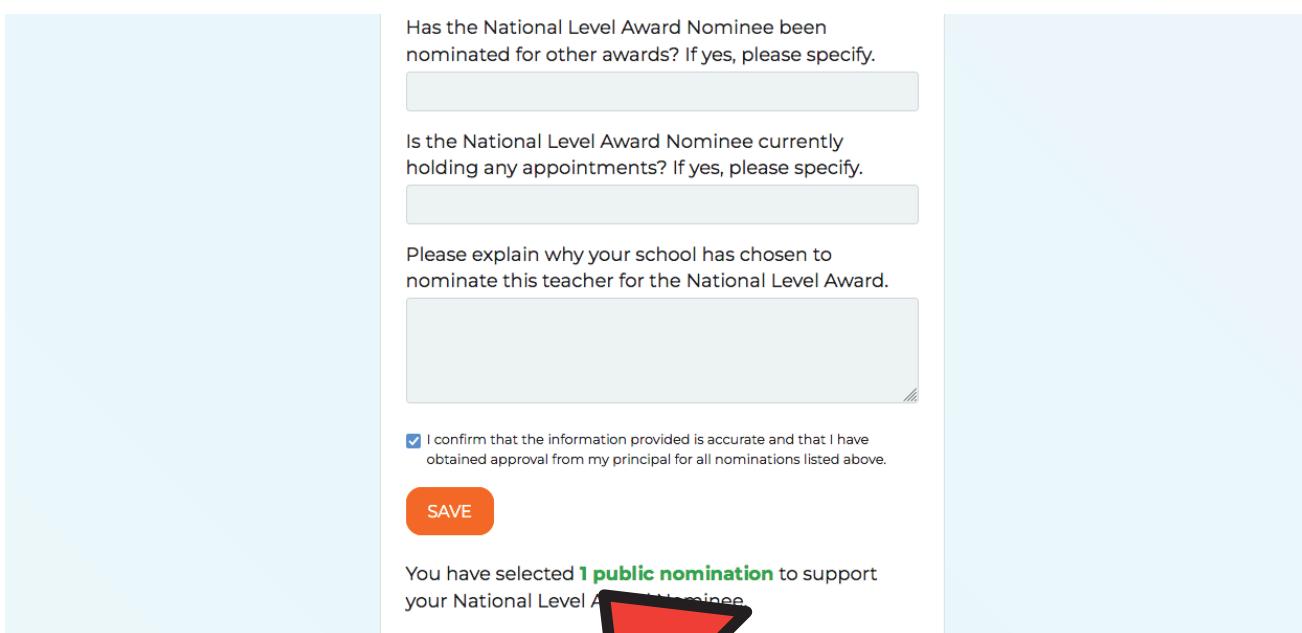
Click the buttons under the National Nominee column to submit nominations for Teacher A. A pop-up message will appear at the bottom confirming: “You have submitted the attachment(s) for the National Level Award Nominee.”



Screenshot of the Caring Teacher Awards nomination page. The page shows a list of nominations for Teacher A. Each nomination row includes columns for ID, Nominator, Teacher, Date, Print, and National Nominee. The National Nominee column contains a green 'SELECT' button. A large red arrow points to the 'SELECT' button in the third nomination row. The page also includes a sidebar with a logo, user information, and a search bar.

ID	Nominator	Teacher	Date	Print	National Nominee
6	Nominator 3	Teacher A	2025-07-15	<input type="checkbox"/>	<b>SELECT</b>
5	Nominator 2	Teacher B	2025-07-15	<input type="checkbox"/>	<b>SELECT</b>
4	Nominator 1	Teacher A	2025-07-15	<input type="checkbox"/>	<b>SELECT</b>

To verify your submitted supporting public nominations, go to the School Nomination page. The total number of nominations received for Teacher A will be displayed there. You may amend your submissions anytime until the closing date: 31 January 2026.



Has the National Level Award Nominee been nominated for other awards? If yes, please specify.

Is the National Level Award Nominee currently holding any appointments? If yes, please specify.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

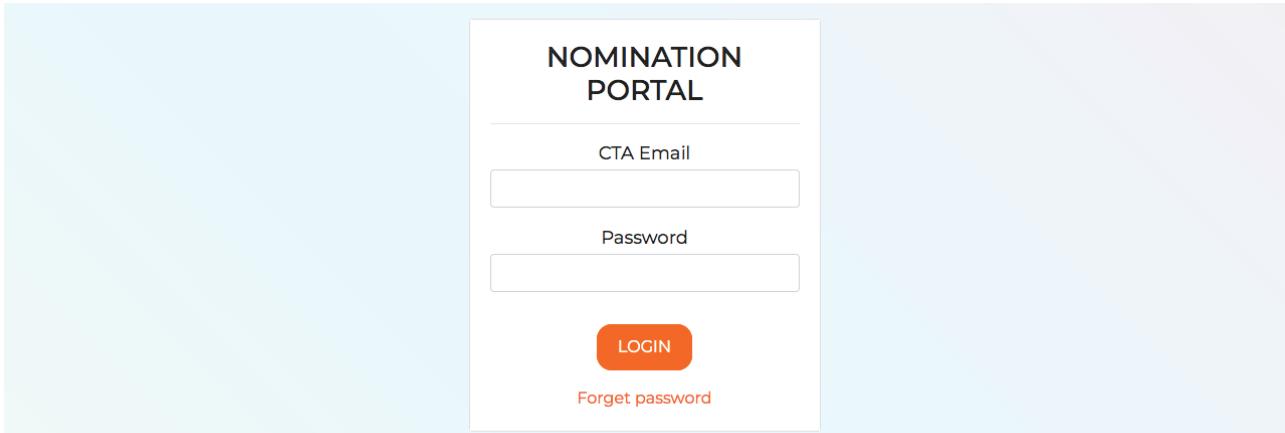
**SAVE**

You have selected **1 public nomination** to support your National Level Award Nominee.

## C) Submitting School Level Winners without National Level Award Nominee to NIE

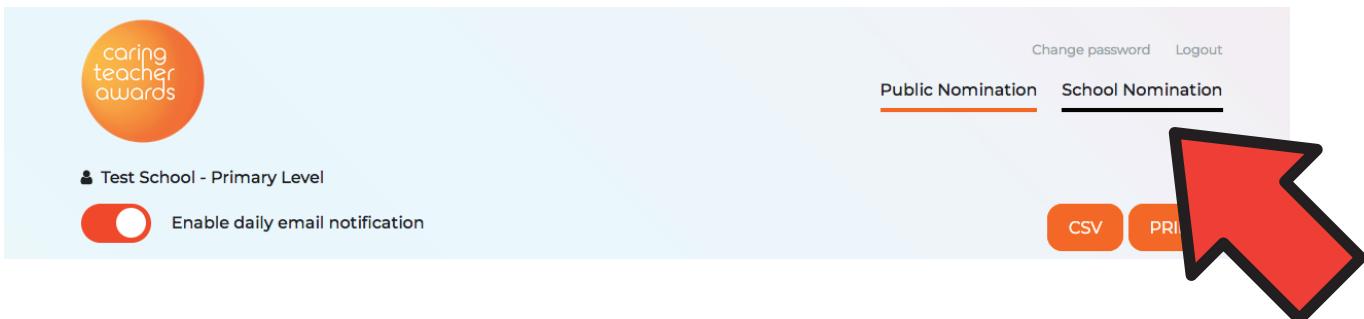
### Step 1

Log in at: <https://www.cta.nie.edu.sg/admin2026>



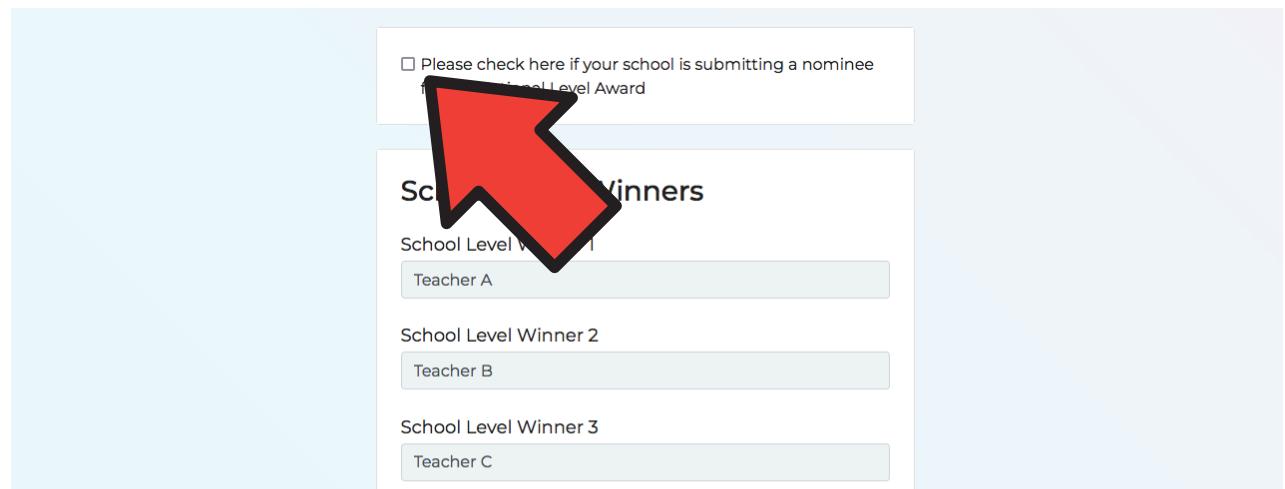
### Step 2

Click the “School Nomination” tab at the top right of the page.



### Step 3

If you are not submitting a nominee for the National Level Award, you do not need to tick the box. You may proceed to enter the names of teachers selected as School Level Winners in the fields below.



## Step 4

Please ensure the name is correct, as it will appear on the CTA certificate and website. Scroll down and tick the acknowledgment box for the principal's consent. Make sure you have your principal's approval before submitting.

### School Level Winners

School Level Winner 1  
Teacher A

School Level Winner 2  
Teacher B

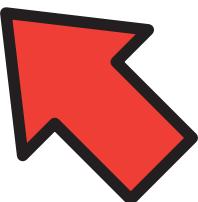
School Level Winner 3  
Teacher C

School Level Winner 4  
Teacher D

School Level Winner 5  
Teacher F

I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

**SAVE**



Click "Save" to complete your submission.

You may amend it anytime before the closing date: 31 January 2026.