SSI
Social Service Institute
The NCSS Human Capital Development Arm

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, 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

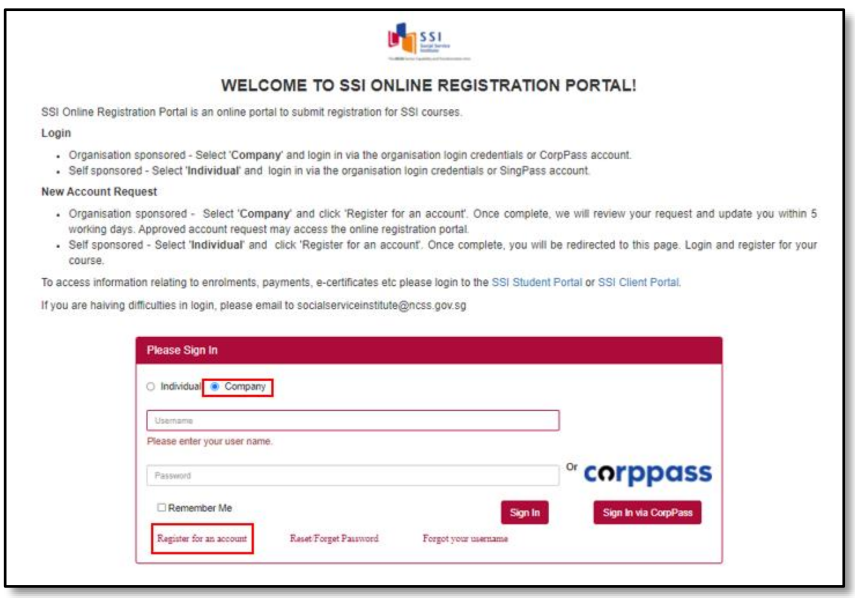
The login details you create here will be the same used to access SSI Client Portal.

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**".

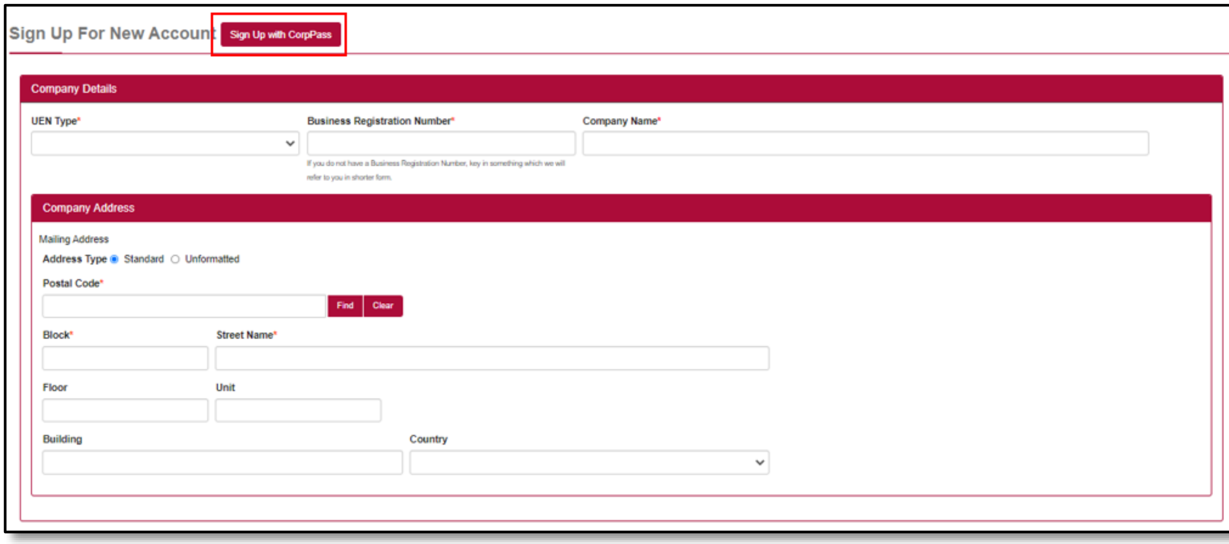


Picture Reference: Log in Page

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

Account Creation via Corppass

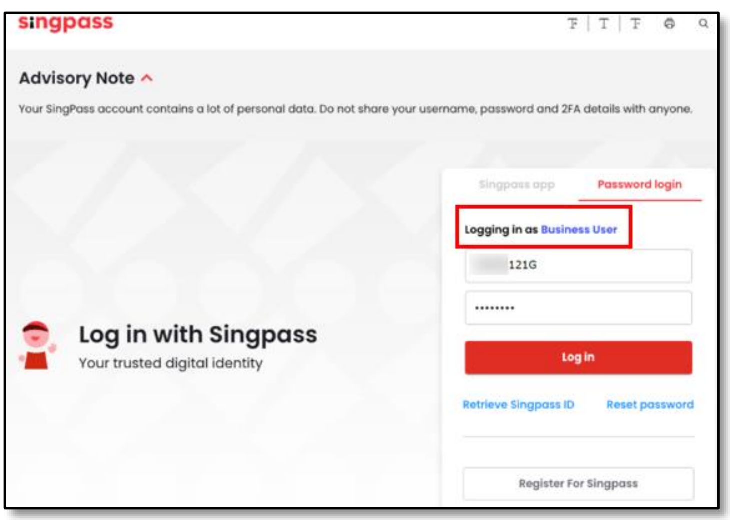
Step 1: From the "**Sign Up for New Account**" page, click "**Sign Up via Corppass**".



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**".*



Picture Reference: Singpass (Corppass) Login

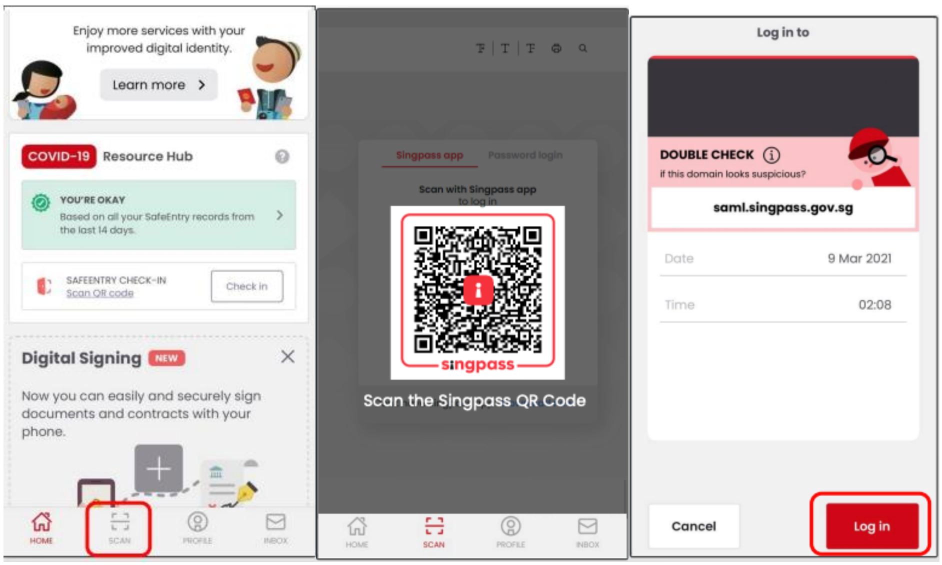
Note: iLTMS is accessible on both your desktop computer and mobile devices.

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



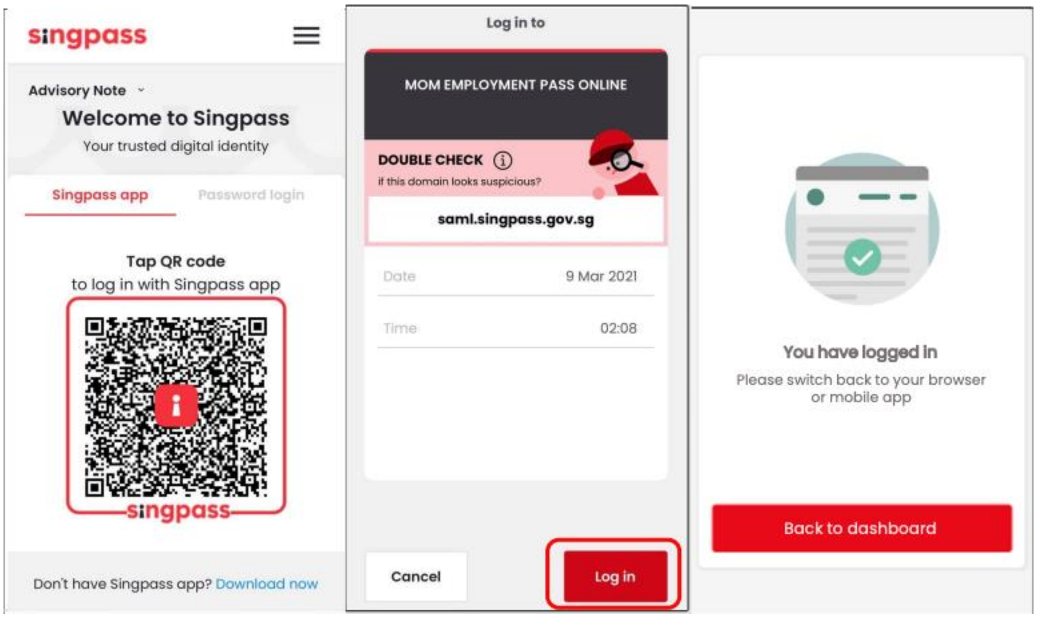
Picture Reference: Singpass Desktop Login

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.

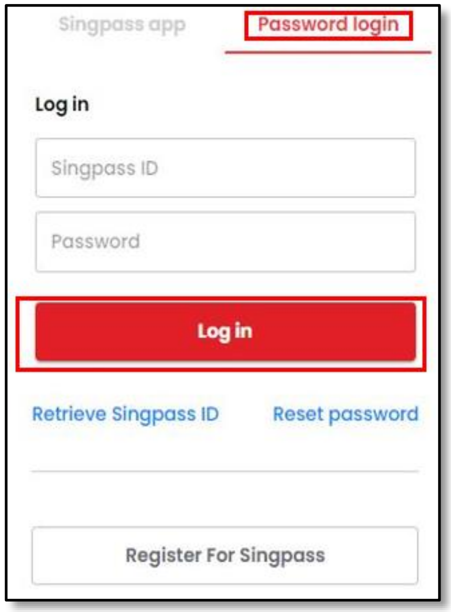
Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity



Picture Reference: Singpass Mobile Login

Desktop / Mobile Login via Password

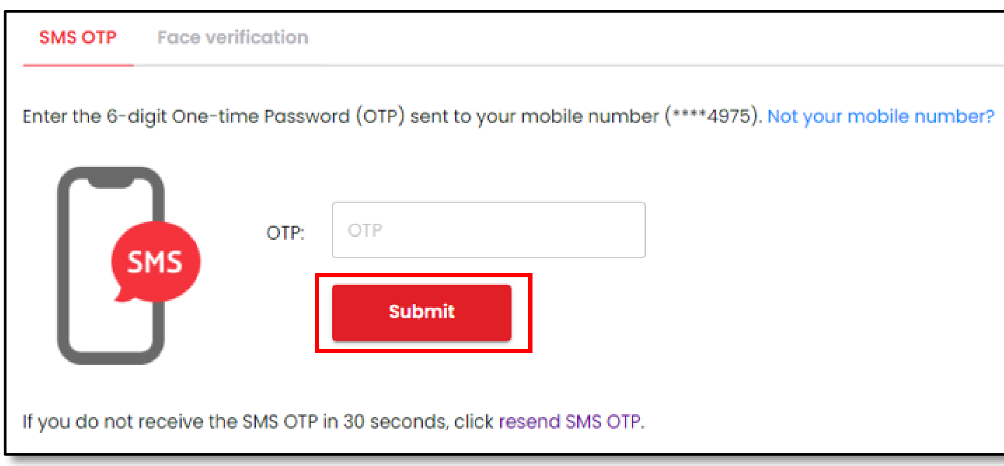
Step 3: Click **"Password Login**" tab on the Singpass Login Page.



Picture Reference: Singpass (Corppass) Password Login

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

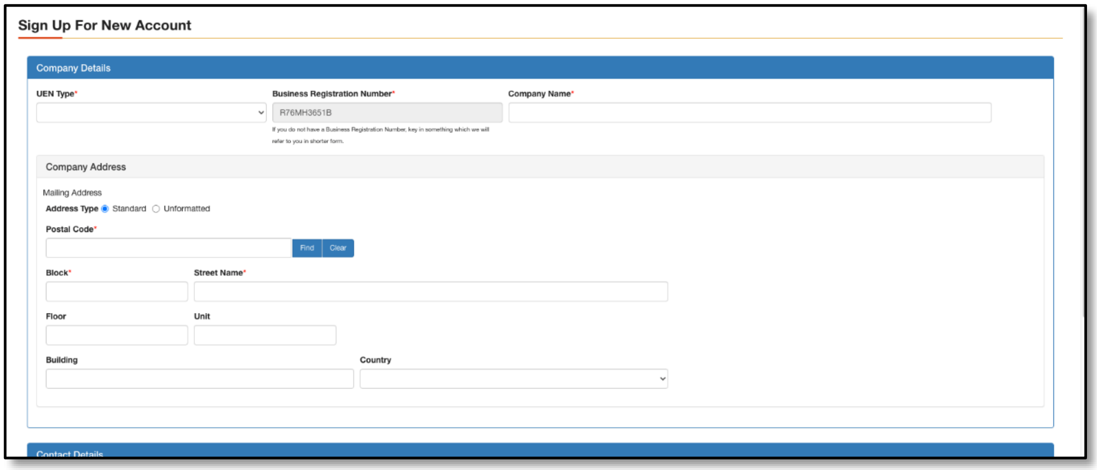
Step 5: Fill in the OTP number which will be sent to your Singpass registered mobile number and click 'Submit'.



Picture Reference: Singpass Desktop Login

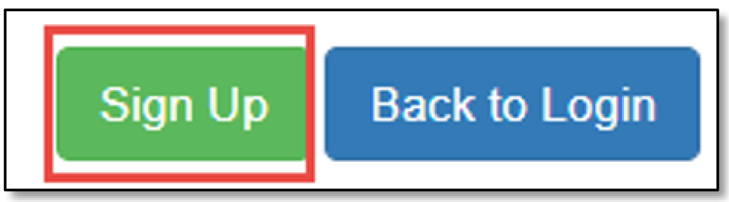
<u>Account Creation via Corppass</u>

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



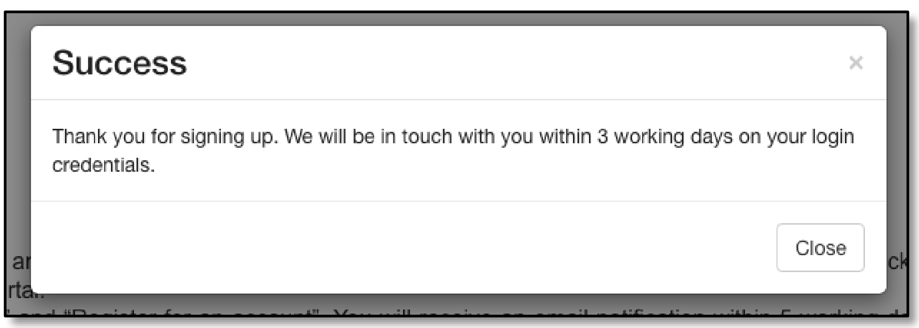
Picture Reference: Corppass Details

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

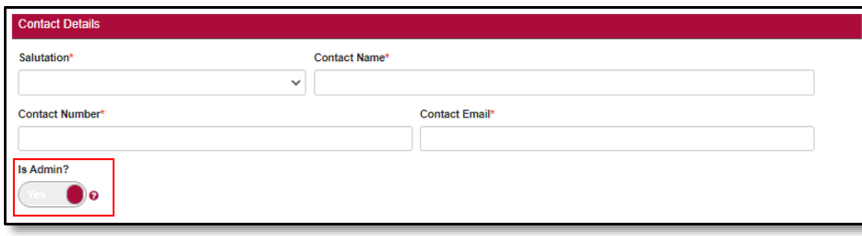
Step 1: To use credentials, you will need to complete the fields in the "**Sign Up for New Account**" page.

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.

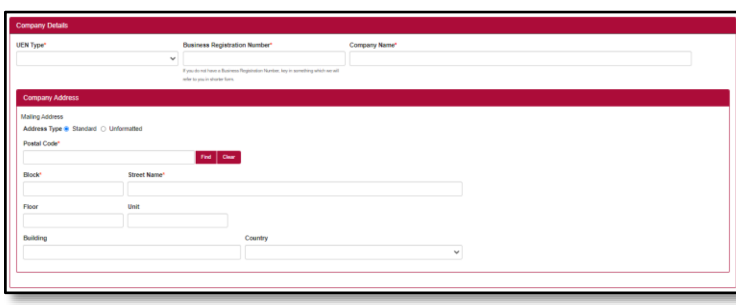
Step 3: If you are the main administrator for your organisation, ensure the "**Is Admin?**" is toggled at "**Yes**".

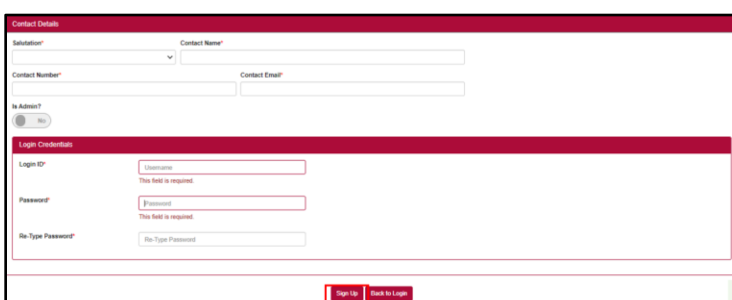
"**Main Administrators**" have the rights to update the organisation account details (eg. add branch, contact persons etc.) if necessary.



Picture Reference: Sign Up for New Account

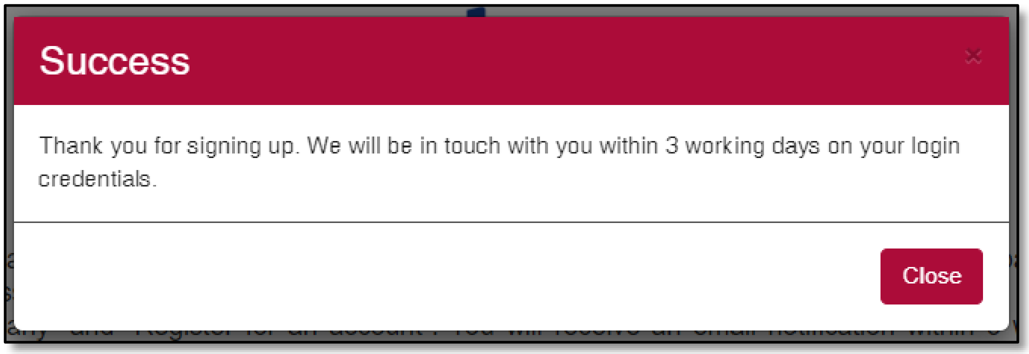
Step 4: Click "**Sign Up**" after all the fields are completed.





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.

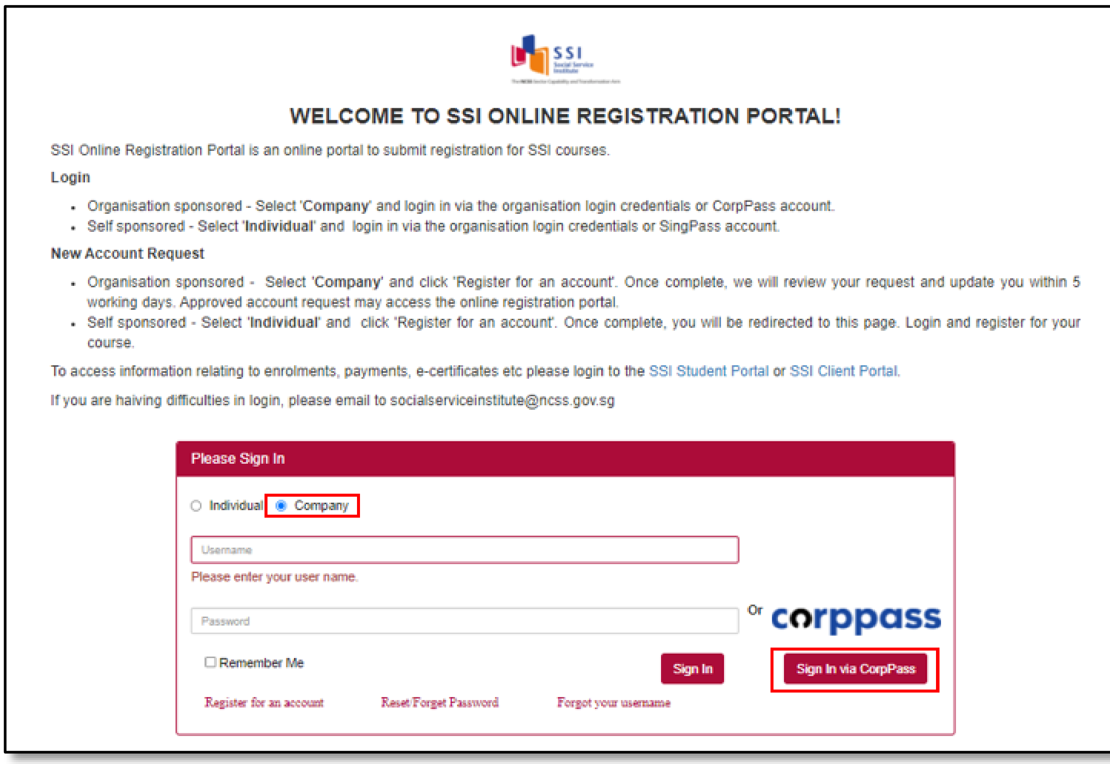
Logging In

<u>Login via Corppass</u>

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 <u>here</u> 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.

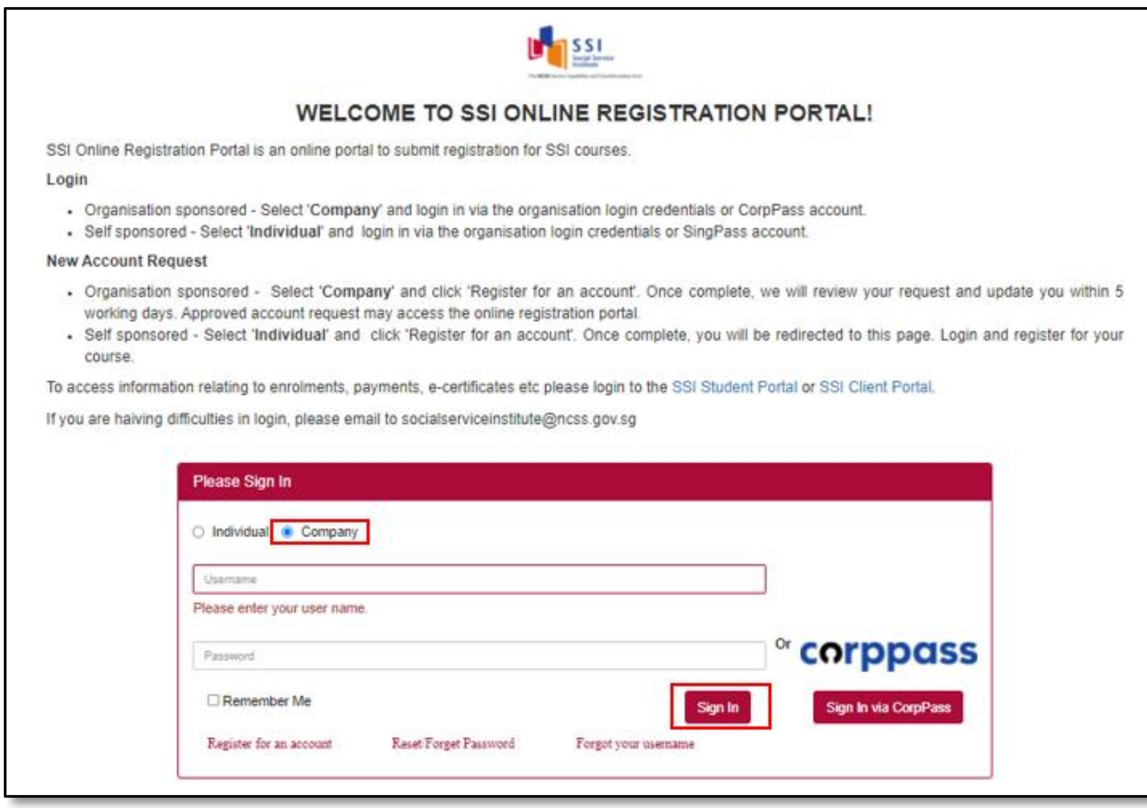
Note: You will require a CorpPass account. For more information on CorpPass, please visit https://www.corppass.gov.sg/corppass.

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

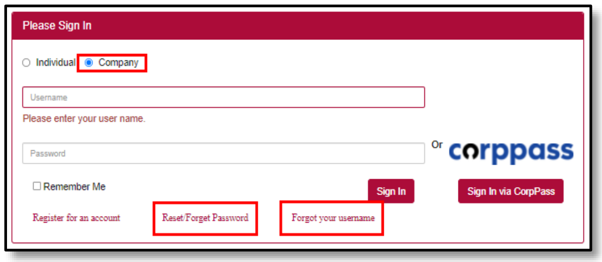
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

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.

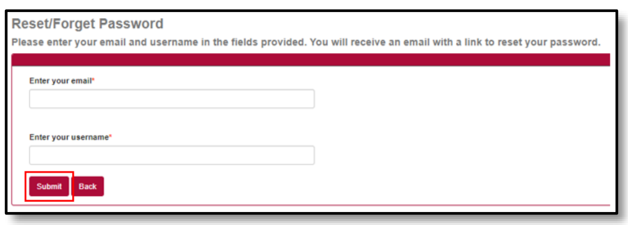
Step 1: Click "**Forgot Password?**" or "**Forgot Username?**" on the Log in Page to reset your password or retrieve your username.



Picture Reference: Log in Page

<u>To Reset Password:</u>

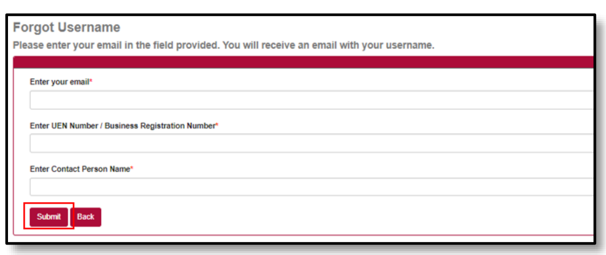
Step 2: Fill in your **"Email"** and **"Username"**, then click **"Submit"**.



Picture Reference: Forgot Password Page

<u>To Reset Username:</u>

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.

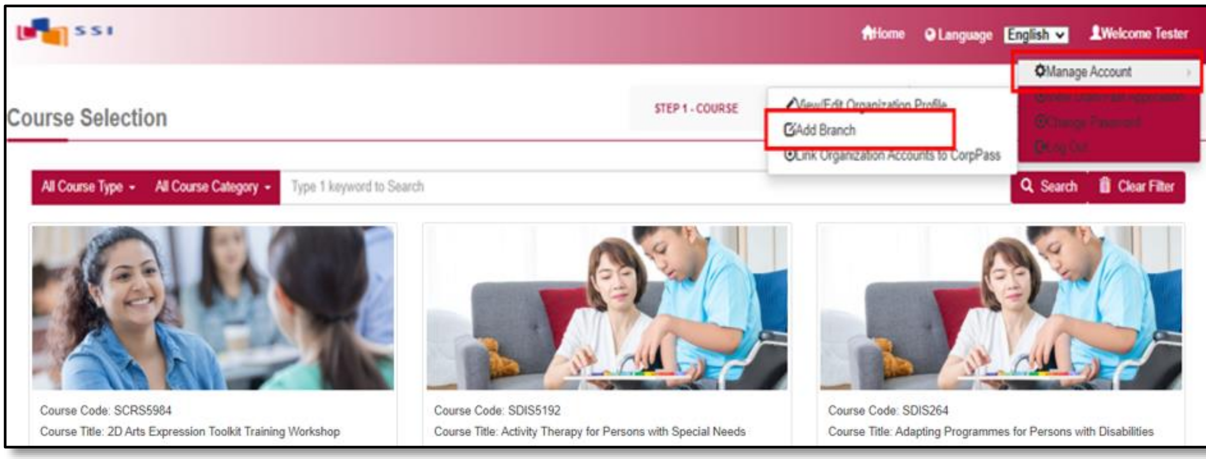
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

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.

<u>Add Branch</u>

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

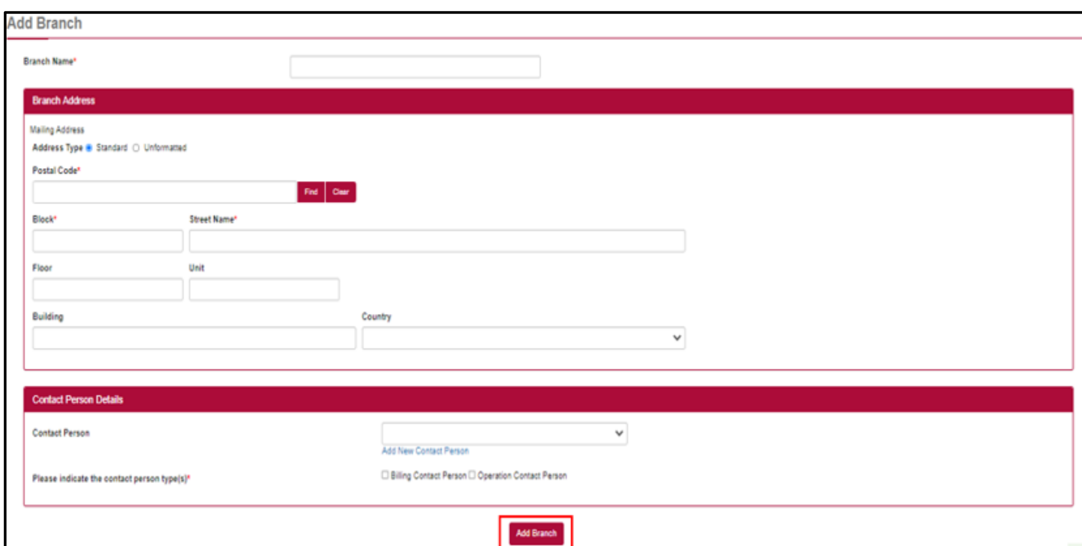


Picture Reference: Main Landing Page

Step 2: You will be redirected to the "**Add Branch**" page.

Step 3: Fill in the fields and click "**Add Branch**" to proceed.

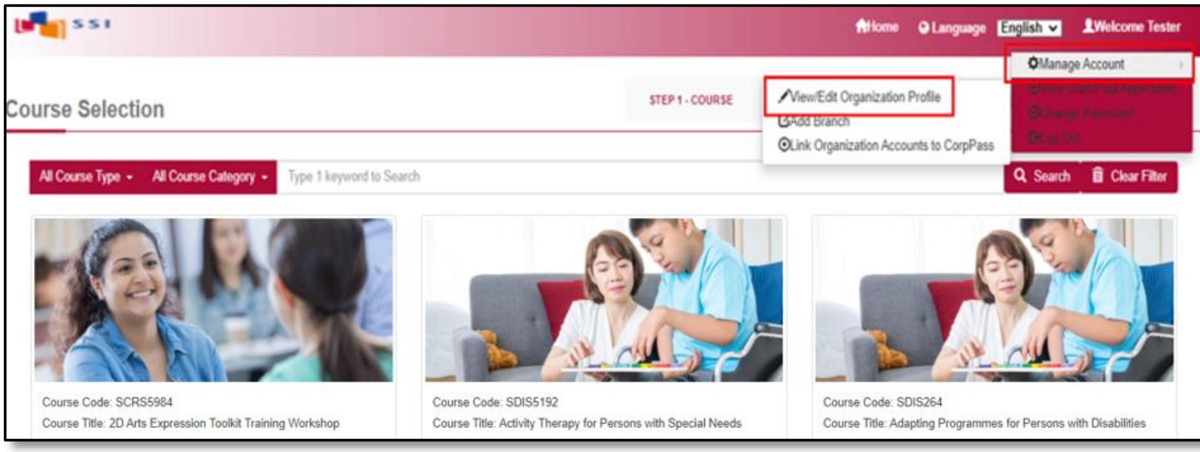
Note: Fields marked with the asterisk (*) symbol are mandatory.



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.

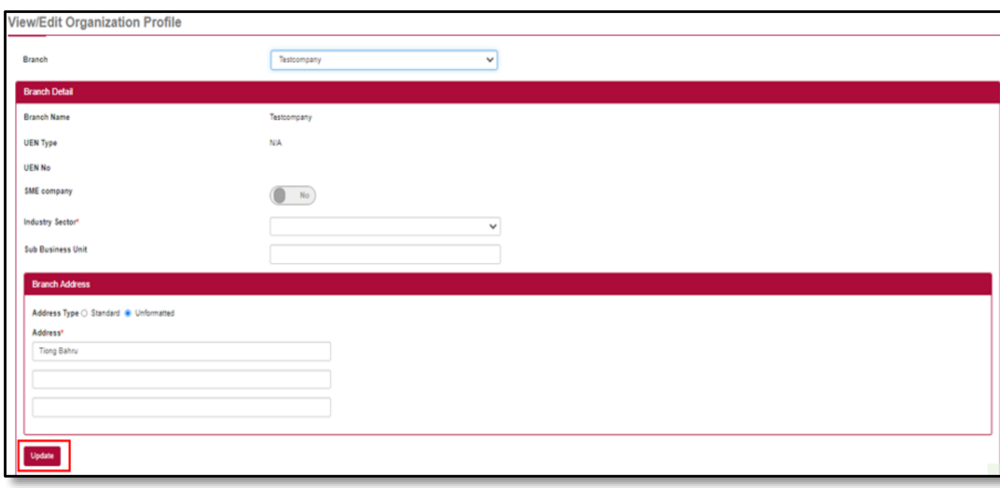


Picture Reference: Main Landing Page

Step 2: You will be redirected to the "**View/Edit Organisation Profile**" page.

Step 3: Fill in the fields and click "**Update**".

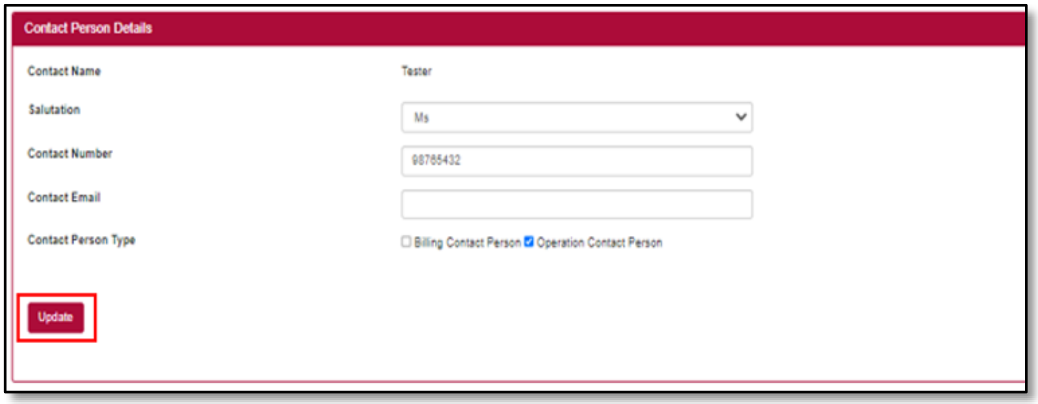
Note: Fields marked with the asterisk (*) symbol are mandatory.



Picture Reference: View/Edit Organisation Profile Page

Step 4: Scroll to the bottom to edit/view the "**Contact Person Details**".

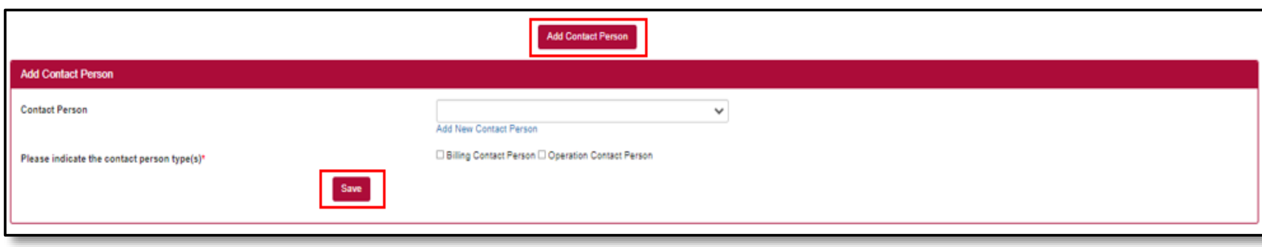
Step 5: If you make any changes, please remember to click "**Update**" to save the changes.



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**".



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.

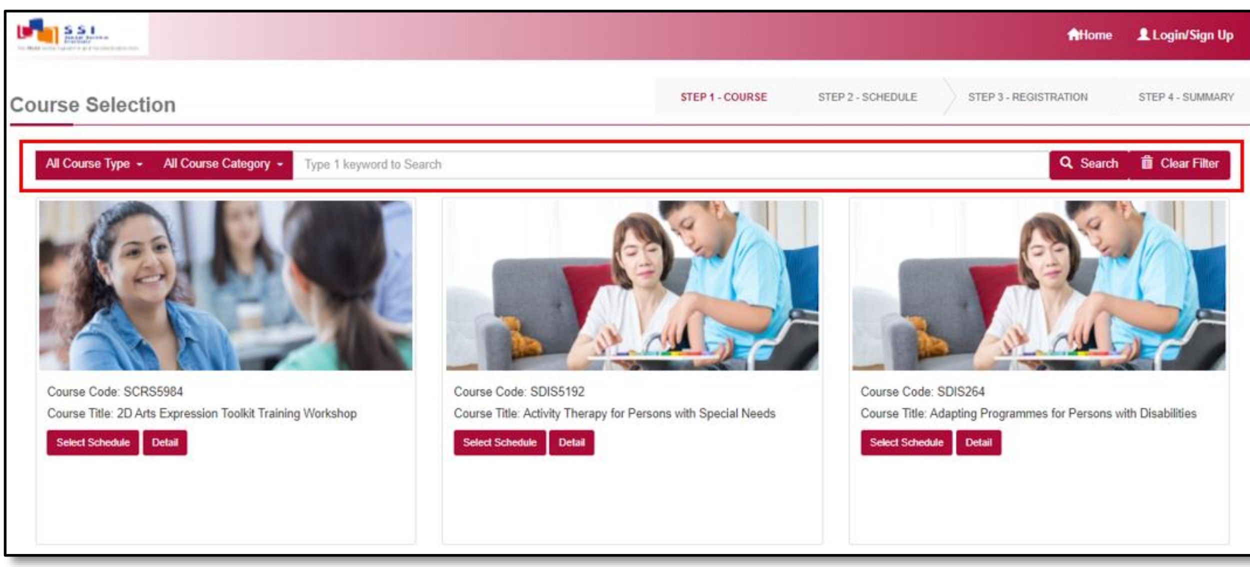
Step 1: Using your preferred browser on your laptop or mobile device, go to https://iltms.ssi.gov.sg/registration#/Course. You will be directed to the "**Course Selection Page**".

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

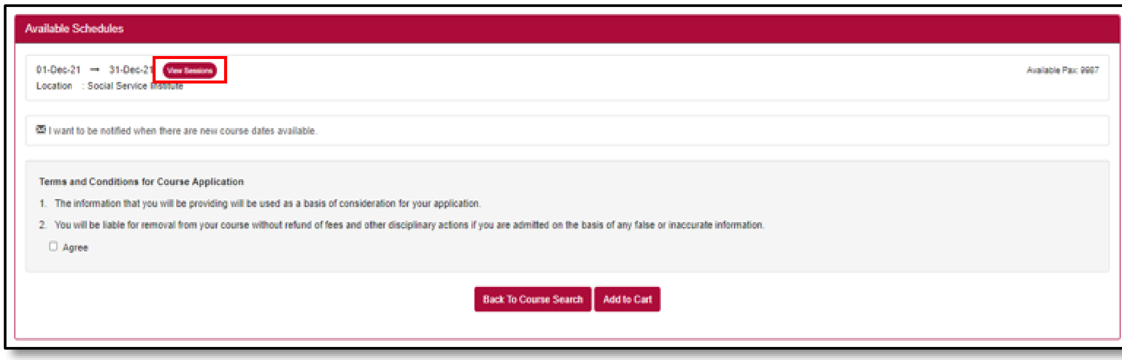
Step 2: A pop-up message will appear displaying the courses details. If you clicked "**Details**". Click "**Close**" to view another course.

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

Selecting Available Schedules

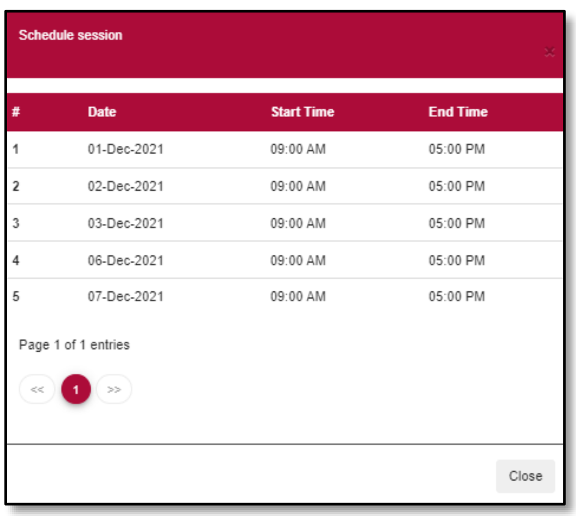
Step 1: You will be redirected to the “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “**Available Schedules**”.

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.

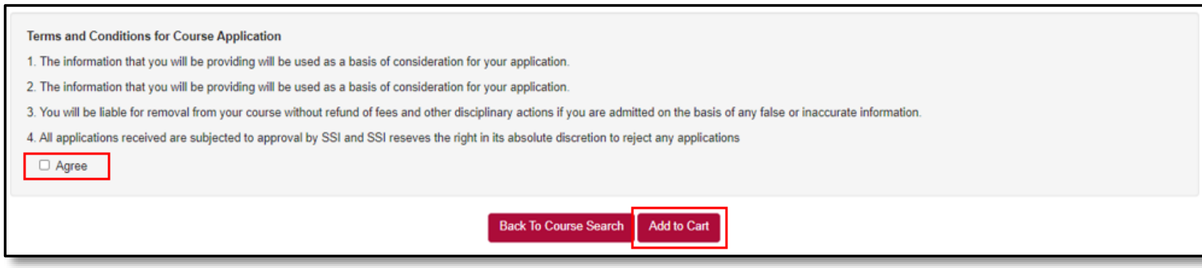


Picture Reference: Schedule Session Pop-up

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**".



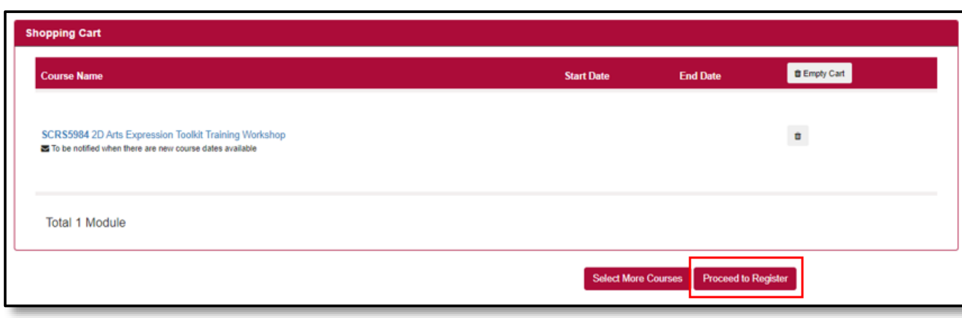
Picture Reference: Schedule Selection Page

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**".



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.

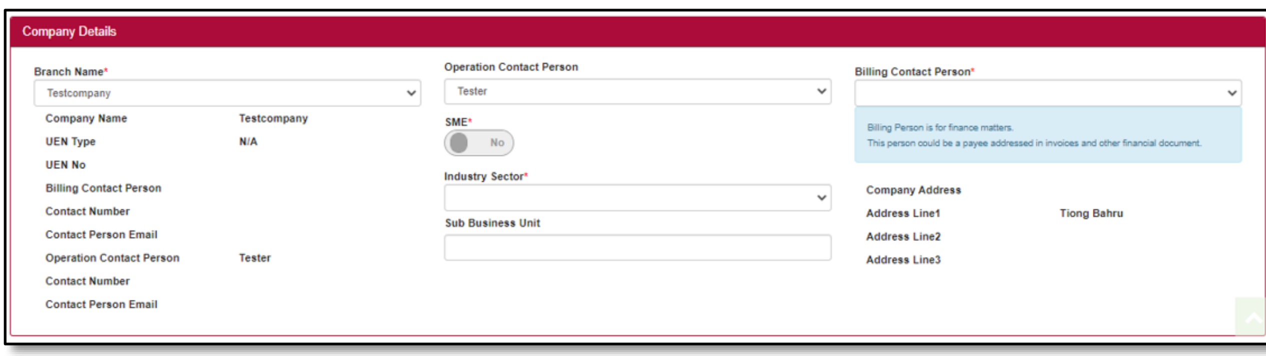
Step 1: After logging in, you will be redirected to the "**Company Registration**" page.

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.

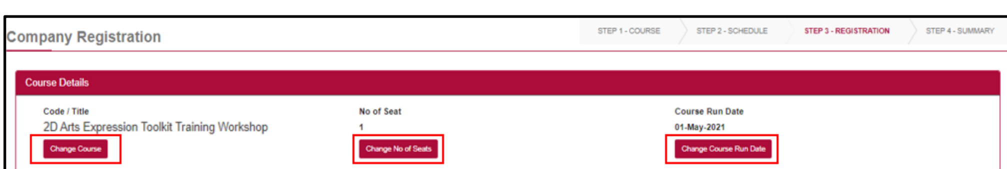


Picture Reference: Company Registration Page

<u>Course Details</u>

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



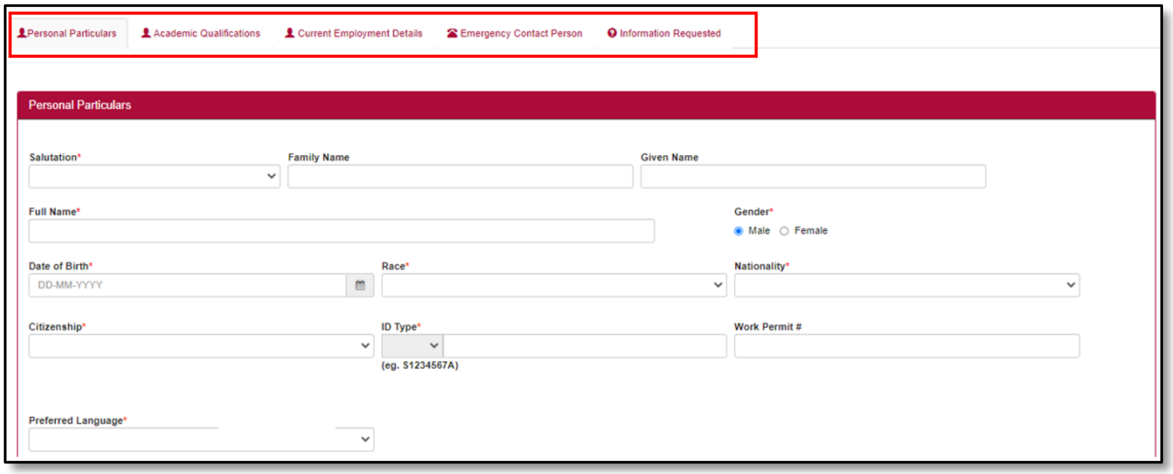
Picture Reference: Company Registration Page

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)



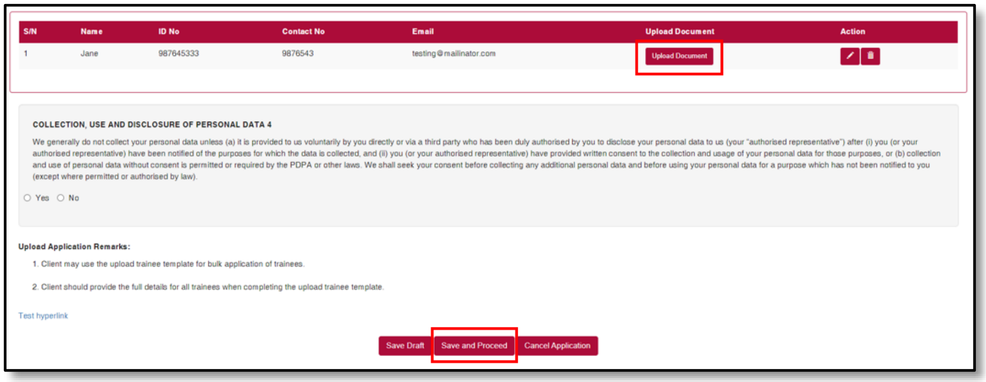
Picture Reference: Company Registration Page

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.

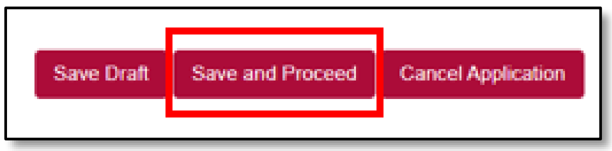
Picture Reference: Company Registration Page

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.



Picture Reference: Company Registration Page



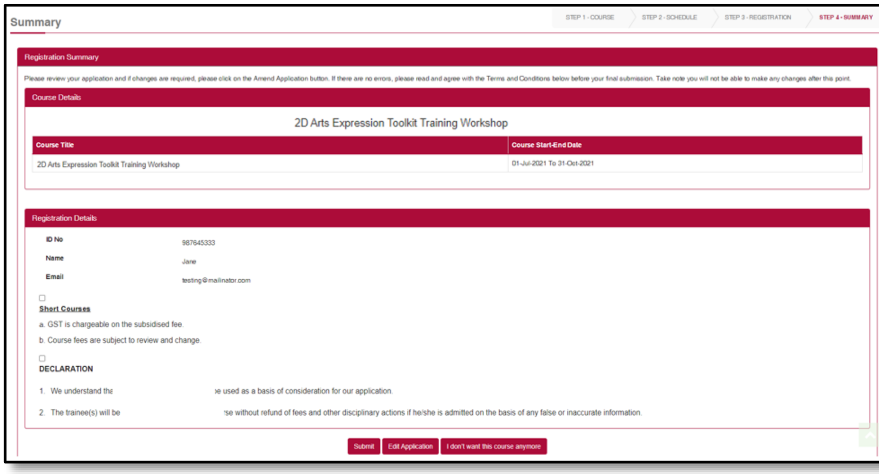
Picture Reference: Company Registration Page

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.

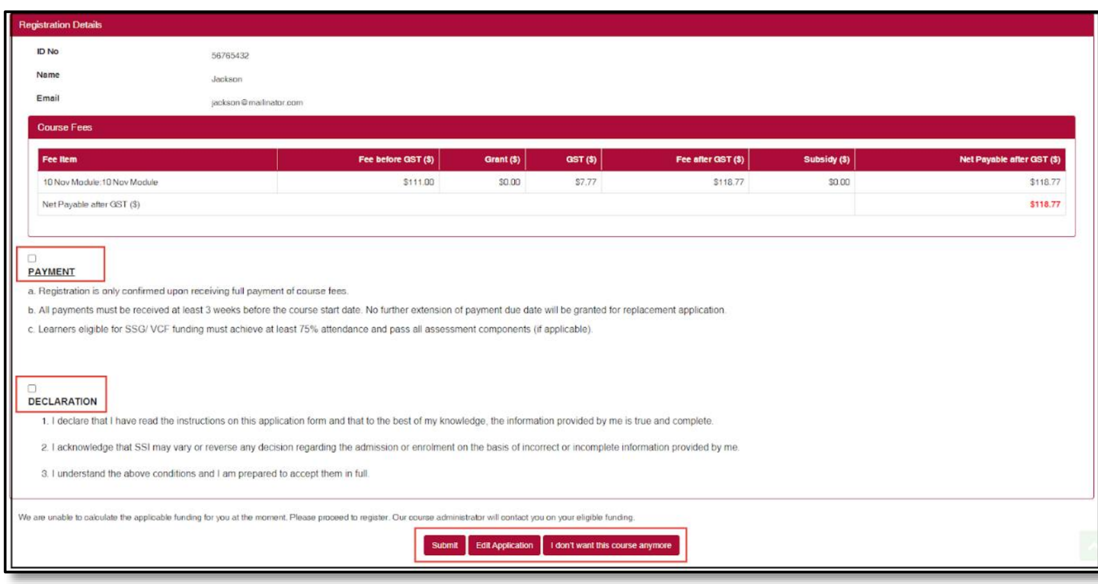


Picture Reference: Registration Summary Page

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**".



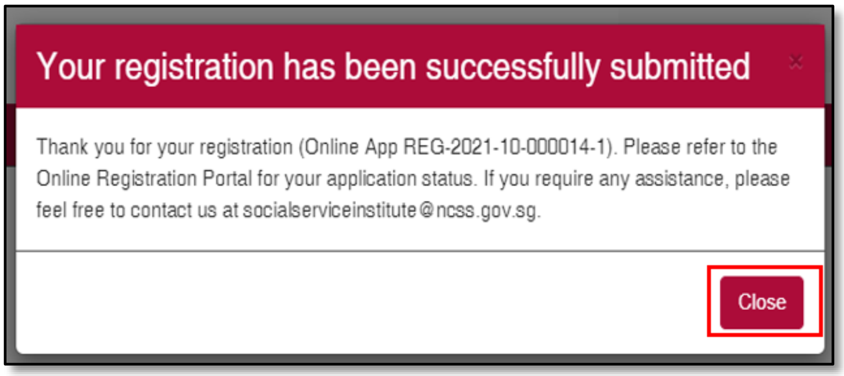
Picture Reference: Registration Summary Page

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**".

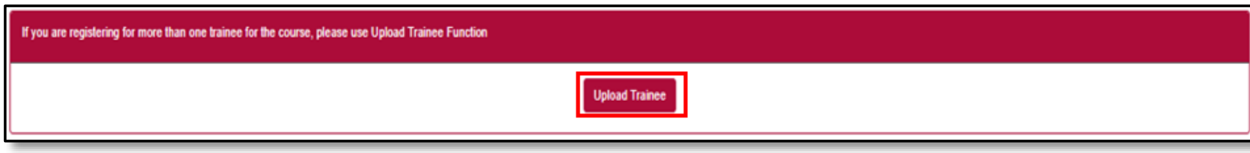


Picture Reference: Successful Pop-up Message

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**”.

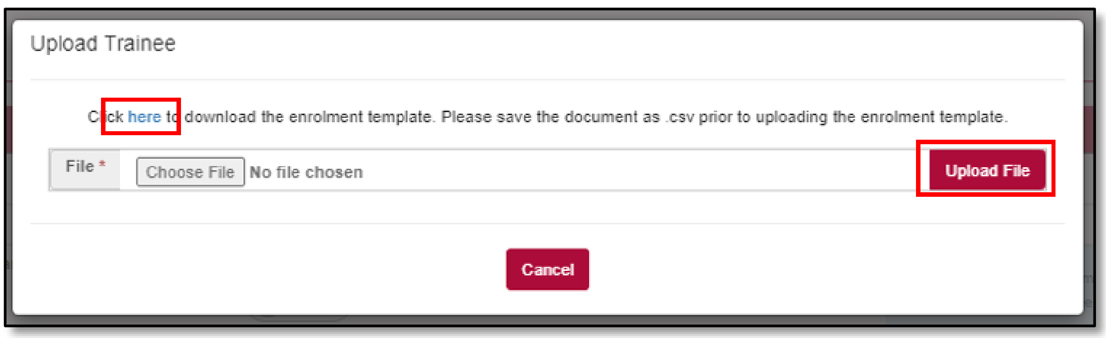


Picture Reference: Company Registration Page

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**".

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.

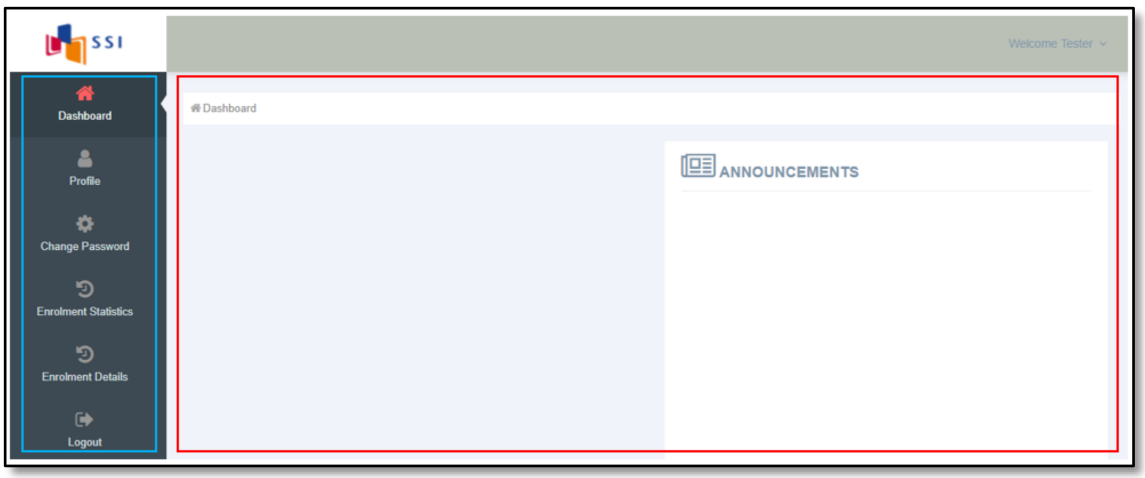
Navigating the SSI Client Portal

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:

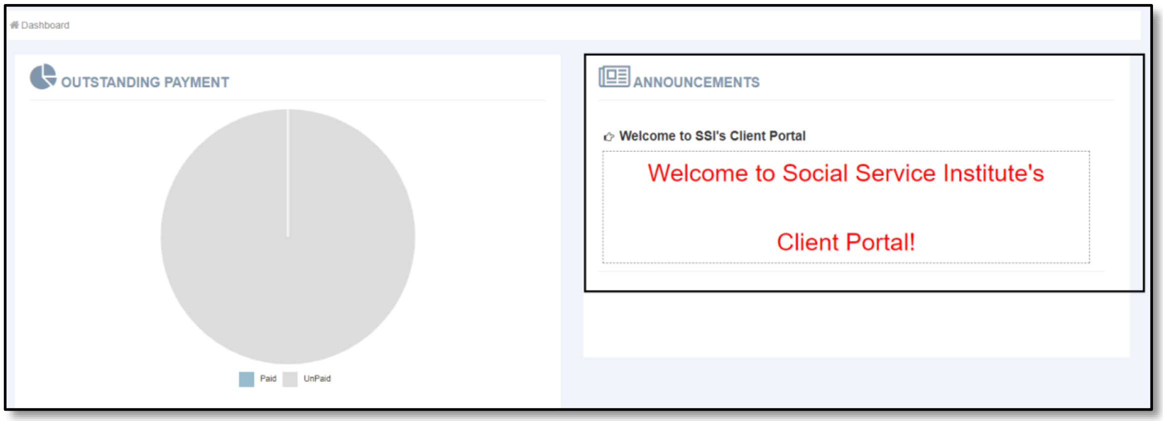
- **Main Section (in red)** – This displays any announcements which have been published to you.
- **Navigation Menu (in blue)** – This displays the various pages in SSI Client Portal and allows you to navigate between them.



Picture Reference: Dashboard

Main Section

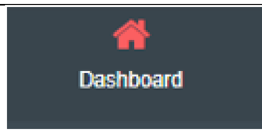
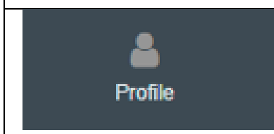
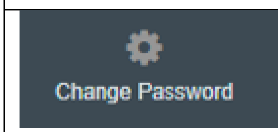
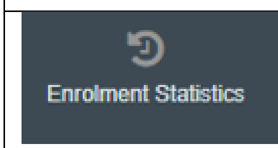
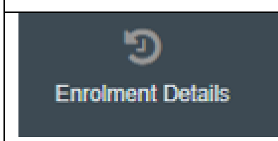
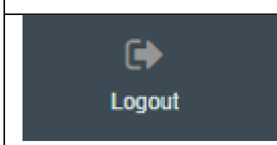
The **Main Section** will display any **outstanding payments** pending your action and any **announcements** which is published by SSI to you. Click the announcements to view them.



Picture Reference: Main Section

Navigation Menu

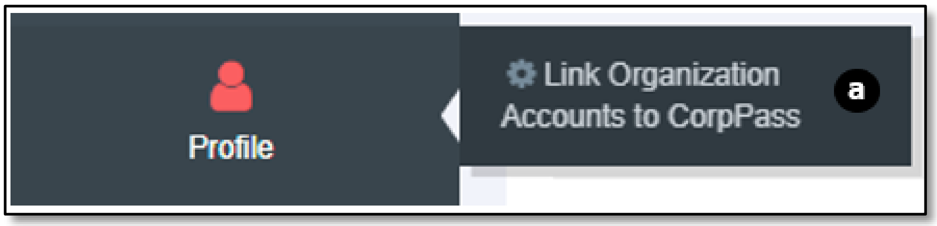
There are various sections menu and sub-menus for you to choose from via the **Navigation Menu**. Under the Navigation Menu, there are several icons used:

	Sections Menu	*Sub-menus*
The various sections menu is classified as follows:		*There is no sub menu for Dashboard*
		• Link Organization Account to Corppass
		*There is no sub menu for Change Password*
		*There is no sub menu for Enrolment Statistics*
		*There is no sub menu for Enrolment Details*
		*There is no sub menu Logout*

My Profile

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

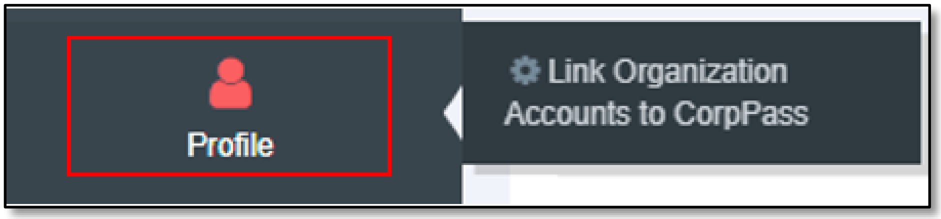
a. **Link Organization Accounts to Corppass**. To link your login credential to your Corppass.



Picture Reference: Navigation Menu

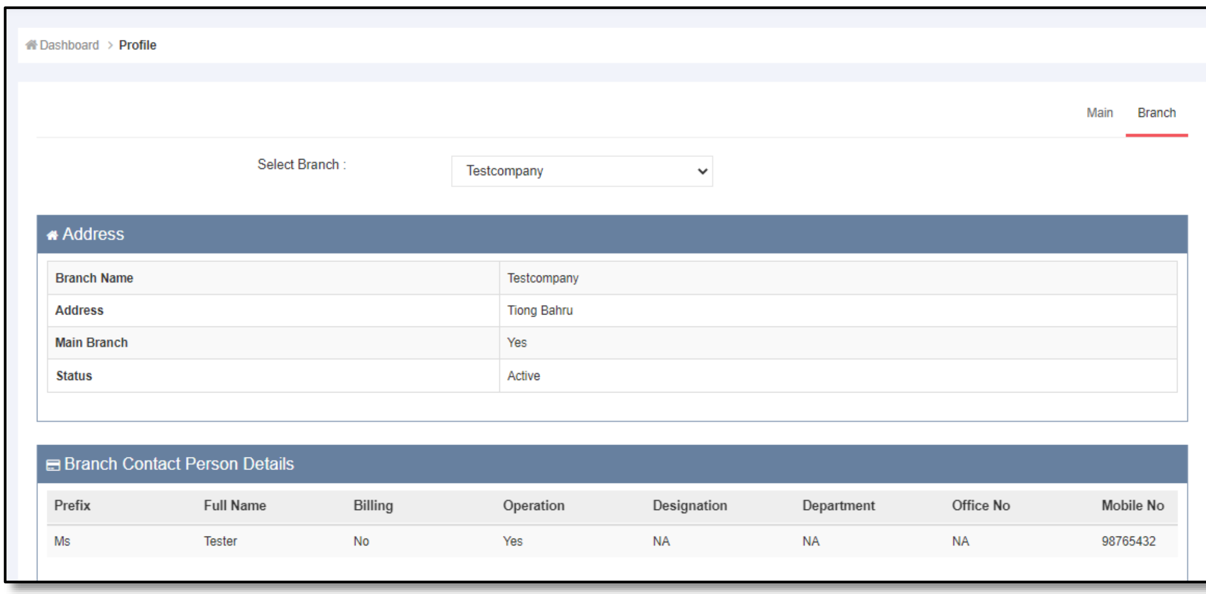
Profile

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



Picture Reference: Navigation Menu

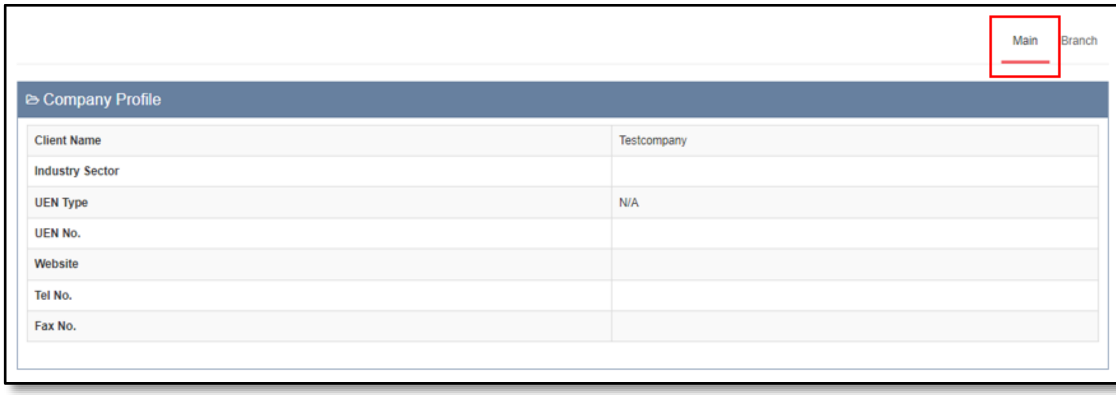
Step 2: A summary page of your details will be displayed on the "**Main Section**".



Picture Reference: Profile

Main Organisation Profile

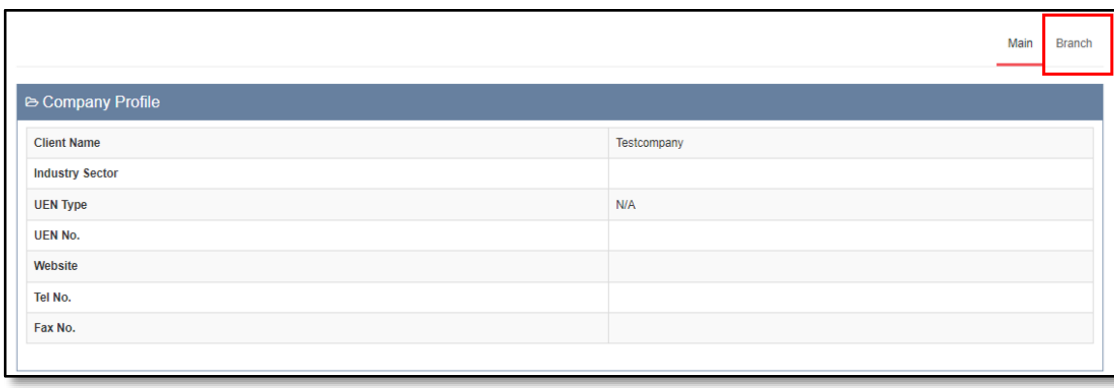
Step 1: To view your organisation’s details, click “**Main**” on the **Profile** page tab.



Picture Reference: Main Organisation Profile

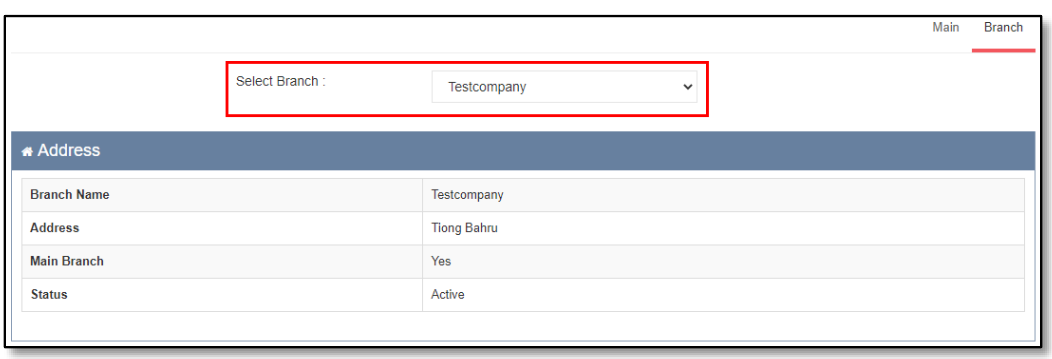
Branch Profile

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



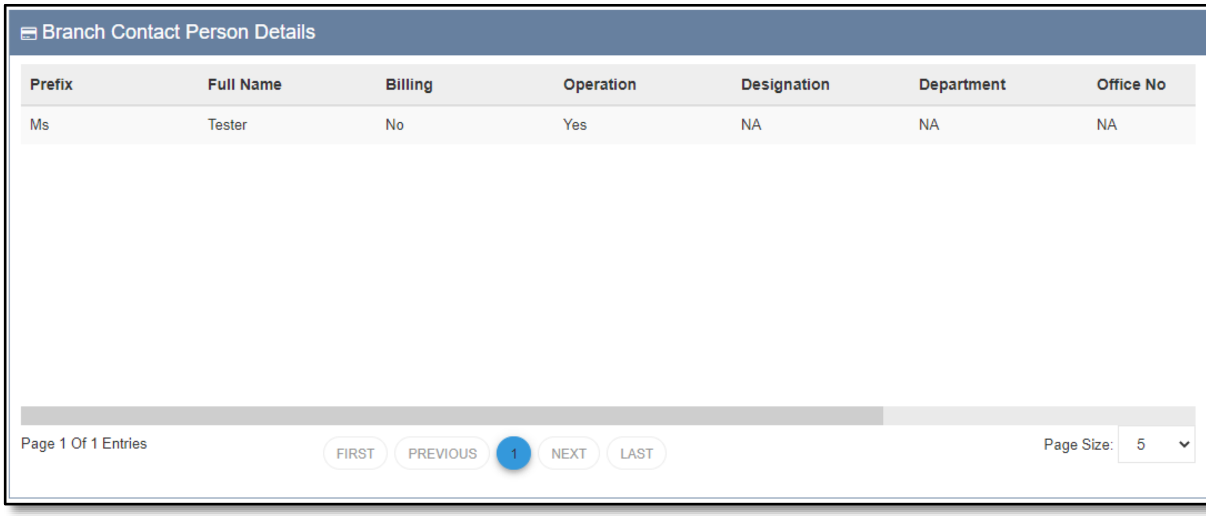
Picture Reference: Branch Profile

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



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.

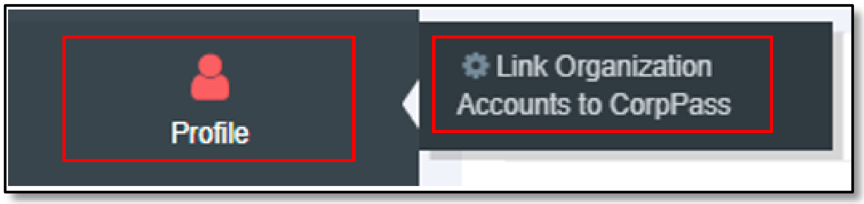


Picture Reference: Profile

Link Organization Accounts to Corppass

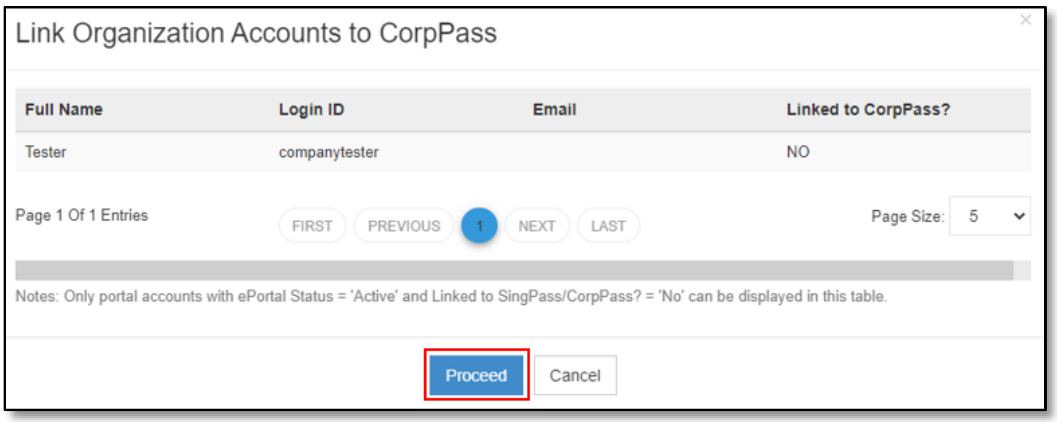
You are strongly encouraged to link your Login Credentials to your Corppass account. Upon successful linking, you will no longer need to login using your username and password.

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



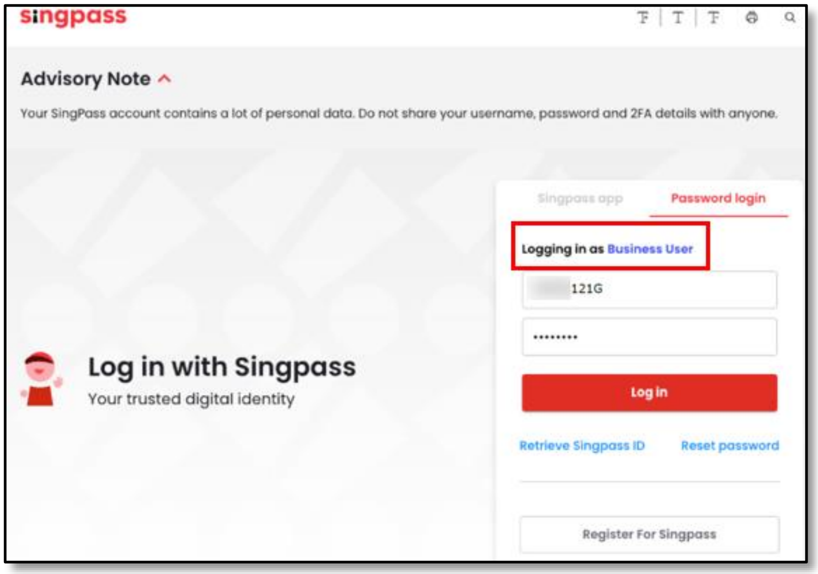
Picture Reference: Navigation Menu

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



Picture Reference: Pop-Up Page

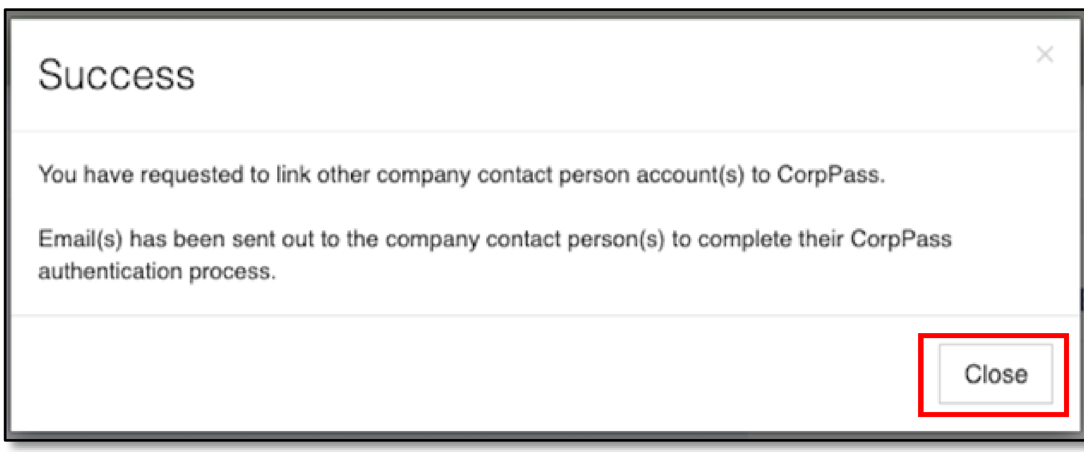
*Note: In Singpass redirect, the header should read "**Logging in as a Business User**".*



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**".

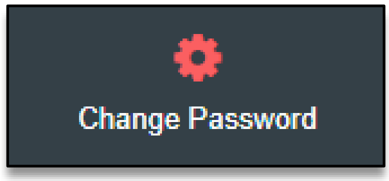


Picture Reference: Successful Pop-up Message

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**".

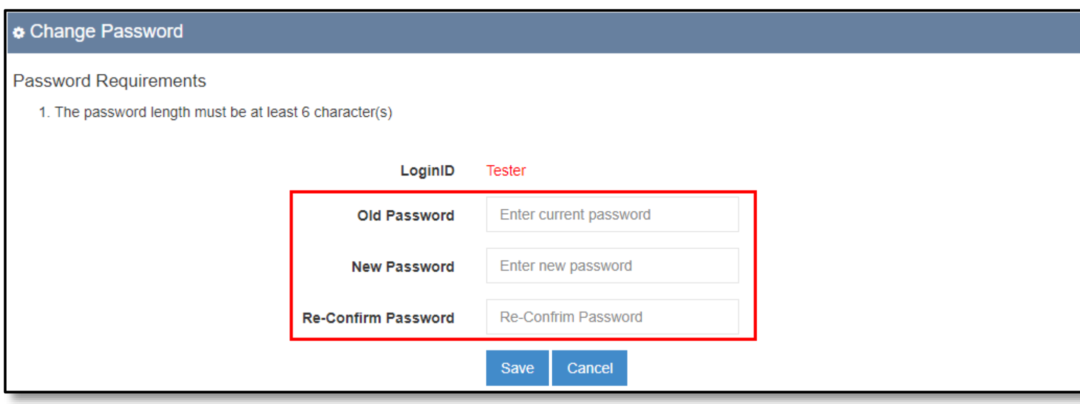


Picture Reference: Navigation Menu

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

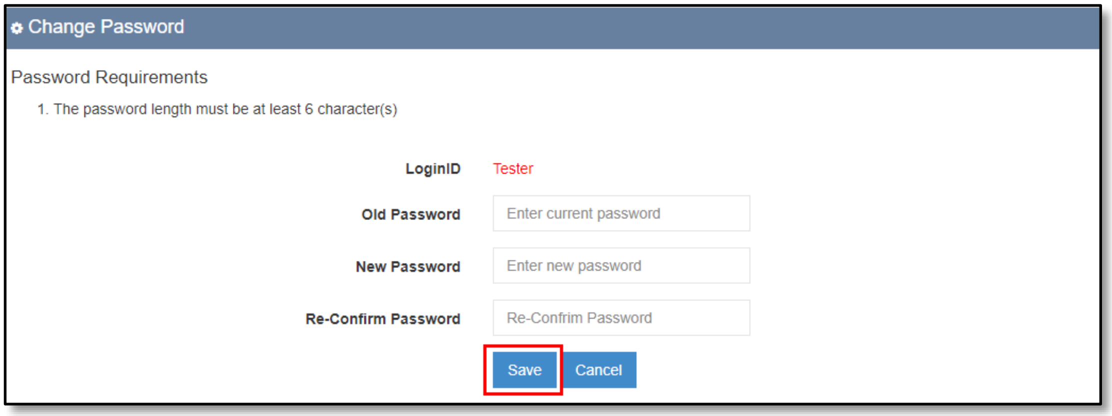
Step 3: Fill in the following fields,

- Old Password
- New Password
- Re-Confirm Password



Picture Reference: Change Password Page

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



Picture Reference: Change Password Page

Enrolment Statistics

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

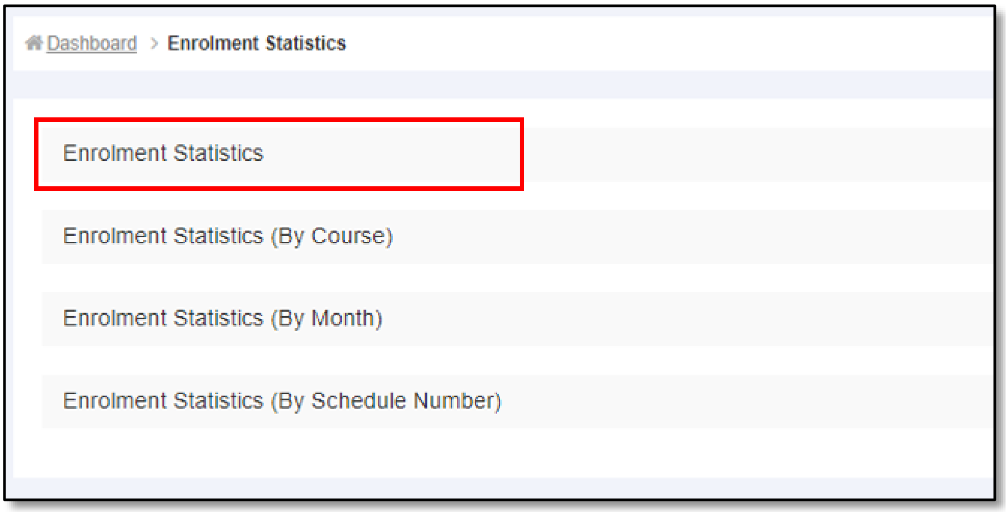
Picture Reference: Navigation Menu

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.

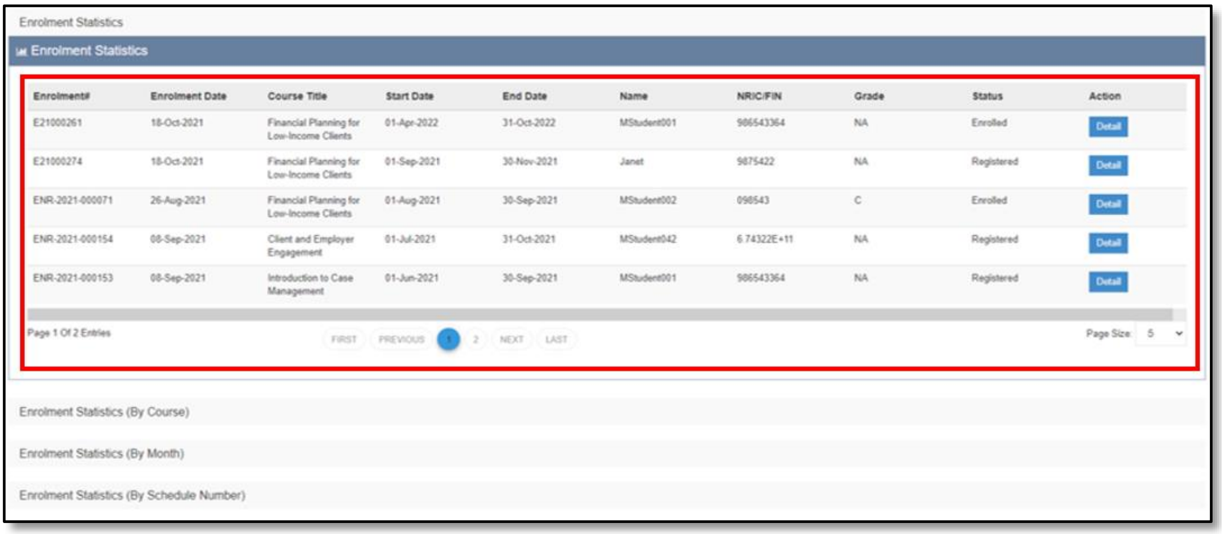
Enrolment Statistics

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



Picture Reference: Enrolment Statistics Page

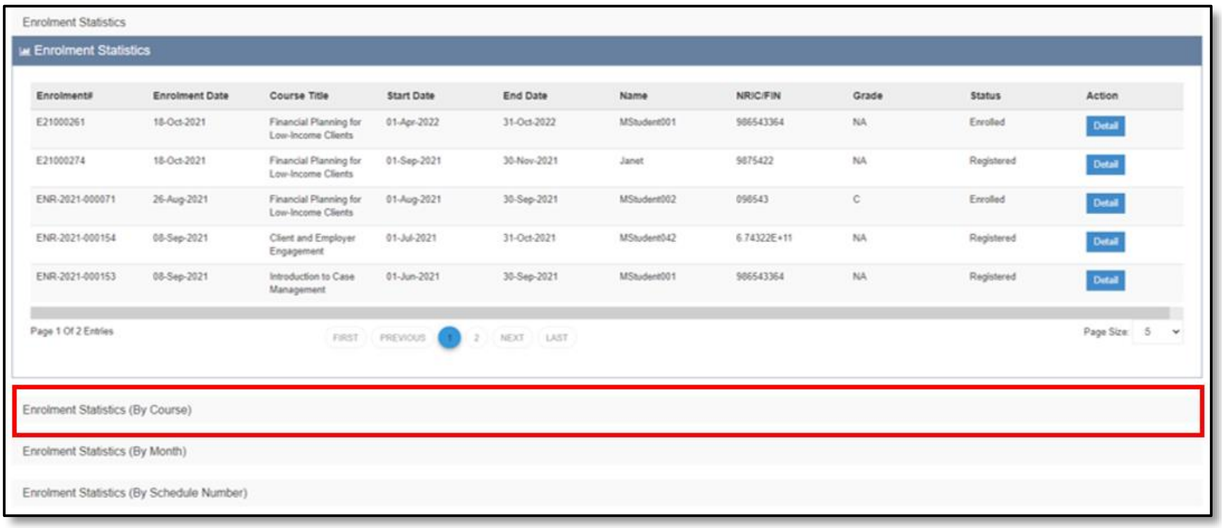
Step 2: The enrolment statistics details will be reflected on the “**Main Section**”.



Picture Reference: Enrolment Statistics Page

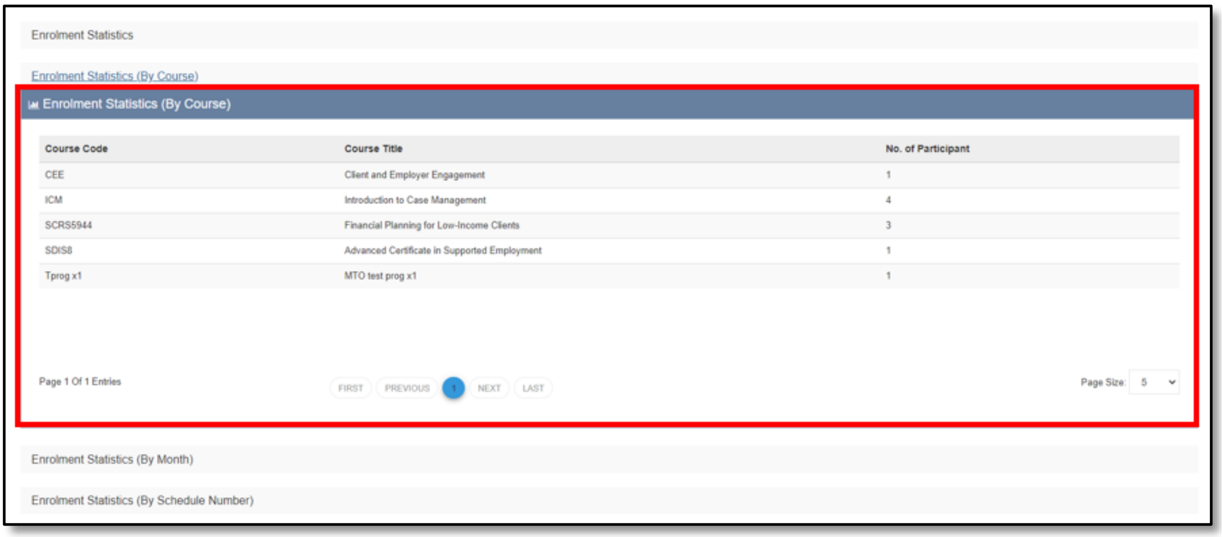
Enrolment Statistics (By Course)

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



Picture Reference: Enrolment Statistics Page

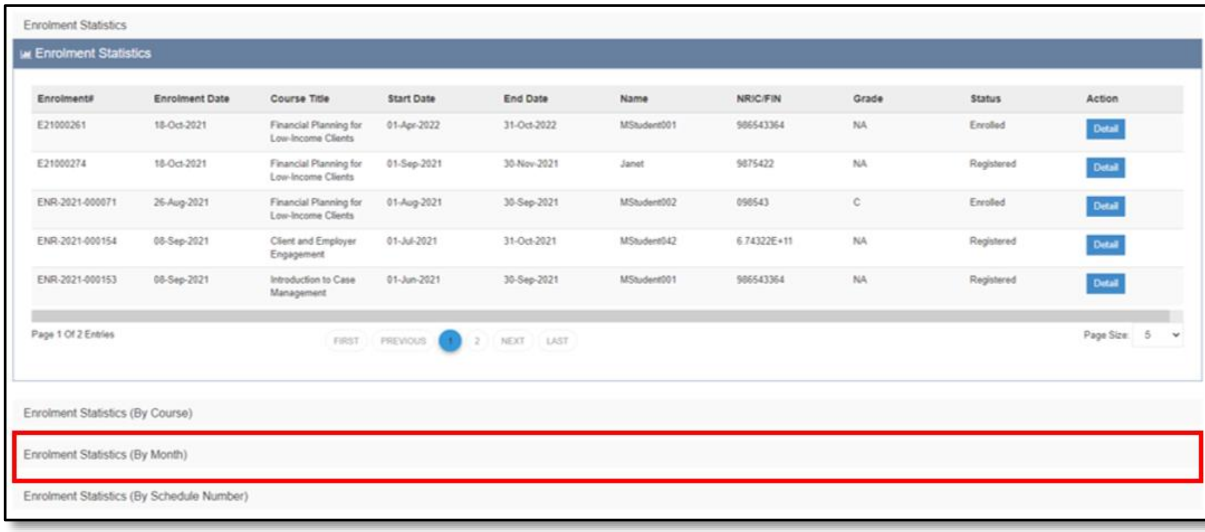
Step 2: The enrolment statistics (by Course) details will be reflected on the “**Main Section**”.



Picture Reference: Enrolment Statistics Page

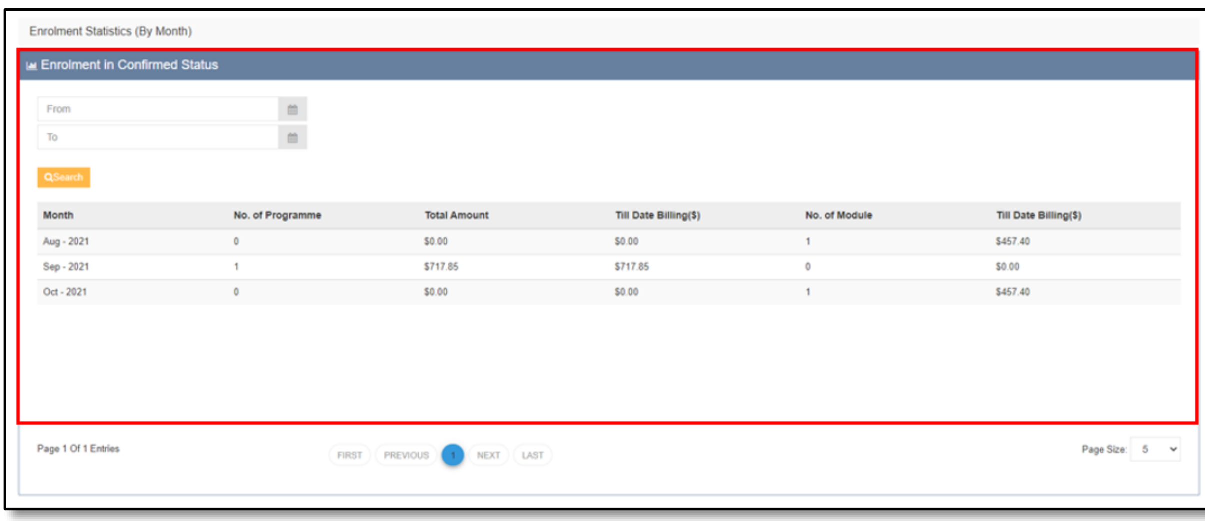
Enrolment Statistics (By Month)

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



Picture Reference: Enrolment Statistics Page

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

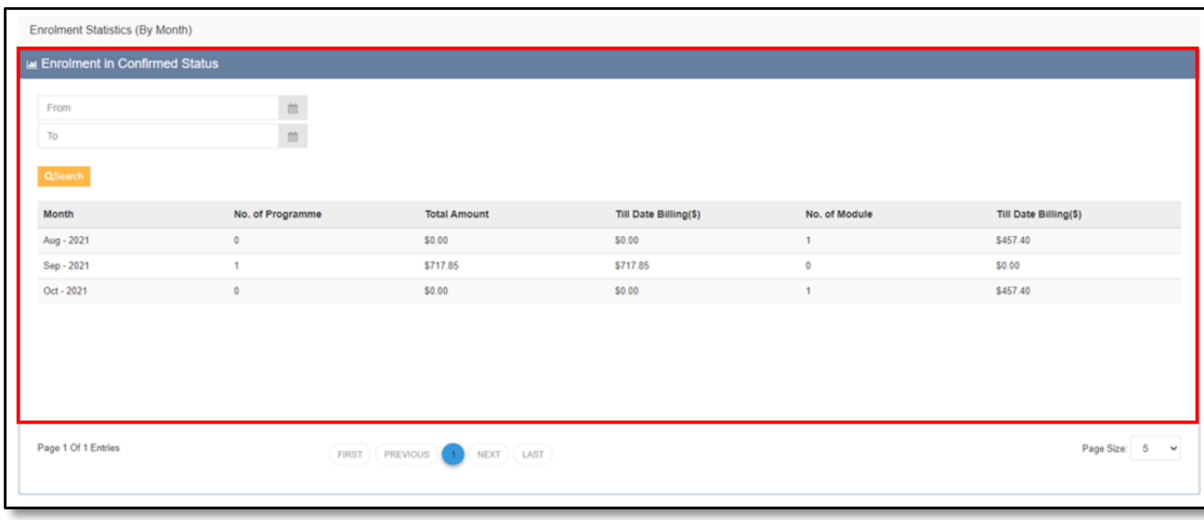


Picture Reference: Enrolment Statistics Page

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

Picture Reference: Enrolment Statistics Page

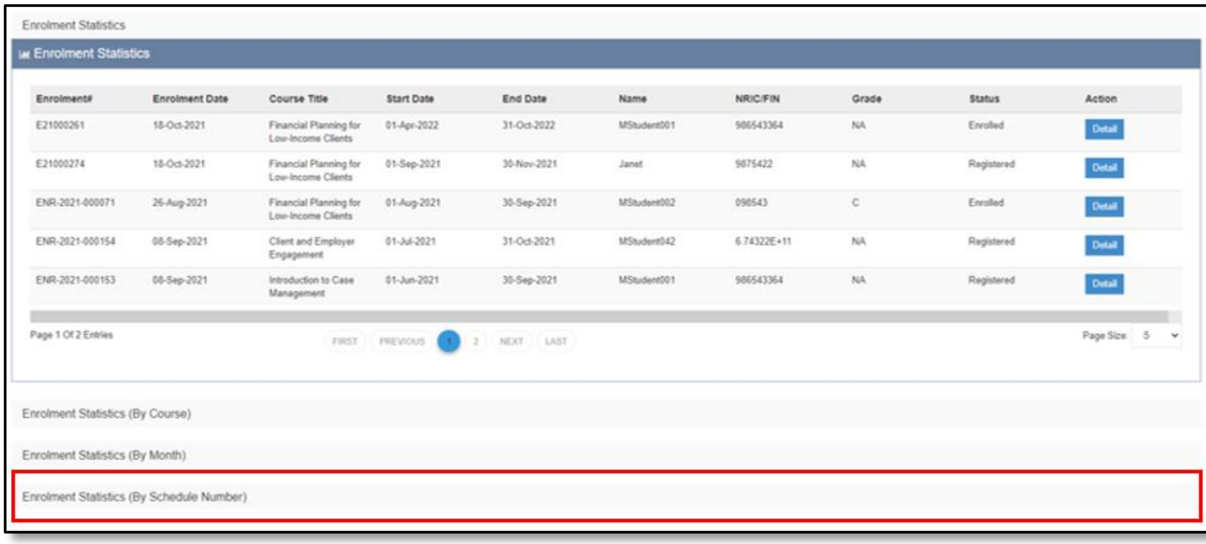
Step 4: The filtered enrolment statistics (by month) details will be displayed on the "**Main Section**" page.



Picture Reference: Enrolment Statistics Page

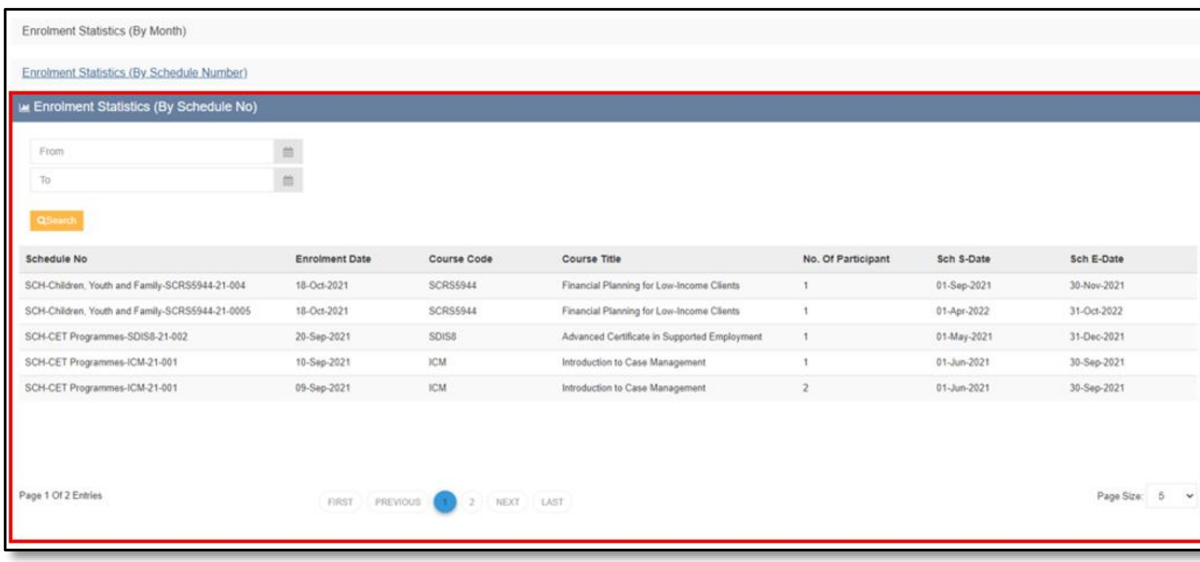
Enrolment Statistics (By Schedule Number)

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



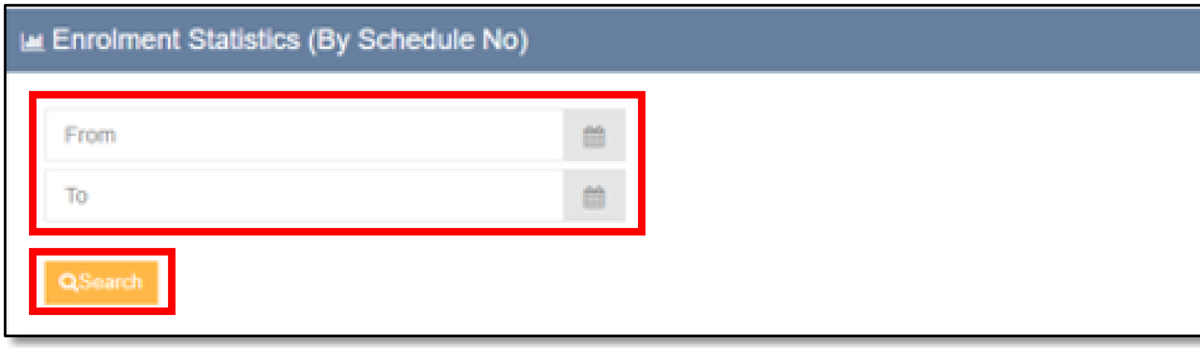
Picture Reference: Enrolment Statistics Page

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



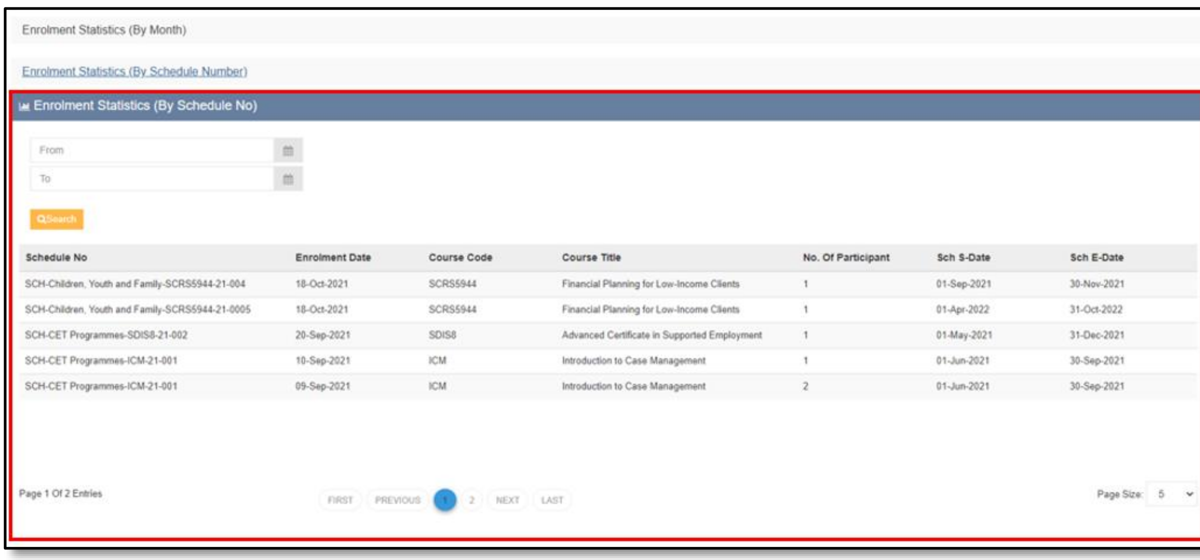
Picture Reference: Enrolment Statistics Page

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



Picture Reference: Enrolment Statistics Page

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



Schedule No	Enrolment Date	Course Code	Course Title	No. Of Participant	Sch S-Date	Sch E-Date
SCH-Children, Youth and Family-SCRS5944-21-004	18-Oct-2021	SCRS5944	Financial Planning for Low-Income Clients	1	01-Sep-2021	30-Nov-2021
SCH-Children, Youth and Family-SCRS5944-21-0005	18-Oct-2021	SCRS5944	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

Picture Reference: Enrolment Statistics Page

Enrolment Details

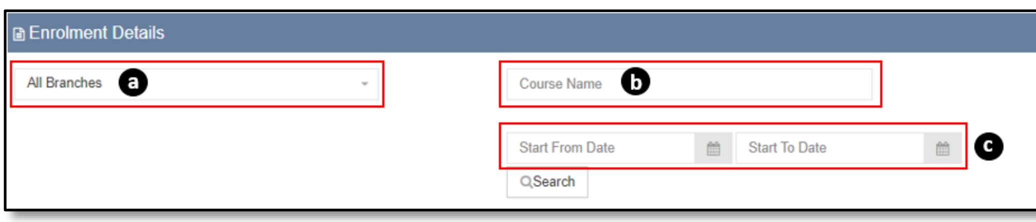
Step 1: To view all the enrolment records including programme and direct module, click "**Enrolment Details**" from the "**Navigation Menu**".

Picture Reference: Navigation Menu

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

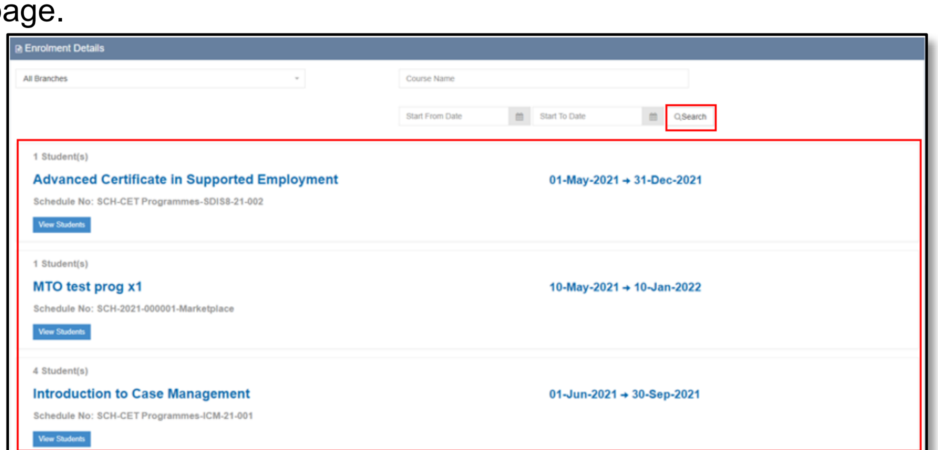
- Branches
- Course's Name
- Schedule Start/To Date

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**".



Picture Reference: Enrolment Details Page

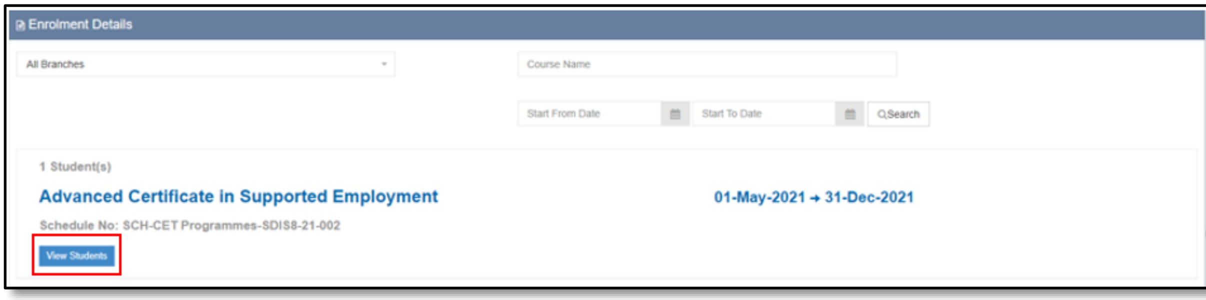
Step 3: Click "**Search**" and the enrolment records will be displayed on the "**Main Section**" page.



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.



Picture Reference: Enrolment Details Page

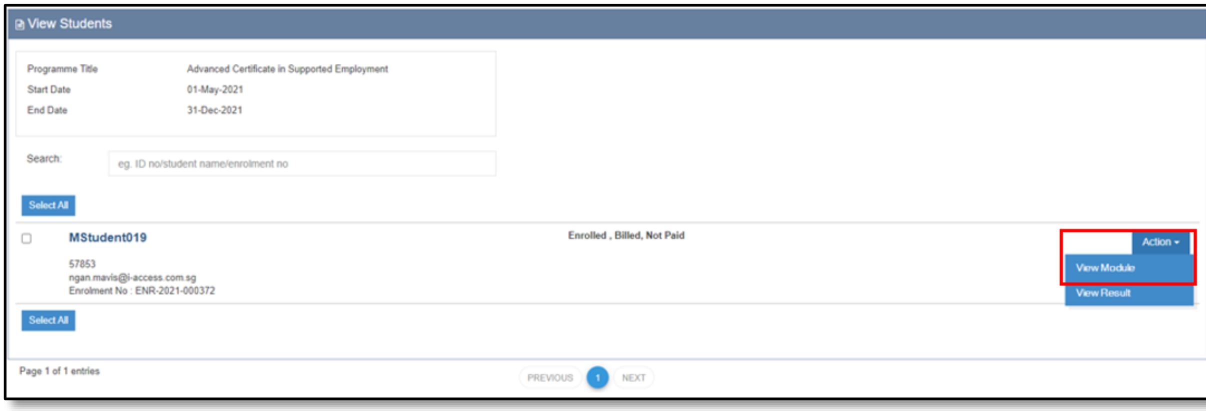
Step 2: You will be redirected to the "**View Students**" page. Details of the students and schedule will be displayed.

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**".



Picture Reference: View Students Page

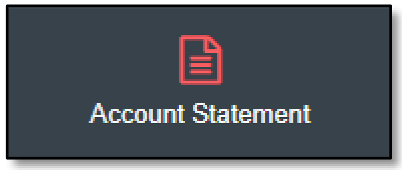
Step 2: You will be redirected to the "**View Module**" page.

Picture Reference: View Module Page

Account Statement

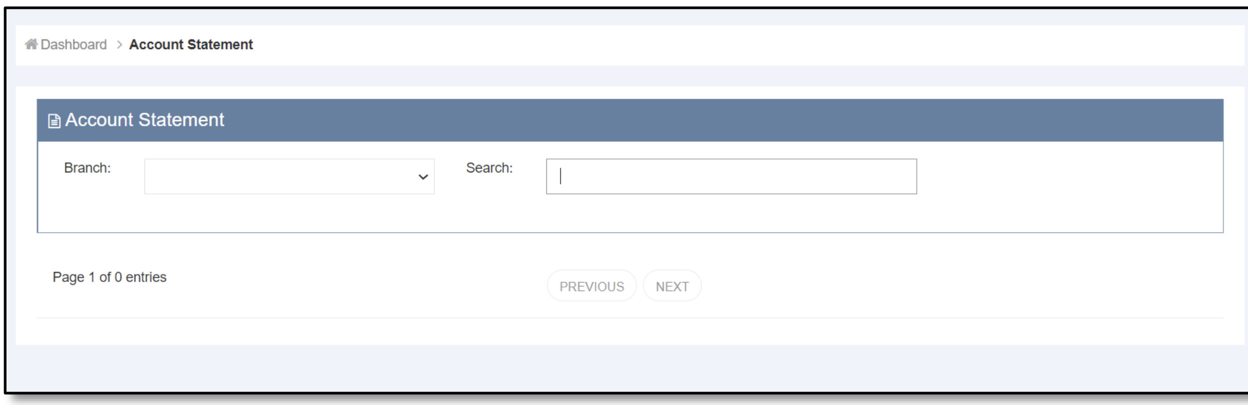
This is only applicable to users with '**Billing Contact**' access.

Step 1: To view and/or download tax invoice, click "**Account Statement**" from the "**Navigation Menu**".



Picture Reference: Navigation Menu

Step 2: You will be redirected to the "**Account Statement** " page.

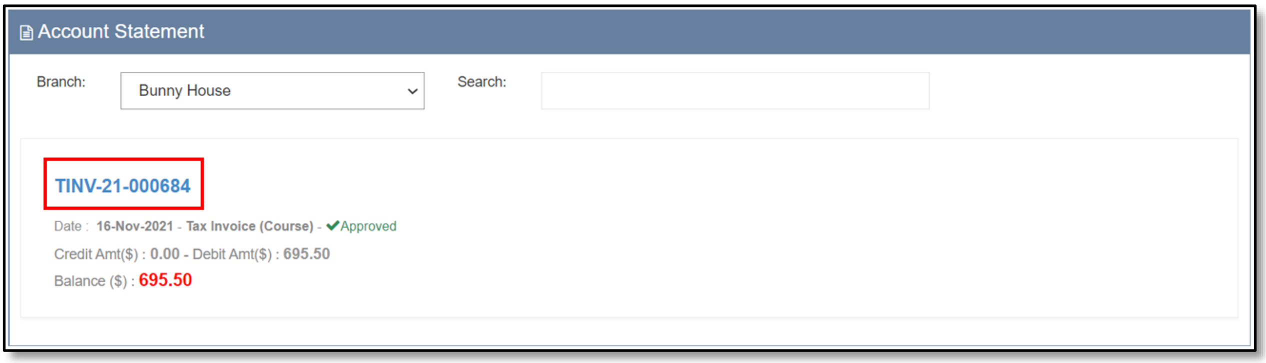


Picture Reference: Account Statement

Step 3: Select and filter the branch from the **dropdown**. Alternatively, you may search by **Billing Reference number** from the **search box**.

Picture Reference: Account Statement

Step 4: Once filtered, click on the **Billing Reference number** to view and/or download the tax invoice.



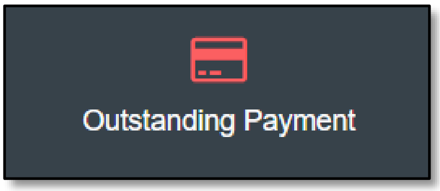
Picture Reference: Account Statement

Outstanding Payment

This is only applicable to users with '**Billing Contact**' access.

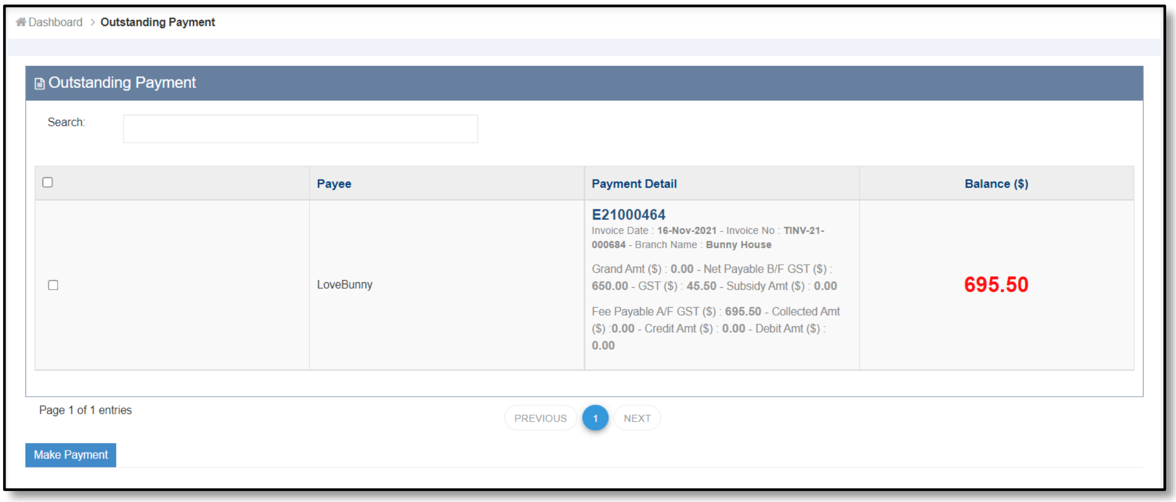
Online Payment

Step 1: To make online payment, click "**Outstanding Payment**" from the "**Navigation Menu**".



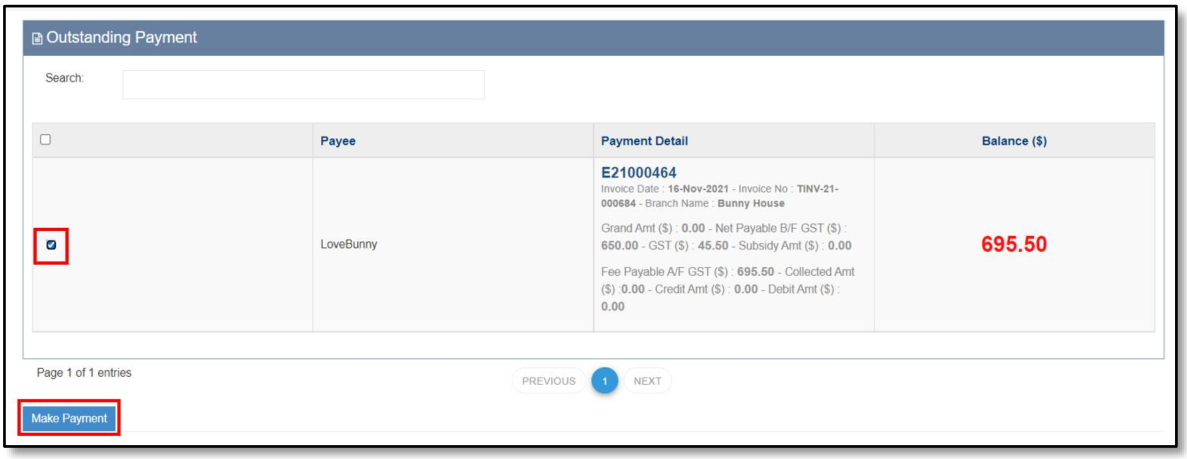
Picture Reference: Navigation Menu

Step 2: You will be redirected to the "**Outstanding Payment** " page.



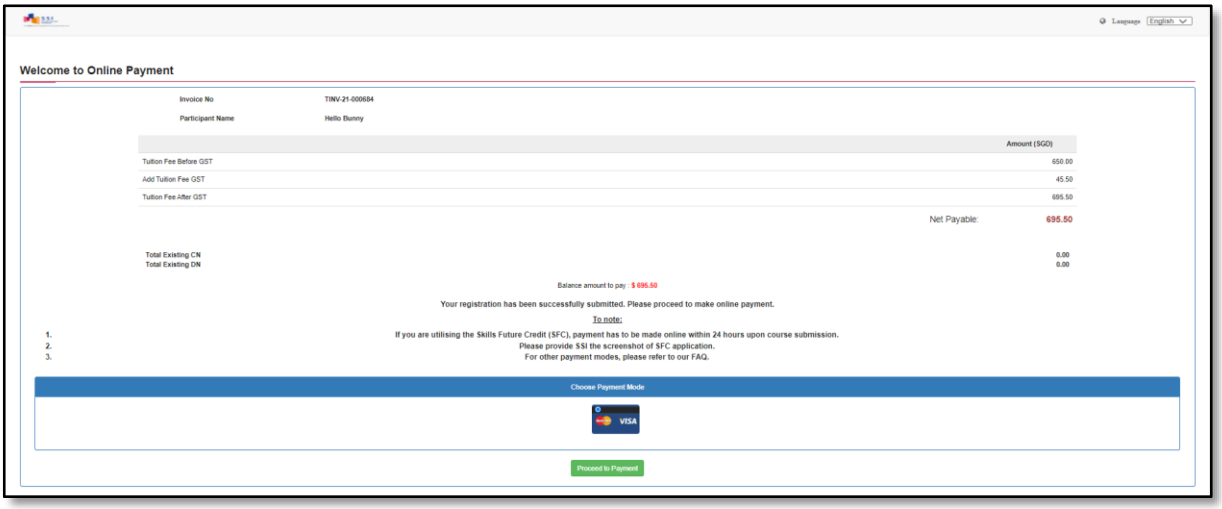
Picture Reference: Outstanding Payment

Step 3: Select the outstanding payment by checking the **checkbox** and click "**Make Payment**".



Picture Reference: Outstanding Payment

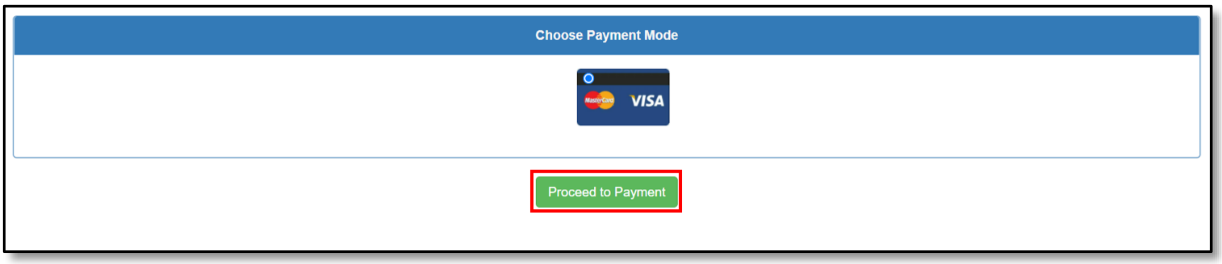
Step 4: You will be redirected to the “**Online Payment**” page, the payment details will be displayed.



Picture Reference: Online Payment

Step 5: Click “**Proceed to Payment**” to proceed with the payment.

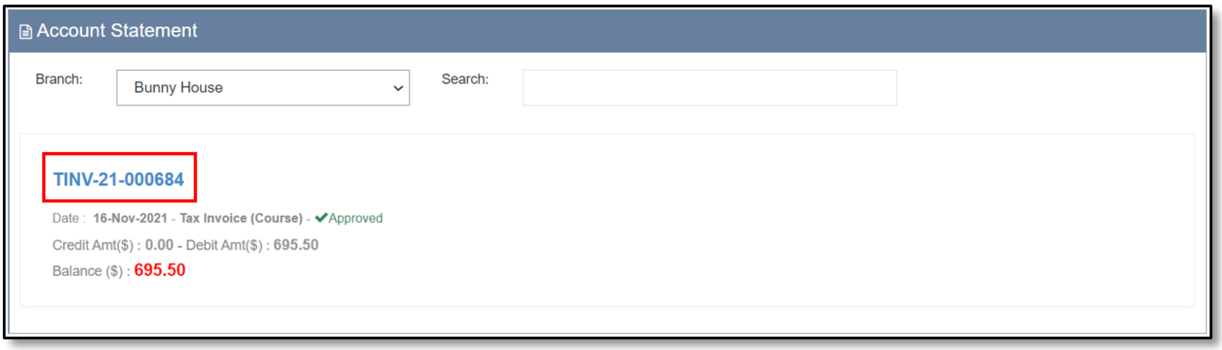
Note: Visa/Mastercard will be default payment mode



Picture Reference: Online Payment

Payment via Cheque

Step 1: To make payment via cheque, quote the **Billing Reference number** from the "**Account Statement**" at the back of the cheque.



Picture Reference: Account Statement

Step 2: Mail the cheque to the following address,

National Council of Social Service (NCSS)

Ulu Pandan Community Building

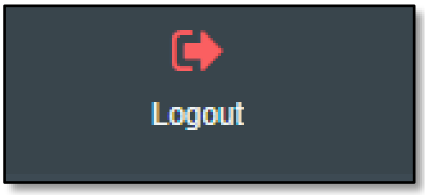
170 Ghim Moh Road, #01-02

Singapore 279621

Note: Cheque should be made payable to National Council of Social Service. For other Payment modes, you may refer to the FAQ from https://www.ssi.gov.sg.

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