

1. CorpPass pre-requisite for client contact person

- a) Do you have an existing CorpPass account?
 - If no, please contact your company CorpPass admin.
- b) Are you assigned to digital e-service “Training Management System”?
 - If no, approach your company CorpPass admin to assign the e-service “Training Management System” in the CorpPass Portal to your account.
 - Refer to TP_Online Registration Portal_FAQ_v1.2 page 6, item 3. The FAQ can be located on the online registration portal page.

2. New client Sign Up Account

- a) If you do not have any existing previous registration with Temasek Poly, please click on “Sign Up via CorpPass” by meeting the pre-requisites in item 1.
- b) You are required to provide your organization details and personal particulars upon signing up for an account.
- c) Once signed up, Temasek Poly shall review and approve the account. You will be updated via email within 5 working days. Upon approval, only the registered contact person is able to login.

3) Existing client contact person to add additional contact person in ORP

- a) Refer to TP_Online Registration Portal_User Manual page 22. Retrievable in Online Registration Portal. The user manual can be located on the online registration portal page.