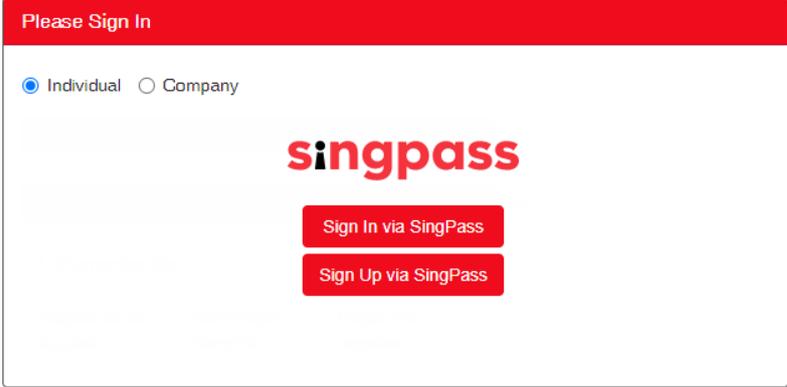


Online Registration Portal User Manual

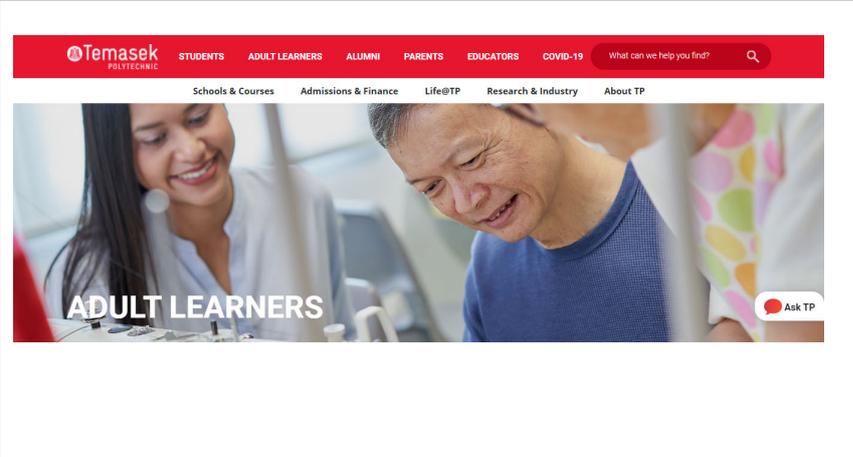
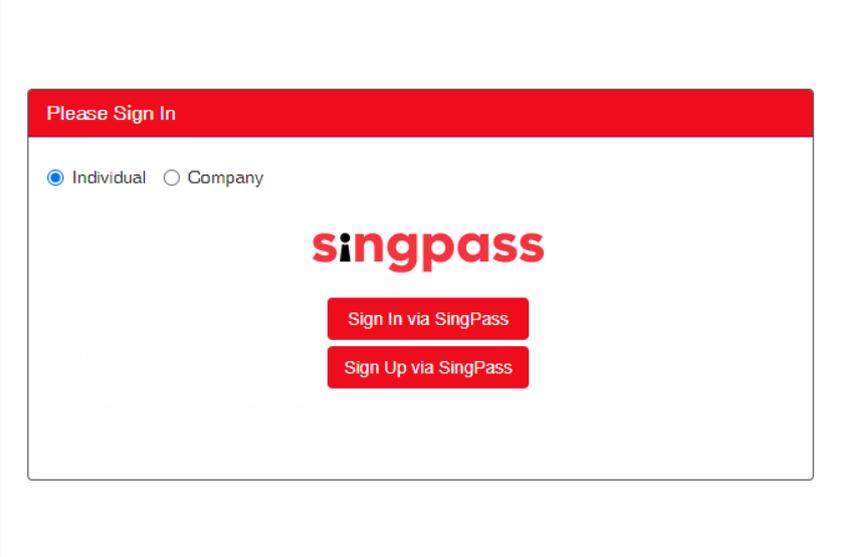
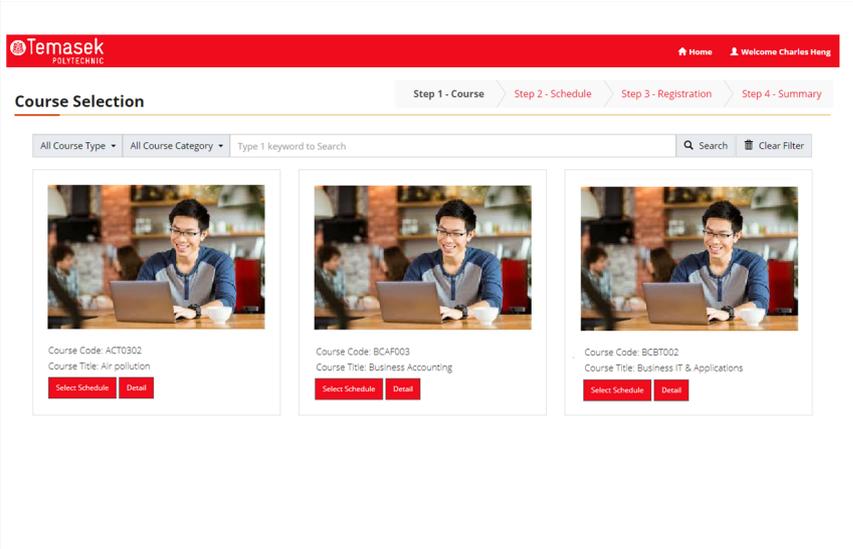
Table of Contents

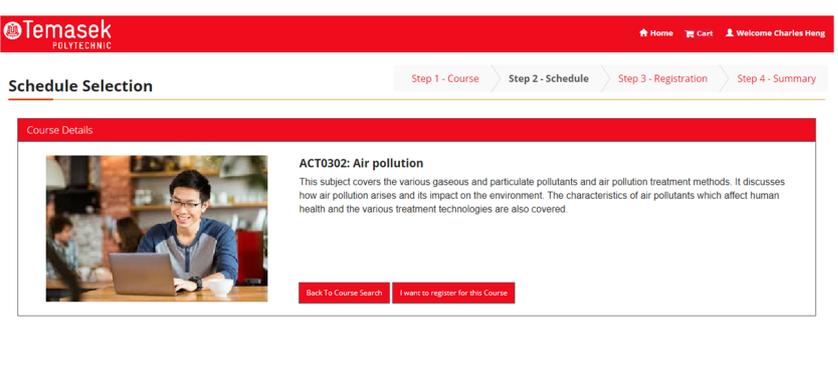
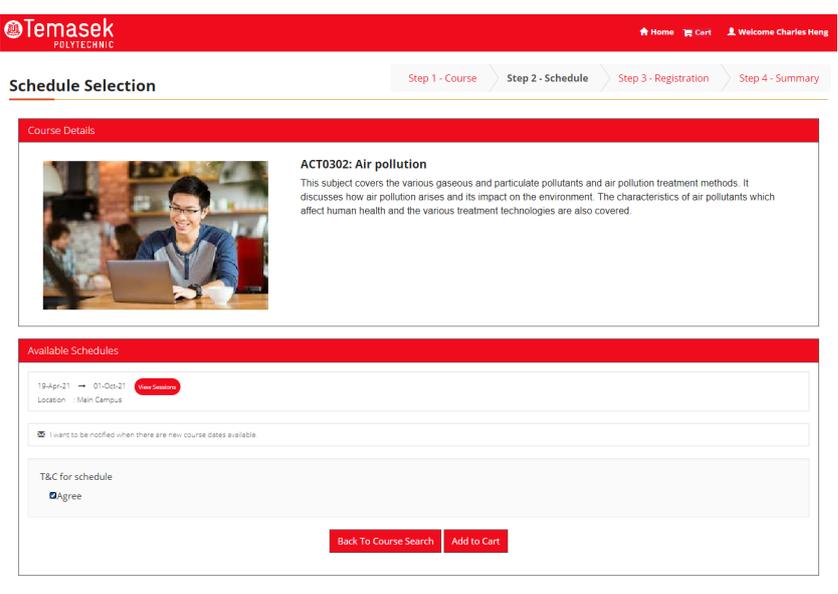
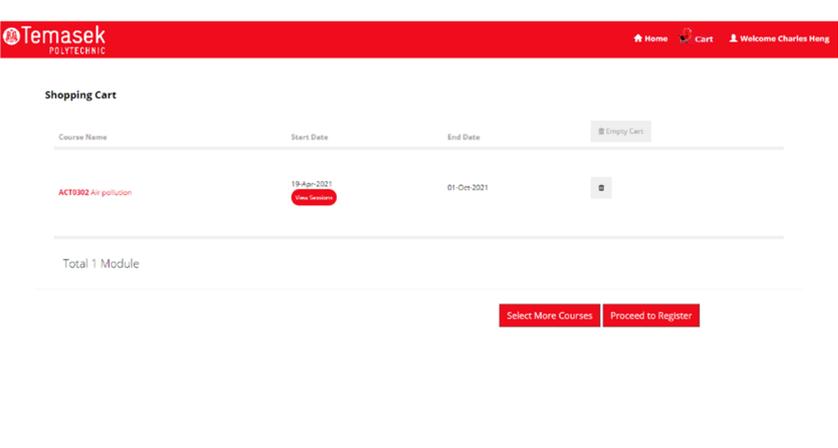
1.	Account Registration	3
2.	Course Registration	4

1. Account Registration

<p>i.</p>	<p>To register for a course, you need to have an account with us.</p> <p>If you have an existing account, please proceed to log in.</p> <p>If you are a new user, ensure the (Individual) radio button is selected before you click on [Sign Up via SingPass] button to sign up for an account first.</p>	
<p>ii.</p>	<p>Fill in your Personal Details:</p> <ul style="list-style-type: none"> • Full Name • Contact Number • Email <p>Fields marked with * are mandatory.</p> <p>Once you have completed filling up the necessary fields, click on [Sign Up].</p>	
<p>iii.</p>	<p>Upon successful registration, you will receive a pop-up message informing you that your sign up is successful.</p> <p>A notification email will also be sent to your email address as provided during sign up.</p> <p>Click [Close] to be redirected to the Login page. You may now proceed to sign in with your SingPass.</p>	

2. Course Registration

<p>i. To register for a course, you may use the TP website to search for courses.</p> <p>After finding your preferred course, click on the [Apply] button to initiate the course registration.</p> <p>You will be redirected to the Online Registration Portal Login page.</p>	
<p>ii. Login to the Online Registration Portal via your SingPass.</p> <p>Please ensure that (Individual) is selected before you click on [Sign In via SingPass].</p> <p>(Note: You must sign up for an account first to register for courses. Please refer to 1. Account Registration.)</p> <p>You will be redirected to the Course Selection page, upon successful login.</p>	
<p>iii. In the Course Selection page, all the courses which are available will be displayed.</p> <p>You can use the search field to search for the course that you desire.</p> <p>Click [Select Schedule] for the schedule that you wish to enroll in.</p>	

<p>iv. In the Schedule Selection page, click on [I want to register for this Course].</p>		
<p>v. Under Available Schedules section, select the dates for the course that you want to attend.</p> <p>Read and agree to the Schedule Terms and Conditions by ticking the [Agree] checkbox.</p> <p>Click on [Add to Cart] to add this course to the shopping cart.</p>		
<p>vi. In the Shopping Cart page, click on [Proceed to Register] to continue with the registration.</p> <p>If you intend to sign up for more than 1 course, click on the [Select More Courses] button to return to the Course Selection page.</p>		

vii. In the **Individual Registration** page, the following will be displayed:

The **Course Details** for your selected course will be displayed.

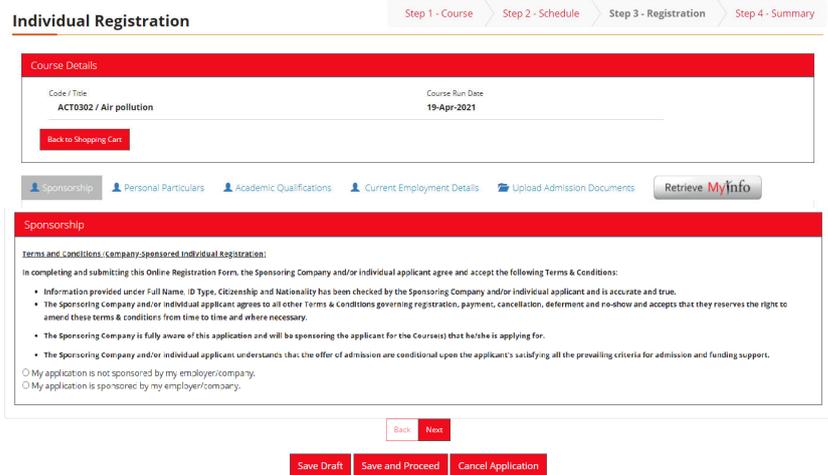
In the **Sponsorship** tab, the **Terms and Conditions for Company-Sponsored Individual Registration** will be displayed. Please select one of the radio button option to proceed.

- If individual sponsored (*paying by yourself*), select the **(My application is not sponsored by my employer/company.)** option.
- If company sponsored (*will be paid by sponsor company*), select the **(My application is sponsored by my employer /company.)** option. You will need to fill in the client sponsor company details. If you cannot find your client sponsor company, please contact us at tsa@tp.edu.sg for assistance. For courses by Security Industry Institute (SII), please email sii@tp.edu.sg.

Click **[Next]** to proceed to the **Personal Particulars** page.

During your application, you can choose to perform the following actions:

- **[Save Draft]** to save your in-progress application.
- **[Save and Proceed]** to proceed to the next application step. You will be prompted for incomplete mandatory fields.
- **[Cancel Application]** to discard your application.



The screenshot shows the 'Individual Registration' page with a progress bar at the top: Step 1 - Course, Step 2 - Schedule, Step 3 - Registration (active), Step 4 - Summary.

Course Details

Code / Title	Course Run Date
ACT0302 / Air pollution	19-Apr-2021

Buttons: Back to Shopping Cart

Navigation: Sponsorship (selected), Personal Particulars, Academic Qualifications, Current Employment Details, Upload Admission Documents, Retrieve MyInfo

Sponsorship

Terms and Conditions (Company-Sponsored Individual Registration)

In completing and submitting this Online Registration Form, the Sponsoring Company and/or individual applicant agree and accept the following Terms & Conditions:

- Information provided under Full Name, ID Type, Citizenship and Nationality has been checked by the Sponsoring Company and/or individual applicant and is accurate and true.
- The Sponsoring company and/or individual applicant agrees to all other Terms & Conditions governing registration, payment, cancellation, deferment and re-show and accepts that they reserves the right to amend these terms & conditions from time to time and where necessary.
- The Sponsoring Company is fully aware of this application and will be sponsoring the applicant for the Course(s) that he/she is applying for.
- The Sponsoring Company and/or individual applicant understands that the offer of admission are conditional upon the applicant's satisfying all the prevailing criteria for admission and funding support.

My application is not sponsored by my employer/company.
 My application is sponsored by my employer/company.

Buttons: Back, Next, Save Draft, Save and Proceed, Cancel Application

viii. In the **Personal Particulars** tab, please fill in your personal particulars, contact details and mailing address. Fields marked with * are mandatory.

You may [**Retrieve MyInfo**] to auto-populate some of the personal particulars.

Click [**Next**] to proceed to the **Academic Qualifications** tab.

Individual Registration

Step 1 - Course Step 2 - Schedule Step 3 - Registration Step 4 - Summary

Course Details

Code / Title WNP / Critical Infrastructure Protection	Course Run Date 11-Jun-2021
--	--------------------------------

[Back to Shopping Cart](#)

[Sponsorship](#)
[Personal Particulars](#)
[Academic Qualifications](#)
[Current Employment Details](#)
[Upload Admission Documents](#)

[Pre-Class Survey](#)
[Retrieve MyInfo](#)

Personal Particulars

Salutation* Family Name Given Name

Full Name* Gender* Male Female

Date of Birth* Race* Nationality*

Citizenship* ID Type* Work Permit #

Preferred Language*

Contact Details

Tel (Mobile)* Email Address* Tel (Home) Tel (Office)

Address

Mailing Address
Address Type Standard Unformatted

Postal Code* [Find](#) [Clear](#)

Block* Street Name*

Floor* Unit*

Building Country*

[Back](#) [Next](#)

[Save Draft](#) [Save and Proceed](#) [Cancel Application](#)

ix. In the **Academic Qualifications** tab, you will have to enter your academic details.

Fields marked with * are mandatory.

Click [**Next**] to proceed to the **Current Employment Details** tab.

Individual Registration

Step 1 - Course Step 2 - Schedule Step 3 - Registration Step 4 - Summary

Course Details

Code / Title WNP / Critical Infrastructure Protection	Course Run Date 11-Jun-2021
--	--------------------------------

[Back to Shopping Cart](#)

[Sponsorship](#)
[Personal Particulars](#)
[Academic Qualifications](#)
[Current Employment Details](#)
[Upload Admission Documents](#)

[Pre-Class Survey](#)
[Retrieve MyInfo](#)

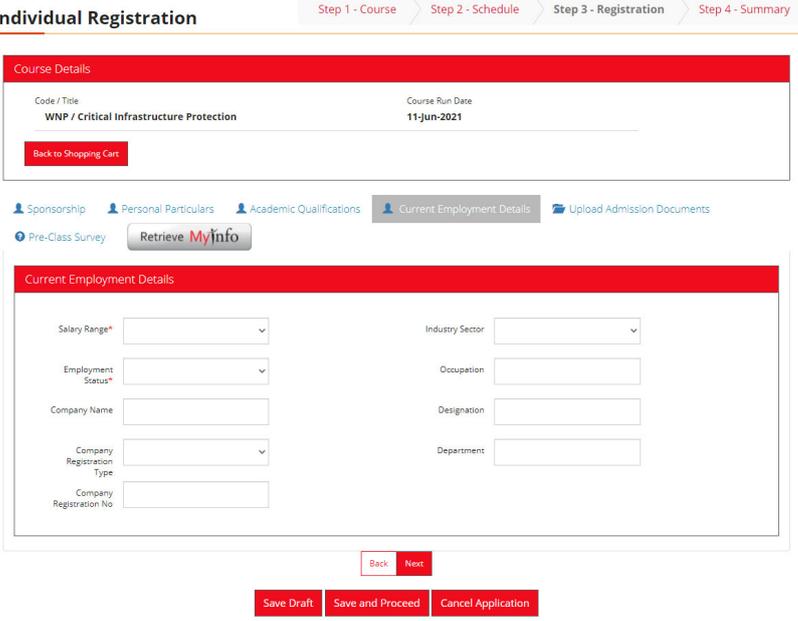
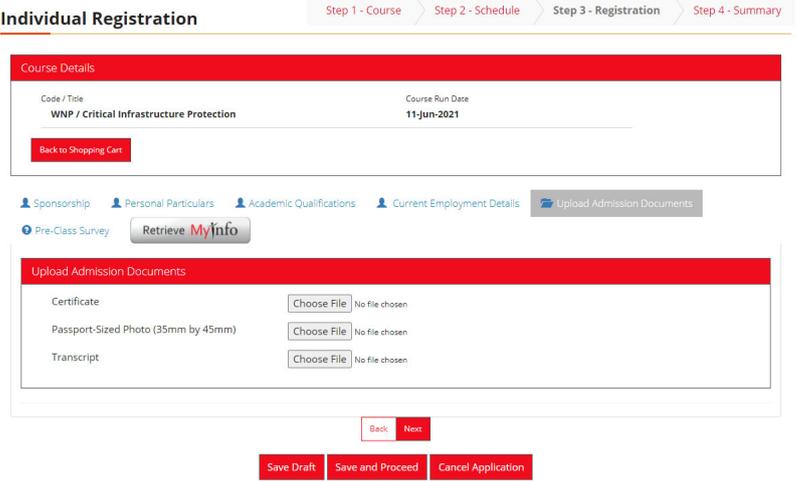
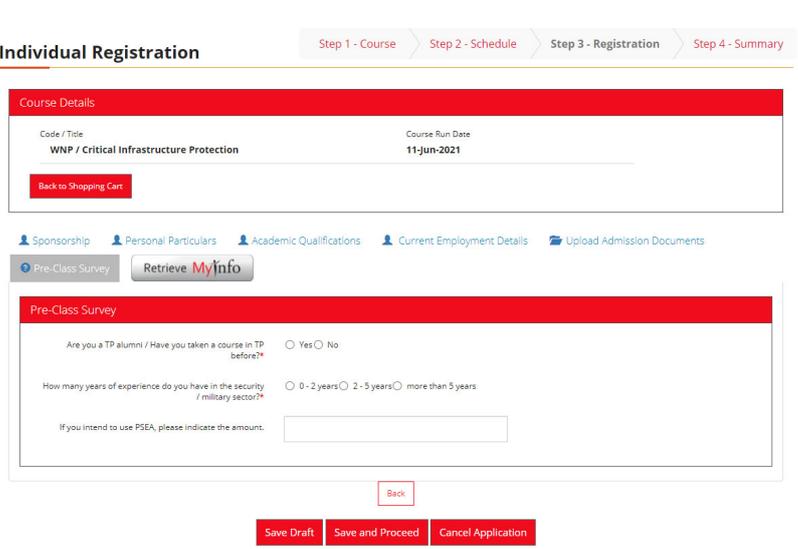
Academic Qualifications

Highest Qualification Level* Highest Qualification Name

Highest Language Proficiency* Institution

[Back](#) [Next](#)

[Save Draft](#) [Save and Proceed](#) [Cancel Application](#)

<p>x. In the Current Employment Details tab, you will have to enter your employment details.</p> <p>Fields marked with * are mandatory.</p> <p>Click [Next] to proceed to the Upload Admission Documents tab.</p>	
<p>xi. In the Upload Admission Documents tab, click on the [Choose File] button to upload the relevant documents.</p> <p>Fields marked with * are mandatory.</p> <p>Click [Next] to proceed to the Pre-Class Survey tab.</p>	
<p>xii. In the Pre-Class Survey tab, if there is one available for the selected course, please provide your response to the questions.</p> <p>Fields marked with * are mandatory.</p> <p><i>(Note: This tab will only appear if there are additional information requested by Temasek Polytechnic.)</i></p> <p>Then, click on [Save and Proceed] button to proceed to Summary page.</p>	

xiii. In the **Summary** page, you can view the summary of your application details.

Click [**Apply SFC**] if you wish to utilize your SkillsFuture Credit. You will be redirected to SFC portal to apply for SFC.

Click [**Apply PSEA**] if you wish to utilize your PSEA. There will be a textbox for you to indicate the PSEA amount that you intend to utilize.

Note:

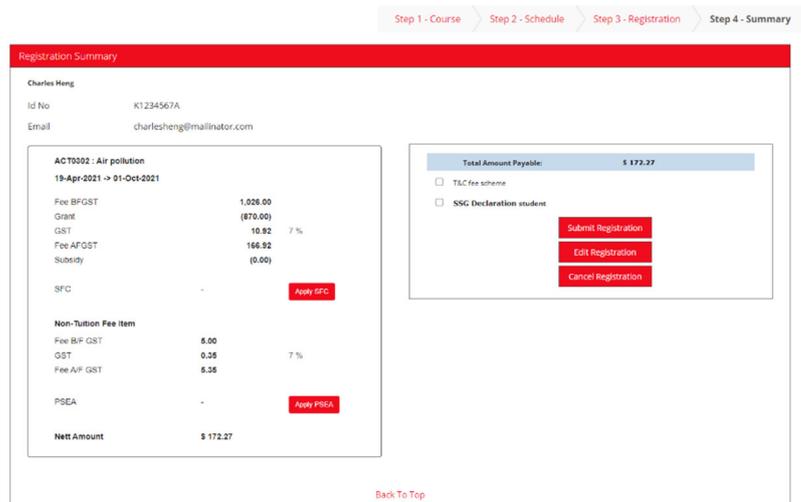
1. Please refer to the PSEA instructions provided on the page for more information on the PSEA application process.
2. Please note that SkillsFuture Credit and PSEA utilization is limited to certain courses only.
3. If you do not see the [Apply SFC] and [Apply PSEA] buttons on this page, you will see it in online payment page.

Review the application details and terms and conditions.

Click the checkboxes to accept the Terms and Conditions.

- [**Submit Registration**] button to submit your application.
- [**Edit Registration**] button to make changes to your application.
- [**Cancel Registration**] button to discard your application.

(Take Note: Changes cannot be made after submission.)



Step 1 - Course Step 2 - Schedule Step 3 - Registration Step 4 - Summary

Registration Summary

Charles Heng
 Id No: K1234567A
 Email: charlesheng@mailinator.com

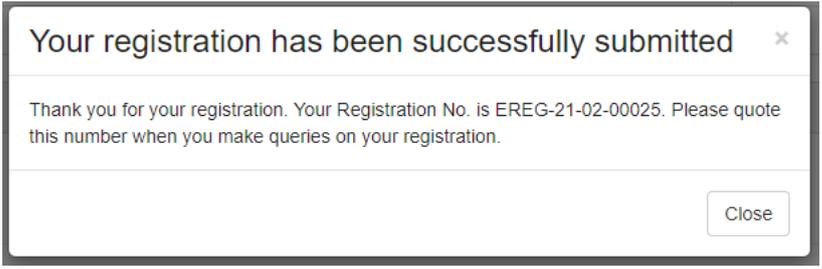
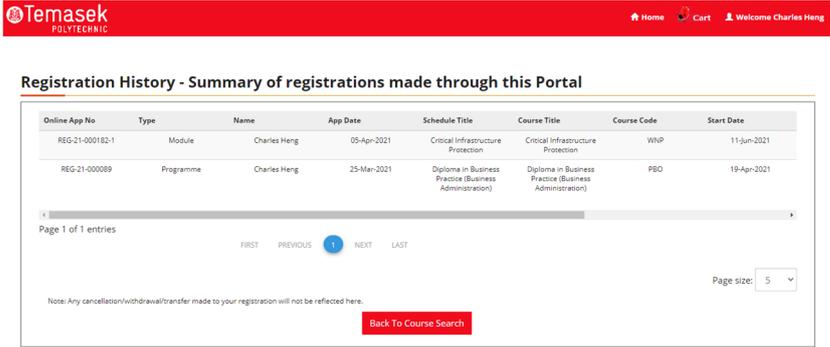
AGT002 - Air pollution 19-Apr-2021 -> 01-Oct-2021			
Fee BFGST	1,028.00		
Grant	(870.00)		
GST	10.82	7 %	
Fee AFGST	166.92		
Subsidy	(0.00)		
SFC	-		Apply SFC
Non-Tuition Fee Item			
Fee B/F GST	8.00		
GST	0.35	7 %	
Fee A/F GST	5.35		
PSEA	-		Apply PSEA
Net Amount	\$ 172.27		

Total Amount Payable: \$ 172.27

T&C fee scheme
 SSG Declaration student

[Submit Registration](#)
[Edit Registration](#)
[Cancel Registration](#)

[Back To Top](#)

xiv.	<p>You will receive a confirmation pop-up message with Online Registration Number if your application has been successfully submitted.</p> <p>Click on [Close] to proceed.</p>																									
xv.	<p>To view your draft and/or past applications submitted through this online portal, click on 'Welcome' and select 'View Draft / Past Application' from the dropdown list.</p> <p>Click on 'Log Out' on the dropdown list to log out and end your session.</p> <p>Click on [Back To Course Search] to be redirected back to the Course Selection page.</p>	 <table border="1"> <thead> <tr> <th>Online App No</th> <th>Type</th> <th>Name</th> <th>App Date</th> <th>Schedule Title</th> <th>Course Title</th> <th>Course Code</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>REG-21-000182-1</td> <td>Module</td> <td>Charles Heng</td> <td>05-Apr-2021</td> <td>Critical Infrastructure Protection</td> <td>Critical Infrastructure Protection</td> <td>WNP</td> <td>11-Jun-2021</td> </tr> <tr> <td>REG-21-000089</td> <td>Programme</td> <td>Charles Heng</td> <td>25-Mar-2021</td> <td>Diploma in Business Practice (Business Administration)</td> <td>Diploma in Business Practice (Business Administration)</td> <td>PBO</td> <td>19-Apr-2021</td> </tr> </tbody> </table>	Online App No	Type	Name	App Date	Schedule Title	Course Title	Course Code	Start Date	REG-21-000182-1	Module	Charles Heng	05-Apr-2021	Critical Infrastructure Protection	Critical Infrastructure Protection	WNP	11-Jun-2021	REG-21-000089	Programme	Charles Heng	25-Mar-2021	Diploma in Business Practice (Business Administration)	Diploma in Business Practice (Business Administration)	PBO	19-Apr-2021
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