

STEP SKILLS TRAINING & ENHANCEMENT PORTAL

BY THE POLYTECHNICS & ITE

Company Sponsorship Guide for Trainee

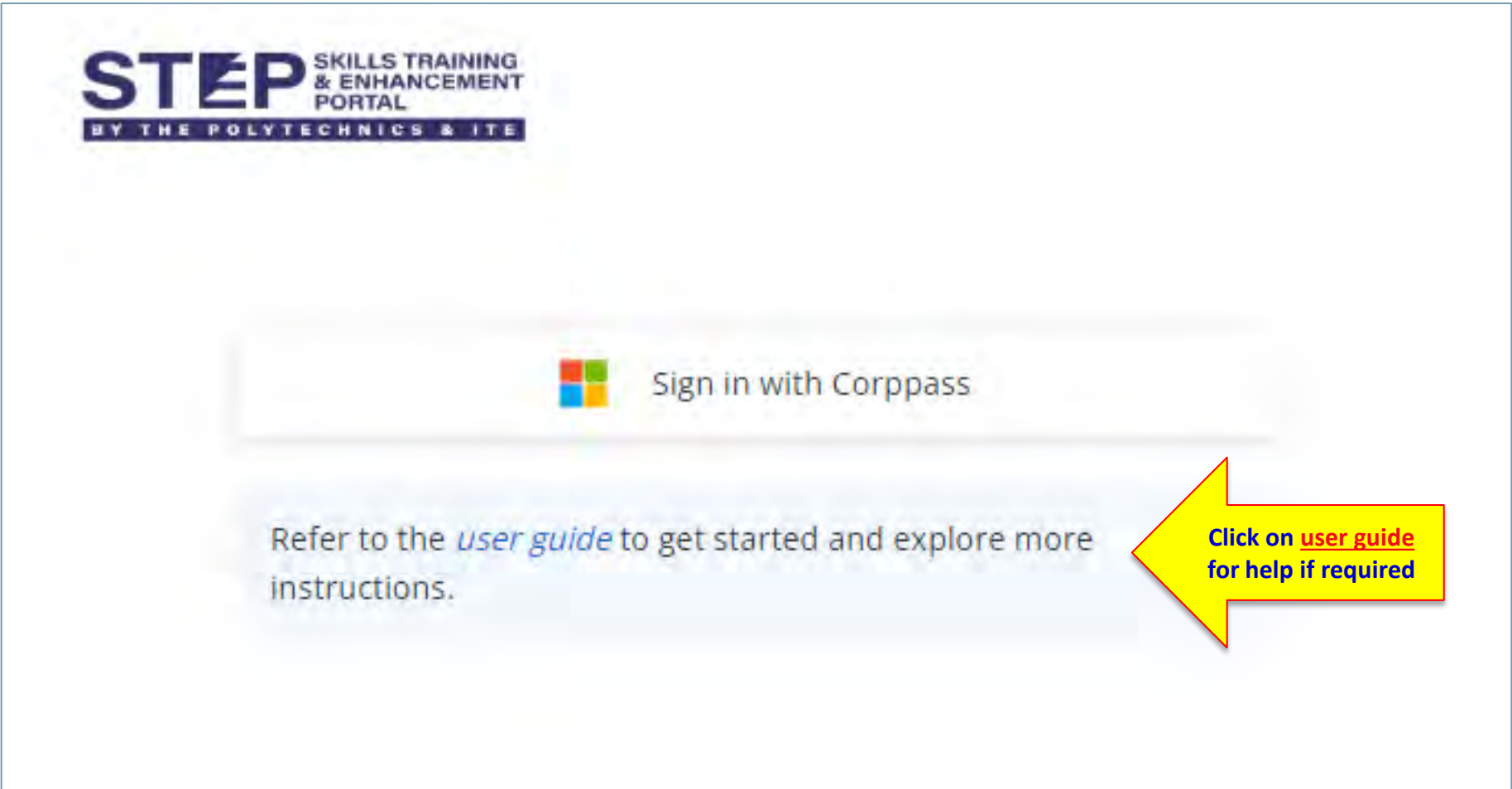
Sponsorship for Trainee

(A) I am new applicant & my company is sponsoring me


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Step 1: Your company must login to STEP company Portal using Corppass.

Companies can search for the course intake opened for application in Course Catalogue



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 Sign in with Corppass

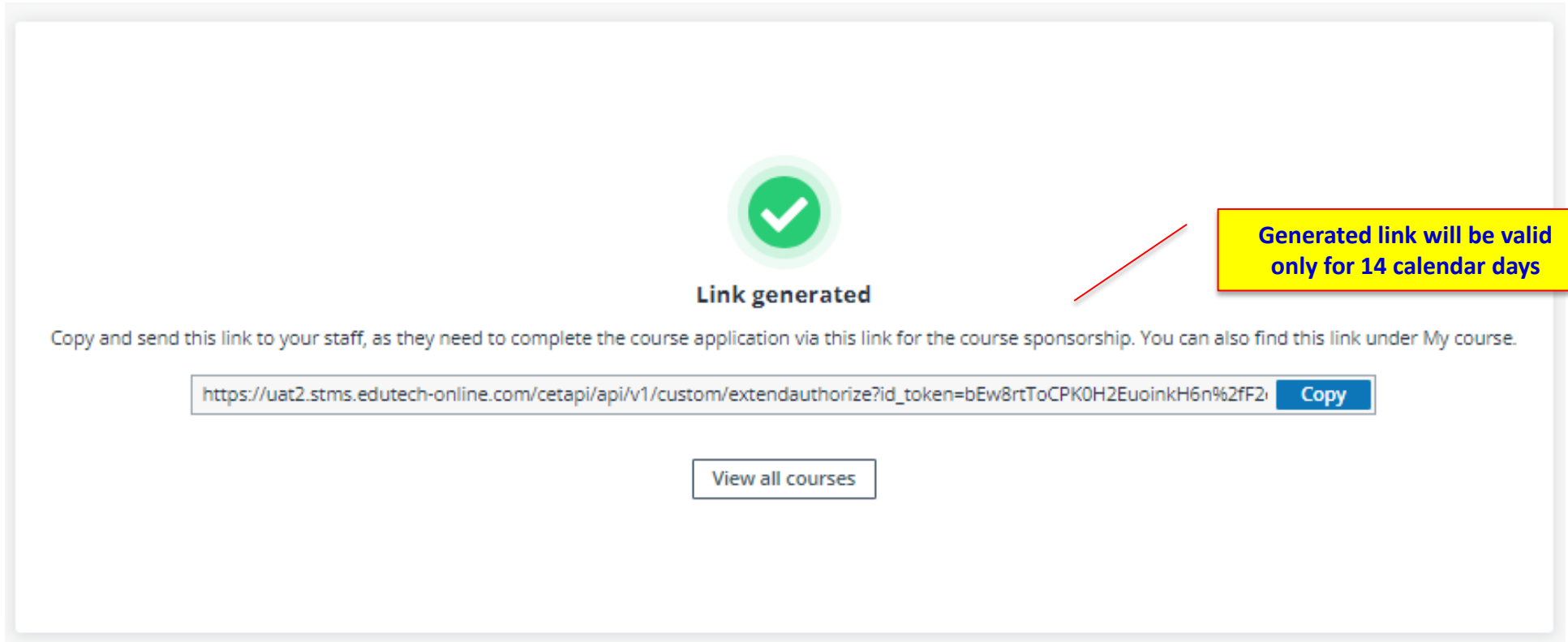
Refer to the *user guide* to get started and explore more instructions.

Click on **user guide** for help if required



(A) I am new applicant & my company is sponsoring me

Step 2: After your company setup the sponsorship info, the company will generate an application link for you to submit your course application. Applicant must apply via the generated link to be company-sponsored.



Link generated

Generated link will be valid only for 14 calendar days

Copy and send this link to your staff, as they need to complete the course application via this link for the course sponsorship. You can also find this link under My course.

https://uat2.stms.edutech-online.com/cetapi/api/v1/custom/extendauthorize?id_token=bEw8rtToCPK0H2EuoinKH6n%2fF2i [Copy](#)

[View all courses](#)



**Step 3: Login to the application portal via the application link with your Singpass.
Complete your profile by clicking Retrieve Myinfo or manually update.**



Sign in with Singpass / Student ID

Sign in with Singpass

Refer to the [user guide](#) to get started and explore more instructions.

- For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID.
- For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corppass at [STEP](#).



Step 4: Complete all sections to submit your application for the course.

Application Apply for course TP_Student145

Your personal information hasn't been verified. You are required to upload supporting documents for your profile verification.

TP-FWD-NEN - Diploma in Engineering (Aerospace) (Work-Study Certificate) 30/10/2023 - 19/04/2026 Estimated time: 10 mins

Supporting documents *
Upload government-issued identification documents for verifying your personal information. Valid supporting documents include:
Valid supporting documents include:
• NRIC/FIN (Front and back)
• Passport (Personal details page)
• Any other valid government-issued ID that can prove your supplied personal information.

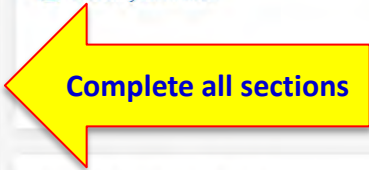
Select system files

Drag files here, or [browse](#)
Up to 10 MB (DOC; DOCX; PPT; [more](#))

Step 1. Applicant details
The system retrieves your personal information from your profile. You can go to [My profile > Personal particular](#) to manually update the profile information.

Name (According to ...)	TP_Student145	Date of birth	*****
Citizenship type	Singapore PR	NRIC/FIN	S****567C
Race		Sex	Female
Nationality		Country/Region of birth	

Cancel Save as draft **Save and next**



Step 5: Complete all sections to submit your application for the course.

7 Preview application form

Questionnaire

Have you ever taken any part-time course with TP at the Diploma/Post-Diploma level? This includes subjects/modular courses leading to a Diploma/Post-Diploma. If yes, please submit the relevant supporting documents under "Education qualification".

No

Step 5. Rank application

Priority	Application ID	Application status	Course name	Course start date
No items to show in this view.				

Cancel Save as draft Back **Submit**

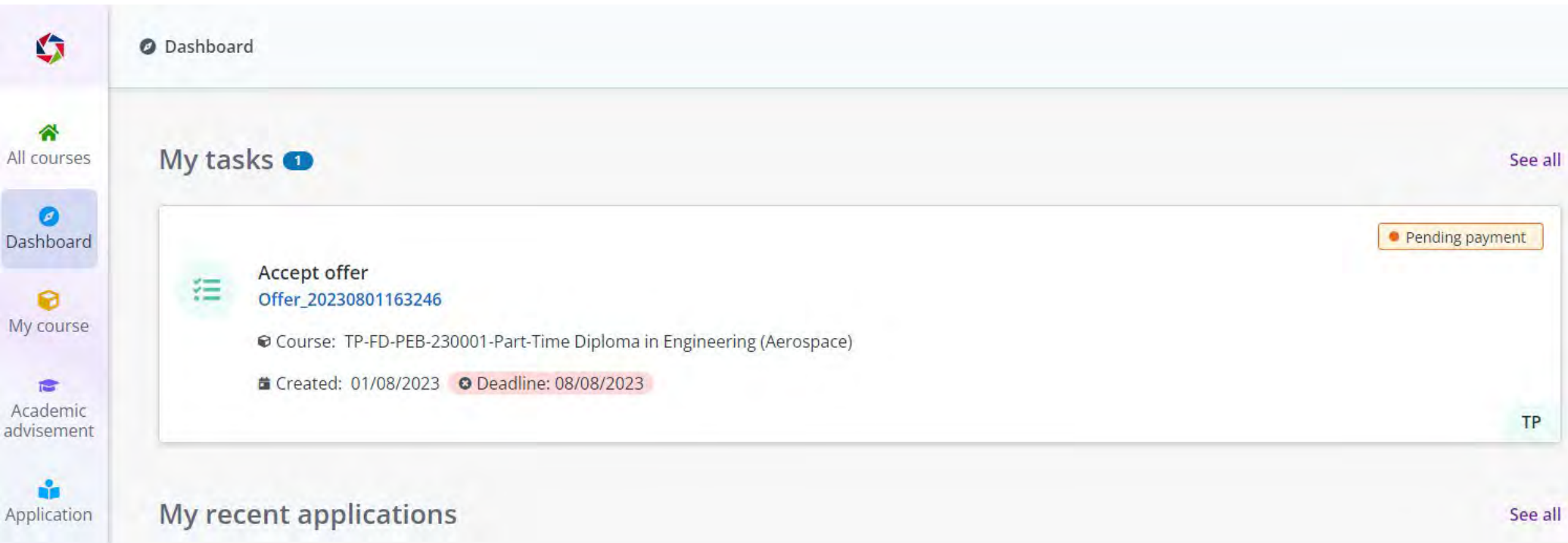
Ensure you complete all sections & click Submit.



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Step 6: If you are selected for admission offer after your application had been processed, you will find the admission offer pending for your acceptance.

Dashboard -> My tasks



The screenshot shows a user dashboard with a sidebar on the left and a main content area. The sidebar contains navigation icons for 'All courses', 'Dashboard', 'My course', 'Academic advisement', and 'Application'. The main content area is titled 'Dashboard' and features a 'My tasks' section with a notification badge '1'. A task card is displayed with the following details:

- Accept offer** (Offer_20230801163246)
- Course: TP-FD-PEB-230001-Part-Time Diploma in Engineering (Aerospace)
- Created: 01/08/2023 | Deadline: 08/08/2023
- Status: Pending payment
- Location: TP

Below the task card, there is a section for 'My recent applications' with a 'See all' link.



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Step 7: Click on the “Accept” button at the bottom to accept admission offer.

For company-sponsored applicants, the invoice will be billed to your company after semester commenced.

Application -> Application details

The screenshot displays the 'Application details' page for a user named TP_Student159 (ID: 4990940T). The page is divided into several sections:

- General information:** A table with the following data:

Application ID	TP-FD-PEB-230001-00001	Submitted time	01/08/2023 09:19
Course name	Part-Time Diploma in Engineering (Aerospace)	Course intake No.	TP-FD-PEB-230001
Course category	Part-time Diploma	Course date	30/10/2023 - 19/04/2026
Course type	Academic Full Qualification	Priority	1
- Application form:** Includes a 'Download application form' button.
- Application result:** A table with the following data:

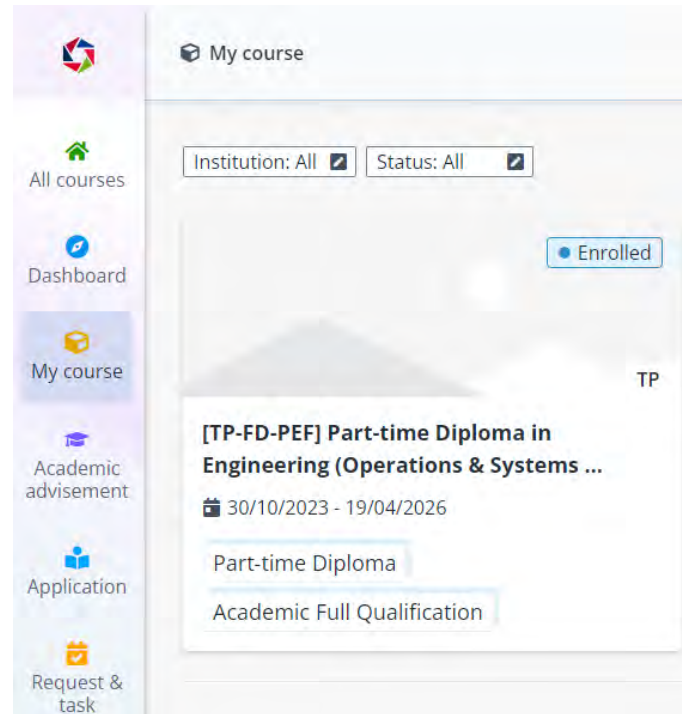
Application status	Admitted	Status updated time	01/08/2023
Payment status	Unpaid		
Enrolment status	Pending enrolment		
- Module selection:** Course certificate: DIPLOMA IN ENGINEERING (AEROSPACE)

At the bottom right, there are three buttons: 'Raise request', 'Close', and 'Pay'. A yellow arrow points to the 'Pay' button with the text: 'Sponsored applicants will get <Accept> button'.



Step 8: After you have been enrolled into the course, you can find it under My course.

My course



My course

My course provides a place where you can view your academic information including course details, class session timetables, assessment information, and academic documents.

FAQs

- **Q1: My course application status states admitted, but I cannot find the course in “My course”, what should I do?**

A1: A course will only appear in **My course** when the course intake is confirmed, and you have been successfully enrolled in the course. You will receive a course confirmation notification when the course intake is confirmed.

- **Q2: When can I see my timetable for my admitted courses?**

A2: Your course timetable will only be available for viewing when you are successfully enrolled in the course. You can view it in **My course > Course details > Module details**.



Step 9: Check out the various toolkits such as Handbooks etc. under Resource
Resource

The screenshot shows a user interface for a resource management system. At the top, there is a navigation bar with a 'Resource' tab selected. The user's profile is visible in the top right corner, showing 'TP_Student159' and '4990940T'. Below the navigation bar, the page title is 'Temasek Polytechnic'. The main content area displays a list of resources under the heading '(FQ) E-Orientation Toolkit'. The list has two columns: 'Resource name' and 'Description'. The resources listed are: (FQ) 1st Day of Lesson, (FQ) Getting Around TP, (FQ) Minimum Course Attendance Requirement, (FQ) Getting Ready Your Notebook, (FQ) Accessing TP Systems, (FQ) Accessing TP Library, and (FQ) Campus Map. Below the list, it says 'Total 7 items' and 'Show rows: 10 < Page 1 of 1 >'. Below this, there is another section titled '(FQ) Administrative Matters' with a list of resources, including '(FQ) CET Student Handbook'. A yellow callout box with a red border and a red arrow pointing to the list contains the text 'Check out various toolkits & handbooks under Resource'. On the left side, there is a vertical navigation menu with icons for Dashboard, My course, Academic advisement, Application, Request & task, Transaction, Award, Academic document, Calendar, and Resource.

