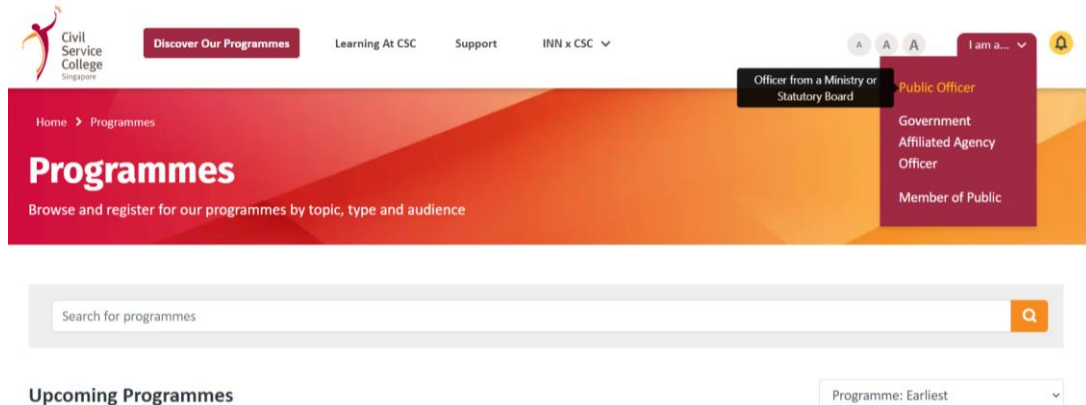


Steps for TC to approve application on the Programme Portal

1. On the Programme Portal, hover your mouse over to “I am a...” and select “Public Officer”.

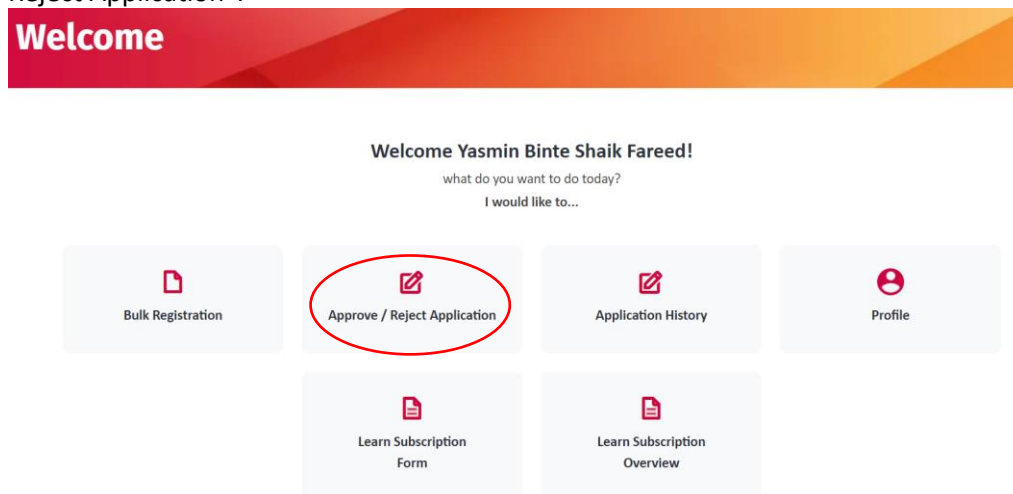


2. You would be prompted to login using Singpass or WOG-AD. You would be able to use WOG-AD for easy login if you are using a GSIB laptop, if not, you may use Singpass to login.

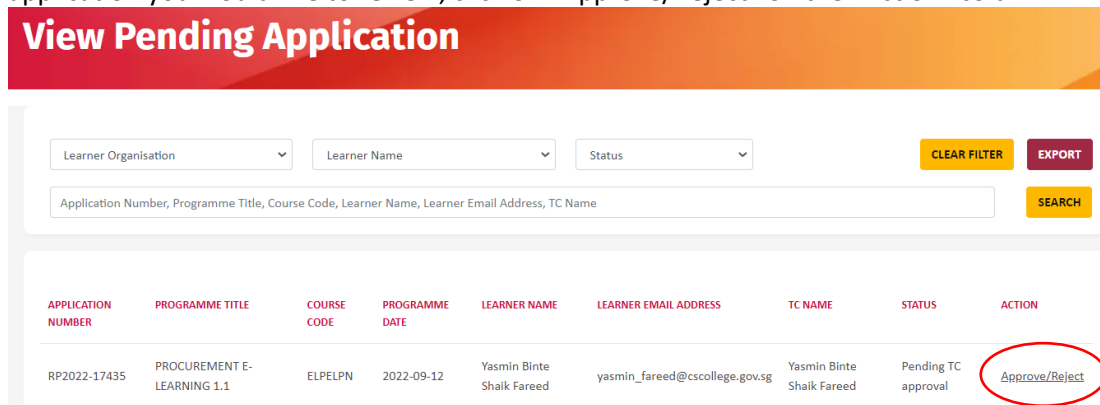
Would you like to login with SingPass or WOG-AD?



3. Upon login, you would see the TC Dashboard with all the TC functions. Select “Approve / Reject Application”.



4. On this page, you would be able to view all the applications pending your approval. On the application you would like to review, click on “Approve/Reject” on the “Action” column.



5. Review the participant's details in the application, select the billing information. Read and acknowledge the "Terms and Conditions", then select "Approve" or "Reject" accordingly.

Verify Application

Participant Name	NRIC	Organisation	Application No.	Programme Title	Course Code	Email	Status
Yasmin Binte Shaik Fareed	SXXX2503C	Civil Service College	RP2022-17435	Procurement E-learning 1.1	ELPELPN	yasmin_fareed@cscollege.gov.sg	Pending TC approval

Enter Billing Information

Civil Service College

▼

CSC - Civil Service College

▼

Select Billing Contact

▼

☒ I acknowledge that I have read the [Terms and Conditions](#), and verify that the above information is correct.

APPROVE **REJECT**

6. If you are rejecting the application, indicate the reason for rejection in the pop out box.

×

Proceed to Reject?

YES **NO**

The participant would receive a notification that their application has been approved/rejected. Please note that the Course Placement Letter (CPL) would be sent to participants within 2 weeks of the class commencement date.