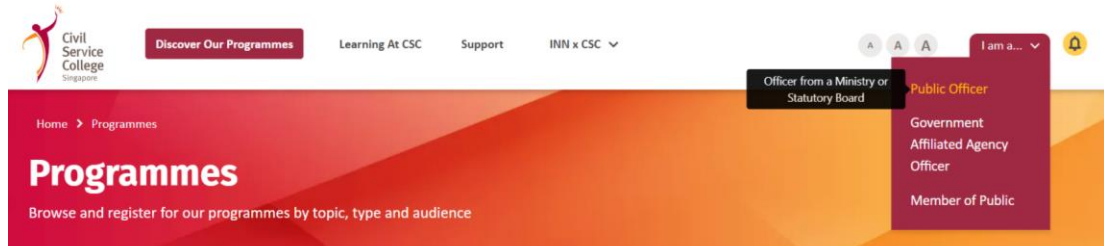


Steps for TC to perform Registration on the Programme Portal

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

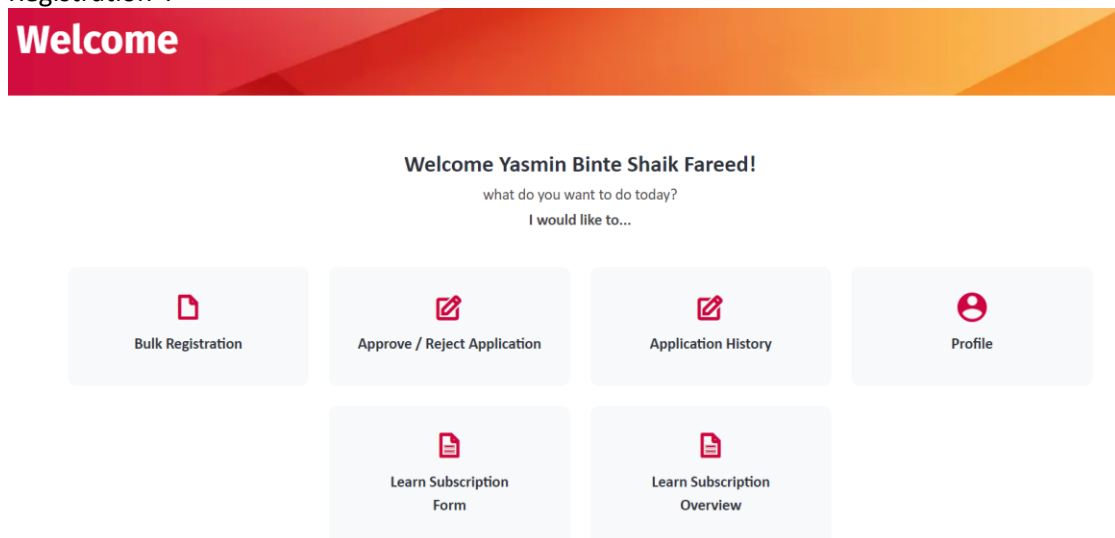


2. You would be prompted to login using Singpass or WOG-AD. You would be able to use WOG-AD for easy login if you are using a GSIB laptop, if not, you may use Singpass to login.

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 “Bulk Registration”.



4. Search for the course and select the class date.

Select Programme

Or click [here](#) to find the programme.

5. Select the number of participants you would like to register for:

(A) For 1 to 4 participants

How many participants are you registering?

☒ 1 to 4 participants ☐ 5 or more participants

(B) For 5 or more participants, download the CSV file, input the required information, and then upload the completed file.

How many participants are you registering?


☐ 1 to 4 participants ☒ 5 or more participants

Registering for 5 or more participants

1

Please upload the CSV file

Click [here](#) to download the CSV template

 **UPLOAD**

6. Complete the “billing information” section.

2 Enter Billing Information

Select a Billing Organisation

▼

Select Billing Department

▼

Select Billing Contact

▼

7. Read and acknowledge the “Terms and Conditions”, then select “Next”.

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

NEXT

8. Confirm the details and submit.

Please note that the Course Placement Letter (CPL) would be sent to participants within 2 weeks of the class commencement date.