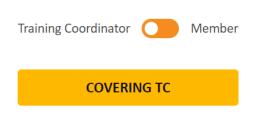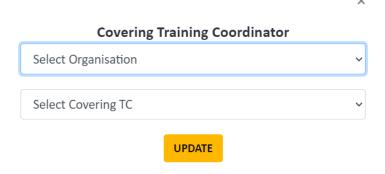**Steps to set Covering Training Coordinator on the Programme Portal**

1. Login to the programme portal (https://register.csc.gov.sg/) by hovering your mouse over to the "I am a…" dropdown at the top right-hand corner and selecting "Public Officer". You may login using Singpass or WOG-AD.

2. Once you have logged in, hover your mouse to the "TC's dashboard" dropdown at the top right-hand corner and select "Profile".

3. Once there, click on "Covering TC".

4. A small pop-out window will appear, where you will need to select the Organisation and the name of the Training Coordinator who will be covering you.

5. Upon selecting the required information, click on "Update". The update is immediate and the details of your covering TC will appear on your profile page upon update.