# **Trainee Login**

- 1. Open Internet Explorer or any browser, enter the given web address (<u>http://www.ssi.sg/e-Services</u>) to access the NIS Portal.
- 2. Navigate to Individual Log in.
- 3. Click on "Login with Singpass".
- 4. Key in Singpass ID and password
- 5. Click on "Log in".
- 6. Individual welcome page will be shown.
- 7. Navigate to "Trainee PORTAL".
- 8. Click on it.
- 9. Trainee Portal Home page for login user will be shown.

Victoria States			Singapore Government Integrity - Service - Excellence FEEDBACK CONTACT US
Corporate Login with your V-Login LOGIN AS CORPORAT Register	Login	Individual Login	3
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## Fig 1: Individual Login (1)

	Singpass ID
4	Password
	Log in 5

## Fig 2: Individual Login (2)



## Fig 3: Trainee Portal (1)

		CARE CARE CARE
Gi Home 9	Home	
① My Profile	Upcoming Courses	Featured Courses
🗊 My Draft	Test for duplicated training applications(5.4.16) Start Date : 31 May 2016 End Date : 31 May 2016 Timetable	View Test for generating certificates without assessment Art and Creativity
My Applications		Course Date : 21 - 30 lup 2016
🎁 My Courses	Start Date : 31 May 2016 End Date : 01 Jun 2016 Timetable	View Registration Closing : 17 May 2016 Duration (hours) : 8.00 Fees:
🕼 My Payments	Certificates(6.4.16)	\$535.00 (Administrative Fee inclusive of G57%) \$535.00 (Full Course Fee inclusive of G57%)
My Certificates	Start Date : 01 Jun 2016 End Date : 02 Jun 2016 Timetable	View
Support & Contact	Case Management: Collaborating with Multi-stressed Families Module Name : Case Management: Collaborating with Multi- stressed Families and Discussing about their problems Start Date : 01 Jun 2016 End Date : 10 Jun 2016 Timetable	View Details CLASS IS FULL
	Case Management: Collaborating with Multi-stressed Families Module Name : Case Management: Finding Solutions for Multi-stressed Families Start Date : 13 Jun 2016 End Date : 17 Jun 2016 Timetable	View

## Fig 4: Trainee Portal (2)

# **Trainee Profile**

- 1. Navigate to "My Profile" in Navigation bar.
- 2. Number of Ongoing/upcoming courses, and attended courses, general profile, additional information for trainee will be shown.
- 3. Click on "View/Edit General Profile" for reviewing or updating general profile.
- 4. Click on "Edit Additional Information" for reviewing or updating additional information.



Fig 5: Trainee Profile (1)

l am a	: Career Switchers
l work as a	: Corporate Functions
l am interested in	: Disability
My training needs is	: Functional
Other Information	
No of Years in Social Service	: 5.6
Emergency Contact Name	: Mr Masaka
Emergency Contact Number	: 90231234
Special Dietary Requirement	: Vegatarian
Personal Data Protection Act (PDPA) Social Service Institute (SSI) may share ( as the funding body of this training), or and to measure training effectiveness a marketing and publicity purposes. Non prescribed or permitted under Singapo	your personal data with other agencies, including but not limited to the Singapore Workforce Development Ag other authorised individuals as appointed by the National Council for Social Service (NCSS) for course applica is required by the funding agencies. Photographs and videos taken during the course/event may also be used identifiable data may be shared for the purpose of research, service improvement or for any other purpose re law.



# Course or Program registered by trainee

- 1. Search the course in Home Section (Refer to 5.1)
- 2. Click on "View Details" or "Register" in the course page.
- 3. Course details page will be shown after clicking on "View Details".
- 4. Click on "Register for this course".



### **Fig 7: Course Registration**

Social Service	Search for course title		۾ 🥵 🧟	🛔 Welcome, Kevin Tan 🗸 🥻 🄊 Sir	gapore Go egrity • Service
The NCES Human Capital Development Arm				<b>•</b>	FEEDBACK
				산스 CAREER PORTAL	28 TRAINEE F
្ឋិ Home	Home > Search Courses > Course Detail		$\neg$		
My Profile	Climate Change and	Ecosystem	3		
🖌 My Draft	Course Code : 1600083	Start Dat	e : 04 Jul 2016		
	Course Category : Volunteer Development	End Date	: 04 Jul 2016		
My Applications	Duration (hours) : 8.00	Venue	: Social Service Institute		
My Courses				Application closing date : 30 May 20	16
My Payments	Timetable				
My Certificates	Course Date	Day	Start Time	End Time	
in the certain catters	04 Jul 2016	Monday	08:00 AM	01:30 PM	
Support & Contact					
	Fees				
	Name		Fee (Excludes GST)	Fee (Includes GST)	
			\$ 40.00	\$ 42.80	

### Fig 8: View Course Detail

#### Trainer Profile:

Mr Suhaimi Salleh is the Chief Executive Officer of a consulting/accounting firm providing professional management consulting, training, auditing and accounting services to corporate and individual clients. He has more than 30 years of post-graduate experience in audit, accounting, financial management, corporate planning and human resource management. Mr Suhaimi has vast experience conducting training and consulting assignments for major private and public sector organizations and facilitates SSTI's courses on 'Financial Accounting and Application for Non-Finance Professionals of NPOs' and 'Budgeting for Charities'.

#### Remarks:

Training Methodology: Seminar Style Workshop with Q&A

### Venue:

NCSS Auditorium

Others: Afternoon Tea Refresments would be provided.

### Fee Remarks:

Applicable for registered charities and IPCs. Please refer to www.charities.gov.sg to check your eligibility.

### Enquiry:

TA&O Manager 1(tao3manager@gmail.com)



Fig 9: Register the course

- 5. Training Application page will be shown.
- If organization information is filled in Current Employment of trainee profile, organization information will be shown automatically when organization sponsored is chosen.
   (OR)
- 7. If not, sponsoring organization information is needed to select when organization sponsored is chosen.
- 8. Fill all mandatory fields
- 9. Click on "Submit".
- 10. Acknowledgement for course registration will be shown.
- 11. Click on "Save draft and Exit". Navigate to My Draft on Navigation bar. Click on enrolment no of the course for continuing in registration.

SSCIAI Service Social Service Institute	Search for course title	٩	<sup>19</sup>	🌲 🛔 Welcome, Kevin Tan 🕇	👔 🔊 Sin	Igapore Go Igrity • Service FEEDBACK	contact us	•
				CAREE	ଳି R PORTAL	දුද TRAINEE	PORTAL	
습 Home	Home > Search Courses > Apply		<u> </u>	٦				
① My Profile	Register		ٹ	J <sub>1</sub>	2			
🗊 My Draft	This facility is for self-paying individuals who wish to apply for SSI courses. Applicants will be screened to determine eligibility for WDA funding, subject t	o terms and	Ар	plication Details	Complete			
My Applications	conditions. Estimated time to complete : 10 minutes.							
🌾 My Courses	Request for Endorsement *	Course Applie	d					Ī
🕼 My Payments	Organisation Sponsored     Self Sponsored     Sponsoring Organisation	Title	:	Climate Change and Ecosystem	1			
🛃 My Certificates	please choose v Organisation Details and Address	Course Date Status	:	04 Jul 2016 New				
O Support & Contact	Name : Address :							

Fig 10: Training Application (1)

How you get to know about the course? <b>* 8</b>	please choose
Why did you apply for this course/programme and what do you hope to learn? *	
Declaration  Ferms and Conditions*  I have read and understood the Terms and Conditions above. I acknowled false/inaccurate declaration of information provided by me.	dge that this course application could be rejected by SSI based on ar 9

Fig 11: Training Application (2)



## Fig 12: Acknowledgement for course registration

				ଟିରୁ CAREER PORTAL	은은은 TRAINEE PORTAI
යි Home	You have successf	ully saved your draft.			×
My Profile	Home > My Draft				
Ey My Draft	You have 1 saved	Draft			
My Applications	EnrolmentNo	Title	Status	EnrolmentDate	
11 My Courses	A16000214	Climate Change and Ecosystem	Available	06 May 2016 16:34:01	

## Fig 13: Draft

# **Review training applications**

- 1. Navigation to "My Applications" in Navigation bar.
- 2. Click on it.

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- 3. All of training applications with different status will be shown.
- 4. In Filter by Status, training applications can be filtered based on different status.

Search fo	or course title		٩	🧬 🌲 💄 Welco	me, Kevin Tan 🕶 🚪	Singapore Integrity • Serv
The NCSS Human Capital Development Arm					_	FEEDBAC
					ଜ୍ୟ CAREER PC	DRTAL TRAIN
Home	Home > My Applic	ations				
① My Profile	Filter by Status	All	- 4			
фа	40 Result(s)	All Processing				
Ly My Draft	Enrolment No.	Pending Endorsement Cancelled		Course Date	Enrolment Date	Status
My Applications	A16000002	Rejected	ng the Board-ED Partnership for High Impact Results	11 Mar 2016	28 Jan 2016	Shortlisted
My Courses	A16000016	Withdrawn		01 Mar - 31 May 2016	29 Jan 2016	Confirmed
iny courses	A16000018	Change Management for	rorganisation	08 - 12 Feb 2016	01 Feb 2016	Confirmed
🕼 My Payments	A16000024	Business Development		08 - 12 Feb 2016	01 Feb 2016	Confirmed
My Certificates	A16000027	Change Management (2.	02.16)	08 - 12 Feb 2016	02 Feb 2016	Confirmed
E-M1	A16000030	Change Management Ve	rsion 1.3	08 - 12 Feb 2016	02 Feb 2016	Confirmed
O Support & Contact	A15006825	Foster Mental Wellness 1		01 May - 30 Nov 2016	02 Feb 2016	Confirmed
	A16000033	Coaching Youth Effective	ły	08 - 12 Feb 2016	03 Feb 2016	Confirmed
	A16000036	Coaching youth effective	ly (Course 4.2.16)	08 - 12 Feb 2016	04 Feb 2016	Confirmed
, i i i i i i i i i i i i i i i i i i i	A16000042	Foster Mental Wellness 1	I	01 May - 30 Nov 2016	09 Mar 2016	Pending Endorsement
	A16000044	Human Resource Manag	ement l	22 - 24 Feb 2016	17 Feb 2016	Confirmed
	A16000045	Human Resource Manag	ement	22 - 26 Feb 2016	17 Feb 2016	Confirmed
	A16000050	Marketing Strategy for B	usiness Development	07 Mar - 29 Apr 2016	25 Feb 2016	Confirmed
	A16000056	Child Health Care		25 - 29 Apr 2016	04 Mar 2016	Confirmed

Fig 14: My Applications

# **Review applied courses or programs**

- 1. Navigate to "My Courses" in Navigation bar.
- 2. List of registered courses with course start date will be shown.
- 3. Click on course start date beside each course.
- 4. Course Details will be shown.
- 5. Click on "Read more" to view course information in details.
- 6. Click on "Timetable" to view course sessions schedule.

				은은으 TRAINEE PORTAL
	슈 Home	Home > My Courses		
	① My Profile	Select course to view details	Course Detail 4	
	🗊 My Draft	Capstone Programme (29.3.16) 23 May 2016	Course Date: 04 - 29 Jul 2016	
	My Applications	Test(30.3.16)	Overview: This module covers competencies required for relating cultural diversity	у
	🌮 My Courses	Apply cultural concepts to facilitate 04 Jul 2016 social service practice	in singapore to social service practice, explaining cultural competence and development of worldview, relating the worldview of the major ethnic groups to its impact on social service practice in Singapore as well as applying cross cultural computing the kills in working with clients	: r 
-	🕼 My Payments	Apply legal framework in the protection ماليان 2016 of vulnerable people	from different cultural backgrounde	,
	My Certificates	5	Assignment Evaluations	
			0 - Available 0 - Completed	
			Post Course Survey 0 - Available 0 - Completed	
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## Fig 15: My Courses

	21101111
4 Jul 2016 Monday 07:00 PM	10:00 PM
1 Jul 2016 Monday 07:00 PM	10:00 PM

Fig 16: Course Schedule