

## Trainee Login

1. Open Internet Explorer or any browser, enter the given web address (<http://www.ssi.sg/e-Services>) 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.

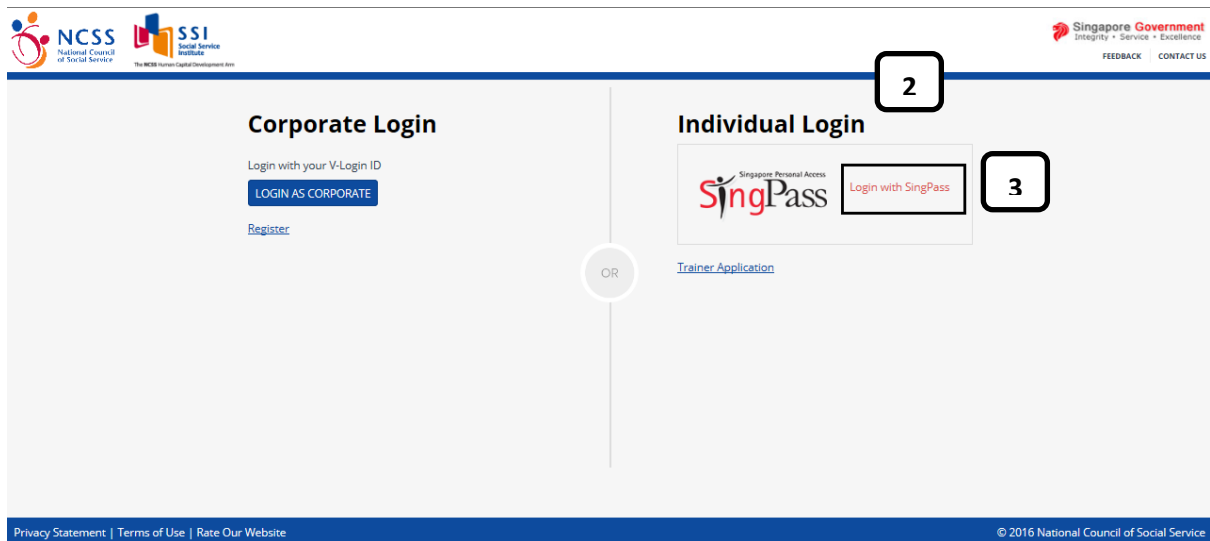


Fig 1: Individual Login (1)

This image shows a close-up of the login form. It has two input fields: 'Singpass ID' and 'Password'. The 'Singpass ID' field is highlighted with a red box and a callout '4'. Below it is the 'Password' field. At the bottom of the form is a red 'Log in' button, which is highlighted with a red box and a callout '5'.

Fig 2: Individual Login (2)

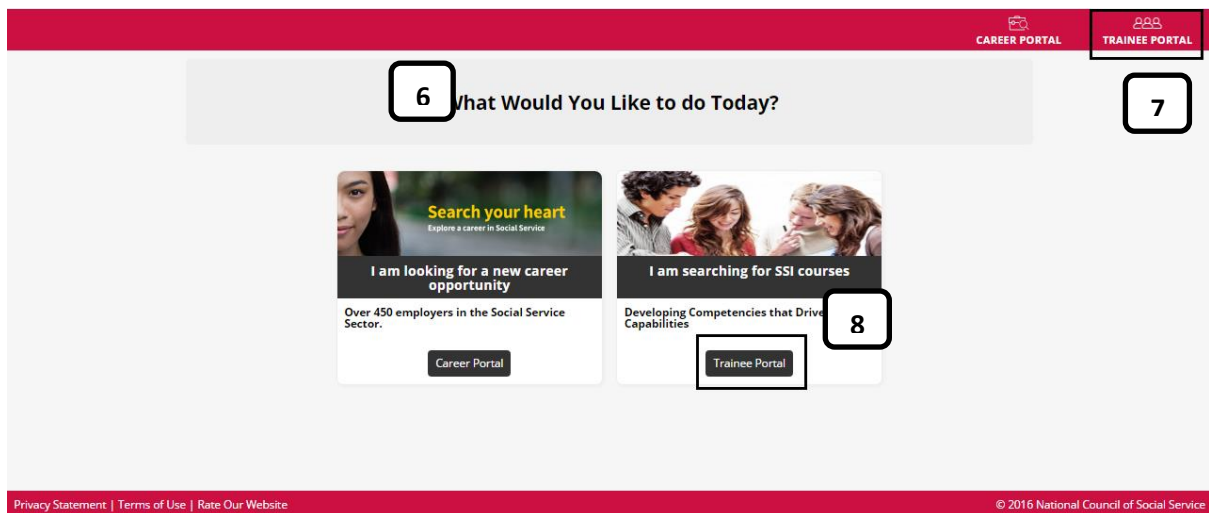


Fig 3: Trainee Portal (1)

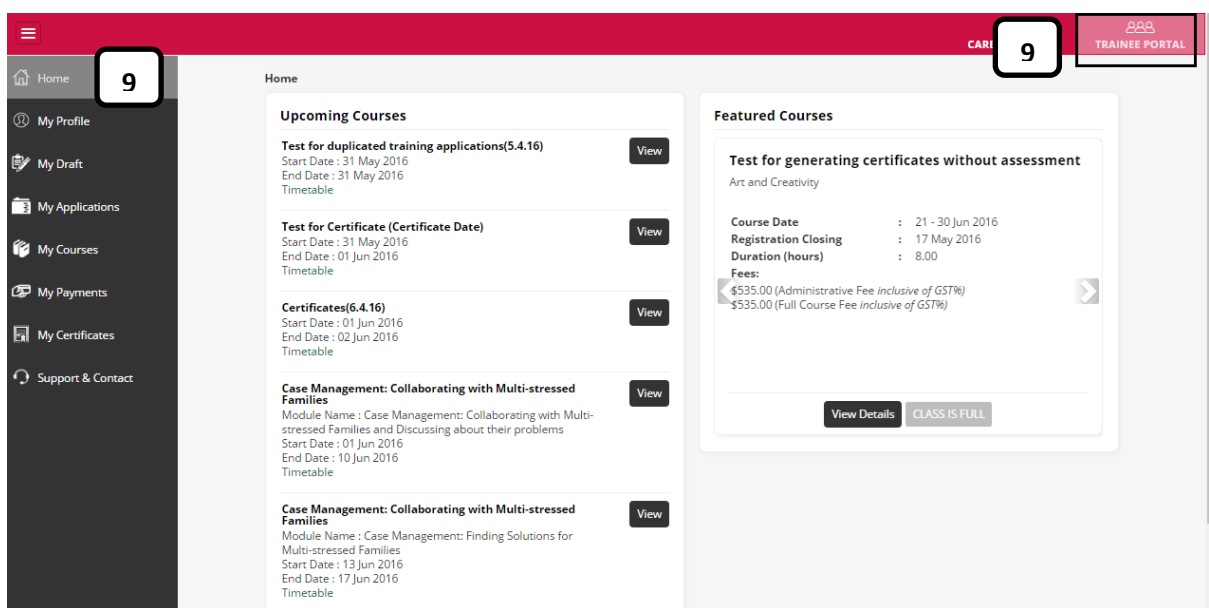


Fig 4: Trainee Portal (2)

## 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.

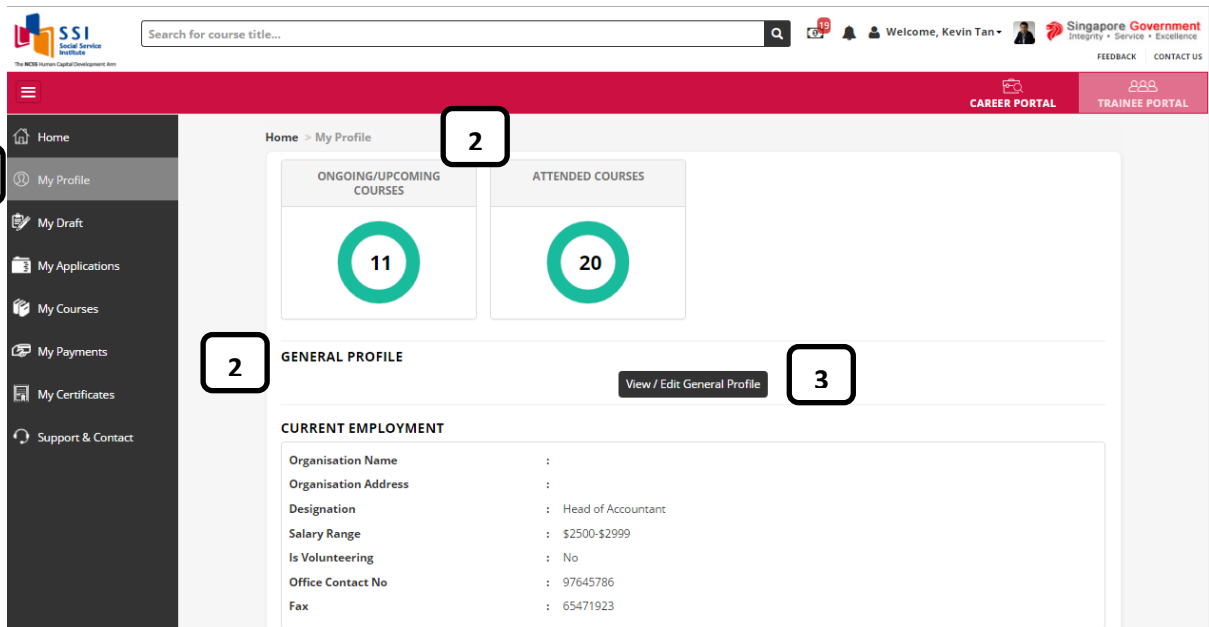


Fig 5: Trainee Profile (1)

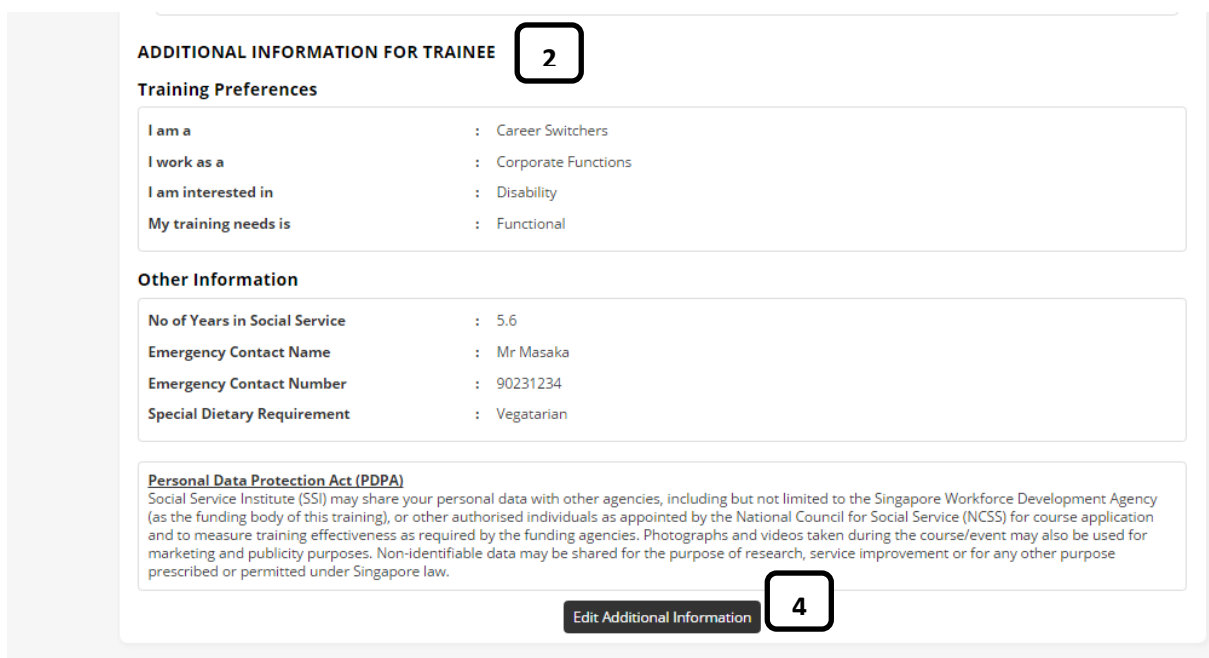


Fig 6: Trainee Profile (2)

## 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”.

### Advanced User for Youth Level of Service/ Case Management Inventory (YLS)

This course engages supervisors or senior staff who are mentoring others in the use of YLS/CMI assessment tool. Learners will be equipped with the competency to analyse and address rating errors with their mentees. Learners will also be equipped with the competency to review case plans according to the Risk, Need and Responsivity (RNR) Principles.

**Course Date** : 05 May 2016  
**Registration Closing** : 31 Mar 2016

[View Details](#) REGISTRATION CLOSED

### Climate Change and Ecosystem

Global warming refers to the recent and ongoing rise in global average temperature near Earth's surface. It is caused mostly by increasing concentrations of greenhouse gases in the atmosphere. Global warming is causing climate patterns to change.

**Course Date** : 04 Jul 2016  
**Registration Closing** : 30 May 2016  
**Duration (hours)** : 8.00  
**Fees:**  
 \$42.80 (Nett Fee (After VCF Funding - Foreigner) inclusive of GST%)

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[View Details](#) [Register](#)

Fig 7: Course Registration

Home > Search Courses > Course Detail

## Climate Change and Ecosystem 3

**Course Code** : 1600083      **Start Date** : 04 Jul 2016  
**Course Category** : Volunteer Development      **End Date** : 04 Jul 2016  
**Duration (hours)** : 8.00      **Venue** : Social Service Institute  
**Application closing date:** 30 May 2016

Timetable			
Course Date	Day	Start Time	End Time
04 Jul 2016	Monday	08:00 AM	01:30 PM

Fees		
Name	Fee (Excludes GST)	Fee (Includes GST)
Nett Fee (After VCF Funding - Foreigner)	\$ 40.00	\$ 42.80

**Overview:**  
 Global warming refers to the recent and ongoing rise in global average temperature near Earth's surface. It is caused mostly by increasing concentrations of greenhouse gases in the atmosphere. Global warming is causing climate patterns to change.

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 SSI'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 Refreshments 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)

[Register for this course](#) 4

Fig 9: Register the course

5. Training Application page will be shown.
6. 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.

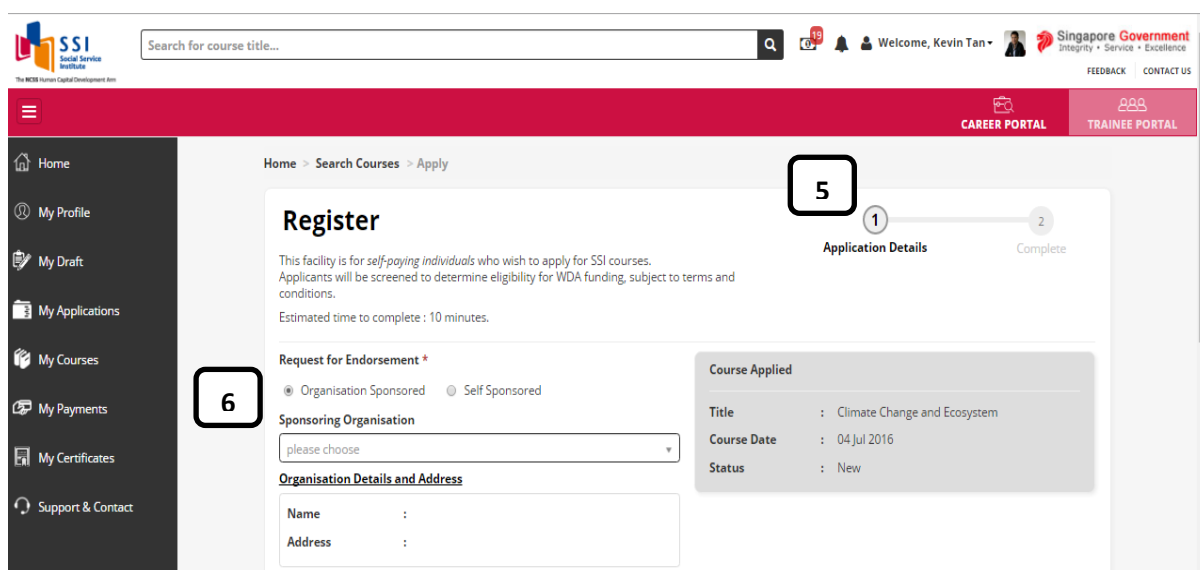


Fig 10: Training Application (1)

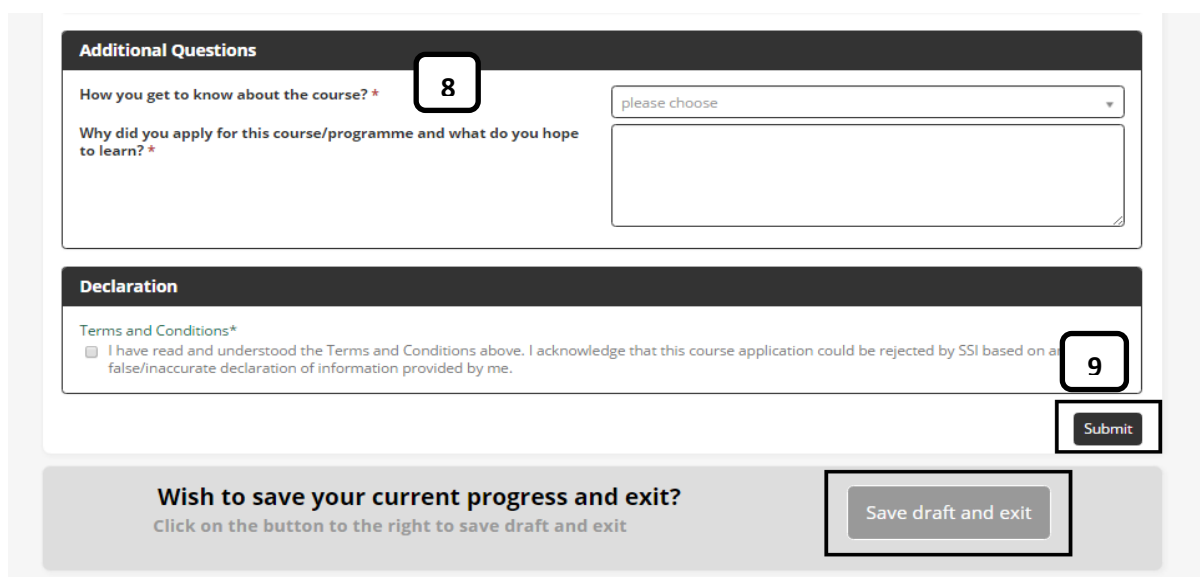


Fig 11: Training Application (2)

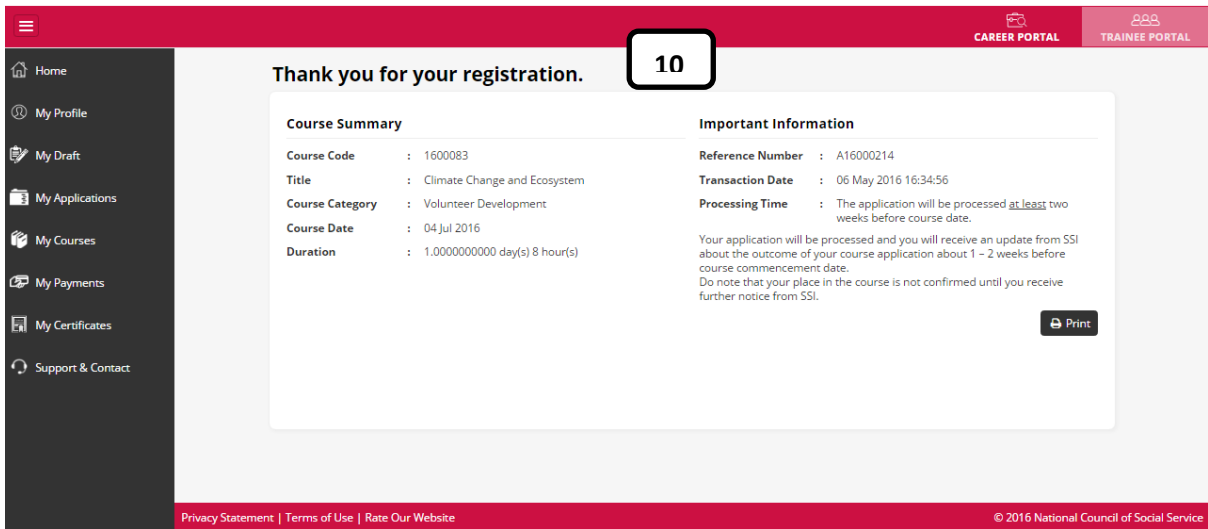


Fig 12: Acknowledgement for course registration

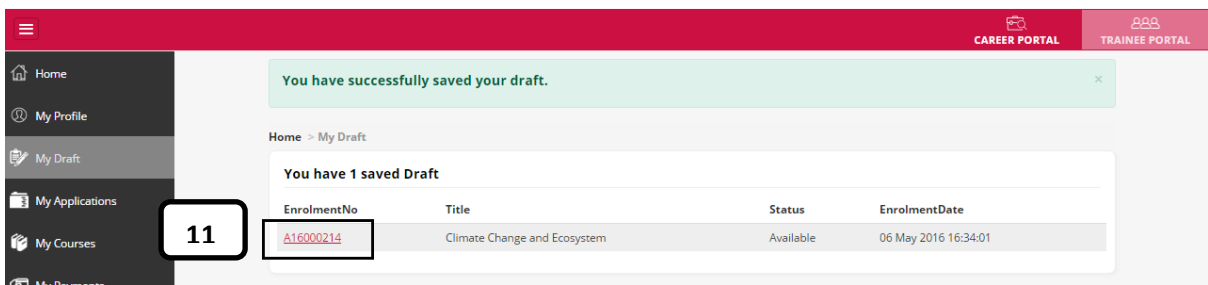


Fig 13: Draft

## Review training applications

1. Navigation to “My Applications” in Navigation bar.
2. Click on it.
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.

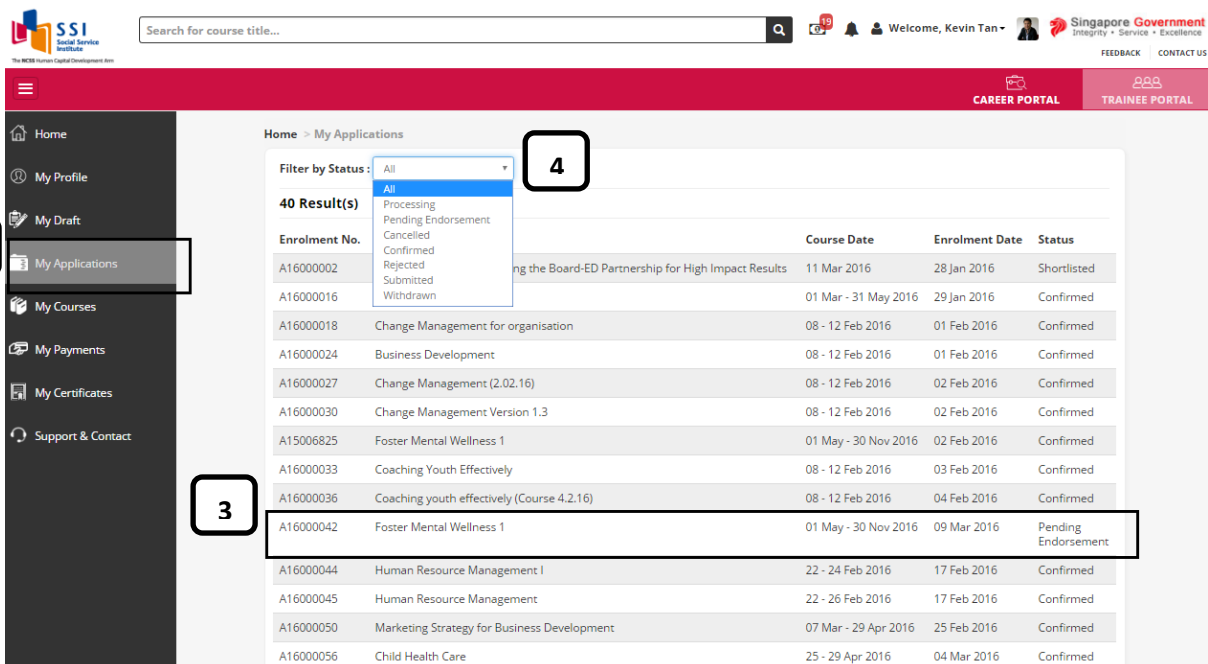


Fig 14: My Applications

## 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.

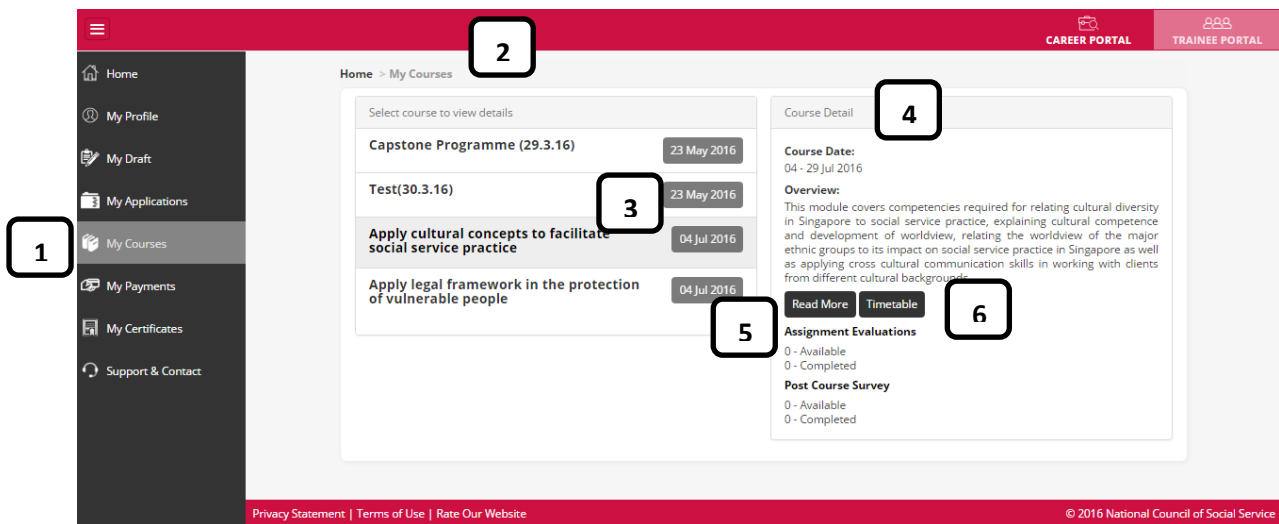


Fig 15: My Courses

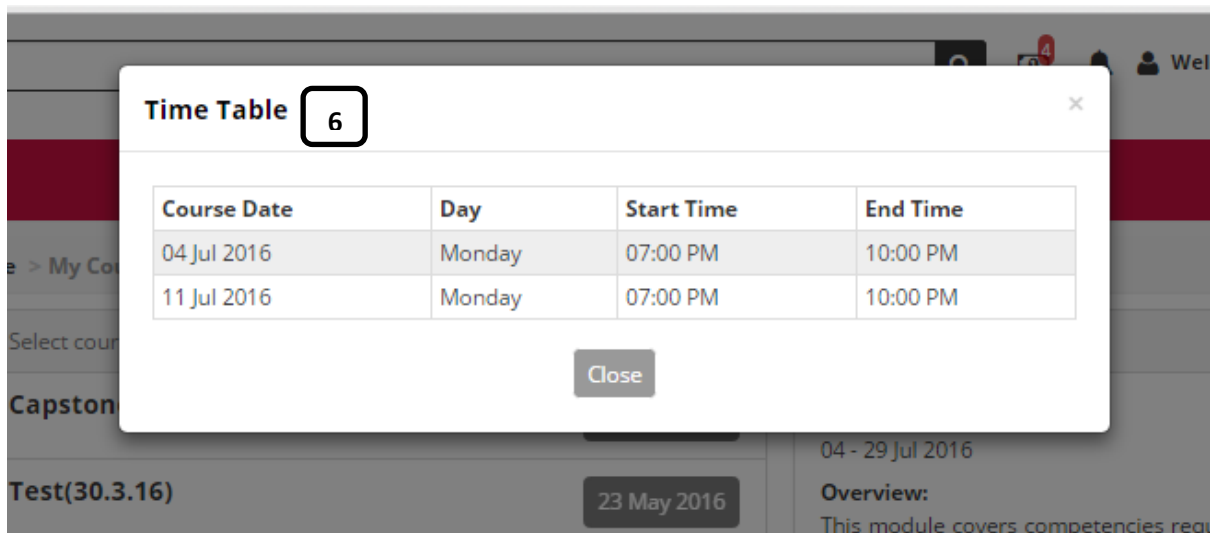


Fig 16: Course Schedule