

Assign User on Corppass



Select and Enable WSDC

Step 1:
On Corppass portal e-Service,
Choose 'Select Entity's e-Services'

HomeMy AccountUserse-ServiceThird PartyAdvanceHelp

Home / Assign Selected e-Servi

Assign Selected e-Servi

1Select Users

2Select e-Services

Ensure that you have selected e-

Select from your entity's Corppass user accounts.

View Batch Upload History

View Entity's e-Service Access

Select Entity's e-Services

Assign Selected e-Services

Batch Assign e-Services

igning it to your user account(s).

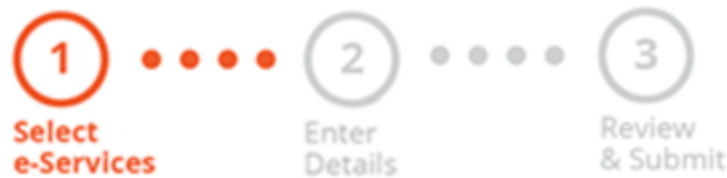
Filter

Search

Select and Enable WSDC

Step 2:
Under the e-Service table, search for
‘WSDC’

Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

 [Filter](#)

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
☐	WSDC			
INSTITUTE OF TECHNICAL EDUCATION	ITE-WSDC	ITE Work-Study Diploma Connect (WSDC)		

0 e-Service(s) Selected

Select and Enable WSDC

Step 3:
Select the e-Service 'ITE-WSDC'

Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter

WSDC

☒	Govt. Agency		e-Service		Description		Additional Agency Check		Additional Details Required	
☒	INSTITUTE OF TECHNICAL EDUCATION		ITE-WSDC		ITE Work-Study Diploma Connect (WSDC)					
1 e-Service(s) Selected										

Select and Enable WSDC

Step 4:
Proceed with the submission,
and you will be ready with the
user assignment

Home / Select Entity's e-Services

Select Entity's e-Services

✓

Select e-Services

•••••

✓

Enter Details

•••••

3

Review & Submit

Verify Selected e-Service(s)

INSTITUTE OF TECHNICAL EDUCATION

• ITE-WSDC

Back

Submit

Home / Select Entity's e-Services

✓

The selected e-Service(s) is ready to be assigned to users.

Next Step

Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

Return to Homepage

Assign selected e-Services

Assign Users to WSDC

Step 5:
Select 'Assign selected e-Services'
to proceed with user assignment

Home / Select Entity's e-Services



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

Return to Homepage

Assign selected e-Services

Assign Users to WSDC

- Step 6:
- Ensure the following are selected
- Users to assign
 - e-Service ITE-WSDC

Assign Selected e-Services

✓

Select Users

2

Select e-Services

3

Enter Details

4

Review & Submit

Assign Selected e-Service(s) to

7 Selected User(s) +

Assign from selected e-Service(s).

Filter

WSDC

☒	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☒	INSTITUTE OF TECHNICAL EDUCATION	ITE-WSDC	ITE Work-Study Diploma Connect (WSDC)		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

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Assign Users to WSDC

Step 7:
Set the Authorisation Effective Date

Assign Selected e-Services



Assign Selected e-Services to

7 Selected User(s) [+](#)

e-Services with [+](#) require additional details. For more information, contact the relevant agency. Click [+](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INSTITUTE OF TECHNICAL EDUCATION	ITE-WSDC		

INSTITUTE OF TECHNICAL EDUCATION
ITE-WSDC

No additional details required.

Authorisation Effective Date *

Authorisation Expiry Date

1 e-Service(s) selected.

Assign Users to WSDC

Step 8:
Review and submit the user
assignment

Home / Assign Selected e-Services

Assign Selected e-Services

✓

Select Users

...

✓

Select e-Services

...

✓

Enter Details

...

4

Review & Submit

Verify the following details.

7 Selected Users

+

Selected e-Services

INSTITUTE OF TECHNICAL EDUCATION

• ITE-WSDC

Authorisation Effective Date

25/08/2025

Authorisation Expiry Date

31/12/9999

A

AMBER

CREATIVE

Digital Agency

RESTRICTED \ NON-SENSITIVE

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Activate account on Corppass

Step 9:
Assigned user will receive an email from Corppass.
Follow the steps on the email to activate your Corppass account.

Action Required - Activate your Corppass User account

do-not-reply@corppass.gov.sg

To:

Dear Sir/Madam

You have been authorised by AMBER CREATIVE PTE. LTD. (Corppass Entity ID:XXXXXXXXXX) to transact on government digital services on your entity's behalf.

This is your reference ID you will need to activate your account:XXXXXXXXXXXXXXXXXXXX

What should you do next?

- Visit <https://www.corppass.gov.sg> > Services > Manage accounts > Activate account.
- Enter the above Reference ID
- Activate your account

Yours sincerely,

Corppass Team

For feedback or assistance, visit: go.gov.sg/corppass-feedback-issue

Contact us: [+65 6335 3530](tel:+6563353530)

Government Technology Agency (GovTech)

Reply

Reply all

Forward

Tue 19/08/2025 17:27

Activate Corppass Account

1

2

Enter Details

Review & Submit

Activate using:
☒Reference ID ☐Entity Registration No
* - denotes mandatory fields

Reference ID*

00000000000000000000

Please type the verification code*
(Code is case-insensitive and excludes spaces)

abe55d

Cancel

Next

AMBER CREATIVE

Digital Agency

RESTRICTED \ NON-SENSITIVE

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Activate account on Corppass

Step 10:
You will receive a confirmation when
account has been activate.



Your Corppass user account has been activated.

You will receive an email notification.

Next Step



Log in to view your assigned e-Services.

[Proceed to Homepage](#)