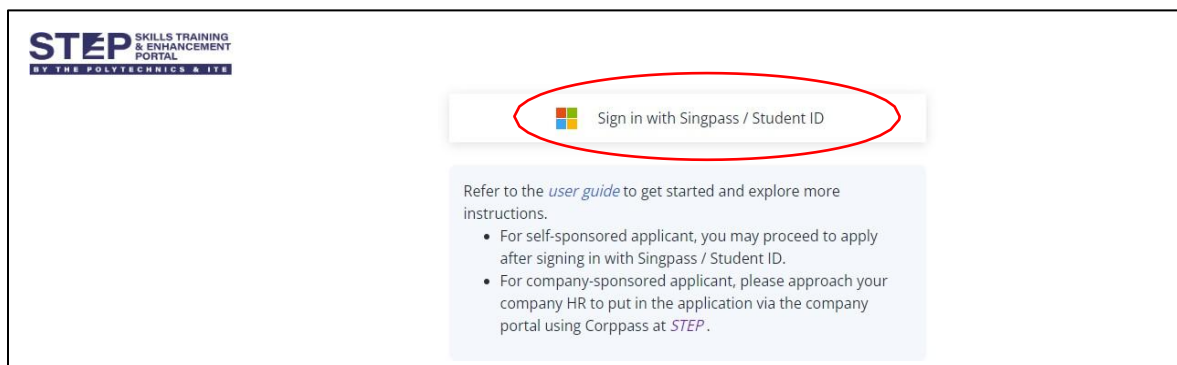
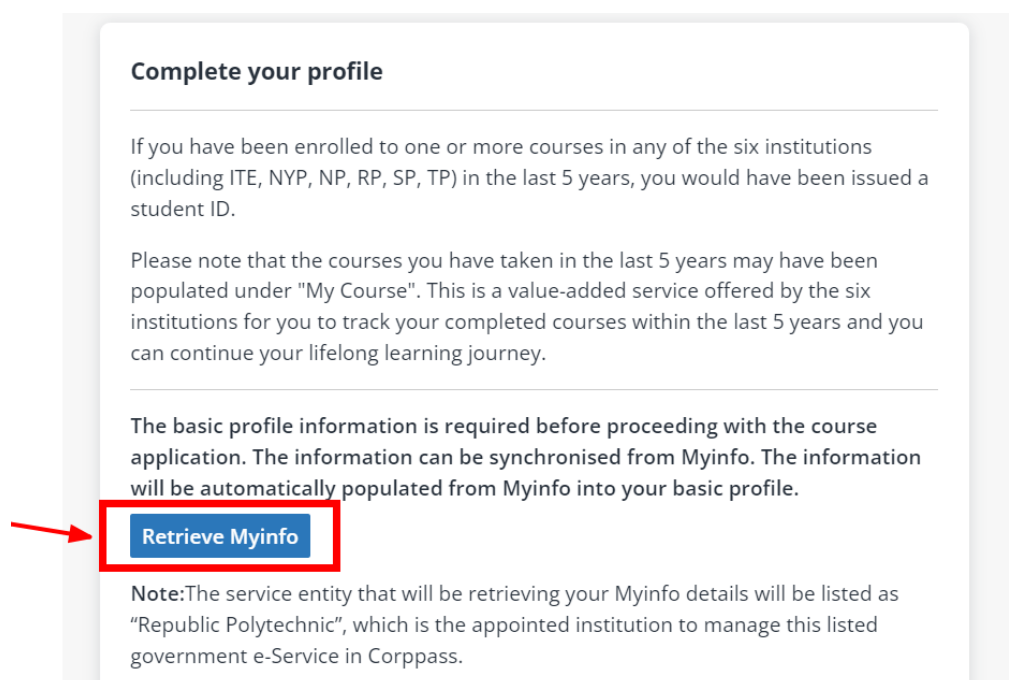


Guide for company sponsored staff on application submission for CET programmes (NSA)

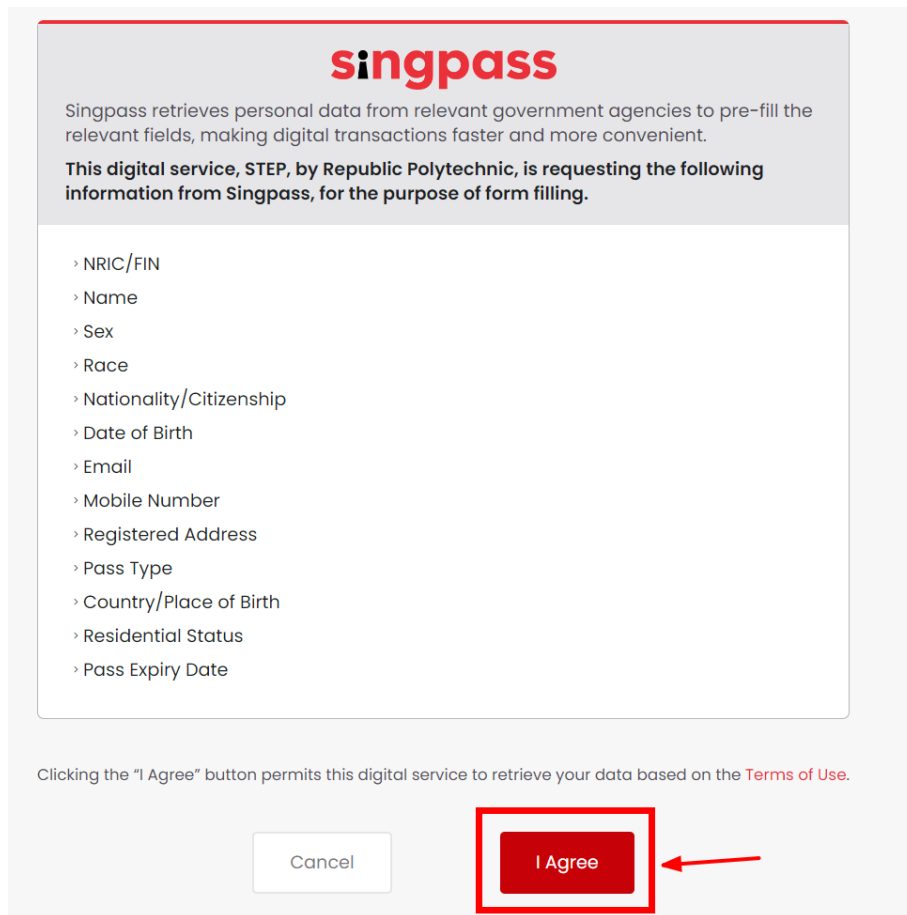
- 1) Upon receiving the sponsorship URL for course registration. Click on the URL link.
- 2) Log in via Singpass or Student ID.



- 3) If you are logging into the STEP portal for the first time, you may be prompted to synchronize your information from MyInfo to set up your STEP account. Please click on the blue button "Retrieve Myinfo".
(If you are immediately navigated to the registration form, please skip to step 7)

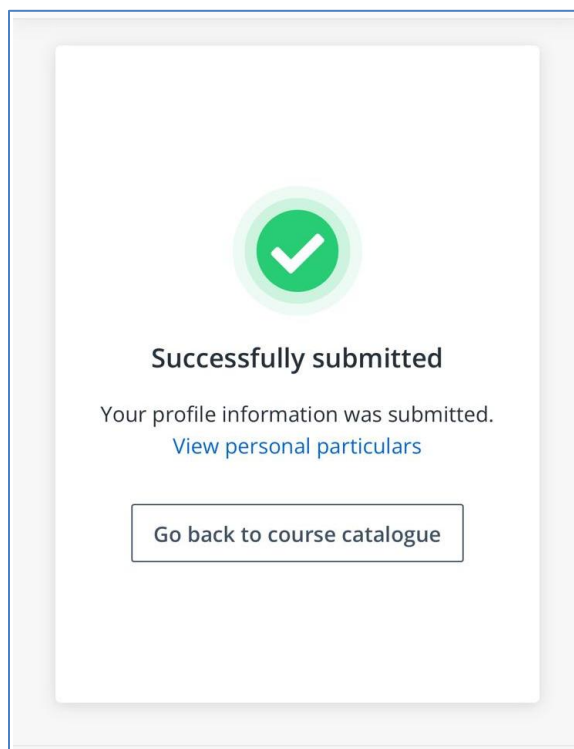


4) Proceed to click on “I agree”.

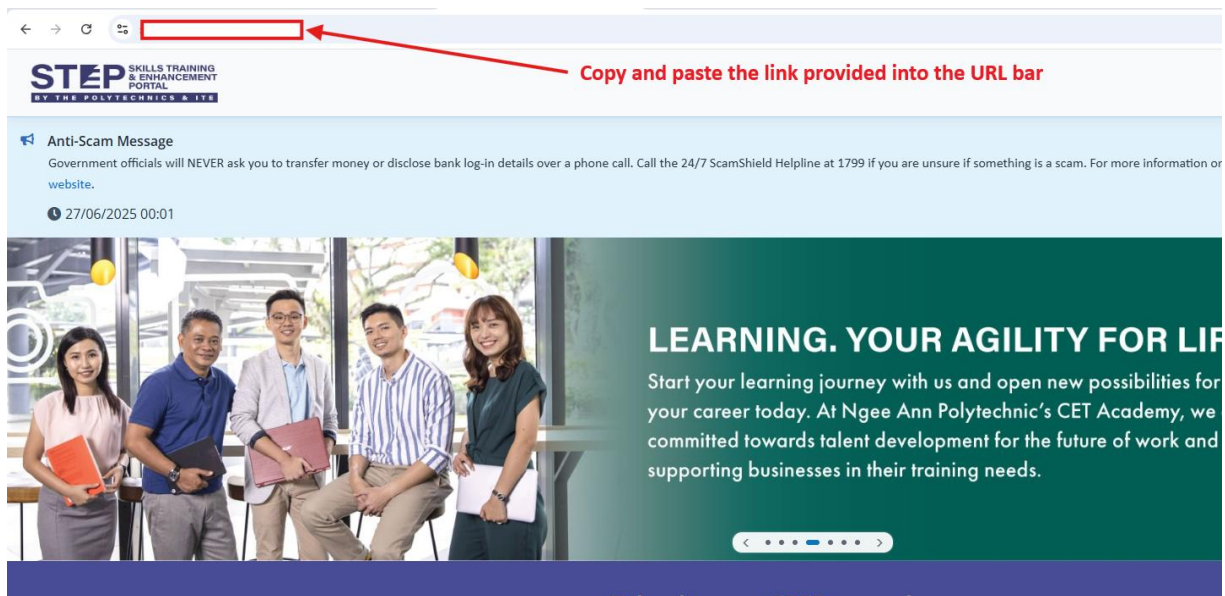


The image shows a Singpass consent screen. At the top, the Singpass logo is displayed in red. Below the logo, a grey box contains the text: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient." Below this, another grey box states: "This digital service, STEP, by Republic Polytechnic, is requesting the following information from Singpass, for the purpose of form filling." A list of data fields follows, each preceded by a right-pointing chevron: NRIC/FIN, Name, Sex, Race, Nationality/Citizenship, Date of Birth, Email, Mobile Number, Registered Address, Pass Type, Country/Place of Birth, Residential Status, and Pass Expiry Date. At the bottom, a line of text reads: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)." Below this text are two buttons: a white "Cancel" button and a red "I Agree" button. The "I Agree" button is highlighted with a red rectangular border, and a red arrow points to it from the right.

5) Verify your personal information and ensure all mandatory fields are completed and click “Submit”. Once submitted, your profile would have been created in the STEP portal. **IMPORTANT TO NOTE: This is **NOT** the end of the registration process. Proceed to Step 6 below to continue your registration of the course.**



- 6) Re-copy and paste the sponsorship link provided in your web browser. This will take you to the registration form page. **DO NOT** attempt to search for the course via the catalogue.



- 7) Check and confirm your details.
Click 'Save and next'.

Application / Apply for course

RP-FSMS2 - FSMS 25/08/2023 - 25/08/2023

Ensure you are registering for the correct course and date

Step 1. Applicant details

The system retrieves your personal information from your profile. You can go to My profile > Personal particular to manually update the profile information.

Name (According to ...)	RP_TestStudent123	Date of birth	*****
Citizenship type	Singapore citizen	NRIC/FIN	5****772F
Race		Sex	Male
Country/Region of birth			

Contact information

Mobile number	+65 89975680	Email address	RP_TestStudent123@gmail.com
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Residential address

Singapore

Country or region	SINGAPORE	Postal code	049315
Block/Building No.	10	Building name	Ocean Financial Centre
Street name	Collyer Quay	Floor number - Unit number	#17-01

Mailing address

Cancel Save as draft **Save and next**

- 8) Select the acknowledgement box. Click 'Save and next'.

Application / Apply for course

RP_TestStudent123 4937632R

5. To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students

6. For campus security purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies

7. For publication in areas that is customary by educational institutions such as award of prizes

8. For marketing and promotional purposes related to RP's education and training services

9. Any other purposes beneficial to students and graduates

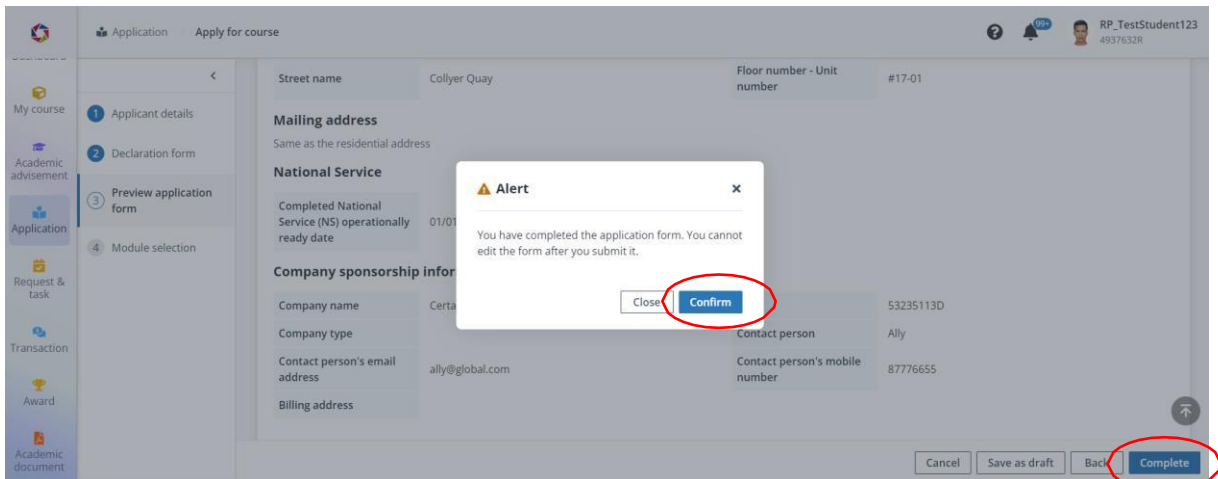
5. I have read, understood and consent to the Privacy Statement at <https://www.rp.edu.sg/privacy-statement> (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Government agencies which have been authorised to carry out specific Government services, named third parties who are jointly organising courses with us, and funding organisations for applicable grants or sponsorships so as to serve me in a most efficient way to facilitate the progression of my academic pursuits.

6. For courses or programmes funded by SkillsFuture Singapore Agency ("SSG"), I agree that SSG, its appointed auditor and/or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the purposes of conducting effectiveness surveys or audits in relation to the funded courses or programmes.

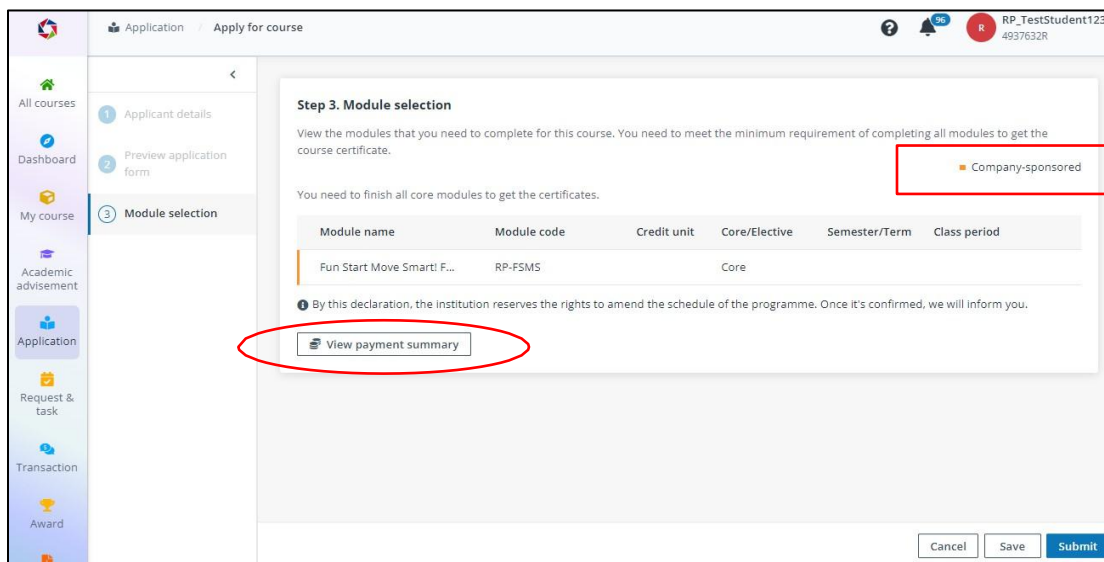
I hereby acknowledge all information under this declaration form

Cancel Save as draft Back **Save and next**

9) Click 'Complete' and 'Confirm'.



10) Ensure that the application is reflected as 'Company-sponsored'.
You may click **View Payment Summary** for the details on course fees.



As you are under company sponsorship. Amount payable will be zero. Click 'Close'.

The screenshot shows the 'View payment summary' dialog box overlaid on the 'Step 3. Module selection' page. The dialog box contains a table with the following data:

Fee description	Amount
Course Fee	\$S200.00
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Grant	-\$S140.00
Course Fee - GST (8%)	\$S4.80
GST subsidy (1%)	-\$S0.60
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Subsidy	-\$S40.00
Amount payable by company	\$S24.20
Total amount payable	\$S0.00

The 'Total amount payable' row is highlighted with a red rectangle. A 'Close' button is circled in red at the bottom right of the dialog box.

11) Click 'Submit'.

The screenshot shows the 'Step 4. Module selection' page. The page title is 'Step 4. Module selection'. Below the title, it says 'View the modules that you need to complete for this course. You need to meet the minimum requirement of completing all modules to get the course certificate.' and 'Company-sponsored'. A table lists the selected module:

Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class period
Fun Start Move Smart! Fundamental Movem...	RP-FSMS		Core		

At the bottom right of the page, the 'Submit' button is circled in red.

12) Click 'Confirm'.

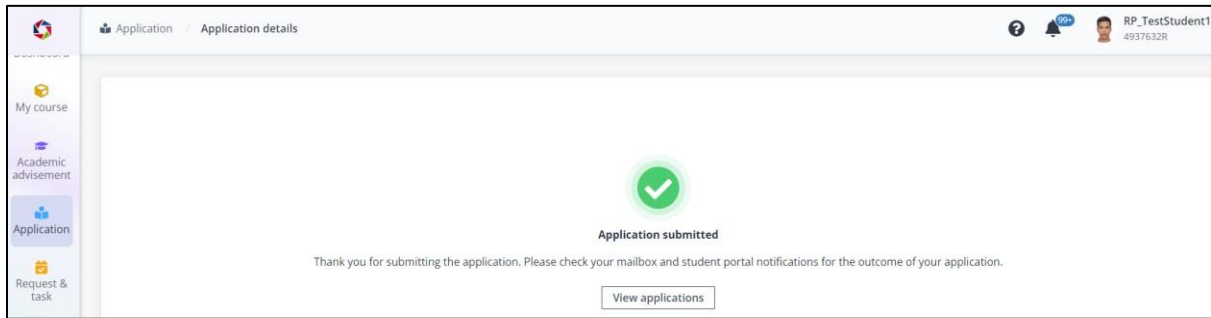
The screenshot shows the 'Confirm' dialog box overlaid on the 'Step 4. Module selection' page. The dialog box contains the following text:

Confirm

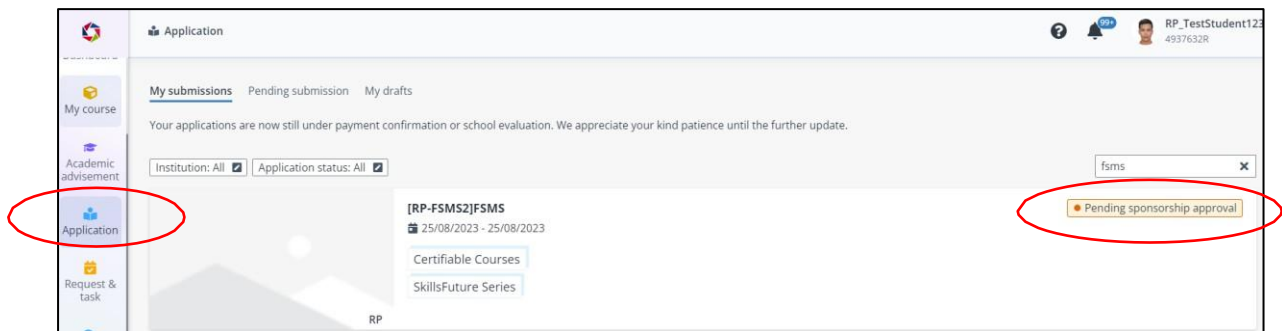
You are about to complete the module selection. Please view and check your payment summary. You cannot edit your selection after you submit it. Are you sure you want to proceed?

The 'Confirm' button is circled in red.

13) Notification that the Application has been submitted successfully.



14) You can also view the course in 'Application'.
Status will be **Pending Sponsorship approval**.



15) Once your company approved your submission. The application status will be updated to '**Admitted**'.
You will receive further details (such as venue) via email closer to the course start date.

