

## **Guide for company sponsored staff on application submission for CET programmes (Bulk submit)**

- 1) When your company has nominated you to attend a course, you will receive an email similar to the email below with a link for registration.

If you are a first-time user of STEP portal, you will be prompt to update your profile. After account creation, please click the sponsorship URL for course registration link again or copy and paste the link into your current browser. This is to ensure that you are registering as a company sponsored applicant.

[Republic Polytechnic] [Action needed] Registration for Outdoor Leadership Series (Sports)

 noreply <NoReply@stms.edutech-online.com>  
To  
Cc

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear RP\_TestStudent188

Certain Beauty Parlor is sponsoring you for the below course.

**Course Title:** Outdoor Leadership Series (Sports)  
**Course Intake:** RP-OLS-240001  
**Course Date:** 30/04/2024 - 30/04/2024

Please click on the link below to complete the registration. **Do note that you will be required to key in your company email address for new account creation.**  
[https://uat2.stms.edutech-online.com/cetapi/api/v1/custom/extendauthorize?id\\_token=4dCiEBxnjKZhSLtm8NxnT4Txt6MMHV%2bdUPBbC857HOzTB2RP0uTh6Q08RiCvuSP6](https://uat2.stms.edutech-online.com/cetapi/api/v1/custom/extendauthorize?id_token=4dCiEBxnjKZhSLtm8NxnT4Txt6MMHV%2bdUPBbC857HOzTB2RP0uTh6Q08RiCvuSP6)

Thank you.

- 2) After you click on the link, please login via Singpass (for first-time user) or Student ID.

**STEP** SKILLS TRAINING & ENHANCEMENT PORTAL  
BY THE POLYTECHNICS & ITE

 Sign in with Singpass / Student ID

Refer to the [user guide](#) to get started and explore more instructions.

- For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID.
- For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corppass at *STEP*.

**STEP** SKILLS TRAINING & ENHANCEMENT PORTAL  
BY THE POLYTECHNICS & ITE

[Singpass](#) Student ID

**Log in with singpass**

No Singpass? Login with [Email OTP](#)

**Instruction**  
Log in with Singpass or Email OTP to apply for courses.

For first-time user, please see Step 3 and 4. If not, please skip to Step 5.

3) For first-time user, you will be prompted to complete your profile.

**STEP** SKILLS TRAINING & ENHANCEMENT PORTAL BY THE POLYTECHNICS & ITE

### Complete your profile

If you have been enrolled to one or more courses in any of the six institutions (including ITE, NYP, NP, RP, SP, TP) in the last 5 years, you would have been issued a student ID.

Please note that the courses you have taken in the last 5 years may have been populated under "My Course". This is a value-added service offered by the six institutions for you to track your completed courses within the last 5 years and you can continue your lifelong learning journey.

The basic profile information is required before proceeding with the course application. The information can be synchronised from Myinfo. The information will be automatically populated from Myinfo into your basic profile.

[Retrieve Myinfo](#)

**Note:** The service entity that will be retrieving your Myinfo details will be listed as "Republic Polytechnic", which is the appointed institution to manage this listed government e-Service in Corppass.

You may also [manually update](#) your basic profile by clicking here. For manual updates, you are required to upload government-issued identification documents for verifying your personal information.

Valid supporting documents include:

- NRIC/FIN (Front and back)
- Passport (Personal details page)
- Any other valid government-issued ID that can prove your supplied personal information.

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Last updated: 12/04/2024

4) If you received the registration link email via your work email, please key in your work email address in 'Company email address' field.

**STEP** SKILLS TRAINING & ENHANCEMENT PORTAL BY THE POLYTECHNICS & ITE

### ← Applicant details

[Retrieve Myinfo](#)

Name (According to NRIC/FIN) \*

Date of birth \*

Citizenship type \*

NRIC/FIN \*

Race

Sex \*  Male  Female

Country/Region of birth

Mobile number \*  -

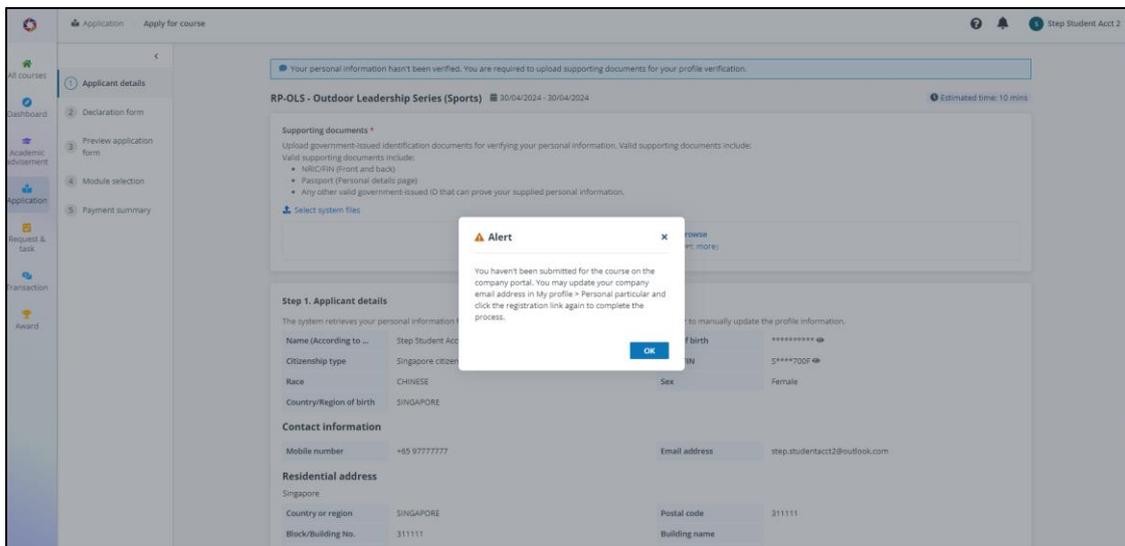
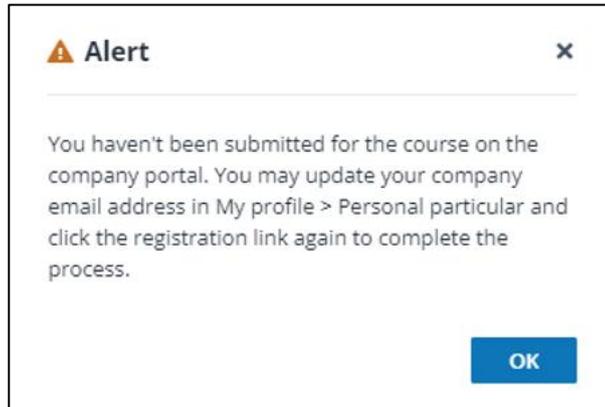
Email address \*

Confirm email address \*

**Company email address**

Residential address

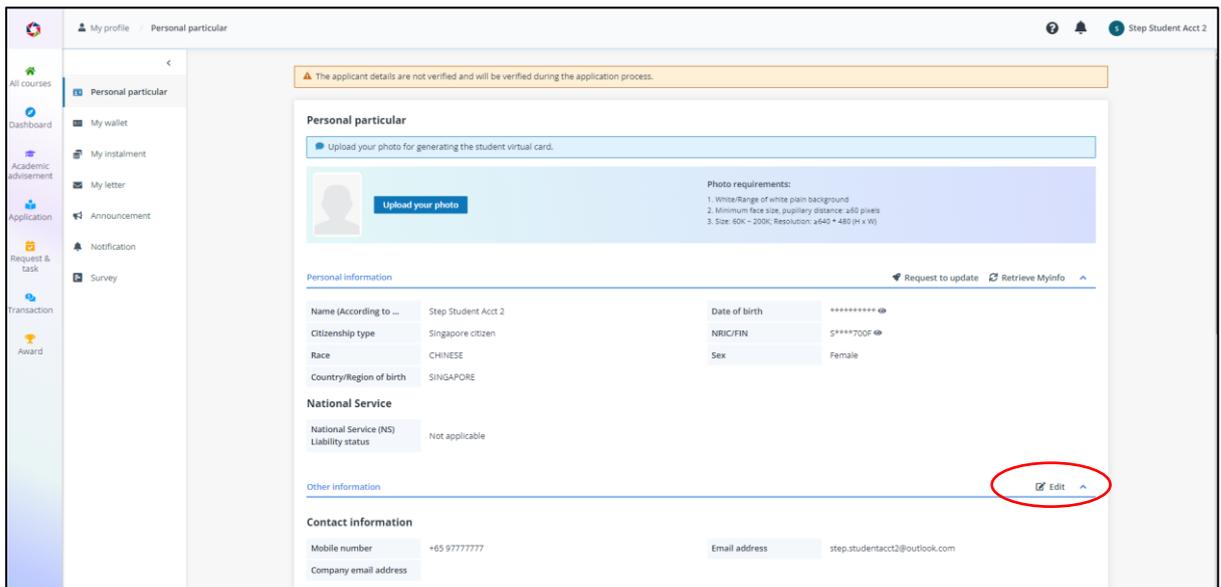
- 5) If you see this alert after login or completing your profile, please click 'OK' and continue to Step 6.



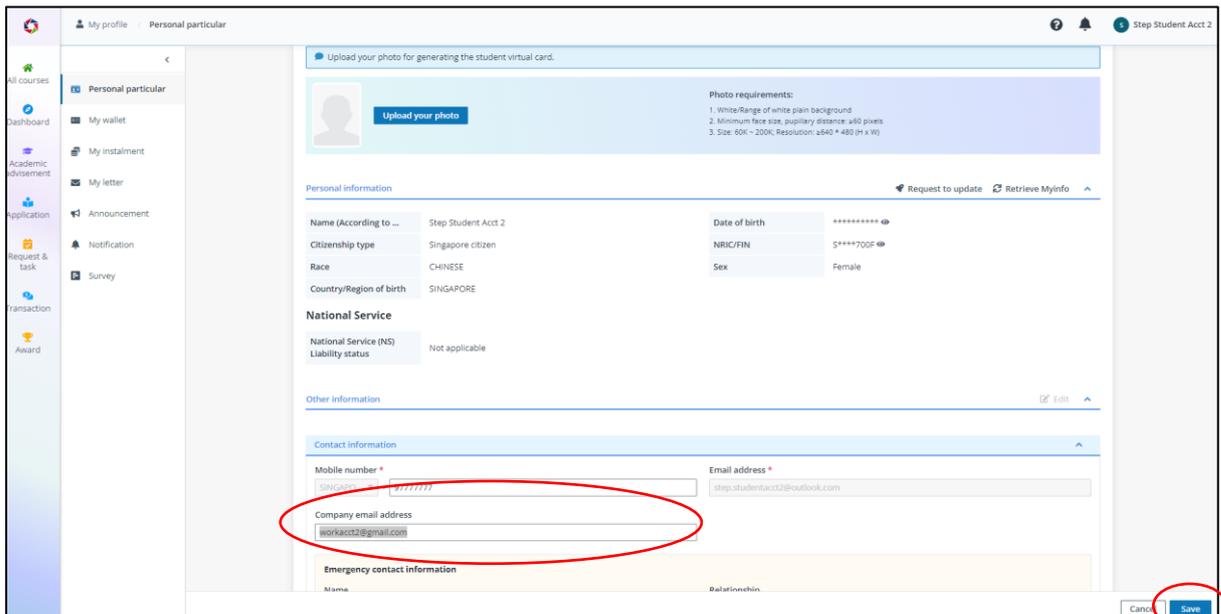
- 6) Click on your name and click on "My profile".



7) Click on “Edit” under Other Information.



8) Type in your work email address in ‘Company email address’ and click ‘Save’.



9) Refer to your email to access the registration link again. Click on the link in the email or copy and paste into your current browser.

10) Check and confirm your details. Click ‘Save and next’.

The screenshot shows the 'Apply for course' page. A yellow warning box at the top right states: "Ensure you are registering for the correct course and date". A red box highlights the course selection: "RP-OLS - Outdoor Leadership Series (Sports)" with dates "30/04/2024 - 30/04/2024". Below this is a "Supporting documents" section with a list of required documents: NRIC/FIN (Front and back), Passport (Personal details page), and Any other valid government-issued ID. A "Step 1. Applicant details" section shows a table with the following information:

Name (According to ...)	Step Student Acct 2	Date of birth	*****
Citizenship type	Singapore citizen	NRIC/FIN	S****700F

The screenshot shows the "Company sponsorship information" section. A yellow box on the right states: "Ensure you can see 'Company sponsorship information' section. If not, please refer to Point 9." A red box highlights the section title. The form contains the following details:

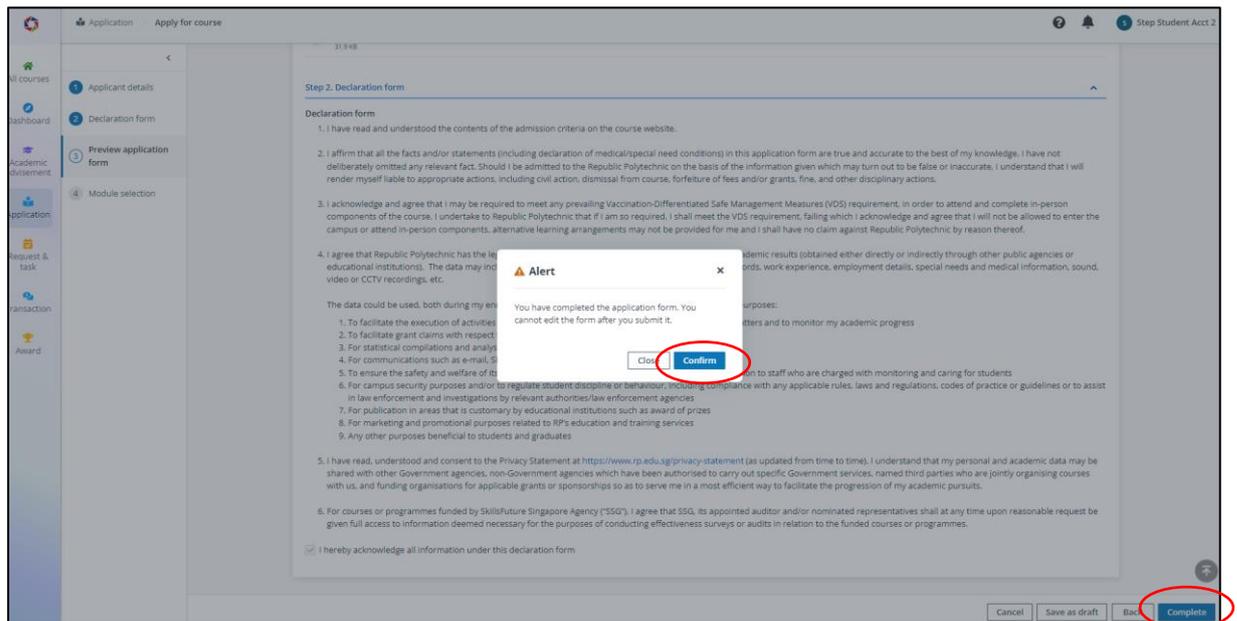
Company name	ABC Agency
Company type	
Contact person's email address	T18GA0001A@test.com
Billing address	456778

At the bottom right, the "Save and next" button is circled in red.

11) Select the acknowledgement box. Click ‘Save and next’.

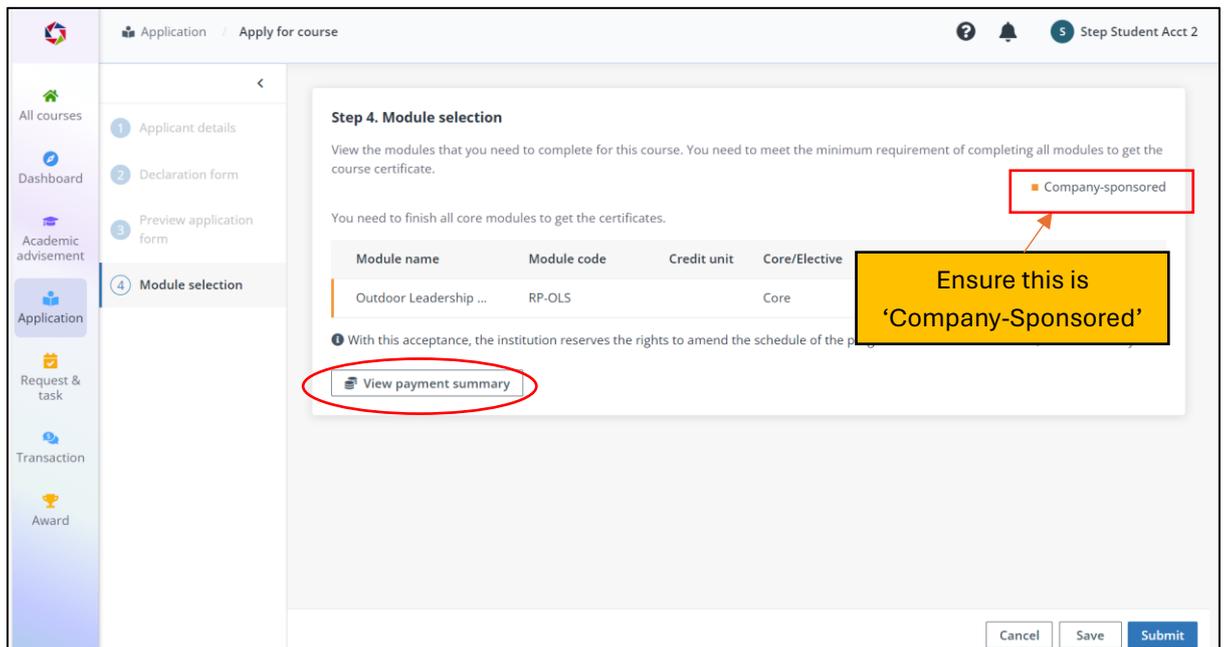
The screenshot shows the "Declaration form" section. It contains several numbered points (5, 6, 7, 8, 9) regarding privacy and consent. At the bottom, there is a checkbox with the text: "I hereby acknowledge all information under this declaration form". This checkbox is circled in red. At the bottom right, the "Save and next" button is circled in red.

12) Click **‘Complete’** and **‘Confirm’**.



13) 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'**.

**View payment summary**

Fee description	Amount
Course Fee	\$S1,000.00
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Grant	-\$S700.00
Course Fee - GST (9%)	\$S27.00
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Subsidy	-\$S200.00
Amount payable by company	\$S127.00
<b>Total amount payable</b>	<b>\$S0.00</b>

**Close**

14) Click **'Submit'** and **'Confirm'**.

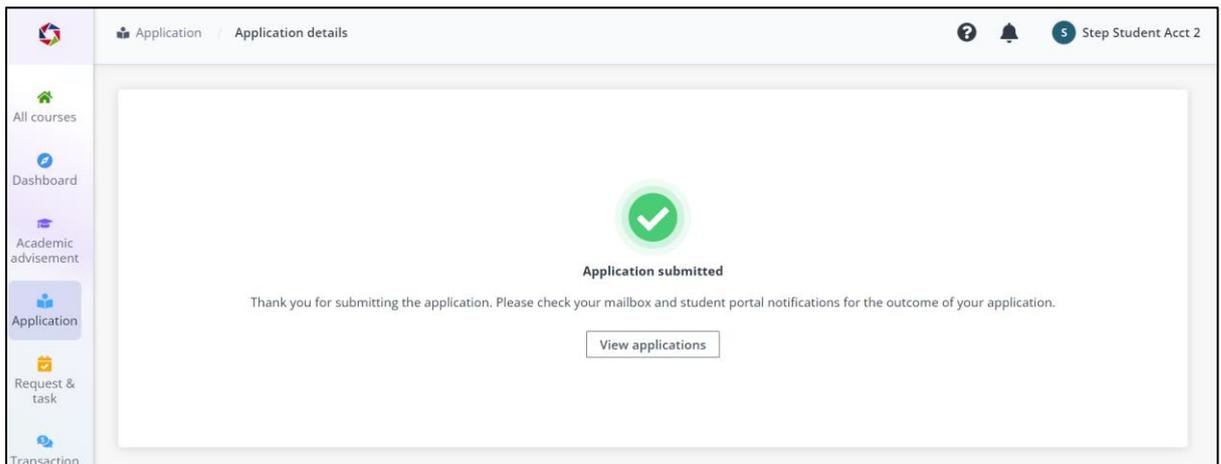
**Confirm**

You are about to complete your module selection. Check and ensure all information selected is accurate. You will not be able to make any changes after confirmation. Are you sure you want to proceed?

**Confirm**

**Submit**

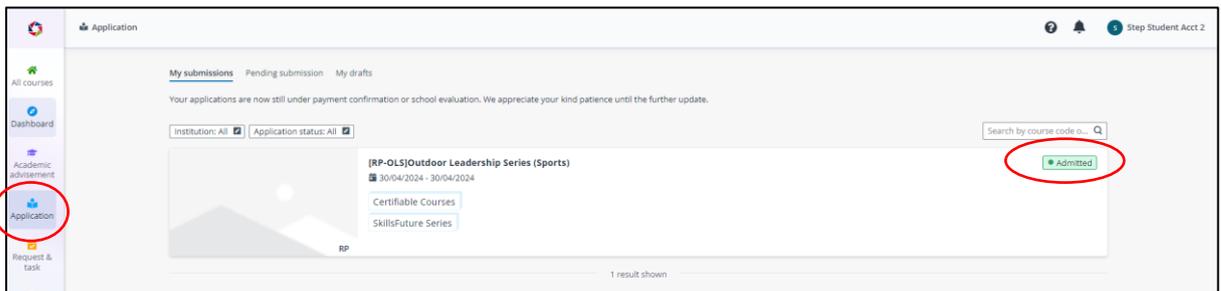
15) Notification that the Application has been submitted successfully.



16) You can also view the course in 'Application'.

The status is 'Admitted'. This means that your application is successful.

You will receive another email closer to the course date regarding the course confirmation status. You may also check your application status on the portal. If the status changes to "Enrolled", this means that the course is confirmed to run.



17) You can also click into the course to double check that your application is under company-sponsored.

