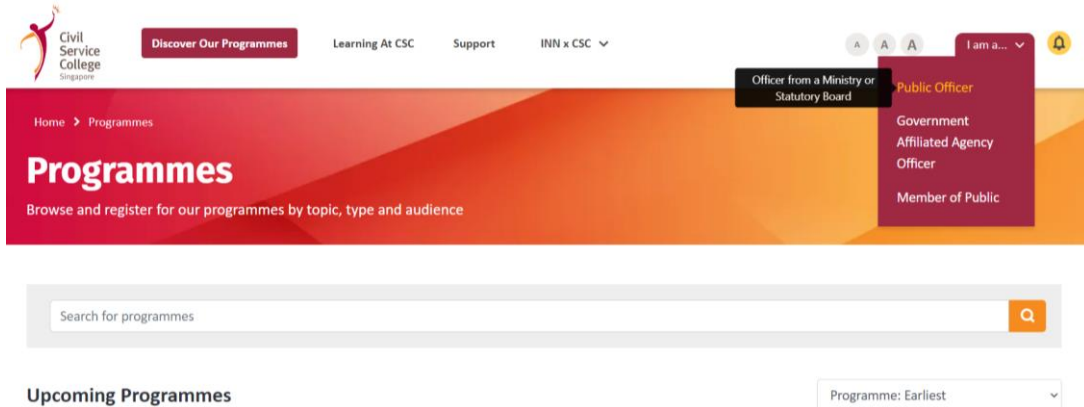


Steps for TC to perform Registration on the Programme Portal

1. On the Programme Portal, hover your mouse over to “I am a...” and select “Public Officer”.

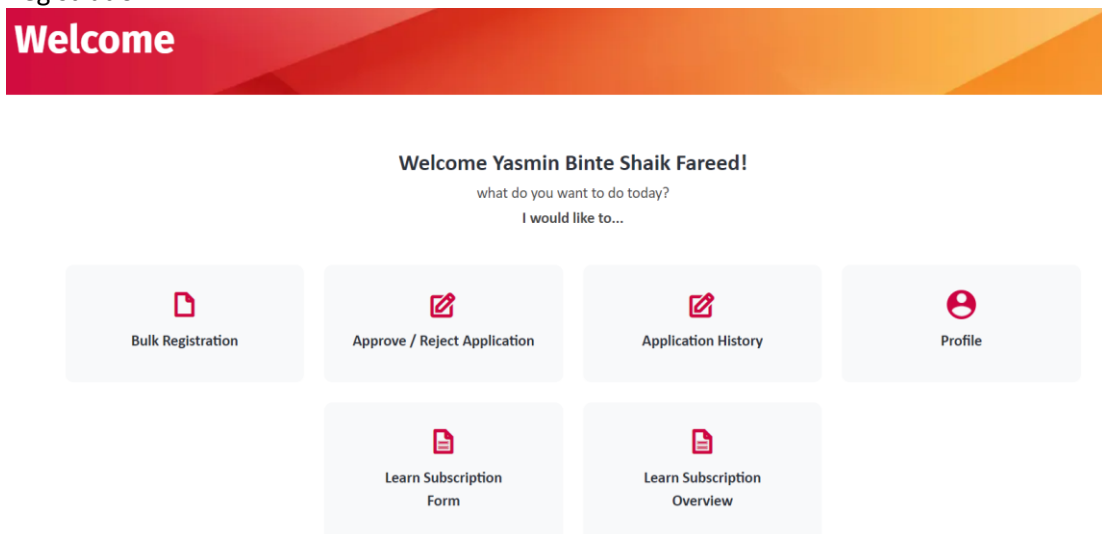


2. You would be prompted to login using Singpass or WOG-AD. You would be able to use WOG-AD for easy login if you are using a GSIB laptop, if not, you may use Singpass to login.

Would you like to login with SingPass or WOG-AD?



3. Upon login, you would see the TC Dashboard with all the TC functions. Select “Bulk Registration”.



4. Search for the course and select the class date.

Select Programme

🔍 Or click [here](#) to find the programme.

▼

5. Select the number of participants you would like to register for (ie. 1-4, 5 or above).

How many participants are you registering?

1 to 4 participants 5 or more participants

6. Complete the participants' personal information and billing information sections.
7. Read and acknowledge the "Terms and Conditions", then select "Next".
8. Confirm the details and submit.

Please note that the Course Placement Letter (CPL) would be sent to participants within 2 weeks of the class commencement date.