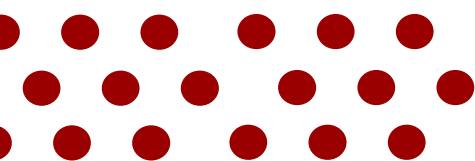


Application Guide

Last updated on: 28 February 2024



Application Guide

Contents Page

1

Admin and Logistics



- a) How do I create an account on the SIT Learner Portal?
- b) How do I setup my Authenticator App?
- c) How do I complete two-factor authentication for my SIT Learner Portal Account?
- d) What do I do if I forgot my password?

2

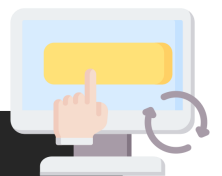
Application Submission



- a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?
- b) How can I save my application as a draft and return to it later?

3

Post-Submission Actions



- a) How do I re-submit and replace my rejected documents?
- b) How can I check my application's status?
- c) How can I respond to an offer from SIT?

a) How do I create an account on the SIT Learner Portal?

1/2

Visit the SIT's Competency-based Stackable Micro-credential (CSM) Pathway website

To apply for your desired CSM Programme, visit SIT's CSM Pathway [home page](#).

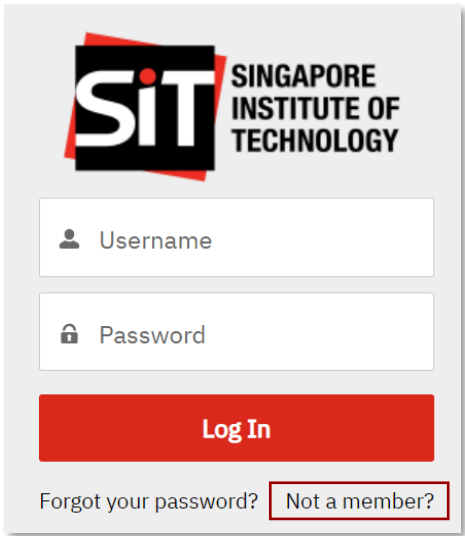


#1



Create an account


Once you have been redirected, click on the hyperlinked "Not a member?" that can be found below the "Log In" button at the bottom right corner.



#2

Access the Learner Portal login page

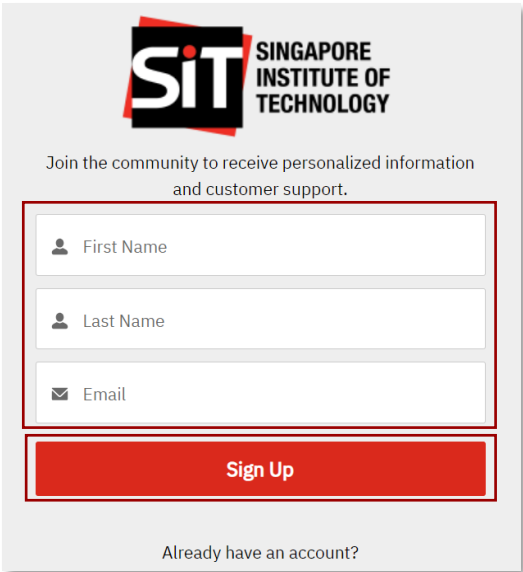
On SIT's CSM Pathways home page, scroll down until you locate the "Apply Now" button. Click on this button to be directed to the Learner Portal login page.



#3

Fill up fields for personal details

Once clicked, new fields will appear on the screen. Enter details regarding your first name, last name, and email address in the respective fields. Once completed, click the "Sign Up" button.



#4

Did You Know?

- You can add the Learner Portal as one of your favourite sites, for easy access.
- Use the following shortcuts to add the website to your favourites:
 - **Windows users:** Control + D
 - **iOS users:** Command + D



a) How do I create an account on the SIT Learner Portal?

2/2

Receive a notification to check your email

Upon the successful capturing of your details, you will be brought to a page, where you will be told to check the email address you have input in the earlier page.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.
Back to login

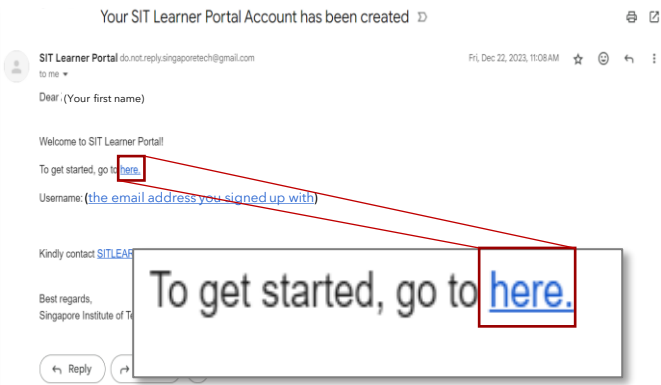
#5



#6

Check your email inbox

Check the inbox of the email address used for your account registration. Look for an email titled "Your SIT Learner Portal Account has been created". Once found, open the email and click on the hyperlinked "here" text. This will direct you to the password setup page for your account.



#7

Set and confirm your password

At the password setup page, input your password in the "New Password" field that follows the password requirements. Input the same password in the "Confirm New Password" field. If password matches, a "Match" label will appear, and you can click the "Change Password" button to head over to the homepage of the Learner Portal in your successfully created account.



Did You Know?

- Your username is the email address used to create the account.
- Should you not receive any email in your Inbox, kindly check your Junk/ Spam mails.
- Your password is case-sensitive and must include at least:
 - 12 characters
 - 1 letter
 - 1 number
 - 1 special character
- On the far right of the "New Password" field, you will be informed whether your password is acceptable through the labels "Too Weak" and "Good".

b) How do I setup my Authenticator App?

1/2

- ☒ **Salesforce Authenticator** 
- ☐ Microsoft Authenticator 

Install Salesforce Authenticator

Go to your mobile device’s App Store/ Play Store, search, and download the “Salesforce Authenticator”.

[Click the compatible app to be directed to the Salesforce Authenticator downloads page:](#)

Click this icon if you are an **iOS** user:



Click this icon if you are an **Android** user:





#1


Did You Know?

- For Two-Factor Authentication (2FA), you are *strongly encouraged* to use the **Salesforce Authenticator** app.
- However, if you prefer to use the Microsoft Authenticator, find out more on how you can do so [here](#).

#2

Login to Learner Portal


Input your username and password and click “Log In”. Upon your second login to the Portal, you will be prompted to secure your login by connecting to **Salesforce Authenticator**.



[Forgot your password?](#) [Not a member?](#)

Connect Salesforce Authenticator (1/3)

Follow the remaining instructions stated in the “Connect Salesforce Authenticator” page. Once you have completed all the steps, click the “Connect” button.



Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

1. Install Salesforce Authenticator on your mobile device from the [App Store](#) or [Google Play](#).
2. Open Salesforce Authenticator and add your account.
3. The app shows a two-word phrase. Enter the phrase here.

[Choose Another Verification Method](#)

#3

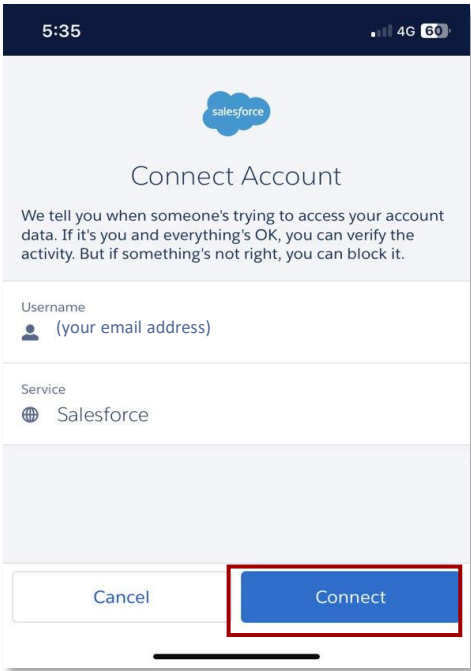
b) How do I setup my Authenticator App?

2/2

- ☒ **Salesforce Authenticator** 
- ☐ **Microsoft Authenticator** 

Connect Salesforce Authenticator (2/3)

After clicking the "Connect" button on the "Connect Salesforce Authenticator" page, your mobile device screen will change (to the one presented in the screenshot below). To complete the link, tap the 'Connect' button on your mobile device to confirm.



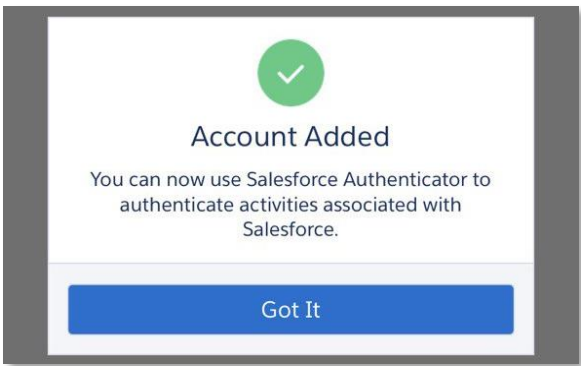
#4



#5

Connect Salesforce Authenticator (3/3)

When successfully connected, the screen of your mobile device will change, notifying that an account has been added. The "Connect Salesforce Authenticator" screen will also redirect you to the home page of the Learner Portal.



Did You Know?

- Upon selecting your authentication method (i.e., Salesforce authentication or via Microsoft authentication you can only use the same authentication method for verification in future logins.

b) How do I setup my Authenticator App?

1/2

- Salesforce Authenticator
- Microsoft Authenticator

Install Microsoft Authenticator

Go to your mobile device’s App Store/ Play Store, search, and download the “Microsoft Authenticator”.

Click the compatible app to be directed to the [Microsoft Authenticator downloads page](#):

Click this icon if you are an **iOS** user:



Click this icon if you are an **Android** user:



#1

Did You Know?

- For Two-Factor Authentication (2FA), you are *strongly encouraged* to use the **Salesforce Authenticator** app. You may find out more on how you can do so [here](#).

#2

Login to Learner Portal

Input your username and password and click “Log In”. Upon your second login to the Portal, you will be prompted to secure your login by connecting to **Microsoft Authenticator**.

SINGAPORE INSTITUTE OF TECHNOLOGY

Username

Password

Log In

Forgot your password?

Not a member?

Choose another verification method

To connect to **Microsoft Authenticator**, click on the hyperlinked “Choose Another Verification Method”.

Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

1. Install Salesforce Authenticator on your mobile device from the [App Store](#) or [Google Play](#).
2. Open Salesforce Authenticator and add your account.
3. The app shows a two-word phrase. Enter the phrase here.

Two-Word Phrase

Cancel

Connect

[Choose Another Verification Method](#)

#3

Did You Know?

- Upon selecting your authentication method (i.e., Salesforce authentication or via Microsoft authentication you can only use the same authentication method for verification in future logins.

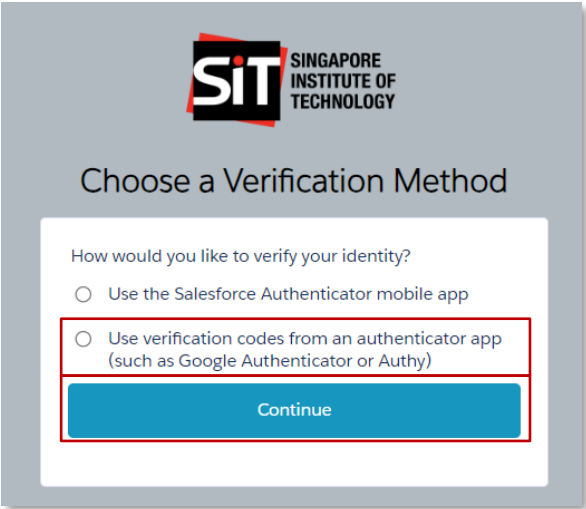
b) How do I setup my Authenticator App?

2/2

- Salesforce Authenticator
- Microsoft Authenticator

Select ideal verification method

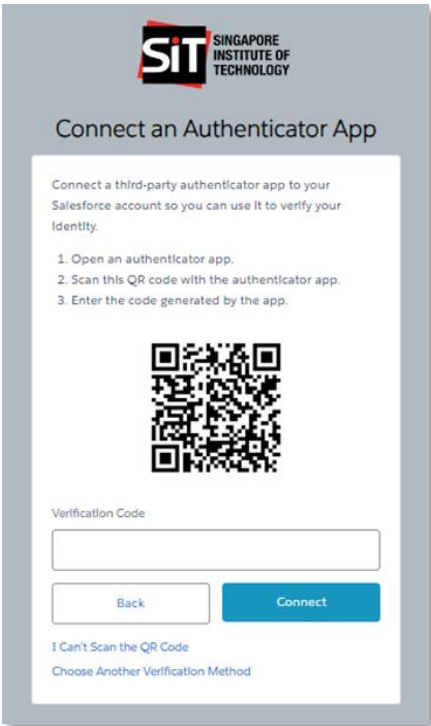
Select the "Use verification codes from an authenticator app" radio button and click on the "Continue" button.



#4

Connect Microsoft Authenticator

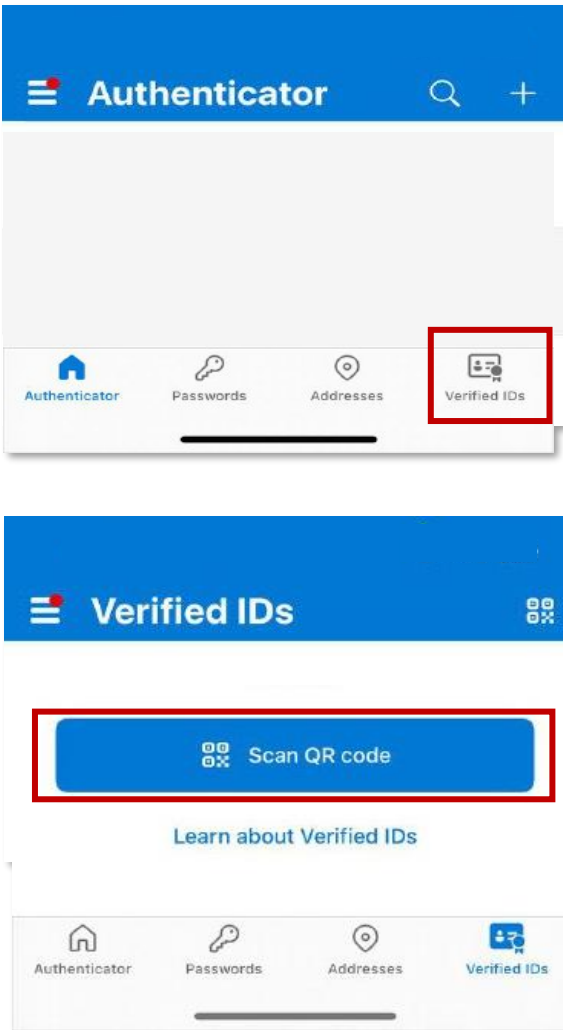
Upon clicking on the "Continue" button, a new screen will appear guiding you on how to connect to the Authenticator app.



#5

Scan the QR Code

Within the Authenticator app, click on "Verified IDs" at the bottom right of your screen. Within this page, click on "Scan QR Code". Proceed to scan the QR Code.



#6

Input the Verification Code

Input the six-digit verification code generated by the app. Click "Connect".



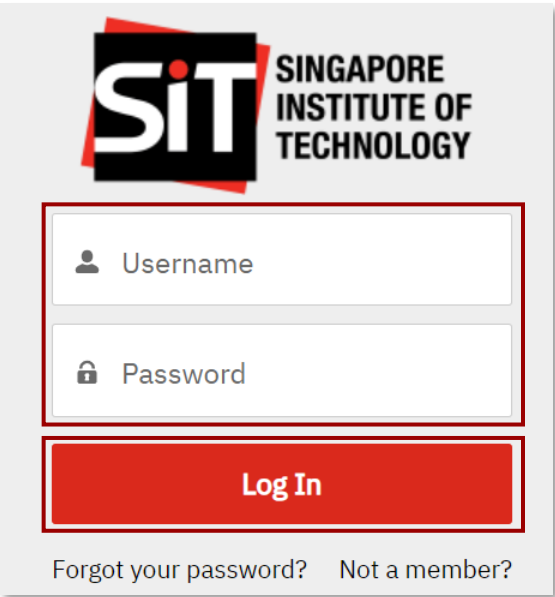
#7

c) How do I complete two-factor authentication for my SIT Learner Portal Account?

1/1

Login to Learner Portal

Input your username (associated email address) and password. Once done, click the "Log In" button.



#1

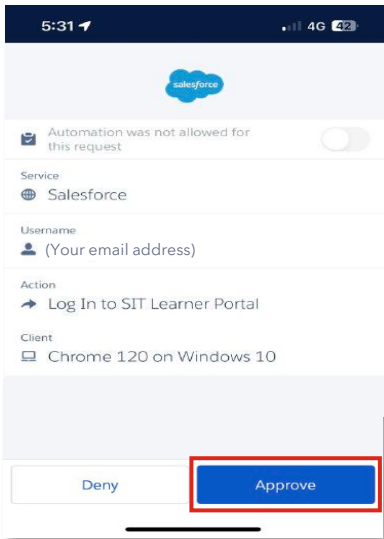
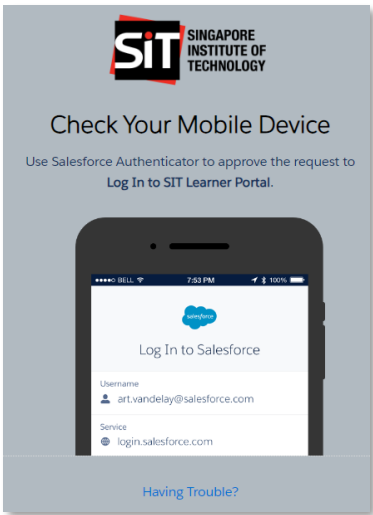


Recommended!

Salesforce Authenticator

Verify your identity

You will receive a notification on the Salesforce Authenticator app on your mobile device. Open the app and click on the "Approve" button.

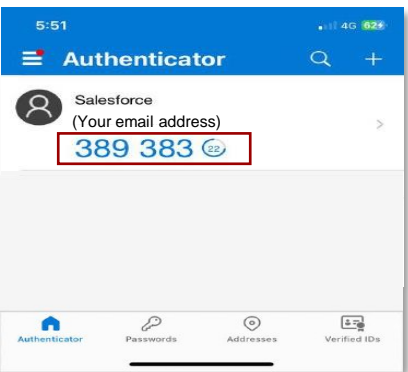
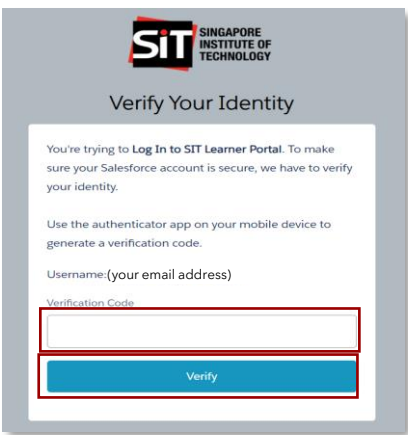


#2a

Microsoft Authenticator

Verify your identity

Open the Authenticator app on your mobile device to generate a six-digit verification code linked to your email address (used as your username). Enter the code into the Verification Code field and click the "Verify" button to complete the process.



#2b

Did You Know?

- The Microsoft Authenticator's verification codes change every 30 seconds. Ensure that you have inputted the correct verification code.

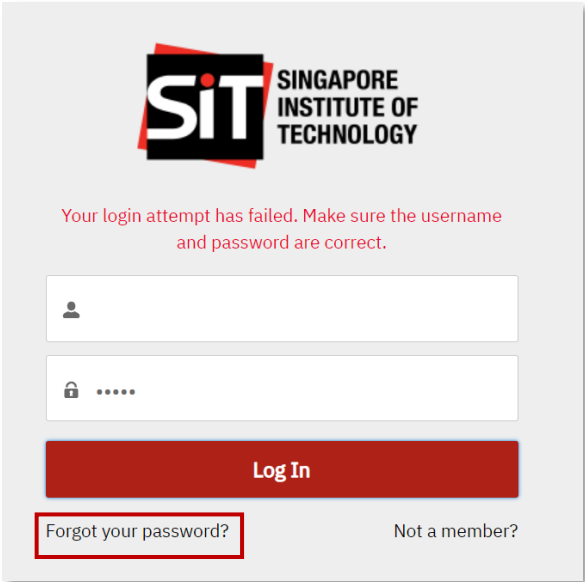


d) What do I do if I forgot my password?

1/3

Trigger password reset process

Click on the hyperlinked “Forgot your password?” text.



The screenshot shows the SIT Singapore Institute of Technology login page. At the top is the SIT logo. Below it, a red error message states: "Your login attempt has failed. Make sure the username and password are correct." There are two input fields: one for the username (with a person icon) and one for the password (with a lock icon and masked dots). A red "Log In" button is below the fields. At the bottom left, the text "Forgot your password?" is highlighted with a red box. To its right is the text "Not a member?".

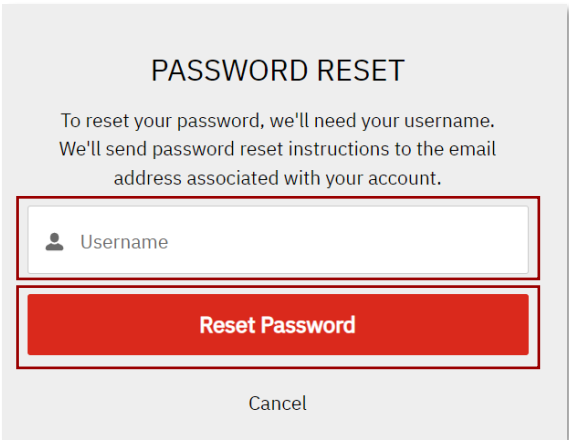
#1



#2

Input your username

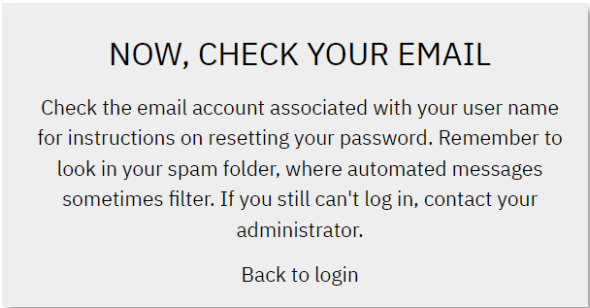
Clicking the hyperlinked text will direct you to the password reset page. Enter the email address associated with your Learner Portal account in the Username field, then click “Reset Password”.



The screenshot shows the "PASSWORD RESET" page. It contains the text: "To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account." Below this is a text input field labeled "Username" with a person icon. A red "Reset Password" button is below the field. At the bottom of the form is a "Cancel" link.

Check your associated email

Once you have successfully triggered the reset password process, you will be directed to a page that requests for you to check your email for instructions to reset your password.



The screenshot shows a page titled "NOW, CHECK YOUR EMAIL". The text reads: "Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator." At the bottom is a link that says "Back to login".

#3



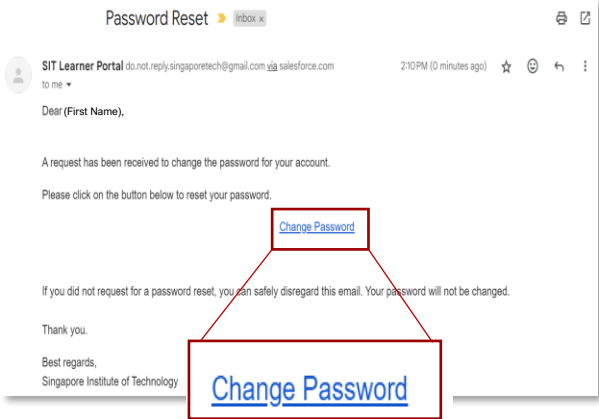
Did You Know?

- Multiple Login attempts may disable your account. In the case of a disabled account, you may try to login after 15 minutes.
- When searching for the password reset email, make sure to check your junk/spam folders, as automated messages might be filtered and sorted into those folders.

d) What do I do if I forgot my password?

View password reset email

Open the email sent to you regarding password reset. Click the hyper-linked “Change Password” text.



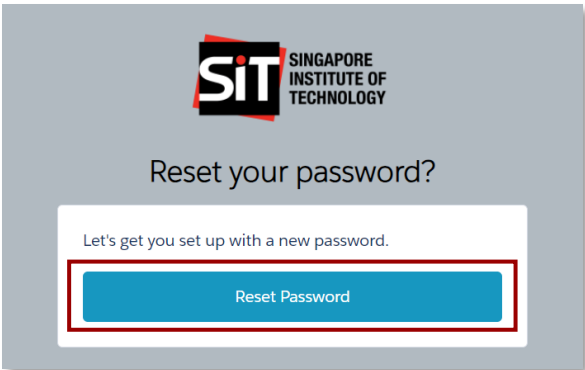
#4



#5

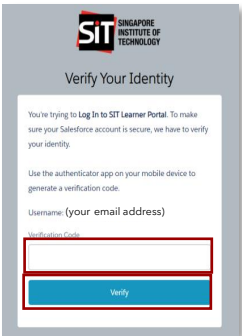
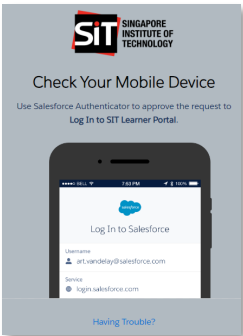
Activate password reset process

You will be redirected to the password reset page. Click the “Reset Password” button, where you will first proceed to an identity verification page.



Verify your identity

Using your chosen Authenticator App, follow the relevant instructions shown to verify your Identity. For further instructions on how to use Authenticator, please refer [here](#).



#6

d) What do I do if I forgot my password?

Change your password

Once redirected, input a password in the "New Password" field that follows the password requirements. Once you have input your password, ensure that you have received a "Good" label.

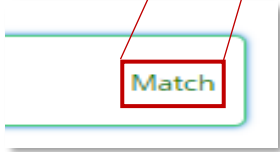
#7



#8

Confirm your new password

Input the same password used in "New Password" field in the "Confirm New Password" field. Ensure you have received "Match", then click the "Change Password" button to proceed. You will be directed to the homepage of the Learner Portal and your new password will be saved.



Did You Know?

- In the event you forget your username, here is a friendly reminder that your username is the email address you have used to create the account.

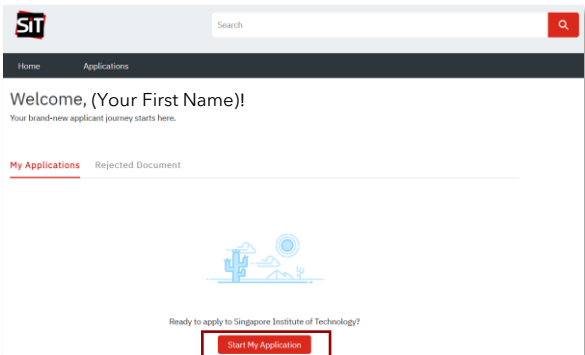


a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

1/6

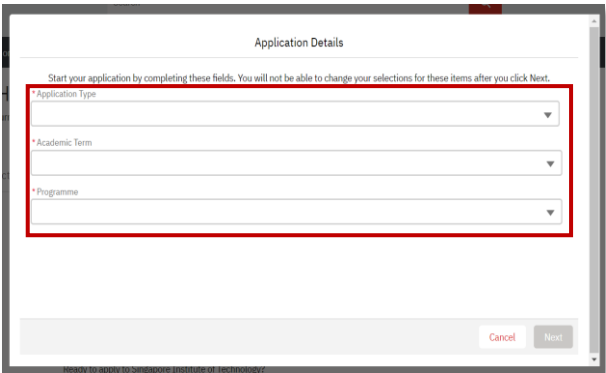
#1 Start your application

Once your account has been created, you will be brought to the Learner Portal's home page. Click on the "Start My Application" button to choose the course you would like to apply to.



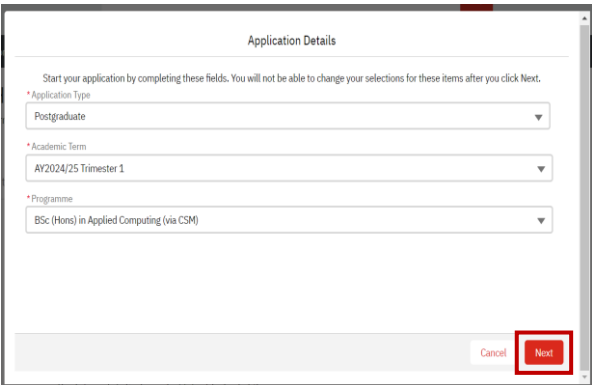
#2 Select preferred programme

A pop-up requesting information regarding your preferred programme will appear. Click on the drop-down arrows to fill in the required fields.



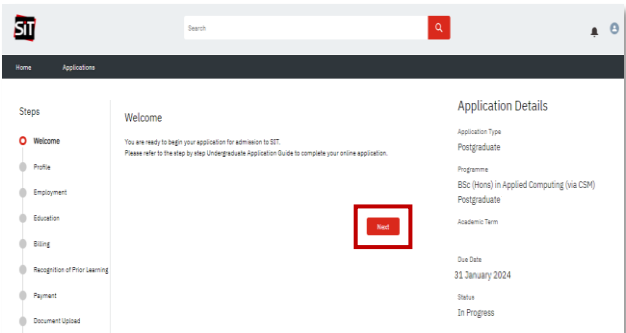
#3 Confirm the details of your chosen programme

Once the required fields have been filled with your preferences, click the "Next" button.



#4 Proceed to the application form

You will be redirected to a new page that will welcome you to begin filling up the application form of the selected programme. Click on the "Next" button to proceed to the application form.



Did You Know?

- You can monitor on your application's progress by referring to the Steps stated on the page (on the left).
- Forgotten which course you are applying? Find the Application details on the right.
- It is important to note that all communications from SIT regarding your application will be sent to the email address indicated in your application form.



a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

2/6

Complete the Profile stage of the application form

The first stage of the application form is the Profile stage. Fill in the fields displayed requesting for your personal particulars, residential address, and your emergency contact. Once you have done so, click the "Next" button.

The screenshot shows the 'Profile' stage of the application form. The 'Personal Particulars' section is highlighted with a red box and includes fields for First Name, Last Name, Email Address, Mobile Number, Residential Address (Block Number, Street Name, Floor Number, Unit Number, Postal Code), and Emergency Contact (Relationship, Name, Company, Email, Phone Number). The 'Application Details' section on the right shows the Application Type as Postgraduate, Programme as BSc (Hons) in Applied Computing (via CSM), Academic Term as AY2024/25 Trimester 1, Due Date as 31 January 2024, and Status as In Progress. A 'Next' button is visible at the bottom right.

#5



Did You Know?

- In the Profile stage of application, the name and email fields will be auto-populated with the information you have provided when you were creating your account.
- Auto-populated fields can still be edited, if needed.

#6

Complete the Employment stage of the application form

As an applicant of the CSM pathway, you will be directed to the Employment stage of the application form. Fill up the fields pertaining to the company you are currently employed at as well as your job title. Once done, click the "Next" button.

The screenshot shows the 'Employment' stage of the application form. The 'Company Address' section is highlighted with a red box and includes fields for Block Number, Street Name, Floor Number, Unit Number, and Postal Code. The 'Job Title' field is also visible. The 'Application Details' section on the right shows the Application Type as Postgraduate, Programme as BSc (Hons) in Applied Computing (via CSM), Academic Term as AY2024/25 Trimester 1, Due Date as 31 January 2024, and Status as In Progress. A 'Next' button is visible at the bottom right.



Did You Know?

- You can save your progress on your application at any time by clicking on "Save for Later" at the bottom left of the form. Click [here](#) to learn more about how you can do it.

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

3/6

Complete the Education stage of the application form

The next stage of the application form is on your prior education. Fill up the fields pertaining to your education history. Once you have done so, click the "Next" button.

A screenshot of the SIT application form, Education stage. The left sidebar shows steps: Welcome, Profile, Employment, Education (highlighted), Billing, Recognition of Prior Learning, Payment, Document Upload, Declaration, Application Summary, and Confirmation. The main content area has a red box around the Education section, which includes fields for Highest Education Obtained, GCE 'O' Level, GCE 'A' Level / International Baccalaureate, Diploma, University, and Other Qualifications. The 'Next' button is highlighted with a red box.

#7



Complete the Billing stage of the application form

You will be directed to the Billing stage of the application form. Fill up the fields pertaining to your billing address. Once filled, click the "Next" button.

A screenshot of the SIT application form, Billing stage. The left sidebar shows steps: Welcome, Profile, Employment, Education, Billing (highlighted), Recognition of Prior Learning, Payment, Document Upload, Declaration, Application Summary, and Confirmation. The main content area has a red box around the Billing section, which includes fields for Billing Address, Street Name, Block Number, Unit Number, Floor Number, and Postal Code. The 'Next' button is highlighted with a red box.

#8

Complete the Recognition of Prior Learning (RPL) stage of the application form

You will be directed to the RPL stage of the application form. If you have attended relevant courses in the past and wish to apply for exemptions under the RPL stage, please check the corresponding box. If you have not attended such courses and wish to skip this stage, click on the "Next" button.

A screenshot of the SIT application form, Recognition of Prior Learning stage. The left sidebar shows steps: Welcome, Profile, Employment, Education, Billing, Recognition of Prior Learning (highlighted), Payment, Document Upload, Declaration, Application Summary, and Confirmation. The main content area has a red box around the RPL section, which includes a checkbox for 'I would like to apply via Recognition of Prior Learning (RPL)'. The 'Next' button is highlighted with a red box.

#9

Name your relevant RPL document(s)

If you are applying for course exemptions through RPL, check the second checkbox that will appear after the first box has been checked. You are required to indicate the Certificate Name in the 'Name of Certification' field. For any additional certificates, click on "Add" to include more. Once you have listed all relevant certificates, click the "Next" button to continue.

A screenshot of the SIT application form, Recognition of Prior Learning stage, showing the 'Name of Certification' field. The left sidebar shows steps: Welcome, Profile, Employment, Education, Billing, Recognition of Prior Learning (highlighted), Payment, Document Upload, Declaration, Application Summary, and Confirmation. The main content area has a red box around the 'Name of Certification' field. The 'Next' button is highlighted with a red box.

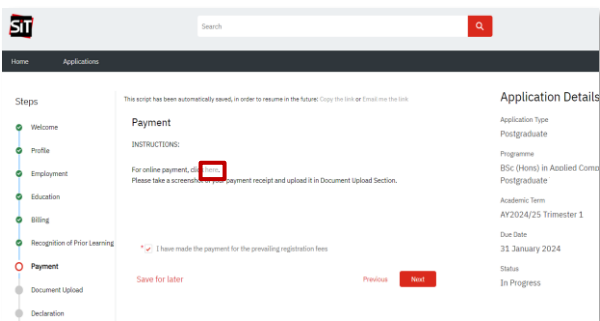
#10

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

4/6

Start the Payment stage of the application form

You will be directed to the Payment stage of the application form. Click on the hyperlinked "here" to proceed to the online payment page.

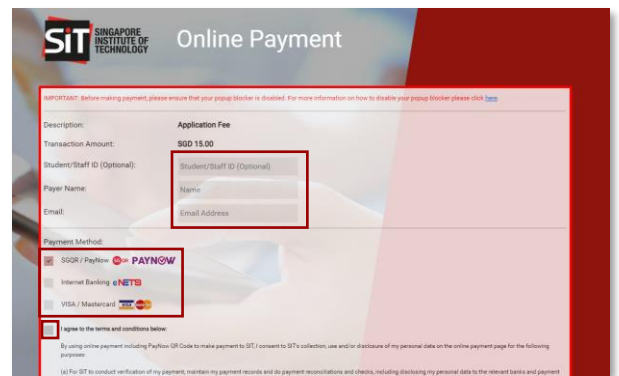


#11



Complete the payment for the application fee

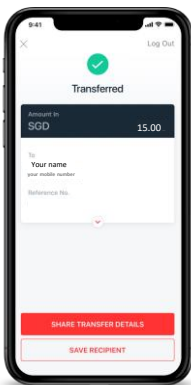
You will be directed to an online payment page. If you have attended an SIT course, enter your Student ID. If not, enter your name in the Payer Name field, email address in the Email field, and choose your preferred payment method. Follow the on-screen prompts to input any additional payment details as necessary.



#12

Take a screenshot of payment

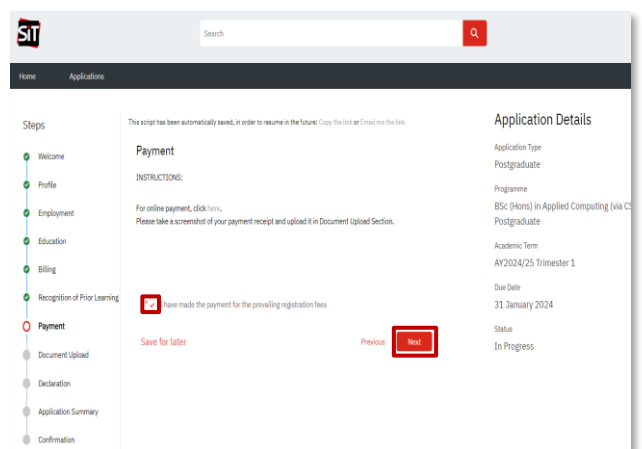
Once the payment has been made, please ensure that a screenshot of the transaction is taken.



#13

Complete the Payment stage of the application form

After saving the screenshot, return to the tab where your application form is located. Check on "I have made the payment for the prevailing registration fees". Then, click on the "Next" button to proceed to the next stage.



#14

Did You Know?

- The screenshot of your payment receipt will be required in the Document Upload stage of the application form.
- Use the following shortcuts to take a screenshot:
 - **Windows Users:**
 - PrtScr
 - Press and hold: PrtScr + Windows
 - Press and hold: Shift + Windows + S
 - **iOS Users:**
 - Press and hold: Shift + Cmd + 3
- Should you encounter any issue, please contact sitlearn@singaporetech.edu.sg

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

5/6

Complete the Document Upload stage of the application form

You will be directed to the Document Upload stage of the application form. Upload all required documents stated in their respective fields as well as any additional documents you choose to submit in the Optional Documents section. Once you have uploaded all your documents, click on the "Next" button.

The screenshot shows the 'Document Upload' stage of the application form. On the left, a 'Steps' sidebar lists various stages from 'Welcome' to 'Confirmation', with 'Document Upload' highlighted. The main area is titled 'Document Upload' and contains two sections: 'Required Documents' and 'Optional Documents'. Each section has a table with columns for document type, upload button, and drop file button. The 'Required Documents' section includes 'Personal Statement', 'Academic Transcript', 'Proof of English Proficiency', and 'Proof of Financial Support'. The 'Optional Documents' section includes 'Additional Documents'. At the bottom, there are 'Save for later', 'Previous', and 'Next' buttons.

#15



Complete the Declaration stage of the application form

You will be directed to the Declaration stage of the application form. Read through the declarations and tick the checkboxes below accordingly. Once all necessary steps have been taken, click the "Next" button.

The screenshot shows the 'Declaration' stage of the application form. The 'Steps' sidebar on the left highlights 'Declaration'. The main area contains several numbered declaration statements (1-5) regarding the accuracy of information, consent to data collection, and acknowledgment of the application process. At the bottom, there are 'Save for later', 'Previous', and 'Next' buttons.

#16

Review application summary

You will be directed to the summary stage of the application form. Review the information you've entered. If any edits are needed for a specific section, click on the corresponding stage on the left side of the form, to revisit the section. Once you have made your edits and completed your review, click the "Next" button.

#17

The screenshot shows the 'Application Summary' stage of the application form. The 'Steps' sidebar on the left highlights 'Application Summary'. The main area displays a summary of the application details, including 'Application Type', 'Programme', 'Academic Term', 'Due Date', and 'Status'. At the bottom, there are 'Save for later', 'Previous', and 'Next' buttons.

Did You Know?

- For ease of processing, please ensure the correct documents are uploaded to its respective fields



a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) Pathway?

6/6

Submit your application form

You will be directed to the Confirmation stage of the application form. If you are ready to submit your application, click the “Yes” button to proceed.

The screenshot shows the 'Confirmation' stage of the application form. On the left, a 'Steps' sidebar lists: Welcome, Profile, Employment, Education, Billing, Recognition of Prior Learning, Payment, and Document Upload. The main content area asks 'Do you want to submit the application?' and provides instructions: 'You will not be able to edit the application after submission. Click "Yes" if you want to submit the application. Click "No" if you want to review the application and make any additional changes.' There are 'Save for later', 'No', and 'Yes' buttons. The 'Yes' button is highlighted with a red box. On the right, 'Application Details' are listed: Application Type (Postgraduate), Programme (BSc (Hons) in Applied Computing (via CSM) Postgraduate), Academic Term (AY2024/25 Trimester 1), Due Date (31 January 2024), and Status (In Progress).

#18



Receive confirmation on your submission

After submitting your application, you will be directed to a confirmation page that displays the details of the programme of your successfully submitted application form.

The screenshot shows the 'Application Details' confirmation page. It states 'Your Application has been submitted successfully, thank you!'. The details are as follows: Application Type (Postgraduate), Programme (BSc (Hons) in Applied Computing (via CSM) Postgraduate), Academic Term (AY2024/25 Trimester 1), Submitted On (15 Jan 2024), and Status (Submitted).

#19

Verify confirmation of application form submission on email

Access your registered email address to verify whether the submission of your application form was successful. Check junk/spam folder as emails might be directed there.

The screenshot shows an email from 'Singapore Institute of Technology' with the subject '[Thank You] Application to Singapore Institute of Technology'. The email content includes: 'Thank you for your interest in the programme offered by Singapore Institute of Technology (SIT). Your application is well received.', a note about automated email notifications, operating hours (Mondays to Thursdays 8:30 am to 6:00 pm, Fridays 8:30 am to 5:30 pm, Closed on Saturdays, Sundays and Public Holidays), and a signature from Singapore Institute of Technology. A footer note states: '***This is an auto-generated email. Please DO NOT REPLY to this email as the mailbox is not manned.'

#20

b) How can I save my application as a draft and return to it later?

1/2

Saving Application Draft

Save application for later

Should you need to complete your application at a later stage, scroll down to the bottom of your application form and click on the hyperlinked "Save for later" text to save the progress of your current application for later.

Save for later

PreviousNext

#1



#2

Confirm your decision to save a draft of your application form

A pop-up confirming your intent to save the progress of your draft application will appear. Click on the "Ok" option to finalise your decision. Once clicked, a confirmation message will inform you that your draft application has been successfully saved.

Confirm

Are you sure you want to save it for later?

CancelOK

Thank you for your interest in Singapore Institute of Technology!

We have saved your draft application and are looking forward to your submission by the due date.

Did You Know?

- If you've previously saved a draft of your application form, on your second save, you will encounter the following screen:

Your Application has been saved

The form has been updated since you last saved it. Click Continue to start over using the updated form.

Continue

- If you have too many saved drafts in your Applications Page, you can click on the hyperlinked "Delete Draft" text to delete the Applications you no longer wish to edit.

Program

BSc (Hons) in Applied Computing (via CSM)

Postgraduate Test Data 2

Delete Draft

Continue Editing

b) How can I save my application as a draft and return to it later?

2/2

Returning to Saved Draft

Return to saved draft (1/3)

To locate your saved application draft, log into your account in the Learner Portal. Input your Username (email address) and password into the fields. Click the “Log In” button.

#3

Verify your identity

Using your chosen Authenticator App, follow the relevant instructions shown to verify your Identity. For further instructions on how to use Authenticator, please refer [here](#).

#4

Return to saved draft (2/3)

Once you are within the Learner Portal, locate the application with the status “In Progress”.

#5

Return to saved draft (3/3)

To resume editing your saved draft, click on the hyperlinked “Continue Editing” text within the Application you want to continue filling. This will redirect you to your saved application draft.

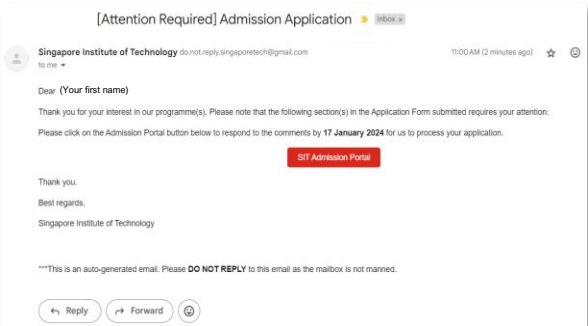
#6

a) How do I re-submit and replace my rejected documents?

1/3

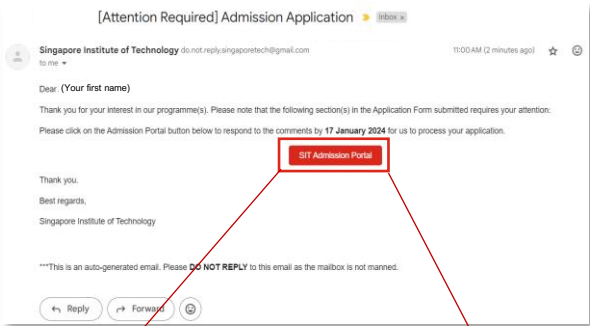
#1 Receive email informing action needed

If any documents in your application require further action, you will be notified via the email provided in your application. Please check your email regularly.



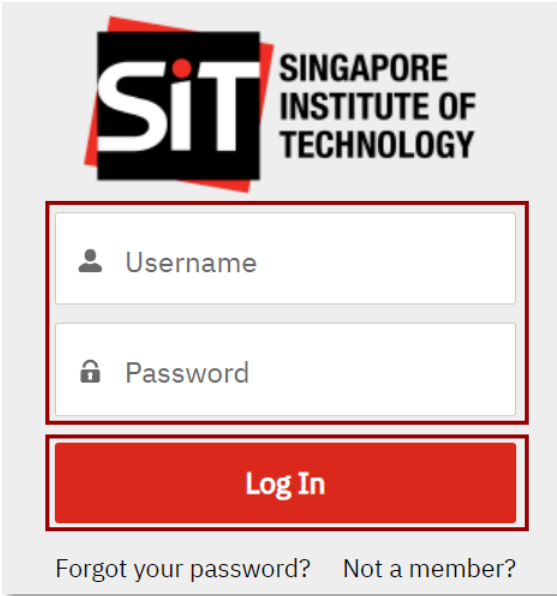
#2 Go to SIT Learner Portal

Within the email notifying you of the action required on your end, click the "SIT Learner Portal" button.



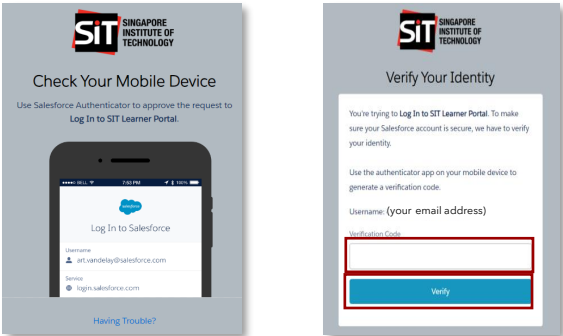
#3 Login to your account

You will be directed to the login page of the portal. Input your username (associated email address) and password. Once done, click the "Log In" button.



#4 Verify your identity

Using your chosen Authenticator App, follow the relevant instructions shown to verify your Identity. For further instructions on how to use Authenticator, please refer [here](#).



Did You Know?

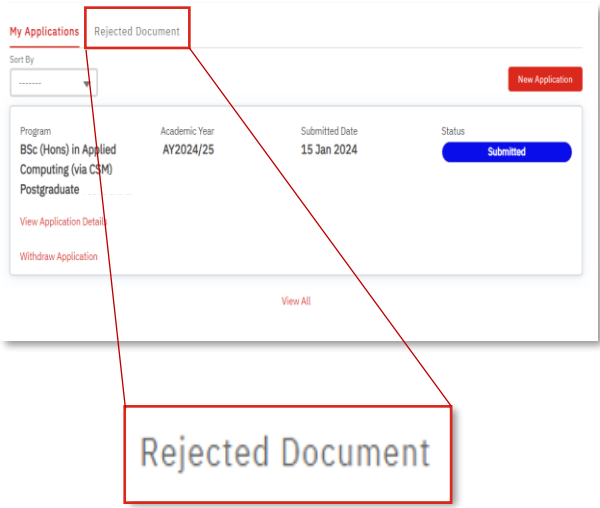
- The email notification you receive from SIT will include a list of documents that have been rejected and require your attention for replacement.

a) How do I re-submit and replace my rejected documents?

2/3

Access the Rejected Document Section

Once you have logged in, you will be directed to the "My Applications" tab. Click on the "Rejected Document" tab to view your rejected documents.

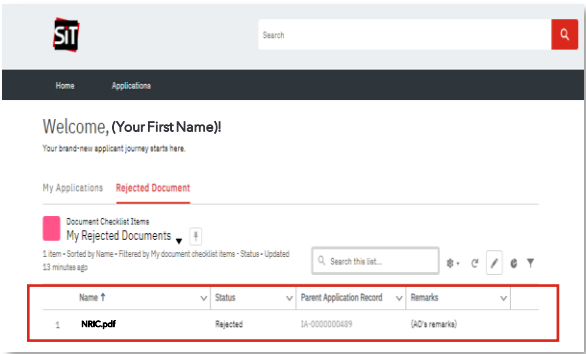


#5



View rejected document(s)

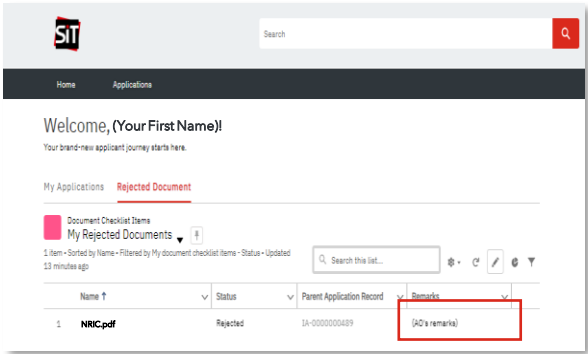
You will be redirected to the Rejected Document tab's page. You will be able to view all document(s) that require your attention for re-submission.



#6

Read remarks of rejected document(s)

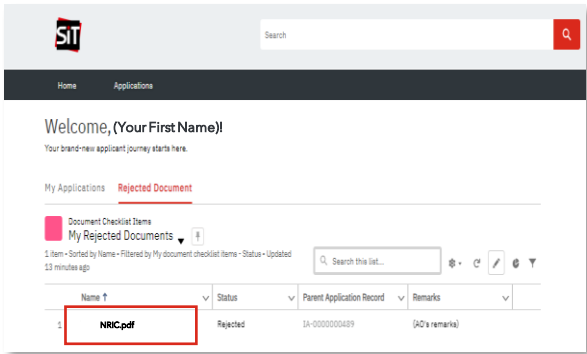
Admission Officers (AOs) may provide remarks as to why the document was rejected. Read these remarks before re-submitting documents.



#7

Select specific rejected document

After reading the remarks, click on the name of the specific rejected document you would like to upload a replacement for.



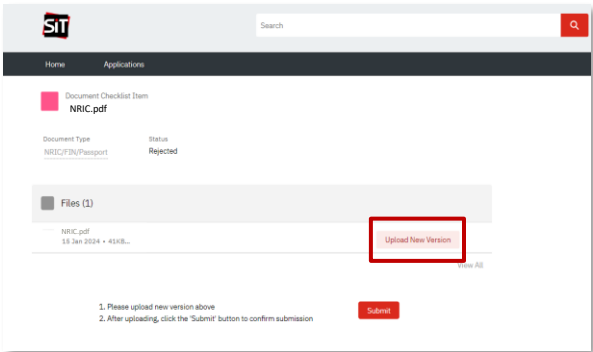
#8

a) How do I re-submit and replace my rejected documents?

3/3

Upload replacement document

You will be redirected to a dedicated page for the rejected document, where you can make necessary updates. Click on the 'Upload New Version' button to submit a replacement document.

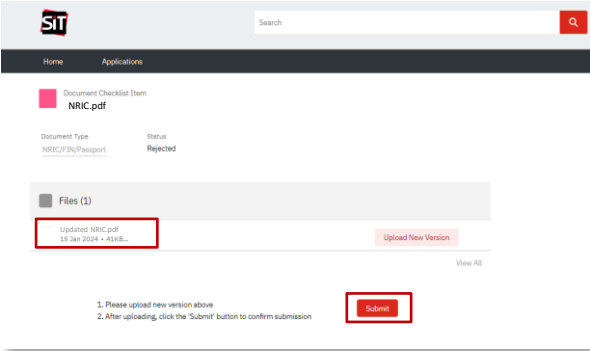


#9



Submit chosen replacement document

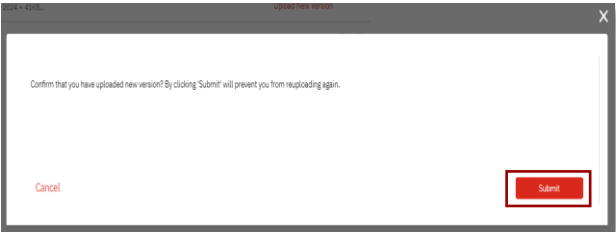
After selecting the replacement document, its name will be displayed in the Files table. Verify that the displayed name corresponds to your chosen document, then click the "Submit" button.



#10

Finalise decision to upload replacement document

A pop-up box will appear confirming your decision to upload the document to replace the rejected one. Click the "Submit" button to finalise your decision.

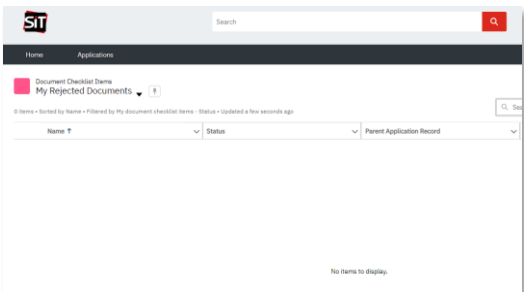


#11

#12

Reupload all other remaining rejected documents

Repeat Steps 6-10 until all rejected documents have been corrected.



Did You Know?

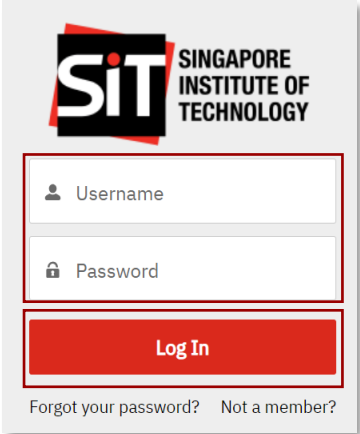
- Carefully review your documents before resubmitting. Once you confirm your submission, you won't have the option to submit another replacement document for the same rejected document.

b) How can I check my application's status?

1/1

Log in to the Learner Portal

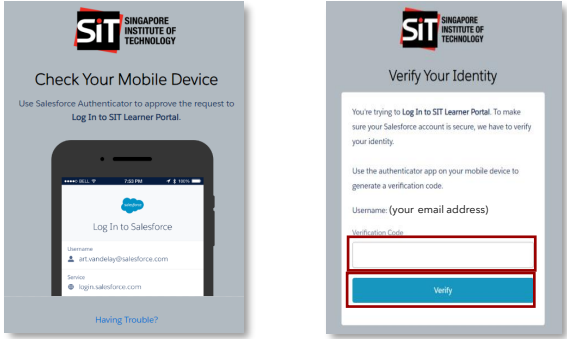
Visit the Learner Portal log in page.
Input your Username (email address) and password into the fields. Click the "Log In" button.



#1

Verify your identity

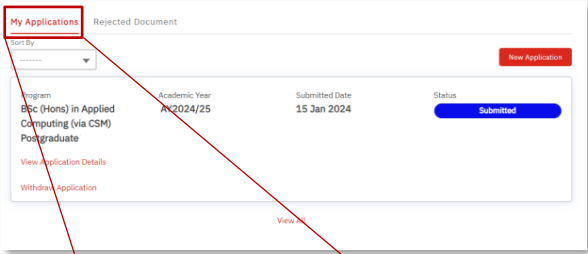
Using your chosen Authenticator App, follow the relevant instructions shown to verify your Identity. For further instructions on how to use Authenticator, please refer [here](#).



#2

View your applications

Once you have successfully logged into the Learner Portal, locate your applications in the "My Applications" tab.

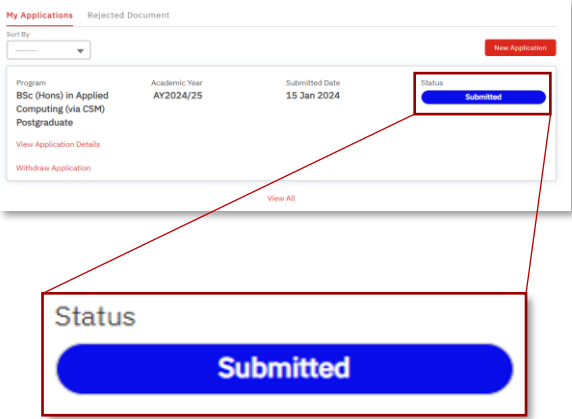


My Applications

#3

View the status of your application

Within the "My Applications" tab, you will be able to view your list of applications and their respective statuses. The status of the application can be found in the respective application's row, under the "Status" header.



#4

Did You Know?



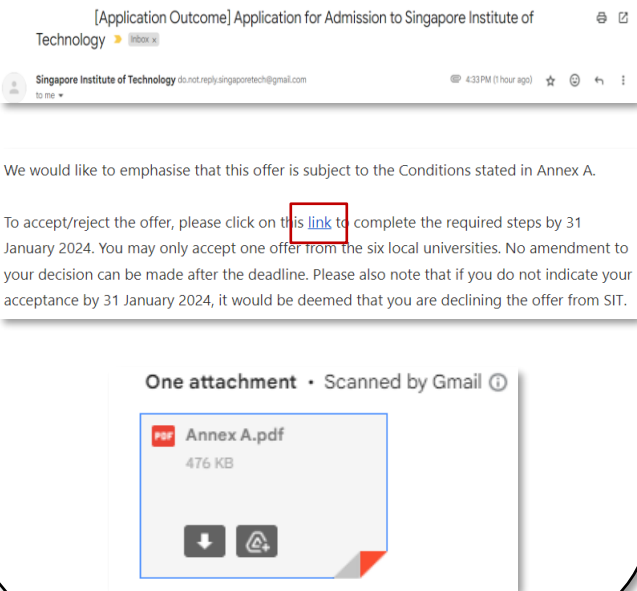
- When checking on your applications progress, there are 6 different types of statuses that may be shown. The following outlines each status and its corresponding definition:
- o **In Progress** - The application is still being filled up.
 - o **Submitted** - The application has been well received and SIT's Admissions Officers are now meticulously processing it.
 - o **Successful** - The application is successful and SIT is excited to extend an offer.
 - o **Not Successful** - The application is unfortunately unsuccessful.
 - o **Accepted** - The Applicant has accepted SIT's offer.
 - o **Declined** - The Applicant has passed up on SIT's offer.

c) How can I respond to an offer from SIT?

1/2

Receive an Offer letter

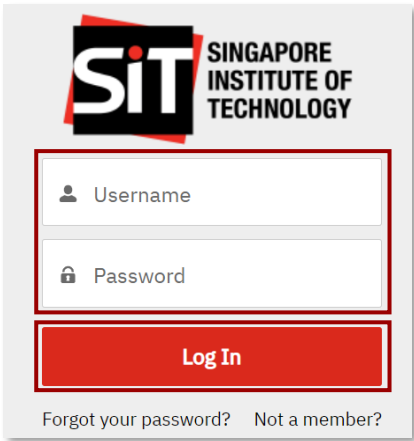
An email confirming your successful application will be sent to your email address. This email includes a link to complete necessary steps and an attached Annex with SIT's Offer letter. After reading and understanding the Offer letter, click the hyperlinked "link" text to log into the Learner Portal.



#1

Complete Two-Factor Authentication to the Learner Portal

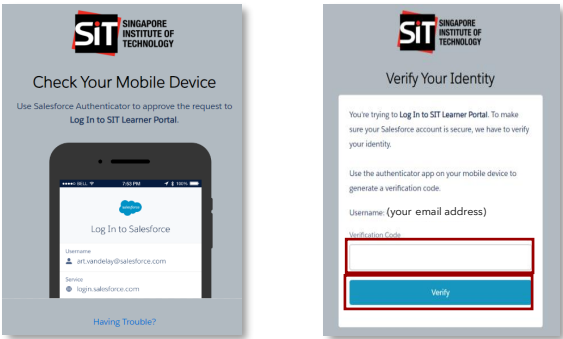
You will be directed to the login page of the portal. Input your username (associated email address) and password. Once done, click "Log In". Verify your Identity using your Authenticator app. Click [here](#) for more instructions.



#2

Verify your identity

Using your chosen Authenticator App, follow the relevant instructions shown to verify your Identity. For further instructions on how to use Authenticator, please refer [here](#).



#3

Did You Know?

- Should you not receive any emails you are intended to receive in your Inbox, kindly check your Junk/Spam mailboxes.



c) How can I respond to an offer from SIT?

View and respond to successful application

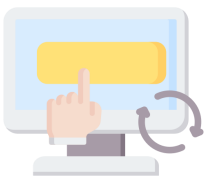
Once you have logged in, in the My Applications tab, you will be able to view your application with the "Successful" status. Click on the hyperlinked "Click to Accept or Decline Offer" text to input your response to the Offer.

Program BSc (Hons) in Applied Computing (via CSM) Postgraduate	Academic Year AY2024/25	Submitted Date 15 Jan 2024	Status Successful
View Application Details			Click to Accept or Decline Offer

Status

Successful

[Click to Accept or Decline Offer](#)



#4

#5

Capture your response in the acceptance form (1/3)

Once you have clicked on the hyperlinked text, an Acceptance form will pop-up. Once you have read the contents on the first page of the Acceptance Form, click on the "Next" button to proceed.

Acceptance Form (Page 1 of 3)

Dear (your full name),

We are pleased to inform you that your application to SIT is successful.

As stated in our email Letter of Offer sent to you, we are offering you a place in the BSc (Hons) in Applied Computing (via CSM) Postgraduate Test Data 1 programme in Academic Year 2024/25.

- Read through the Conditions as stated in Annex A of the Letter of Offer.
- Go to the screen and make your decision by clicking 'Accept' or 'Decline'.
- Note that if you do not indicate your acceptance and submit this Form by 31 January 2024, it would be deemed that you are declining the offer from SIT.

[Next](#)

Next

Capture your response in the acceptance form (2/3)

Once you have been directed to the next page, read the questions asked and respond accordingly by clicking on the drop-down arrow. After selecting your responses, check the checkbox to acknowledge that you have confirmed your responses. Click on the "Submit" button to proceed.

Acceptance Form (Page 2 of 3)

* I have read the aforesaid Letter of Offer from SIT and its Annex A.

Yes

* I agree to accept the Letter of Offer from SIT and accept the Conditions as stated in its Annex A.

Accept

☒ I confirm that the above submission is correct.

[Previous](#) [Submit](#)

Submit

#6

#7

Capture your response in the acceptance form (3/3)

Once you have submitted your responses, click on the "Finish" button to complete.

Acceptance Form (Page 3 of 3)

Thank you for the decision. We will notify you to prepare for matriculation when the time comes.

[Finish](#)

Finish

View updated application status

After submitting your response to the Offer, you should notice that the status is now "Accepted".

Program BSc (Hons) in Applied Computing (via CSM) Postgraduate	Academic Year AY2024/25	Submitted Date 15 Jan 2024	Status Accepted
View Application Details			

Status

Accepted

#8

You have reached the end of the Application guide!

For any additional support, please contact:
sitlearn@singaporetech.edu.sg