# SITLEARN Website - Account Creation and Course Registration Guide for Corporate HR or Company-Sponsored Participants

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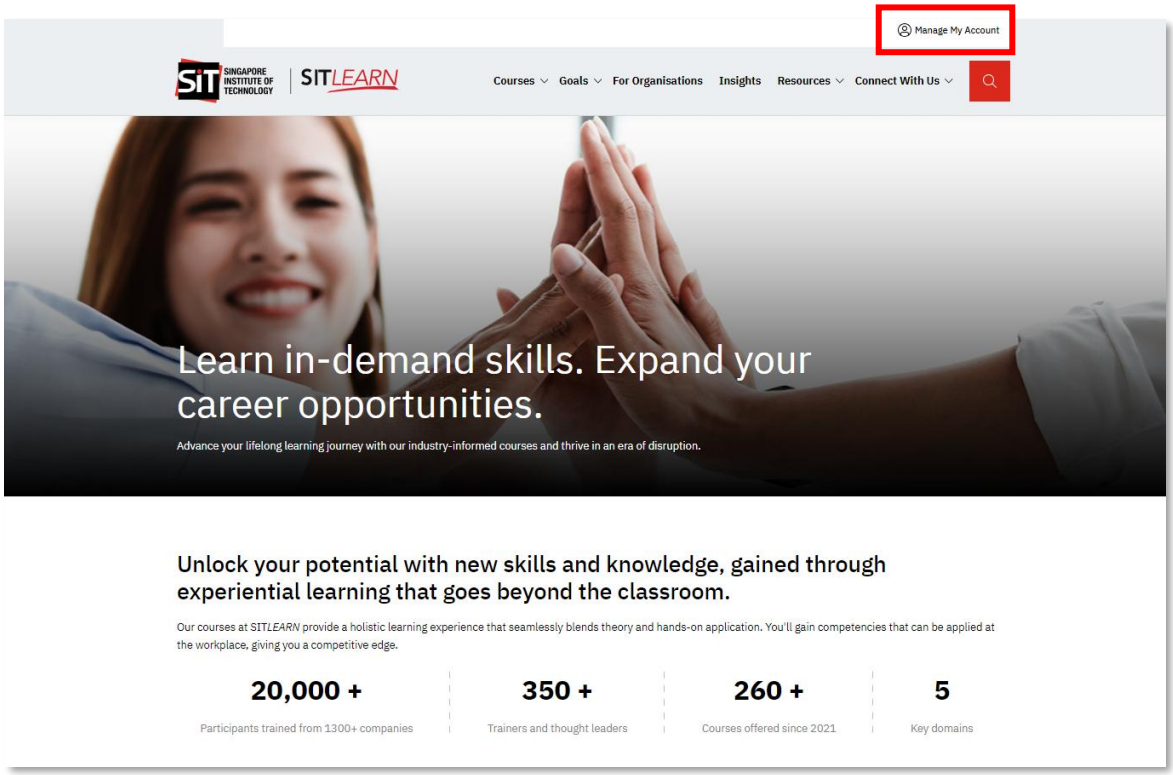
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# 1. Creating an Account

Visit **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click “Manage My Account” at the top right of the website. We recommend using a Chrome or Microsoft Edge browser for registrations.

Please note that you are required to have an account with SITLEARN before registering for the course(s) that you are keen to attend.




## 1.1 Sign In

For existing corporate HR or company-sponsored participants, please sign in through “Corporate - Login”.

- Corporate HR: You are signing up for courses on behalf of your colleagues.
- Company-sponsored participants: You are signing up for courses for yourself and are sponsored by your company.

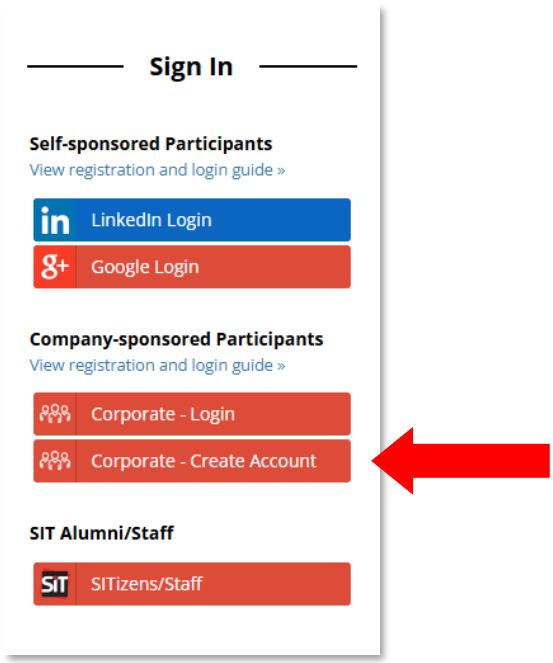
**Note:**

- All corporate users are now required to log in to corporate accounts with their registered corporate email address for course registration.
- Corporate account user id EC000***@ext.siat.edu.sg will no longer be valid for corporate account login.
- Please refer to the updated corporate account login guide below.

### 1.1.1 Corporate HR or Company-Sponsored Participants

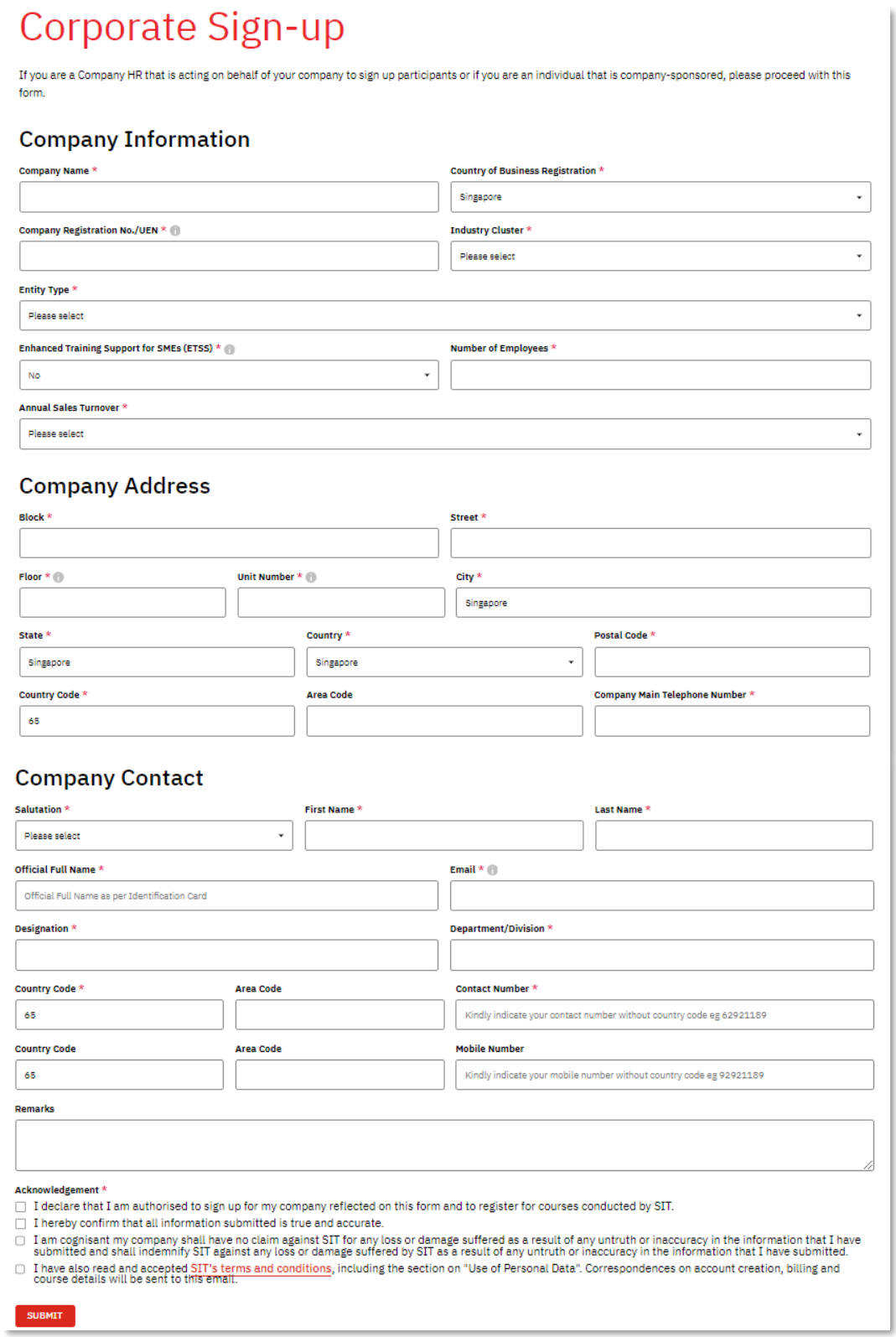
On the Sign In page, click on 

to create a new corporate account.




On the Corporate Sign-up page, you are required to fill in the relevant details for all sections: Company Information, Company Address, and Company Contact. Please note that one corporate email address can only be used to register for one company UEN. You may check your company's UEN number here: https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx

**Note:** The correspondences on account creation, billing, and course details will be sent to the email provided in Company Contact.



# Corporate Sign-up

If you are a Company HR that is acting on behalf of your company to sign up participants or if you are an individual that is company-sponsored, please proceed with this form.

## Company Information

Company Name *

Country of Business Registration * — Singapore

Company Registration No./UEN *

Industry Cluster * — Please select

Entity Type * — Please select

Enhanced Training Support for SMEs (ETSS) * — No

Number of Employees *

Annual Sales Turnover * — Please select

## Company Address

Block *

Street *

Floor *

Unit Number *

City * — Singapore

State * — Singapore

Country * — Singapore

Postal Code *

Country Code * — 65

Area Code

Company Main Telephone Number *

## Company Contact

Salutation * — Please select

First Name *

Last Name *

Official Full Name * — Official Full Name as per Identification Card

Email *

Designation *

Department/Division *

Country Code * — 65

Area Code

Contact Number * — Kindly indicate your contact number without country code eg 62921189

Country Code — 65

Area Code

Mobile Number — Kindly indicate your mobile number without country code eg 92921189

Remarks

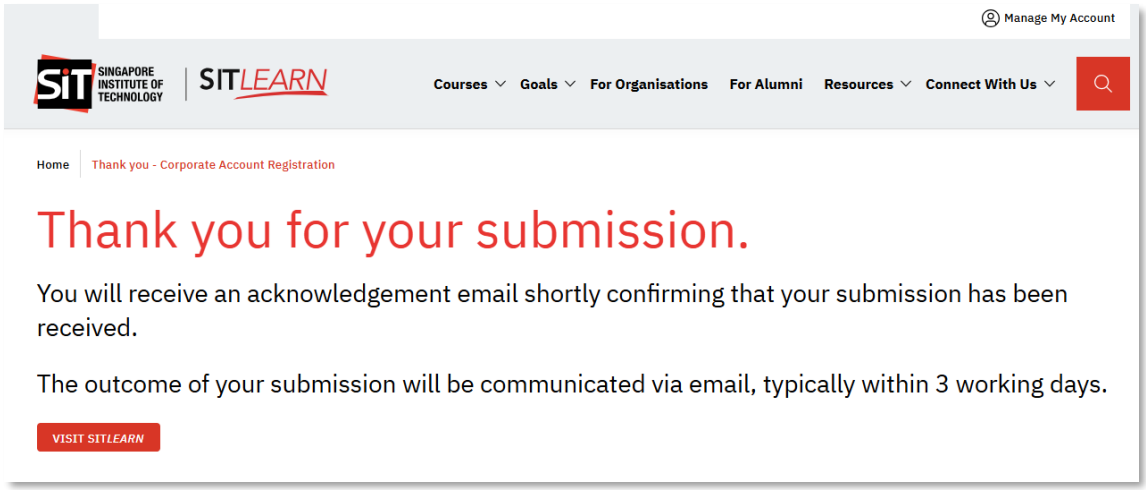
Acknowledgement *

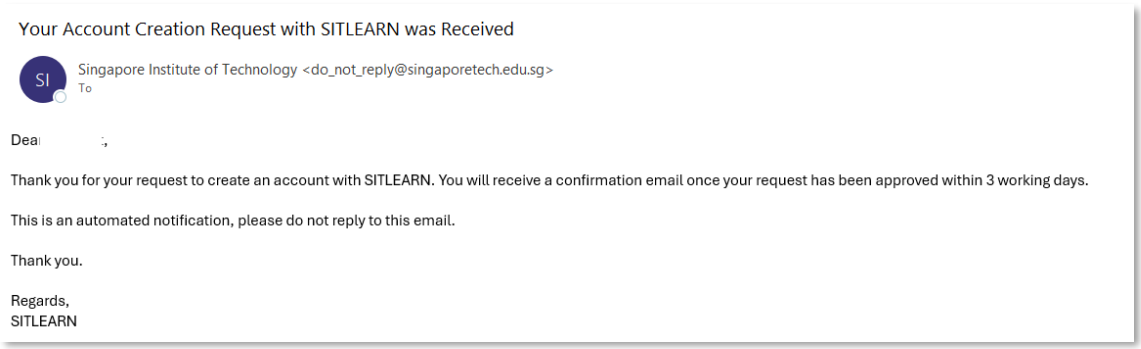
- I declare that I am authorised to sign up for my company reflected on this form and to register for courses conducted by SIT.
- I hereby confirm that all information submitted is true and accurate.
- I am cognisant my company shall have no claim against SIT for any loss or damage suffered as a result of any untruth or inaccuracy in the information that I have submitted and shall indemnify SIT against any loss or damage suffered by SIT as a result of any untruth or inaccuracy in the information that I have submitted.
- I have also read and accepted SIT's terms and conditions, including the section on "Use of Personal Data". Correspondences on account creation, billing and course details will be sent to this email.

SUBMIT

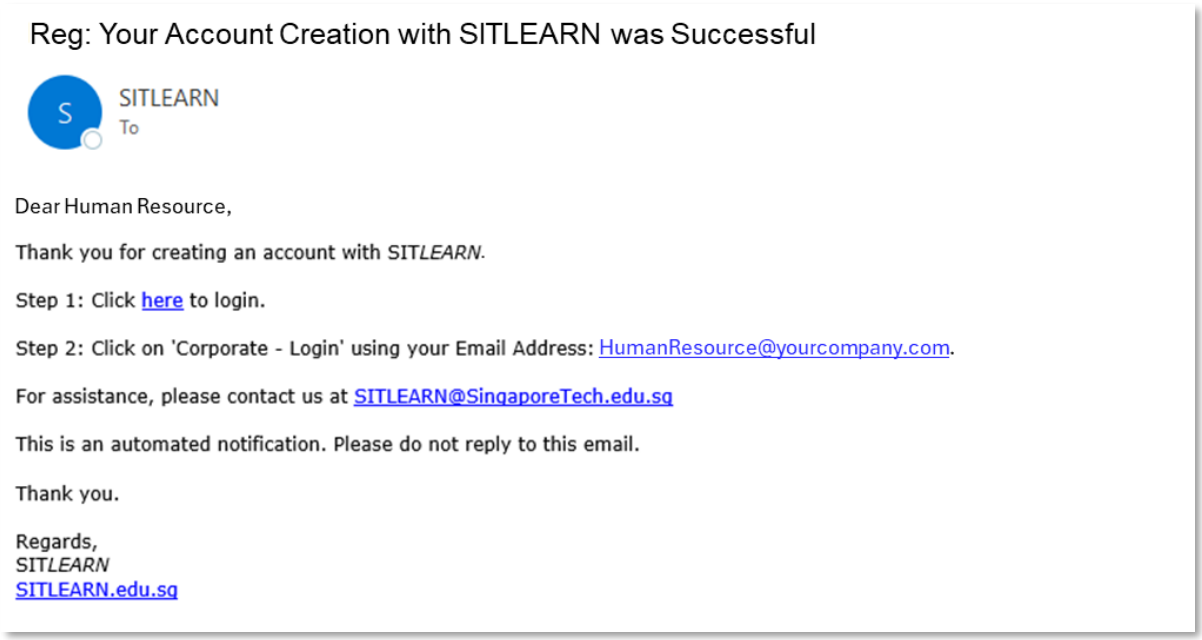
Upon completion, kindly check the boxes for your Acknowledgement and click “Submit” to proceed.

Upon submitting the Corporate Sign-up form, you will be redirected to an acknowledgement page and receive an email confirmation of your submission.



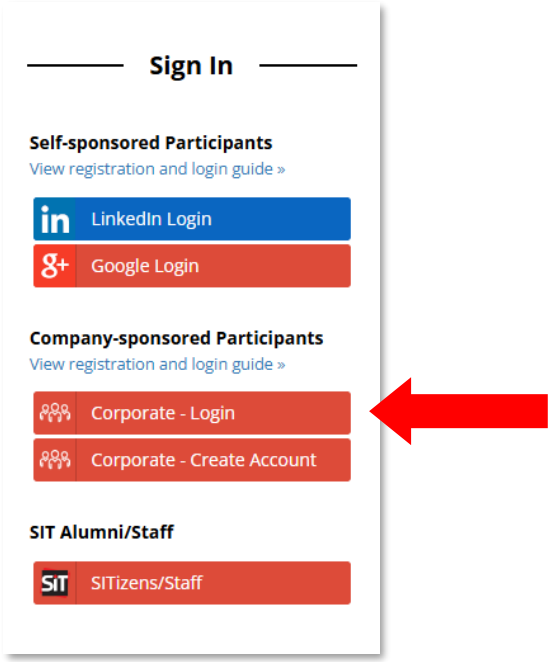




Once your request has been approved by SITLEARN, you will receive the following email:



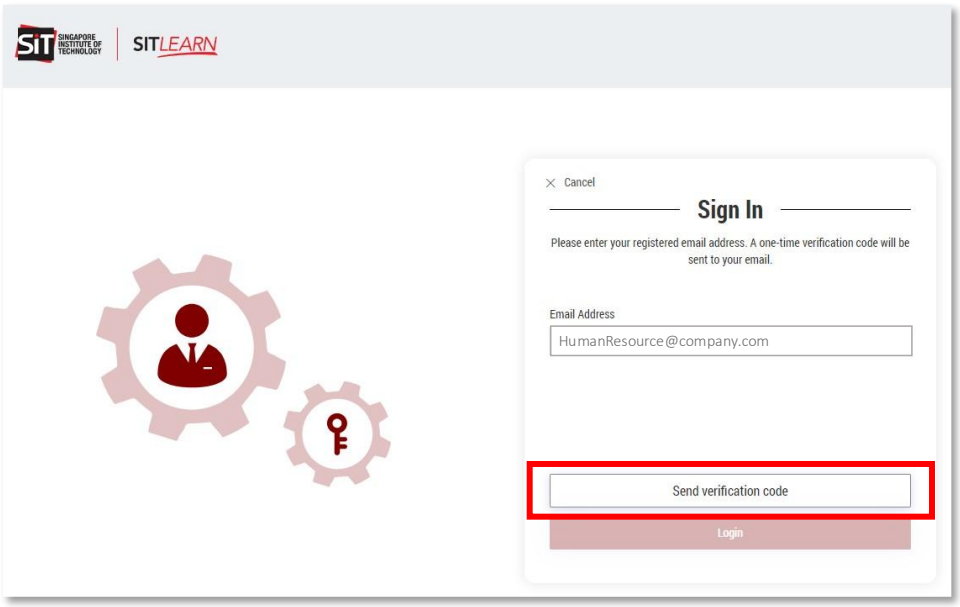
### 1.1.2 Corporate Login

Visit **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click “Manage My Account” at the top right of the website and select Corporate - Login to log in.

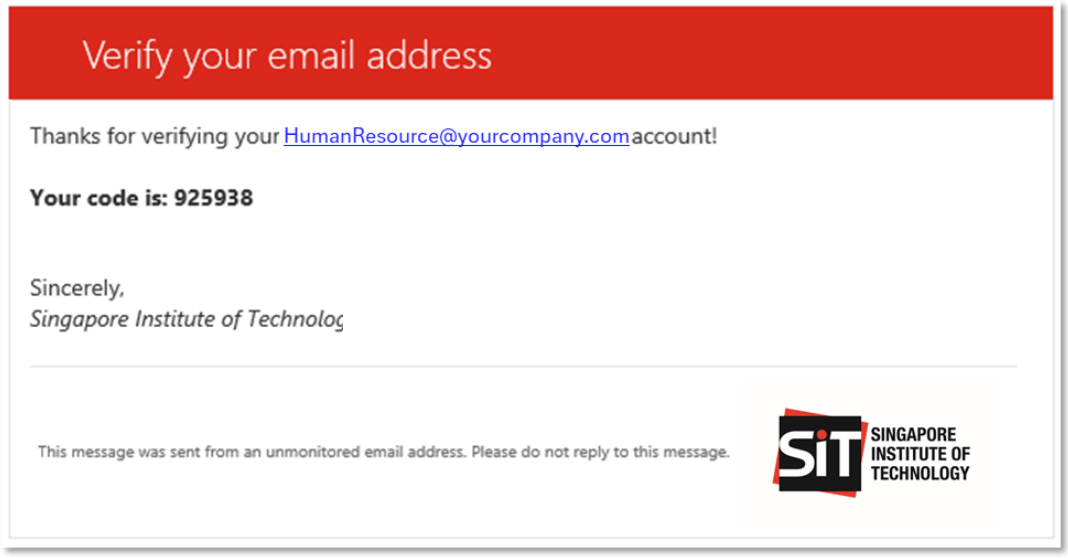



You will be directed to the Sign In page as shown below. Kindly enter your registered email address and click “Send verification code”.

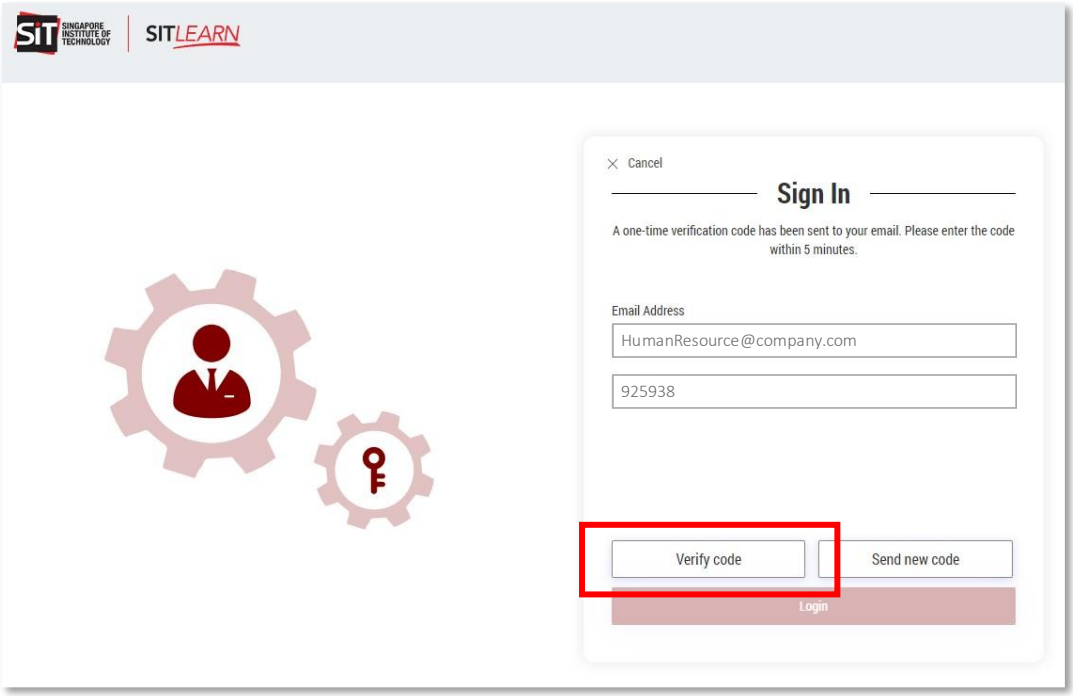
**Note:** If you encounter any issues receiving the verification code, please check your email spam folder and/or ensure that your company VPN connection is disconnected before requesting for the verification code. Otherwise, click “Send new code” to resend the code.



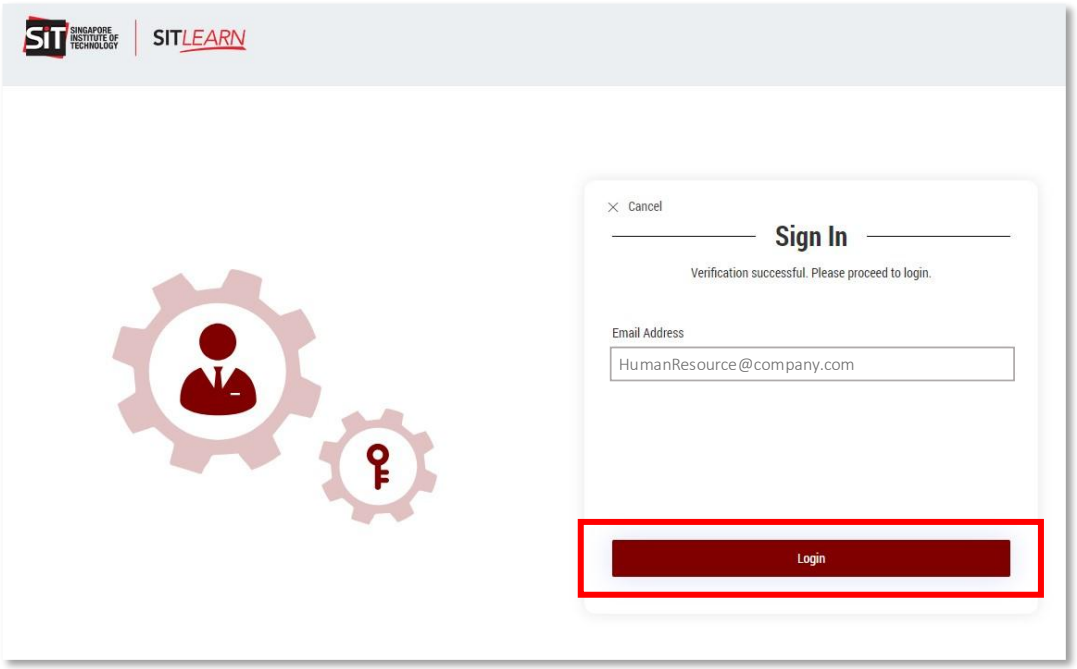
A one-time verification code will be sent to your registered email:




Please enter the verification code on the Sign In page within 5 minutes and click “Verify code”.

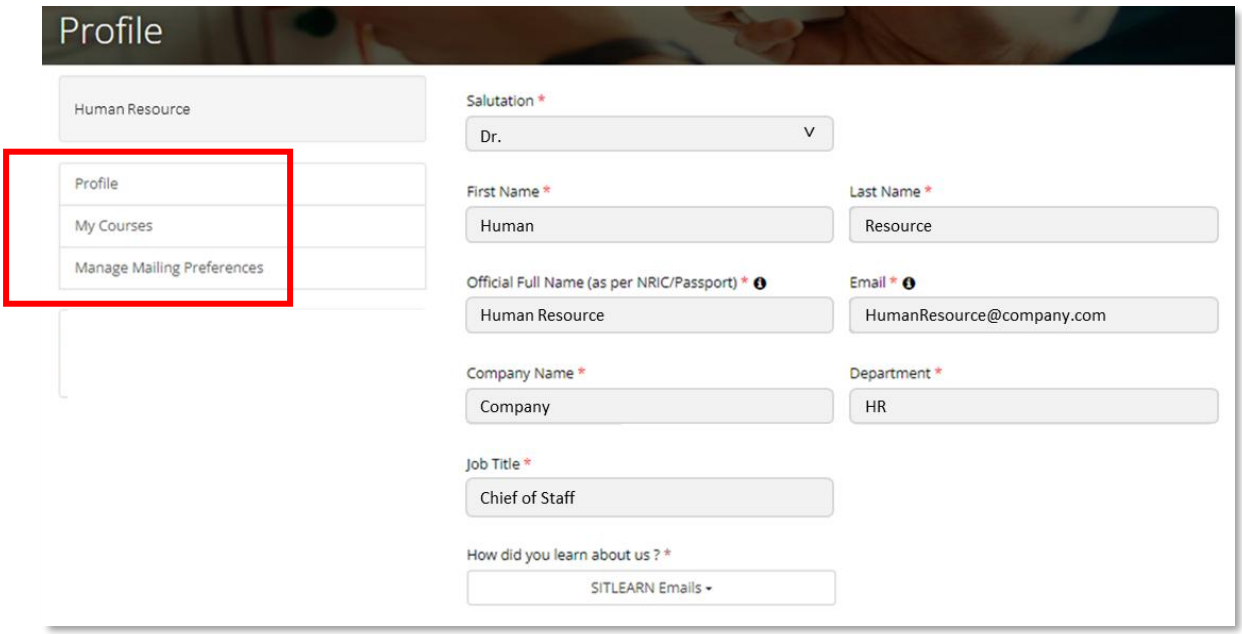


Once the code has been verified successfully, click “Login” to proceed, and you will be directed to our homepage.




Once you have logged in successfully, you will be brought to your Profile page, and you can:

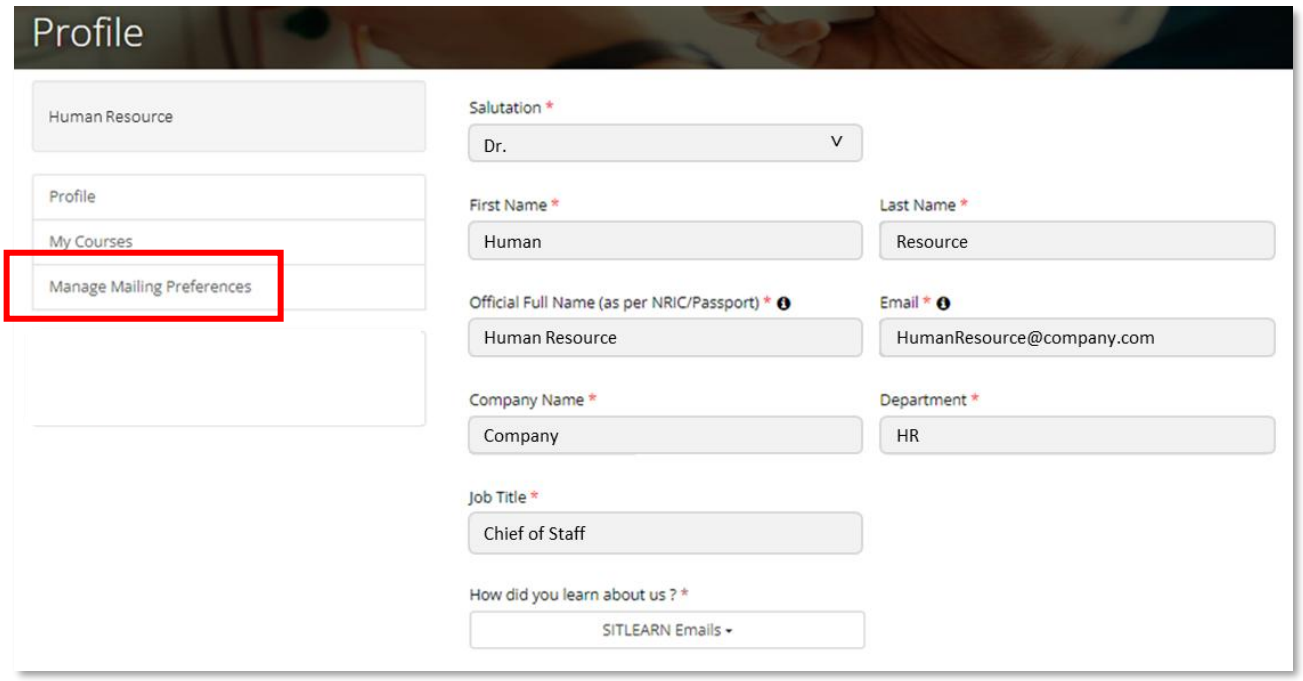
- View Your Profile
- View / Edit / Cancel Your Courses
- Manage Your Mailing Preferences

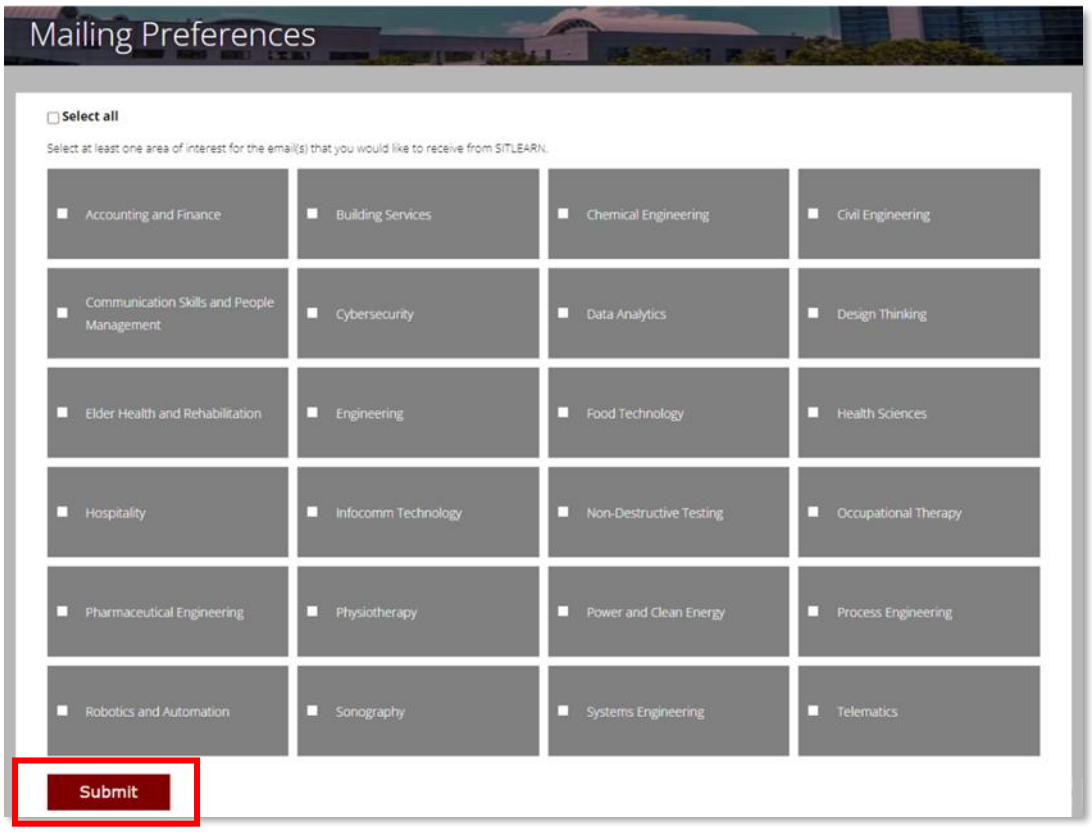



If you would like to update your profile details, please email us at SITLEARN@SingaporeTech.edu.sg.

## 2. Manage Mailing Preferences

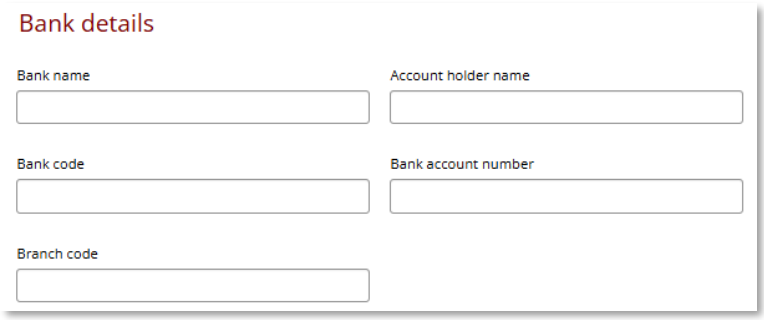
To update your mailing preferences, click “Manage Mailing Preferences”. Select the categories that you are interested in and click “Submit”.



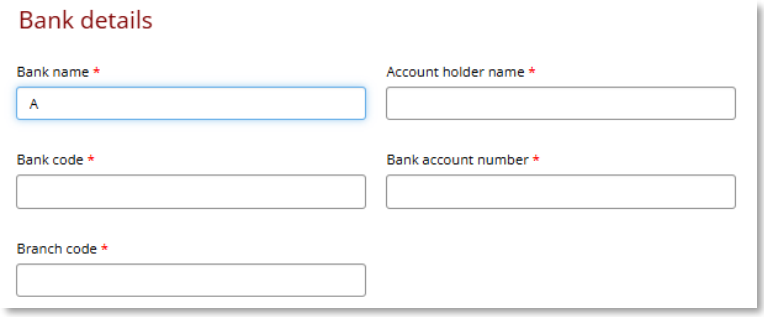



## 3. Bank Details

The bank details section is optional and does not need to be completed. You may leave it blank if you prefer.



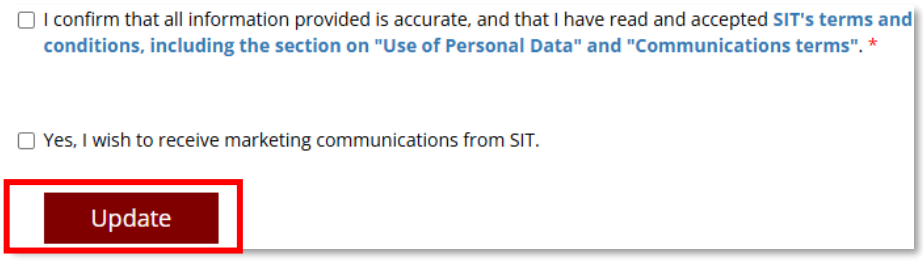

However, once you enter any information in one of the bank details fields, all fields within that section will automatically become mandatory. You will then need to complete all the required fields before you can proceed.




## 4. Consent

You can only proceed to other pages and to register for a course when Consent on the Profile page has been updated.

Click to indicate consent(s) for **SIT Terms & Conditions, Collection and Usage of Personal Data and Marketing Communications.**



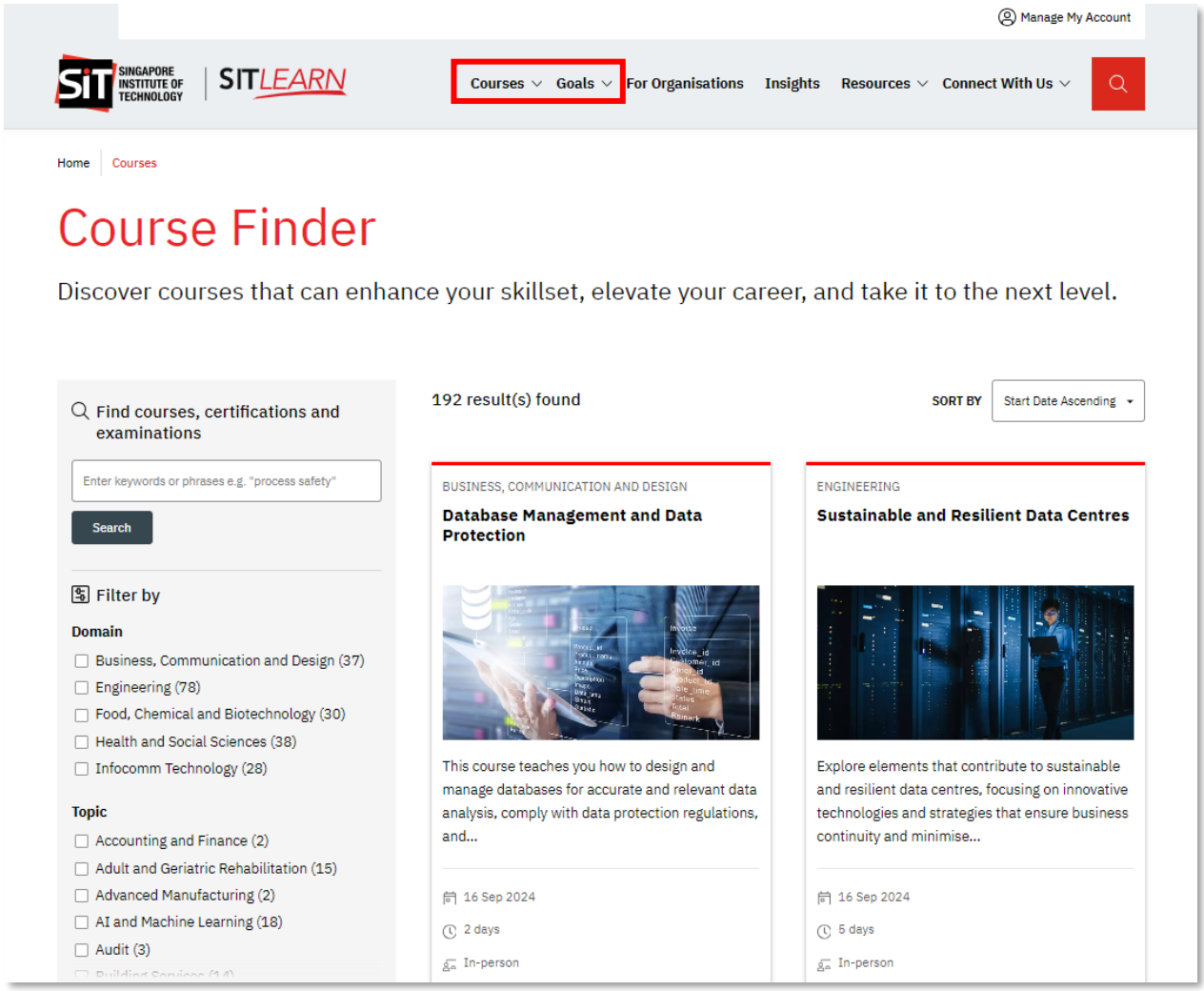

If you have any questions or would like to discuss any aspect of this consent form, please do not hesitate to contact us at SITLEARN@SingaporeTech.edu.sg.

# 5. Register for a Course[1]

## 5.1 Course Registration for HR/Company-Sponsored Participants

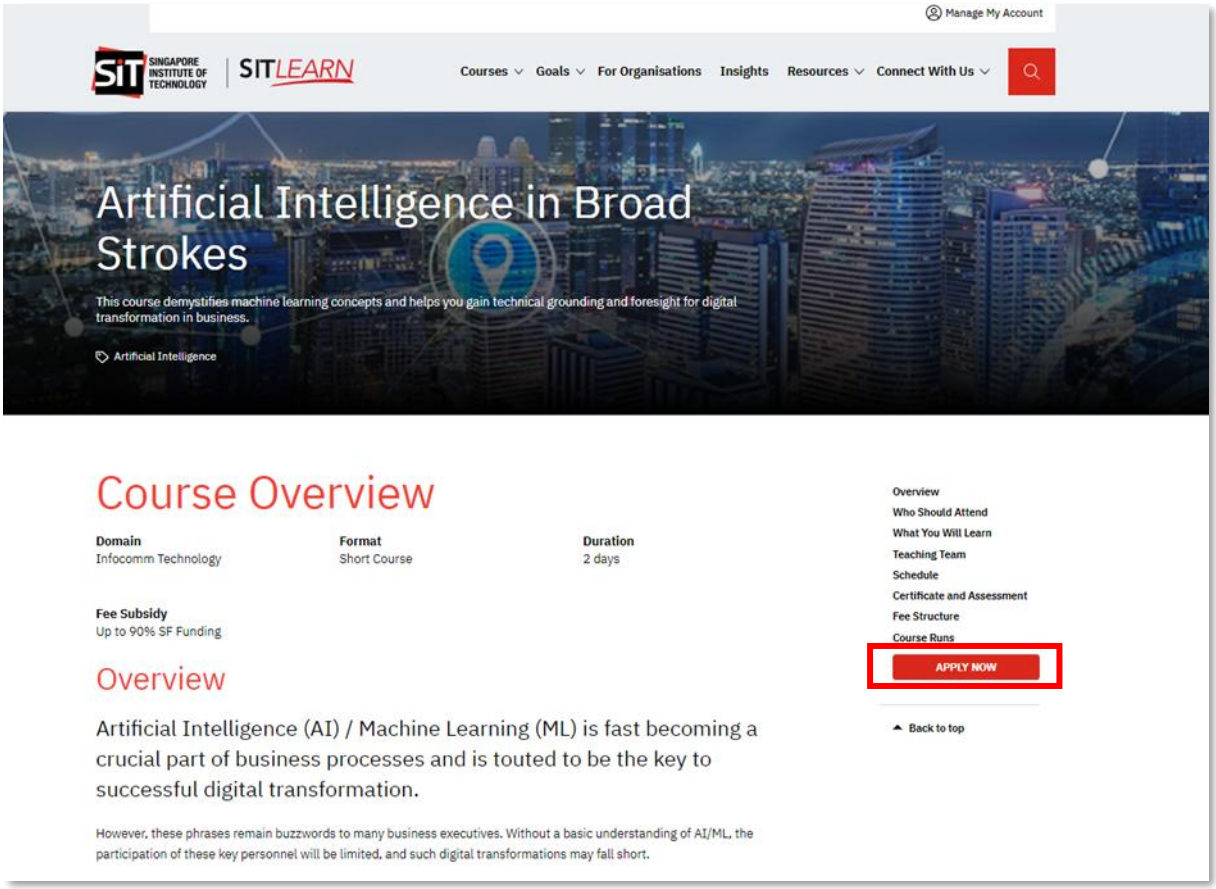
Kindly ensure you have an account with SITLEARN and log in before registering for the course(s). Please refer to 1 Creating an Account on the steps of creating a corporate account with us.

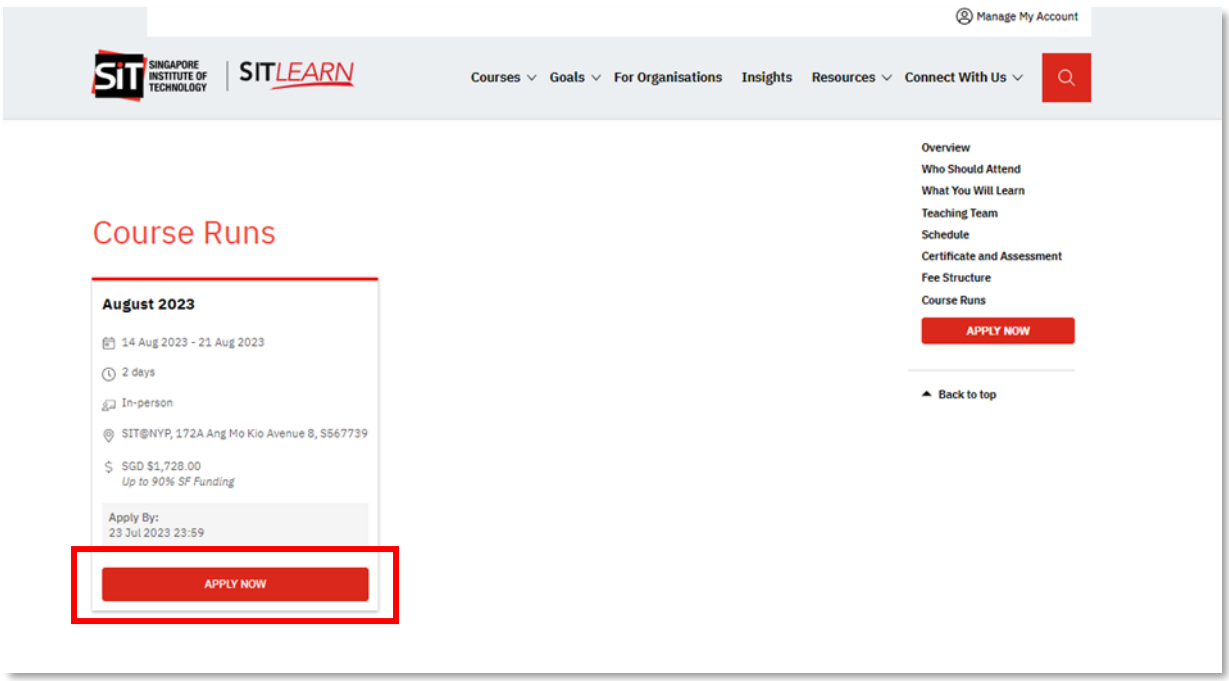
Upon successful login, please browse through our courses on our website under “Courses” or “Goals”. Alternatively, you can search for a course via our Course Finder.



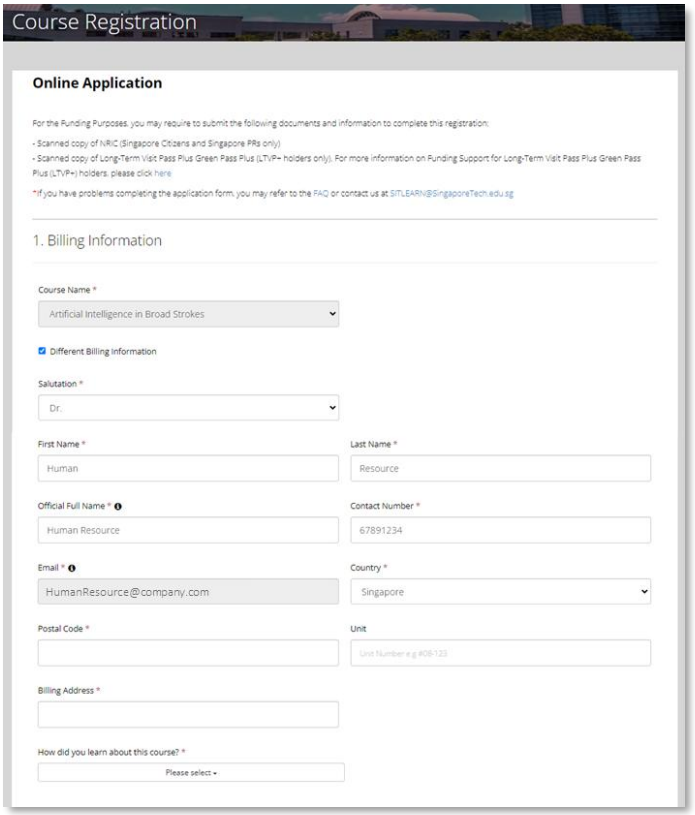

[1] Course includes Seminars, Symposiums, Examinations, Workshops etc.

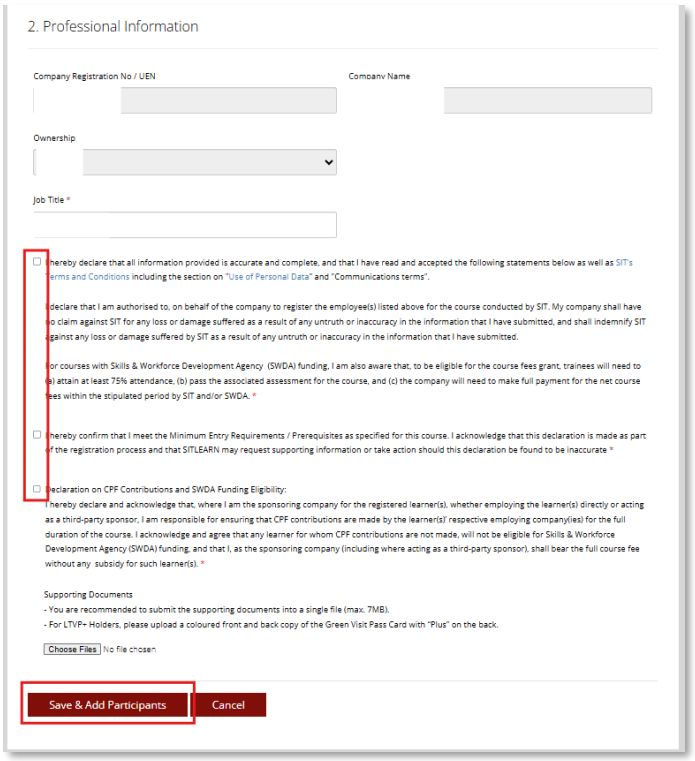
Select and click “Apply Now” and choose the course run you wish to register for.



Fill in and verify the relevant details and check the declaration box before clicking “Save & Add Participants”.



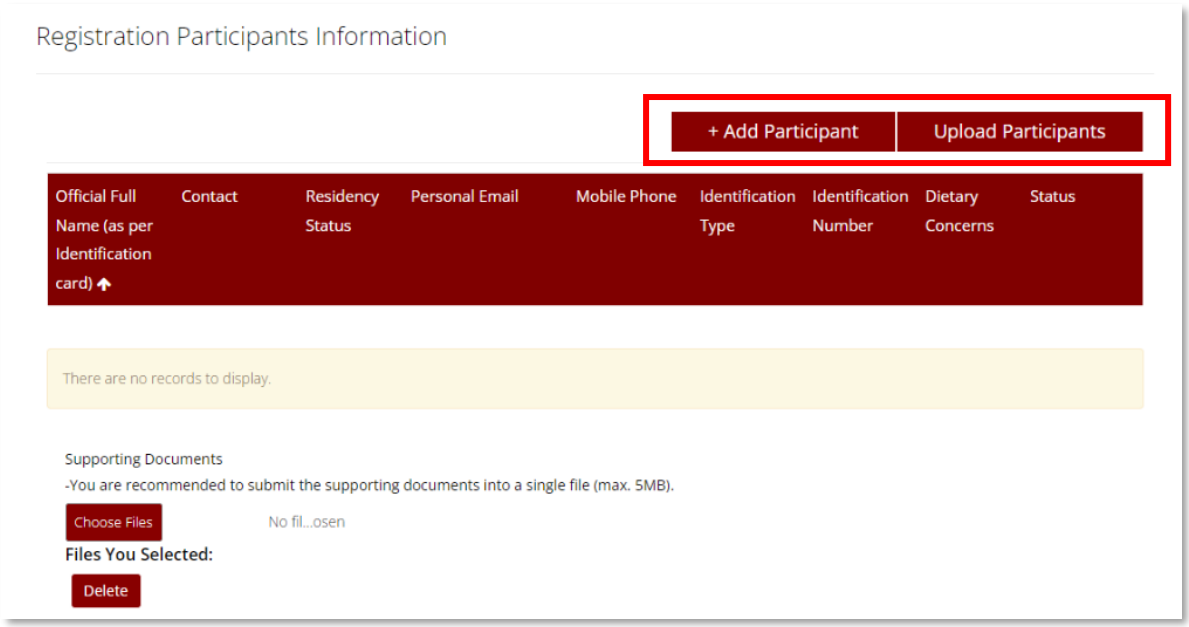



## 5.2 Add Participant(s)

It is recommended that you add participant(s) as follows:

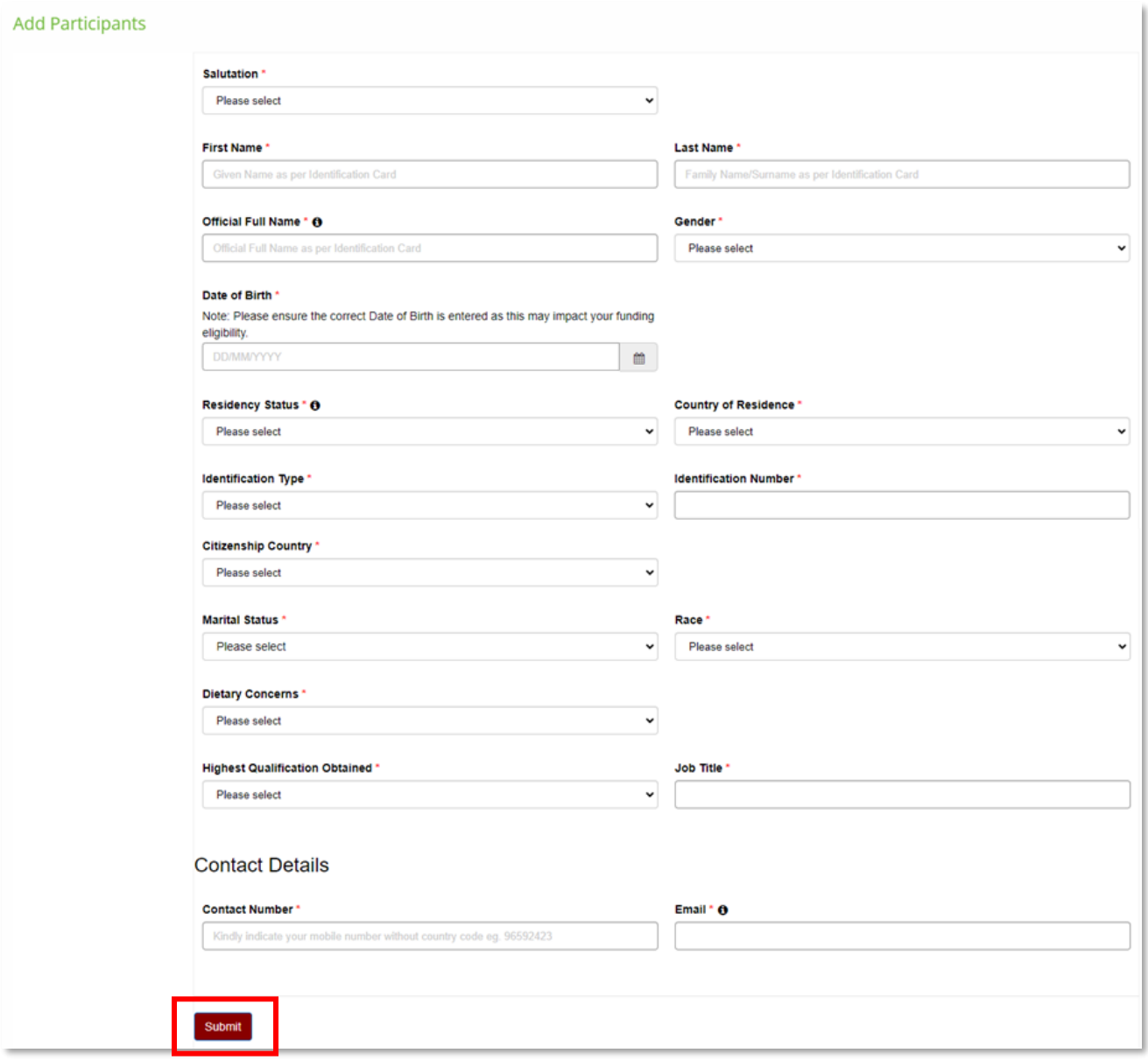
1. Single participant - Click “+ Add Participant”

2. Multiple participants - Click “Upload Participants” via the excel file



### 5.2.1 Upload Single Participant

You may add the participants one by one by clicking on + Add Participant. You will be prompted with another page to fill in the participant's details. Click "Submit" once all the relevant information has been filled in.

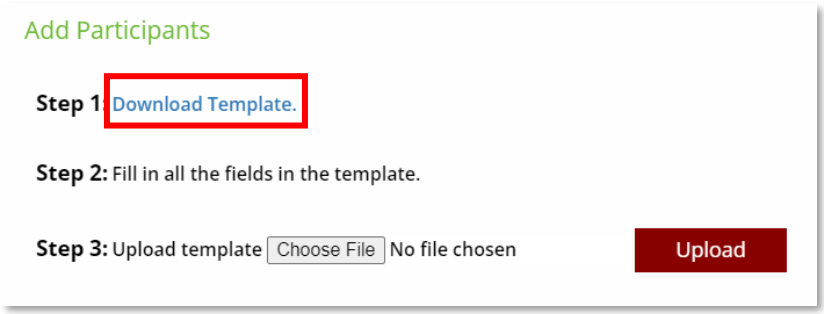



Please ensure that all information for the participant is accurate, as you will not be able to edit after submission. The only option available is to delete the participant.

### 5.2.2 Upload Multiple Participants

You may bulk upload a list of participants via the excel template by clicking on Upload Participants to add multiple course participants.

A pop-up will appear. Follow the steps on the pop-up window and click “Download Template”.



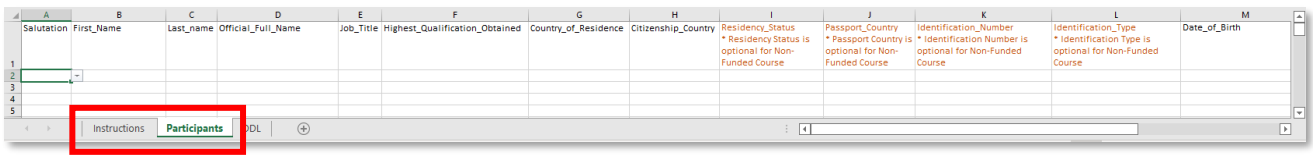

We encourage you to always download the template for each registration, ensuring that you have the latest version and to prevent errors when uploading the list of participants.

On the template, enable editing and content; and fill in the relevant details on the “Participants” tab.

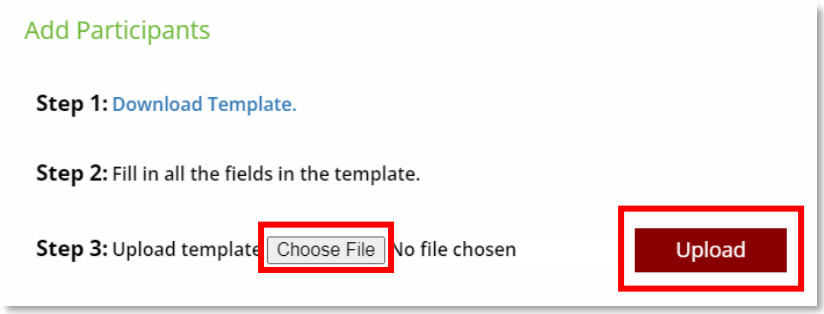
Note: Please ensure that the template's formatting is preserved and not removed or amended, as any changes may cause issues during the upload process. Avoid copying and pasting content directly from other sources or files, as this may affect the template's original formatting.

An “Instructions” tab is available to assist you in completing each of the fields.

- For SkillsFuture-funded courses, please fill in all the fields listed.
- For non-funded courses, fields highlighted in orange are non-mandatory.

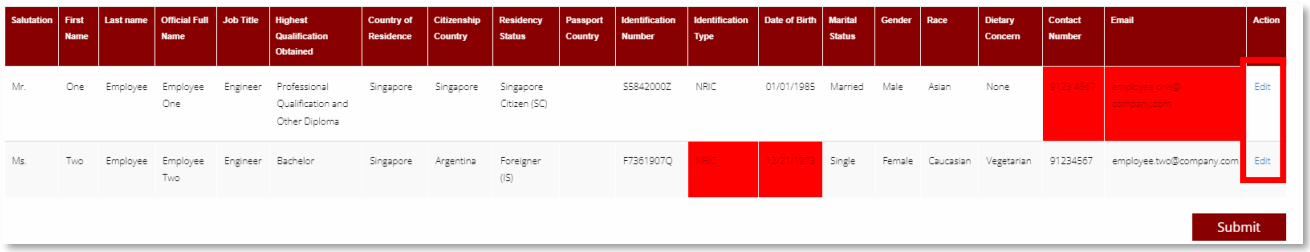



Choose your completed template and click “Upload”.



You will be able to preview the list of participants you have added. Required information that is missing, duplicate email addresses, or invalid information will be highlighted in red. You may either,

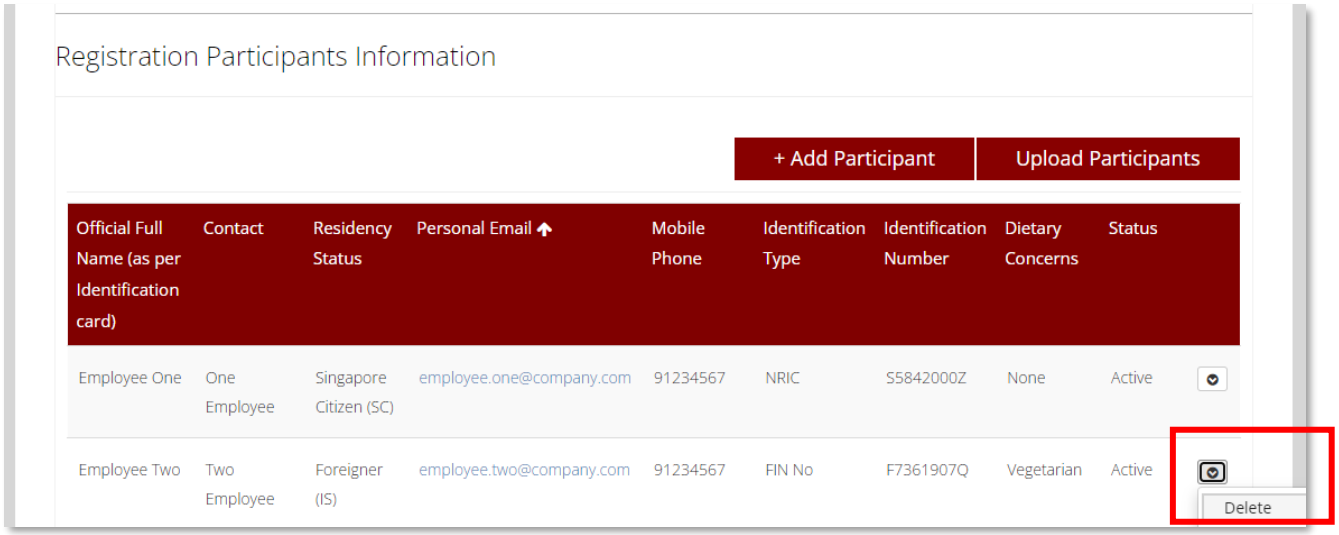
- Click “Edit” to input/edit the individual registrant manually or;




- Update the relevant information in the template before uploading again. Click “Submit” to save uploaded list of participants.

You can view the list of participants that you have added or uploaded under Registration Participant Information.

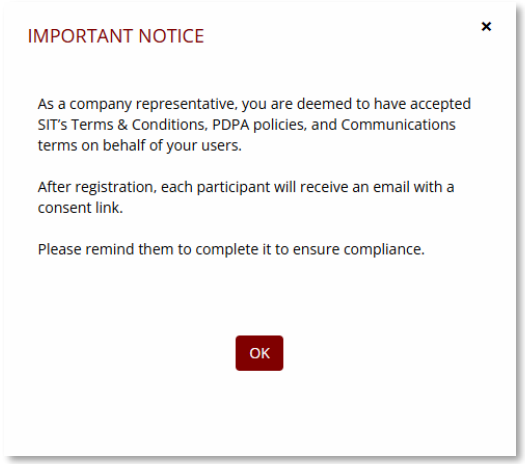
Please ensure that all information for the participants is accurate, as you will not be able to edit after submission. The only option available is to delete the participant.




Upload the relevant documents under “Supporting Documents”.

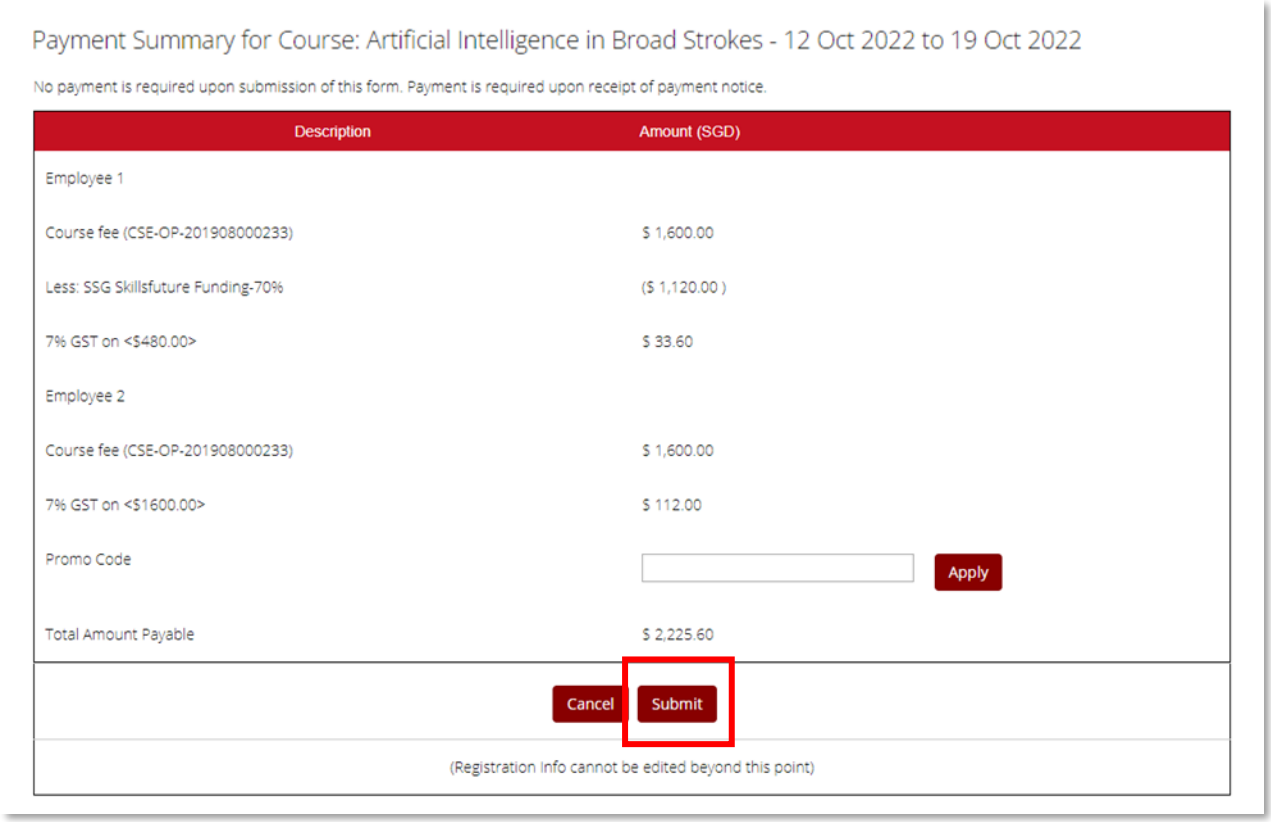
A pop-up message will appear to inform you that, on behalf of the participants, you are deemed to have accepted SIT's Terms and Conditions, PDPA policies, and Communications Terms.

Once the registration has been approved, all Individual Registration Participants will receive an email containing a consent link, through which they can provide their consent to receive marketing communications.

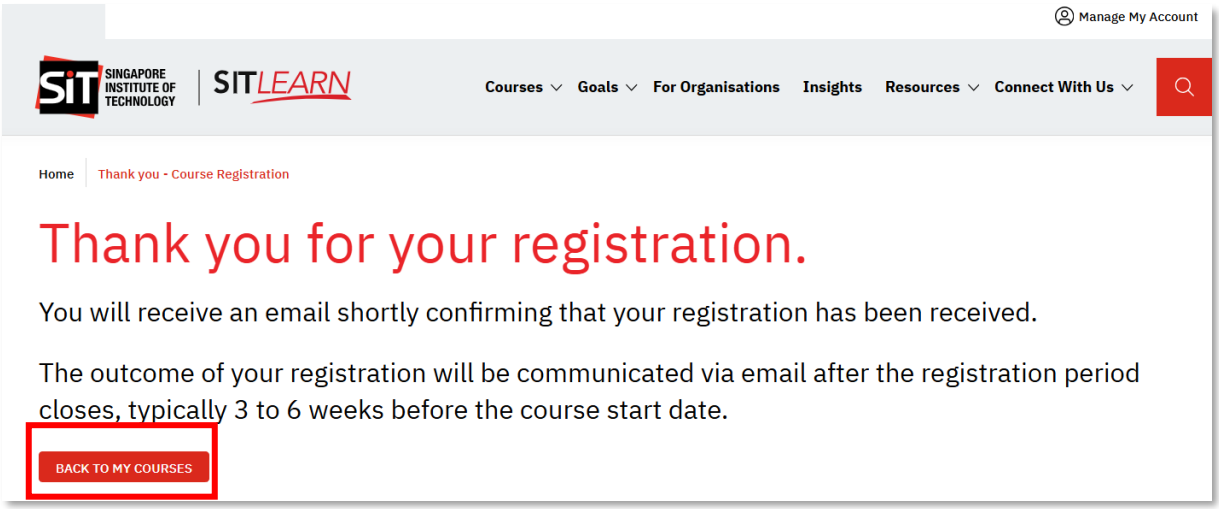


### 5.3 Registration Submission

You will be brought to the Payment Summary Page and view the breakdown of the course fee.
Click “Submit” to register for the course.

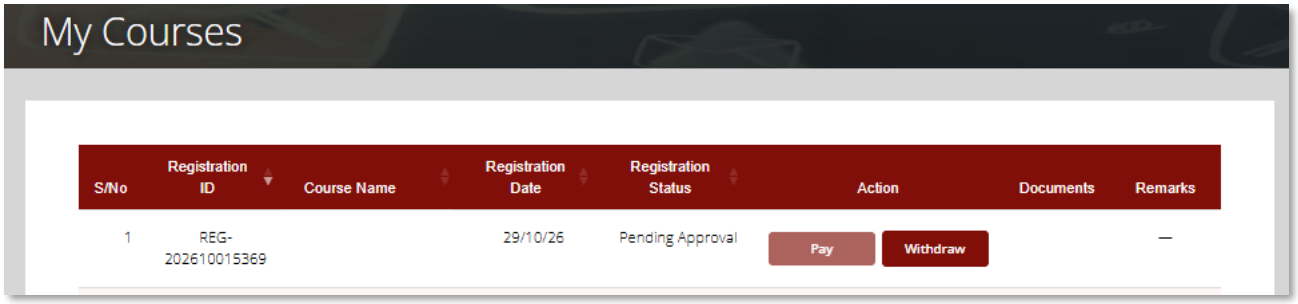



You will be redirected to an acknowledgment page confirming that SITLEARN has received your registration. The outcome of your registration will be communicated via email after the registration period closes, typically 3 to 6 weeks before the course start date.



You may then click on “Back To My Courses” to view your registration status, which will be shown as 'Pending Approval'.

***Note:*** *No payment is required at this point. The “Pay” button will only be made available when the registration status is updated to “Pending Payment”.*




An auto-generated email (as follows) will be sent to you to notify you of the registration submission.

Dear Dr Human Resource,

Thank you for your registration for **Artificial Intelligence in Broad Strokes [CSE-OP-202206000114 12/10/2022 9:00 AM – 19/10/2022 6:00 PM]**

Your registration status is **Pending Approval**.

The outcome of your registration will be communicated via email after the registration period closes, typically 3 to 6 weeks before the course start date.

If you are registering on behalf of other individuals, please access your account to check on the specific individual’s registration status and inform them on their status.

**Payment**
If the registration status is successful, we will notify you for payment as **a company-sponsored participant**. If you are self-sponsored, do inform us in writing immediately as the invoicing is different.

**Financial Charges**
Please take note of applicable financial charges should you withdraw once the course application is confirmed by SIT in writing to you.

| Notice Period | Withdrawal Charges |
|---|---|
| More than 14 days before the start of the course | No charge |
| 7–14 days before the start of the course | 50% of net course fee payable |
| Less than 7 days from the start of the course | 100% of net course fee payable |

**Pre-course Information**
We will email confirmed participants with pre-course administrative information before course commencement.

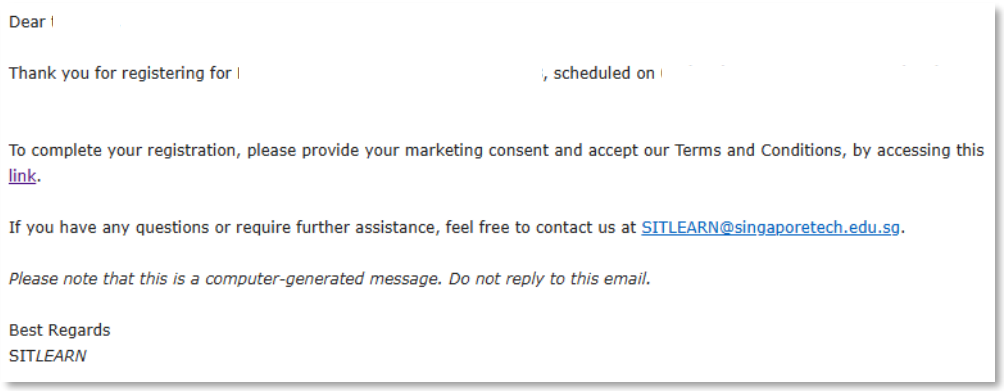
Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
SIT*LEARN*
Singapore Institute of Technology

## 5.4 Participants' Consent for Marketing Communications

All Individual Registration Participants will receive an email containing a consent link **after the registration has been approved**, through which they can provide their consent to receive marketing communications.



Dear

Thank you for registering for , scheduled on

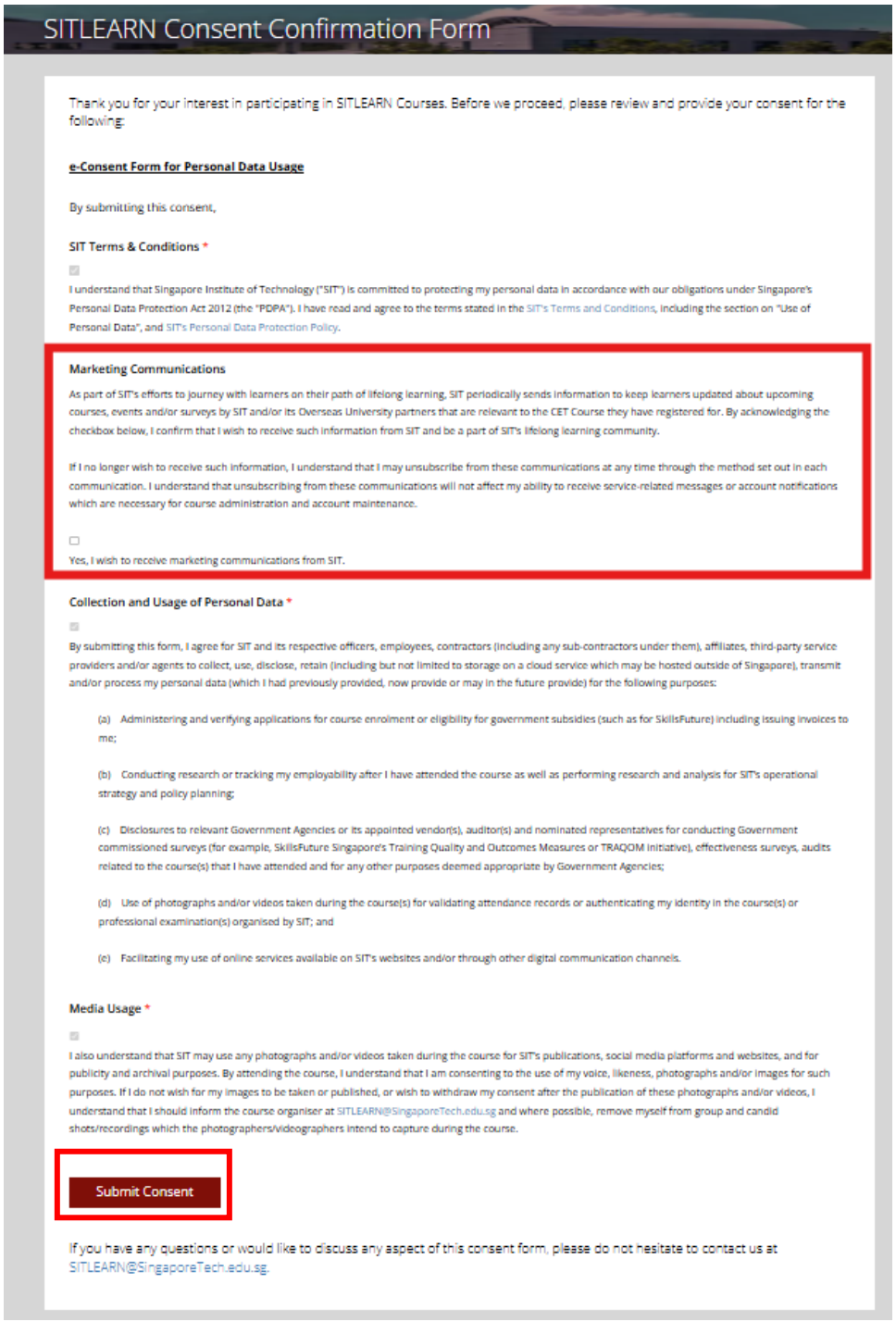
To complete your registration, please provide your marketing consent and accept our Terms and Conditions, by accessing this link.

If you have any questions or require further assistance, feel free to contact us at SITLEARN@singaporetech.edu.sg.

*Please note that this is a computer-generated message. Do not reply to this email.*

Best Regards
SIT*LEARN*

Sample of the SITLEARN Consent Confirmation Form – Individual Registration Participants' view



SITLEARN Consent Confirmation Form

Thank you for your interest in participating in SITLEARN Courses. Before we proceed, please review and provide your consent for the following:

**e-Consent Form for Personal Data Usage**

By submitting this consent,

**SIT Terms & Conditions** *

I understand that Singapore Institute of Technology ("SIT") is committed to protecting my personal data in accordance with our obligations under Singapore's Personal Data Protection Act 2012 (the "PDPA"). I have read and agree to the terms stated in the SIT's Terms and Conditions, including the section on "Use of Personal Data", and SIT's Personal Data Protection Policy.

**Marketing Communications**

As part of SIT's efforts to journey with learners on their path of lifelong learning, SIT periodically sends information to keep learners updated about upcoming courses, events and/or surveys by SIT and/or its Overseas University partners that are relevant to the CET Course they have registered for. By acknowledging the checkbox below, I confirm that I wish to receive such information from SIT and be a part of SIT's lifelong learning community.

If I no longer wish to receive such information, I understand that I may unsubscribe from these communications at any time through the method set out in each communication. I understand that unsubscribing from these communications will not affect my ability to receive service-related messages or account notifications which are necessary for course administration and account maintenance.

☐ Yes, I wish to receive marketing communications from SIT.

**Collection and Usage of Personal Data** *

By submitting this form, I agree for SIT and its respective officers, employees, contractors (including any sub-contractors under them), affiliates, third-party service providers and/or agents to collect, use, disclose, retain (including but not limited to storage on a cloud service which may be hosted outside of Singapore), transmit and/or process my personal data (which I had previously provided, now provide or may in the future provide) for the following purposes:

(a) Administering and verifying applications for course enrolment or eligibility for government subsidies (such as for SkillsFuture) including issuing invoices to me;

(b) Conducting research or tracking my employability after I have attended the course as well as performing research and analysis for SIT's operational strategy and policy planning;

(c) Disclosures to relevant Government Agencies or its appointed vendor(s), auditor(s) and nominated representatives for conducting Government commissioned surveys (for example, SkillsFuture Singapore's Training Quality and Outcomes Measures or TRAQOM initiative), effectiveness surveys, audits related to the course(s) that I have attended and for any other purposes deemed appropriate by Government Agencies;

(d) Use of photographs and/or videos taken during the course(s) for validating attendance records or authenticating my identity in the course(s) or professional examination(s) organised by SIT; and

(e) Facilitating my use of online services available on SIT's websites and/or through other digital communication channels.

**Media Usage** *

I also understand that SIT may use any photographs and/or videos taken during the course for SIT's publications, social media platforms and websites, and for publicity and archival purposes. By attending the course, I understand that I am consenting to the use of my voice, likeness, photographs and/or images for such purposes. If I do not wish for my images to be taken or published, or wish to withdraw my consent after the publication of these photographs and/or videos, I understand that I should inform the course organiser at SITLEARN@SingaporeTech.edu.sg and where possible, remove myself from group and candid shots/recordings which the photographers/videographers intend to capture during the course.

Submit Consent

If you have any questions or would like to discuss any aspect of this consent form, please do not hesitate to contact us at SITLEARN@SingaporeTech.edu.sg.

# 6. Payment for HR/Company-Sponsored Participants

## 6.1 Online and Offline Payment for HR/Company-Sponsored Participants

Once the course is confirmed to run, an email on payment will be sent to you. Please follow the instructions indicated in the email to make payment for the course.

Dear Dr Human Resource,

Thank you for your interest in **Artificial Intelligence in Broad Strokes [CSE-OP-202206000114 12/10/2022 9:00 AM – 19/10/2022 6:00 PM]**

Please find enclosed invoice and payment instructions.

You may login via https://sitlearn.singaporetech.edu.sg/SignIn?returnUrl=%2F and proceed to "My Courses" to make the payment. For offline payment, please forward the invoice to your Finance Division for payment processing. Please take note that our payment terms are immediate.

**Withdrawal**
*No withdrawal is allowed once course has started.* Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

| Notice Period | Withdrawal Charges |
|---|---|
| More than 14 days before the start of the course | No charge |
| 7–14 days before the start of the course | 50% of net course fee payable |
| Less than 7 days from the start of the course | 100% of net course fee payable |

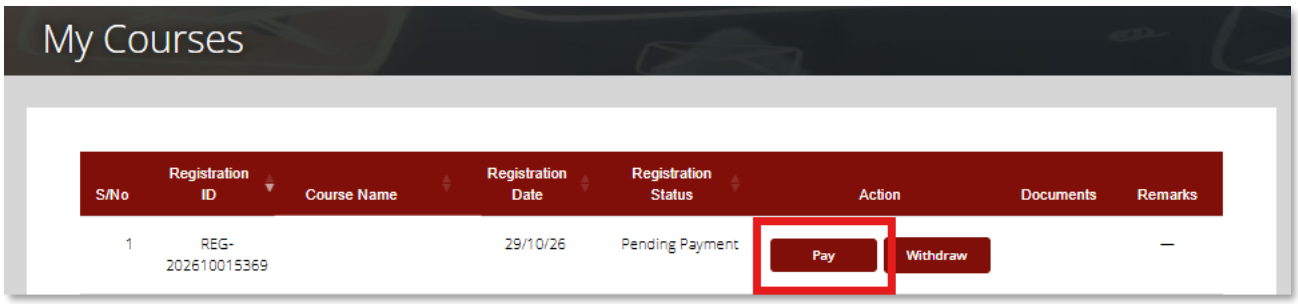
**Pre-course Information**
We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

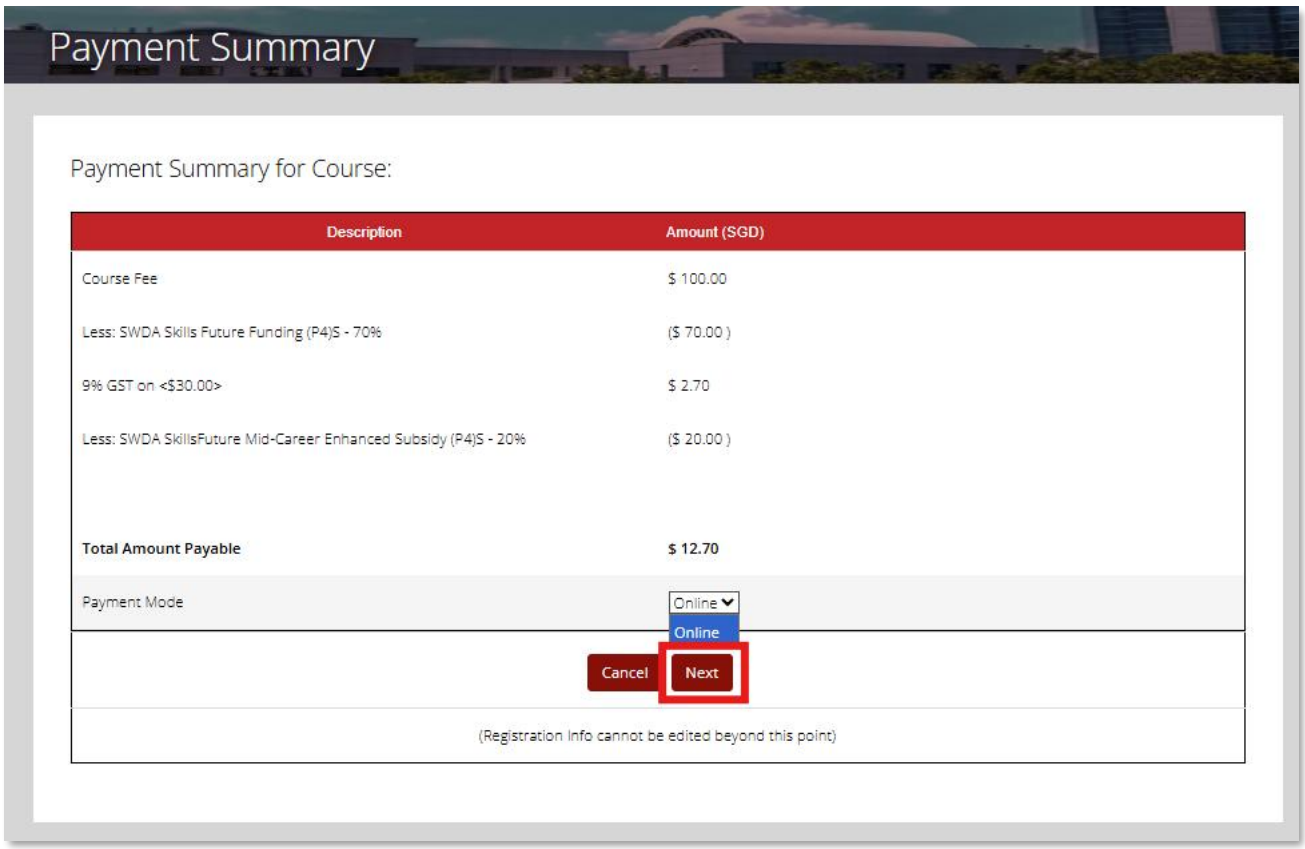
Thank you.

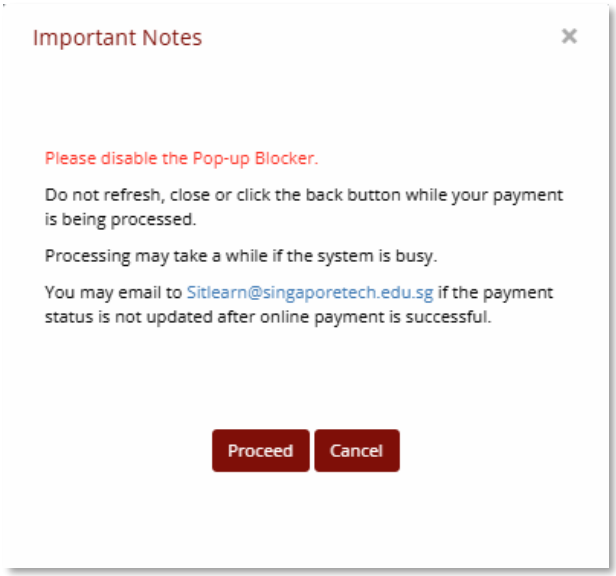
Sincerely,
SIT*LEARN*
Singapore Institute of Technology

Alternatively, you may proceed to log in via **SITLEARN - Home** (singaporetech.edu.sg/sitlearn) and click "Manage My Account" at the top right of the website. Once you have logged in successfully, select "My Courses" on your profile page. Click "Pay" to proceed with the course fee payment.




The details of the course fees and their breakdown will be displayed on the payment summary page. Select your preferred payment mode and click "Submit".




Click **Proceed** to continue making payment. You will be redirected to an external page to make payment.

Once payment has been made successfully, you will receive two emails – Payment acknowledgment email attaching the invoice and Course Confirmation.

Dear Dr Human Resource,

Thank you for the payment.

Enclosed is the invoice copy with the updated payment status for your retention.

**Withdrawal**
*No withdrawal is allowed once course has started.* Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

| Notice Period | Withdrawal Charges |
|---|---|
| More than 14 days before the start of the course | No charge |
| 7–14 days before the start of the course | 50% of net course fee payable |
| Less than 7 days from the start of the course | 100% of net course fee payable |

**Pre-course Information**
We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
SIT*LEARN*
Singapore Institute of Technology

Dear Dr Human Resource,

Thank you for your registration for **Artificial Intelligence in Broad Strokes [CSE-OP-202206000114 12/10/2022 9:00 AM – 19/10/2022 6:00 PM]**

Your registration status: **Course Confirmed**.

If you are registering on behalf of others, please access your account to check on the specific individual's registration status and inform them on their status.

**Payment**
We will soon notify you for payment. Please follow the payment instructions in the invoice.

a. **If you are self-sponsored** and have chosen to utilise SkillsFuture Credits, we may require you to pay in the event of any unsuccessful disbursement of funding from SkillsFuture Singapore.
b. **If you are company-sponsored**, we will invoice your company directly.

**Withdrawal**
*No withdrawal is allowed once course has started.* Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

| Notice Period | Withdrawal Charges |
|---|---|
| More than 14 days before the start of the course | No charge |
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**Pre-course Information**
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Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

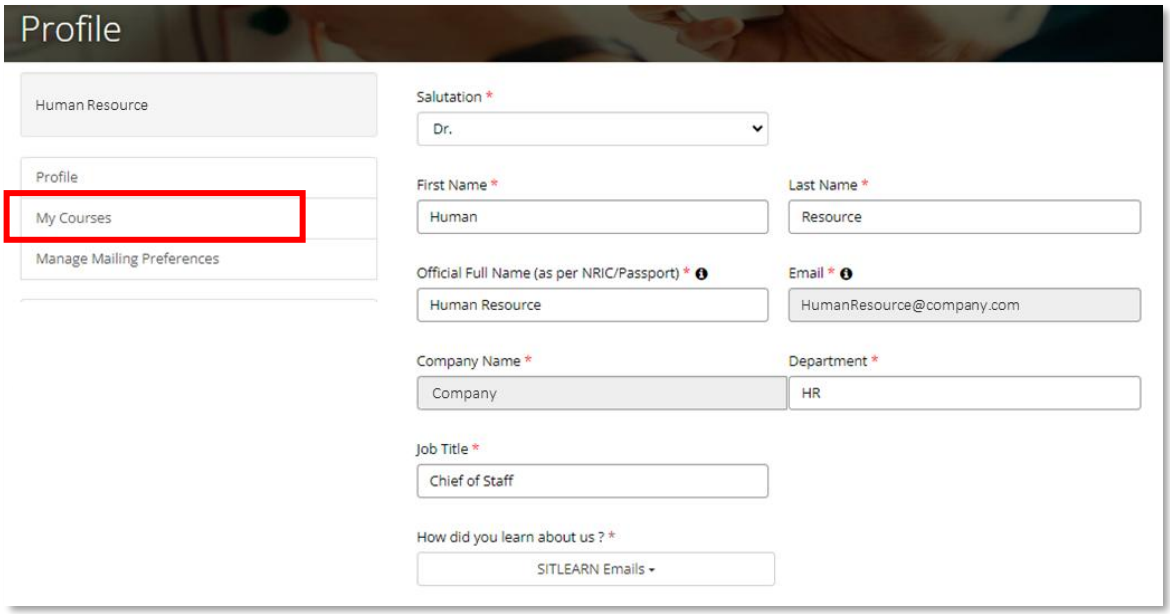
Thank you.

Sincerely,
SIT*LEARN*
Singapore Institute of Technology

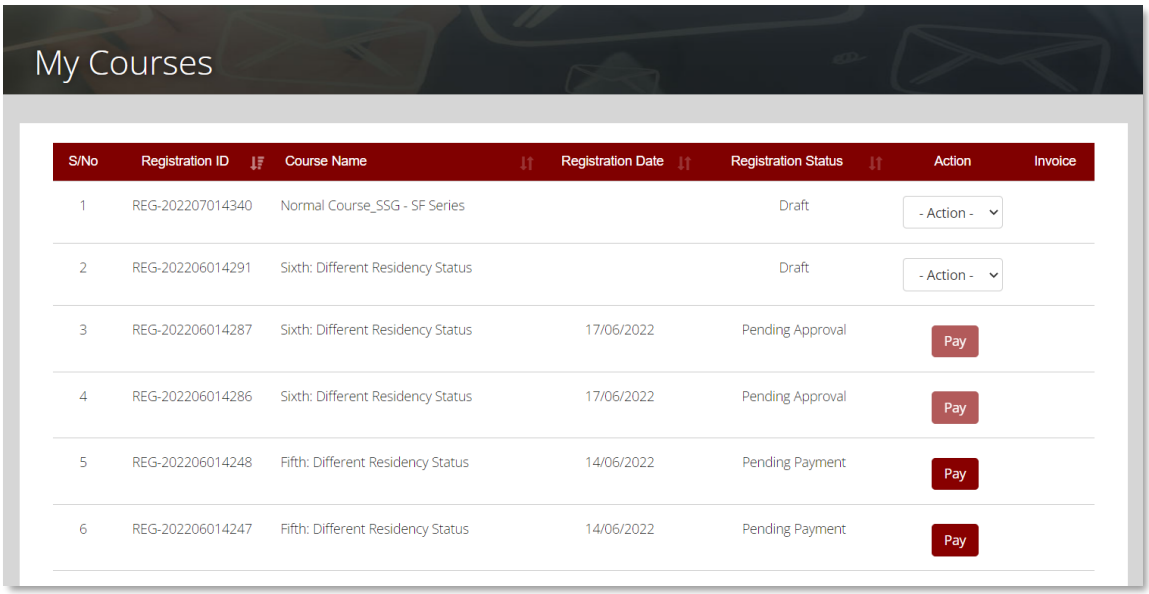
Five days prior to the course's start date, you will receive a Pre-course Letter with administrative details.

## 7. Course Status

To check the status of your course, you may visit **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click "Manage My Account" at the top right of the website. Once you have logged in successfully, select "My Courses" on your Profile page to view the courses that you have registered for.




You will see the list of the courses you have registered for.



| Registration Status | Action Required |
|---|---|
| Draft | Course registration has not been submitted yet, please complete course registration and submit. |
| Pending Approval | We have received your course registration, you will receive the outcome of your registration 3 weeks prior to the course start date for non-credit bearing courses and 6 weeks for credit-bearing courses. |
| Pending Payment | The course has been approved. Please proceed to make payment. |
| Successful | We have received payment for the course. You will receive a pre-course letter with administrative details 5 days prior to the course start date. |

# 8. Course Withdrawal or Course Cancellation

**Withdrawal**

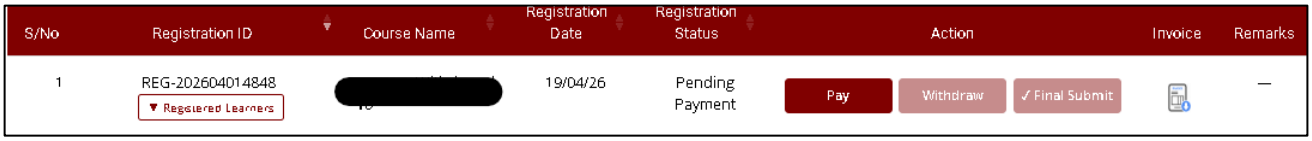
No withdrawal is allowed once the course has started. Any no-show will be considered as an absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

| Notice Period | Withdrawal Charges |
|---|---|
| More than 14 days before the start of the course | No charge |
| 7–14 days before the start of the course | 50% of net course fee payable |
| Less than 7 days from the start of the course | 100% of net course fee payable |

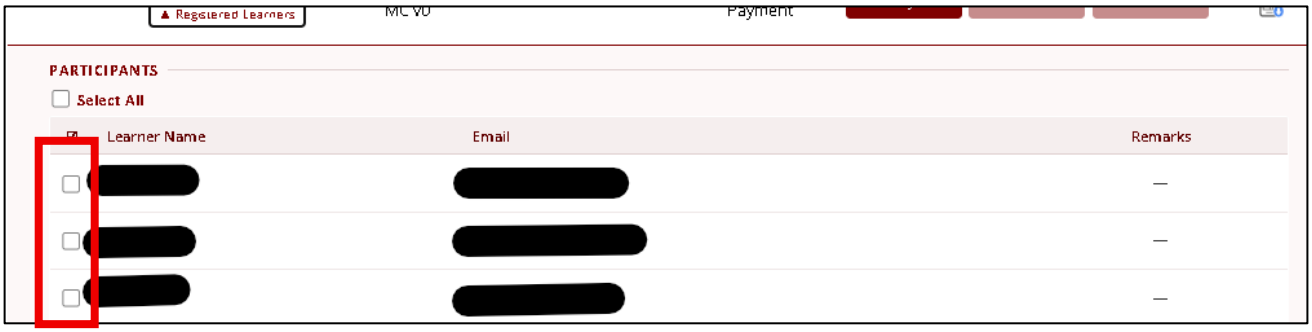
You are allowed to edit/cancel a participant's registration before the submission. Once you have logged in, you may click on the "Profile" dropdown at and select "My Courses" to view the courses that you have registered for. Click on the "Action" dropdown and select "Edit"/"Cancel".

Should you wish to withdraw from the course after registration submission, please request through **SITLEARN – Home** (singaporetech.edu.sg/sitlearn/) and click "My Courses" at the top right of the website.

Look for the course you registered, then click on the Withdraw button as shown below:




Click on the **Registered Learners** to see the list of learners that were registered for the course.

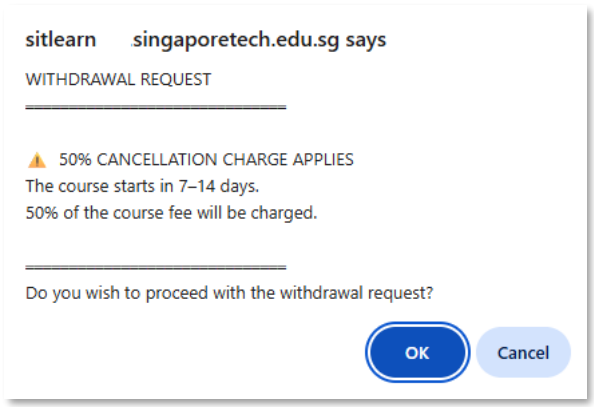



- Select the learners you want to withdraw.



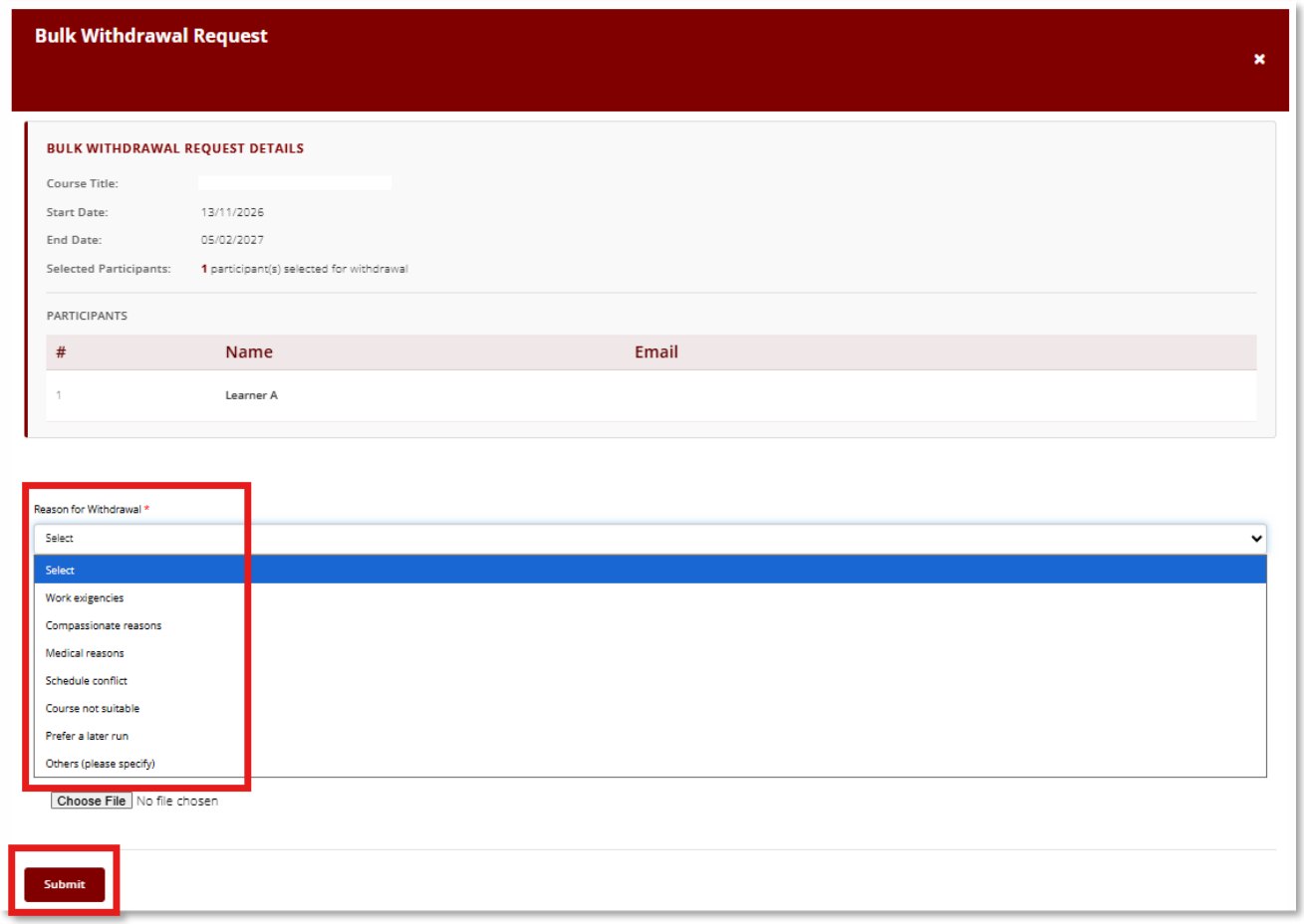

- Click on the **Withdraw** button to continue.

A popup window will appear to show the withdrawal charges (if any).

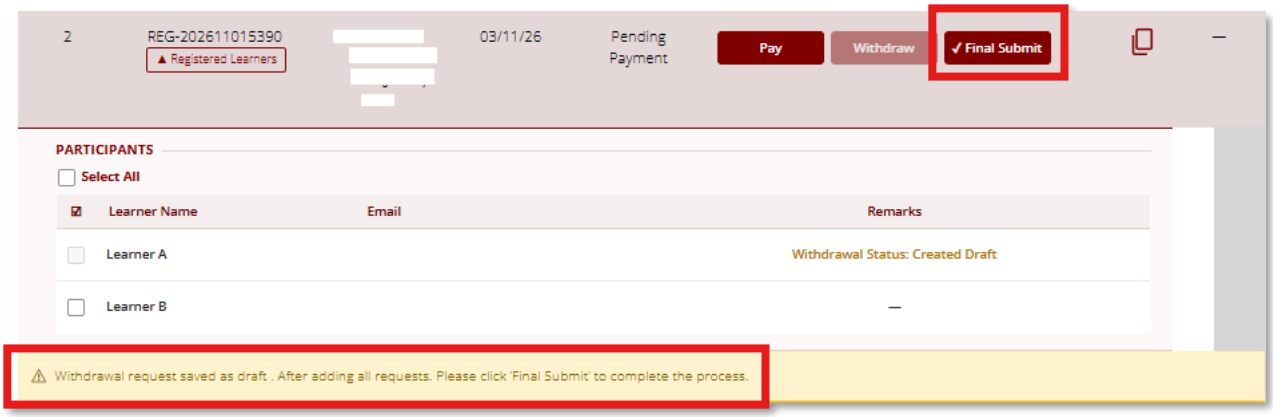



Click **OK** to continue.

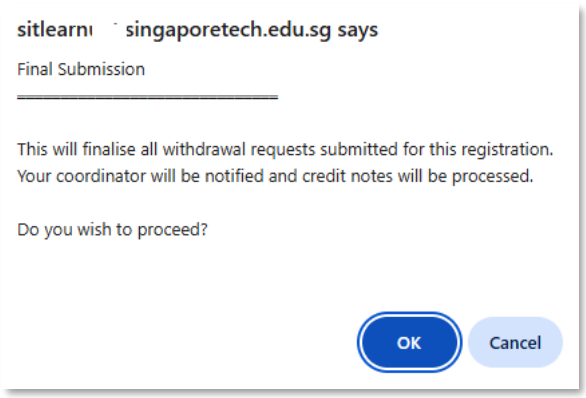
Complete the mandatory fields like **Reason for Withdrawal** and **upload** the supporting document.




- Click on the **Submit** button to continue.
  - Continue to select other learners (if any) to withdraw that have a different withdrawal justification and repeat the previous step.




- Click on the **Final Submit** to complete the Withdrawal Request.




- You will receive an email with the subject "**Notification of Withdrawal request submission for registration**"
- When your withdrawal request is processed and approved, you will receive an email with the subject "**Notification of Approved Credit Note/Tax Invoice**"

The status of all withdrawal requests can be checked via our portal.

## Course Cancellation

If a course is cancelled, you will receive an email notification stating that your registration was not successful.

Dear Dr Human Resource,

We regret to inform you that your registration is **unsuccessful**. The course may either have been rescheduled, cancelled or reached maximum class size.

If you are registering on behalf of other individuals, please access your account to check on the specific individual's registration status and inform them on their status.

Once again, we apologise for the inconvenience caused.

There may be future runs of this course. However, we will not be able to put you on a waiting list nor register on your behalf for future runs of the course. You may wish to subscribe to our mailing list for course announcements and register if a future run of this course is available.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
SIT*LEARN*
Singapore Institute of Technology