SIT*LEARN* Website - Account Creation and Course Registration Guide for Corporate HR or Company-Sponsored Participants
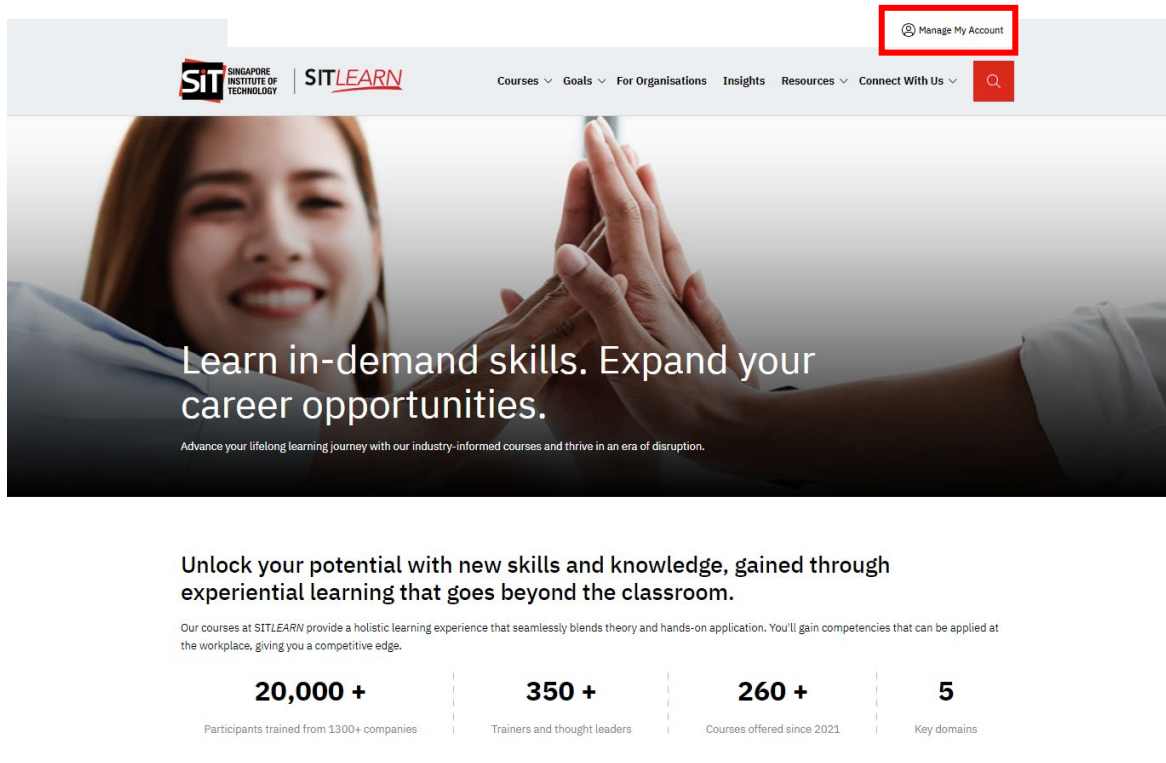
Contents

1 Creating an Account

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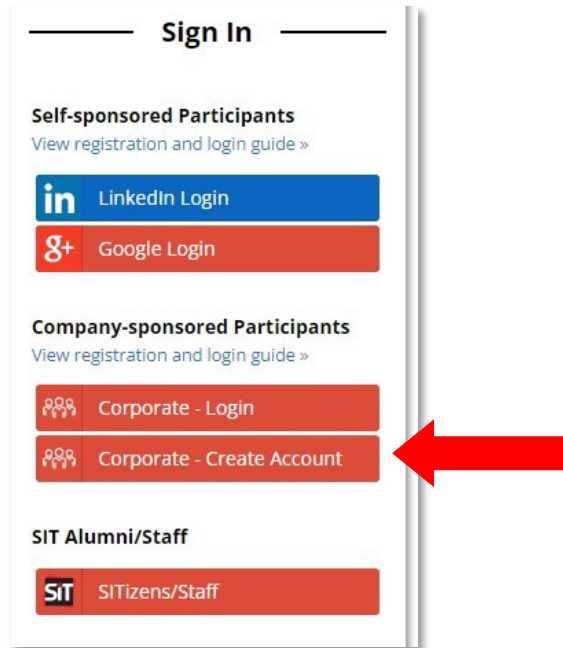
On the Corporate Sign-up page, you are required to fill in the relevant details for all sections: Company Information, Company Address, and Company Contact. Please note that one corporate email address can only be used to register for one company UEN. You may check your company's UEN number here: https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx

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. You will receive an email notification upon the submission of the Corporate Sign-up form.

> ### Reg: Your Account Creation Request with SITLEARN was Received
>
> **S** SITLEARN
> To
>
> Dear Human Resource,
>
> Thank you for your request to create an account with SIT*LEARN*.
>
> You will receive a confirmation email once your request has been approved within 3 working days.
>
> This is an automated notification, please do not reply to this email.
>
> Thank you.
>
> Regards,
> SIT*LEARN*
> SITLEARN.edu.sg

Your account creation request is now under review and the process may take up to three (3) working days. Once your request has been approved by SIT*LEARN*, you will receive the following email:

> ### Reg: Your Account Creation with SITLEARN was Successful
>
> **S** SITLEARN
> To
>
> Dear Human Resource,
>
> Thank you for creating an account with SIT*LEARN*.
>
> Step 1: Click here to login.
>
> Step 2: Click on 'Corporate - Login' using your Email Address: HumanResource@yourcompany.com.
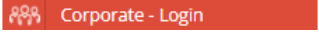>
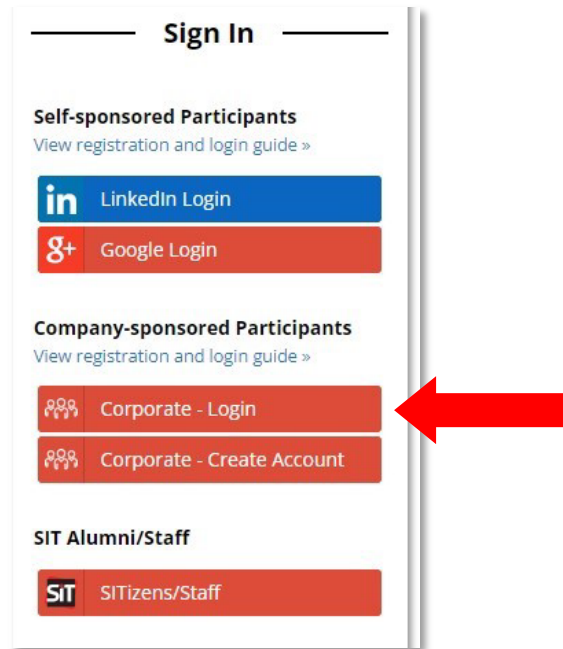> For assistance, please contact us at SITLEARN@SingaporeTech.edu.sg
>
> This is an automated notification. Please do not reply to this email.
>
> Thank you.
>
> Regards,
> SIT*LEARN*
> SITLEARN.edu.sg

1.1.2 Corporate Login

Visit **SIT*LEARN* - Home** (singaporetech.edu.sg/sitlearn/) and click "Manage My Account" at the top right of the website and select [Corporate - Login] to log in.
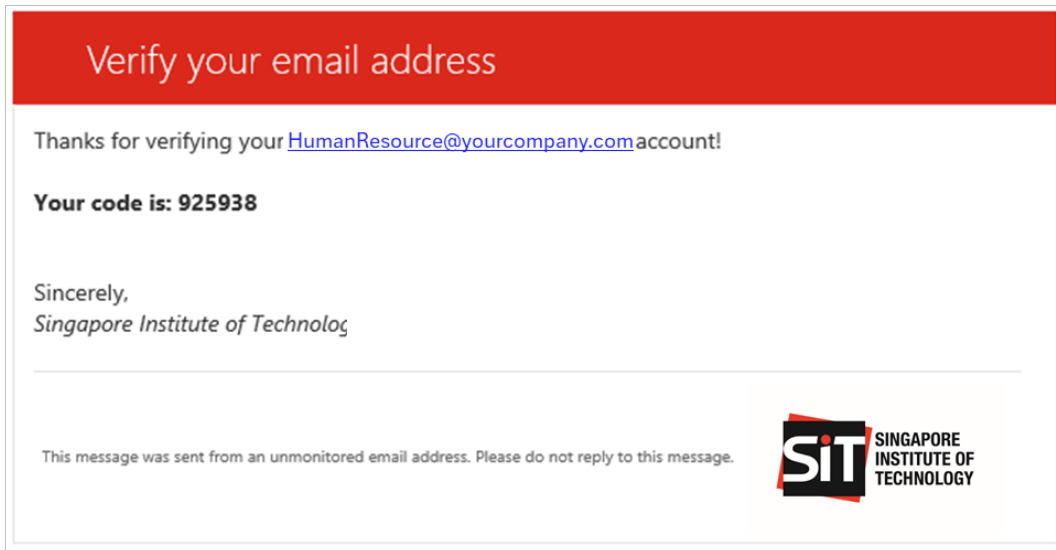

You will be directed to the Sign In page as shown below. Kindly enter your registered email address and click "Send verification code".

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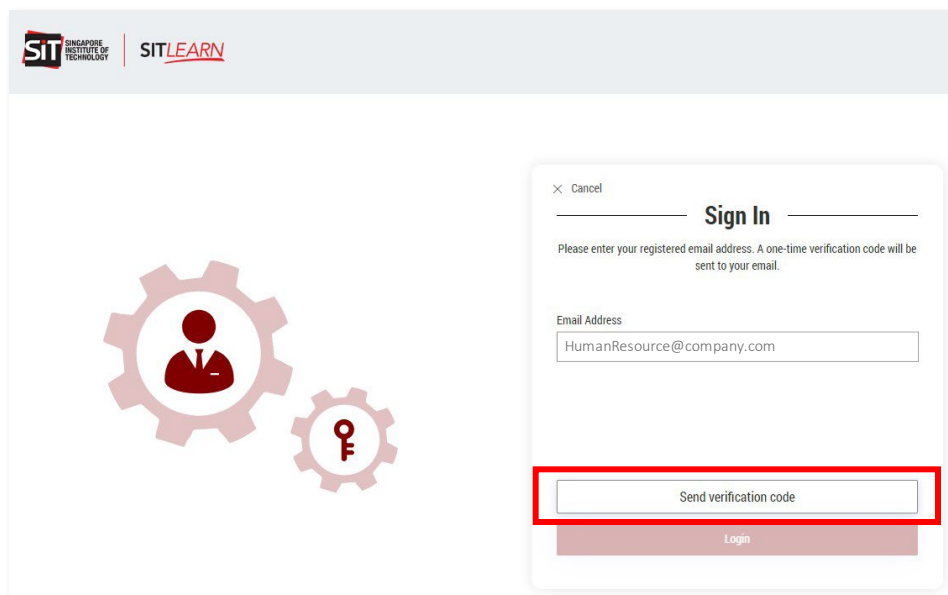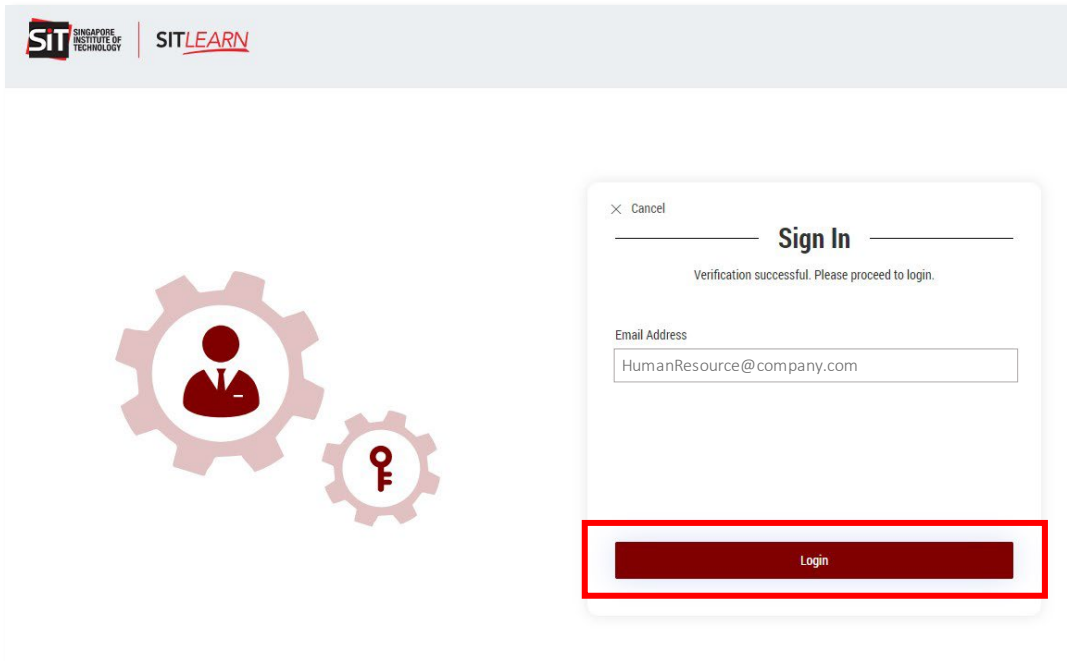
A one-time verification code will be sent to your registered email:

Please enter the verification code on the Sign In page within 5 minutes and click "Verify code".
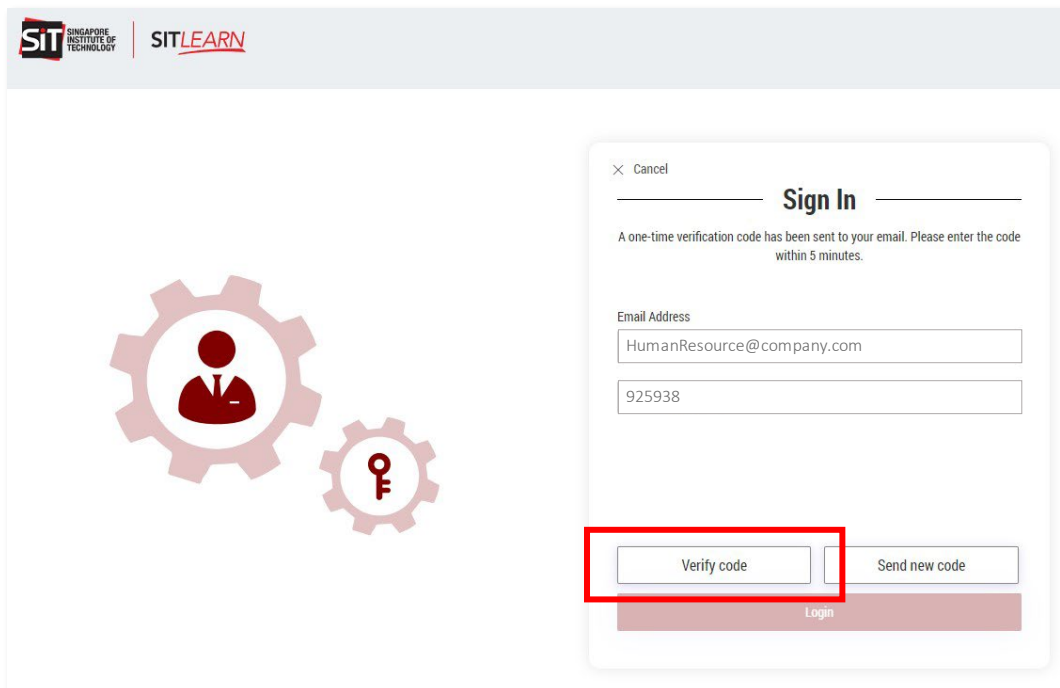
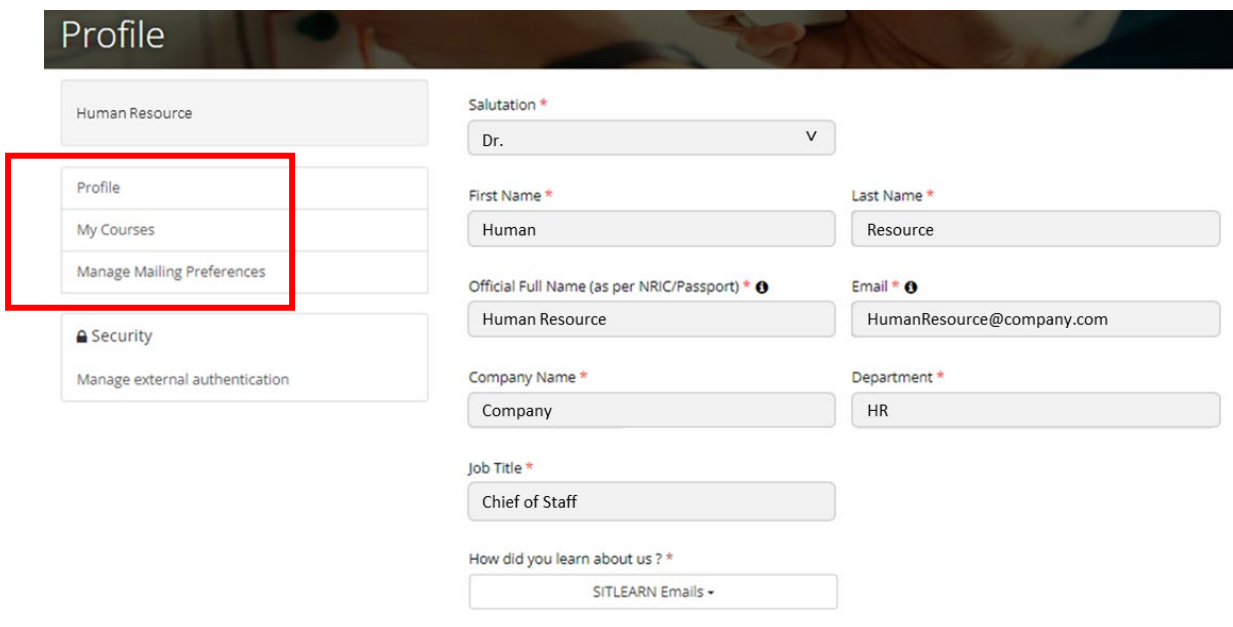Once the code has been verified successfully, click "Login" to proceed, and you will be directed to our homepage.

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 Link Your Social Media Accounts

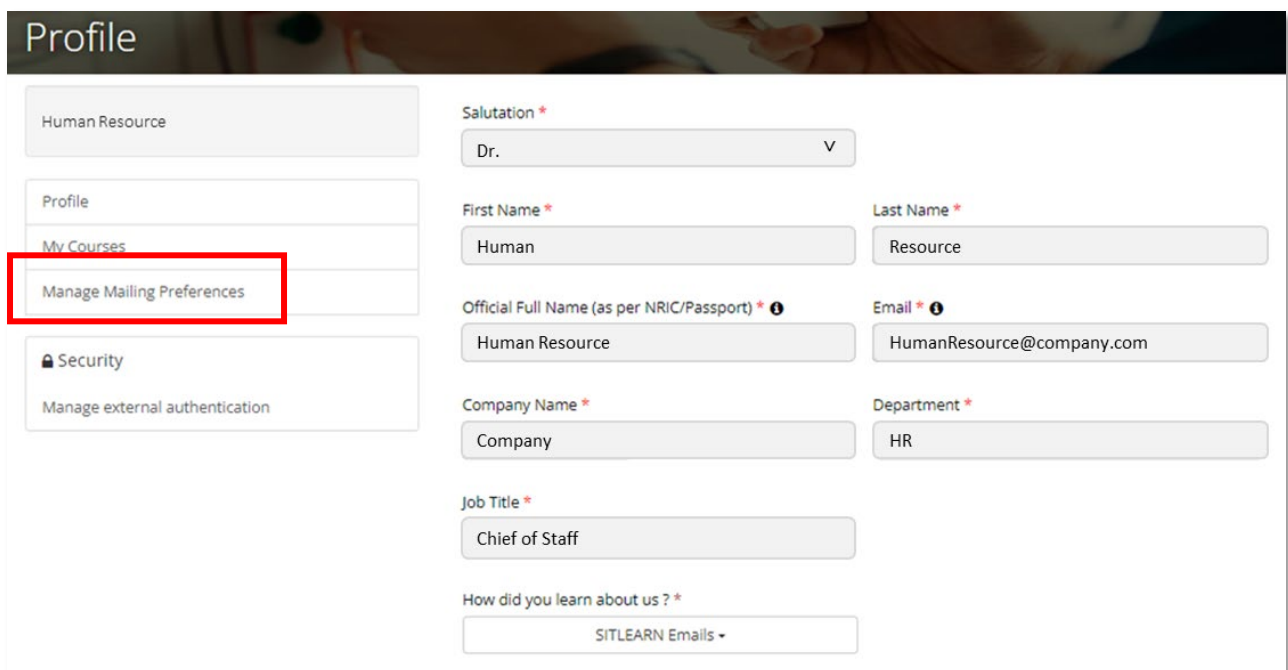Click "Manage External Authentication" if you would like to link your other social media platforms to your SIT*LEARN* account for easy access.

Click "Connect" on the social media platform you would like to connect to and log in accordingly.
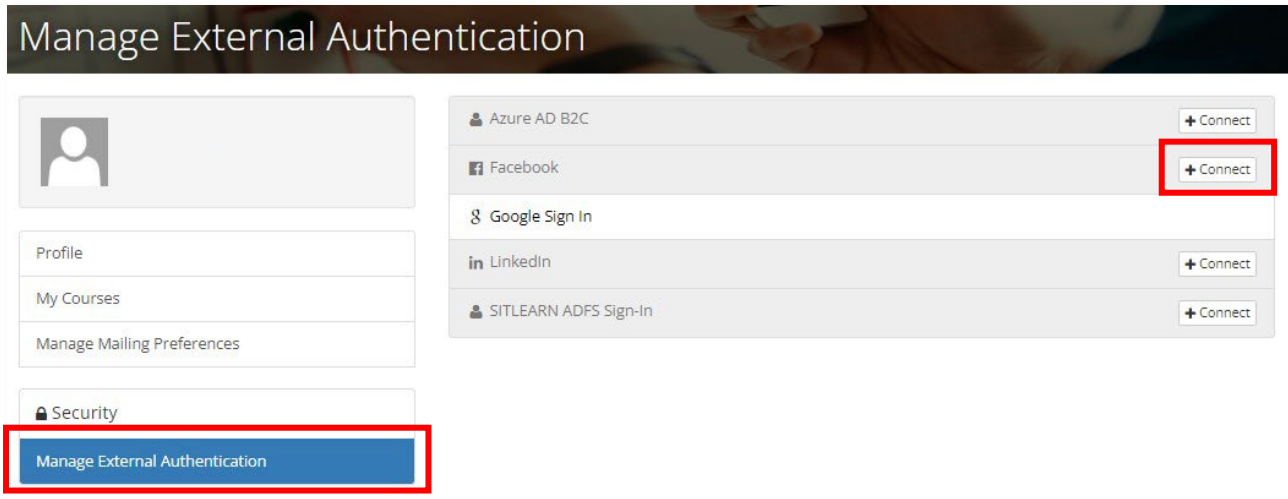
3 Manage Mailing Preferences

To update your mailing preferences, click "Manage Mailing Preferences".

Select the categories that you are interested in and click "Submit".

4 Register for a Course[1]

4.1 Course Registration for HR/Company-Sponsored Participants

Kindly ensure you have an account with SIT*LEARN* 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.

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[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".

Course Registration

Online Application

For the Funding Purposes, you may require to submit the following documents and information to complete this registration:

- Scanned copy of NRIC (Singapore Citizens and Singapore PRs only)
- Scanned copy of Long-Term Visit Pass Plus Green Pass Plus (LTVP+ holders only). For more information on Funding Support for Long-Term Visit Pass Plus Green Pass Plus (LTVP+) holders, please click here

*If you have problems completing the application form, you may refer to the FAQ or contact us at SITLEARN@SingaporeTech.edu.sg

1. Billing Information

Course Name *

Artificial Intelligence in Broad Strokes

☑ Different Billing Information

Salutation *

Dr.

First Name *

Human

Last Name *

Resource

Official Full Name * ❶

Human Resource

Contact Number *

67891234

Email * ❶

HumanResource@company.com

Country *

Singapore

Postal Code *

Unit

Unit Number e.g #08-123

Billing Address *

How did you learn about this course? *

Please select ▾

2. Professional Information

Company Registration No / UEN

UEN Number

Company Name

Company

Ownership

Company's Ownership

Job Title *

Chief of Staff

Supporting Documents
- You are recommended to submit the supporting documents into a single file (max. 5MB).
- For LTVP+ Holders, please upload a coloured front and back copy of the Green Visit Pass Card with "Plus" on the back.

Choose Files | No file chosen

[Save & Add Participants]   [Cancel]

4.2 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

4.2.1 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.

4.2.2 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".

Add Participants

Step 1: Download Template.

Step 2: Fill in all the fields in the template.

Step 3: Upload template Choose File No file chosen   **Upload**
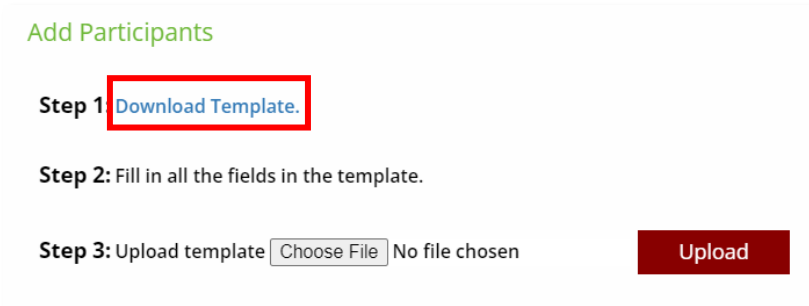
We encourage you to always download the template for each registration, ensuring that you have the latest version and to prevent errors when uploading the list of participants.

The latest template can also be downloaded here: <u>Multiple Participants Template</u>.

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

A	B	C	D	E	F	G	H	I	J	K	L	M
Salutation	First_Name	Last_name	Official_Full_Name	Job_Title	Highest_Qualification_Obtained	Country_of_Residence	Citizenship_Country	Residency_Status * Residency Status is optional for Non-Funded Course	Passport_Country * Passport Country is optional for Non-Funded Course	Identification_Number * Identification Number is optional for Non-Funded Course	Identification_Type * Identification Type is optional for Non-Funded Course	Date_of_Birth

Instructions | **Participants** | DL | (+)

Choose your completed template and click "Upload".

Add Participants

Step 1: Download Template.

Step 2: Fill in all the fields in the template.

Step 3: Upload template **Choose File** No file chosen   **Upload**
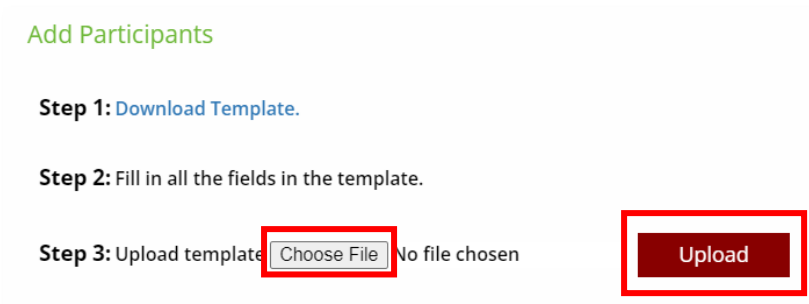
You will be able to preview the list of participants you have added. Required information that is missing, duplicate email addresses, or invalid information will be highlighted in red. You may either,

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

Salutation	First Name	Last name	Official Full Name	Job Title	Highest Qualification Obtained	Country of Residence	Citizenship Country	Residency Status	Passport Country	Identification Number	Identification Type	Date of Birth	Marital Status	Gender	Race	Dietary Concern	Contact Number	Email	Action
Mr.	One	Employee	Employee One	Engineer	Professional Qualification and Other Diploma	Singapore	Singapore	Singapore Citizen (SC)		S5842000Z	NRIC	01/01/1985	Married	Male	Asian	None	91234567	employee.one@company.com	Edit
Ms.	Two	Employee	Employee Two	Engineer	Bachelor	Singapore	Argentina	Foreigner (IS)		F7361907Q	NRIC	01/01/1985	Single	Female	Caucasian	Vegetarian	91234567	employee.two@company.com	Edit

Submit

- 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 you have added or uploaded under Registration Participant Information. You may click on the dropdown to Edit / Delete the participant too.

Registration Participants Information

+ Add Participant   Upload Participants

Official Full Name (as per Identification card)	Contact	Residency Status	Personal Email ↑	Mobile Phone	Identification Type	Identification Number	Dietary Concerns	Status	
Employee One	One Employee	Singapore Citizen (SC)	employee.one@company.com	91234567	NRIC	S5842000Z	None	Active	⌄
Employee Two	Two Employee	Foreigner (IS)	employee.two@company.com	91234567	FIN No	F7361907Q	Vegetarian	Active	⊙

Delete
Edit

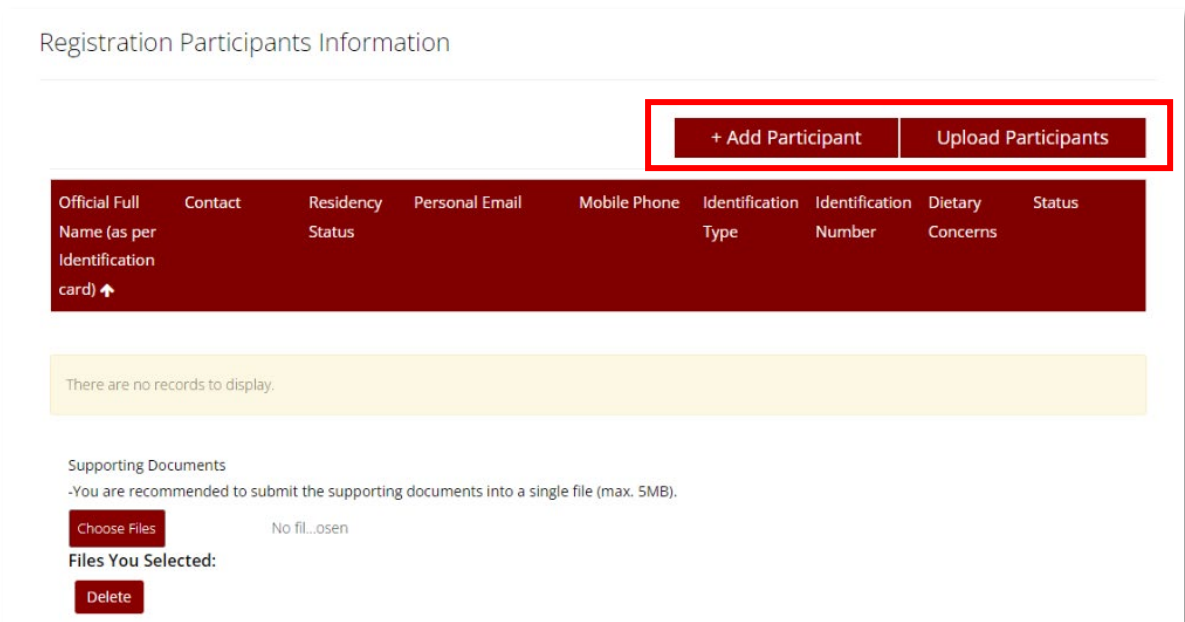Upload the relevant documents under "Supporting Documents", check the declaration box and click "Next".

Supporting Documents
-You are recommended to submit the supporting documents into a single file (max. 5MB).
- For LTVP+ Holders, please upload a coloured front and back copy of the Green Visit Pass Card with "Plus" on the back. *

Choose Files   No fil...osen

Files You Selected:

Delete

☑ I hereby declare that all information provided is accurate and complete, and that I have read and accepted the following statements below as well as SIT's Terms and Conditions including the section on "Use of Personal Data".

I declare that I am authorised to, on behalf of the company to register the employee(s) listed above for the course conducted by SIT. 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.

For courses with SkillsFuture Singapore (SSG) funding, I am also aware that, to be eligible for the course fees grant, trainees will need to (a) attain at least 75% attendance, (b) pass the associated assessment for the course, and (c) the company will need to make full payment for the net course fees within the stipulated period by SIT and/or SSG. *

Next   **Cancel**

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

Payment Summary for Course: Artificial Intelligence in Broad Strokes - 12 Oct 2022 to 19 Oct 2022

No payment is required upon submission of this form. Payment is required upon receipt of payment notice.

Description	Amount (SGD)
Employee 1	
Course fee (CSE-OP-201908000233)	$ 1,600.00
Less: SSG Skillsfuture Funding-70%	($ 1,120.00)
7% GST on <$480.00>	$ 33.60
Employee 2	
Course fee (CSE-OP-201908000233)	$ 1,600.00
7% GST on <$1600.00>	$ 112.00
Promo Code	[ ] **Apply**
Total Amount Payable	$ 2,225.60

Cancel   **Submit**

(Registration info cannot be edited beyond this point)

A pop-up message will appear to notify you that SIT*LEARN* has received your registration, as shown below. You will receive an email on the outcome of your registration at least 7 - 21 calendar days before the course start date. Click "OK" to complete the registration submission.

IMPORTANT NOTES

Thank you for your registration. You will be informed of the outcome of the registration 7 – 21 calendar days before the course start date. To successfully complete the registration, you will need to proceed to payment (where applicable) upon receiving of an email informing of the registration outcome.

OK
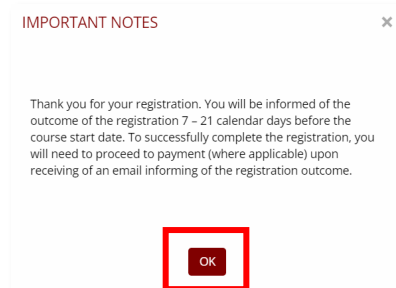
Once registration is submitted, your registration will be reflected under "My Courses" and the registration status will be indicated as "Pending Approval". *Note: No payment is required at this point. The "Pay" button is not clickable until the registration status is updated to "Pending Payment".*

My Courses

S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202206014287	Artificial Intelligence in Broad Strokes	17/06/2022	Pending Approval	Pay	
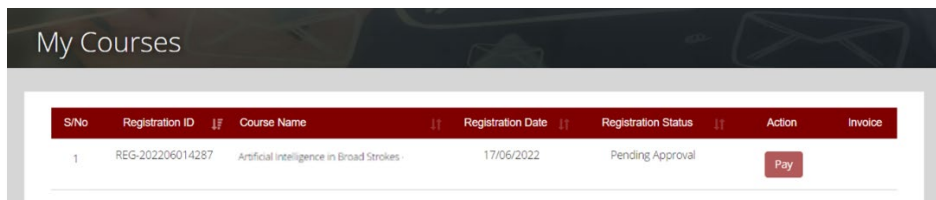
An auto-generated email (as follows) will be sent to you to notify you of the registration submission.

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**.

We will inform you on the final registration status 7–21 calendar days 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 Payment for HR/Company-Sponsored Participants

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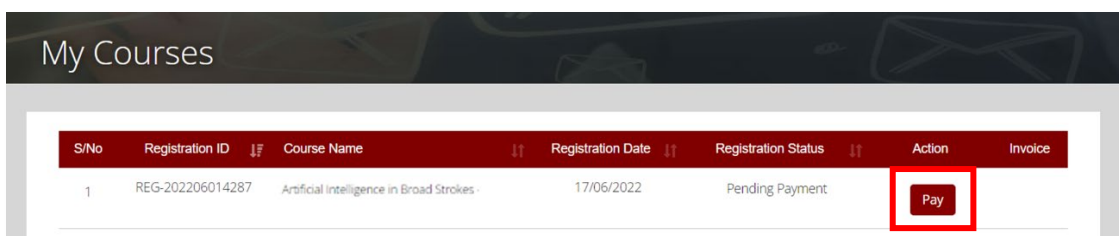
The details of the course fees and their breakdown will be displayed on the payment summary page. Select your preferred payment mode and click "Submit".

Once SIT*LEARN* has received payment, you will receive two emails - one on Course Confirmation and another on Invoice.

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
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

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

6 Course Status

To check the status of your course, you may visit **SIT*LEARN* - 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.

7. 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 email us at sitlearn@singaporetech.edu.sg for the withdrawal request (subject to the withdrawal charges). Please refer to our terms and conditions for more details.

Course Cancellation

In the event of course cancellation, you will be notified through email that your registration is unsuccessful.

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