SITLEARN Website – Account Creation and Course Registration Guide For SITizens

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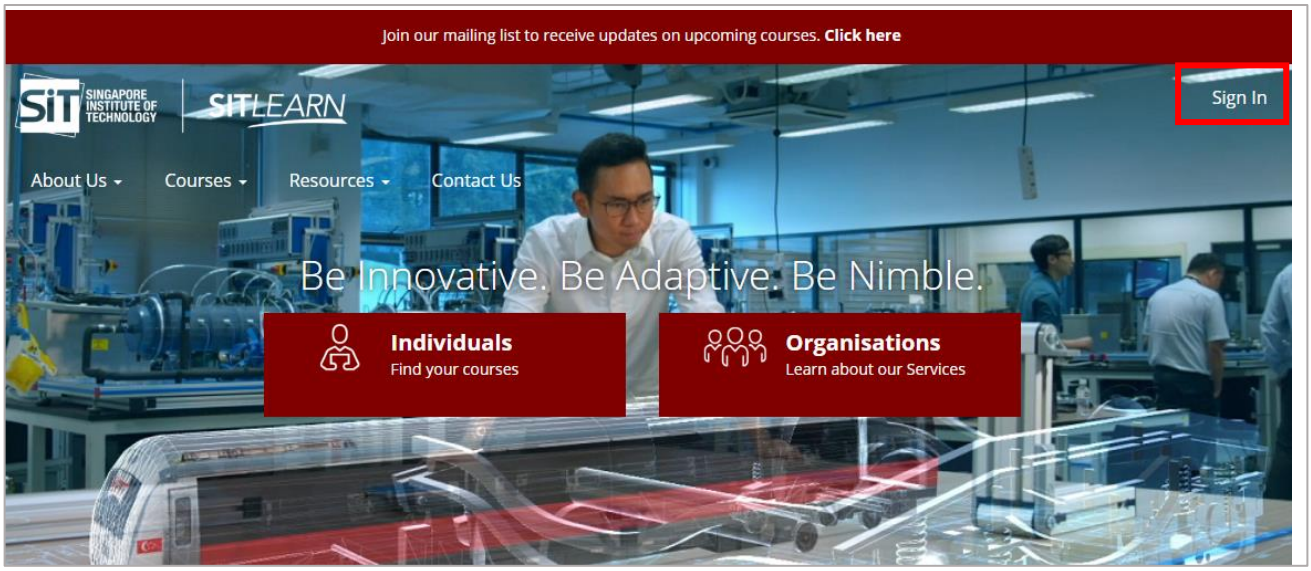
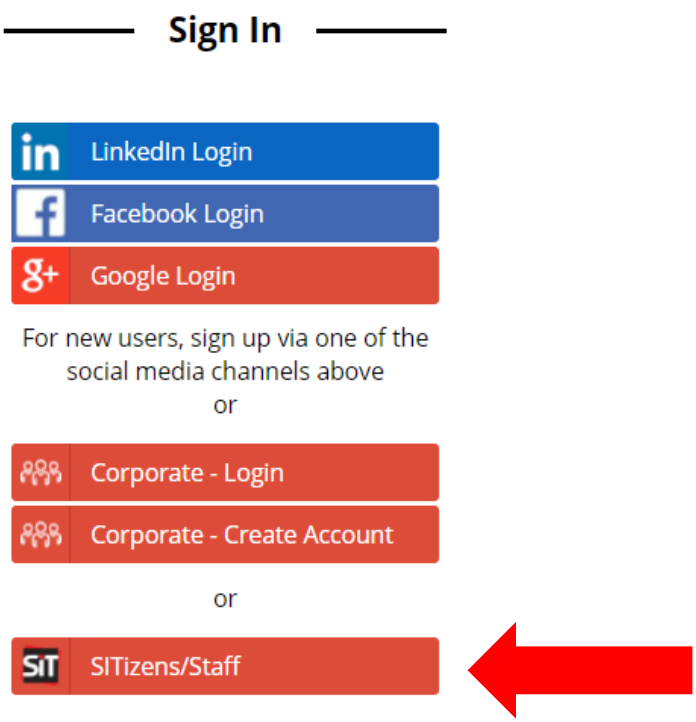
1 Creating an account

- Visit https://sitlearn.singaporetech.edu.sg/
- Click on the "Sign In" button at the top right of the website.



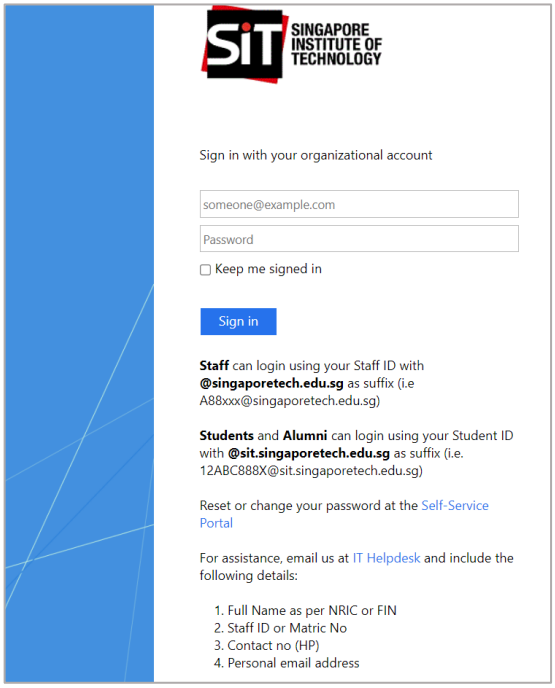
1.1 Sign In

- For SITizens who wish to register for courses, please sign in using the SITizens login.

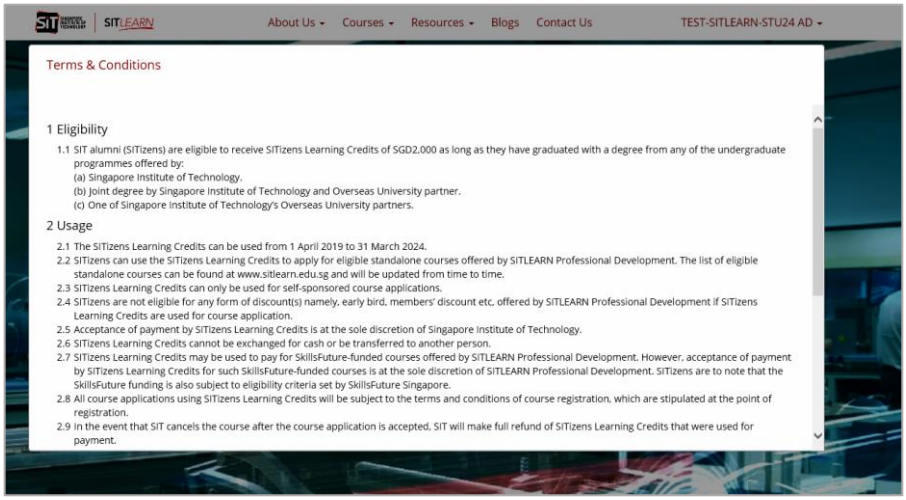


1.1.1 ADFS Login

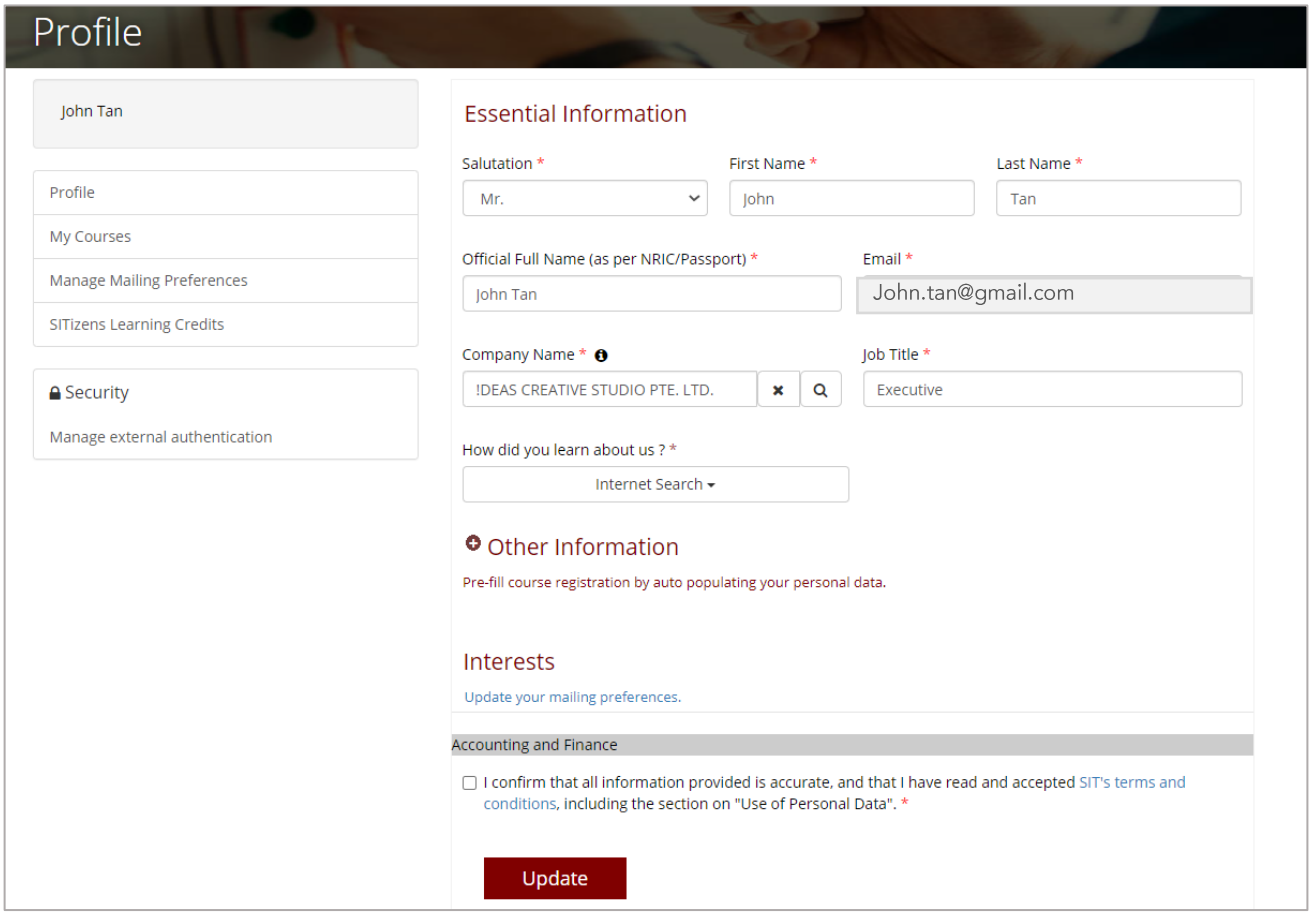
- Please login using your SIT student email address and password.
- If you have forgotten your password, please refer to section 1.2 for Password Reset.



- Once you are logged in, you will see the Terms and Conditions of SITizens Learning Credits (SLC).

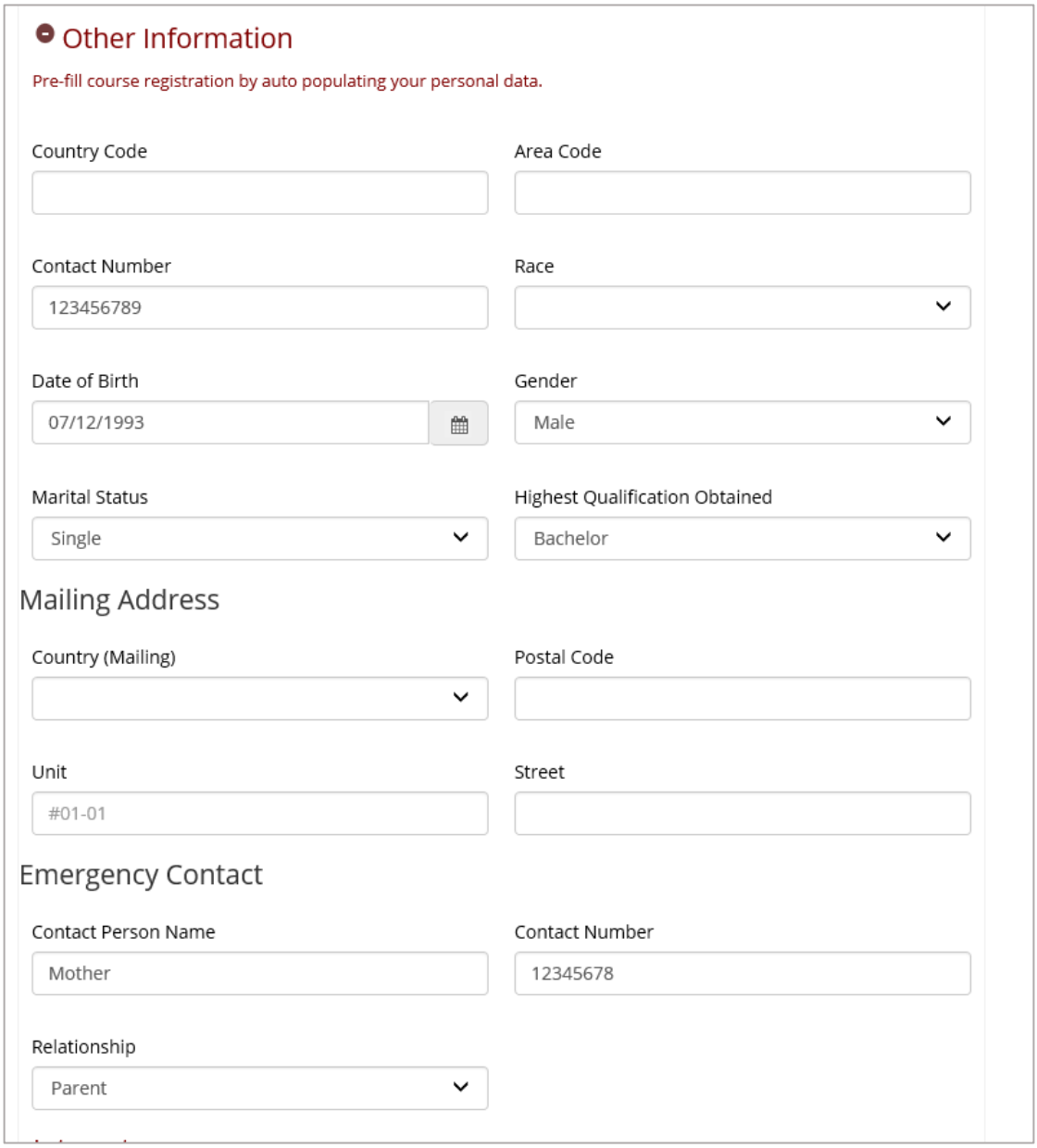


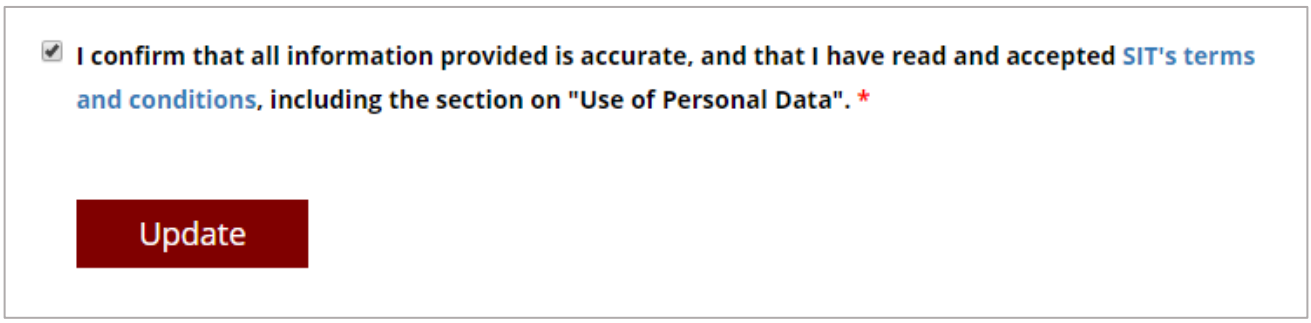
- Please update your details in the Profile page.



You can only proceed to other pages when "Essential Information" on the Profile page has been updated. Click "+ Other Information" to fill in your mailing address and other details.

- We recommend updating your details by filling in the fields under the "+ Other Information" section. This will allow the system to auto-fill your details in subsequent course registrations.

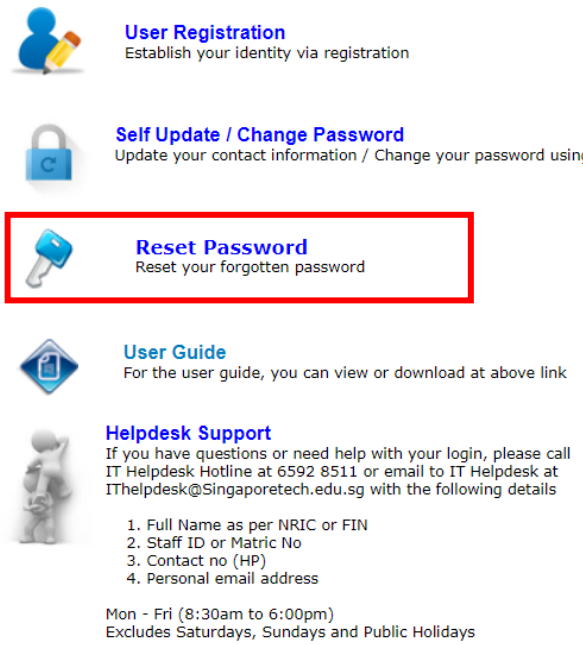




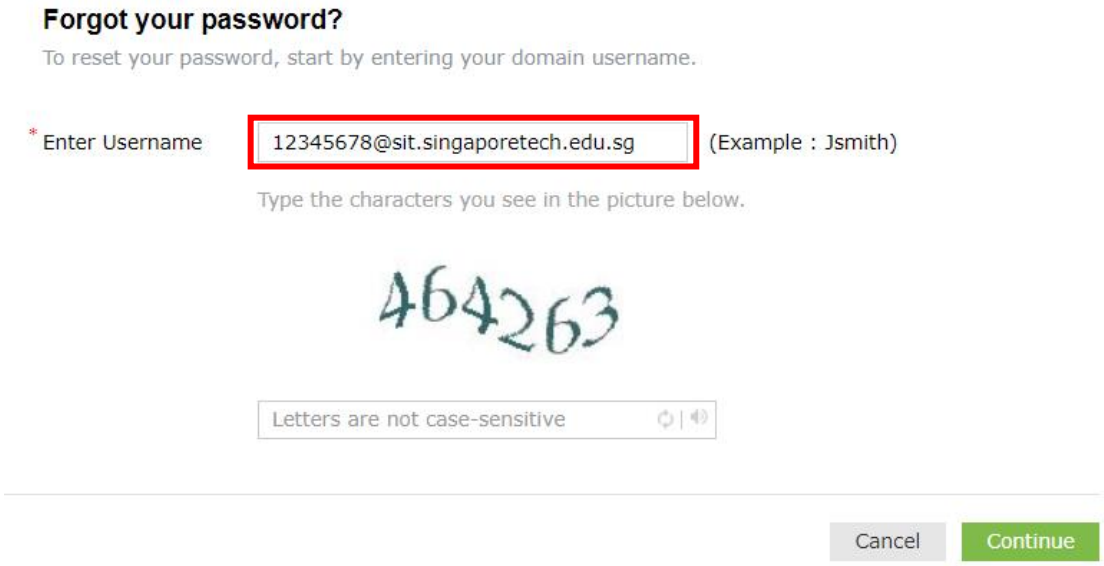
- Once done, check the declaration box.
- Click "Update" at the bottom of the page.

1.2 Password Reset

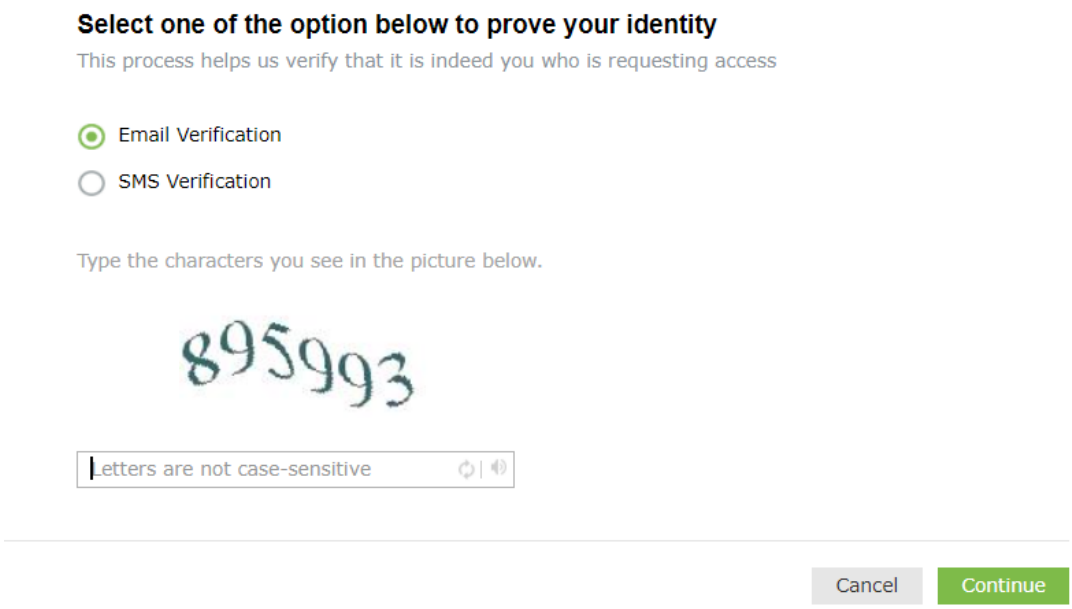
- If you have forgotten your password, please visit https://selfservice.singaporetech.edu.sg/ and click "Reset Password"



- Enter your SIT student email address
- If you forgotten SIT student email address, please write to sitlearn@singaporetech.edu.sg with your Full Name, Degree Programme and Graduation year.

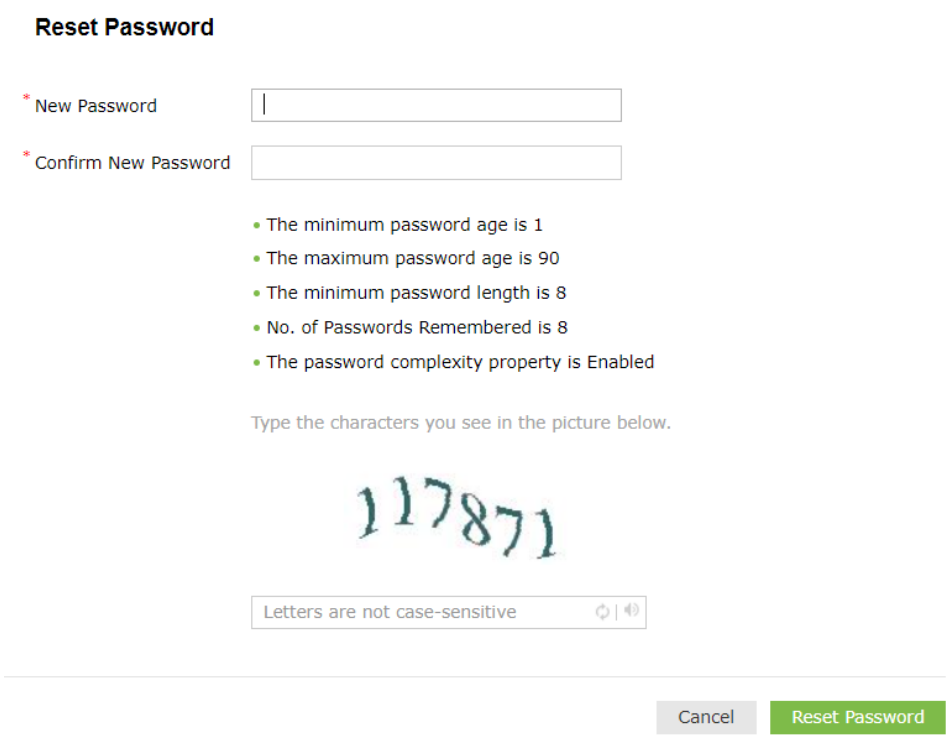


- Select either of the verification method.



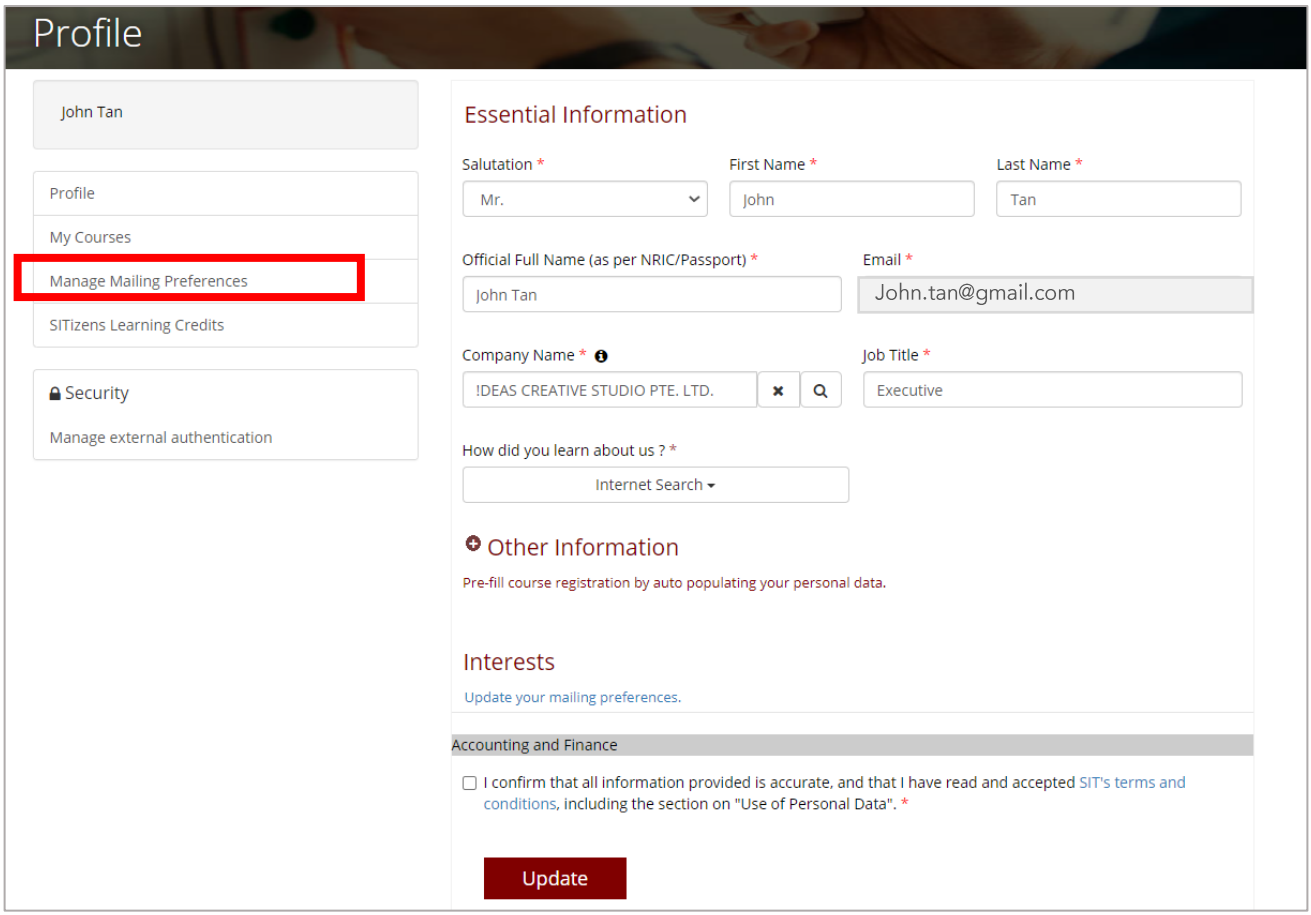
- Key in the verification code received via SMS or email.

- Reset your password

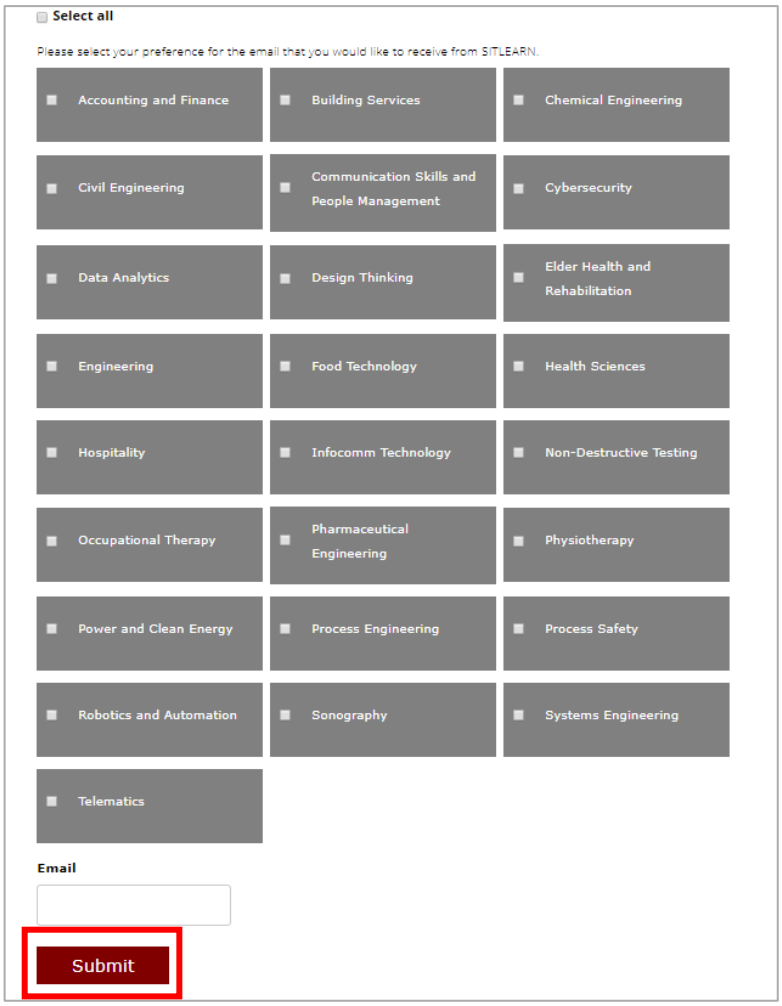


2 Manage Mailing Preferences

- To update your mailing preferences, click on "Manage Mailing Preferences" on the left.

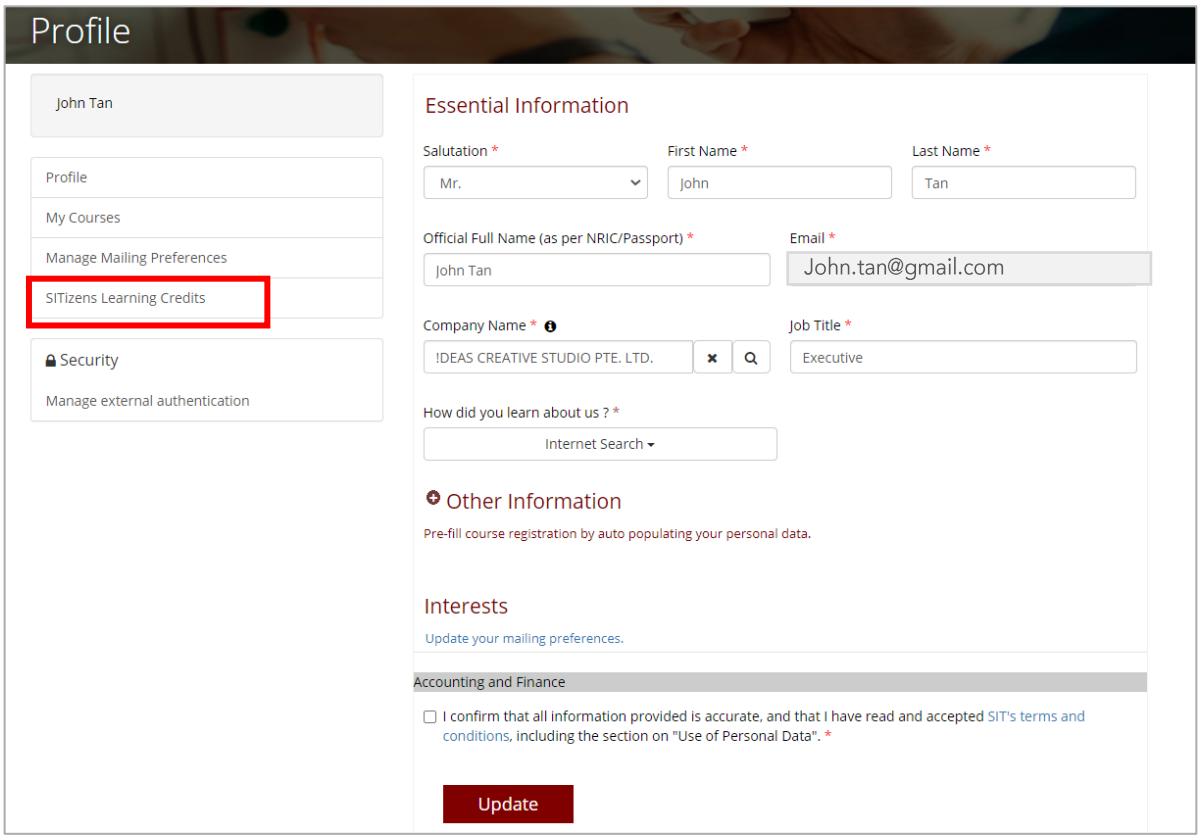


- Select the categories that you are interested in and click "Submit".

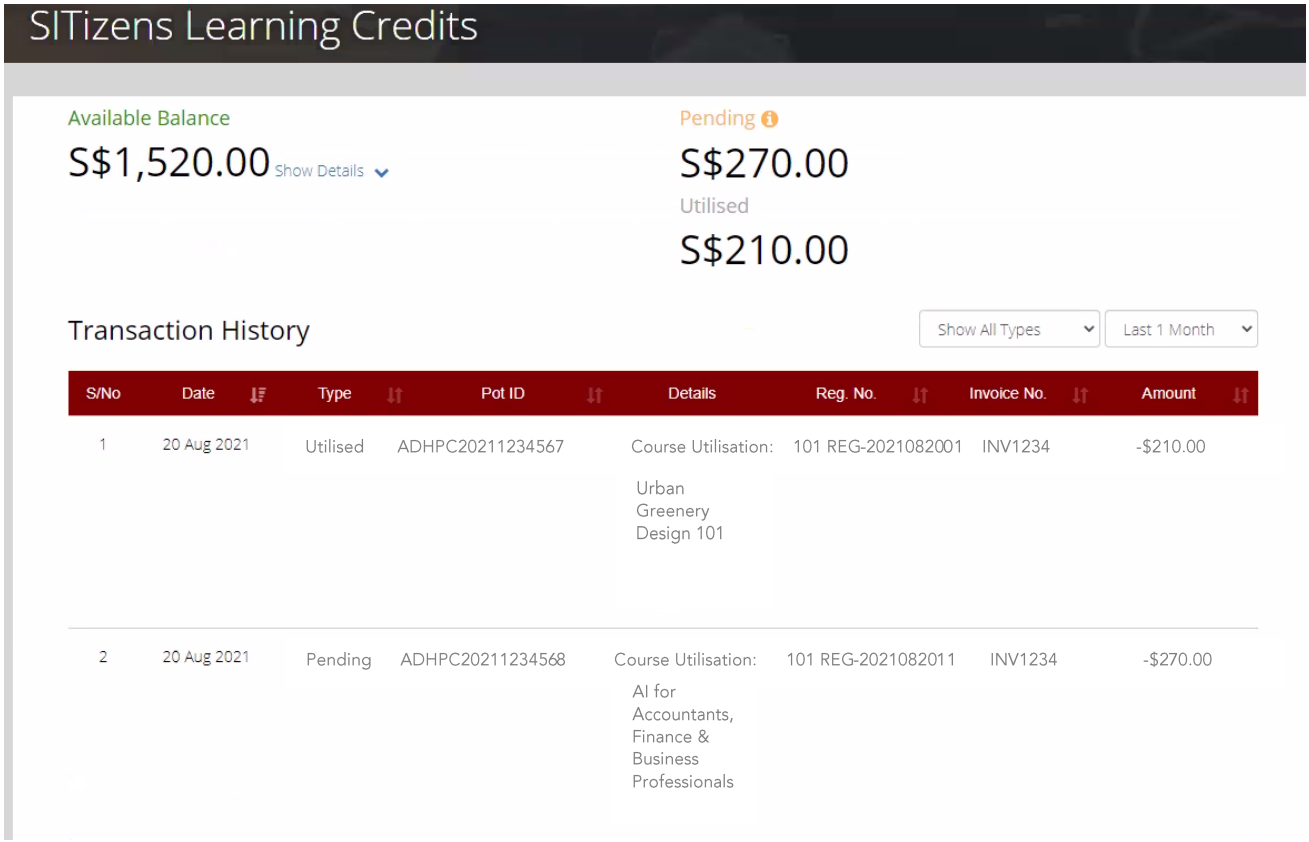


3 SITizens Learning Credits Balance

- To check your SITizens Learning Credits amount click on "SITizens Learning Credits".



- The amount of SITizens Learning Credits available and the amount used will be shown.



SITizens Learning Credits

Available Balance

S$1,520.00 Show Details

Pending

S$270.00

Utilised

S$210.00

Transaction History

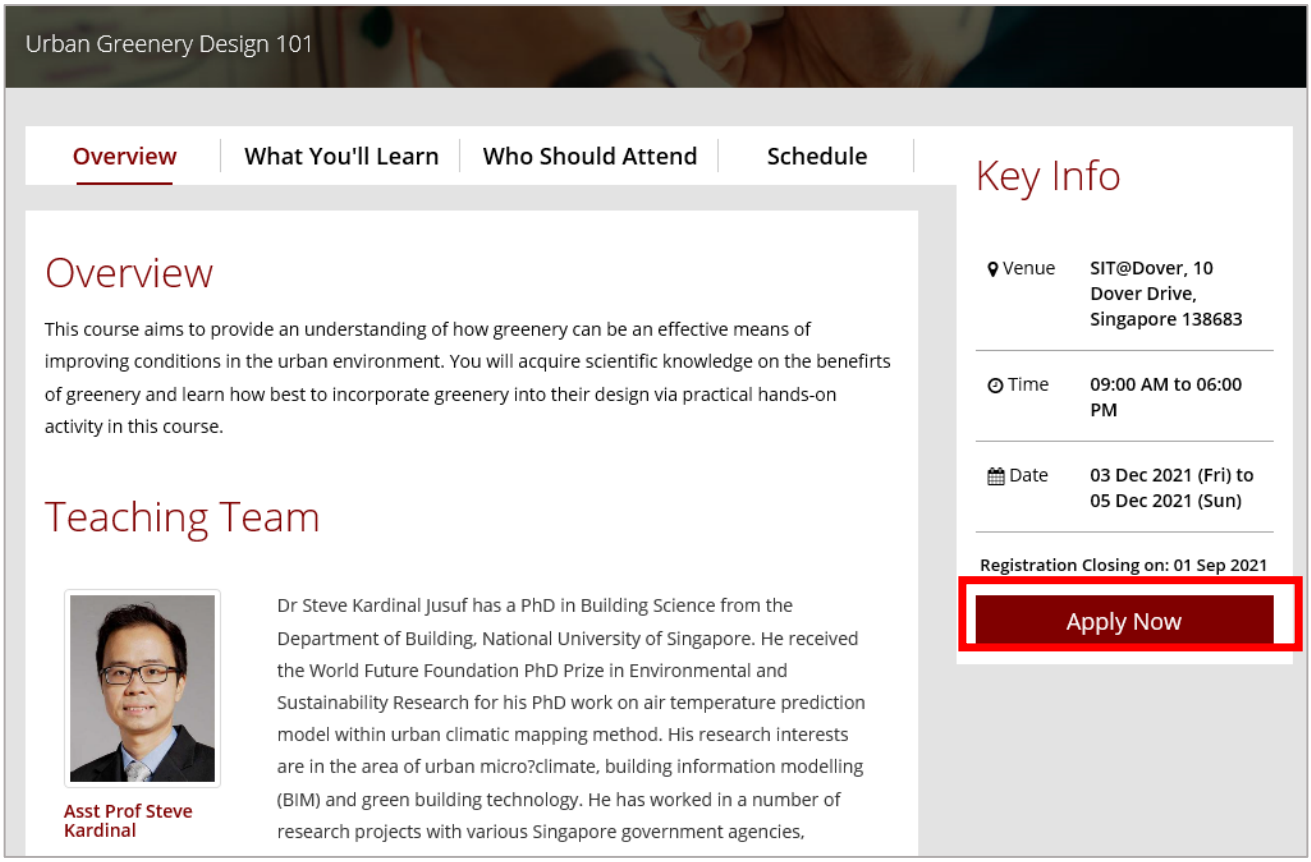
Show All Types | Last 1 Month

S/No	Date	Type	Pot ID	Details	Reg. No.	Invoice No.	Amount
1	20 Aug 2021	Utilised	ADHPC20211234567	Course Utilisation: Urban Greenery Design 101	101 REG-2021082001	INV1234	-$210.00
2	20 Aug 2021	Pending	ADHPC20211234568	Course Utilisation: AI for Accountants, Finance & Business Professionals	101 REG-2021082011	INV1234	-$270.00

4 Register For A Course[1]

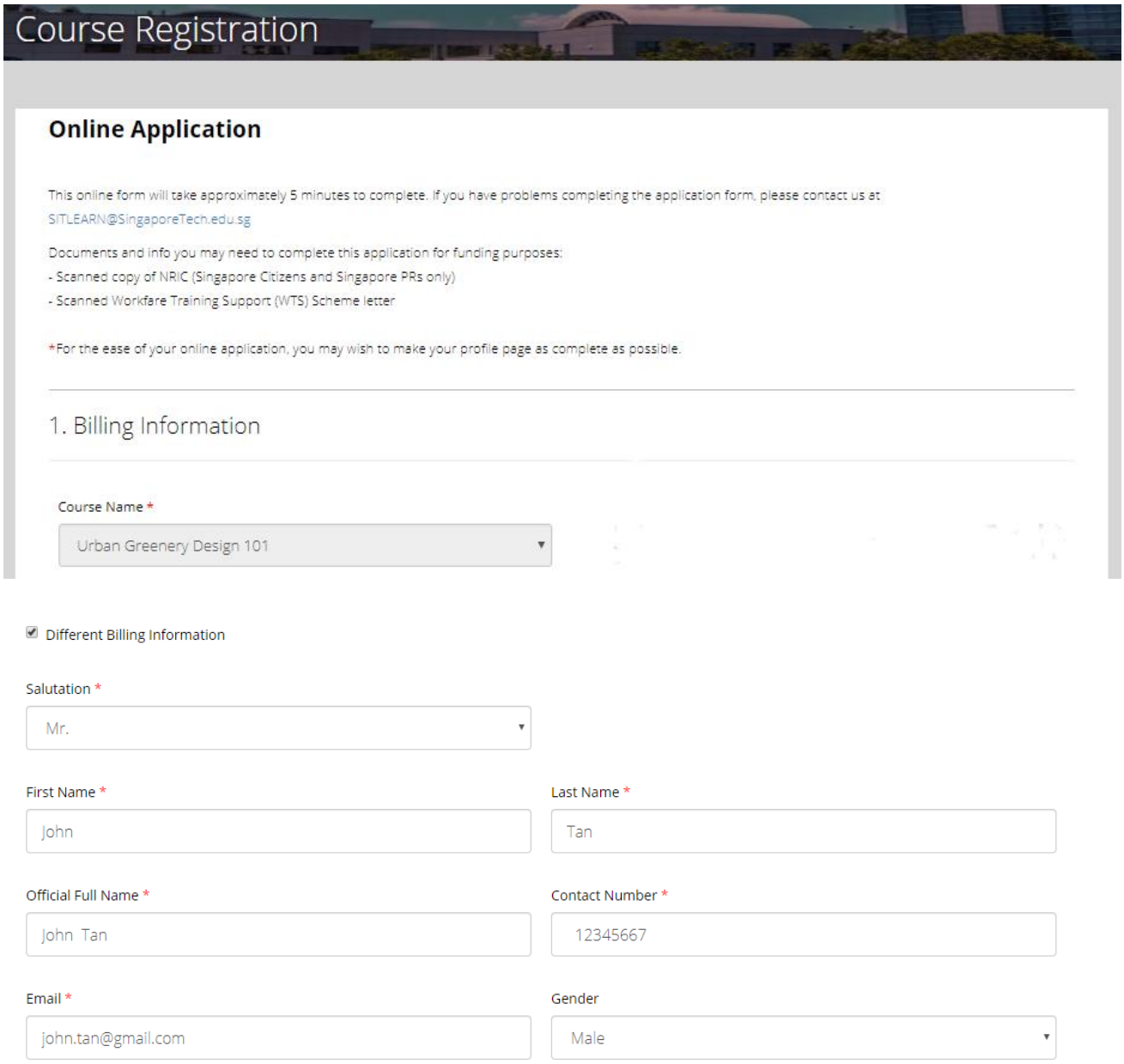
4.1 Course Registration for SITizens

- Please ensure that you have already created and signed into your account.
- Click on "Apply Now" for the course you are interested in.



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

- On the Course Registration page, fill in all the relevant details, attach the relevant documents and check the declaration box before clicking "Next".



Education

Highest Qualification Obtained *

Bachelor

Remarks

Workfare Training Support (WTS) Scheme

Do you qualify for WTS Scheme (13 years and above for Persons with Disabilities)? *

No Yes

Monthly Income *

More than SGD 6,000

Supporting Documents *

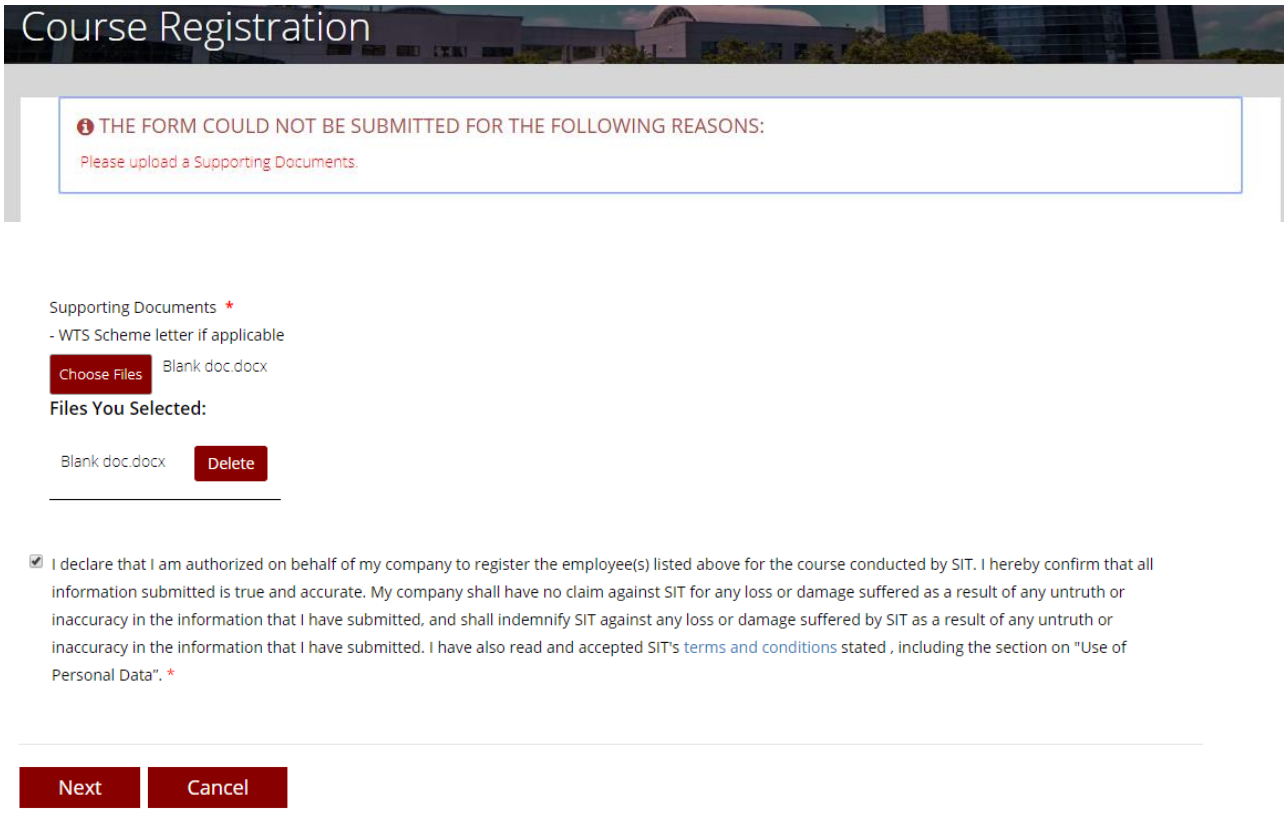
- WTS Scheme letter if applicable

Choose Files No file chosen

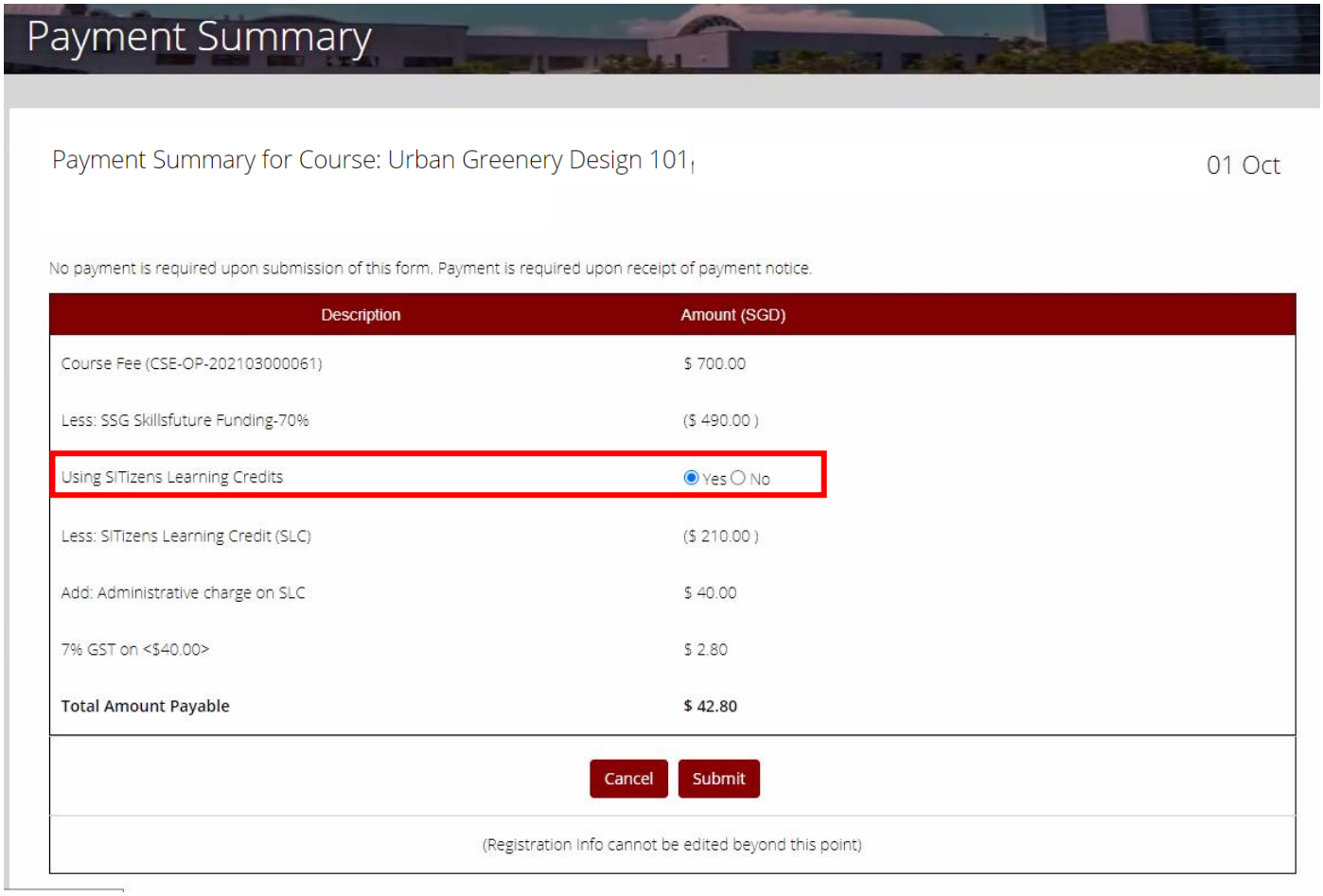
I confirm that all information provided is accurate and complete, and that I have read and accepted SIT's terms and conditions here. *

Next Cancel

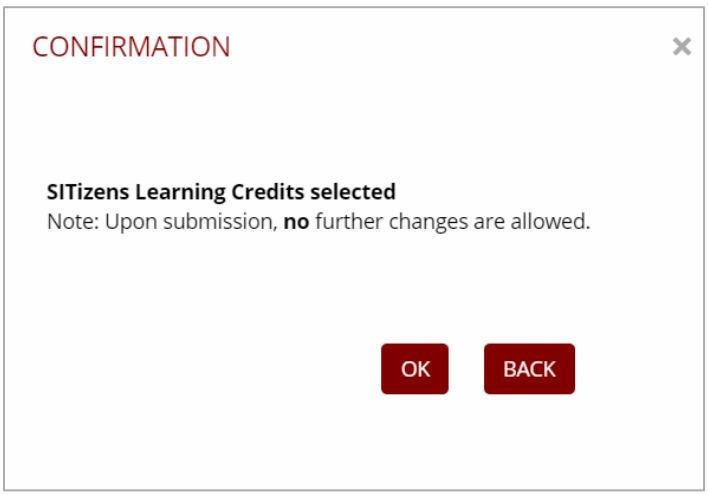
- If you are unable to proceed as you encounter the following statement even if you have selected "No" for Workfare Training Support (WTS) Scheme, please upload a blank document to proceed.



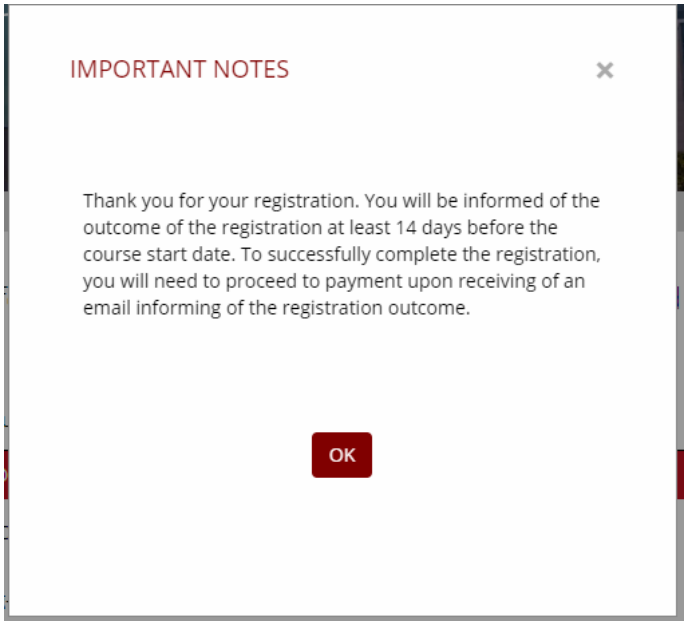
- On the Payment Summary page, a breakdown of the course fee is shown. Select "Yes" for *Using SITizens Learning Credits* if you would like to utilise SITizens Learning Credits and click "Submit" to register for the course. No payment is required at this point.



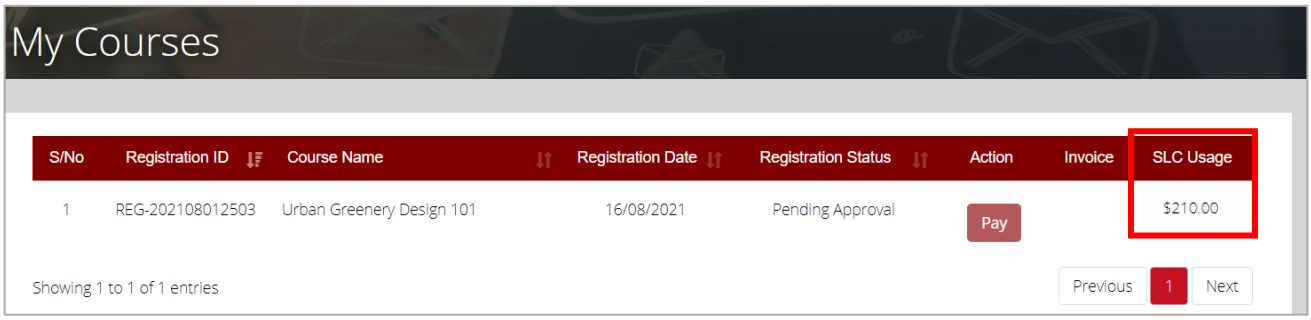
- A pop up will appear to confirm the usage of SITizens Learning Credits. Click on "Ok" to proceed.



- You will receive an email that the course is pending approval.



- Click "Ok" and you will be brought back to the "My Courses" page. The amount of SITizens Learning Credits used will be displayed.



- You will receive the Registration Pending Approval email.

To: John Tan <john.tan@gmail.com>
Subject: <Pending Approval> **Urban Greenery Design 101**

Dear Mr Tan,

Thank you for your registration for **Urban Greenery Design 101**

Your registration status is **Pending Approval**.

Currently your registration is being assessed and you will be informed of the outcome of the registration at least 14 days before the course start date.

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

Please do not reply directly to this email as it is computer-generated.

Thank you.

Regards

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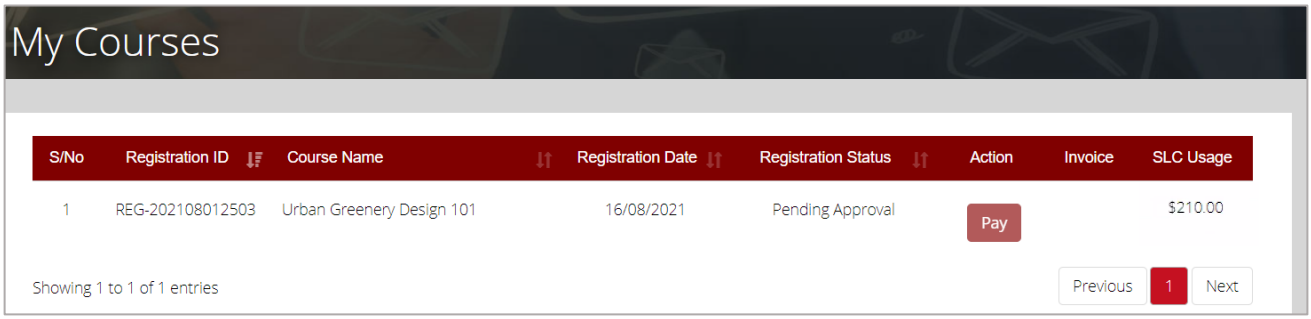
SITLEARN.edu.sg

- The "My Courses" page will reflect the course that you have just registered. The registration status should be "Pending Approval".
- The "Pay" button would not be clickable until the registration status is updated to "Pending Payment".



4.2 Course Pending Payment

- Once your registration is approved, you will receive an email about the change in status and to make payment. Follow the instructions in the email to make payment for the course.

To: John Tan <john.tan@gmail.com>
Subject: <Pending Approval> **Urban Greenery Design 101**

Dear Mr Tan,

Thank you for your registration for **Urban Greenery Design 101.**

Your registration status is **Pending Full Fee Payment.**

You can make payment with one of these options:

Making Online Payment

√ Click link and at the My Courses Page, click "Pay" to make payment.

Making Payment using your SkillsFuture Credit (for Self-sponsored and eligible course based on SSG guidelines)

√ Click link and at the My Courses Page, click "Pay" and select the option and indicate the amount to be paid using SkillsFuture Credit. Pay the balance amount (if any).

If you are intending to use SkillsFuture Credit to pay for the course fees, you will receive the invoice with the updated payment status via email once SIT received the payment from SSG.

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

Please do not reply directly to this email as it is computer-generated.

Thank you.

Regards

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SITLEARN.edu.sg

5 Payment for SITizens

5.1 Online Payment – Payment Utilising SITizens Learning Credits

- Once the course has been cleared, you will receive an email prompting you to make Full Fee Payment.

To: John Tan <john.tan@gmail.com>
Subject: <Pending Full Fee Payment> **Urban Greenery Design 101**

Dear Mr Tan,

Thank you for your registration for **Urban Greenery Design 101.**

Your registration status is **Pending Full Fee Payment.**

You can make payment with one of these options:

Making Online Payment

√ Click link and at the My Courses Page, click "Pay" to make payment.

Making Payment using your SkillsFuture Credit (for Self-sponsored and eligible course based on SSG guidelines)

√ Click link and at the My Courses Page, click "Pay" and select the option and indicate the amount to be paid using SkillsFuture Credit. Pay the balance amount (if any).

If you are intending to use SkillsFuture Credit to pay for the course fees, you will receive the invoice with the updated payment status via email once SIT received the payment from SSG.

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

Please do not reply directly to this email as it is computer-generated.

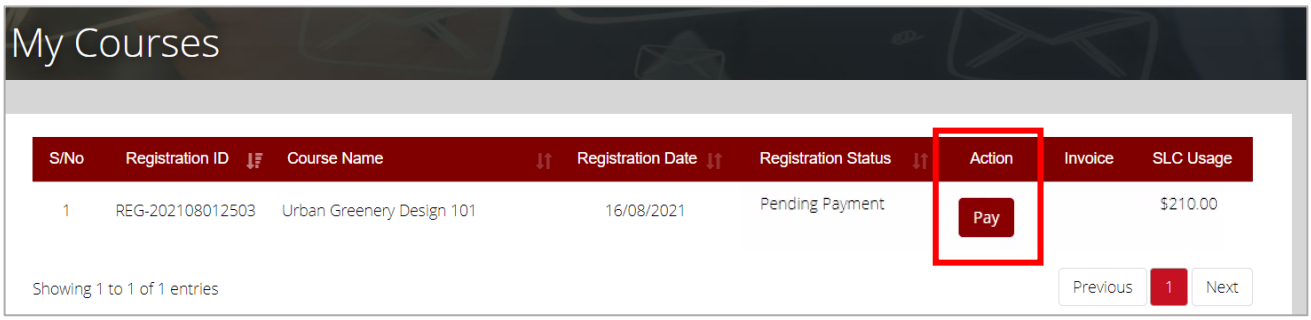
Thank you.

Regards

SIT*LEARN* Professional Development

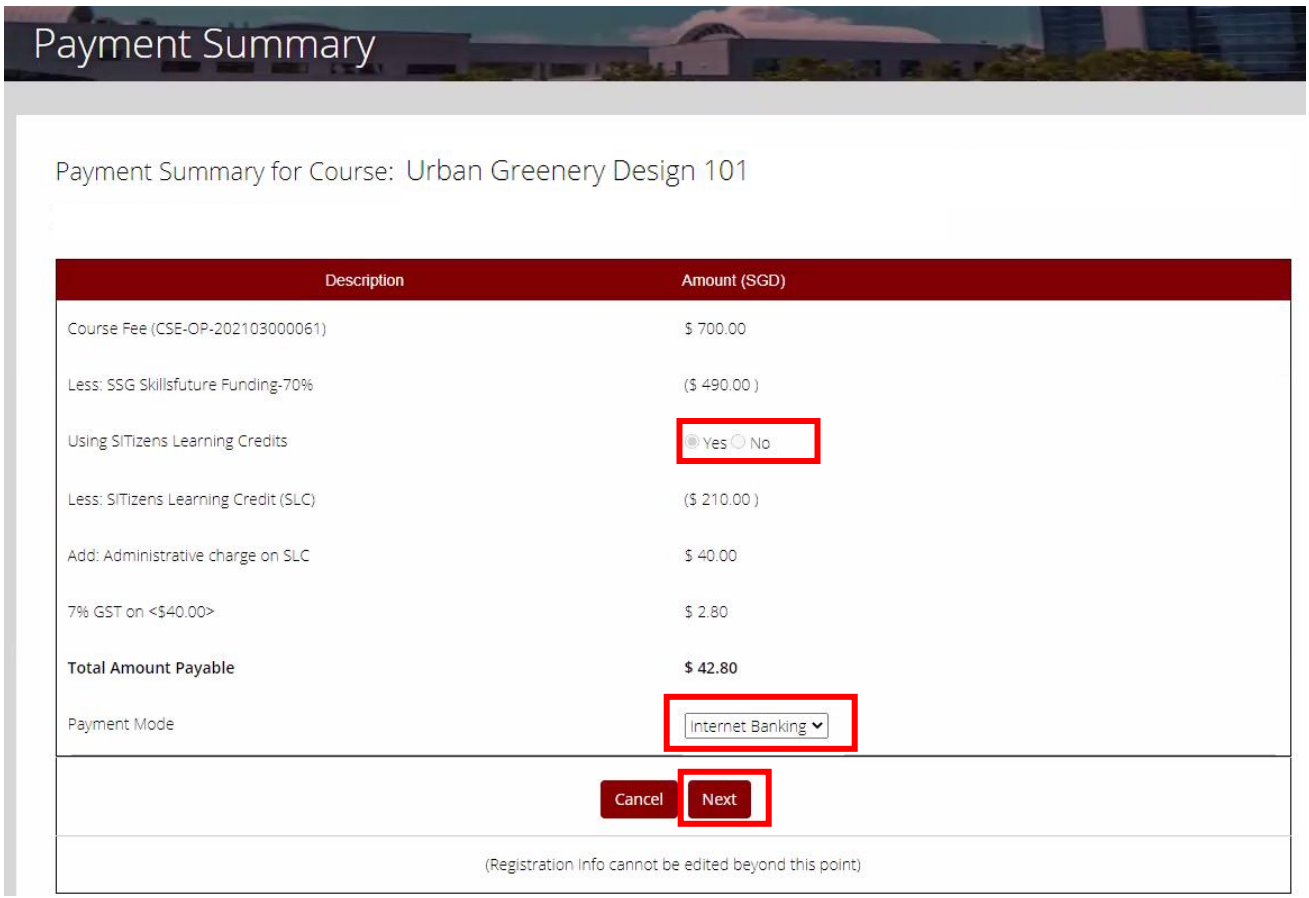
SITLEARN.edu.sg

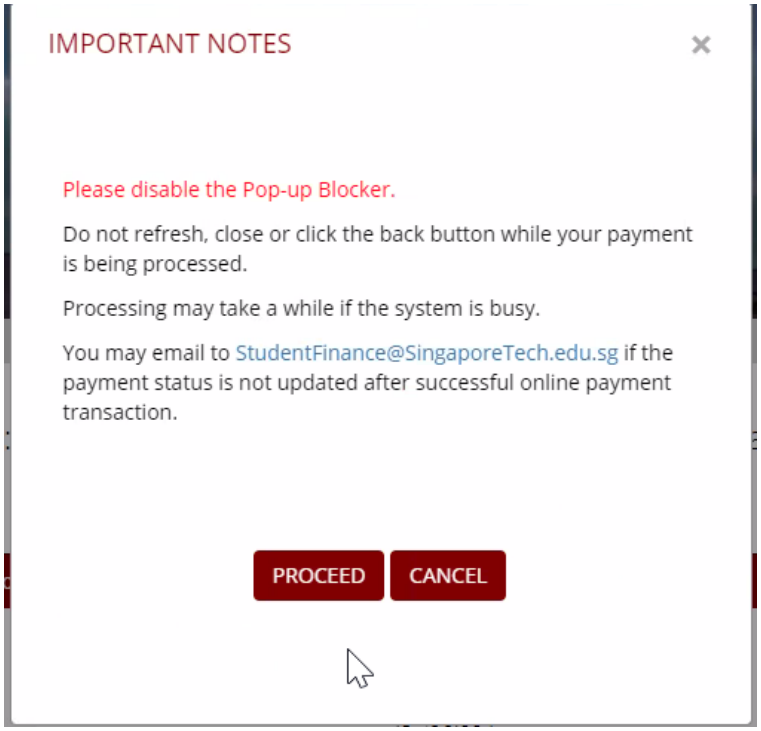
- Click on the link under "Making Online Payment".
- On the "My Courses" page, click "Pay".



- On the Payment Summary page, select "No" for "Use SkillsFuture Credit".

- Select the "Payment Mode" you would like to make payment by and click "Submit". You will then be led to payment gateway for payment.





- Once SIT*LEARN* has received payment, you will receive an email that your registration status is now "Course Confirmed".

To: John Tan <john.tan@gmail.com>
Subject: <Course Confirmed> **Urban Greenery Design 101**

Dear Mr Tan,

Thank you for your registration for **Urban Greenery Design 101.**

Your registration status - **Course Confirmed.**

For self-sponsored with approved Skillsfuture credit funding, payment is required from you in the event of unsuccessful disbursement of funding from SSG.

View course information page.

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

Please do not reply directly to this email as it is computer-generated.

Thank you.

Regards

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SITLEARN.edu.sg

- 5 days prior to the course start date, you will receive a pre-course letter with administrative details.

To: John Tan <john.tan@gmail.com>
Subject: <Pre-course Letter> **Urban Greenery Design 101**

Dear Mr Tan,

Greetings from Singapore Institute of Technology!

Please find attached the pre-course letter for the Urban Greenery Design 101. The purpose of this pre-course letter is to acquaint you with some administrative details.

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

Please do not reply directly to this email as it is computer-generated.

Thank you.

Regards

SIT*LEARN* Professional Development

SITLEARN.edu.sg

5.2 Online Payment – Payment Using SITizens Learning Credits and SkillsFuture Credits

- Once the course has been cleared, you will receive an email prompting you to make Full Fee Payment.
- Click on the link under "Making Online Payment"

To: John Tan <john.tan@gmail.com>
Subject: <Pending Full Fee Payment> **Urban Greenery Design 101**

Dear Mr Tan,

Thank you for your registration for **Urban Greenery Design 101.**

Your registration status is **Pending Full Fee Payment.**

You can make payment with one of these options:

Making Online Payment

√ Click link and at the My Courses Page, click "Pay" to make payment.

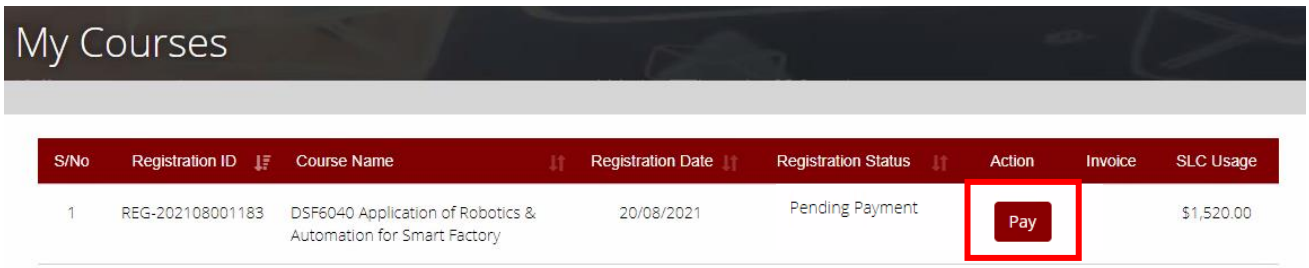
Making Payment using your SkillsFuture Credit (for Self-sponsored and eligible course based on SSG guidelines)

√ Click link and at the My Courses Page, click "Pay" and select the option and indicate the amount to be paid using SkillsFuture Credit. Pay the balance amount (if any).

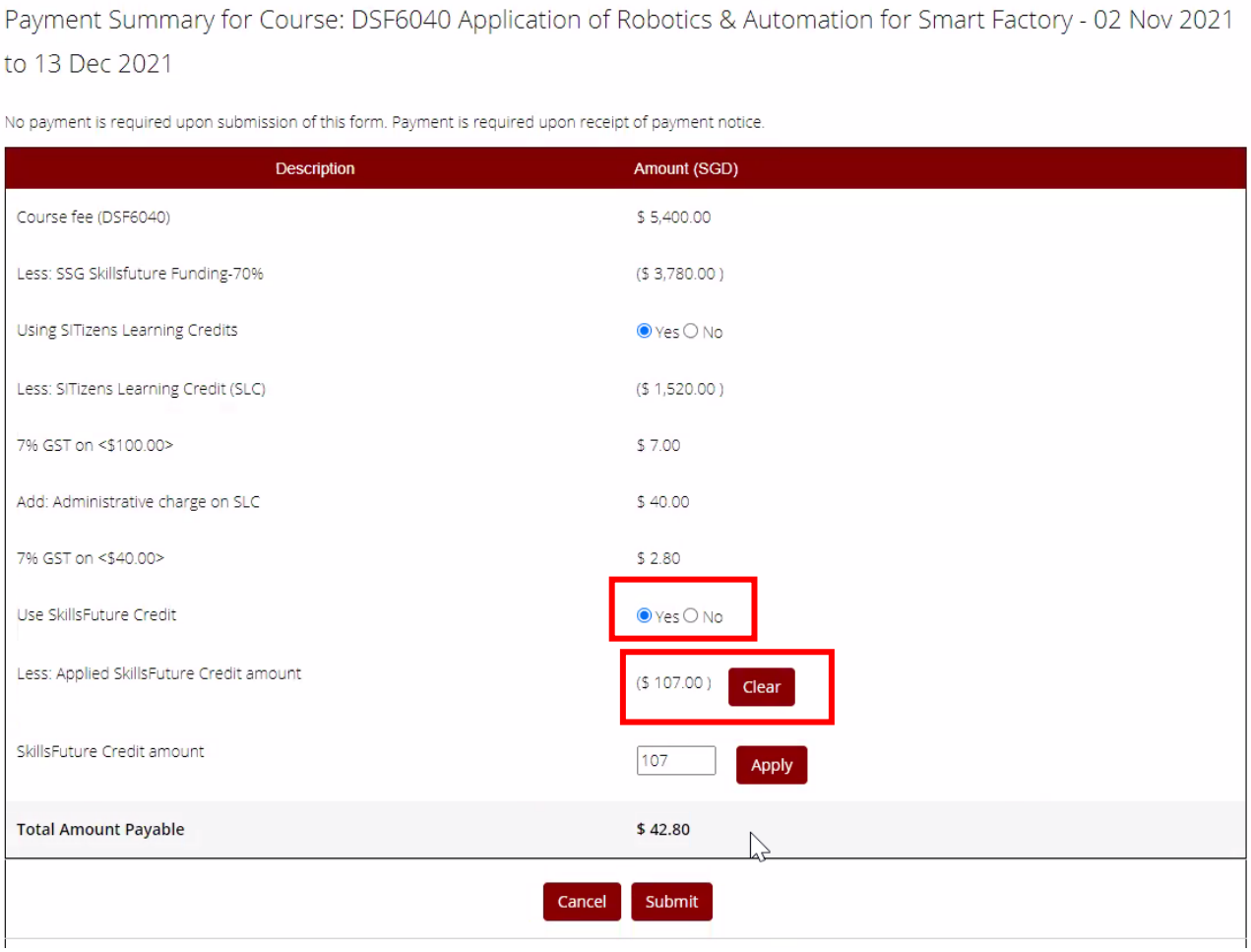
If you are intending to use SkillsFuture Credit to pay for the course fees, you will receive the invoice with the updated payment status via email once SIT received the payment from SSG.
Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.
Please do not reply directly to this email as it is computer-generated.

Thank you.
Regards
SIT*LEARN* Professional Development
SITLEARN.edu.sg

- On the "My Courses" page, click "Pay".

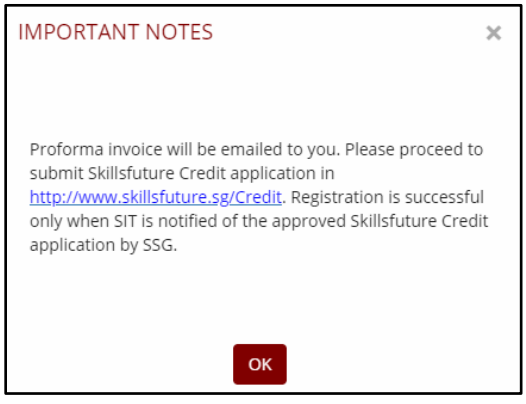


- On the Payment Summary page, select "Yes" for "Use SkillsFuture Credit". Key in the amount you would like to utilise.



- Please ensure you have sufficient amount of SkillsFuture Credits when you key in the amount.

- Select the "Payment Mode" you would like to make payment by and click "Submit". If you choose to make partial SkillsFuture Credit payment, you will be led to the payment gateway after you click "Submit".
- A pop will appear informing you that registration is only successful when the SkillsFuture Credit is approved by SSG.



- You will receive an email that your registration is now "Pending Full Fee Payment". Visit SkillsFuture Credit and submit your claim with the proforma invoice.

To: John Tan <john.tan@gmail.com>
Subject: < Pending Full Fee Payment > **DSF6040 Application of Robotics & Automation for Smart Factory**

Dear Mr Tan,

Thank you for your registration for **DSF6040 Application of Robotics & Automation for Smart Factory**
Your registration status is Pending Full Fee Payment.

If you are making Full Payment Using SkillsFuture Credit

√ Please apply for SkillsFuture Credit funds using the proforma invoice that will be sent to you via a separate email. No payment is required from you unless your application to utilise the SkillsFuture Credit is unsuccessful.

If you are making Partial Payment Using SkillsFuture Credit

√ Please apply for SkillsFuture Credit funds using the invoice that will be sent to you via a separate email upon successful online payment for the remaining course fee. No payment is required from you unless your application to utlise the SkillsFuture Credit is unsuccessful.

You will receive the invoice with the updated payment status via email once SIT receives the payment from SkillsFuture agency.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.
Please do not reply directly to this email as it is computer-generated.

Thank you.
Regards
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SITLEARN.edu.sg

- Once SIT*LEARN* has received payment from SkillsFuture. You will receive an email that your registration status is now "Course Confirmed".

To: John Tan <john.tan@gmail.com>
Subject: <Course Confirmed> **DSF6040 Application of Robotics & Automation for Smart Factory**

Dear Mr Tan,

Thank you for your registration for **DSF6040 Application of Robotics & Automation for Smart Factory.**

Your registration status - **Course Confirmed.**

For self-sponsored with approved Skillsfuture credit funding, payment is required from you in the event of unsuccessful disbursement of funding from SSG.

View course information page.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.
Please do not reply directly to this email as it is computer-generated.

Thank you.
Regards
SIT*LEARN* Professional Development
SITLEARN.edu.sg

- 5 days prior to the course start date, you will receive a pre-course letter with administrative details.

To: John Tan <john.tan@gmail.com>
Subject: <Pre-course Letter> **DSF6040 Application of Robotics & Automation for Smart Factory**

Dear Mr Tan,

Greetings from Singapore Institute of Technology!

Please find attached the pre-course letter for the Urban Greenery Design 101. The purpose of this pre-course letter is to acquaint you with some administrative details.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.
Please do not reply directly to this email as it is computer-generated.

Thank you.

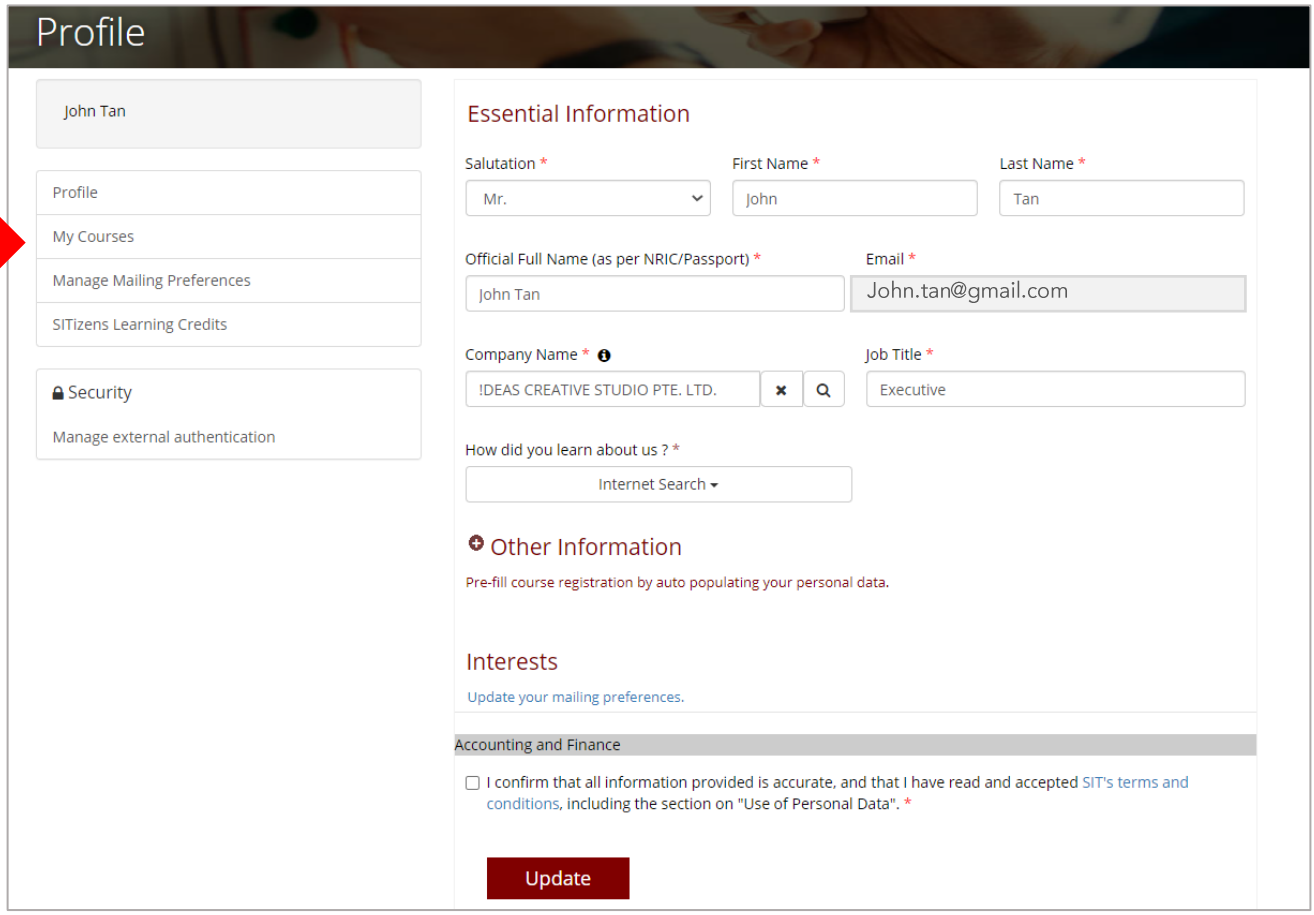
Regards

SIT*LEARN* Professional Development

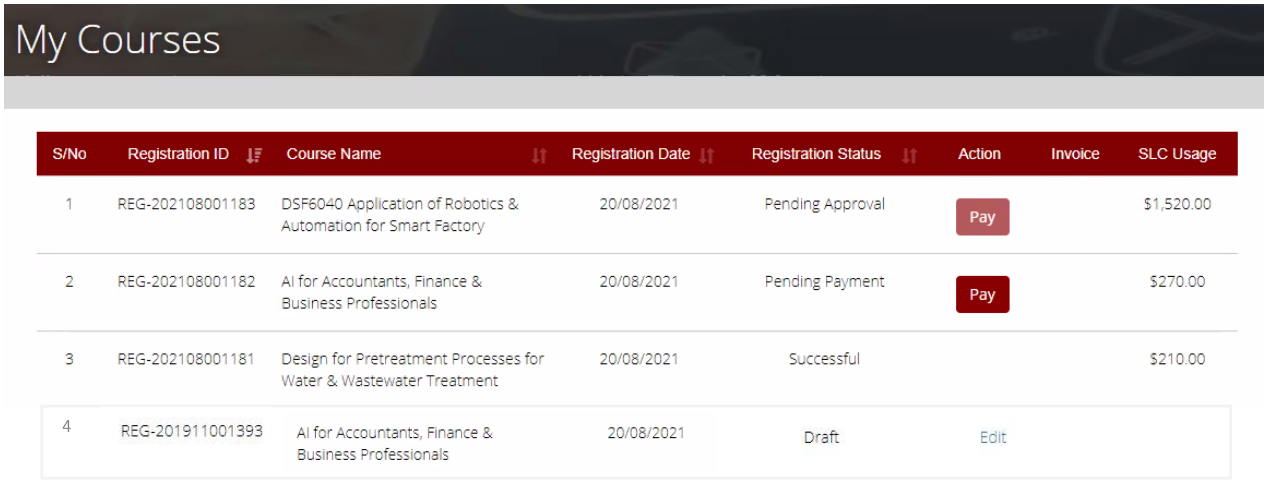
SITLEARN.edu.sg

6 Course Status

- To check the status of your course , visit https://sitlearn.singaporetech.edu.sg/ and log into your account.
- Click on "My Courses"



- Listing of your courses will be available.



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 course start date.
Pending Payment	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.