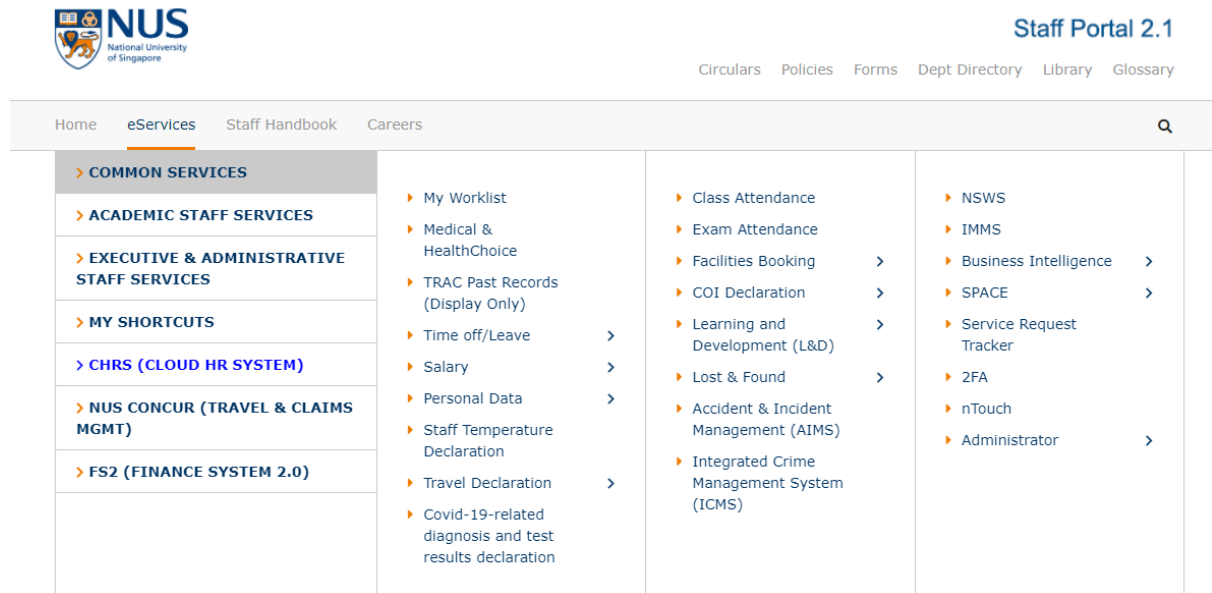


## Guide to Register FSEC/FSRC

### 1. Login to Staff Portal

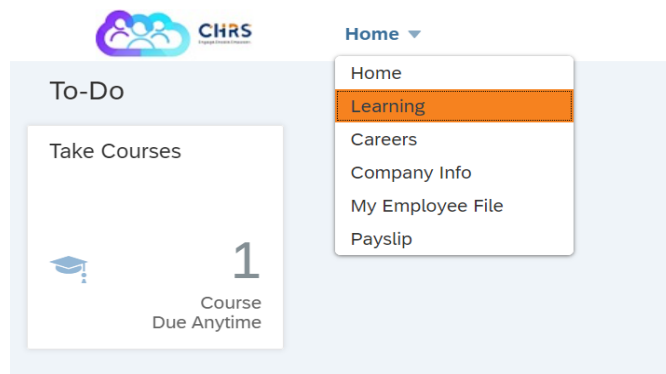


The screenshot shows the NUS Staff Portal 2.1 interface. At the top left is the NUS logo. At the top right, it says "Staff Portal 2.1" with navigation links for "Circulars", "Policies", "Forms", "Dept Directory", "Library", and "Glossary". Below this is a navigation bar with "Home", "eServices", "Staff Handbook", and "Careers". The main content area is a grid of service categories:

- COMMON SERVICES**
- ACADEMIC STAFF SERVICES**
- EXECUTIVE & ADMINISTRATIVE STAFF SERVICES**
- MY SHORTCUTS**
- CHRS (CLOUD HR SYSTEM)**
- NUS CONCUR (TRAVEL & CLAIMS MGMT)**
- FS2 (FINANCE SYSTEM 2.0)**

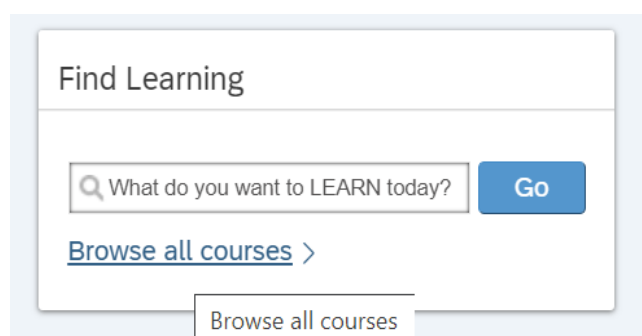
Each category has a list of links with right-pointing chevrons. For example, under "COMMON SERVICES", there are links for "My Worklist", "Class Attendance", "NSWS", "IMMS", "Business Intelligence", "SPACE", "Service Request Tracker", "2FA", "nTouch", and "Administrator".

### 2. Click Home > Learning



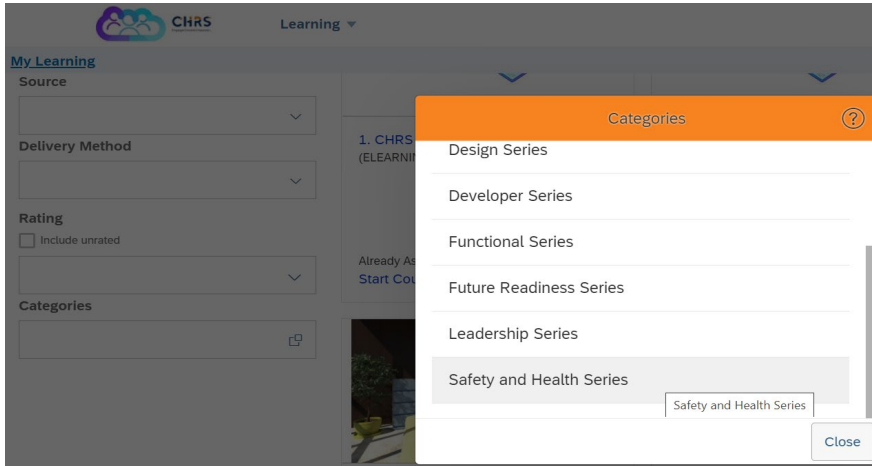
The screenshot shows the CHRS Home page. On the left, there is a "To-Do" section titled "Take Courses" with a graduation cap icon and a large number "1" indicating "1 Course Due Anytime". On the right, there is a "Home" dropdown menu with the following options: "Home", "Learning" (highlighted in orange), "Careers", "Company Info", "My Employee File", and "Payslip".

### 3. Under Find Learning > Click 'Browse all courses'




The screenshot shows the "Find Learning" search interface. It features a search bar with the placeholder text "What do you want to LEARN today?" and a blue "Go" button. Below the search bar is a link that says "Browse all courses >". A callout box points to this link with the text "Browse all courses".

4. Look for 'Categories' > Select 'Safety and Health Series'



5. Pick the right Course below and choose 'Register Now'



**Fire Safety Education Course (FSEC)**  
(CLASS OHR\_OSHE01)

[See Classes](#)



**Fire Safety Refresher Course (FSRC)**  
(CLASS OHR\_OSHER01)

[See Classes](#)

6. Click 'Confirm' to register.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

Class

[Fire Safety Education Course \(FSEC\)](#)

CLASS OHR\_OSHE01

Revision: 1 - 01/01/2017 08:00 AM Asia/Singapore

Start Date: 16/06/2021 09:15 AM Asia/Singapore

End Date: 16/06/2021 12:30 PM Asia/Singapore

Capacity: 5 of 40 enrolled, 0 waitlisted

Registration Comments

User Name: [Redacted]

Registration Status: Active Enrollment (Enrolled)

Comments:

[Previous](#) [Confirm](#)