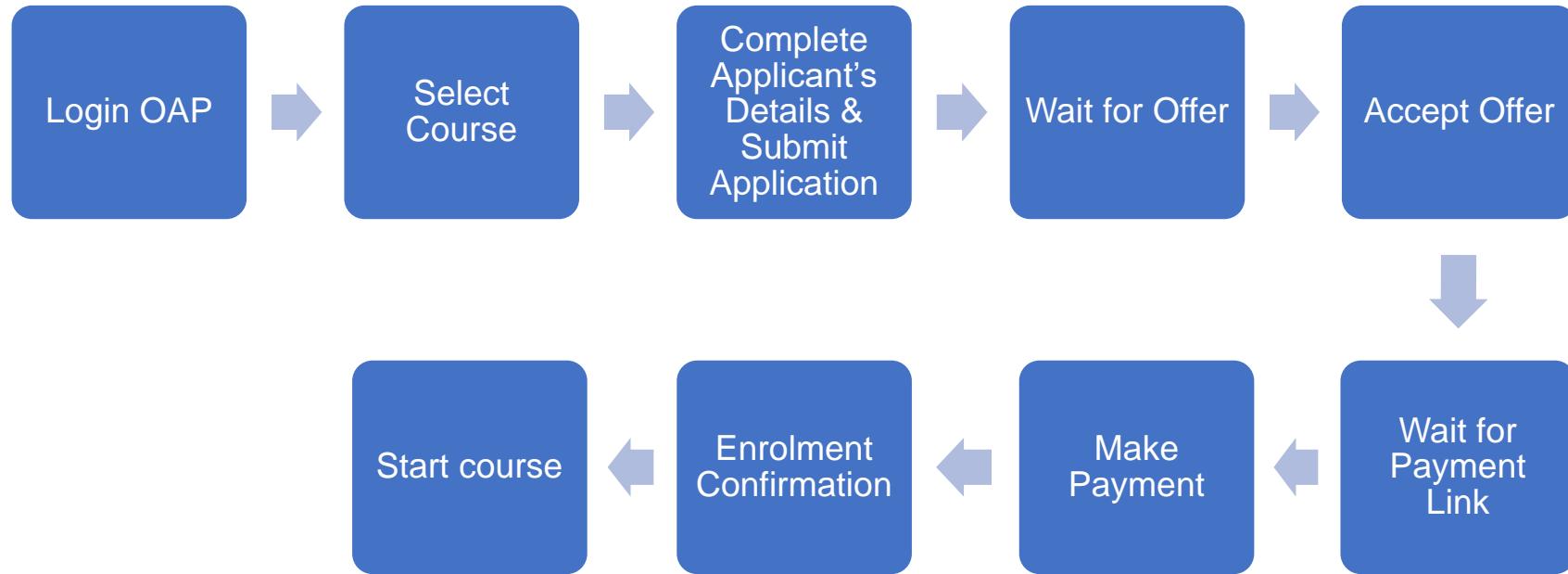


NUS Open Application Portal (OAP) Participant Onboarding Guide

NUS Yong Loo Lin School of Medicine CET
24 Feb 2025

NUS Online Application Portal (OAP)

Applicant Registration Journey (for Individual)



Course Name: Health.AI Leadership Executive (HALE) Masterclass
Course dates: 9 July – 11 July 2025
SSG funding: Not eligible
SkillsFuture Credit: Not eligible

You may contact NUSMedCET Support if you need assistance: ask-nusmedcet@nus.edu.sg

NUS Online Application Portal (OAP)

Registration Instruction (for Individual)

Step 1:

- Go to <https://myapplications.nus.edu.sg/>

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances.

Click here for Instructions.

Please identify yourself: I am

Do you have questions or need assistance?

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Click here for Instructions.

Please identify yourself: I am

Do you have questions or need assistance?

NUS Alumnus (no R&G voucher)
NUS Alumnus (with R&G voucher)
NUS Trainees (with SGUnited Traineeship vouchers)
Corporate Sponsored Staff
NUS EAA Staff
Exchange/ Non-Exchange Student

Click dropdown list & "Select Member of the public"

Welcome to NUS Online Application Portal!

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Click here for Instructions.

Please identify yourself: I am Member of the Public

Short Course / Modular Course
Specialist/Graduate Cert
Executive Cert
Professional Certificate

Click to select "Short Course / Modular Course"

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Click here for Instructions.

Please identify yourself: I am Member of the Public

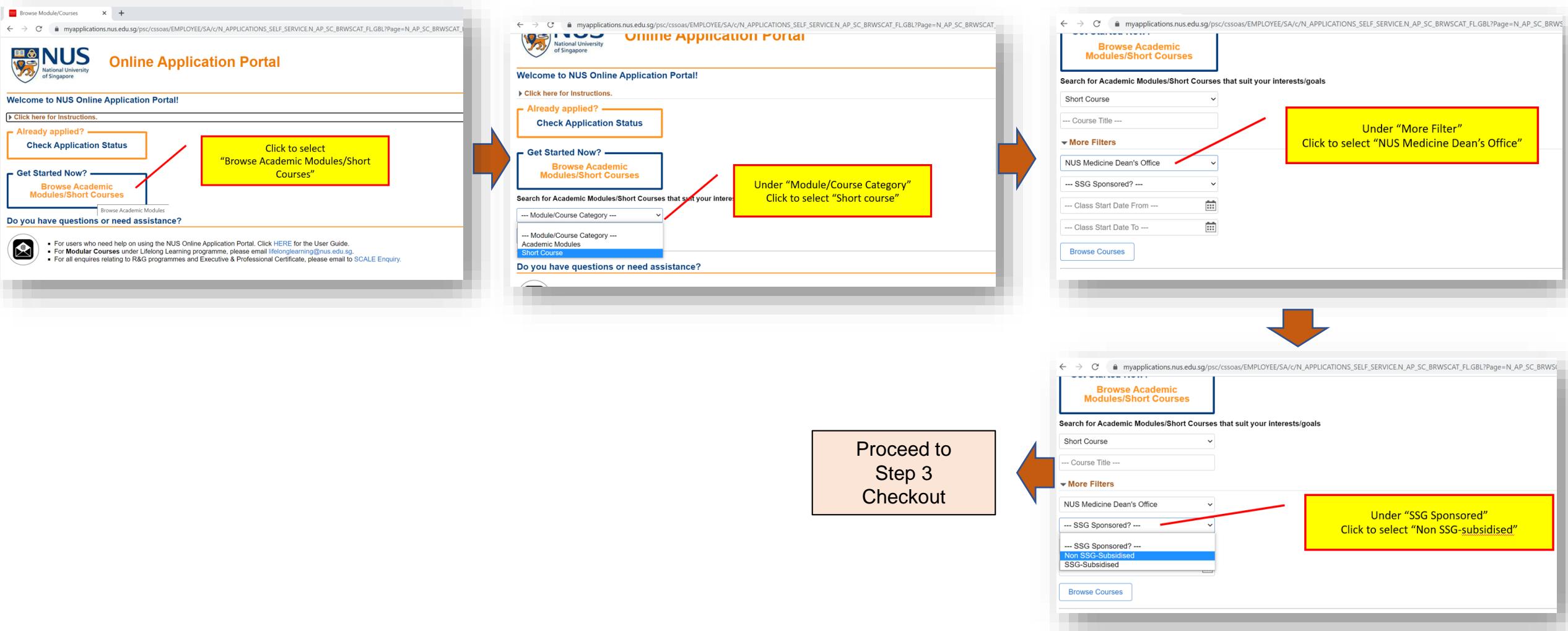
Short Course / Modular Course
Applying for Myself
Specialist/Graduate Cert
Executive Cert

Click to select "Applying for Myself"

Proceed to Step 2 Select Course

Step 2:

- Select Course



Step 3:

- Checkout

Search for Academic Courses/Short Courses that suit your interests/goals

Short Course

--- Course Title ---

More Filters

NUS Medicine Dean's Office

Non SSG-Subsidised

--- Class Start Date From ---

--- Class Start Date To ---

[Browse Courses](#) [Checkout !\[\]\(21469cffcacb539c54d002432998aa3f_img.jpg\)](#)

Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	NUS Medicine Dean's Office	Non SSG	Health.AI Leadership Executive (HALE) Masterclass 	Open	09-JUL-2025	Add to Cart 	



Search for Academic Courses/Short Courses that suit your interests/goals

Short Course

--- Course Title ---

More Filters

NUS Medicine Dean's Office

Non SSG-Subsidised

--- Class Start Date From ---

--- Class Start Date To ---

[Browse Courses](#) [Checkout !\[\]\(2842d0a17701e735c5d4d8d73c3d540f_img.jpg\)](#)

Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	NUS Medicine Dean's Office	Non SSG	Health.AI Leadership Executive (HALE) Masterclass 	Open	09-JUL-2025	Add to Cart 	

Click "Add to Cart"



Search for Academic Courses/Short Courses that suit your interests/goals

Short Course

--- Course Title ---

More Filters

NUS Medicine Dean's Office

Non SSG-Subsidised

--- Class Start Date From ---

--- Class Start Date To ---

[Browse Courses](#) [Checkout: 1 !\[\]\(7681ce49ccffc6ca276035f0ddcc1071_img.jpg\)](#)

Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	NUS Medicine Dean's Office	Non SSG	Health.AI Leadership Executive (HALE) Masterclass 	Open	09-JUL-2025	Added to Cart 	

Step 4:
You will be
directed to a user
login page



The course is ready for "Checkout"

Step 4: User Login Page

This is property of NUS and for authorised users only

Online Application Portal

Login with Portal User Account

Email ID

Password

Login

Forgot Password?

Unlock My Account

Don't have Portal User Account? Please register

For Modular Courses under Lifelong Learning programme, please email lifelonglearning@nus.edu.sg.

Please login with your registered user account.

If you do not have a login account yet, please register a new user account by clicking "Don't have User Account? Please Register", then you will be directed to a "Register New User Account Page". Please login after you have created the user account.



After logging in, you will be directed to a page that confirms the initiation of the application.

Step 5: Complete Applicant's Details



Online Application Portal

Selected Courses

Short Course

Apply New

Courses

Health.AI Leadership Executive (HALE) Masterclass

Your application has been initiated.
Click "Proceed to Submit Application"

[Proceed to Submit Application](#)

Health.AI Leadership Executive (HALE) Masterclass

Department/ Units
NUS Medicine Dean's Office

Application Status
Initiated

Payment Type



Online Application Portal

Selected Courses

Short Course

Application Number : L000057104

Courses

Health.AI Leadership Executive (HALE) Masterclass

Department/ Units
NUS Medicine Dean's Office

Application Status
Draft

Payment Type
Self-Sponsored

Click "Continue Application"

[Continue Application](#)

Proceed to Step 6
Complete the
Declarations &
Submit
Application

Application Number : L000029159

Retrieve Myinfo with singpass

Personal Particulars

*National ID Type NRIC

*NRIC/FIN/Passport No ****

Yes Display full *NRIC/FIN/ Passport No.

*Date of Birth

*Gender

*Name Prefix

You can key in information manually or retrieve Myinfo with Singpass

Application Number : L000029159

1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations

Sponsorship Type Self-Sponsored

*Employment Status 01 - Employed

Employer

*Employment Type 4 - Full Time

*Industry Type Education

*Organisation Type Local Pte. Org./Own Business

*Job Title Manager

Choose "Self-sponsored" and fill-in the remaining required fields

Step 6: Complete the Declarations & Submit Application

Online Application Portal

Application Number : L000029159

1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations 4 Confirmation

Previous Save and Proceed

Complete the declarations

Yes * I agree that I may have to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following circumstances:
o I have insufficient funds in my SkillsFuture Credit accounts.
o I become ineligible for SSG funding as a result of (a) my attendance falling below 75% for the course, (b) not passing all associated assessments, and/or (c) withdrawing from the course.

Yes * I have read, understood and accepted the following :
o NUS Personal Data Notice for Course Participants
o NUS Risk Acknowledgement and Consent Form
o NUS Do Not Call Policy
o NUS Code of Student Conduct
o NUS Student Confidentiality Agreement
o NUS Intellectual Property Policy
o NUS Acceptable Use Policy for IT Resources
Please click [here](#) for the guidelines for the Acceptable Use Policy.

Yes * By submitting this application, I acknowledge and agree that I will be required to comply with any [Vaccination-Differentiated Safe Management Measures \(VDS\)](#) that may be imposed by NUSC from time to time, in order to enter the campus, attend in person components of the course or participate in any other activities.

Online Application Portal

Application Number : L000029159

1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations 4 Confirmation

Save and Proceed

Submit application

Submit Application?

Yes No

C. Receipt of Publicity Materials
NUS would like to inform you of its programmes and events with publicity information.
Please indicate your consent to receive marketing and promotional materials from NUS:
 Yes, please send me publicity information
 No, do not send me any publicity information

Return to Main Page Save and Proceed

Proceed to
Step 7
Accept
Offer

Dear XXX,

We acknowledge your registration for the following:

Application No	Course Details
L000029159	Course ID : SOM-0TX-EE Course Title : Health.AI Leadership Executive (HALE) Masterclass Department/Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 09/07/2025 TO 11/07/2025

Please note that this is an acknowledgement email. It DOES NOT mean that you have successfully secured a seat in the course. Our Course Coordinator will contact you closer to the course commencement date to inform you of the outcome.

If you have further enquiries, please email us at ask-nusmedcert@nus.edu.sg.

Thank you.

Best regards
Short Course Administrator

This is a computer generated email.

Our consultant will process and make an offer.
You will receive another email on the outcome of the application within 3-working days.

Online Application Portal

Selected Modules/ Courses

Short Course

Application Number : L000029159

Modules/ Courses	Department/ Units	Application Status	Payment Type
Health.AI Leadership Executive (HALE) Masterclass	NUS Medicine Dean's Office	Submitted	Self-Sponsored

[View Application](#)

Application submitted. You will receive an acknowledgement email.

Step 7: Accept Offer

Dear XXX,

Thank you for your support for our short course(s). The outcome of your application(s) is/are as follows:

Application No	Course Details	Course Status
L000056337	Course ID : SOM-HALE-EE Course Title : Health.AI Leadership Executive (HALE) Masterclass Department/Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 09/07/2025 TO 11/07/2025	Successful

If you are offered a course, please login at the NUS Online Application Portal to submit your response by May 09,2024.

Please note that your place is not secured until payment is received and acknowledged.

Please do not reply to this automated message. If you have further enquiries, please email us at ask-nusmedcet@nus.edu.sg.

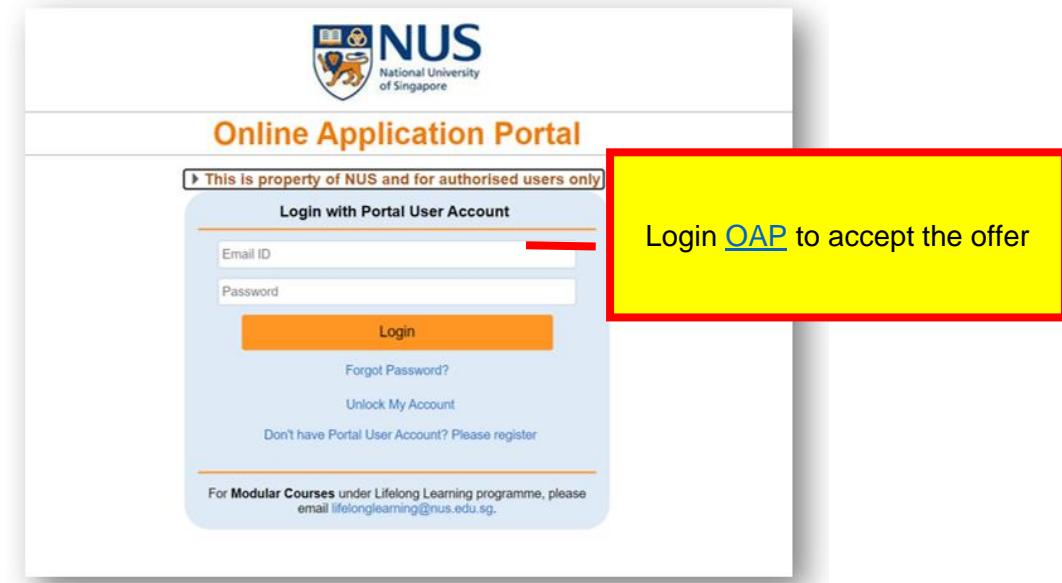
Thank you.

Best regards
Short Course Administrator

This is a computer generated email.

You have received an offer to enroll in the course.
Please login OAP to accept the offer.

[OAP URL Link: Online Application Portal \(nus.edu.sg\)](#)



National University of Singapore

Online Application Portal

This is property of NUS and for authorised users only

Login with Portal User Account

Email ID

Password

Forgot Password?

Unlock My Account

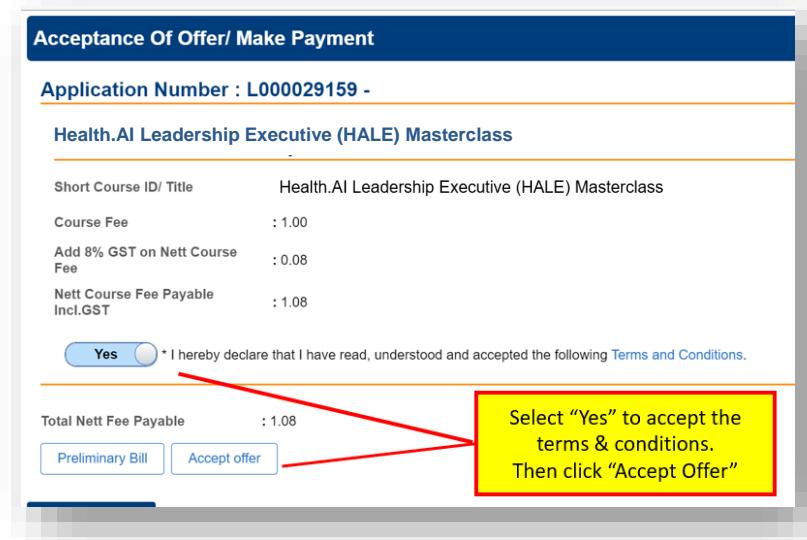
Don't have Portal User Account? Please register

For Modular Courses under Lifelong Learning programme, please email lifelonglearning@nus.edu.sg.

Login

Yellow box text: Login [OAP](#) to accept the offer

Proceed to
Step 8
Make Course
Fee Payment &
Enrolment
Confirmation



Acceptance Of Offer/ Make Payment

Application Number : L000029159 -

Health.AI Leadership Executive (HALE) Masterclass

Short Course ID/ Title : Health.AI Leadership Executive (HALE) Masterclass

Course Fee : 1.00

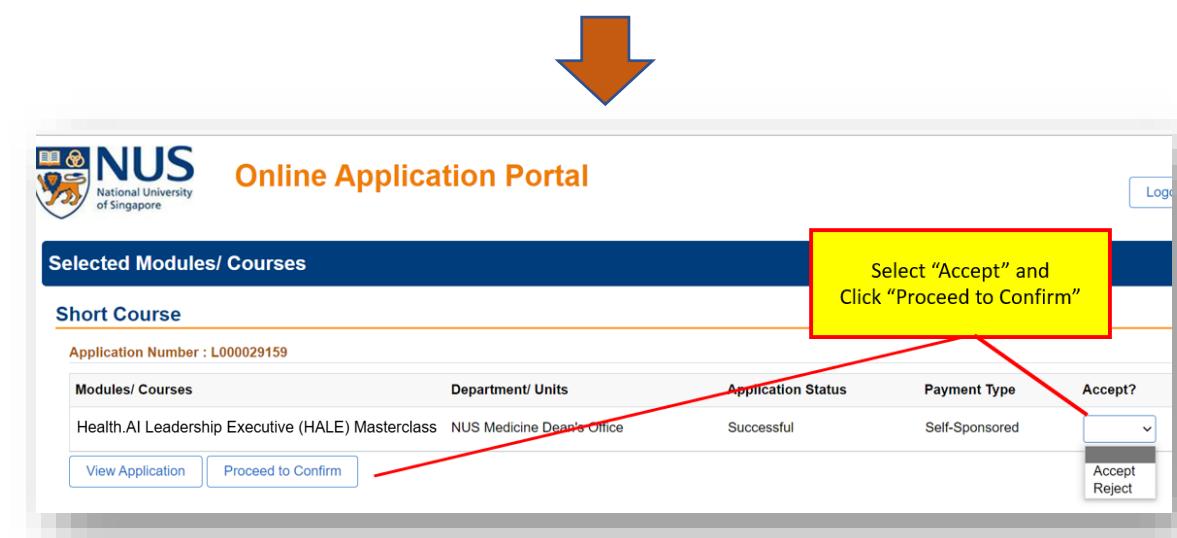
Add 8% GST on Nett Course Fee : 0.08

Nett Course Fee Payable Incl.GST : 1.08

Yes * I hereby declare that I have read, understood and accepted the following [Terms and Conditions](#).

Total Nett Fee Payable : 1.08

Yellow box text: Select "Yes" to accept the terms & conditions.
Then click "Accept Offer"



Online Application Portal

National University of Singapore

Selected Modules/ Courses

Short Course

Application Number : L000029159

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Health.AI Leadership Executive (HALE) Masterclass	NUS Medicine Dean's Office	Successful	Self-Sponsored	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

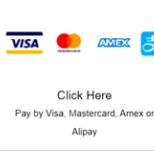
Yellow box text: Select "Accept" and Click "Proceed to Confirm"

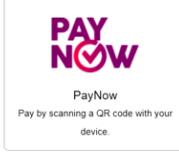
Step 8: Make Course Fee Payment and Enrolment Confirmation

 **NUS**
National University of Singapore

Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select the following. Please note that payment should be completed within 15 minutes.

 Click Here
Pay by Visa, Mastercard, Amex or Alipay

 PayNow
Pay by scanning a QR code with your device.

Select your preferred payment method

 **NUS**
National University of Singapore

Online Application Portal

Payment confirmation

Application number: L000029159

Transaction Number	:	OAP-EPAY-00000005286
Payment Reference Number	:	ECOLL00664413
Receipt Number	:	WR04431508
Total Net Fee Paid	:	1.08
Payment Status	:	Approved

Modules/ Courses
Healthcare Leadership and Hospital Management Executive Masterclass

[Return to Main Page](#) [Generate eReceipt](#)

Retrieve a copy of the e-Receipt for payment made

You will receive a **Enrolment Confirmation email** Within 3 working days.

We look forward to welcoming you to the programme.

-end-