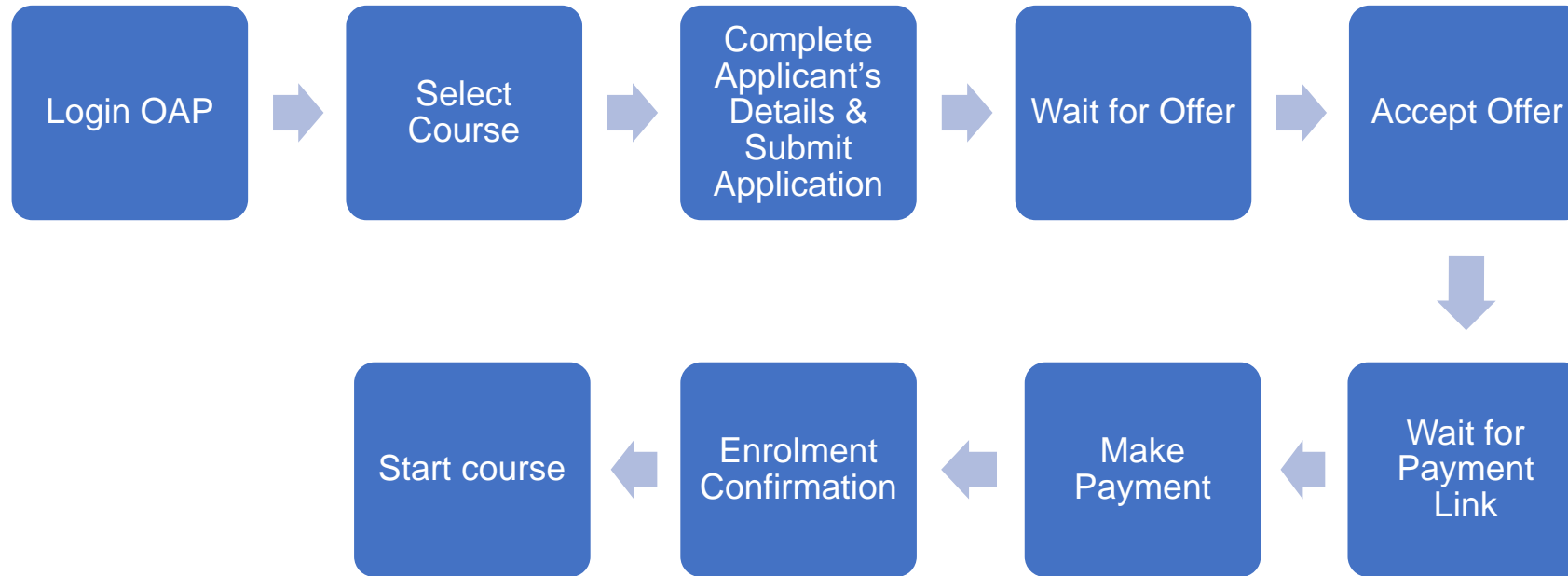


NUS Open Application Portal (OAP) Participant Onboarding Guide

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

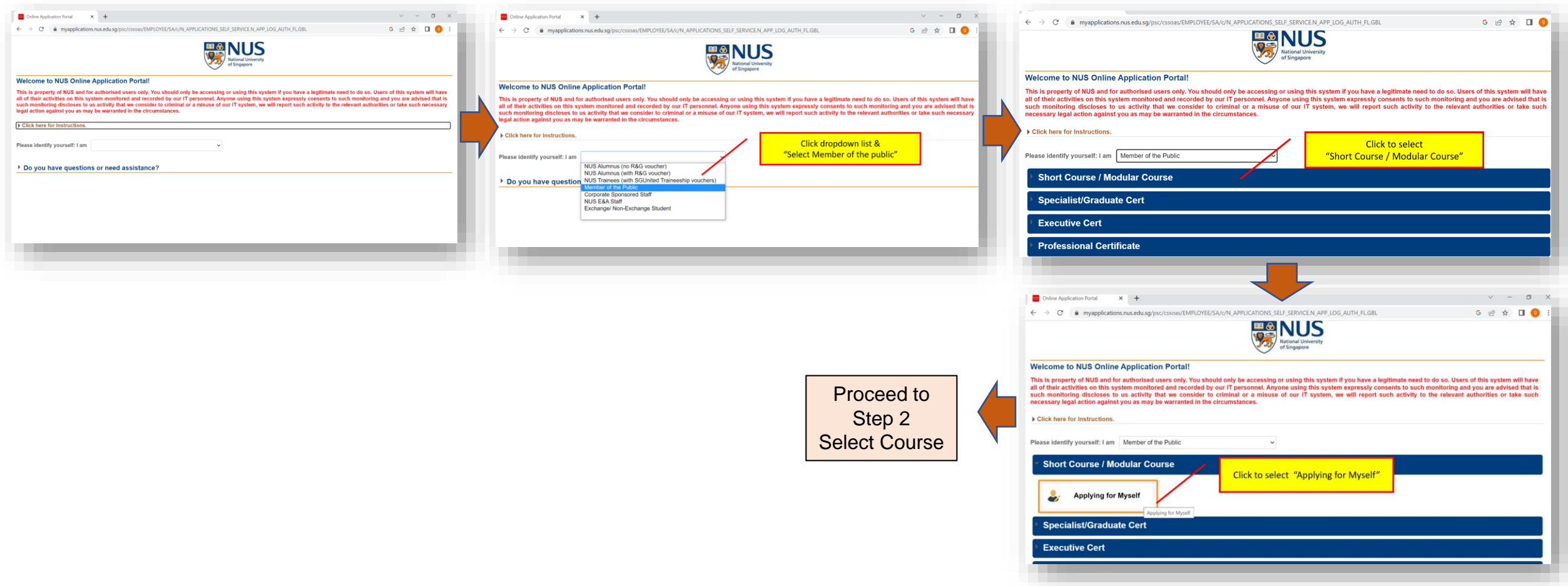
You may contact NUSMedCET Support if you need assistance: ask-nusmedcet@nus.edu.sg

NUS Online Application Portal (OAP)

Registration Instruction (for Individual)

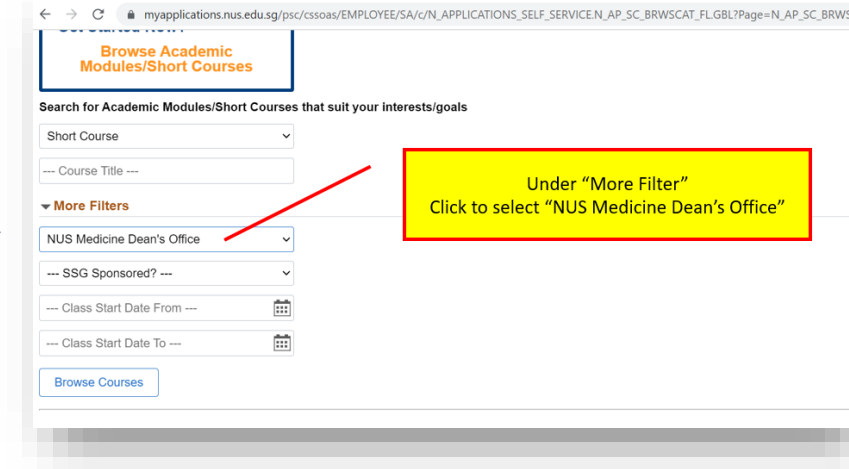
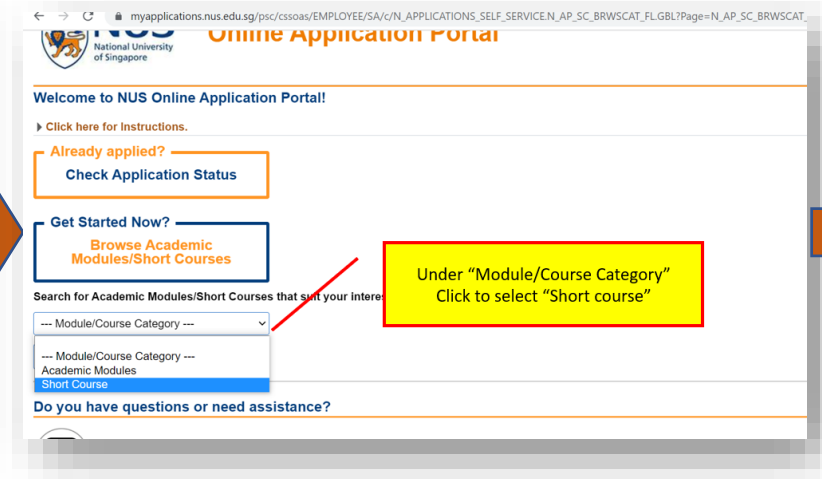
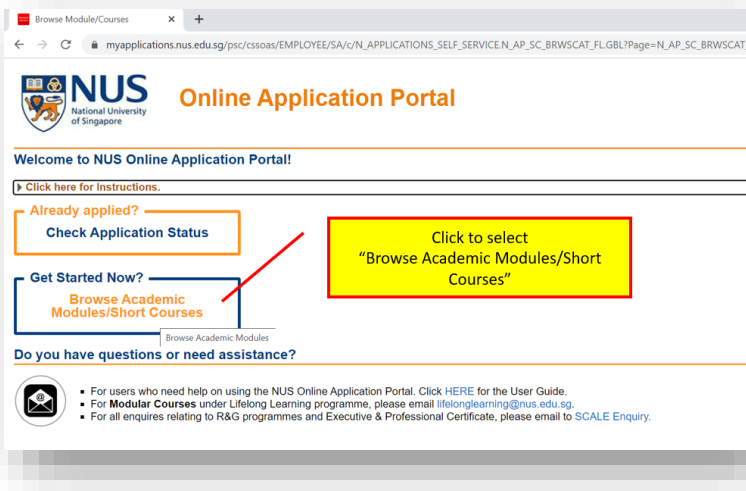
Step 1:

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

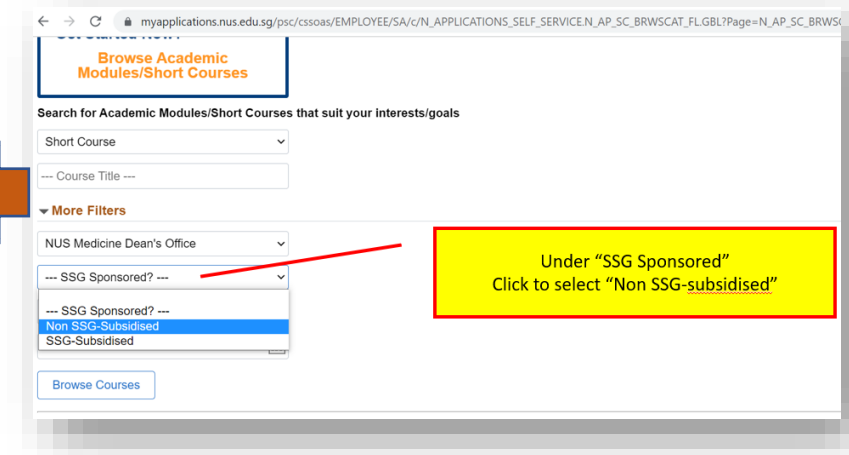


Step 2:

- Select Course



Proceed to
Step 3
Checkout



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

Click "Browse Courses"
"Health.AI Leadership Executive (HALE) Masterclass" will appear

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	<div>Add to Cart</div>



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

Click "Add to Cart"

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	<div>Add to Cart</div>



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



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

The course is ready for "Checkout"

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	<div>Added to Cart</div>

Step 4: User Login Page

NUS
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

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



Selected Courses

Short Course

Apply New

Courses	Department/ Units	Application Status	Payment Type
Health.AI Leadership Executive (HALE) Masterclass	NUS Medicine Dean's Office	Initiated	

[Proceed to Submit Application](#)

Health.AI Leadership Executive (HALE) Masterclass

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



Selected Courses

Short Course

Application Number : L000057104

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

[Continue Application](#)

Click "Continue Application"

Proceed to Step 6
Complete the
Declarations &
Submit
Application

NUS Online Application Portal

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

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

NUS Online Application Portal

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

Application Number : L000029159

*Sponsorship Type

*Employment Status

Employer

*Employment Type

*Industry Type

*Organisation Type

*Job Title

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

Step 6: Complete the Declarations & Submit Application

NUS National University of Singapore
Online Application Portal

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

Application Number : L000029159

☒ 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 (VDMs) that may be imposed by NUS from time to time, in order to enter the campus, attend in-person components of the course or participate in any other activities.

Complete the declarations

NUS National University of Singapore
Online Application Portal

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

Application Number : L000029159

Submit Application?

Submit application

Dear XXX,

We acknowledge your registration for the following:

Application No	Course ID	Course Details
L000029159	SOM-QTN-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-nusmedket@nus.edu.sg.

Thank you.

Best regards,
Short Course Administrator

This is a computer generated email.

You will receive this email acknowledging your registration

Proceed to Step 7 Accept Offer

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

NUS National University of Singapore
Online Application Portal

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

Application Number : L000029159

Selected Modules/ Courses

Short Course

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.

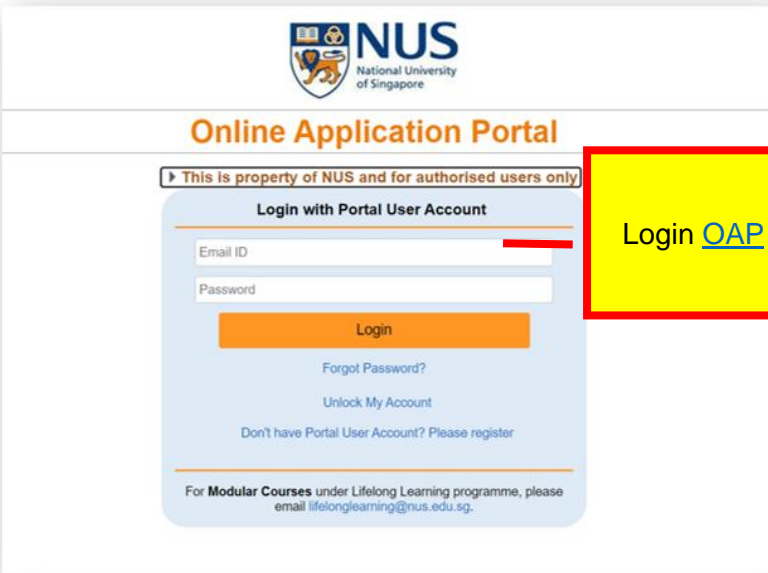
Thank you.

Best regards
Short Course Administrator

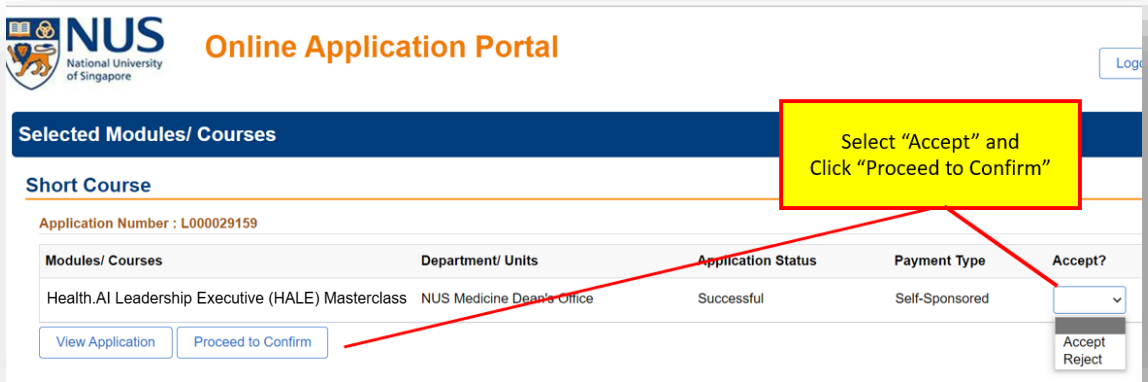
This is a computer generated email.

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

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

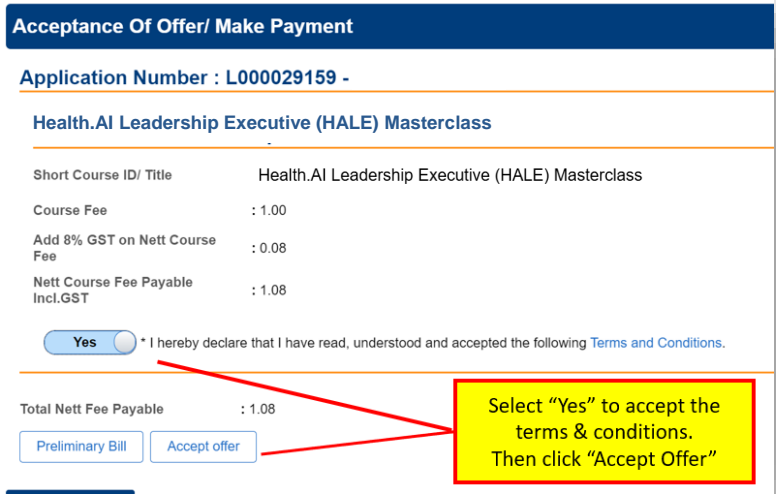


Login [OAP](#) to accept the offer




Select "Accept" and Click "Proceed to Confirm"

Proceed to Step 8
Make Course Fee Payment & Enrolment Confirmation




Select "Yes" to accept the terms & conditions.
Then click "Accept Offer"

Step 8: Make Course Fee Payment and Enrolment Confirmation




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



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-