

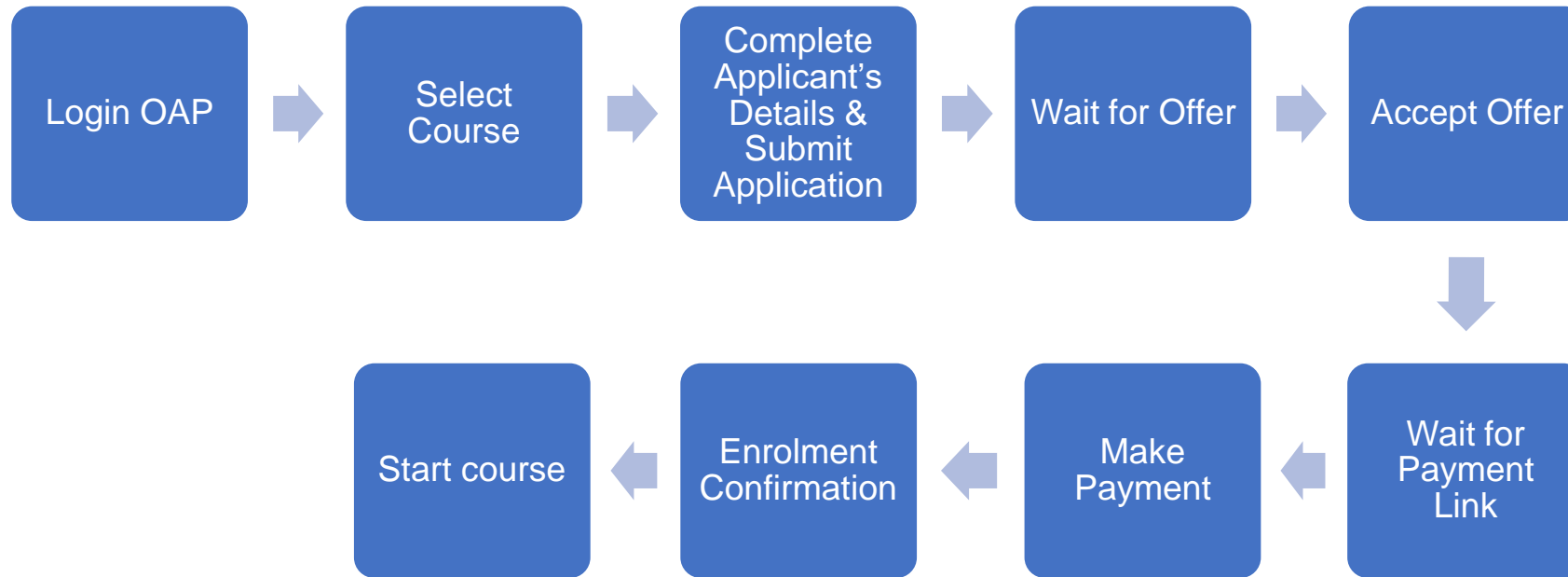
NUS Open Application Portal (OAP) Participant Onboarding Guide

NUS Yong Loo Lin School of Medicine CET

30 May 2024

NUS Online Application Portal (OAP)

Applicant Registration Journey (for Individual)



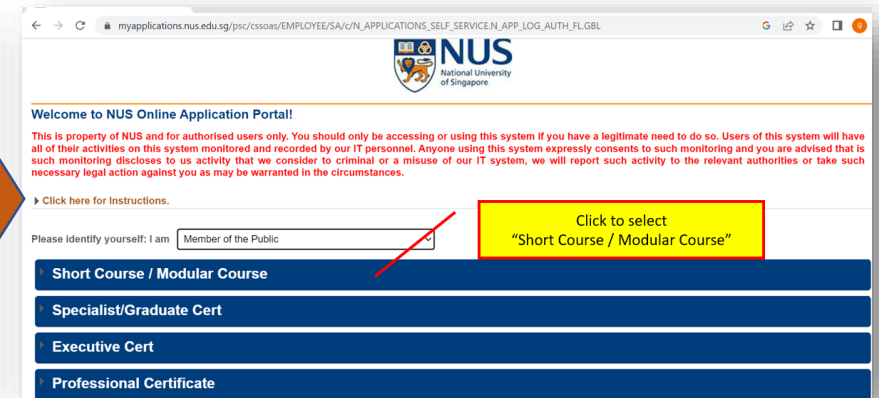
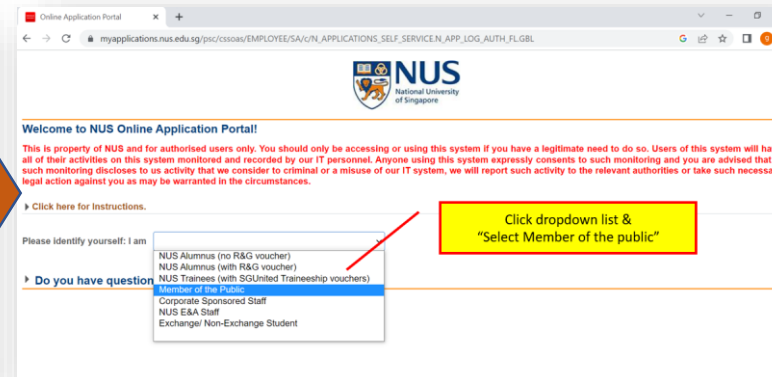
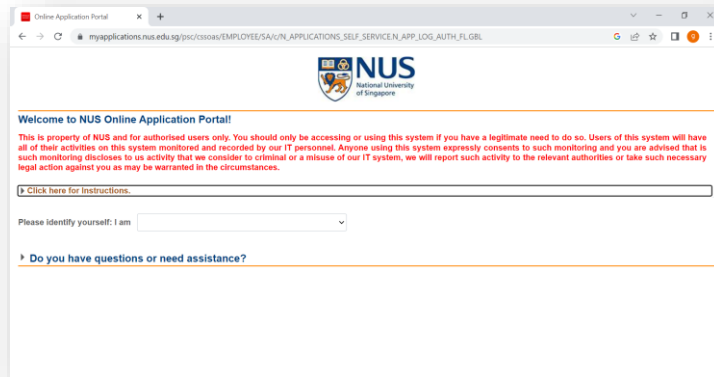
Course Name: Healthcare Leadership and Hospital Management Executive MasterClass
Course dates: 29 July – 2 August 2024
SSG funding: Not eligible
SkillsFuture Credit: Not eligible

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

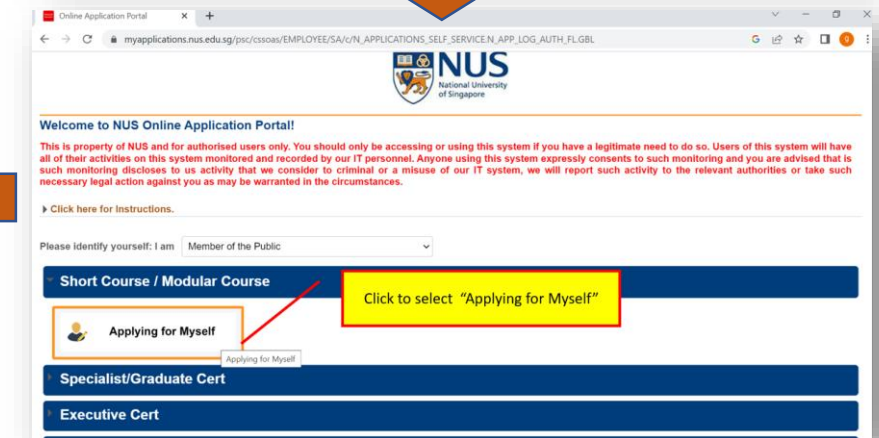
NUS Online Application Portal (OAP) Registration Instruction (for Individual)

Step 1:

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



Proceed to
Step 2
Select Course



Step 2:

- Select Course

myapplications.nus.edu.sg/psc/cssoas/EMPLOYEE/SA/c/N_APPLICATIONS_SELF_SERVICE/N_AP_SC_BRWSCAT_FL.GBL?Page=N_AP_SC_BRWSCAT...

Online Application Portal

Welcome to NUS Online Application Portal!

Click here for Instructions.

Already applied? **Check Application Status**

Get Started Now? **Browse Academic Modules/Short Courses**

Do you have questions or need assistance?

- For users who need help on using the NUS Online Application Portal. Click [HERE](#) for the User Guide.
- For **Modular Courses** under Lifelong Learning programme, please email lifelonglearning@nus.edu.sg.
- For all enquires relating to R&G programmes and Executive & Professional Certificate, please email to [SCALE Enquiry](mailto:SCALE.Enquiry).

myapplications.nus.edu.sg/psc/cssoas/EMPLOYEE/SA/c/N_APPLICATIONS_SELF_SERVICE/N_AP_SC_BRWSCAT_FL.GBL?Page=N_AP_SC_BRWSCAT...

Online Application Portal

Welcome to NUS Online Application Portal!

Click here for Instructions.

Already applied? **Check Application Status**

Get Started Now? **Browse Academic Modules/Short Courses**

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

Module/Course Category ---
Academic Modules
Short Course

Do you have questions or need assistance?

myapplications.nus.edu.sg/psc/cssoas/EMPLOYEE/SA/c/N_APPLICATIONS_SELF_SERVICE/N_AP_SC_BRWSCAT_FL.GBL?Page=N_AP_SC_BRWSCAT...

Browse Academic Modules/Short Courses

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

Short Course

Course Title ---

More Filters

NUS Medicine Dean's Office

SSG Sponsored? ---

Class Start Date From ---

Class Start Date To ---

Browse Courses

Proceed to
Step 3
Checkout

myapplications.nus.edu.sg/psc/cssoas/EMPLOYEE/SA/c/N_APPLICATIONS_SELF_SERVICE/N_AP_SC_BRWSCAT_FL.GBL?Page=N_AP_SC_BRWSCAT...

Browse Academic Modules/Short Courses

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

Short Course

Course Title ---

More Filters

NUS Medicine Dean's Office

SSG Sponsored? ---

Non SSG-Subsidised

SSG-Subsidised

Browse Courses

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" "Healthcare Leadership and Hospital Management Executive 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	Healthcare Leadership and Hospital Management Executive Masterclass		Open	29-JUL-2024	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

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	Healthcare Leadership and Hospital Management Executive Masterclass		Open	29-JUL-2024	Add to Cart

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"

Healthcare Leadership and Hospital Management Executive Masterclass Course Added.

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	Healthcare Leadership and Hospital Management Executive Masterclass		Open	29-JUL-2024	Added to Cart

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
Healthcare Leadership and Hospital Management Executive Masterclass	NUS Medicine Dean's Office	Initiated	

[Proceed to Submit Application](#)

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

Selected Courses

Short Course


Application Number : L000057104

Courses	Department/ Units	Application Status	Payment Type
Healthcare Leadership and Hospital Management Executive Masterclass	NUS Medicine Dean's Office	Draft	Self-Sponsored

[Continue Application](#)

Click "Continue Application"

Proceed to Step 6
Complete the
Declarations &
Submit
Application

 **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

 **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

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:**

- I have insufficient funds in my SkillsFuture Credit accounts.
- 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 :**

- NUS Personal Data Notice for Course Participants
- NUS Risk Acknowledgement and Consent Form
- NUS Do Not Call Policy
- NUS Code of Student Conduct
- NUS Student Confidentiality Agreement
- NUS Intellectual Property Policy
- 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 (VDM) requirements 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 of the course activities.**

Complete the declarations

Submit Application?

Submit application

Dear XXX,

We acknowledge your registration for the following:

Application No	Course Details
L000029159	Course ID : SOM-HSM-EE Course Title : Healthcare Leadership and Hospital Management Executive Masterclass Department/ Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 29/03/2024 TO 02/06/2024

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-nusmedset@nus.edu.sg.

Thank you.

Best regards
Short Course Administrator

This is a computer generated email.

You will receive this email acknowledging your registration

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

Proceed to Step 7 Accept Offer

Application submitted. You will receive an acknowledgement email.

Selected Modules/ Courses

Short Course

Application Number : L000029159

Modules/ Courses	Department/ Units	Application Status	Payment Type
Healthcare Leadership and Hospital Management Executive Masterclass	NUS Medicine Dean's Office	Submitted	Self-Sponsored

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-HLHM-EE Course Title : Healthcare Leadership and Hospital Management Executive Masterclass Department/ Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 29/07/2024 TO 02/08/2024	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.

Proceed to Step 8 Make Course Fee Payment & Enrolment Confirmation

Acceptance Of Offer/ Make Payment

Application Number : L000029159 -

Healthcare Leadership and Hospital Management Executive Masterclass

Short Course ID/ Title : SOM-HLHM-EE : Healthcare Leadership and Hospital Management Executive 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

[Preliminary Bill](#) [Accept offer](#)

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

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

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.

Login OAP to accept the offer

NUS National University of Singapore

Online Application Portal

Selected Modules/ Courses

Short Course

Application Number : L000029159

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Healthcare Leadership and Hospital Management Executive Masterclass	NUS Medicine Dean's Office	Successful	Self-Sponsored	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

[View Application](#) [Proceed to Confirm](#)

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-