

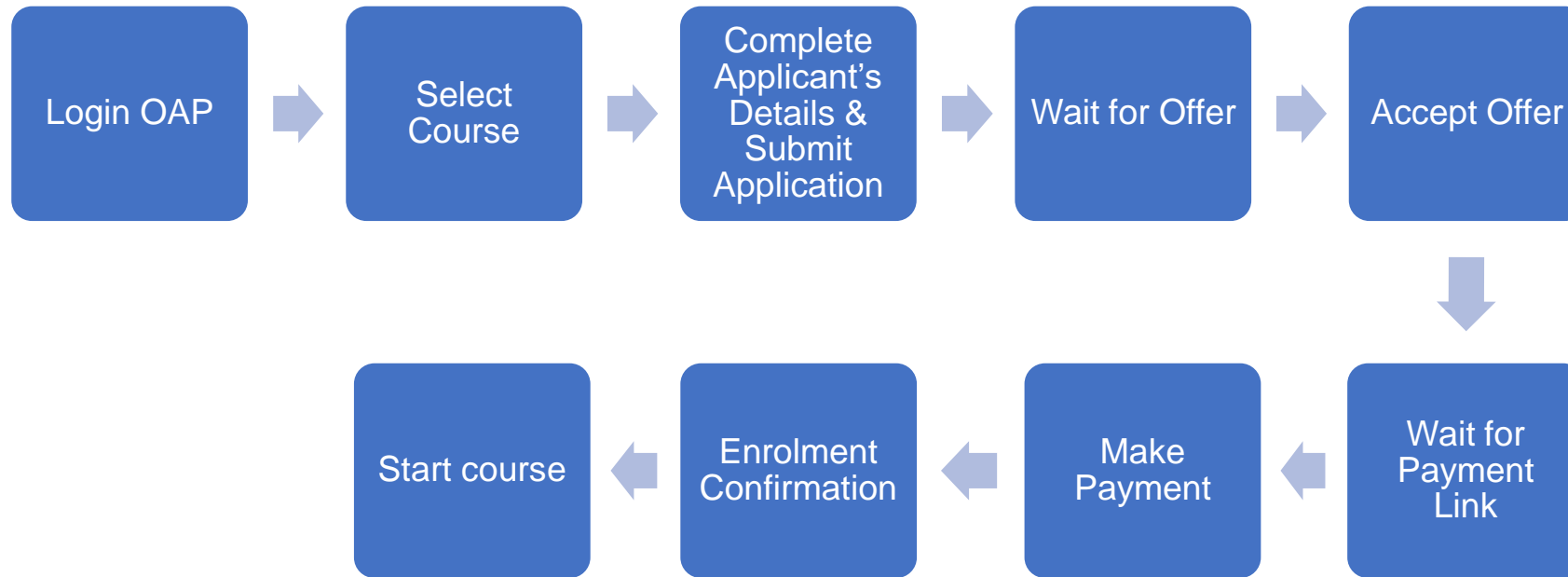
# NUS Open Application Portal (OAP) Participant Onboarding Guide

NUS Yong Loo Lin School of Medicine CET

20 Sep 2024

# NUS Online Application Portal (OAP)

## Applicant Registration Journey (for Individual)



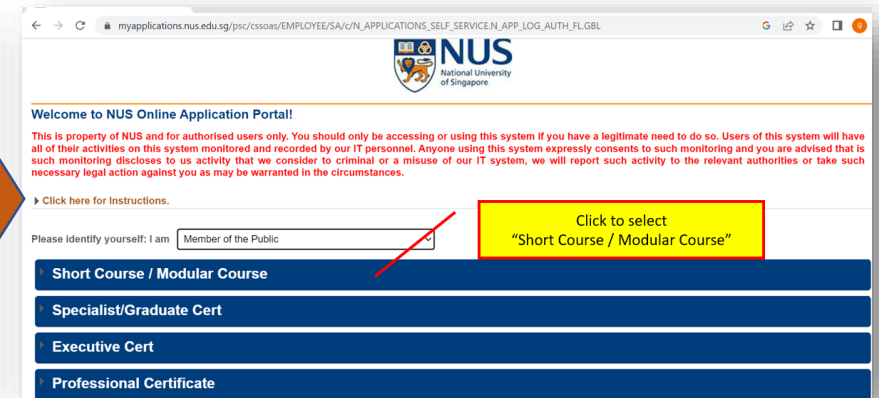
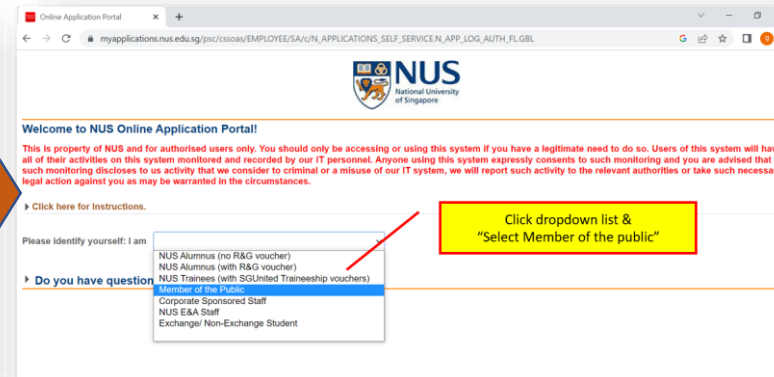
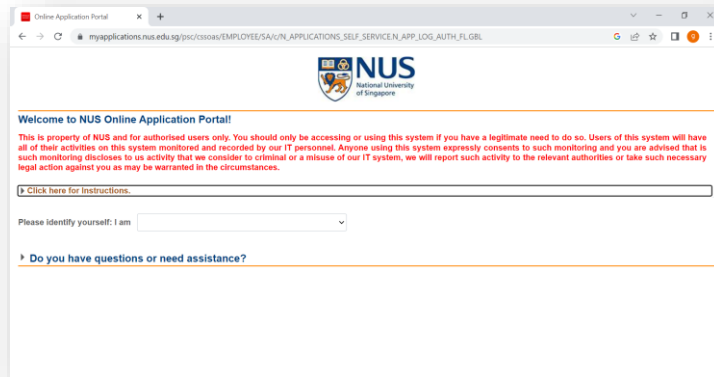
Course Name: Healthcare Leadership and Hospital Management Executive MasterClass  
Course dates: 10 March – 14 March 2025  
SSG funding: Not eligible  
SkillsFuture Credit: Not eligible

You may contact NUSMedCET Support if you need assistance: [ask-nusmedcet@nus.edu.sg](mailto:ask-nusmedcet@nus.edu.sg)

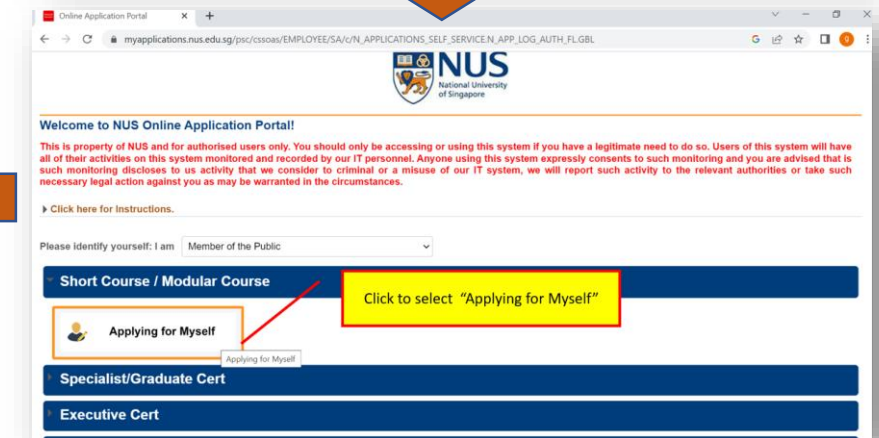
# NUS Online Application Portal (OAP) Registration Instruction (for Individual)

## 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...

**NUS** National University of Singapore  
**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?

Browse Academic Modules

- 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](mailto:lifelonglearning@nus.edu.sg).
- For all enquires relating to R&G programmes and Executive & Professional Certificate, please email to [SCALE Enquiry](mailto:SCALE.Enquiry).

Click to select  
"Browse Academic Modules/Short Courses"

myapplications.nus.edu.sg/psc/cssoas/EMPLOYEE/SA/c/N\_APPLICATIONS\_SELF\_SERVICE/N\_AP\_SC\_BRWSCAT\_FL.GBL?Page=N\_AP\_SC\_BRWSCAT...

**NUS** National University of Singapore  
**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?

Under "Module/Course Category"  
Click to select "Short 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...

**NUS** National University of Singapore  
**Online Application Portal**

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

Under "More Filter"  
Click to select "NUS Medicine Dean's Office"

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...

**NUS** National University of Singapore  
**Online Application Portal**

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

Under "SSG Sponsored"  
Click to select "Non SSG-subsidised"

### 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	10-MAR-2025	<a href="#">Add to Cart </a>

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	10-MAR-2025	<a href="#">Add to Cart </a>

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](#)

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	10-Mar-2025	<a href="#">Added to Cart </a>

The course is ready for "Checkout"

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

## 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](mailto: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

**NUS 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:

- 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.

Previous Save and Proceed

Complete the declarations

**NUS Online Application Portal**

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

Application Number : L000029159

Submit Application?

Yes No

Submit application

Return to Main Page Save and Proceed



**NUS Online Application Portal**

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

Application Number : L000029159

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

View Application

Dear XXX,

We acknowledge your registration for the following:

Application No	Course Details
L000029159	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 : 29/03/2024 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](mailto: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



# 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 : 10/03/2025 TO 14/03/2025	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](mailto:ask-nusmedcet@nus.edu.sg).

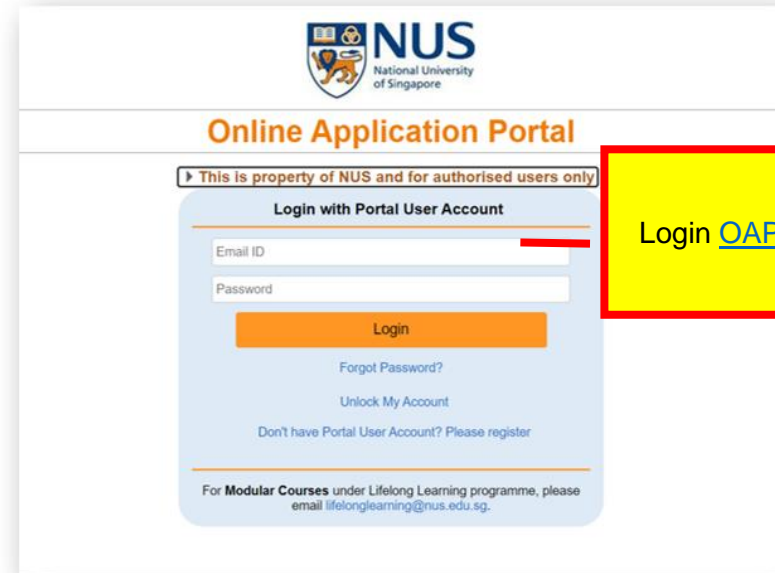
Thank you.

Best regards  
Short Course Administrator

*This is a computer generated email.*

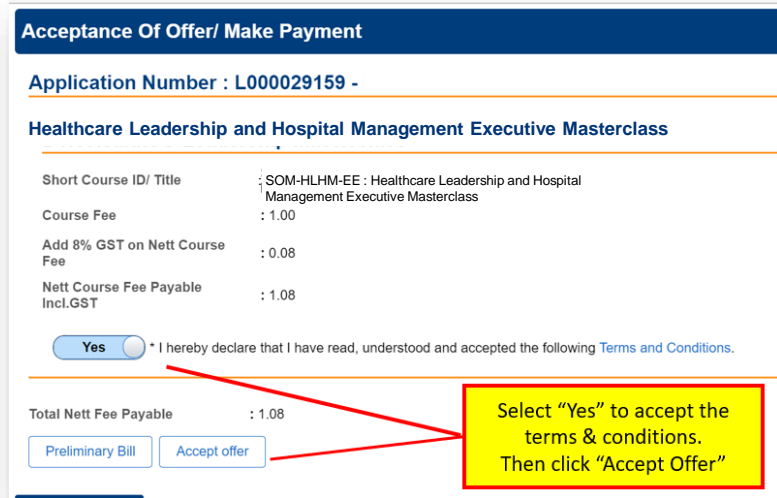
You have received an offer to enroll in the course.  
Please login OAP to accept the offer.

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

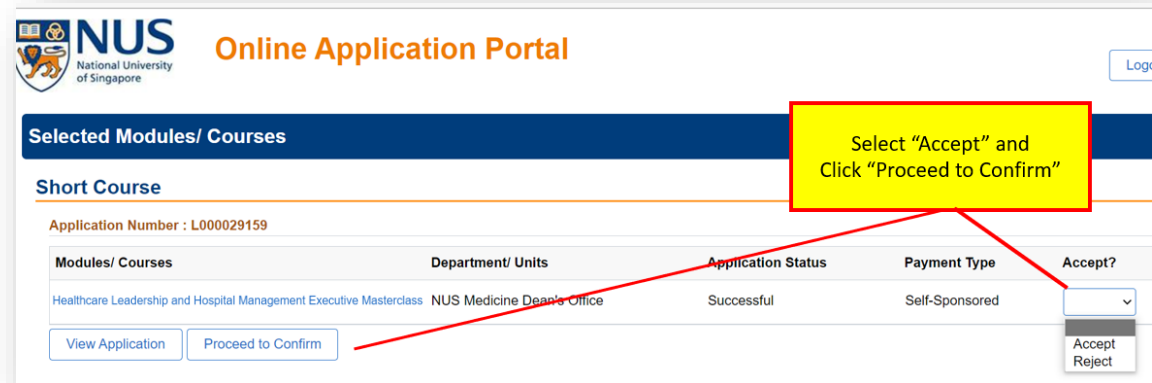


Login [OAP](#) to accept the offer

Proceed to Step 8  
Make Course Fee Payment & Enrolment Confirmation



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



Select "Accept" and Click "Proceed to Confirm"

## Step 8: Make Course Fee Payment and Enrolment Confirmation

**NUS**  
National University of Singapore

### Payment Method

Select your preferred 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

**PAY NOW**  
Pay by scanning a QR code with your device.



**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-