

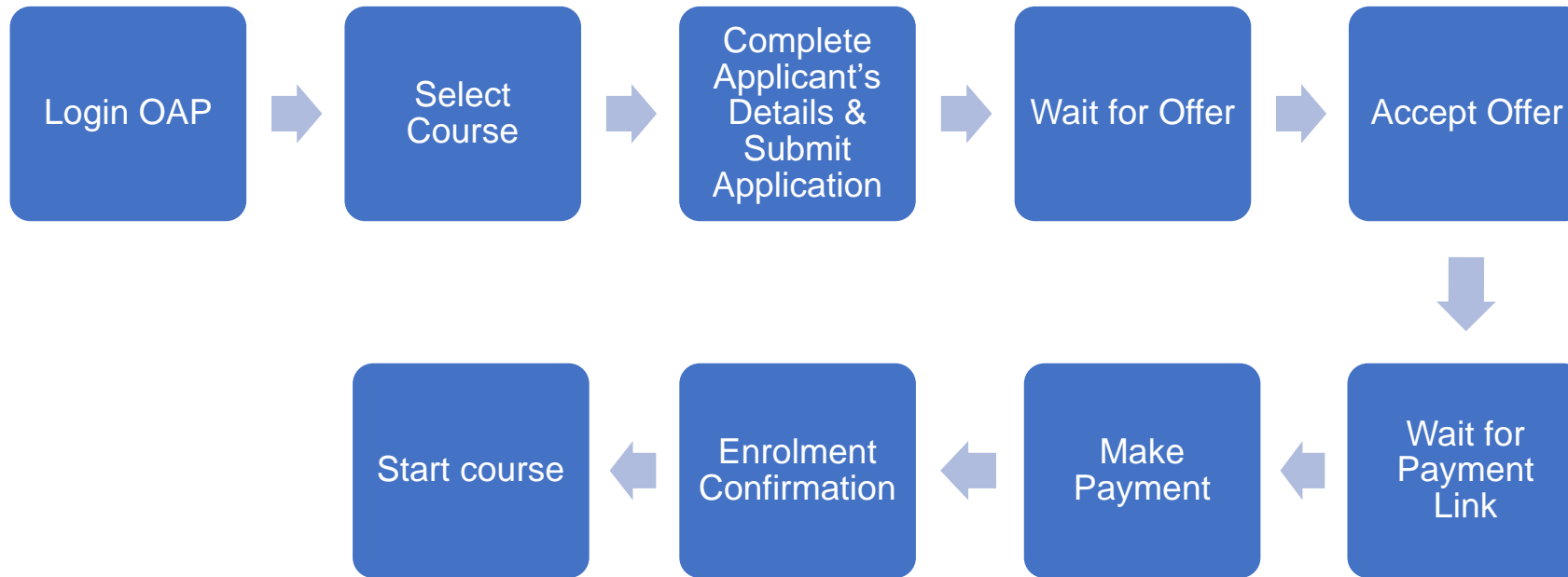
NUS Open Application Portal (OAP) Participant Onboarding Guide

NUS Yong Loo Lin School of Medicine CET

21 Nov 2024

NUS Online Application Portal (OAP)

Applicant Registration Journey (for Individual)



Course Name: DTX HealthSG Leadership Masterclass
Course dates: 22 May – 23 May 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/>

Online Application Portal

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?

Click dropdown list & "Select Member of the public"

Member of the Public

Click to select "Short Course / Modular Course"

Short Course / Modular Course

Specialist/Graduate Cert

Executive Cert

Professional Certificate

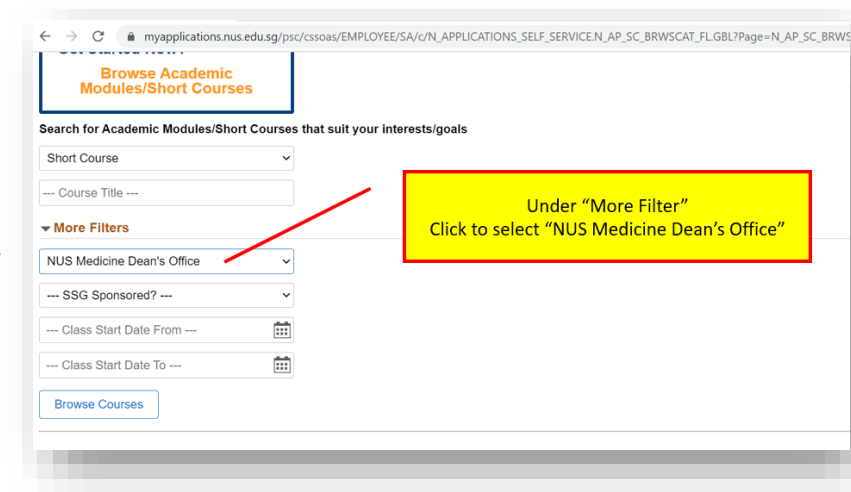
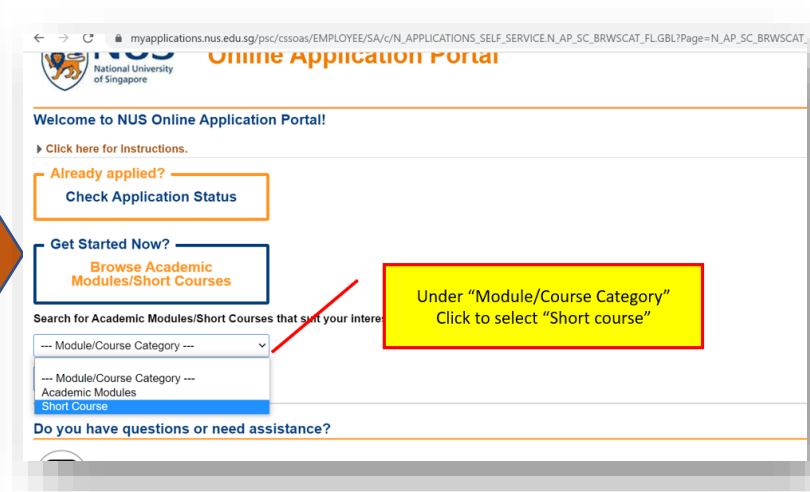
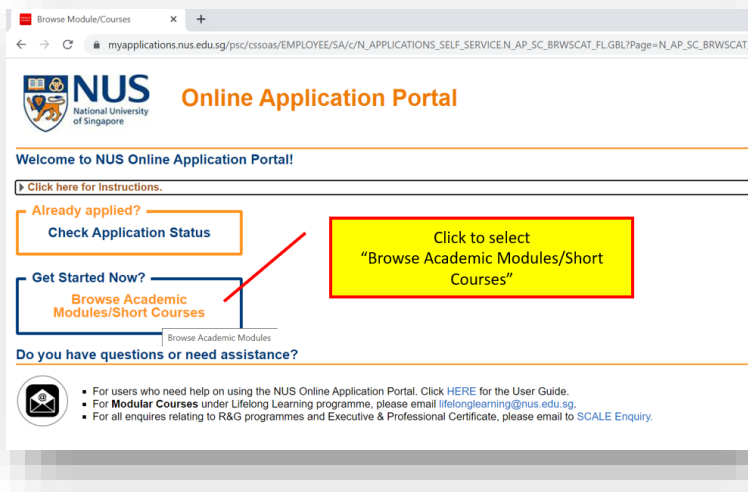
Proceed to Step 2 Select Course

Click to select "Applying for Myself"

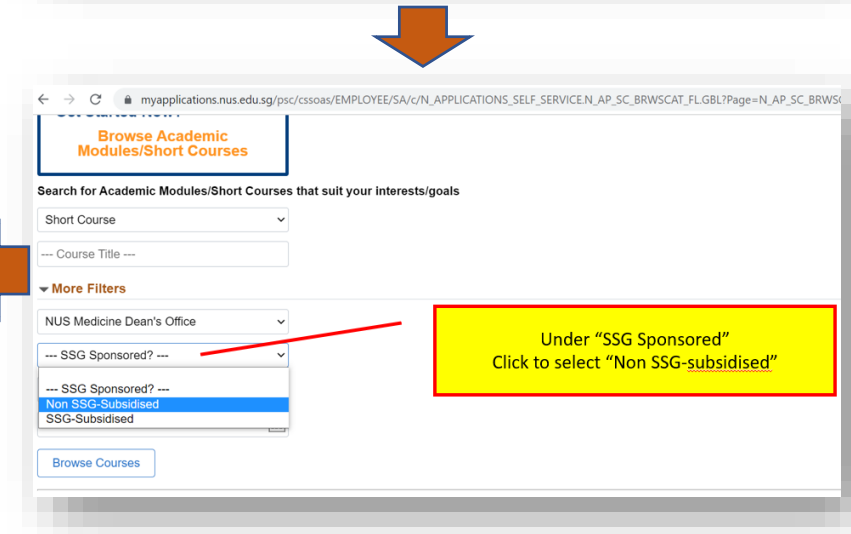
Applying for Myself

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"
"DTX HealthSG Leadership 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	DTX HealthSG Leadership Masterclass		Open	22-MAY-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

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	DTX HealthSG Leadership Masterclass		Open	22-MAY-2025	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	DTX HealthSG Leadership Masterclass		Open	22-MAY-2025	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
DTX HealthSG Leadership 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
DTX HealthSG Leadership 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

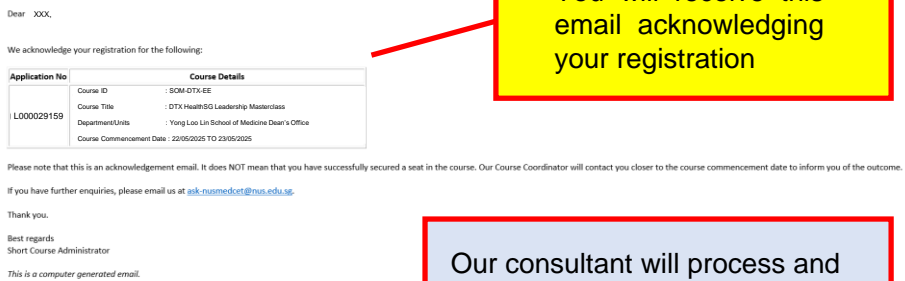
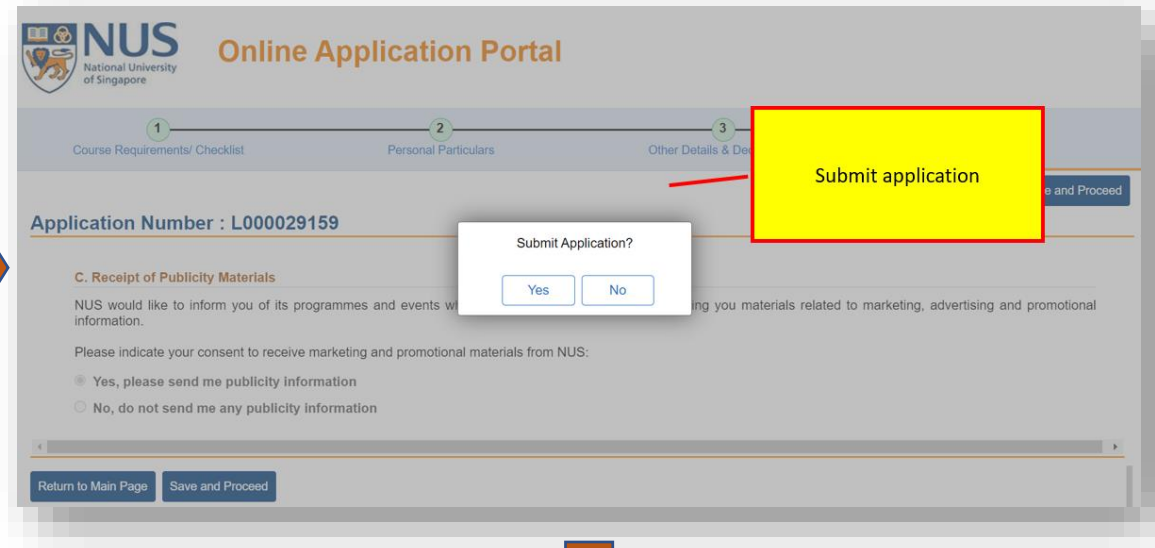
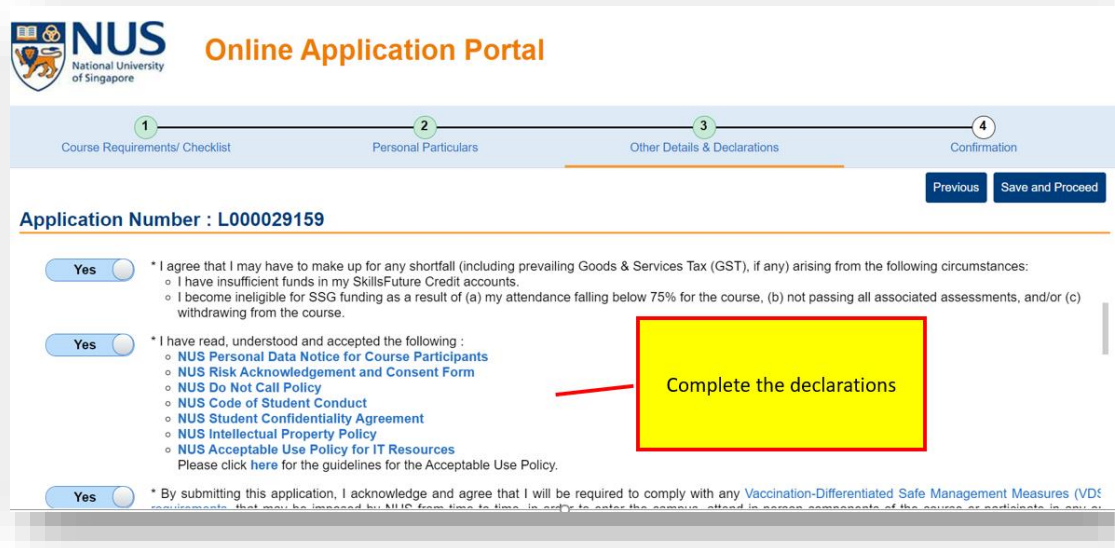
*Industry Type

*Organisation Type

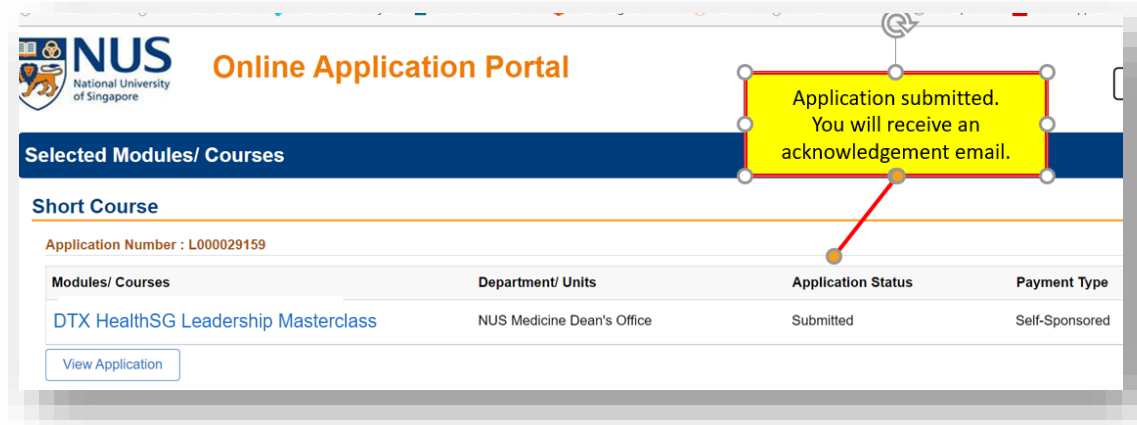
*Job Title

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

Step 6: Complete the Declarations & Submit Application



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-DTX-EE Course Title : DTX HealthSG Leadership Masterclass Department/Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 22/05/2025 TO 23/05/2025	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.

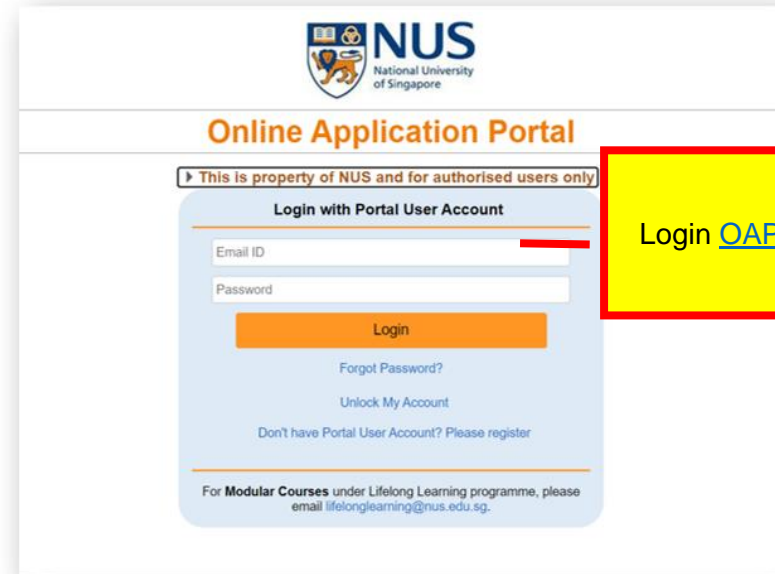
Thank you.

Best regards
Short Course Administrator

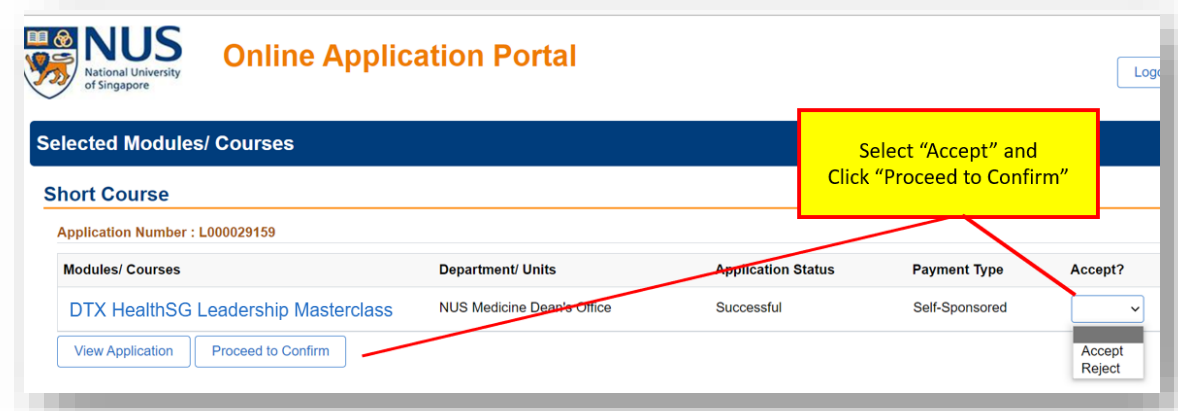
This is a computer generated email.

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

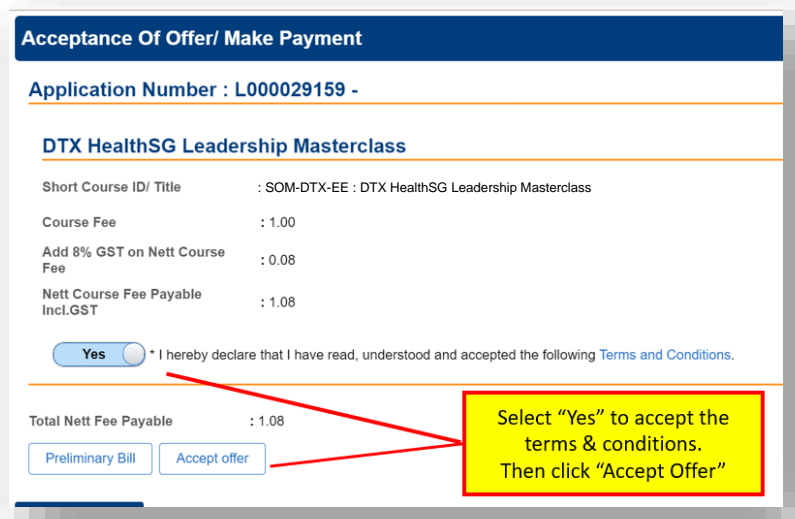
[OAP URL Link: Online Application Portal \(nus.edu.sg\)](https://nus.edu.sg)



Login [OAP](#) to accept the offer



Select "Accept" and Click "Proceed to Confirm"

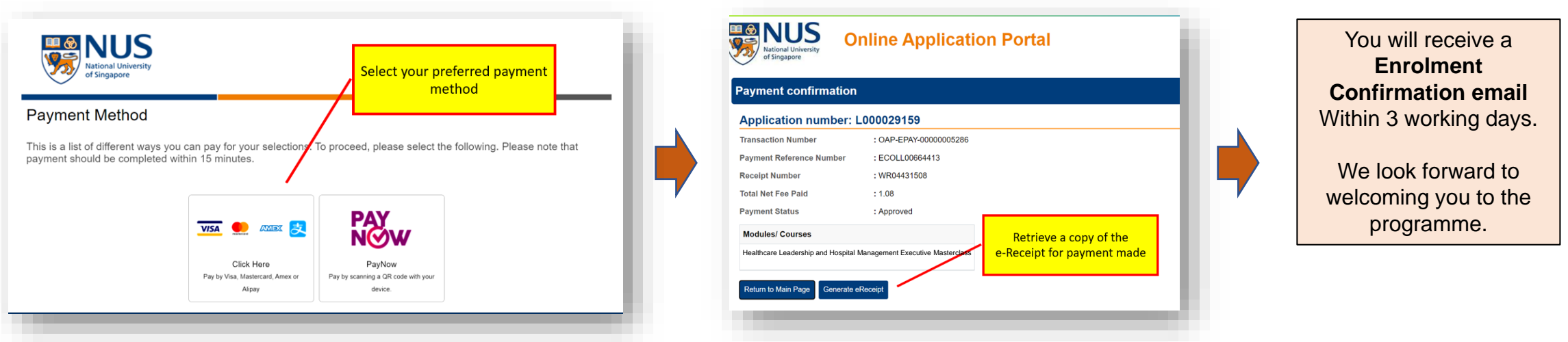


Select "Yes" to accept the terms & conditions.
Then click "Accept Offer"

Proceed to Step 8
Make Course Fee Payment & Enrolment Confirmation



Step 8: Make Course Fee Payment and Enrolment Confirmation



-end-