NATIONAL INSTITUTE OF EARLY CHILDHOOD DEVELOPMENT

NIEC Course Application User Guide

NIEC

课程申请用户指南

Content Page

1: Creating Your Learner Account Pg 3

2: Syncing your Information with MyInfo Pg 7

3: How to submit your application as a **SELF-SPONSORED APPLICANT:** Pg 10

4: How to submit your application as a **COMPANY-SPONSORED APPLICANT:** Pg 21

内容页

1：创建您的学员账户 Pg 26

2: 通过 Singpass MyInfo 同步您的个人信息 Pg 30

3: 如何以自费申请者提交申请 Pg 33

4：如何以公司资助申请者提交申请 Pg 44

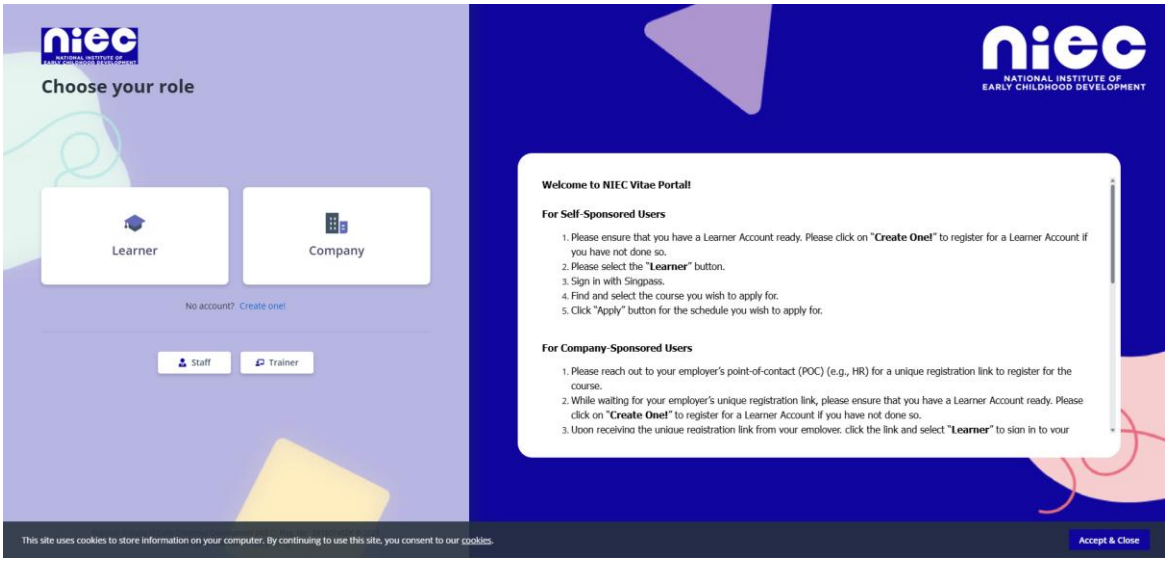
If you require further assistance, please reach out to the staff in charge listed on the respective course page here or write in to at admissions@niec.edu.sg.

如果您需要进一步的帮助，请联系此处相应课程页面上列出的负责人，或写信至 admissions@niec.edu.sg.。

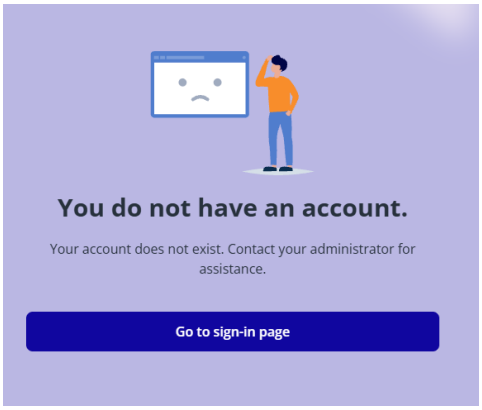
1: Creating Your Learner Account

Please follow the steps below to create your Learner account using your Singpass.

Step 1: Please click the link here: https://niec-portal.edutechonline.com/ and click "Create One".

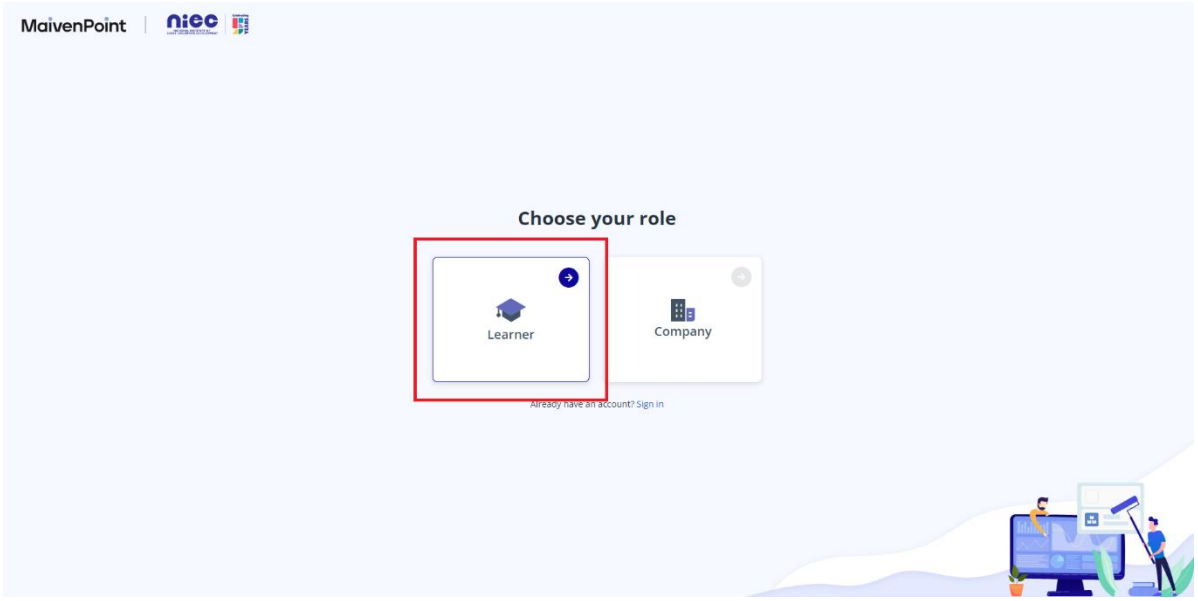


If you currently do not have an account and attempt to log in, you will encounter the below error message:

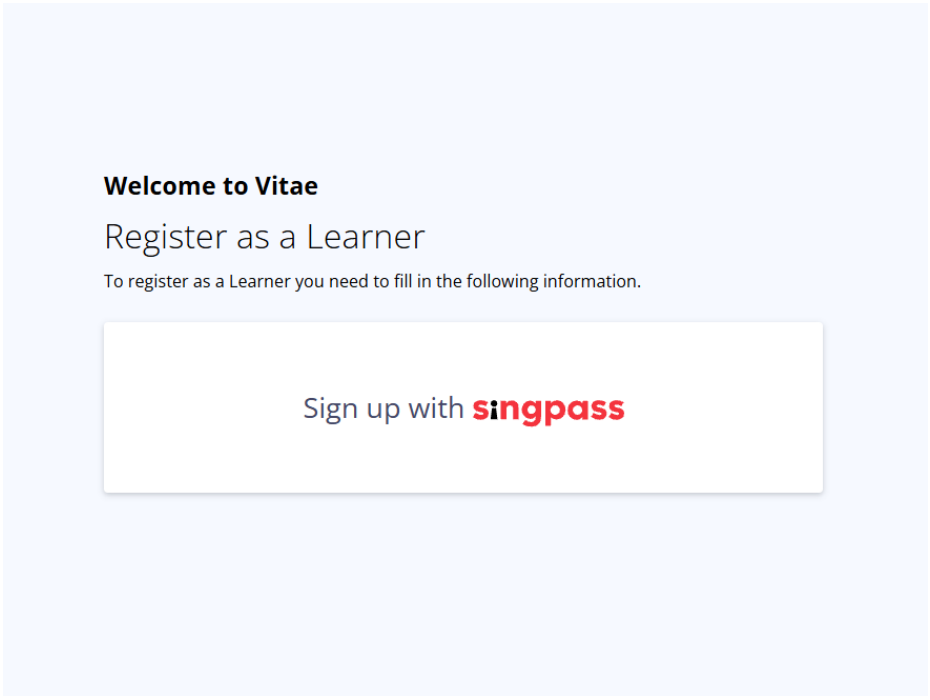


Please create an account by clicking here.

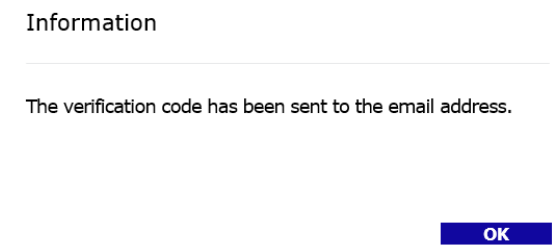
Step 2: Click on “Learner”. **(If you are applying under company sponsorship, please also select Learner).**



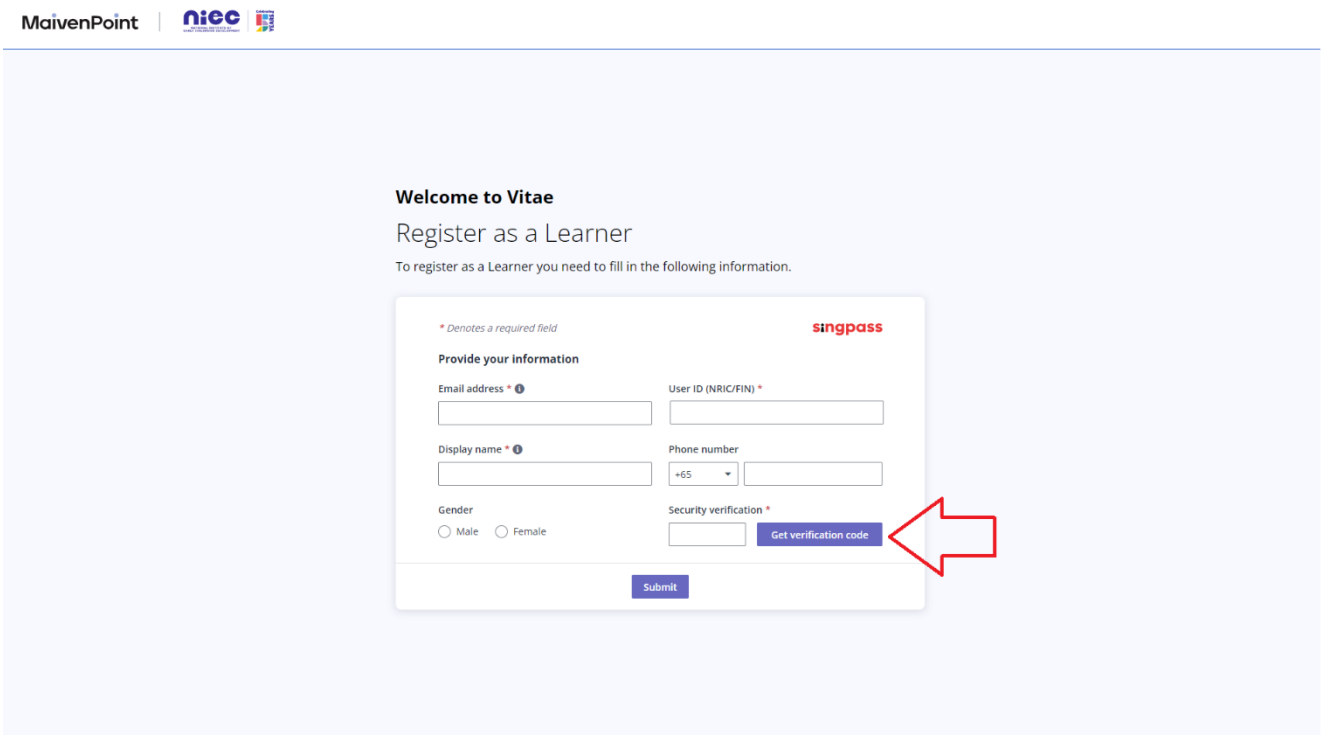
Step 3: Click on [Sign up with Singpass]. You will be redirected to the Singpass QR code to sign in.



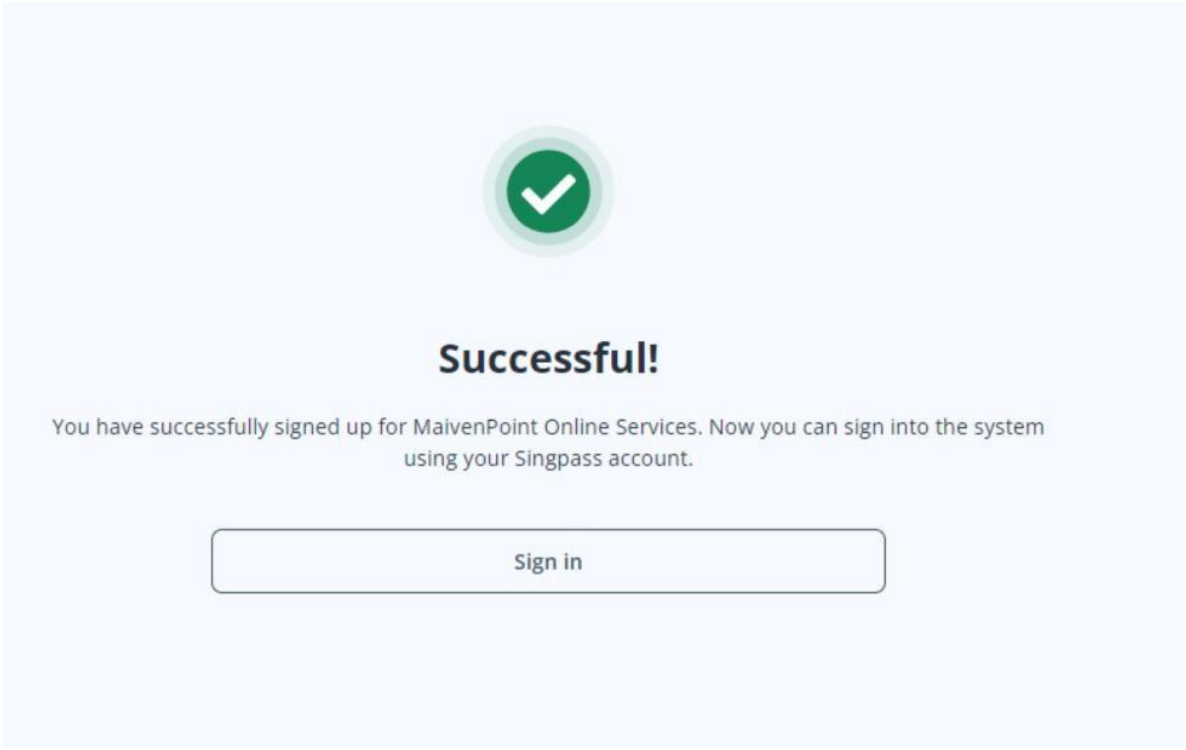
Step 4: Fill in your contact details. You will receive a security verification code that will be sent to your email.



Please input the security verification code.



Step 5: You have successfully created your account!

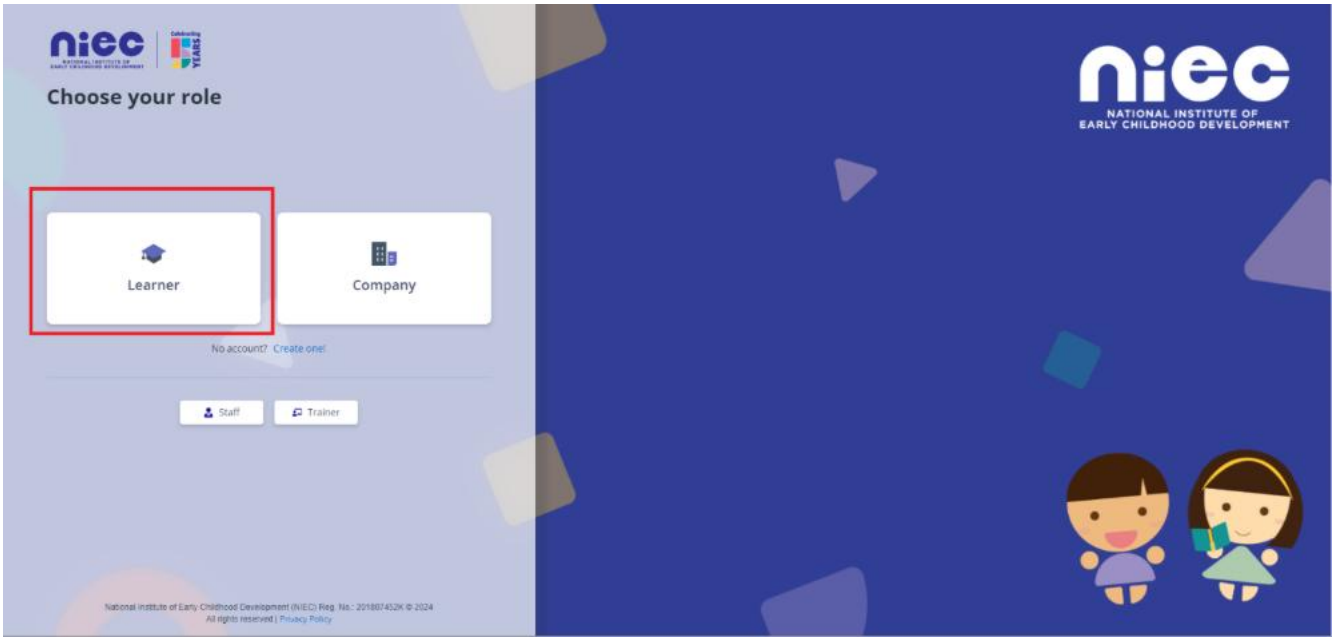


2: Syncing your details using Singpass Myinfo

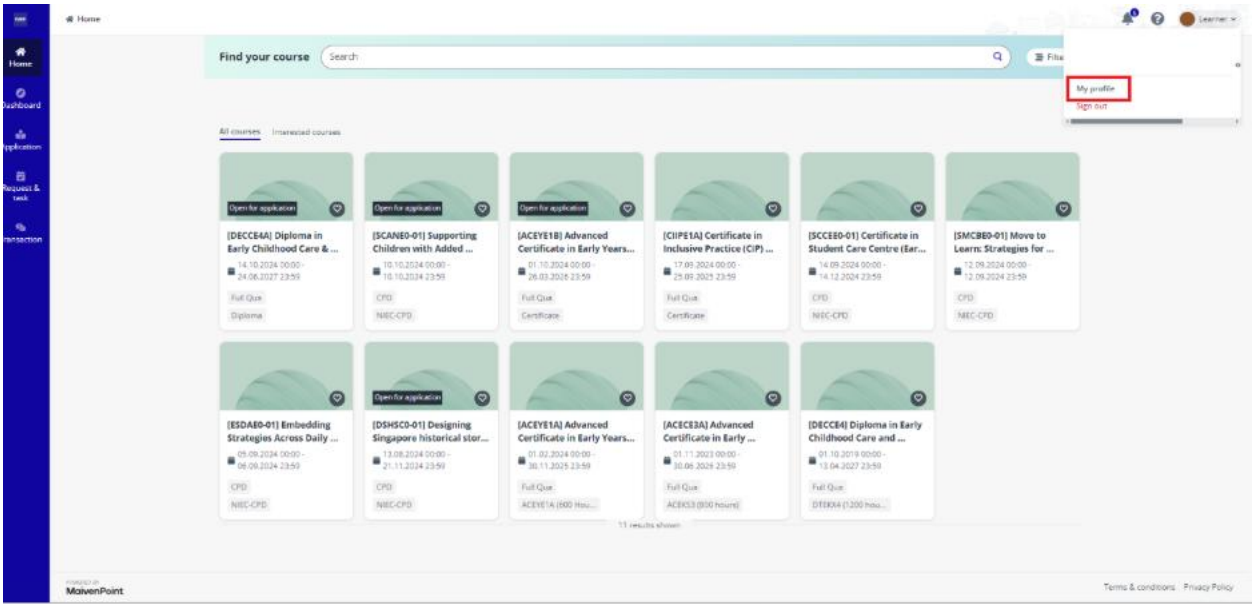
1: Log in to the portal with your Singpass by clicking here: https://niec-portal.edutechonline.com/

Thereafter, please select “Learner”.

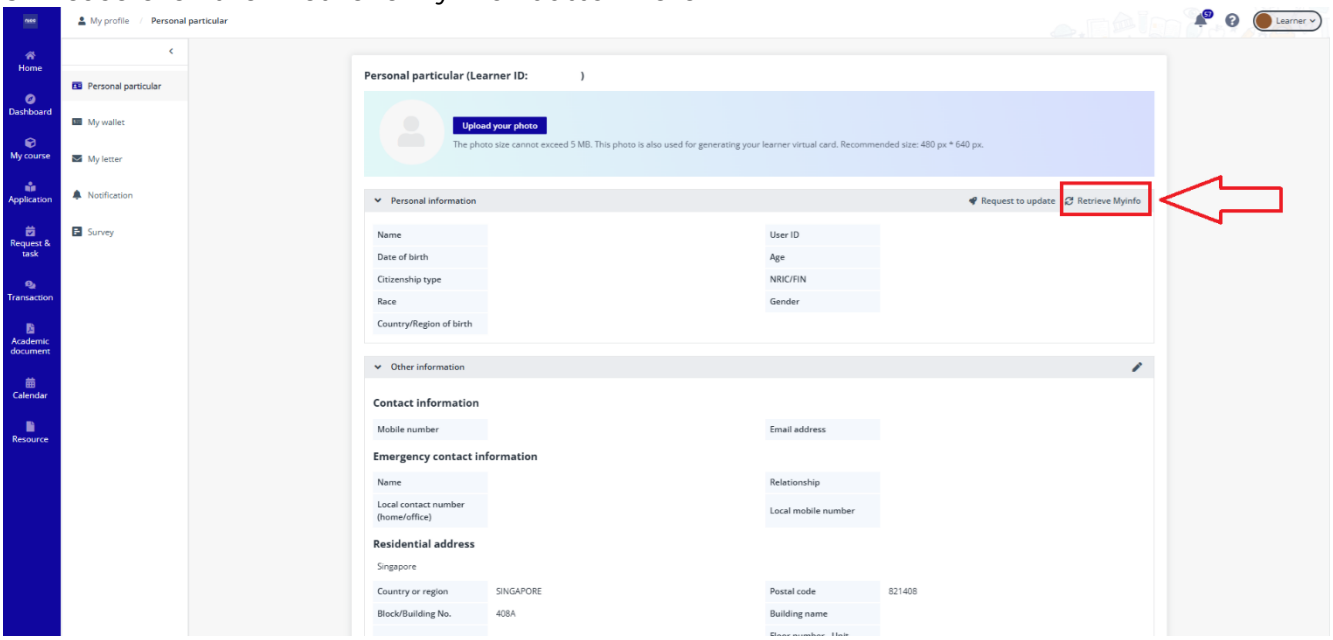
If you have already logged in, you may proceed to Step 2.



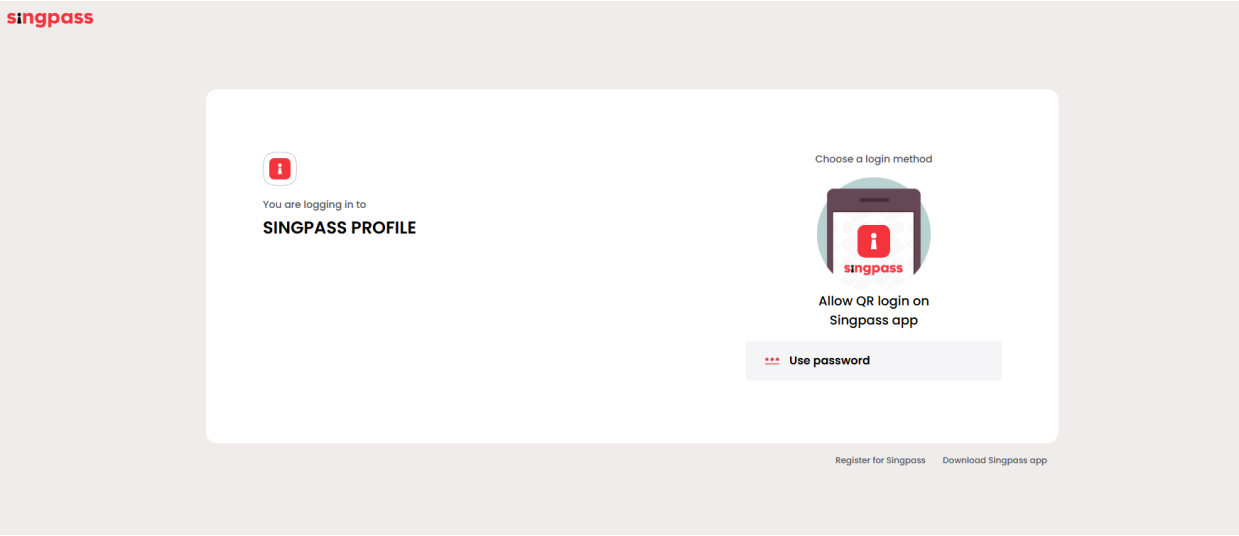
2: Select my profile at the top right-hand corner.



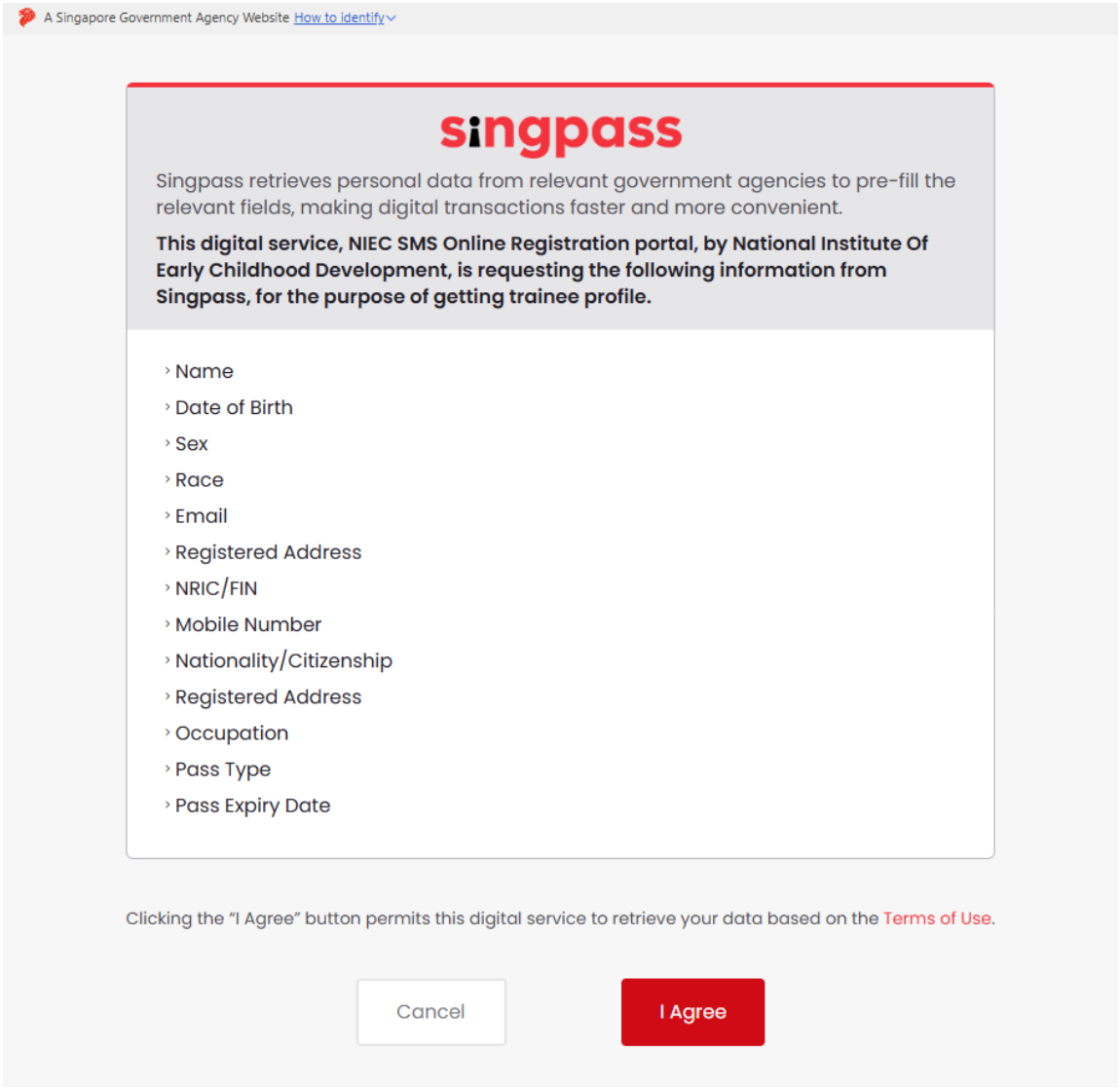
3: Please click the “Retrieve Myinfo” button here.



You will be prompted to sign in with your Singpass.



The system will request the following information:

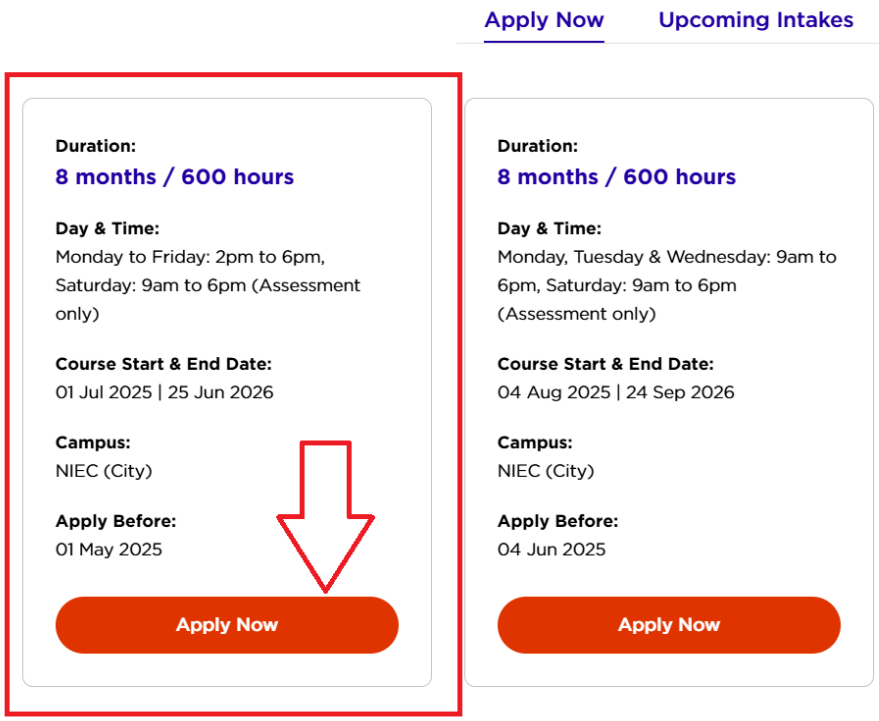


Please click on **I agree.**

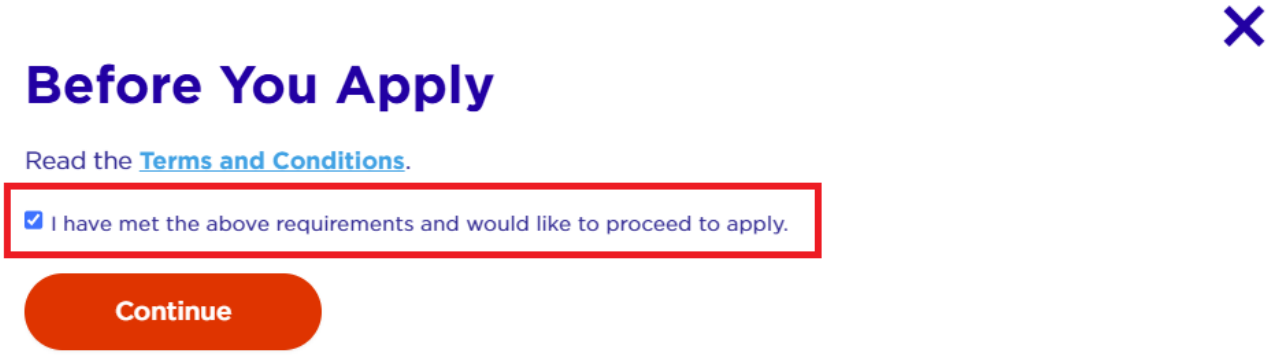
4: Your details would have now been synced to the information as stated in your Singpass Myinfo.

3: How to submit your application as a SELF-SPONSORED APPLICANT:

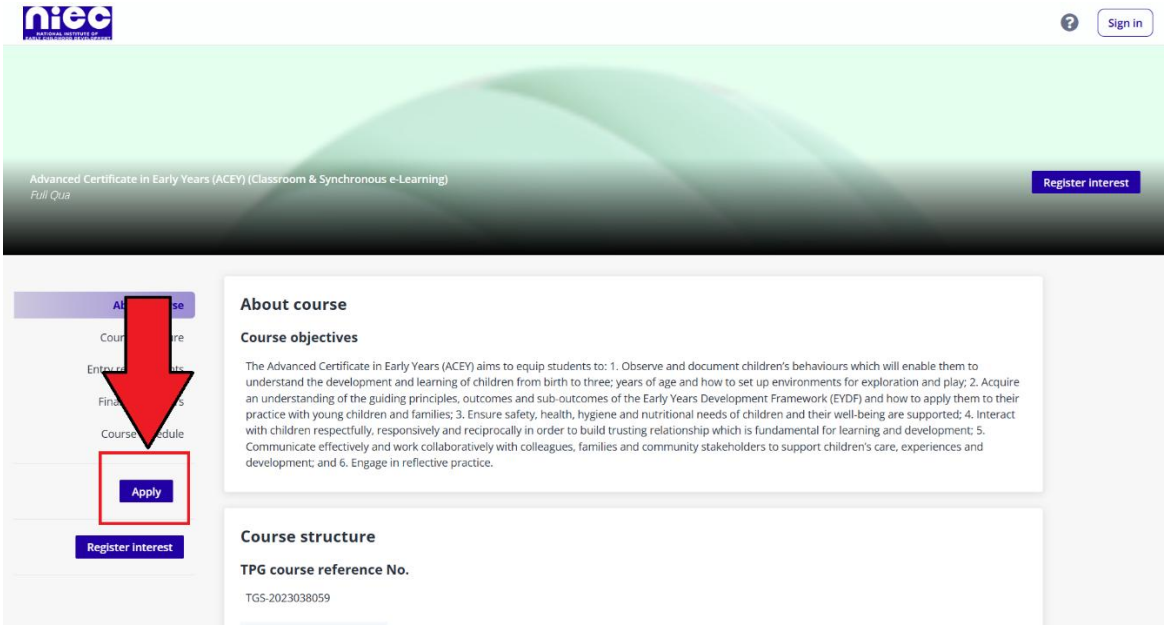
1: Navigate to the course website that you wish to apply for. In this example, we will be using the **Advanced Certificate in Early Years (ACEY) English Course**. Once you have located your desired intake, click on '**Apply Now' to proceed.**



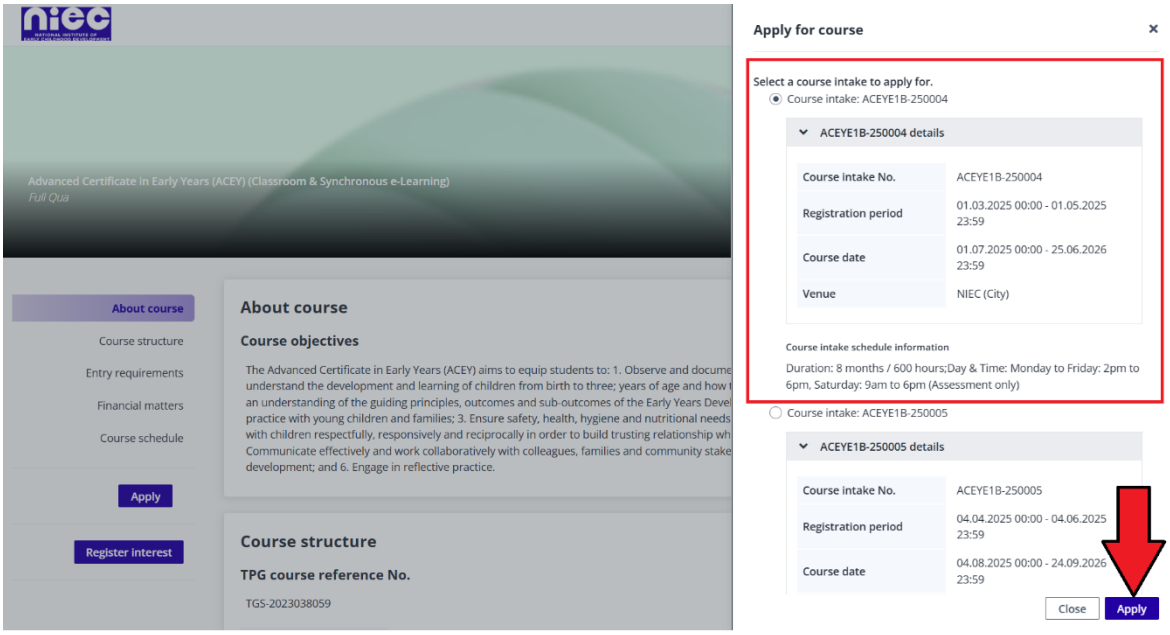
2: Read the **Terms and Conditions** **carefully** and ensure that you have met the listed requirements. Once confirmed, click '**Continue' to proceed.**



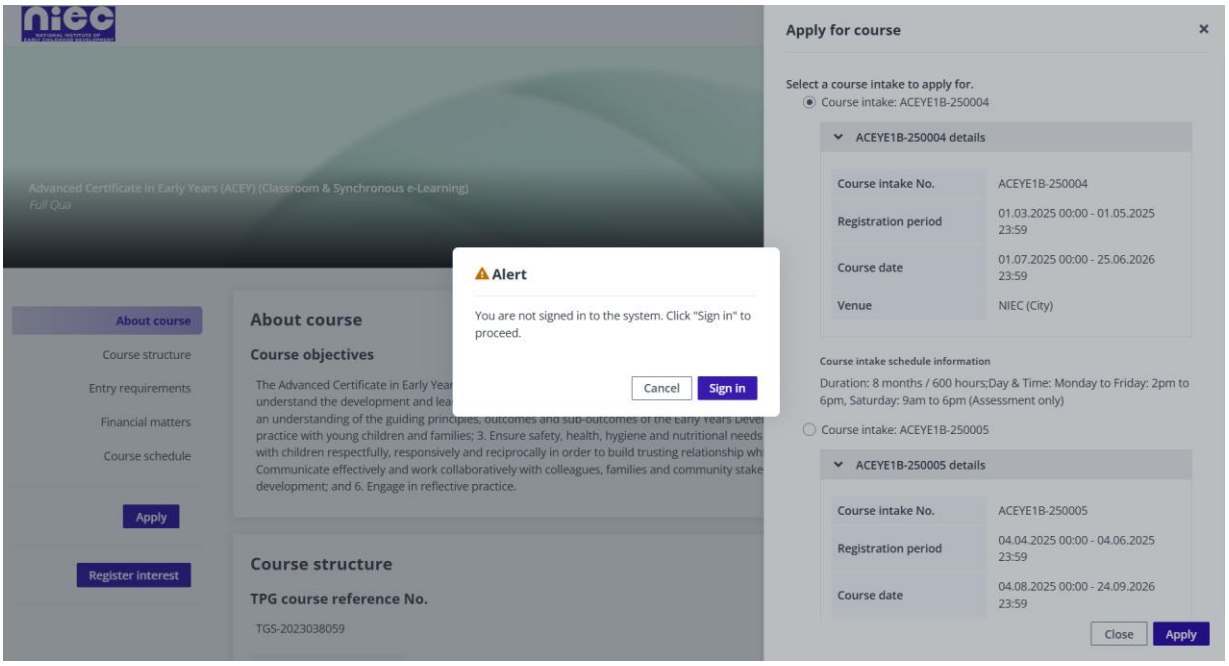
3: You would now be at the following below screen. Click "**Apply"** again to proceed.



4: Select the correct intake that you wish to apply for and take note of the course dates and lesson details (e.g: Monday – Friday, 2 PM – 6 PM/ 3 Weekdays, 9 AM – 6 PM/ 2 Weekdays, 6:30 PM – 9:30 PM and Saturday 9 AM – 3 PM). **Then,** click '**Apply'** again.

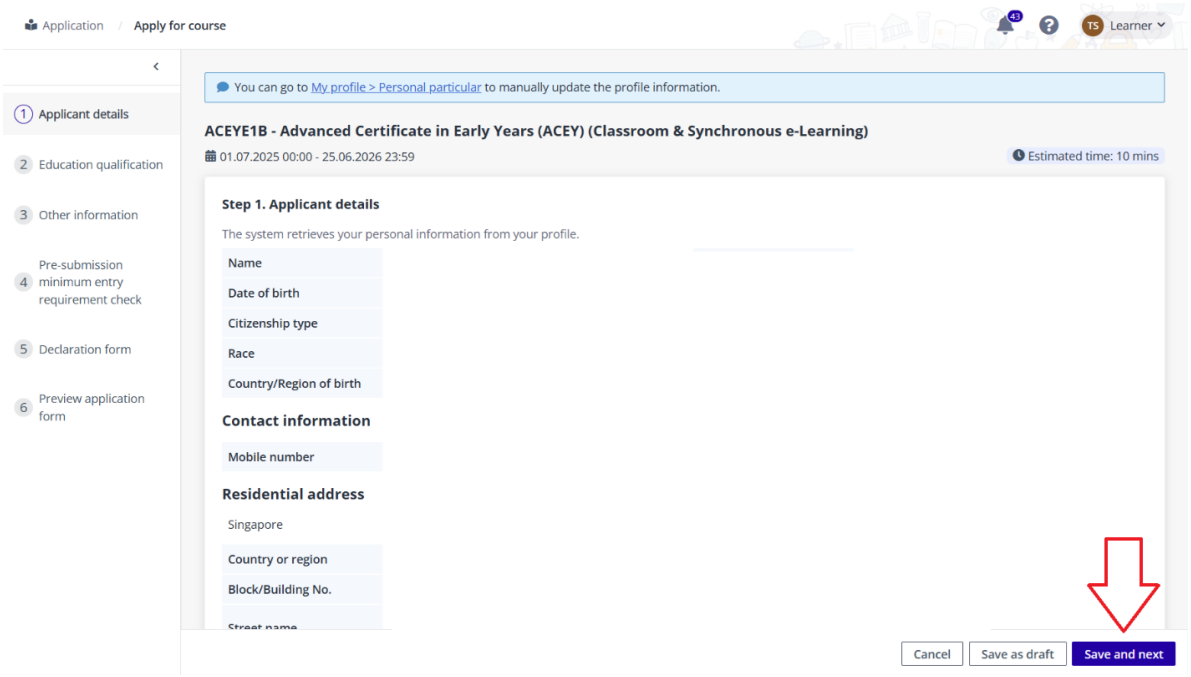


5: If you are not logged in, you will be prompted to sign in at this point.

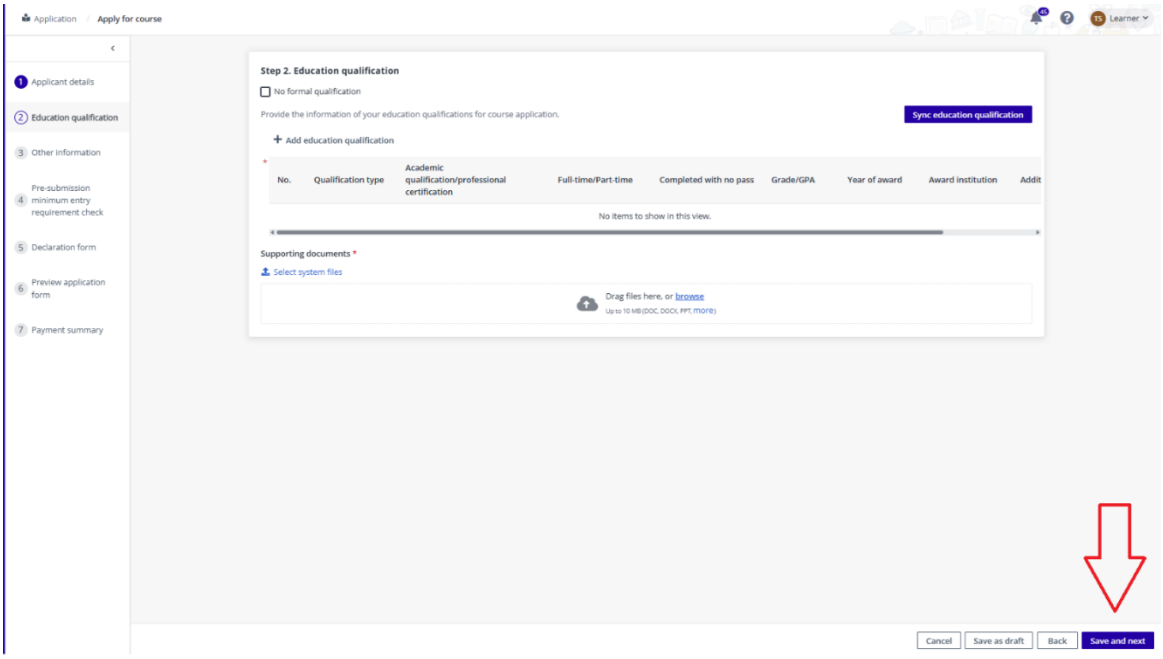


6: Once you have logged in you would see the page below.

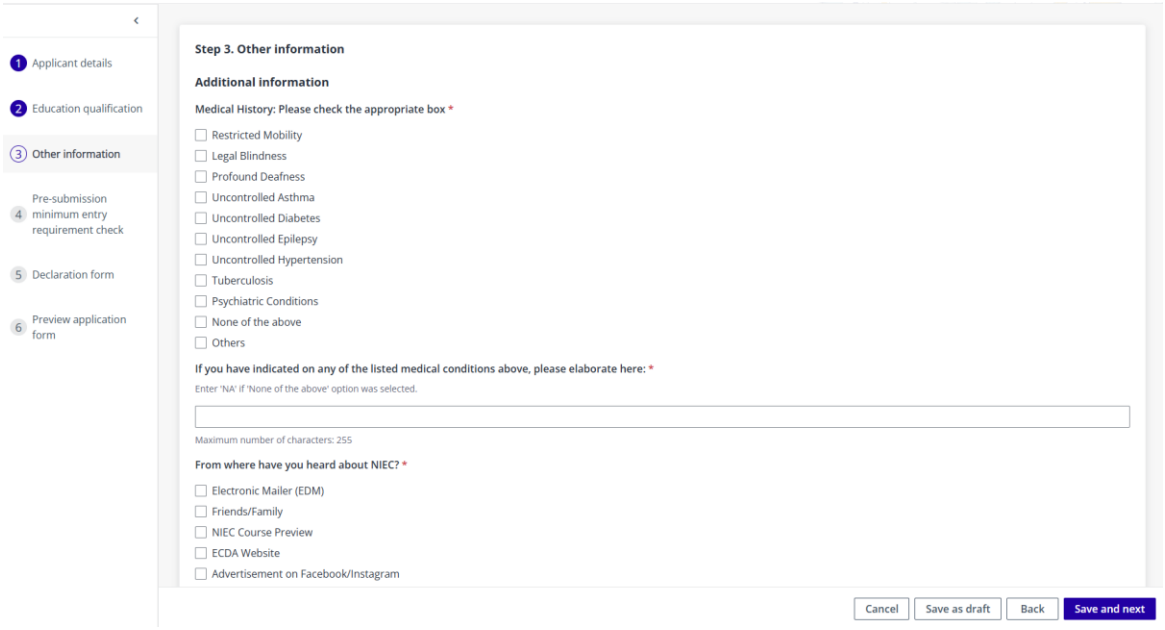
Please ensure that your information listed is correct. After reviewing, click **“Save and Next” to proceed.**



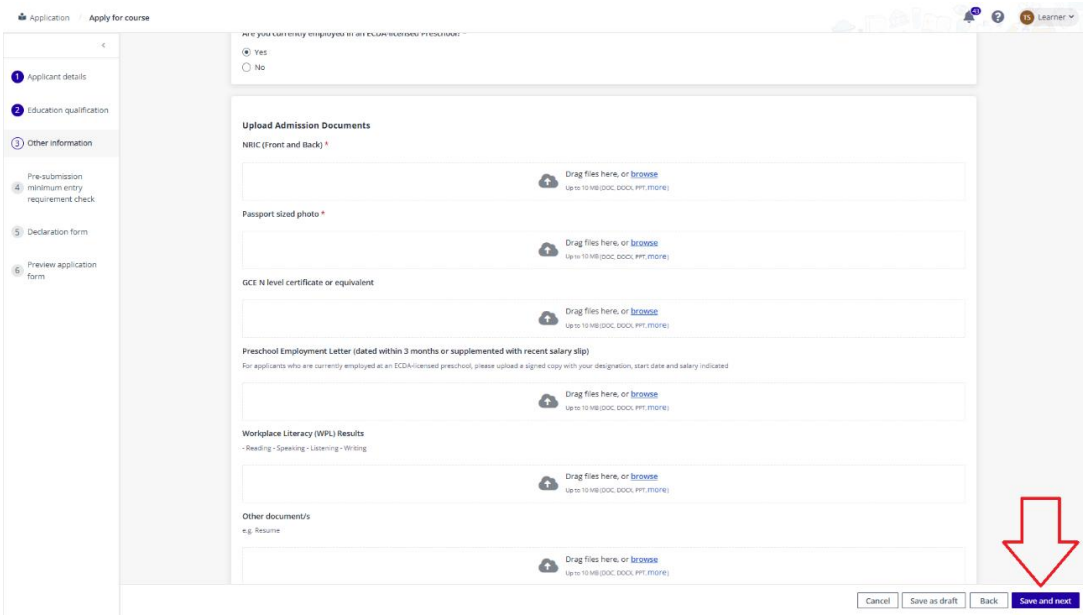
7: Upload your educational documents and click **“Save and Next”.**



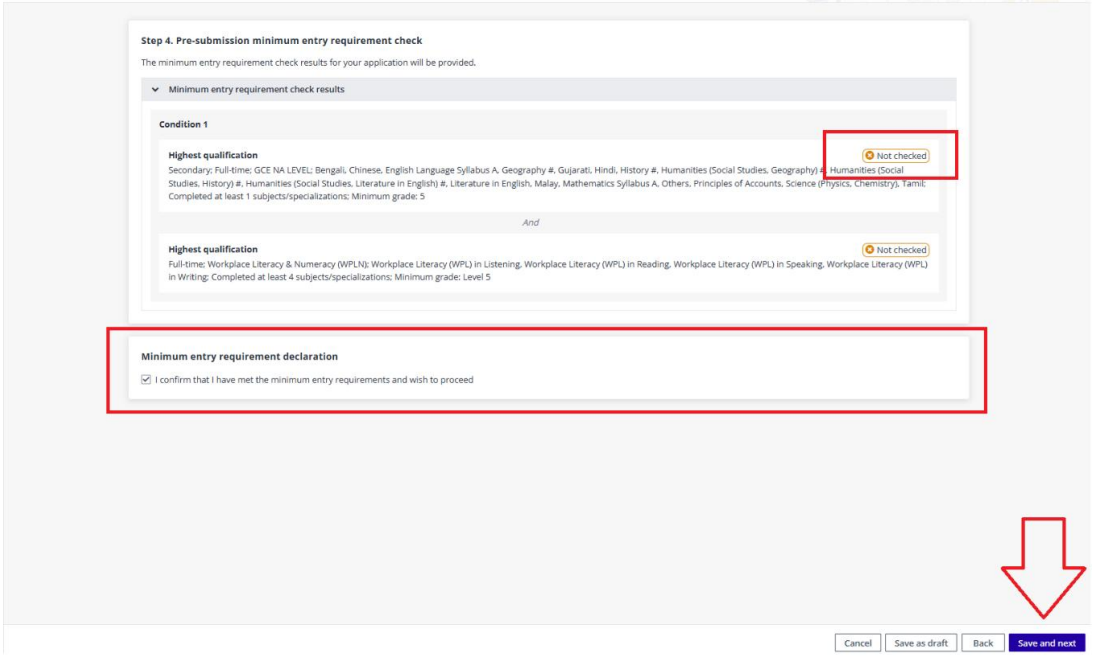
8: Answer **all** questions listed in Step 3: Additional Information, and click “Save and Next”.



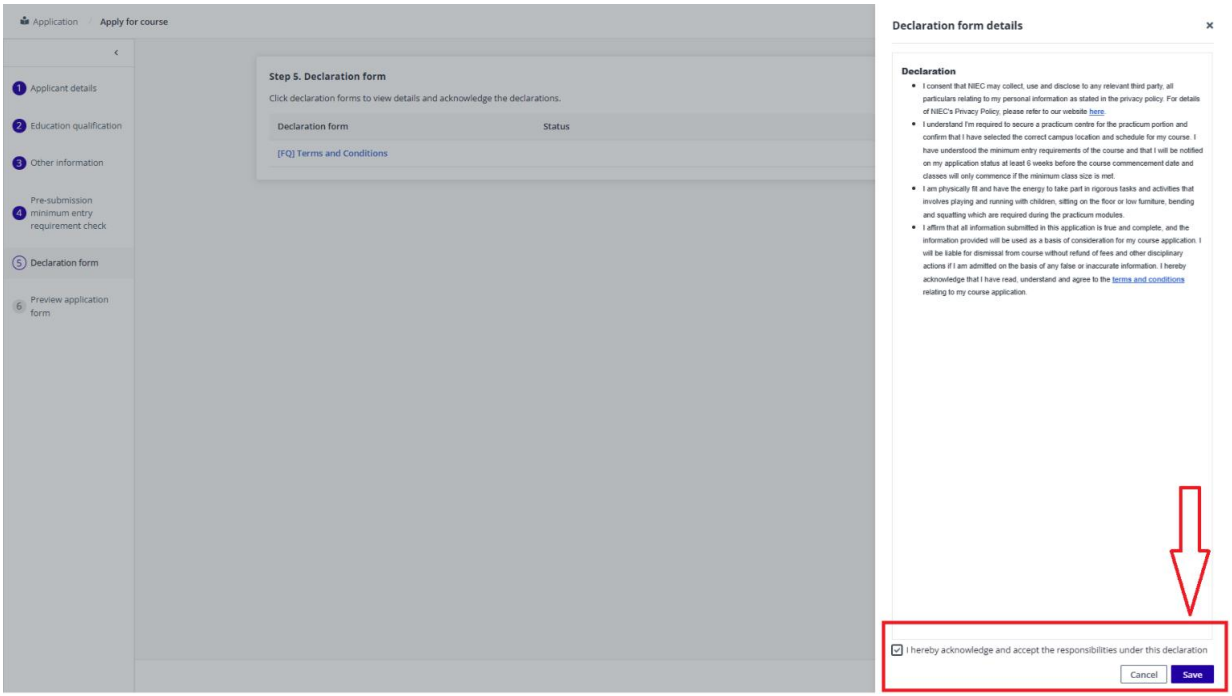
9: Ensure that you upload all necessary supporting documents, then click **“Save and Next”.**



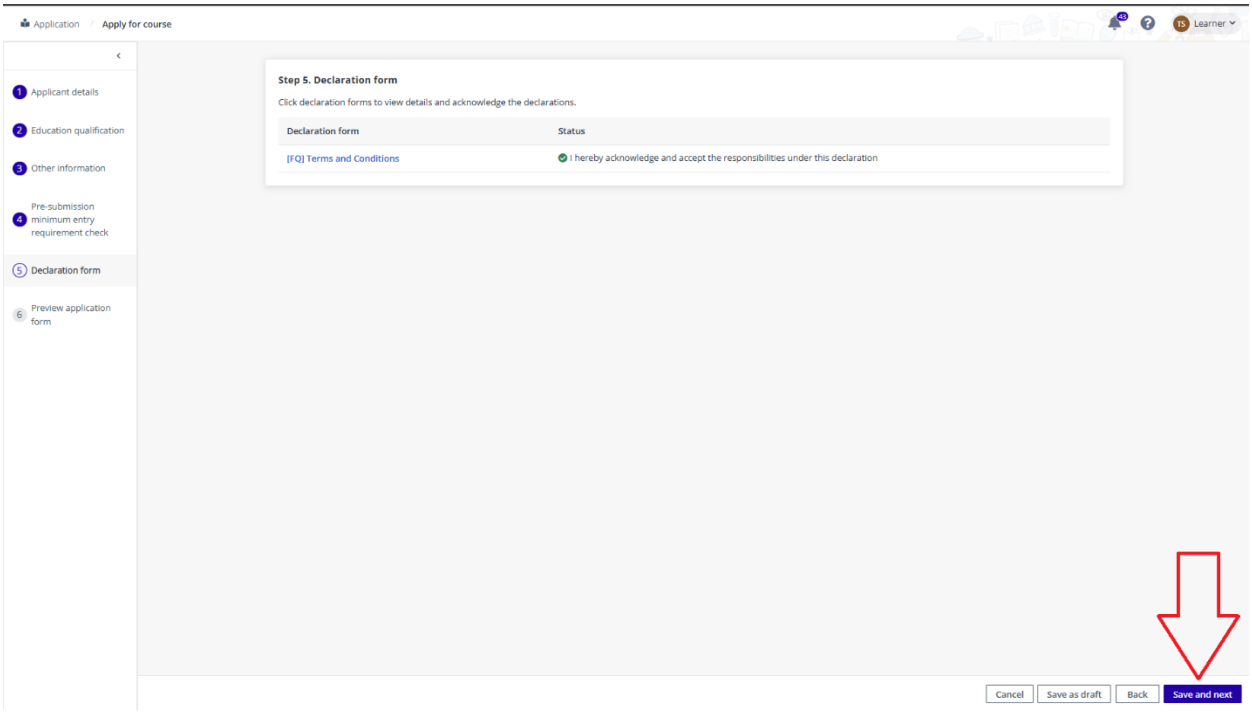
10: You may notice that your qualifications might be indicated as “Not Checked”. Please disregard this message and proceed to submit your application once you have ensured that you have met the course entry requirements. Click on **“Save and Next”** to continue.



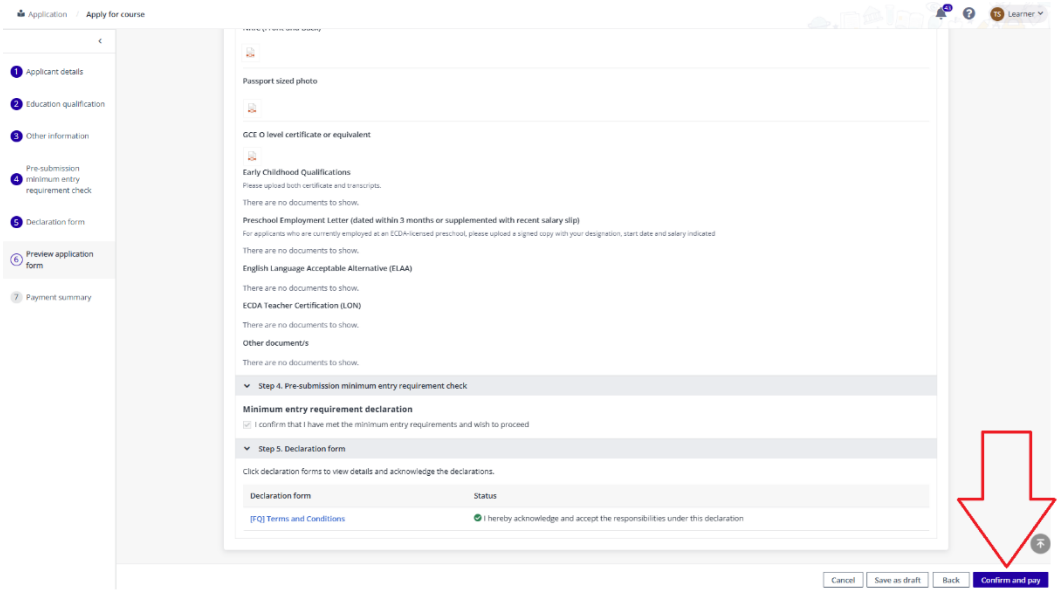
11: Acknowledge the declaration form and click **“Save”.**



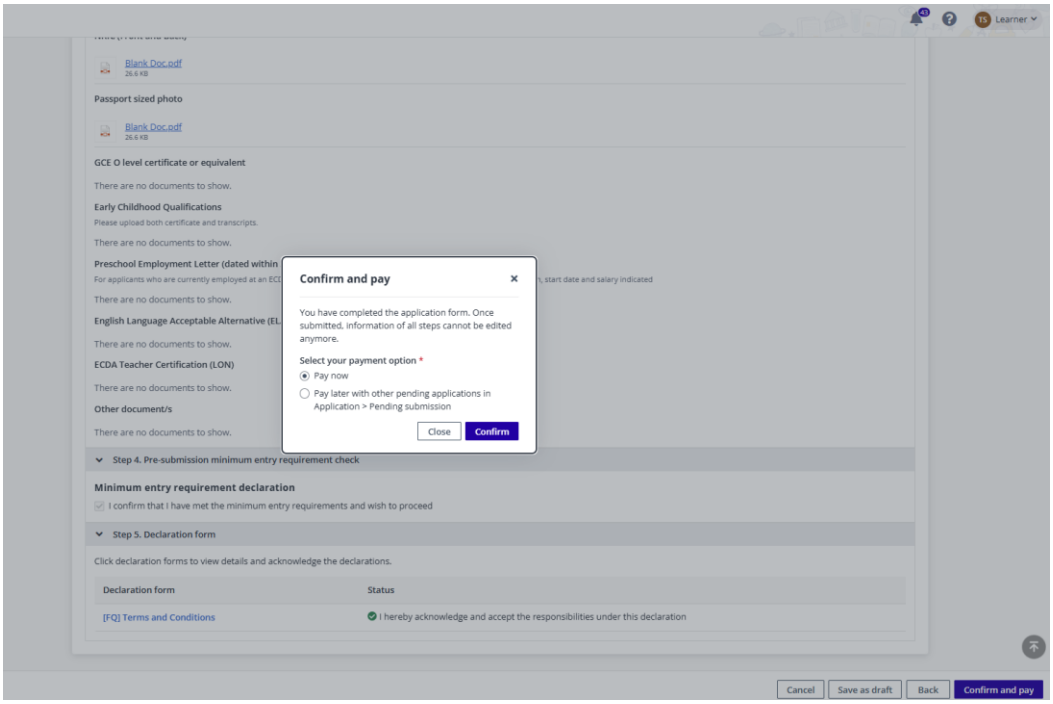
12: Click **“Save and Next”.**



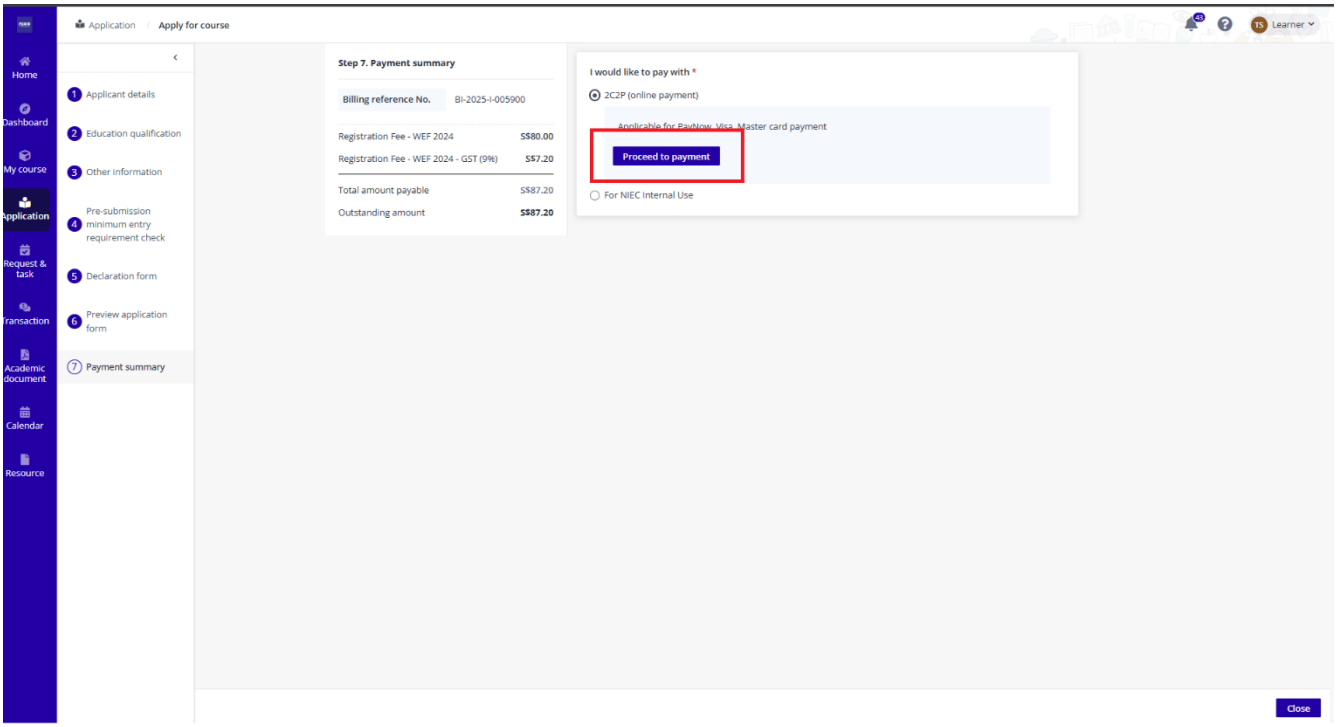
13: Review your information to ensure that it is correct. Click **“Confirm and Pay”**



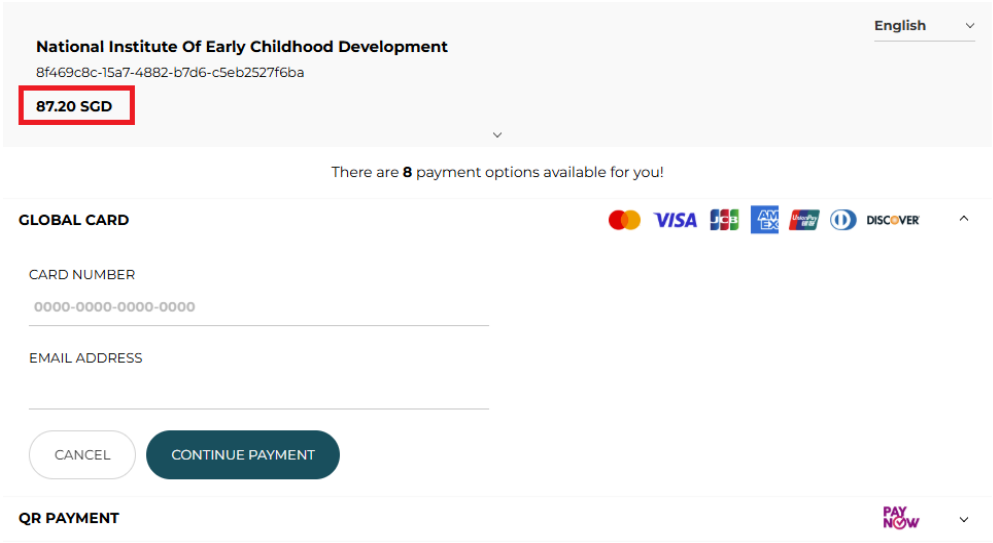
14: Click **“Pay Now”.** Please note that your application will only be processed after the registration fee has been successfully paid.



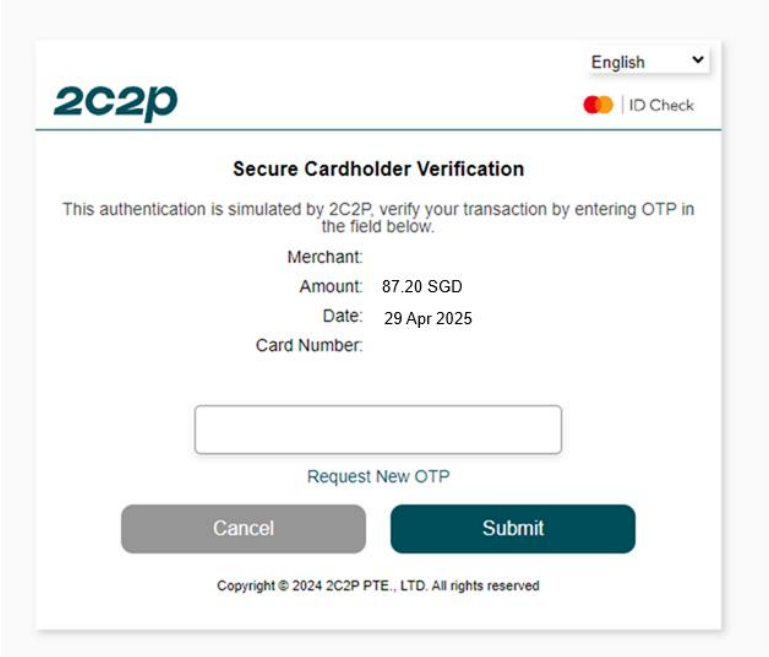
15: Select **2C2P (Online Payment), then click “Proceed to Payment”.**



If you are paying using Credit Card, please key in your card details:

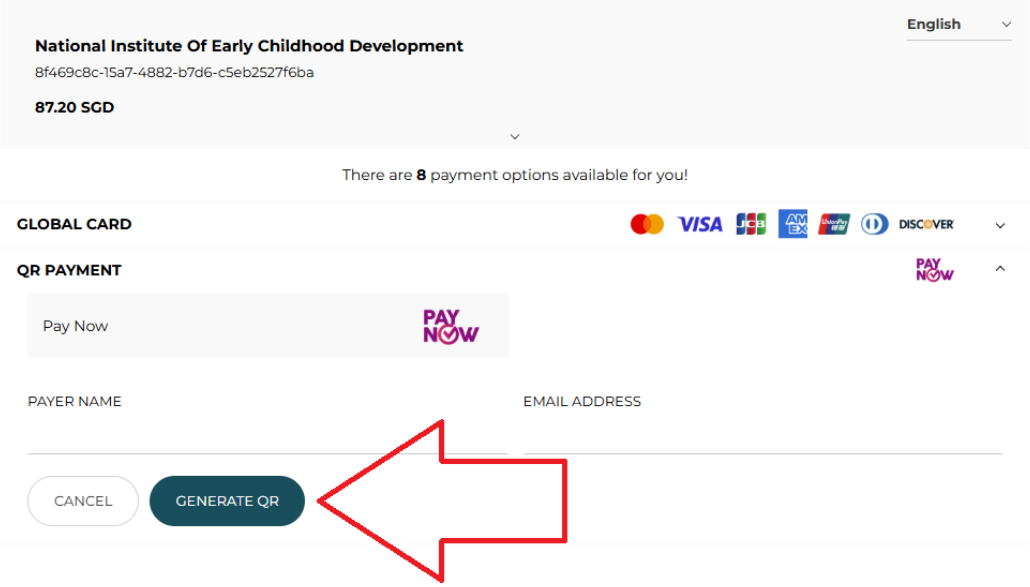


Upon keying in your details, you would be prompted to key in your One-Time password:

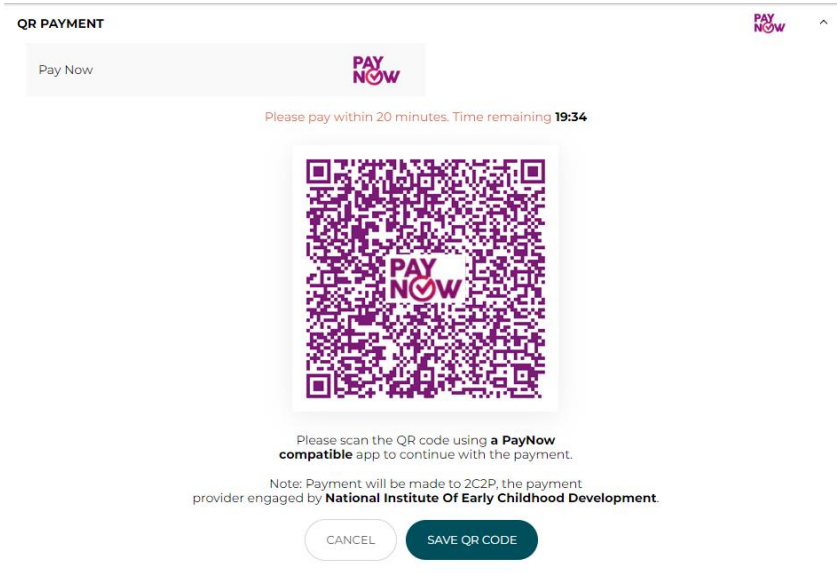


Click “Submit” once you have keyed in the OTP.

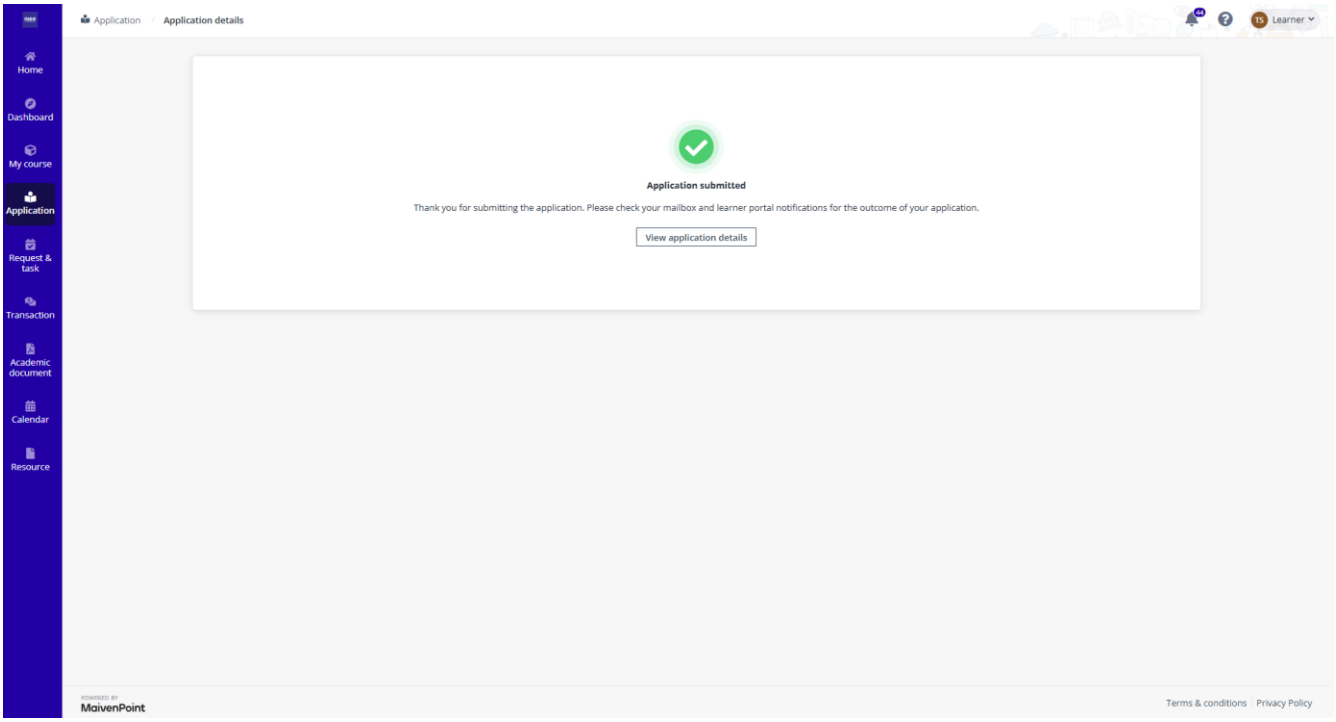
<u>If you are paying using Paynow, please</u> key in your PayNow details and click on “Generate QR”.



You may then scan the payment QR Code and make payment accordingly:



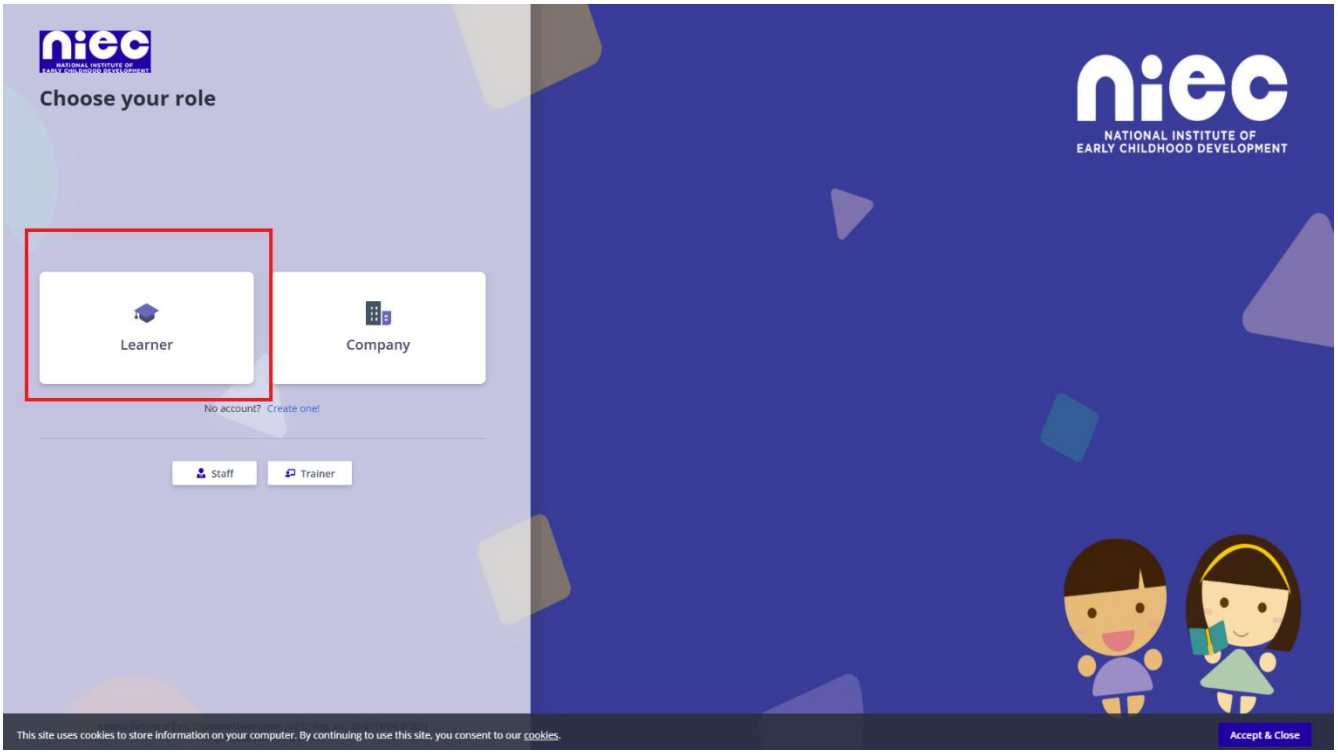
16: Upon successful payment, you would see this page. You will also receive an email to notify that your application was successfully received.



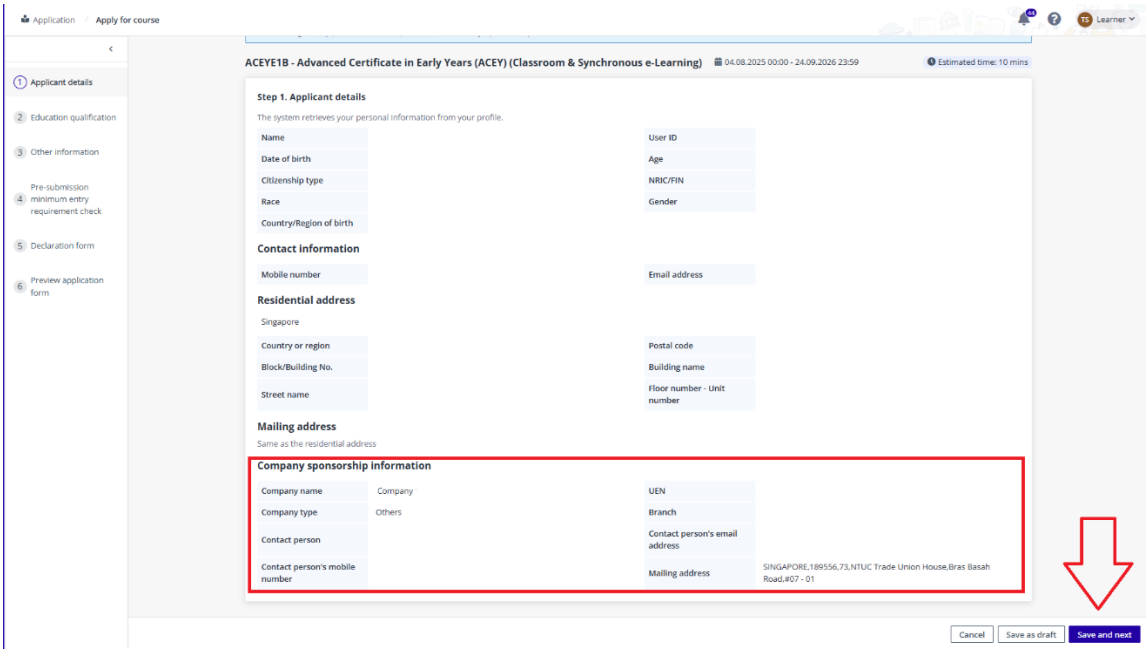
4: How to submit your application as a COMPANY-SPONSORED APPLICANT:

1: Your company would have provided you with a unique registration link. If you do not have the link, please **DO NOT proceed to** submit your application as a self-sponsored applicant. **Instead, please inform your company that you require the UNIQUE registration link to submit your application.** In this example, we will be using the **Advanced Certificate in Early Years (ACEY) English Course**.

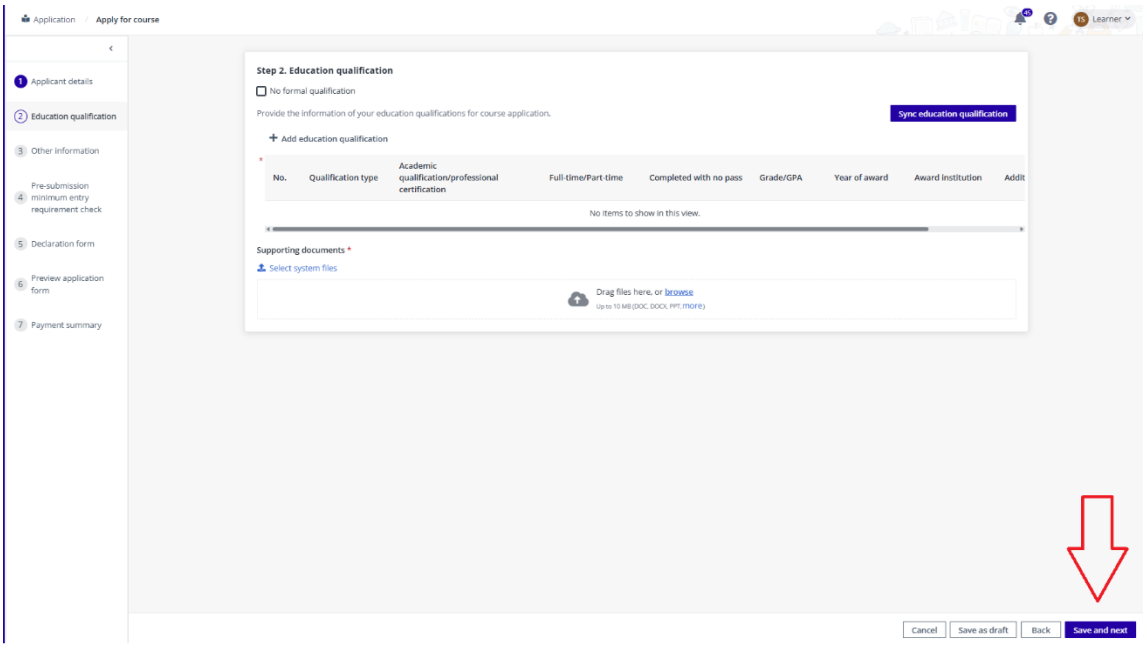
2: Click here to log in as a **LEARNER:** https://niec-portal.edutechonline.com/



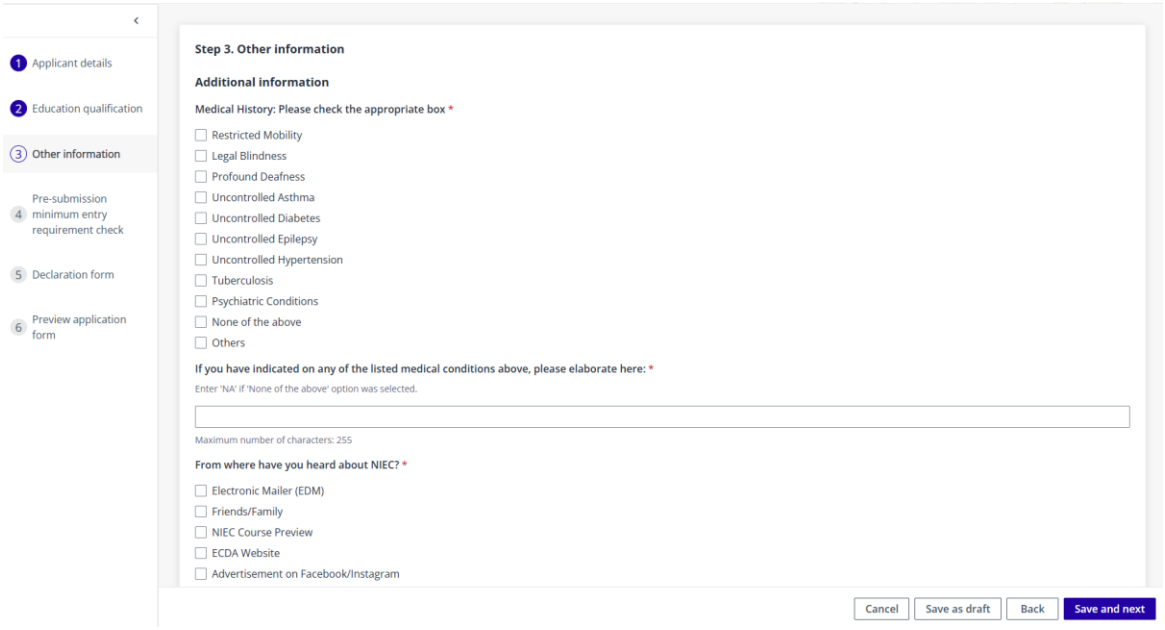
3: Click on the link provided to you by your company. You will now see the screen below.
Please ensure that your company information is shown before you click "Save and Next".



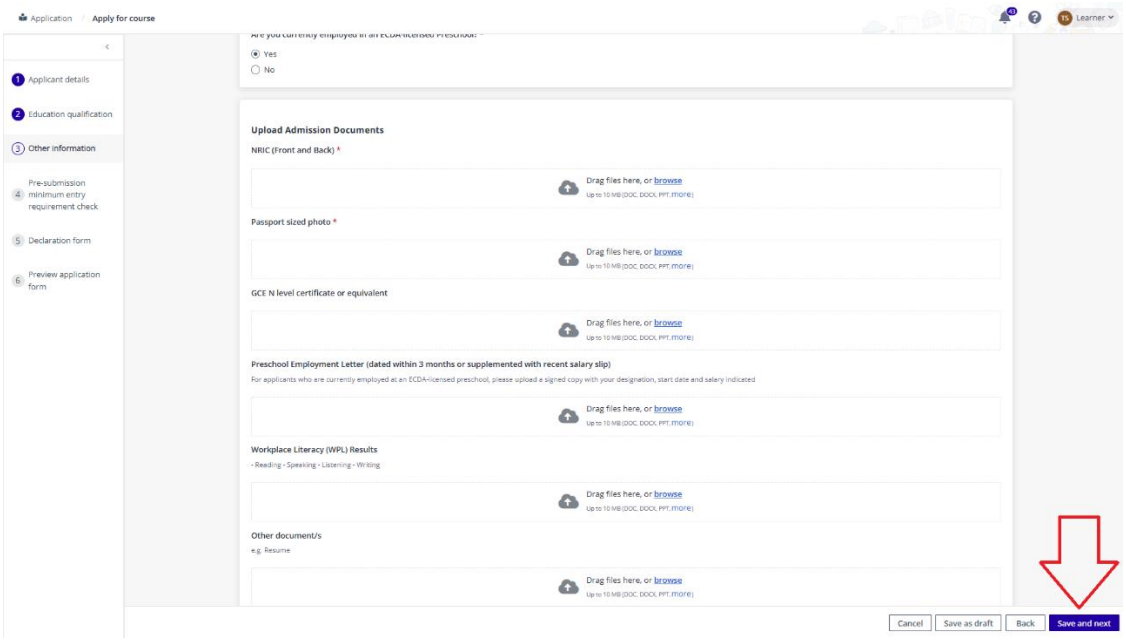
4: Upload your educational documents and click **"Save and Next".**



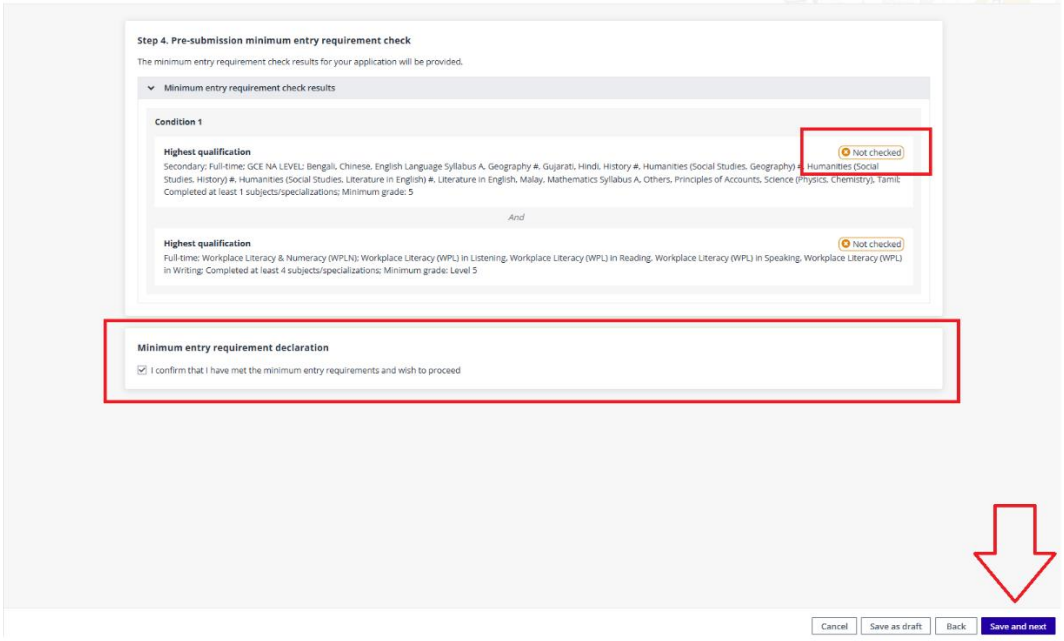
5: Answer **all** questions listed in Step 3: Additional Information, and click “Save and Next”.



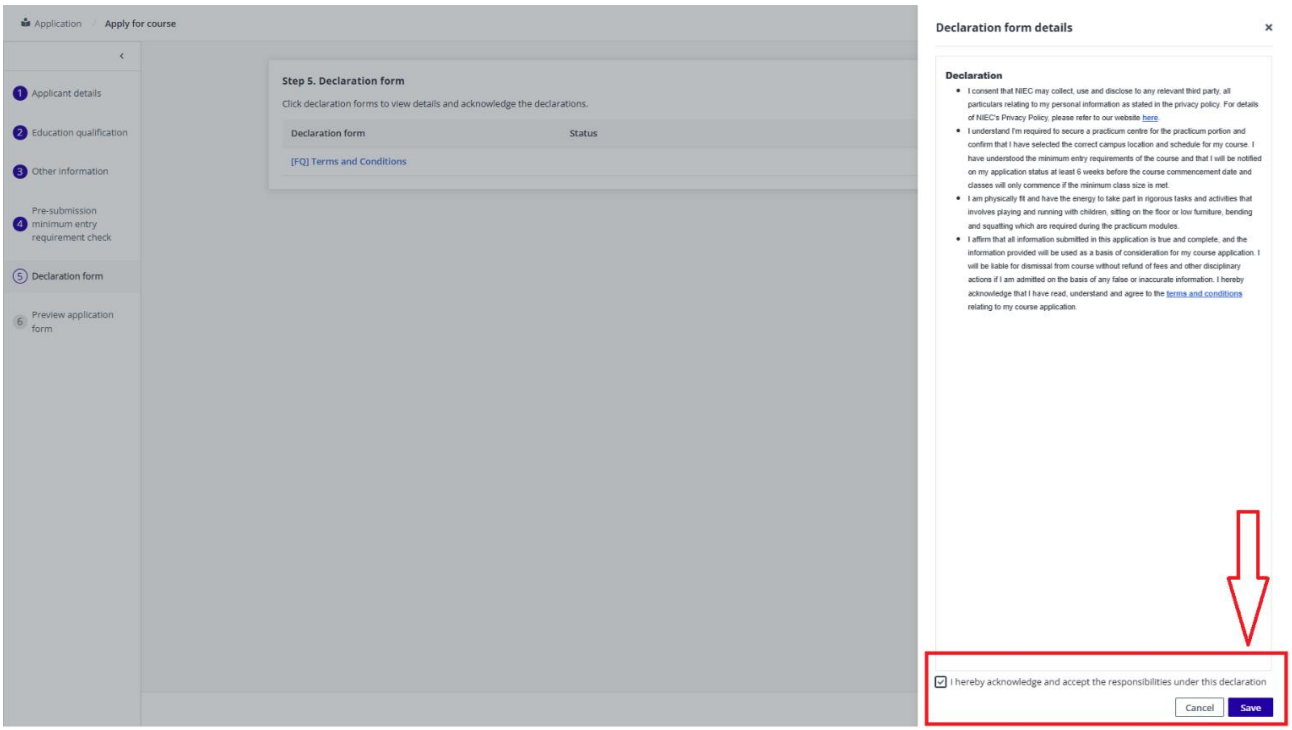
6: Ensure that all required supporting documents are uploaded before clicking **“Save and Next”. If you are applying for the course under the Career Conversion Programme (CCP), please upload your latest resume and the signed copy of your letter of appointment.**



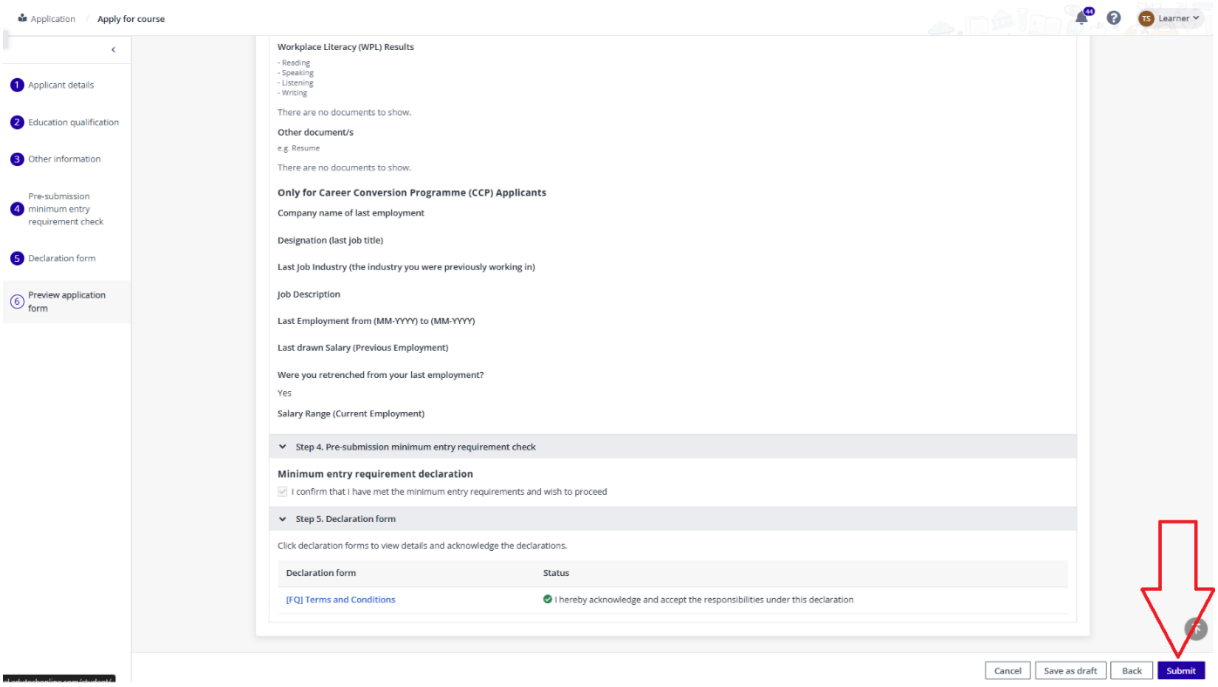
7: You may notice that your qualifications may be indicated as “Not Checked” here. You may disregard this message and proceed with your application. Ensure that you have met the course entry requirements, and click **“Save and Next”** to continue .



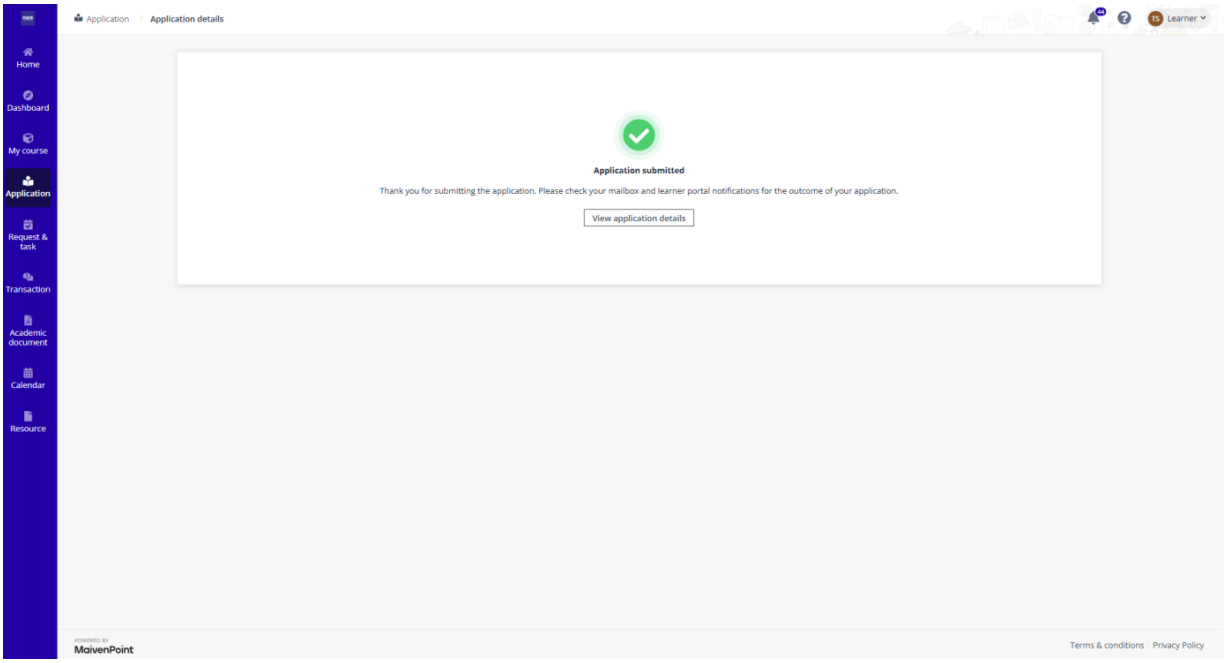
8: Acknowledge the declaration form and click **“Save”.**



9: Review the information and click “**Submit”**:



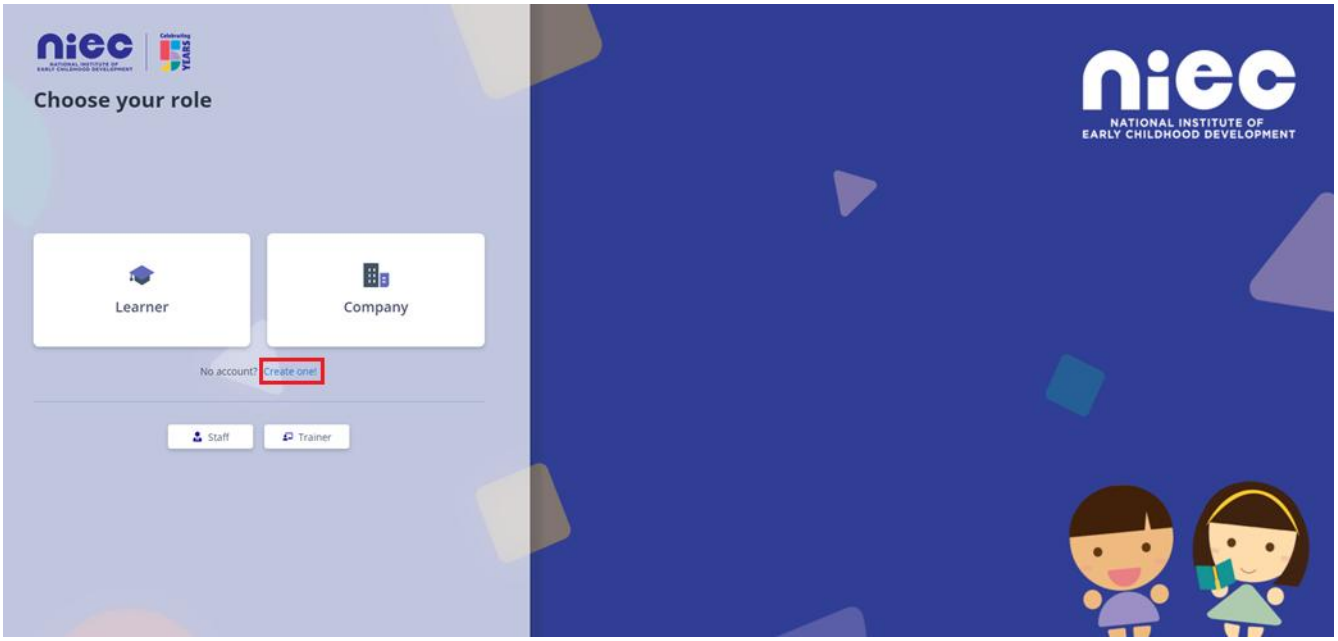
10: Once your application has been submitted, you will see a “Application Submitted” message and receive an email notification confirming successful submission.



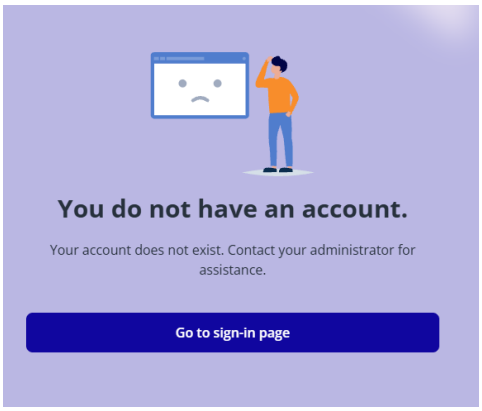
1: 创建您的学员帐户

请按照以下步骤使用您的 Singpass 创建您的学员帐户。

1:请点击此处的链接：https://niec-portal.edutechonline.com/ 然后请点击：“Create One”.

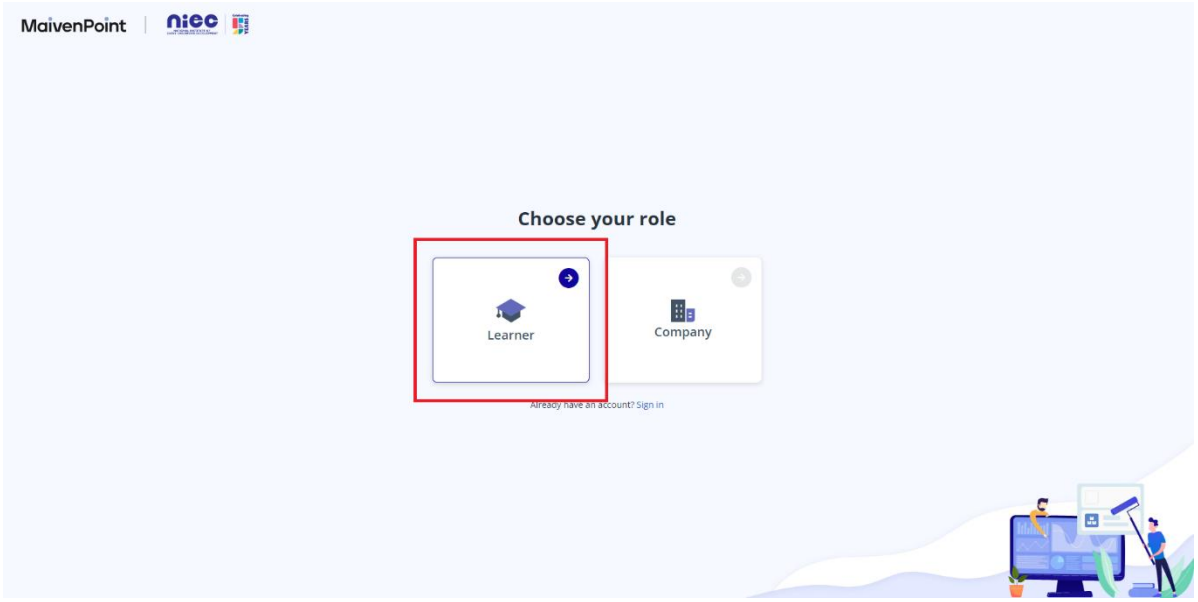


如果您目前尚未拥有账户并尝试登入，您将看到以下错误信息：

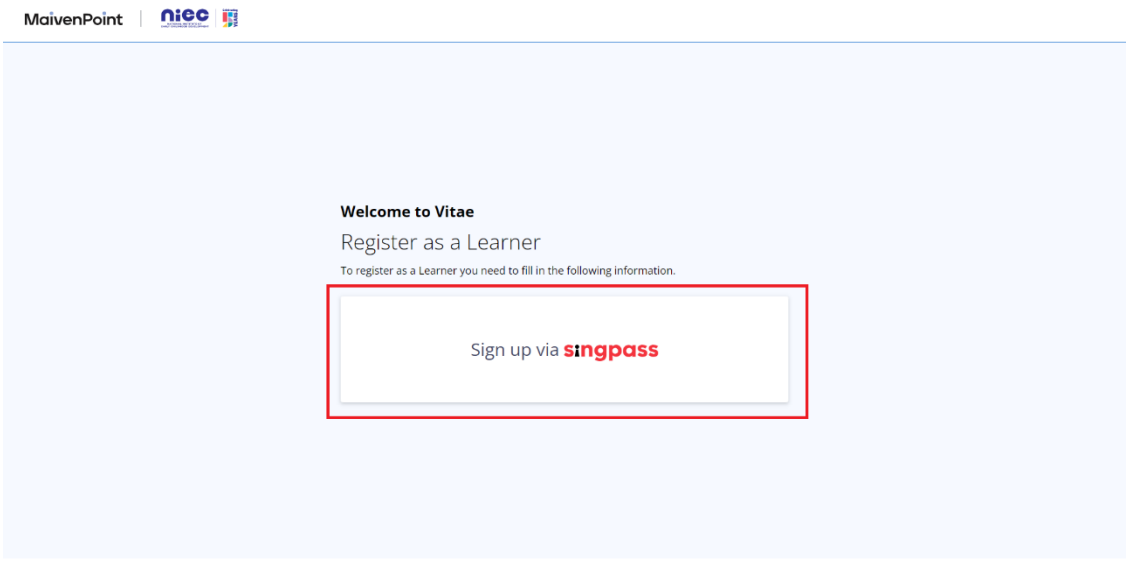


如果您尚未拥有账户，请点击此处创建账户。

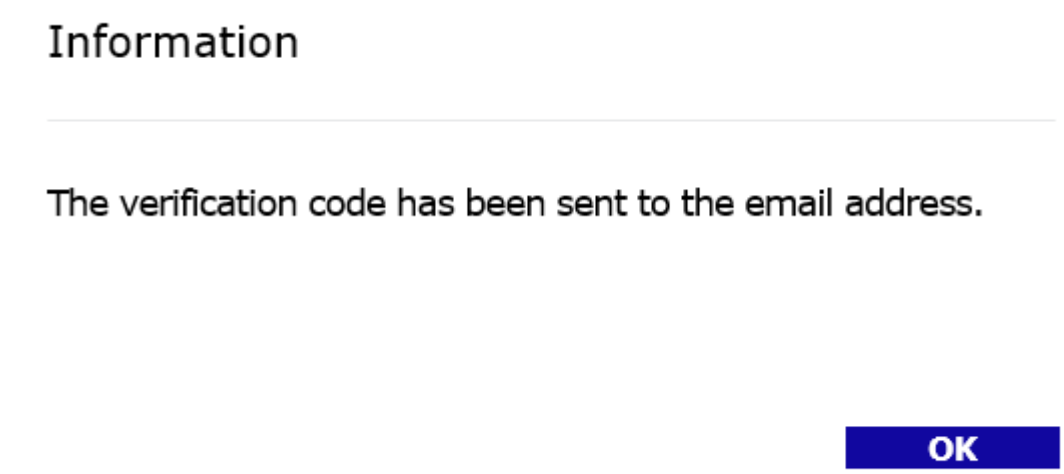
2: 请点击“Learner”. (如果您是公司赞助的申请者，请也选择 Learner).

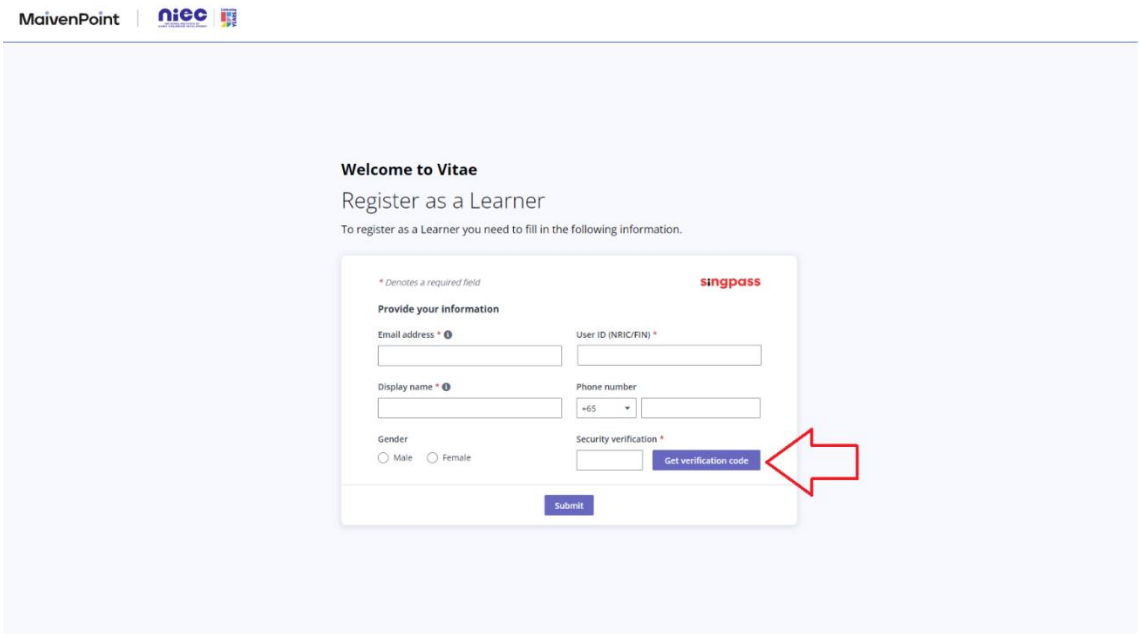


3: 点击通过 Singpass 注册。您将被重定向至 Singpass QR 码页面 以进行登录。

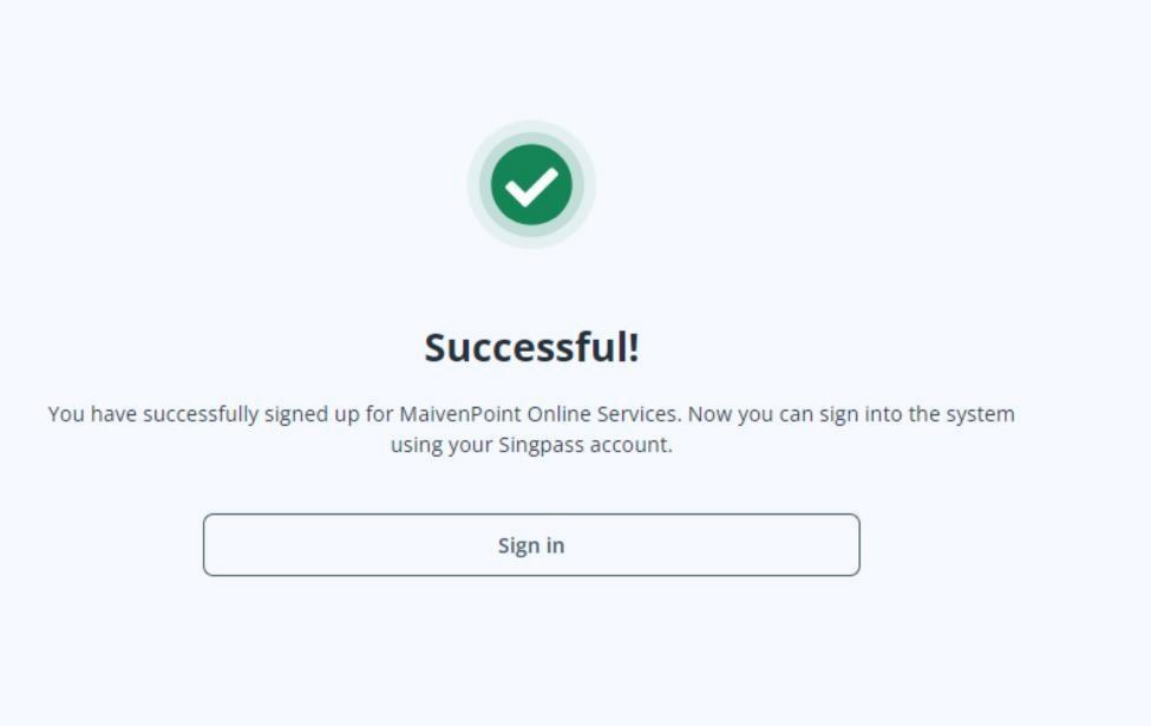


4: 填写您的联系方式后，您将收到一封包含安全验证码的电邮，请系统中输入安全验证码以完成验证。



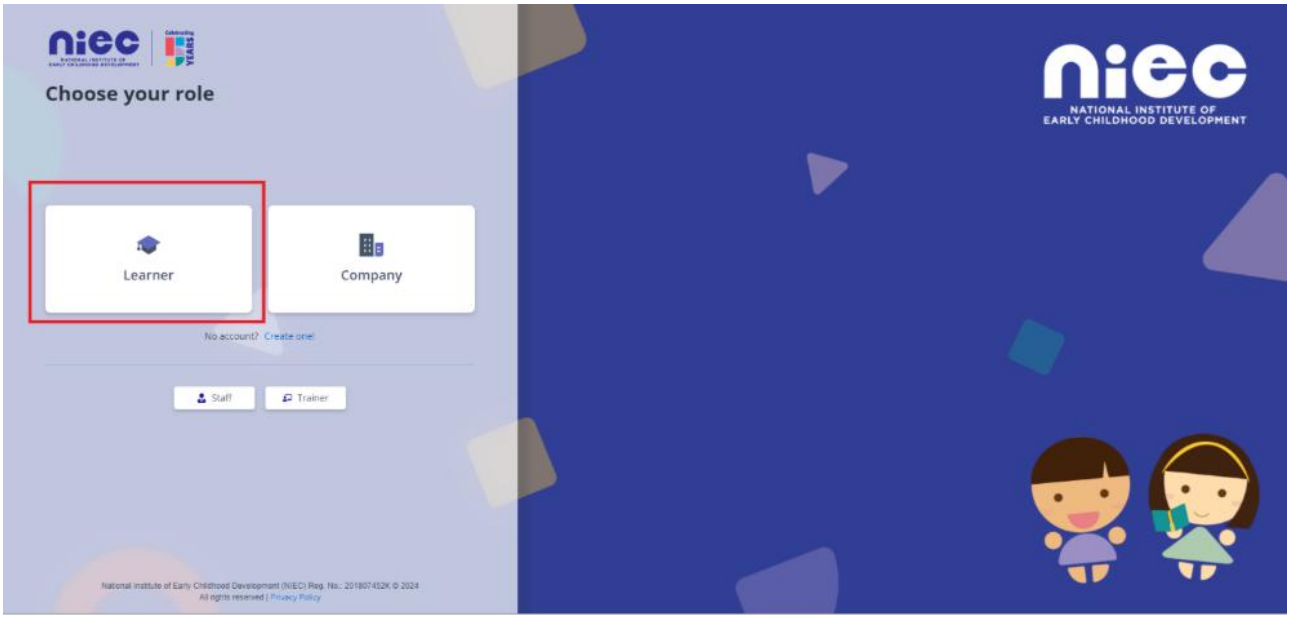


5: 您已成功创建您的学员帐户！

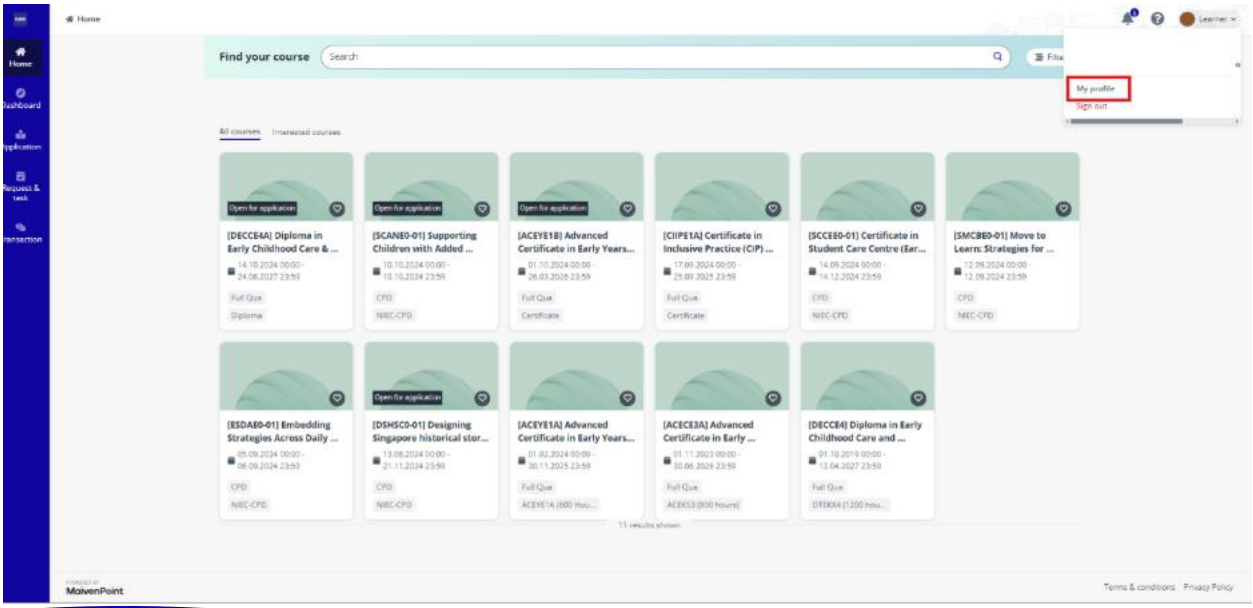


2: 通过 Singpass MyInfo 同步您的个人信息

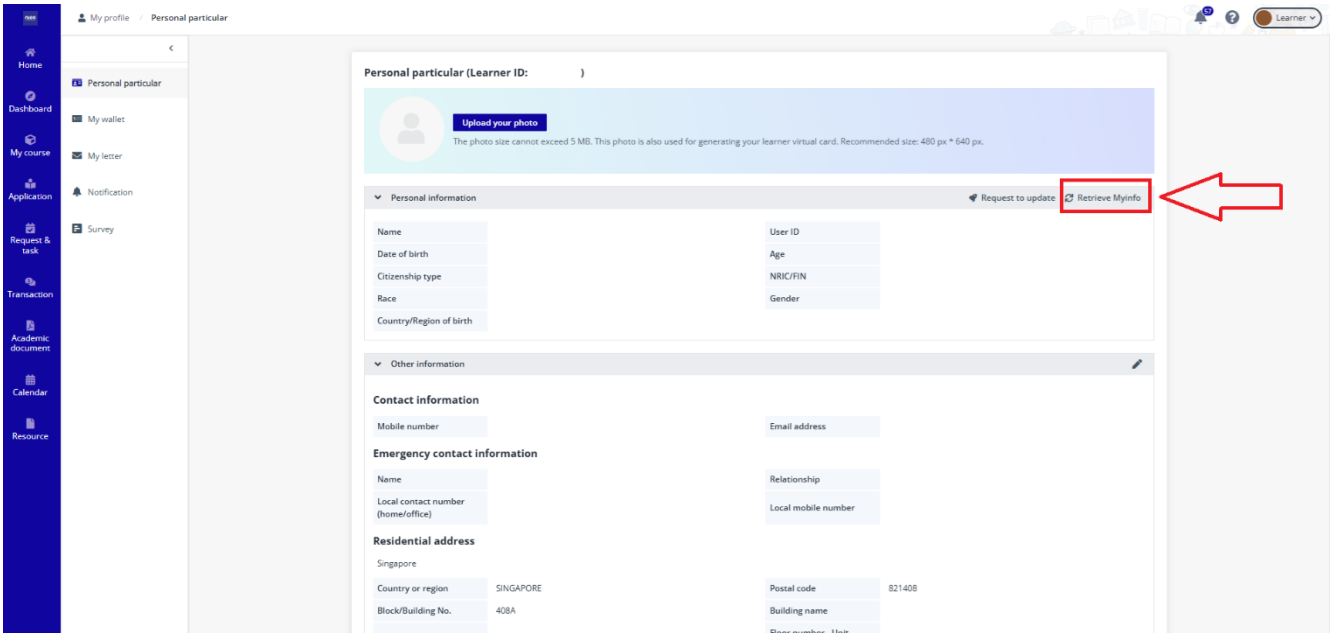
1: 请点击此处使用您的 Singpass 登录门户: https://niec-portal.edutechonline.com/ 然后选择“Learner”.



2: 选择右上角的 ” My Profile” 。

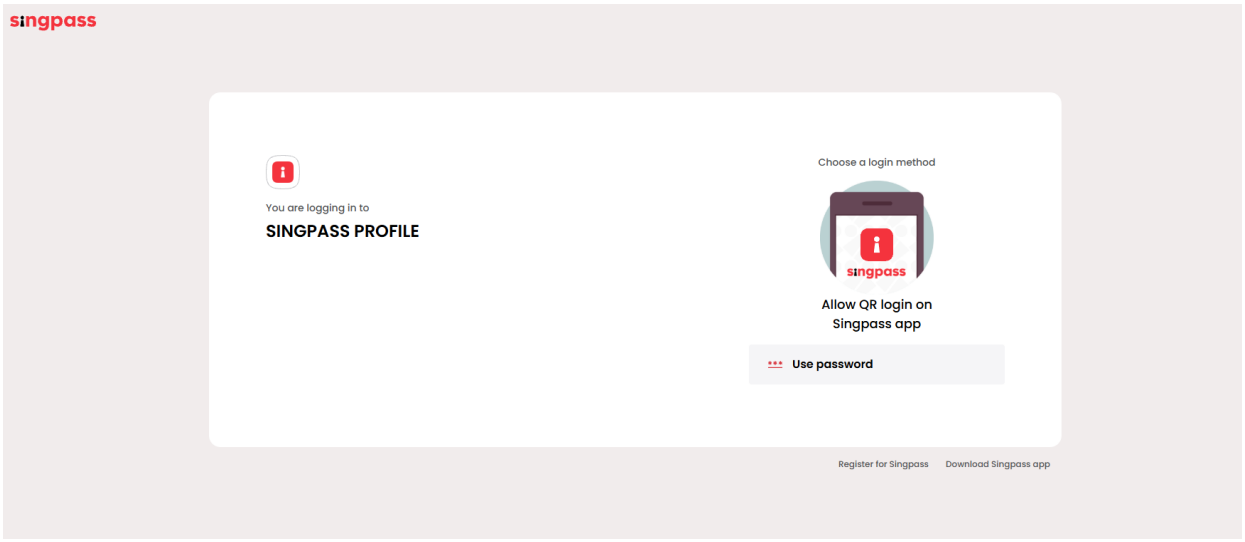


3: 请点击此处的 “Retrieve Myinfo” 按钮。



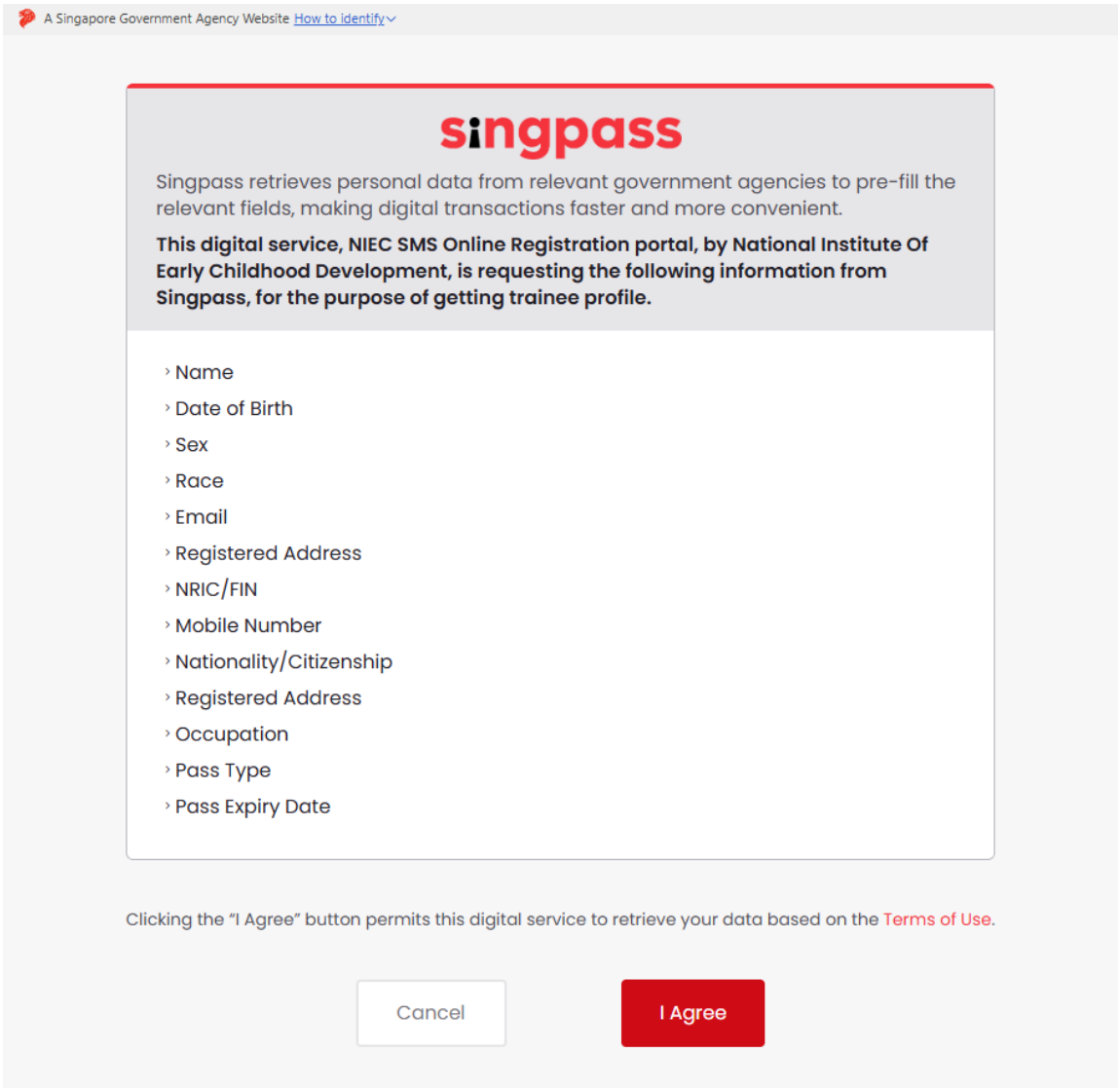
-

您将被引导使用 Singpass 登录。



-

4: 系统将请求获取以下信息：

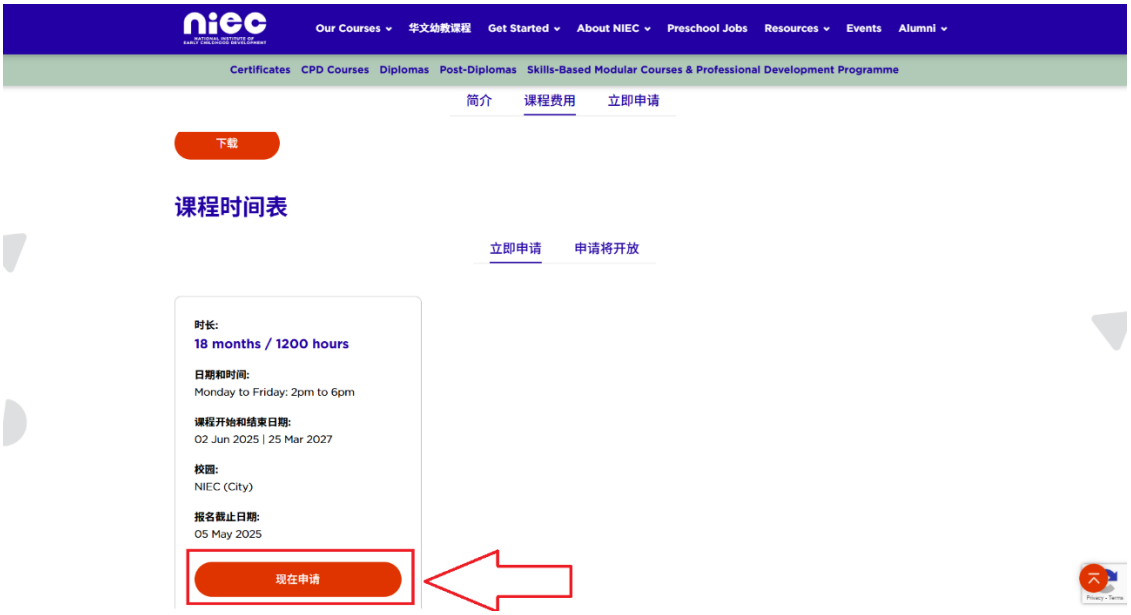


请点击”**I Agree**”。

4：您的资料现已同步，并已更新为您 Singpass MyInfo 中所显示的资料。

3：如何以自费申请者提交申请:

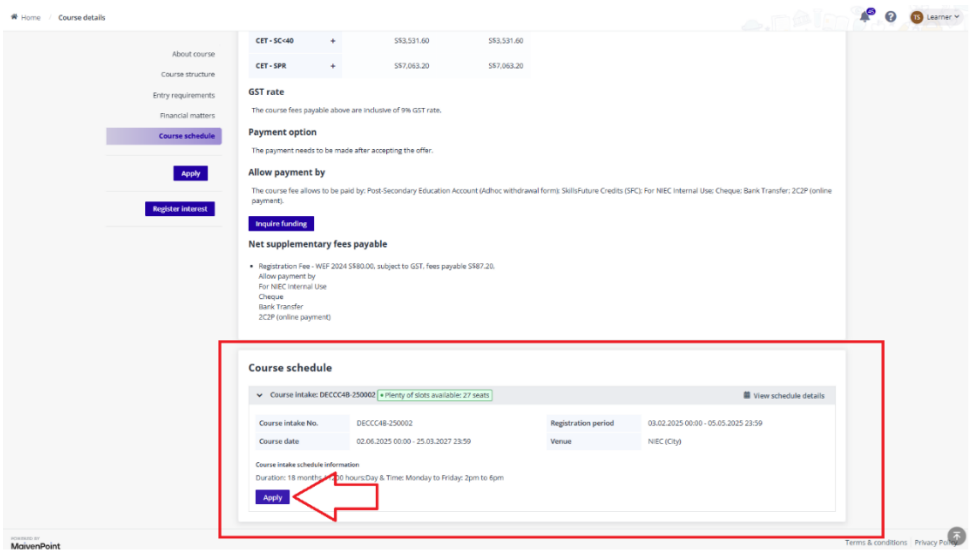
1：进入您希望申请的课程网页。以本示例为例，我们将使用课程“**幼儿保育与教育专业文凭课程–教学**”。找到您想要报名的开课时间后，点击“**现在申请**” 按钮。



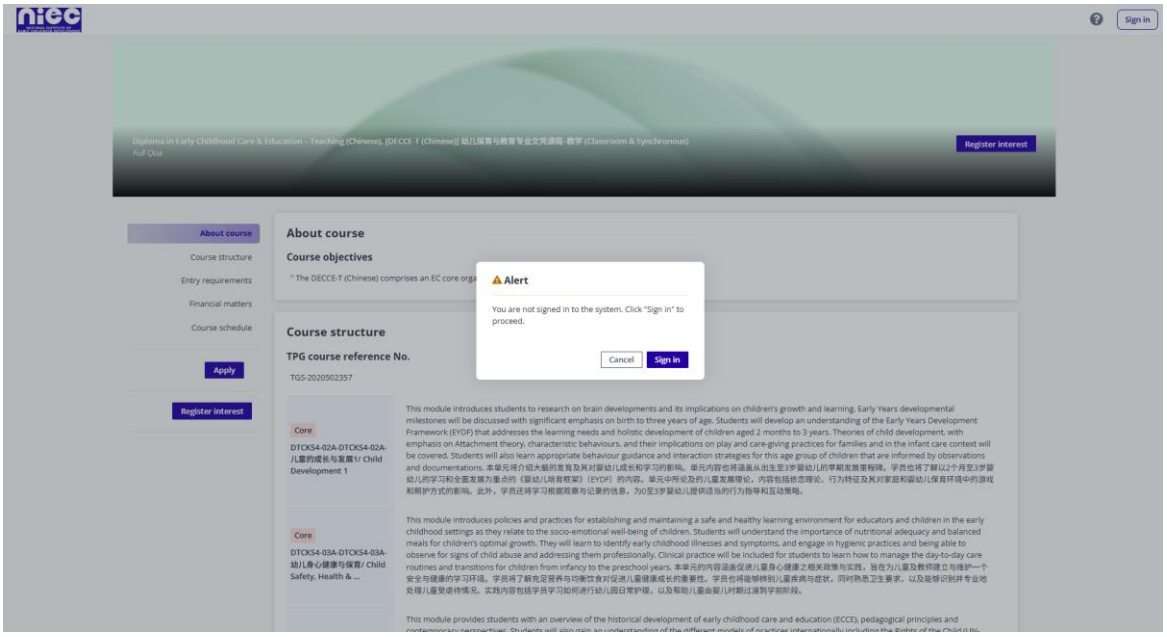
2：阅读 **条款和条件**，并确保您已符合课程的入学的要求。确认无误后，点击“**继续**”。

3：您将进入如下页面。请点击“**Apply**”（申请）按钮以开始填写申请表。

4：选择您想申请的正确开课时间。请留意课程的**开始日期**以及**上课模式**（例如：周一至周五，下午 2 点至 6 点／每周三天或晚上 6 点半至 9 点半，以及周六上午 9 点至下午 3 点）。确认后，请再次点击“Apply（申请）”。

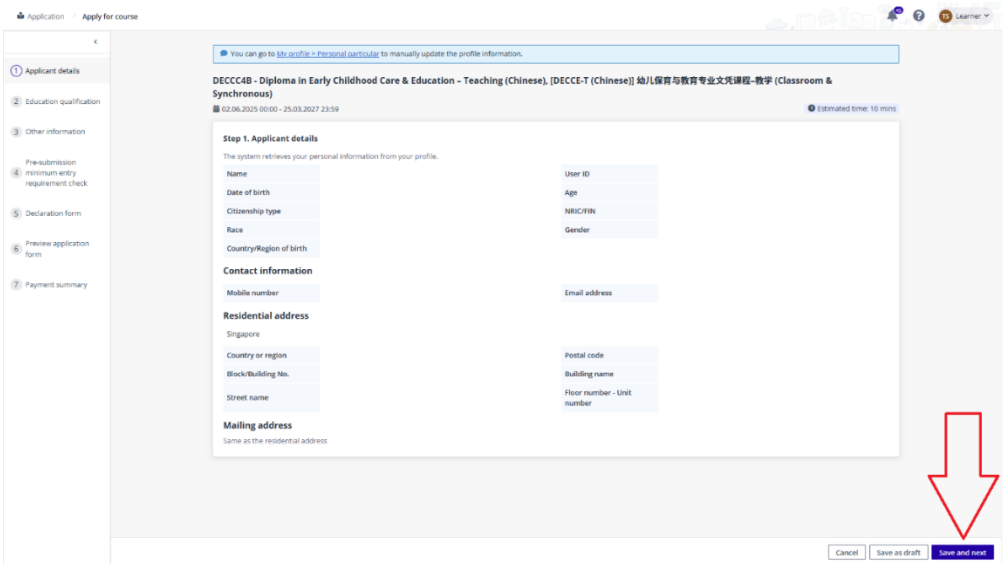


5：如果您尚未登录，系统将提示您在此处登录。

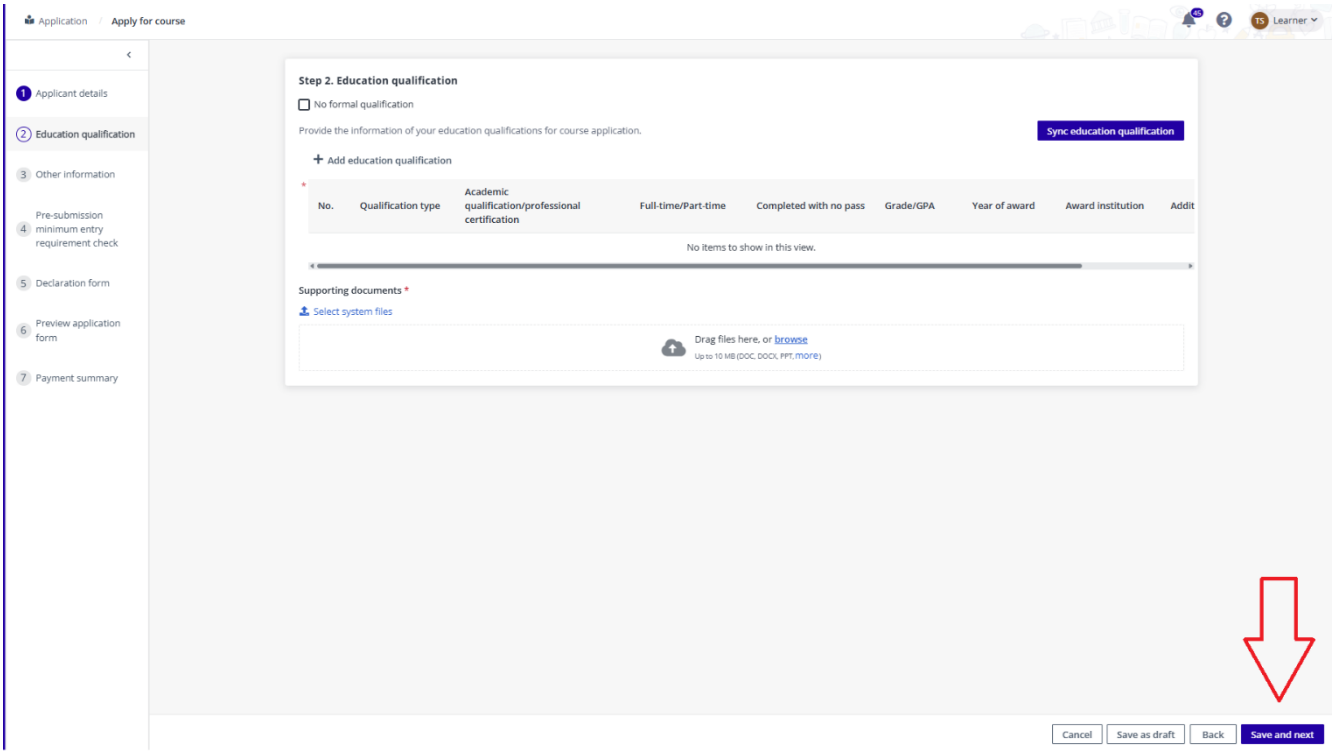


6：登录后／如果您已成功登录，您将看到以下页面：

请确保下方显示的的个人信息是否正确无误。确认无误后，点击 “Save and Next”（保存并继续） 继续填写申请表。



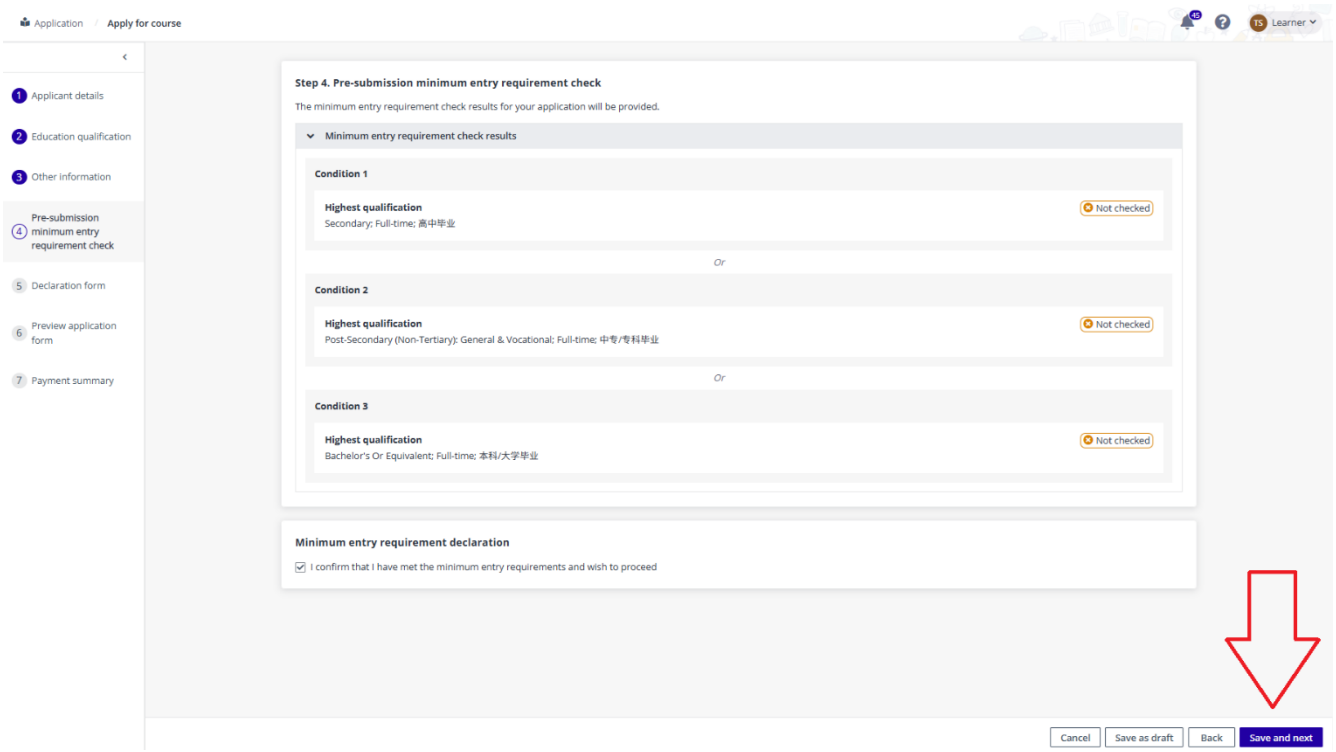
7：上传您的学历证明文件，并点击“**Save and Next**”。



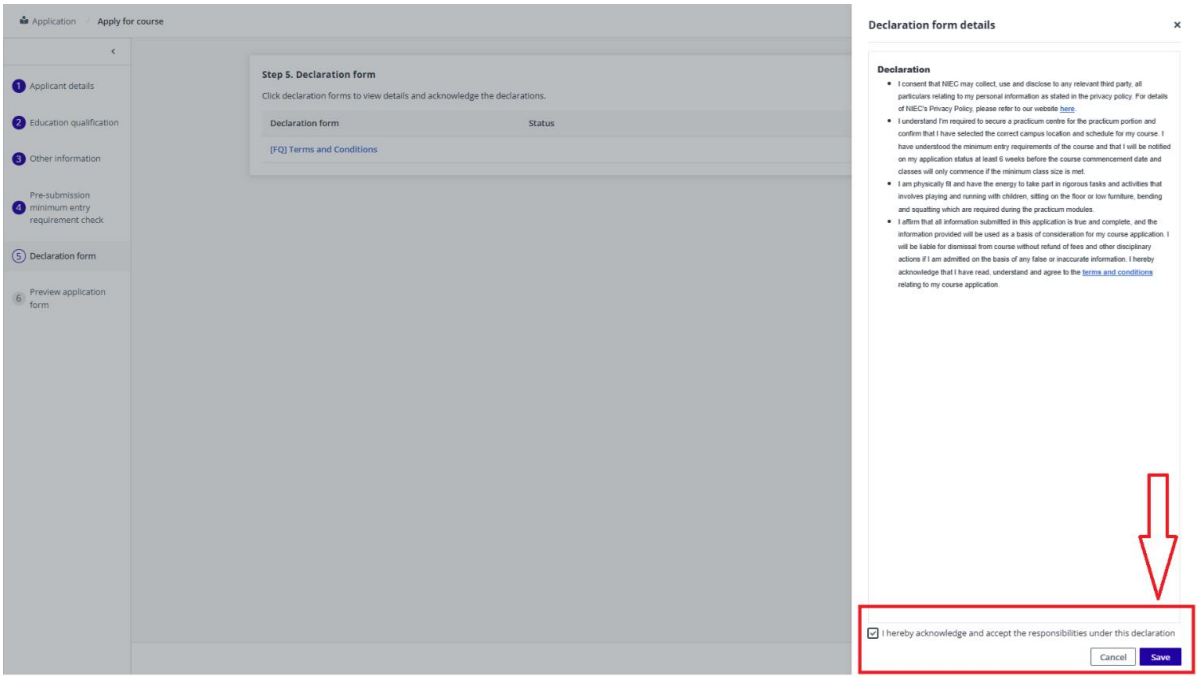
8：请回答本部分列出的所有问题。

9：请确保您已上传所有必要的支持文件，然后点击“**Save and Next**”。

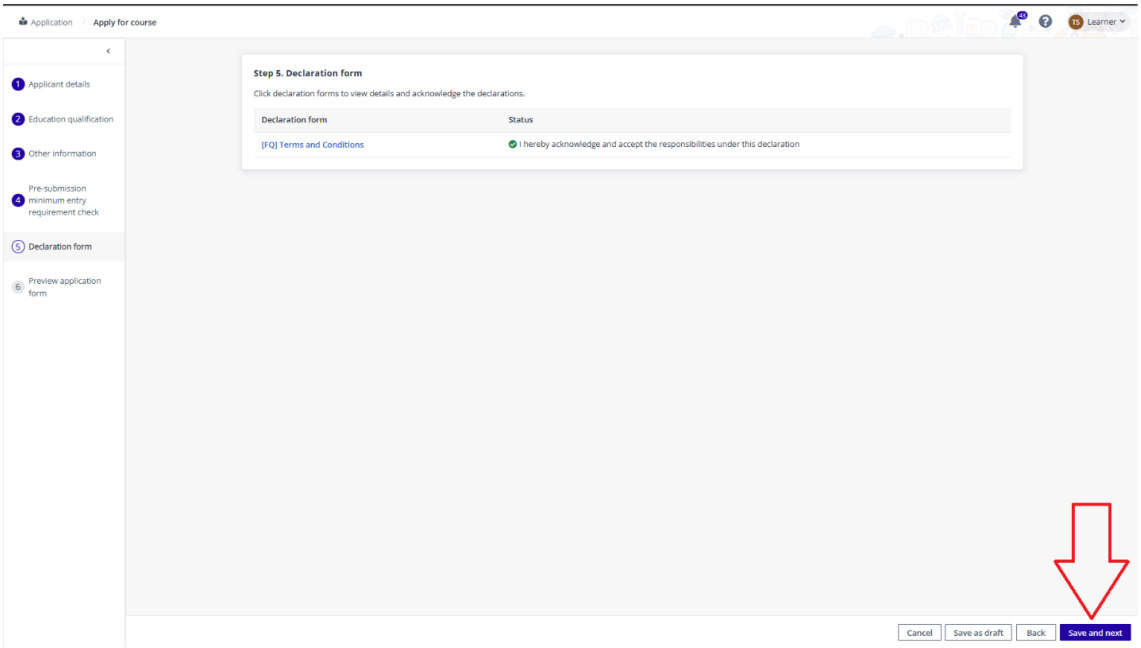
10：您可能会看到您的学历资格显示为“Not Checked”（未审核）。您可以无视此提示并继续提交申请。请务必确保您符合课程入学要求，然后点击 “**Save and Next**”（保存并继续）



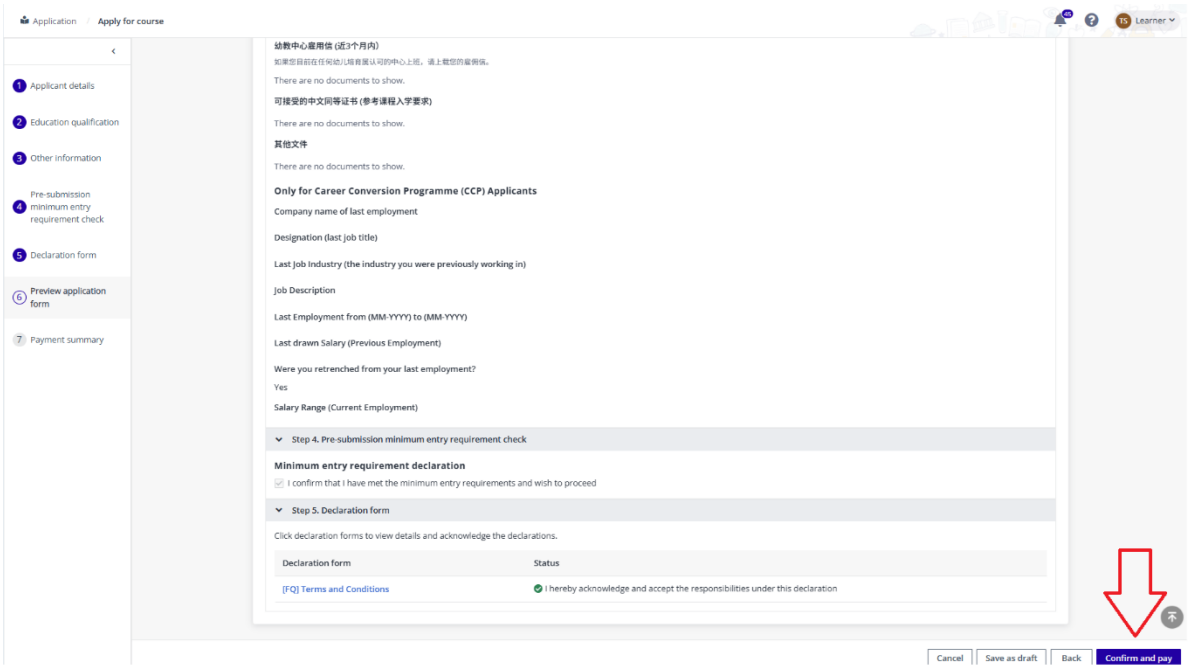
11： 阅读并确认声明表格，然后点击“**Save**”



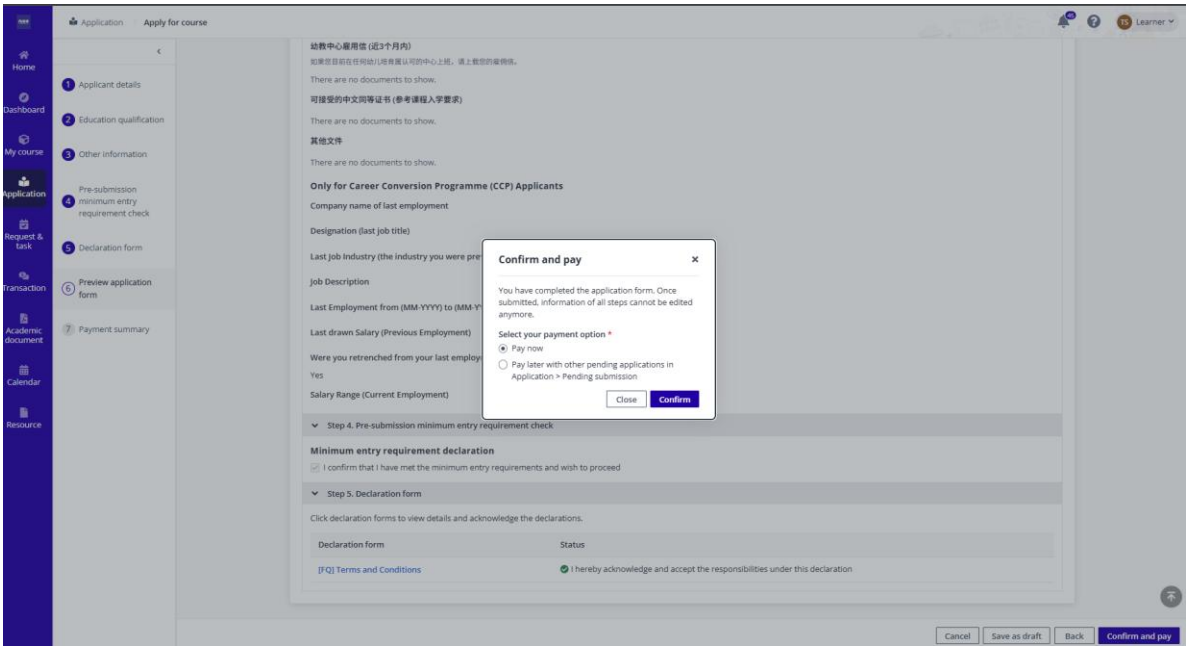
12: 点击“**Save and next**”



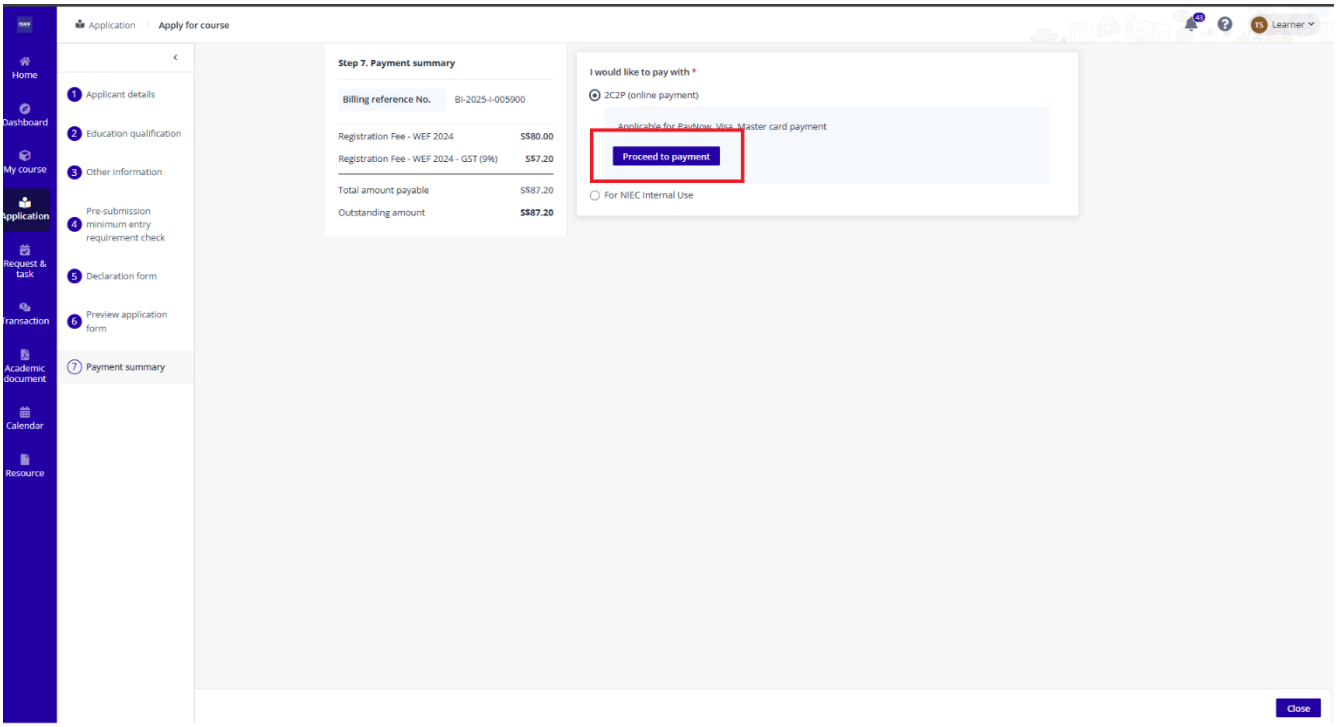
13: 请核对您的信息是否正确。点击“**Confirm and pay**”。



14：点击“**Pay now**”。请注意，只有在您支付了注册费用后，您的申请才会被处理。

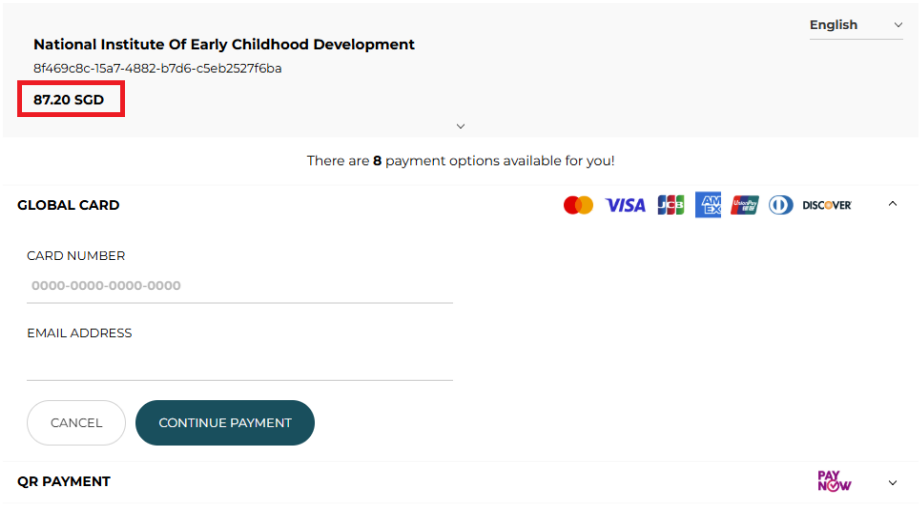


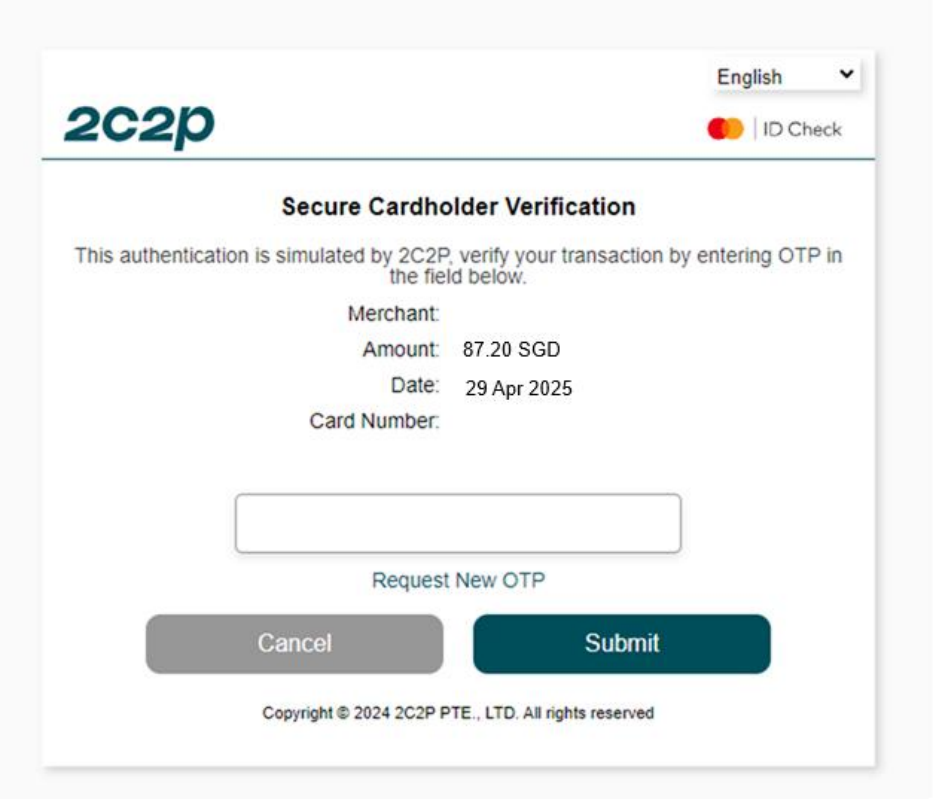
15: 选择 **2C2P (Online Payment)**，然后点击“Proceed to payment”。



<u>银行卡支付</u>：

输入您的银行卡信息后，系统将提示您输入一次性密码（OTP）：

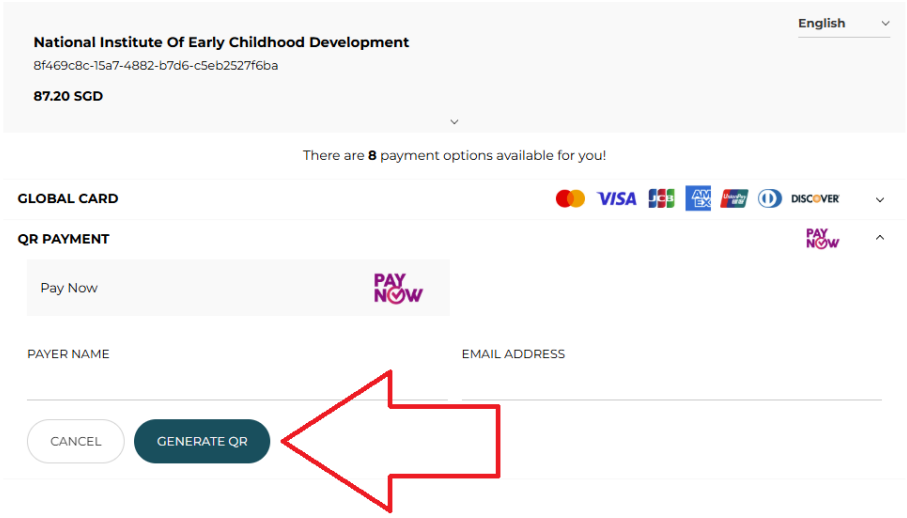




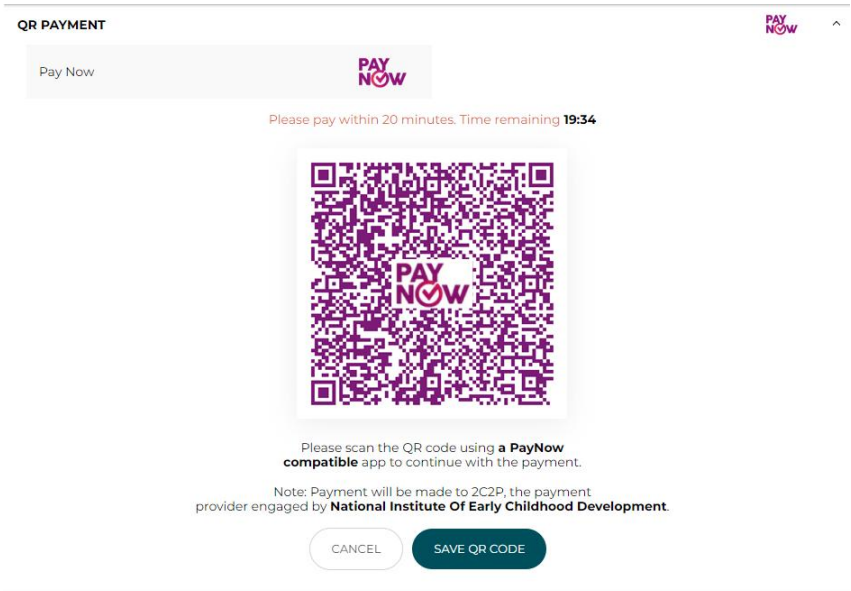
输入 OTP 后点击“**Submit**”。

PayNow 支付：

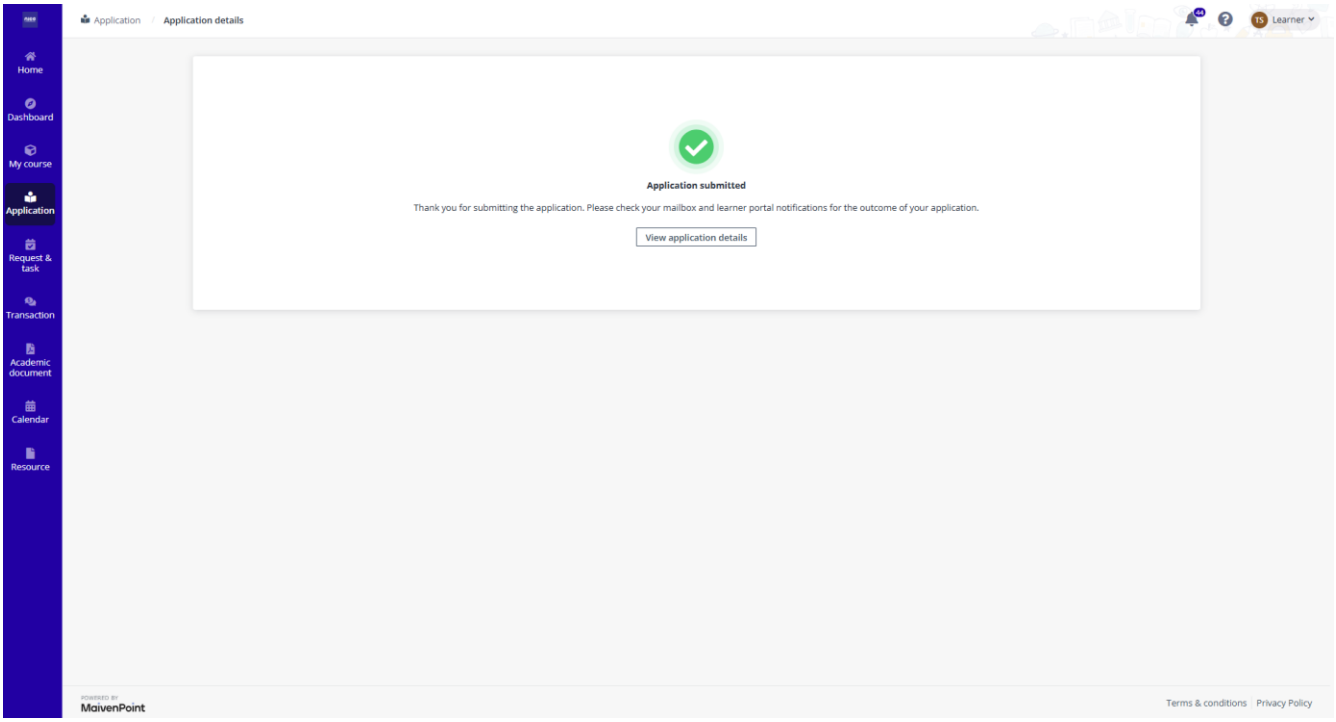
输入您的信息并选择“**Generate QR**”。



随后您可以扫描付款二维码并完成支付。



16: 报名成功后，您将看到此页面。您也将收到一封电子邮件，通知您申请已成功提交。

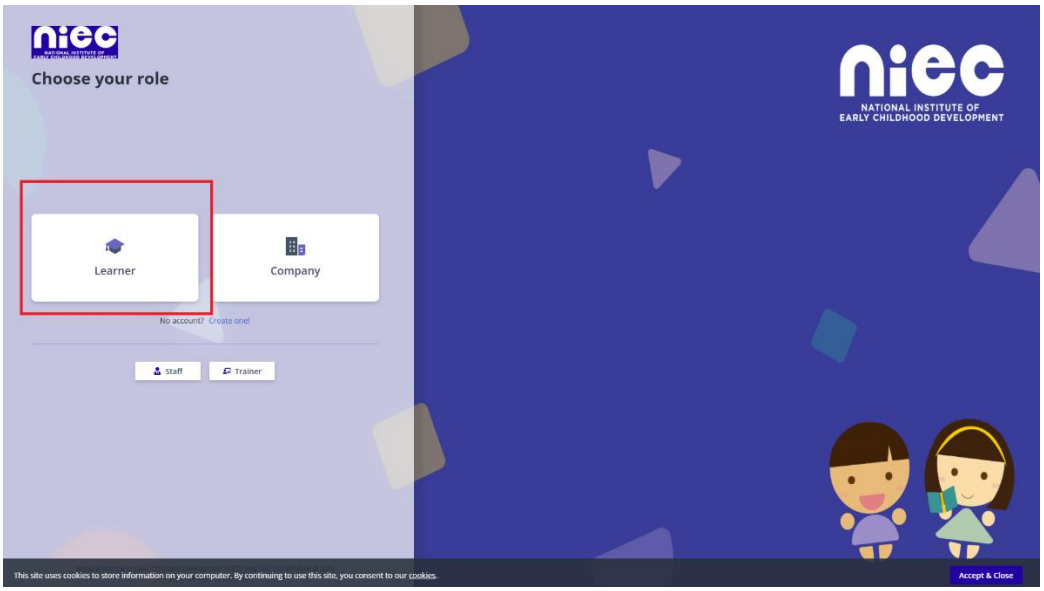


4：如何以公司资助申请者提交申请：

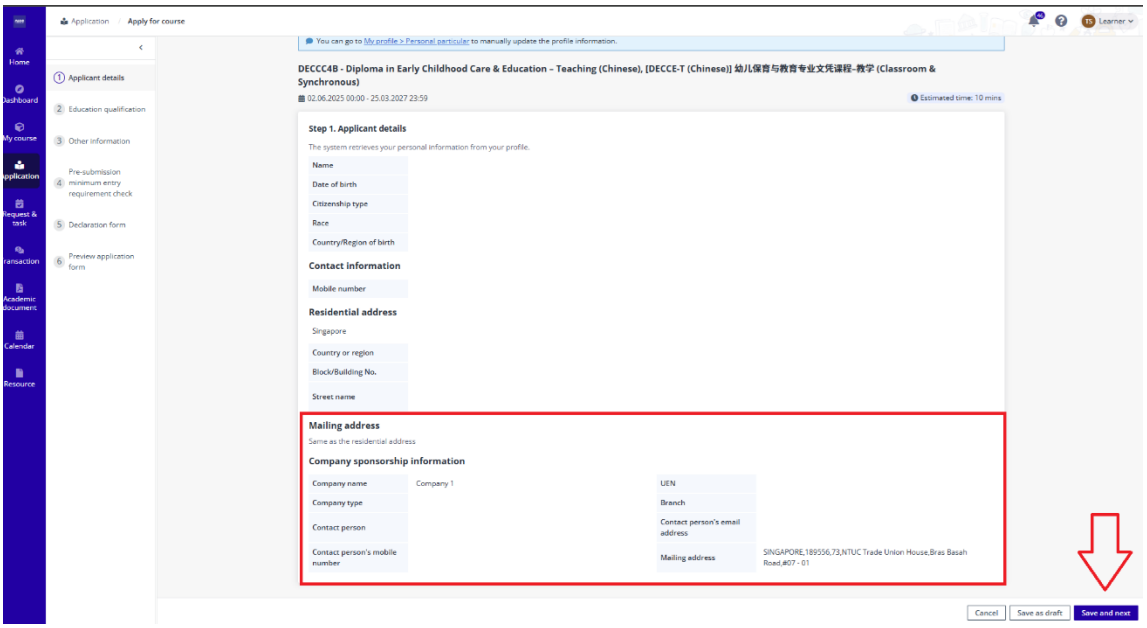
1: 您的公司应已提供给您一个**专属链接**。如果您没有从公司收到专属链接，**请不要以自费申请者身份提交申请**，并请通知您的公司您需要**专属链接**来提交申请。

在此示例中，我们将使用课程“**幼儿保育与教育专业文凭课程–教学**”。找到您想要报名的开课时间后，点击“**现在申请**” 按钮。

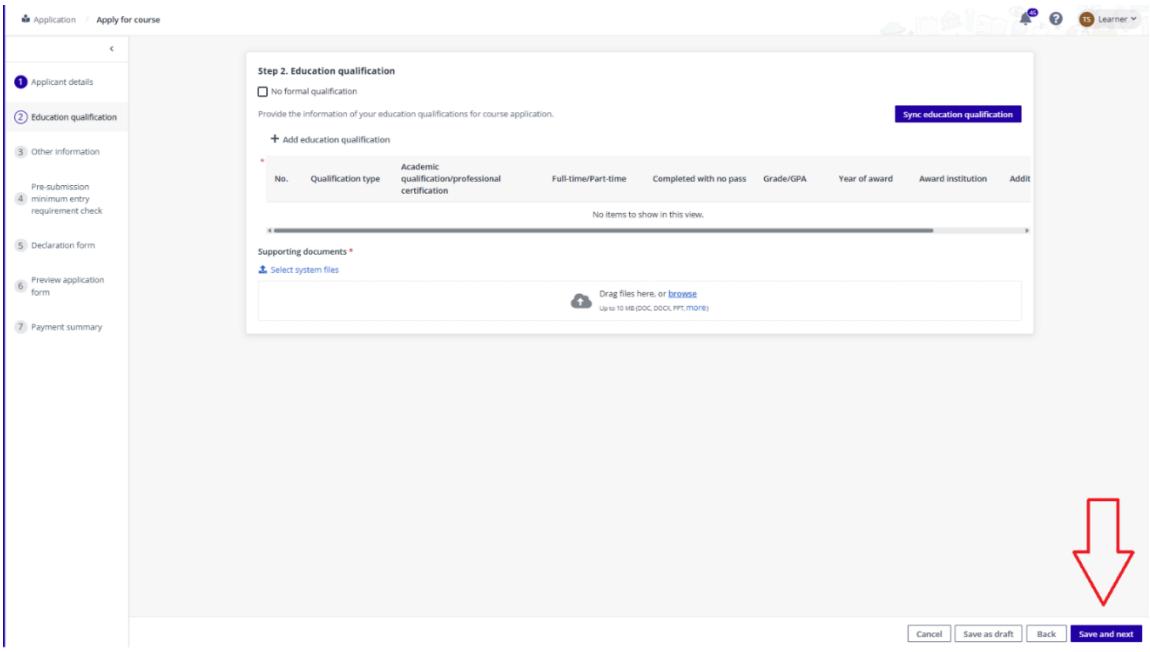
2：点击此处以“Learner”身份登录：https://niec-portal.edutechonline.com/



3：点击公司提供给您的专属链接。您将看到如下页面。请在点击“**Save and Next**”**之前确认页面上显示了您的公司信息。**



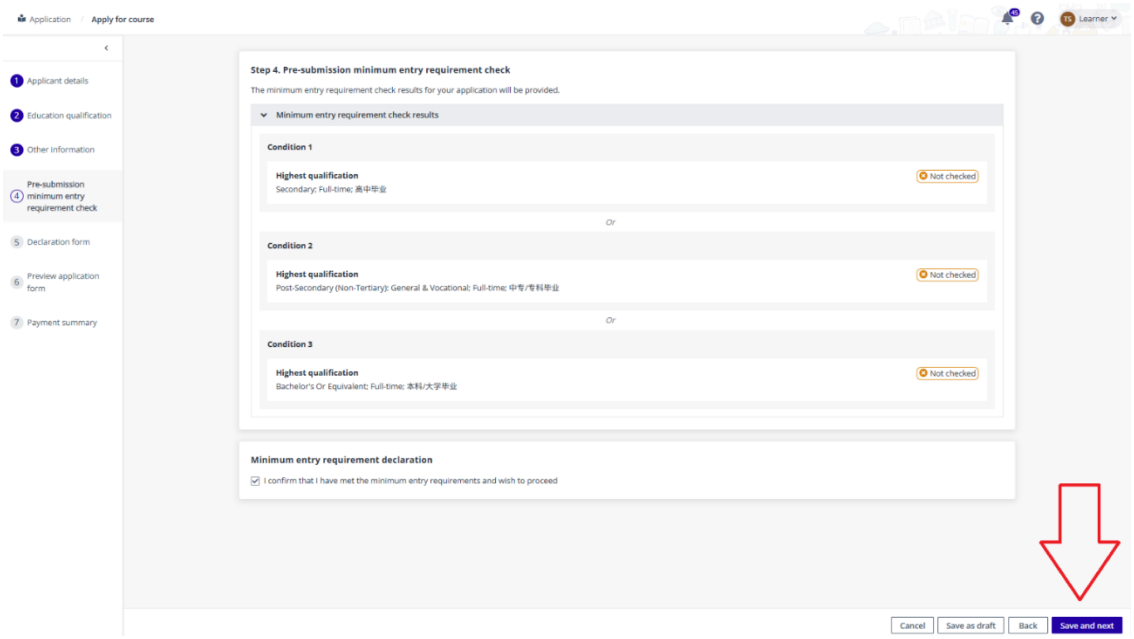
4：上传您的学历证明文件，并点击“**Save and Next**”。



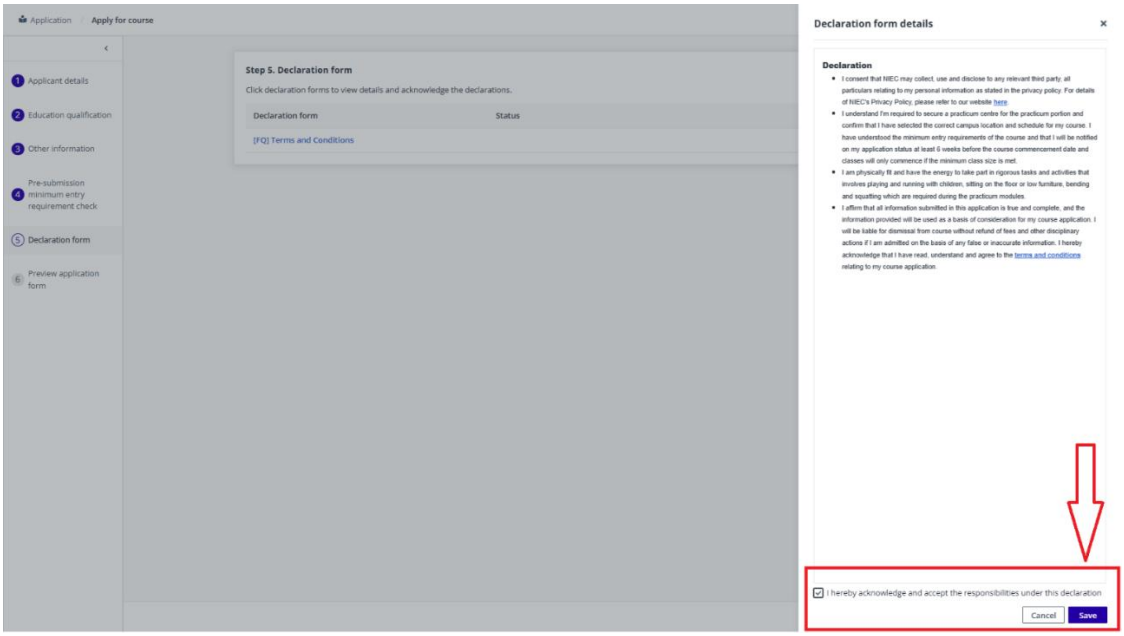
5：请回答本部分列出的所有问题。

6：请确保您已上传所有必要的支持文件，然后点击“**Save and Next**”。**如果您是通过**职业转换计划（CCP）**申请的学员，，请务必上传您最新的简历，以及入职通知函（Letter of Appointment），须注明入职日期及薪资信息。**

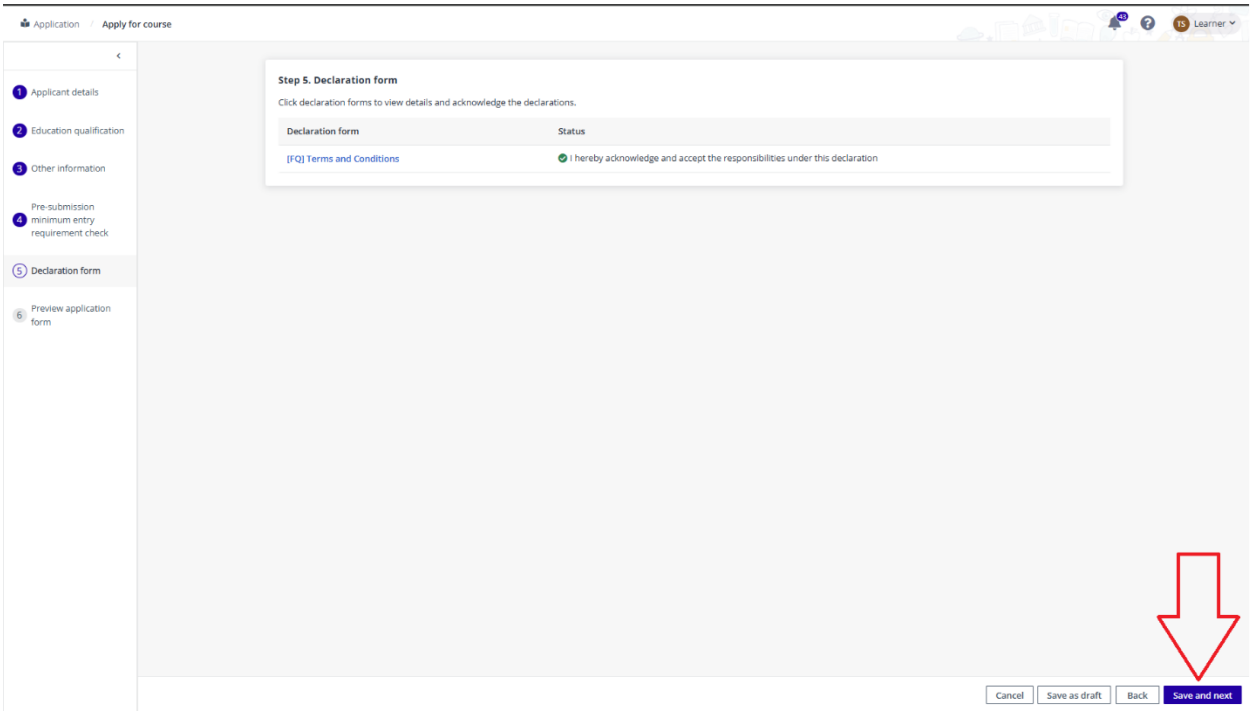
7：您可能会看到您的学历资格显示为“Not Checked” （未审核）。您可以无视此提示并继续提交申请。请务必确保您符合课程入学要求，然后点击 “Save and Next” （保存并继续） 继续申请流程。



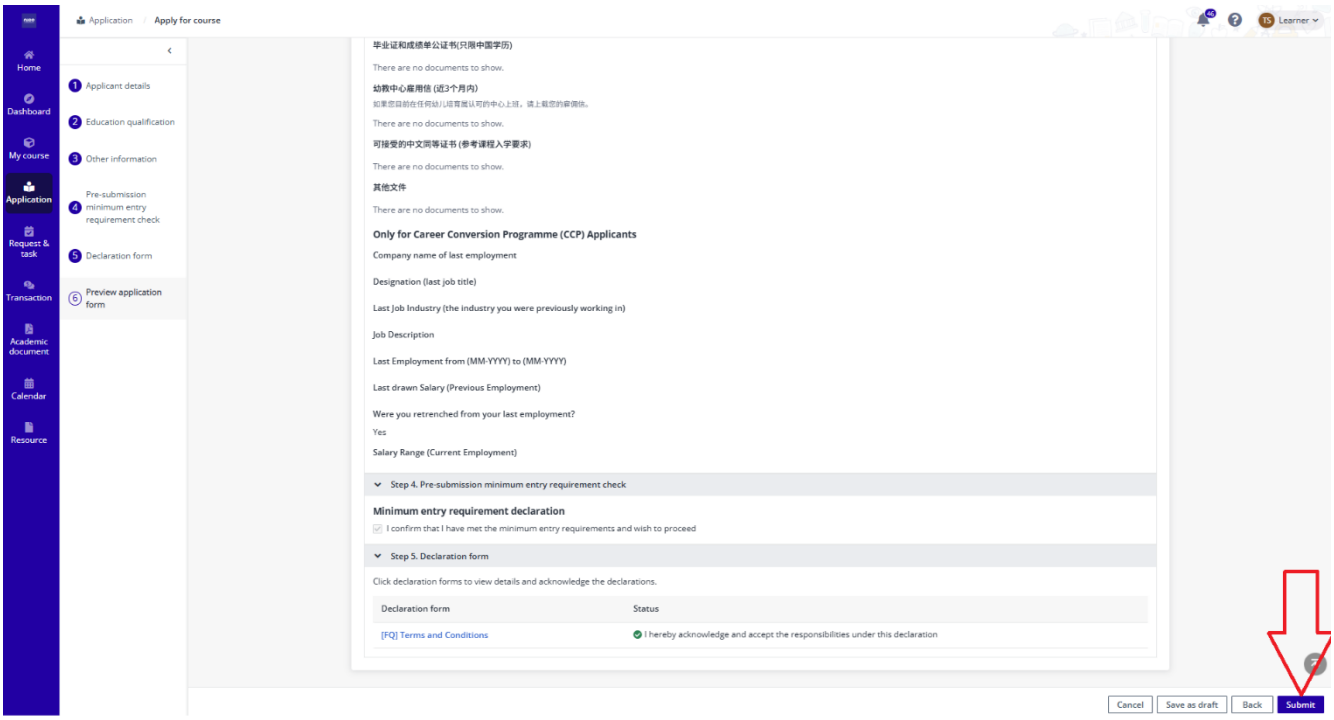
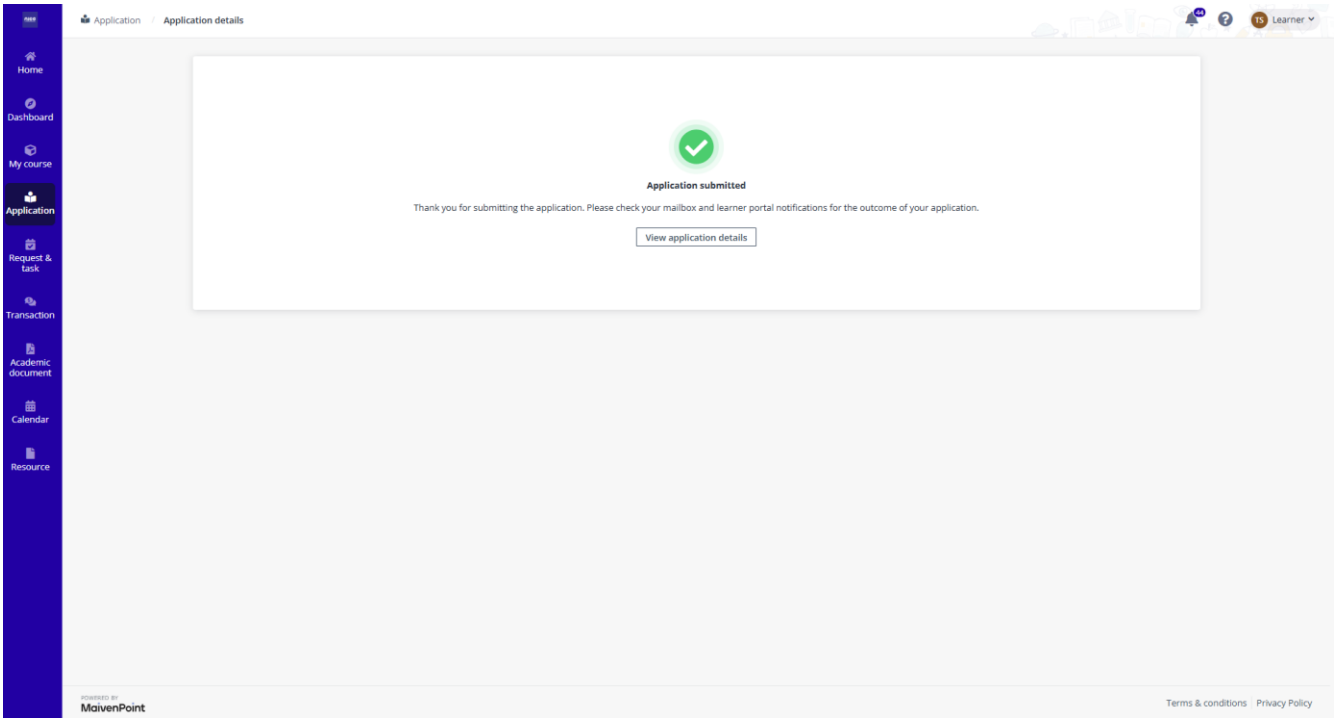
8： 阅读并确认声明表格，然后点击“**Save**”



9: 点击“**Save and next**”



10: 请核对信息并点击“**Submit**”。



11: 报名成功后，您将看到此页面。您也将收到一封电子邮件，通知您申请已成功提交。