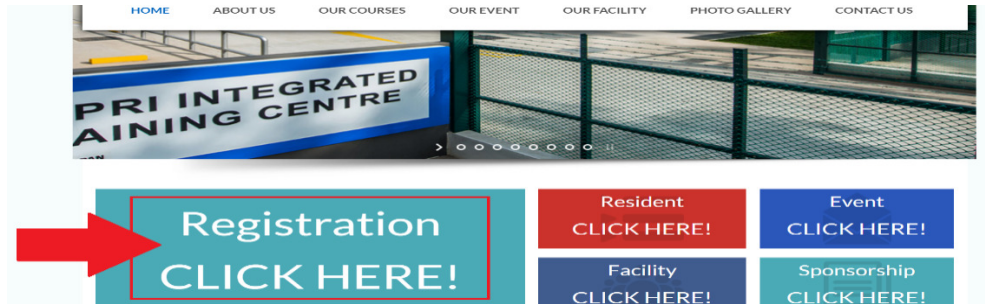


## User Guide for Registration of courses (Member)

1. Please go to “[www.ipi.org.sg](http://www.ipi.org.sg)” and scroll to “**Registration CLICK HERE!**” button on the home page.

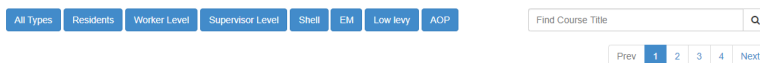


2. Click on respective filter button to find the course schedules. Eligible courses will be viewable till registrations cut off 3 working days at 12PM before course start.



Certification Courses for Residents (Click on eligible course dates in blue for online registration)

WSQ Course Ref	Course Details	Aug-2020	Remaining Available Seats	Sep-2020	Remaining Available Seats	Oct-2020	Remaining Available Seats
CRS-Q-0025221-PI	Title: <b>(T) Perform Work in Confined Space Operation (Resident)</b> Fee: SGD \$ 10.7 Duration: 14.0 hour(s) Course Schedule: 1. Aug 20	20	15				
CRS-Q-0024211-PI	Title: <b>(T) Supervise Workplace Safety and Health in Process Plant (Resident)</b> Fee: SGD \$ 32.0 Duration: 32.0 hour(s) Course Schedule: 1. Sep 06			06	20		



Certification Courses for Residents (Click on eligible course dates in blue for online registration)

WSQ Course Ref	Course Details	Aug-2020	Remaining Available Seats	Sep-2020	Remaining Available Seats	Oct-2020	Remaining Available Seats
CRS-Q-0025221-PI	Title: <b>(T) Perform Work in Confined Space Operation (Resident)</b> Fee: SGD \$ 10.7 Duration: 14.0 hour(s) Course Schedule: 1. Aug 20	20	15				
CRS-Q-0024211-PI	Title: <b>(T) Supervise Workplace Safety and Health in Process Plant (Resident)</b> Fee: SGD \$ 32.0 Duration: 32.0 hour(s) Course Schedule: 1. Sep 06			06	20		

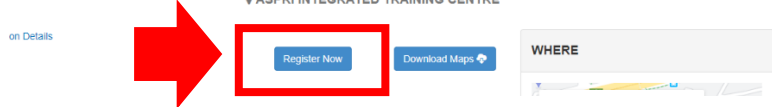
Click on preferred course date for registration. Remaining available seats are displayed at the right column

3. After selecting the date, click button “Register Now” to register for that course.

### SUPERVISE WORKPLACE SAFETY AND HEALTH IN PROCESS PLANT (RESIDENT)

06/09/2020 TO 27/09/2020

ASPRI INTEGRATED TRAINING CENTRE



4. Your company details will auto fill from data in the system. Kindly input the details of participant below, ensure each participant have met the pre-requisites of the course (if any) or exemption by indicating in the drag-drop box. Click “Register” to proceed.

#### Course Registration Details

All (\*) fields are compulsory. Please follow the steps to complete Sign up form.

**My Company Details**

Company Name: [Redacted] Company Reg Number: [Redacted]  
 Company Type: SME ASPRI Member?: True  
 Event Name: (T) Supervise Workplace Safety and Health in Process Plant (Resident) Course Name: Supervise Workplace Safety and Health in Process Plant (Resident)

**Contact Details**

Contact Name \*: Lisa  
 Phone \*: 87987675  
 Mobile: [Redacted]  
 Email \*: lisa@sanko.sg

Contact Name: [Redacted]  
 Phone: [Redacted]  
 Mobile: [Redacted]  
 Email: [Redacted]

**Participant Details**

Name(*)	NRIC/WP/FIN No.(*)	Date of Birth(*)	Gender	Race	Citizenship	Nationality	Education Level	Designation	Salary Range	Grant?
Nisa	S9809995J	01/01/15	<input type="checkbox"/> Fem	Malay	Singapore Cit	Singapore	Polytechnic Dipl	Professionals	\$2,500-\$2	Yes
Raju	G8897890M	01/01/15	<input type="checkbox"/> Male	Banglades	Work Permit	Banglades	Lower Seconda	Cleaners, Labou	Below \$1	No
Participant #3		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #4		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #5		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #6		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #7		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #8		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #9		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #10		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #11		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #12		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #13		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #14		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #15		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #16		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #17		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #18		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #19		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes
Participant #20		dd/mm/y	<input type="checkbox"/> Male	Banglades	Singapore Cit	Singapore	No Formal Qual	Legislators, Ser	Unemploy	Yes

\*Please input at least 1 (one) participant

\*Trainee(s) who did not meet the pre-requisite of possessing a minimum 6 months' validity of AWSDHPP or SWSDHPP for SIC and PWCSO or SWCSO and SIC for Confined Space Entrant shall not be allowed to register or attend the training.

Register →

5. If successful, a “Thank You” page will be shown and an acknowledge email will be sent to your corporate registered email contact address.

## THANK YOU FOR REGISTERING WITH US!

Your registration for (T) Supervise Workplace Safety and Health in Process Plant (Resident) is successful! An email confirmation will be sent to you when the class is confirmed.



6. At about the same time, you should receive an email notification of acknowledgement. Please note that for course confirmation, it will be sent separately once the course event is confirmed.

Dear ABC,

We confirm that your registration to the event Apply Workplace Safety and Health in Process Plant (Tamil) at C02-07 (ASPRI Integrated Training Centre) Classroom C02-07 on 31/08/2020 8:30 - 18:30 has been recorded as below:  
peter ( G9826693j ) ( Pre-Requisite : "" )

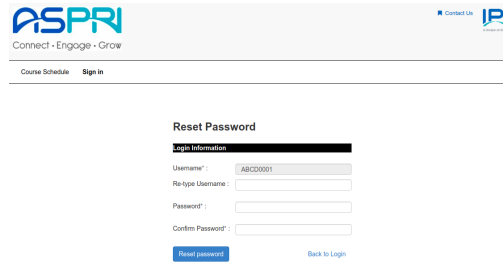
You will receive an email providing you more detailed information (such as the schedule, the agenda, etc.) as soon as the event is confirmed.

For any amendment, kindly write-in to [enquiries@ipi.org.sg](mailto:enquiries@ipi.org.sg).

Thank you for your participation!

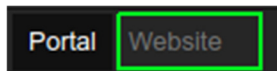
This is a Computer Generated email, DO NOT REPLY TO THIS EMAIL

7. Click the link and reset your password. (Please do not share login information with other companies)



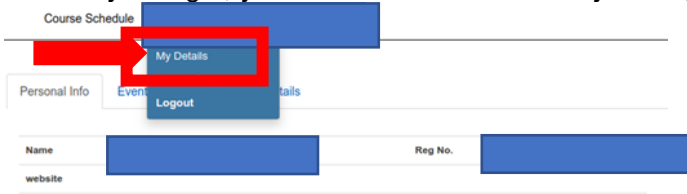
The screenshot shows the ASPRI website header with the logo and tagline 'Connect - Engage - Grow'. Below the header, there is a navigation bar with 'Course Schedule' and 'Sign In' links. The main content area is titled 'Reset Password' and contains a form with the following fields: 'Login Information', 'Username' (with the value 'ABC20001'), 'Re-type Username', 'Password', and 'Confirm Password'. There are two buttons at the bottom: 'Reset password' and 'Back to Login'.

8. After login, please click "Website" menu to go to website. Please refer to part "C" of this document to explore the corporate user portal.



## C. Corporate Portal

9. After you login, you can view the details of your registration by clicking “My Details”



Contact Details			
Name	Phone	Mobile	Email

10. You have 3 tabs to see the details of “Event Details” and “Student Details”

Course Schedule **asdasdsa** ▾

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Personal Info   Events Details   Student Details

Event Details				
Batch No.	Event Name	Course	Start Date	End date
99999	EM SIC-PJI (Customized)	EM SIC-PJI	25/03/2020	25/03/2020

11. For each course that you registered, you can click and see the details of participant inside.

Course Schedule **asdasdsa** ▾

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Event Details	
Event Name	: EM SIC-PJI (Customized)
Batch No	: 99999
Start Date	: 25/03/2020
End Date	: 25/03/2020
Start Time	: 8:00
End Time	: 12:00
Classroom	: Classroom C02-06

Registration Details				
Participant Name	NRIC	Employer	Partner	Result
Tan Ah Heng	S000002A	asdasdsa	asdasdsa	

12. To logout, click “Log Out”.

The End