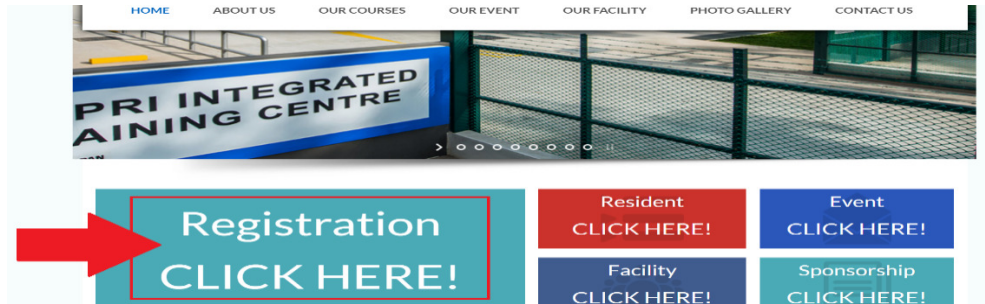


User Guide for Registration of courses (New Corporate Sign Up)

1. Please go to “www.ipi.org.sg” and scroll to “**Registration CLICK HERE!**” button on the home page.



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



Certification Courses for Worker Level (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-0025218-PI	Title: Apply Workplace Safety and Health in Process Plant (Tamil) Fee: SGD \$ 75.0 Duration: 9.0 hour(s) Course Schedule: 1. Aug 31	31	20				
CRS-Q-0025218-PI	Title: Apply Workplace Safety and Health in Process Plant Fee: SGD \$ 75.0 Duration: 9.0 hour(s) Course Schedule: 1. Aug 31	31	20				

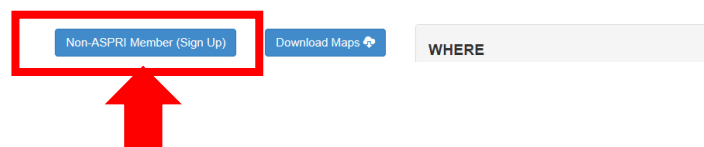
Click on preferred course date for registration. Remaining available seats are displayed at the right column

3. After selecting the date, click on “Non-ASPRI Member (Sign Up)” to sign up.

APPLY WORKPLACE SAFETY AND HEALTH IN PROCESS PLANT (TAMIL)

© 31/08/2020 TO 31/08/2020

ASPRI INTEGRATED TRAINING CENTRE



4. Please fill up all the correct details in the red box below. Once done, click “Register” to proceed.

Step 1 - My Company Profile Details

Company Name * : Company Reg Number * :

Industry * : Website :

Company Type * :

Step 2 - Company Address Details

Street * : Street 2 :

Phone * : Mobile :

Email * : Fax :

Country : Zip :

Step 3 - Contact Details

Contact Name * : Contact Name :

Phone * : Phone :

Mobile : Mobile :

Email * : Email :

Step 4 - Participant Detail

Name(*)	NRIC/NP/Fin No.(*)	Date of Birth(*)	Gender	Race	Citizenship	Nationality	Education Level	Designation	Salary Range	Applying For Training Grant?
Participant #1	<input type="text"/>	<input type="text"/>	Male	Bangladesh	Singapore Citiz	Singapore	Never attended s	Legislators, Seni	Unemploye	Yes
Participant #2	<input type="text"/>	<input type="text"/>	Male	Bangladesh	Singapore Citiz	Singapore	Never attended s	Legislators, Seni	Unemploye	Yes

5. “Thank You” page will be shown if successfully enrolled.

THANK YOU FOR REGISTERING WITH US!

Your registration for EM SIC-PJI (Customized) 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.

Thank you for your participation!

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

7. For “New Sign Up Member”, ASPRI-IPI is required to approve your submitted registration and new corporate login. After approval, user login for corporate will be created and an email notification will be sent to you.

ABC,

You have been invited to connect to "Association of Process Industry" in order to get access to your documents in ASPRI.

To accept the invitation, click on the following link:

- [Accept invitation to "Association of Process Industry"](#)

Thanks,

--
Association of Process Industry
enquiries@ipi.org.sg
+65 6795 5700

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

[Course Schedule](#) [Sign in](#)

Reset Password

Login Information

Username* :

Re-type Username :

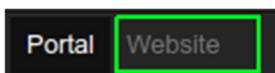
Password* :

Confirm Password* :

[Reset password](#)

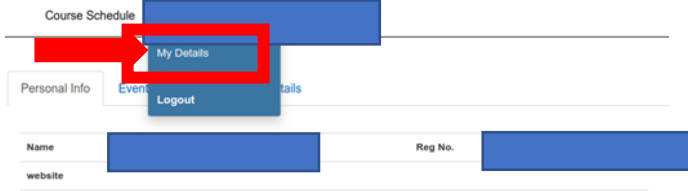
[Back to Login](#)

9. 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

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



Contact Details			
Name	Phone	Mobile	Email
[redacted]	[redacted]	[redacted]	[redacted]

Course Schedule **asdasdsa** ▾

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

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

Course Schedule **asdasdsa** ▾

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	S0000002A	asdasdsa	asdasdsa	

13. To logout, click “Log Out” menu.

The End