

USER MANUAL: NIEC ONLINE COURSE REGISTRATION PORTAL

This manual will guide you in using NIEC's Online Registration Portal and the Operator Portal.
Click the corresponding headers to go to the pages that are relevant for you.

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1. Documents to prepare
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1) Documents to prepare

Before you start the application process, please prepare the following **soft-copy** documents:

No.	Documents required	Remarks
1	NRIC or Work Pass/Pre-approved Letter of Consent (Front and Back)	
2	Coloured photo with white background	
3	All academic certificates and transcripts (all pages)	If you have too many pages, please use this website to merge all into one pdf then upload. (use print and save as pdf)
4	Medium of Instruction (for foreign certifications) (all pages)	This is an official document from the University which states that your modules are taught in English.
5	Notarial certificates (all pages)	Please provide if your qualifications are from China.
6	If you are a company-sponsored applicant or an in-service teacher, please provide:	
	a. Letter of Appointment or a recent Letter of Employment (all pages)	To be written and endorsed by your Centre Principal/HR
	b. This or last month's payslip	
	c. Resume	Only if you are under Place-and-Train (PnT) or Career Conversion Programme (CCP)
	d. Company sponsorship declaration form	To be completed and endorsed by both the centre and applicant

2) Creation of login account

<p>a) For existing account users :</p> <p>To register for our courses, you will need to have an account with us.</p> <p>If you have an existing account, please proceed to log in.</p> <p>If you encounter the below error message or if you are an ex-Seed Institute/Ngee Ann Polytechnic/Temasek Poly student, please contact us at contact_niec@niec.edu.sg with your full name, contact no. email address</p> <p>a) Duplicate ID error under the ID Type* field</p> <p>b) Account has been suspended / inactive</p>
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Welcome to NIEC's Online Registration Portal! Register for an account or courses here.

I do not have an account.

- Student – Select **Individual**, then click **Register for an account**. Once complete, you'll be redirected to this page. Log in & register for your course
- Operator – Select **Company**, then click **Register for an account**. Once complete, we'll review your request & email you within 3 days. Approved registrations may access the portal to view/edit your organisation's profile & payment details

I have an account.

- Student – Select **Individual** & log in to apply for courses/view draft application
- Operator – Select **Company** & log in to view/edit organisation profile & payment details. Access the Operators' Portal [here](#)

For Steps on how to use the portal, click User Manual on the right. If you face difficulties, click FAQ.
Enquiries: Email: contact_niec@niec.edu.sg | Call: Click [here](#) (Mon - Fri: 9am - 4pm; closed on Sat, Sun & PH)

Please Sign In

Individual Company

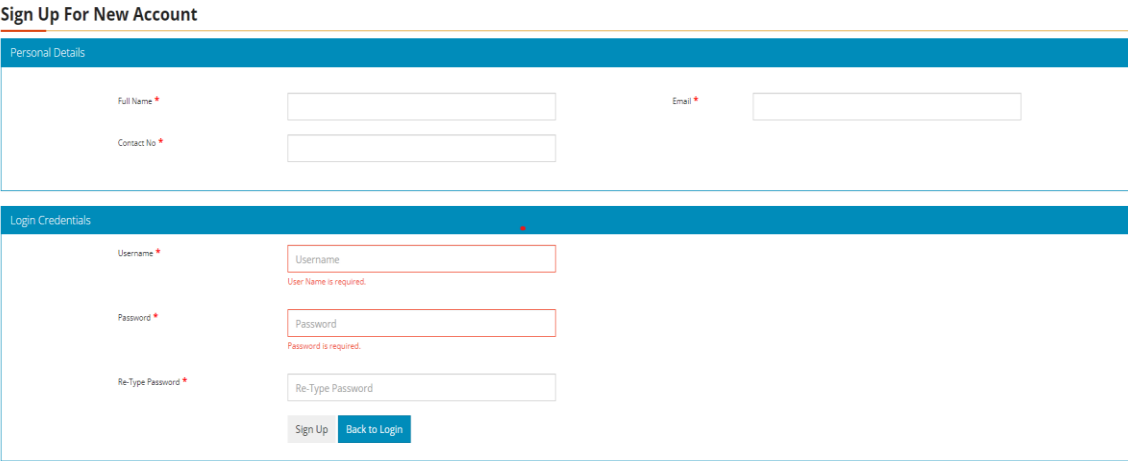
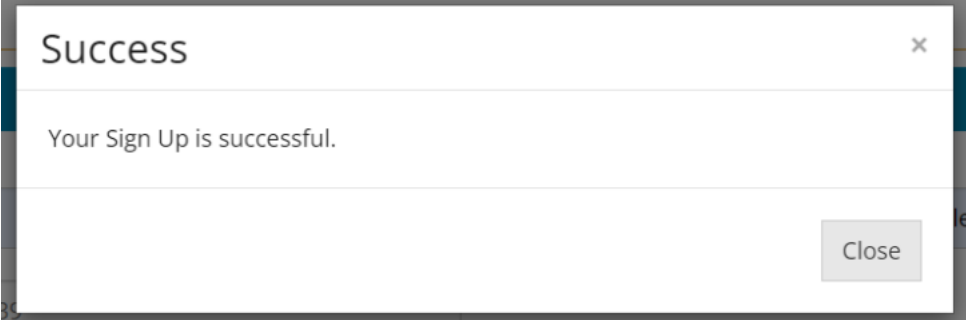
Username
Please enter your user name.

Password

Remember Me

Sign In

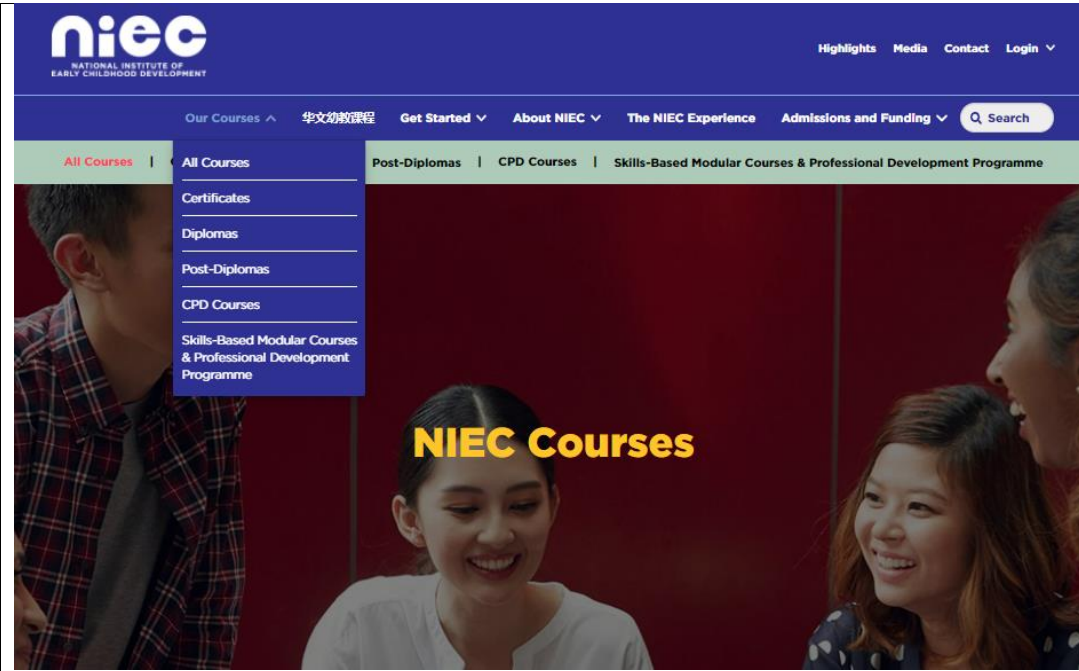
[Register for an account](#) [Reset/Forget Password](#) [Forgot your username](#)

<p>b)</p>	<p>For new account users:</p> <p>Select 'Individual' and click on 'Register for an account' to start the registration process.</p> <p>Fill in your Personal and Login Details:</p> <ul style="list-style-type: none"> • User Name • Password <p>Fields marked with * are compulsory. Once you have completed all necessary fields, click 'Sign Up'.</p>	
<p>c)</p>	<p>Upon successful creation of your account, you will receive a pop-up message informing you that your account creation is successful.</p> <p>A notification email will also be sent to the email address you provided. Click 'Close' to be redirected to the Login page. You may now proceed to sign in with your login username.</p>	

3) Course Registration guide

a)

Go to the webpage of the course of your choice.



b)	Click on “Apply Now” under the intake you are intending to apply for. Log in with the username and password you have just created.	<table border="1"> <thead> <tr> <th colspan="5">Apply Now</th> </tr> <tr> <th>Duration</th> <th>Day & Time</th> <th>Course Start & End Date</th> <th>Campus</th> <th>Apply By</th> </tr> </thead> <tbody> <tr> <td>8 months/600 hours</td> <td>Wednesday - Friday: 9am - 6pm</td> <td>10-Aug-2022 09-Apr-2023</td> <td>NIEC (City)</td> <td>10-Jun-2022</td> </tr> </tbody> </table>	Apply Now					Duration	Day & Time	Course Start & End Date	Campus	Apply By	8 months/600 hours	Wednesday - Friday: 9am - 6pm	10-Aug-2022 09-Apr-2023	NIEC (City)	10-Jun-2022
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c)	<p><i>Note: If the button reads ‘Register for interest’ instead, it means that the course is currently not open for registration. You may click through to join our mailing list and we will notify you when registration is open.</i></p>	<table border="1"> <thead> <tr> <th colspan="4">Open For Application Soon</th> </tr> <tr> <th>Duration</th> <th>Day & Time</th> <th>Campus</th> <th>Upcoming Intakes</th> </tr> </thead> <tbody> <tr> <td>8 months/ 600 hours</td> <td>Mon - Fri: 2pm - 6pm</td> <td>NIEC (City)</td> <td>Oct 2022</td> </tr> </tbody> </table>	Open For Application Soon				Duration	Day & Time	Campus	Upcoming Intakes	8 months/ 600 hours	Mon - Fri: 2pm - 6pm	NIEC (City)	Oct 2022			
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Duration	Day & Time	Campus	Upcoming Intakes														
8 months/ 600 hours	Mon - Fri: 2pm - 6pm	NIEC (City)	Oct 2022														

d)

After clicking on the 'apply now' button, log in with the username and password you have just created.

You will be directed to the Individual Registration page upon successful login.



Welcome to NIEC's Online Registration Portal! Register for an account or courses here.

I do not have an account.

- Student – Select **Individual**, then click **Register for an account**. Once complete, you'll be redirected to this page. Log in & register for your course
- Operator – Select **Company**, then click **Register for an account**. Once complete, we'll review your request & email you within 3 days. Approved registrations may access the portal to view/edit your organisation's profile & payment details

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A screenshot of the 'Please Sign In' form. The form has a blue header with the text 'Please Sign In'. Below the header, there are two radio buttons: 'Individual' (selected) and 'Company'. There are two input fields: 'Username' and 'Password'. The 'Username' field has a red border and a red error message below it: 'Please enter your user name.'. There is a 'Remember Me' checkbox. A blue 'Sign In' button is located to the right of the 'Remember Me' checkbox. At the bottom of the form, there are three links: 'Register for an account', 'Reset/Forget Password', and 'Forgot your username'.

e)

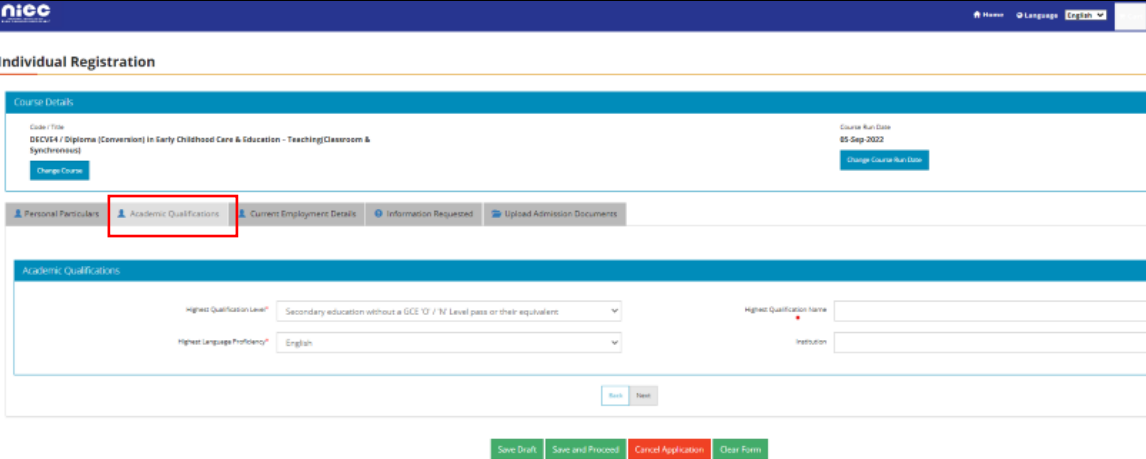
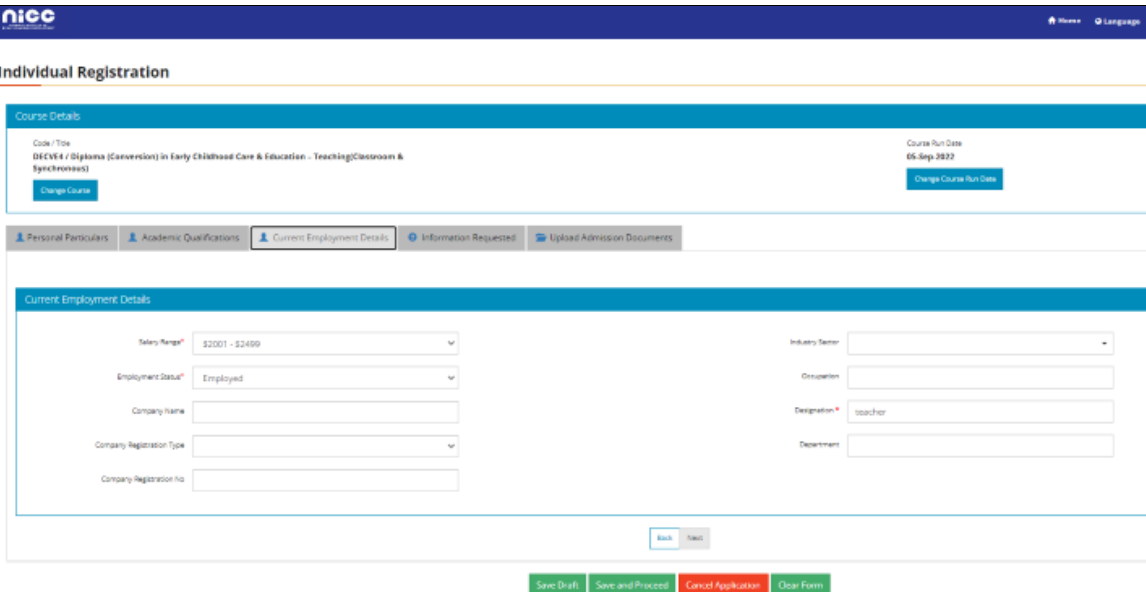
You may then begin filling out the form.
Fields marked * are compulsory.

Personal Particulars tab:

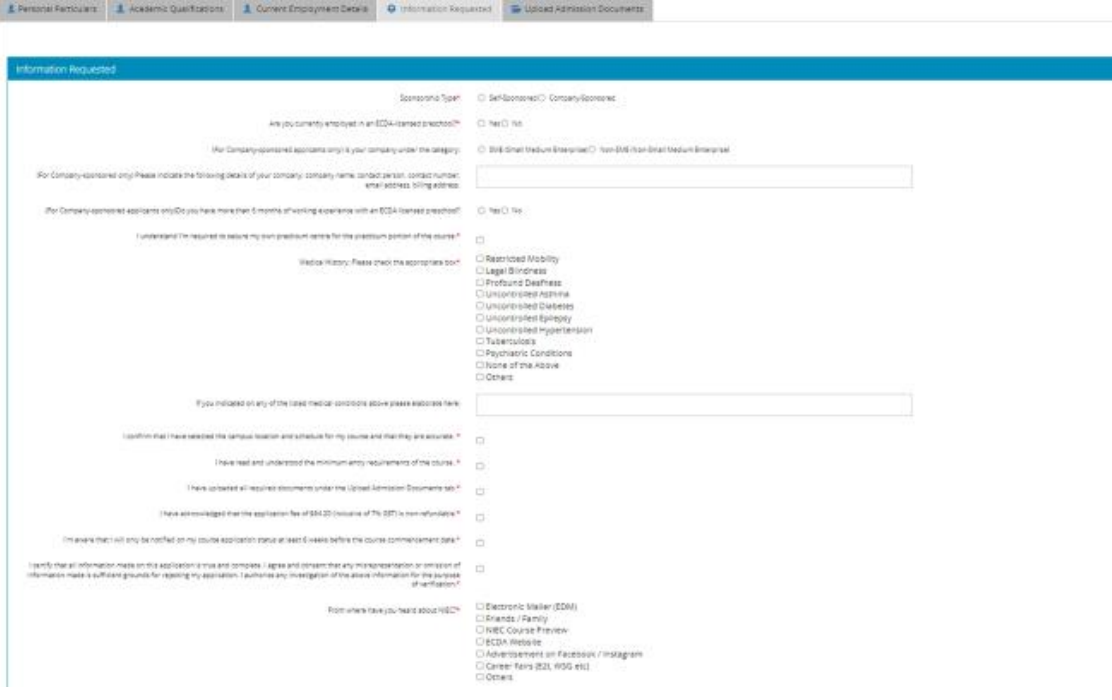
Please fill in your personal particulars, contact details and mailing address in the Personal Particulars tab.

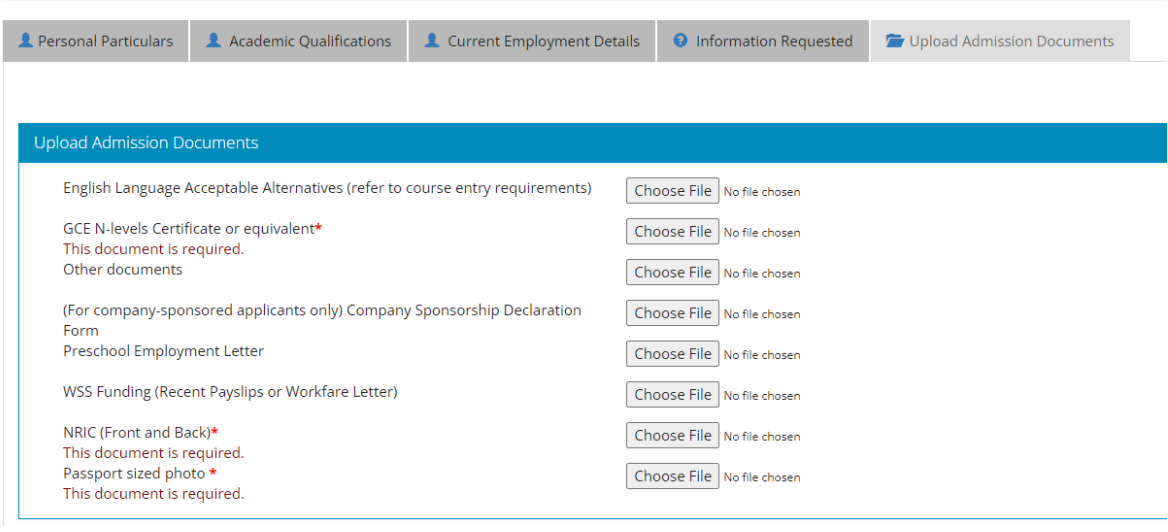
Click **'Next'** to proceed to the **Academic Qualifications** tab.

The screenshot displays the NIEC Individual Registration form. At the top, the NIEC logo is on the left, and navigation links for Home, Language (English), and a dropdown menu are on the right. The main heading is "Individual Registration". Below this is a "Course Details" section with a blue header. It shows "Code / Title" as "ACEYE1 / Advanced Certificate in Early Years" and "Course Run Date" as "10-Aug-2022". There are "Change Course" and "Change Course Run Date" buttons. A horizontal navigation bar below the course details contains five tabs: "Personal Particulars" (selected and highlighted with a red box), "Academic Qualifications", "Current Employment Details", "Information Requested", and "Upload Admission Documents". The "Personal Particulars" tab is active, showing a form with fields for "Salutation*" (a dropdown menu with "Miss" selected), "Family Name", "Given Name", "Full Name*", and "Gender*" (radio buttons for Male and Female, with Female selected).

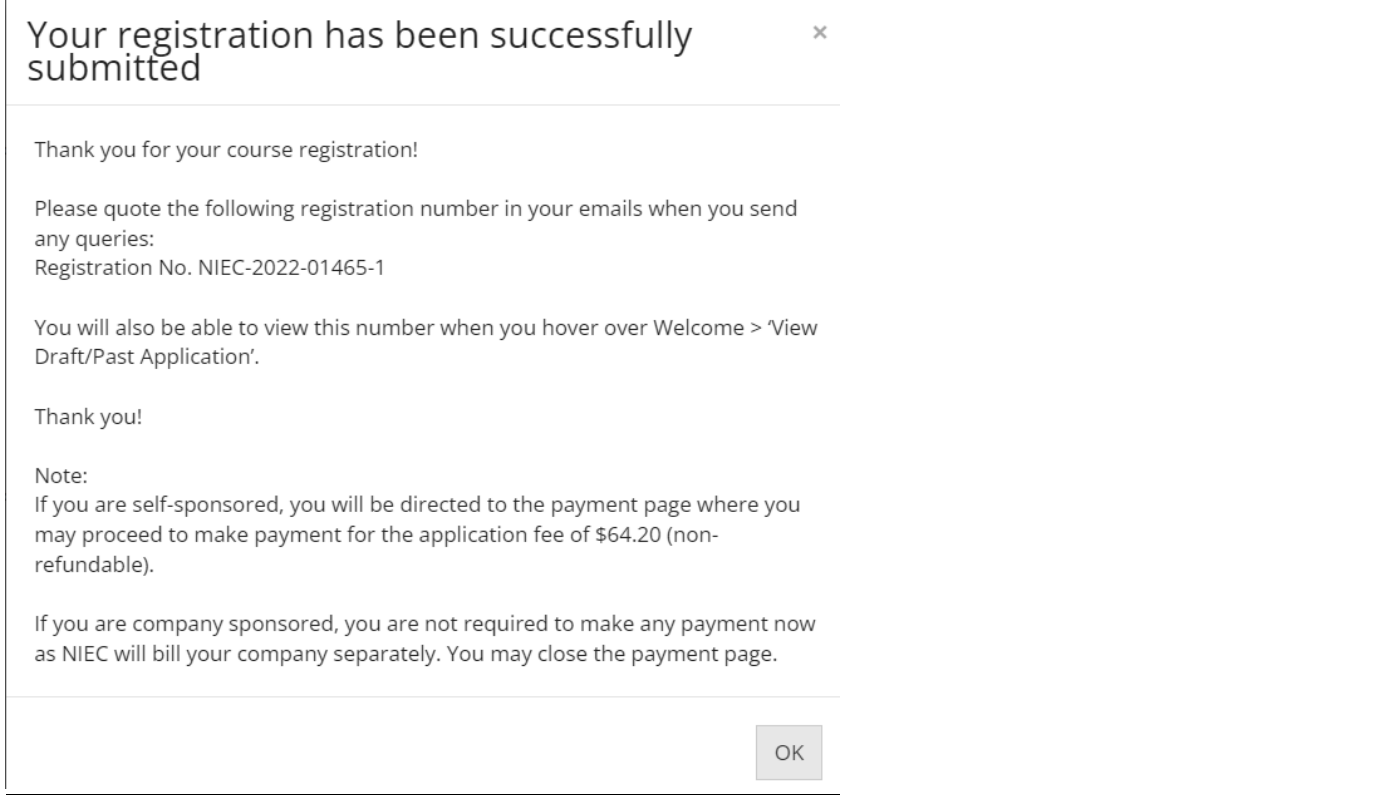
<p>f)</p> <p>Enter your academic details in the Academic Qualifications tab, you will have to enter details about your highest qualification and language proficiency. Fields marked with * are compulsory.</p> <p>Click 'Next' to proceed to the Current Employment Details tab.</p>		
<p>g)</p> <p>Enter your employment details in the Current Employment Details tab.</p> <p>Fields marked with * are compulsory.</p> <p>Click 'Next' to proceed to the Information Requested tab.</p>		

<p>h (i)</p>	<p>Please respond to the list of questions under the Information Requested tab.</p> <p>Fields marked with * are compulsory.</p> <p><i>Note: This tab will only appear if there is additional information requested.</i></p> <p>If you are a company-sponsored applicant:</p> <p>Please select Company-Sponsored and fill in the following company details in the empty space provided:</p> <ul style="list-style-type: none"> • Company Name: • Company Contact Person: • Company Contact No.: • Company Email: • Company Billing Address: 	<p>The screenshot shows the 'Information Requested' tab with the following content:</p> <ul style="list-style-type: none"> Navigation tabs: Personal Particulars, Academic Qualifications, Current Employment Details, Information Requested, Upload Admission Documents Section: Information Requested Question: Sponsorship Type* (Radio buttons: Self-Sponsored, Company-Sponsored) Question: Are you currently employed in an ECDA-licensed preschool?* (Radio buttons: Yes, No) Question: (For Company-sponsored applicants only) Is your company under the category: (Radio buttons: SME (Small Medium Enterprise), Non-SME (Non-Small Medium Enterprise)) Text input field: (For Company-sponsored only) Please indicate the following details of your company; company name, contact person, contact number, email address, billing address.
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<p>h (ii)</p>	<p>For those applying for ACEY or ACEY (with Exemptions):</p> <p>Please select 'Yes' if you have completed the Early Years Development Framework (EYDF) module.</p> <p>Please select 'No' if you have not completed EYDF.</p>	<p>Have you completed Adopt the Early Years Development Framework (EYDF) before?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This field is required.</p>
<p>h (iii)</p>	<p>Please complete the declaration and click 'Next' to proceed to the Upload Admission Documents tab.</p>	 <p>The screenshot shows the 'Information Requested' section of an application form. It includes the following elements:</p> <ul style="list-style-type: none"> Sponsorship Type: Radio buttons for 'Self-sponsored' and 'Company-sponsored'. Are you currently employed in an ECD-related profession?: Radio buttons for 'Yes' and 'No'. For Company-sponsored applicants only: A text box for company name, contact person, contact number, email address, and billing address. For Company-sponsored applicants only: Radio buttons for 'Yes' and 'No' regarding more than 6 months of working experience with an ECD licensed preschool. Understand I'm required to secure my own premium cover for the premium portion of the course?: Radio buttons for 'Yes' and 'No'. Medical History: A section to check for various conditions: Restricted Mobility, Legal Blindness, Profound Deafness, Uncontrolled Asthma, Uncontrolled Diabetes, Uncontrolled Epilepsy, Uncontrolled Hypertension, Tuberculosis, Psychiatric Conditions, None of the Above, and Others. Declarations: A series of checkboxes for: <ul style="list-style-type: none"> Understanding the course reason and structure. Reading and understanding minimum entry requirements. Uploading all required documents. Admission fee of \$84.00 (inclusive of 7% GST) is non-refundable. Notification of application status at least 6 weeks before course commencement. Agreement to the information policy. From where have you heard about HEC?: Radio buttons for Electronic Slides (EOD), Friends / Family, HEC Course Preview, ECD Website, Advertisements on Facebook / Instagram, Career Fairs (B21, WSG etc), and Others.

<p>i)</p>	<p>In the Upload Admission Documents tab, you will have to upload the required documents.</p> <p><i>Note: The maximum file size limit is 2MB and the acceptable formats are .JPG, .JPEG, .PNG and .PDF</i></p> <p>Then, click on ‘Save and Proceed’ button to proceed to the Summary page.</p>	
<p>j (i)</p>	<p>In the Summary page, you can view a summary of your application details.</p> <p>Acknowledge NIEC’s Terms & Conditions by ticking the checkbox</p>	
<p>j (ii)</p>	<p>Review your form before submitting your registration.</p>	
<p>j (iii)</p>	<p>When you’re ready, click ‘Submit Registration’ to send your registration to NIEC.</p>	

<p>j (iv)</p>	<p>Click on 'Edit Registration' button to make changes to your application.</p> <p>Click on 'Cancel Registration' button to discard your application.</p> <p><i>Note: Changes cannot be made after submission.</i></p>	<div data-bbox="781 217 1839 264"><p>Total Amount Payable: \$64.20</p></div> <p><input type="checkbox"/></p> <p>Declaration</p> <ul style="list-style-type: none">• I acknowledge and consent that NIEC may collect, use and disclose to any relevant third party, any and all particulars relating to my personal information as stated in the privacy policy. For details of NIEC's Privacy Policy, please refer to our website here.• I affirm that all information declared in this application is true and accurate to the best of my knowledge. I understand that the information provided will be used as a basis of consideration for my course application. I will be liable for dismissal from course without refund of fees and other disciplinary actions if I am admitted on the basis of any false or inaccurate information.• I hereby acknowledge that I have read, understand and agree to the terms and conditions relating to my course application. <div data-bbox="1238 695 1480 879"><p>Submit Registration</p><p>Edit Registration</p><p>Cancel Registration</p></div>	
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k)	<p>You will receive a pop-up message informing you that your application has been successfully submitted.</p> <p>Please note down the Registration No. for when you need to send any queries.</p> <p><i>Note: If you are self-sponsored, click on 'ok' and you will be directed to the 'Welcome to Online Payment' page.</i></p> <ul style="list-style-type: none">• Please ensure your internet browser or popup/ad blocker is disabled <p><i>Note: If you are company sponsored, your registration is completed, and your company will be invoiced.</i></p> <p>You may close this window.</p>	 <p>The screenshot shows a pop-up window titled "Your registration has been successfully submitted" with a close button (x) in the top right corner. The main text reads: "Thank you for your course registration!". Below this, it says: "Please quote the following registration number in your emails when you send any queries: Registration No. NIEC-2022-01465-1". It then states: "You will also be able to view this number when you hover over Welcome > 'View Draft/Past Application'". A "Thank you!" message follows. A "Note:" section explains: "If you are self-sponsored, you will be directed to the payment page where you may proceed to make payment for the application fee of \$64.20 (non-refundable). If you are company sponsored, you are not required to make any payment now as NIEC will bill your company separately. You may close the payment page." At the bottom right, there is a grey "OK" button.</p>
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l)

For self-sponsored applicants:

Once your payment is successful, you will see the page on the right. The receipt will automatically be download into your computer.

Note: Please keep a copy of the receipt as a record for reference.

Payment Successful!

Course Name : Advanced Certificate in Early Years

Receipt No : MR-2022-00539 | **Transaction Date** : 26-May-2022

Payment Summary

Net Payable(\$) : 64.20 Amount Paid(\$) : 64.20

Transaction Ref Code : 20220526183307146

Please print or save a copy of your receipt for your reference.

Please call 63320668 and quote the Transaction Reference Code in the pop up screen for assistance.

m (i)

You can view your draft and/or past applications submitted through this portal on the 'registration history' page.

Note: If your application has been successfully submitted, the application status will be reflected as 'App received'.

Registration History - Summary of registrations made through this Portal

Online App No	Type	Name	App Date	Schedule Title	Course Title	Course Code	Start Date	End Date	App Status
NIEC-2022-01637-1	Programme	Gin Lee	01-Jun-2022	Diploma (Conversion) in Early Childhood Care & Education – Teaching(Classroom & Synchronous)	Diploma (Conversion) in Early Childhood Care & Education – Teaching(Classroom & Synchronous)	DECVE4	01-Aug-2022	31-Aug-2023	App Received

m (ii)

If you are not ready to submit your application, you may save your application as 'draft' and submit later.

When you are ready to submit your application, please login and click on 'draft' under the app status. Complete the application form and click on 'save and proceed'.

Thereafter, on the summary page please click on 'submit registration'.

Registration History - Summary of registrations made through this Portal

Online App No	Type	Name	App Date	Schedule Title	Course Title	Course Code	Start Date	End Date	App Status
NIEC-2022-01637-1	Programme	[REDACTED]	01-Jun-2022	Diploma (Conversion) in Early Childhood Care & Education – Teaching(Classroom & Synchronous)	Diploma (Conversion) in Early Childhood Care & Education – Teaching(Classroom & Synchronous)	DECVE4	01-Aug-2022	31-Aug-2023	Draft

m (iii)

If you have submitted your application and the application documents are not complete, your application will be placed on **Onhold**.

Please login and click on '**Onhold**' under the app status. Complete the application form and click on '**save and proceed**'.

Thereafter, on the summary page please click on '**submit registration**'.

Registration History - Summary of registrations made through this Portal

Online App No	Type	Name	App Date	Schedule Title	Course Title	Course Code	Start Date	End Date	App Status
NIEC-2022-01637-1	Programme	[REDACTED]	01-Jun-2022	Diploma (Conversion) in Early Childhood Care & Education - Teaching(Classroom & Synchronous)	Diploma (Conversion) in Early Childhood Care & Education - Teaching(Classroom & Synchronous)	DECVE4	01-Aug-2022	31-Aug-2023	OnHold