REPUBLIC POLYTECHNIC

Academy for Continuing Education

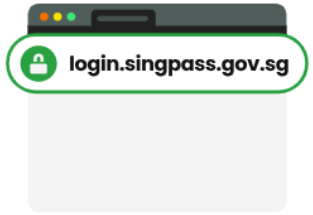


CorpPass User Guide

Find your CorpPass Admin at https://www.corppass.gov.sg/corppass/enquirecp/enquire/singpassauth

Admin To Assign

Corppass users (Training Administrator)



Corppass Admin would first need to add in the e-Service to the company's list:

1. Login at www.corppass.gov.sg
2. Go to 'e-Services' -> '**Select** Entity e-Services'
3. Type "e.g REPUBLIC POLYTECHNIC" in the search bar to the right (next to 'filter')
4. Tick the box next on the left of "e.g Skills Training & Enhancement Portal - STEP", then press 'Next'
   a. If there is no checkbox to tick, you may skip ahead to Step 7 below.
5. Press 'Next' and 'Submit'
6. Press 'Return to Homepage'.

Corppass Admin proceed to assign the e-Service(s) to the appropriate staff:

1. Go to 'e-Services' -> '**Assign** selected e-Services'
2. Tick the box next to the desired user(s) name and press 'Next'.
3. Type "e.g REPUBLIC POLYTECHNIC" in the search bar to the right (next to 'filter')
4. Tick the box on the left of "e.g Skills Training & Enhancement Portal - STEP", then press 'Next'
   a. "Authorization Effective Date" can be today.
   b. "Authorization Expiry Date" can be left blank (sets to 31/12/9999).
5. Press 'Next' and 'Submit'

corppass



Email us

support@corppass.gov.sg



Talk to Us

+65 63353530

Operating Hours

Mondays to Fridays: 8.00 am to 8.00 pm

Saturdays: 8.00 am to 2.00 pm

Closed on Sundays and Public Holidays

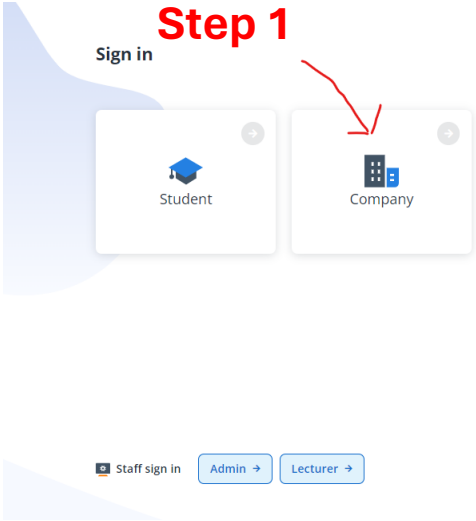
CorpPass User Guide : Manage Users Digital Service Access

https://www.youtube.com/watch?v=XN4Fyhgy_Qo

Or click on the pdf document

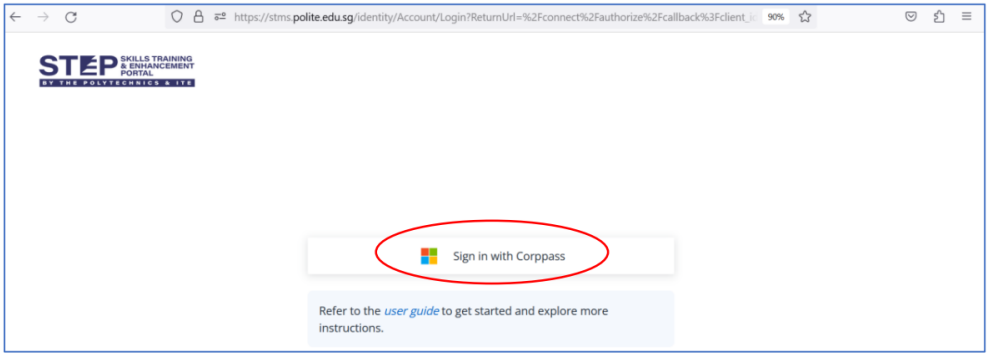
Go to : https://stms.polite.edu.sg/identity

Step 1



Step 2

Upon clicking the link in the email, company will be directed STEP to login with Corppass.



You should see this page

