



School of Continuing
and Lifelong Education

SCALE Online Registration System (SORS)

Applicant User Guide

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FOR PARTICIPANTS: Application for Online Course

STEP 1: Access the SCALE Online Registration System (SORS) via the link.

<https://inetapps.nus.edu.sg/SCALEOPS/Applicant/SORSLogin.aspx>

STEP 2: To create an account, click [Sign Up](#) if you are a NEW user of the SCALE Online Registration System (SORS).

SCALE Online Registration System

Registration for SCALE Programmes EN 中文

Thank you for your interest in SCALE programmes. To register for our programme, you must first have an account with us.

If you have any existing account, please proceed to log in.

If you are a new user, please click [Sign Up](#) to register for an account. ←

Should you encounter any issues, contact us at +65 6601 5910 or email scale.epd@nus.edu.sg

Primary Email :

Password :

[Forgot Password?](#)

STEP 3: Proceed to create an account.

Once completed, please click the Sign Up button.

SCALE Online Registration System

New User Sign Up

Name as in NRIC/FIN/Passport No* : (Max 50 characters)

Date of Birth* : (dd/mm/yyyy)

Email* :

Password* :

Confirm Password* :

Password Policy

- Must be at least 8 characters in length
- Must contain at least one alphabet
- Must contain at least one number
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one symbol

STEP 4: Upon clicking on Sign Up, the Main Login page will re-appear.

Please enter the **Primary Email** and **Password** which are created in the earlier step, then click Login.

STEP 5: At the Registration page, choose Youth Programmes and the respective Programme Title that you wish to sign up for.

The screenshot shows the NUS SCALE Online Registration System interface. The top navigation bar includes the NUS logo, 'School of Continuing and Lifelong Education', and links for News, Email, IVLE, Library, Student, and Staff. The main header is 'SCALE Online Registration System'. On the left, a sidebar menu has 'Apply' highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Programme Registration Form' and features a search form with 'Programme Title' (a dropdown menu), 'Class Start Date Between' (Month and Year dropdowns), and 'Search' and 'Reset' buttons. Below the search form, three tabs are visible: 'SkillsFuture Programmes', 'Non-SkillsFuture Programmes', and 'Youth Programmes', with the latter being selected and circled in red. A red arrow also points to the 'Youth Programmes' tab. Below the tabs, it says '2 class available.'. A second 'Programme Registration Form' is shown below, with 'Youth Programmes' selected and '中文课程' also visible. Below this, a table lists available programmes:

Faculty / Department	Programme Title	Start Date	End Date	Seat(s) Availability	
School Of Continuing & Lifelong Edn - Global	AI and IoT: New Disruptive Skills for Young Leaders	08 Oct 2020	24 Oct 2020	23	Apply Now

STEP 6: Select the correct name of the programme and click **Apply Now**.

The screenshot shows the NUS SCALE Online Registration System interface. The top navigation bar is the same as in the previous screenshot. The main header is 'SCALE Online Registration System'. On the left, a sidebar menu has 'Apply' highlighted with a red box. The main content area is titled 'Programme Registration Form' and features a search form with 'Programme Title' (a dropdown menu), 'Class Start Date Between' (Month and Year dropdowns), and 'Search' and 'Reset' buttons. Below the search form, three tabs are visible: 'SkillsFuture Programmes', 'Non-SkillsFuture Programmes', and 'Global Programmes', with 'Global Programmes' being selected. Below the tabs, it says '2 class available.'. A second 'Programme Registration Form' is shown below, with 'Youth Programmes' selected and '中文课程' also visible. Below this, a table lists available programmes:

Faculty / Department	Programme Title	Start Date	End Date	Seat(s) Availability	
School Of Continuing & Lifelong Edn - Global	AI and IoT: New Disruptive Skills for Young Leaders	08 Oct 2020	24 Oct 2020	23	Apply Now

STEP 6: You will come to this page.

Programme Registration Form

Faculty / Department	School Of Continuing & Lifelong Edn
Programme Title	5G as a platform for Industry Transformation
Programme Commencement Date	09 Aug 2020 To 09 Sep 2020
How Did You Learn About This Programme	--- Please Select ---
Registration Code	<input type="text"/>

A. Personal Particular

Salutation *	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. <input checked="" type="radio"/> Miss
Name as in NRIC/PIN/Passport No *	<input type="text" value="LOUISE NGUYEN"/>
Identification Type *	--- Please Select ---
NRIC/PIN/Passport No *	<input type="text"/>
Gender *	<input checked="" type="radio"/> Female <input type="radio"/> Male
Date of Birth *	<input type="text"/>
Country of Birth *	--- Please Select ---
Race *	--- Please Select ---
Email *	<input type="text"/>
Mobile Number *	Country: <input type="text" value="+65"/> Numbers: <input type="text"/>
<small>(Country is required only for non-Singapore number)</small>	
NUS Alumnus *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Highest Education *	University Post-Graduate Diploma
Employment Status *	<input type="radio"/> Employed <input checked="" type="radio"/> Unemployed
NTUC Member *	<input type="radio"/> Yes <input checked="" type="radio"/> No
PMET (Professionals, Managers, Executives & Technicians) *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sponsorship *	<input type="radio"/> Company Sponsored <input checked="" type="radio"/> Self-sponsored
Dietary Preference	--- Please Select ---
Food Allergy (if any)	<input type="text"/>

Mailing Address

Blk/House No *	<input type="text" value="BLK"/> <input type="text"/> (E.g. 675A) *
<small>(If no blk number, please indicate '-')</small>	
Street Name/Building Name *	<input type="text"/> *
Unit No. *	# <input type="text"/> (E.g. 07-680) *
<small>(If no unit number, please indicate '-')</small>	
State	<input type="text"/>
Country *	Singapore
Postal Code *	<input type="text"/> *

D. Declaration

I declare that the information provided is true and accurate. I have read and understood NUS SCALE's Terms and Conditions.

I declare that I have not deliberately or willfully omitted to provide any information. Should I be granted the Programme Fee Subsidy based on the above information, and should this information turn out to be false or inaccurate, or should I be found to have deliberately or willfully omitted any fact, which is in the opinion of the Government material, I understand that the Programme Fee Subsidy will be immediately withdrawn and I will be required to repay all such Programme Fee Subsidy amounts enjoyed up to that time with immediate effect.

Next

STEP 7: Please remember to key in the Registration Code **XXXXXX (if any)** to enjoy the Preferential Fee.

Programme Registration Form	
Faculty / Department	School Of Continuing & Lifelong Edn
Programme Title	5G as a platform for Industry Transformation
Programme Commencement Date	09 Aug 2020 To 09 Sep 2020
How Did You Learn About This Programme	--- Please Select ---
Registration Code	 <input type="text"/>

STEP 8: Complete **ALL** the required details for the registration, especially the **compulsory fields***.

A. Personal Particular	
Salutation *	<input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Mdm. <input type="radio"/> Mrs. <input checked="" type="radio"/> Miss
Name as in NRIC/FIN/Passport No *	<input type="text" value="LOUISE NGUYEN"/>
Identification Type *	--- Please Select ---
NRIC/FIN/Passport No *	<input type="text"/>
Gender *	<input checked="" type="radio"/> Female <input type="radio"/> Male
Date of Birth *	<input type="text"/>
Country of Birth *	--- Please Select ---
Race *	--- Please Select ---
Email *	<input type="text"/>
Mobile Number *	Country <input type="text" value="+65"/> Numbers <input type="text"/> <small>(Country is required only for non-Singapore number)</small>
NUS Alumnus *	<input type="radio"/> Yes <input type="radio"/> No
Highest Education *	University Post-Graduate Diploma

STEP 9: Please proceed to complete the rest of the application. Click “next” when you have filled in the form.

Mailing Address

Blk/House No * (E.g. 675A) *

(If no blk number, please indicate '!') *

Street Name/Building Name *

Unit No. * # (E.g. 07-680) *

(If no unit number, please indicate '!') *

State

Country * Singapore

Postal Code *

D. Declaration

I declare that the information provided is true and accurate. I have read and understood NUS SCALE's Terms and Conditions.

I declare that I have not deliberately or willfully omitted to provide any information. Should I be granted the Programme Fee Subsidy based on the above information, and should this information turn out to be false or inaccurate, or should I be found to have deliberately or willfully omitted any fact, which is in the opinion of the Government material, I understand that the Programme Fee Subsidy will be immediately withdrawn and I will be required to repay all such Programme Fee Subsidy amounts enjoyed up to that time with immediate effect.



STEP 10: Please complete the declaration page.

Once completed, a summary of your application will be displayed. Please check and verify that all the data filled in is correct.

Click NEXT after verification is done.

Programme Consent Form

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore School of Continuing and Lifelong Education ("NUS SCALE"), your personal data will be used for the purposes of (a) managing and administering programmes, examinations, certification; (b) conducting any programme-related surveys or surveys required by the funding agencies; and (c) managing NUS SCALE's relationship with you.

Where applicable, your personal data may include your (a) Legal Name (b) NRIC/FIN/Passport Number (c) Nationality (d) Date of Birth (e) Highest Education Attained (f) Job Title (g) Company Name (h) Salary Range (i) Contact Numbers and (j) Email Address. They may be disclosed to relevant organisations that necessarily require your personal data, such as NUS SCALE's programme partners and third party service providers, certification awarding bodies, examination agencies and funding agencies. Your personal data will be retained by NUS SCALE until such time the purpose for your personal data and any other legal or business purpose are no longer served by the retention of such personal data.

I understand and agree for NUS SCALE to collect, use and disclose my personal data for the purposes described.

B. Recording and Use of Image/Video

NUS SCALE (whether by its staff or third party photographers or videographers) may take photographs and videos during the programme run for publicity purposes (including but not limited to use in NUS SCALE's publicity and communications materials).

Please indicate your consent for the recording and use of your image for the purposes described:

I consent
 I do not consent

C. Receipt of Publicity Materials

NUS SCALE would like to inform you of its programmes and events which may be of interest to you by sending you materials related to marketing, advertising and promotional information.

Please indicate your consent to receive marketing and promotional materials from NUS SCALE:

Yes, please send me publicity information
 No, do not send me any publicity information

D. NUS Declarations

I have read and understood all NUS's Terms and Conditions listed below.

<input type="checkbox"/>	Terms And Conditions	URLs
<input type="checkbox"/>	1 NUS Personal Data Notice for Course Participants	https://scale.nus.edu.sg/docs/default-source/osp/nus-personal-data-notice-for-course-participants.pdf
<input type="checkbox"/>	2 NUS Student Data Protection Policy	http://www.nus.edu.sg/registr/info/info/NUS-Student-Data-Protection-Policy-Regn.pdf
<input type="checkbox"/>	3 NUS Do Not Call Policy	http://www.nus.edu.sg/registr/info/info/NUS-DNC-Policy.pdf
<input type="checkbox"/>	4 NUS Code of Student Conduct	http://www.nus.edu.sg/osa/docs/default-source/osa-doc/resources-and-policies/code-of-student-conduct.pdf
<input type="checkbox"/>	5 NUS Student Confidentiality Agreement	http://www.nus.edu.sg/registr/info/info/NUS-Student-Confidentiality-Agreement.pdf
<input type="checkbox"/>	6 NUS Intellectual Property Policy	http://www.nus.edu.sg/docs/default-source/default-document-library/nus-ip-policy-010109-v110309.pdf?sfvrsn=2c12cd_4
<input type="checkbox"/>	7 NUS Acceptable Use Policy for IT Resources	http://www.nus.edu.sg/registr/info/info/it-up-form.pdf http://www.nus.edu.sg/registr/info/info/it-up-guidelines.pdf
<input type="checkbox"/>	8 NUS Risk Acknowledgement and Consent Form	https://scale.nus.edu.sg/docs/default-source/osp/risk_acknowledgment_and_consent_form.pdf

STEP 11: Submit your application.

SCALE Online Registration System

Home Programme Registration Form

Apply

View Registration

Make Payment

Log Out

Nett Programme Fee payable : [input field]

Final Programme Fee will be displayed here

Submit Application

STEP 12: Once submitted your application, click on:

Step 12.1: **Make Payment** tab located at the left hand-sided task bar to make payment.

Step 12.2: Click **Select**

NUS National University of Singapore | School of Continuing and Lifelong Education

News Email IVLE Library Student Staff

SCALE Online Registration System

Home

Apply

View Registration

Make Payment

Log Out

Payment of Fees

1 record(s) found.

Registration Number	Applicant Name	Faculty / Department	Description	Amount To Pay (S\$)	
2006250110589	LOUISE NGUYEN	School Of Continuing & Lifelong Edn - Global	iiiiiiiiii	1250	Select

Step 12.3: Click Pay Now

SCALE Online Registration System

Home

Apply

View Registration

Make Payment

Log Out

Pay My Registration Fees

EN 中文

You will now be redirected to another secured site for payment. Once redirected, you will not be returning to this page. Once payment is received, you will receive an email confirmation indicating that your payment is successful.

If you face any issues or concerns, please contact SCALE representative indicated in your payment email. Thank you.

Registration Number	Description	Amount To Pay (S\$)
2006250110589	iiiiiiiiii	1250.00
Total (S\$)		1250.00

Pay Now Log Out

Step 12.4: Choose **Visa/MasterCard/Union Card**

Choose **PayNow** ONLY when you have a Singapore's bank account.



Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select the following. Please note that payment should be completed within 15 minutes.



 Click Here Pay by Visa, Mastercard, Amex or Alipay	 Click Here Pay by scanning a QR code with your device.
--	--

Step 12.5: Fill up the **Card details** to complete the payment.



Payment Card Details

Number	ECOLL00011139
Amount	\$1,250.00
Email	kani01p1@gmail.com

Pay with card 

Card Number
.....

Expiration Date (MM/YY)
MM/YY

STEP 13: Receipt of payment. The receipt will be also sent to the participant's registered email.

(Sample A with promotion code)

OFFICIAL RECEIPT



Summary			
Payment Date:	11/09/2020	National University of Singapore	
Total Value:	\$1,284.00	Office of Finance, University Hall	
Payment Processed:	\$1,284.00	21 Lower Kent Ridge Road	
Payment Reference No:	ECOLL00005385	Tan Chin Tuan Wing, UHT #03-02	
Bank Auth:	Braintree 24x1we02	Singapore 119077	
Receipt Number:	WR03003682	UEN and GST Reg No: 200604346E	
Payment Method:	Visa		
Transaction Reference Number:	60980SOPS001692		

Receipt Description	Quantity	Unit Amount	Amount
SCALE Online Payment System Description: AI and IoT: New Disruptive Skills for Young Leaders (AKLTG) Full Fee: SGD1412.40 (with GST) Name: LOUISE TESTING	1	\$1,284.00	\$1,284.00
Amount Received			\$1,284.00

This is a system generated document. No signature is required. All amounts in SGD.
 *Subject to GST (7%) | ^Out of Scope for GST | #Zero Rated for GST

Refund Policy
 All fees paid are non-refundable and non-transferable.

(Sample B without promotion code)

OFFICIAL RECEIPT



Summary			
Payment Date:	11/09/2020	National University of Singapore	
Total Value:	\$1,412.40	Office of Finance, University Hall	
Payment Processed:	\$1,412.40	21 Lower Kent Ridge Road	
Payment Reference No:	ECOLL00005386	Tan Chin Tuan Wing, UHT #03-02	
Bank Auth:	Braintree 3h51ydn	Singapore 119077	
Receipt Number:	WR03003683	UEN and GST Reg No: 200604346E	
Payment Method:	Visa		
Transaction Reference Number:	60980SOPS001683		

Receipt Description	Quantity	Unit Amount	Amount
SCALE Online Payment System Description: AI and IoT: New Disruptive Skills for Young Leaders Name: LOUISE TESTING	1	\$1,412.40	\$1,412.40
Amount Received			\$1,412.40

This is a system generated document. No signature is required. All amounts in SGD.
 *Subject to GST (7%) | ^Out of Scope for GST | #Zero Rated for GST

Refund Policy
 All fees paid are non-refundable and non-transferable.

STEP 14: Click Log Out-----



SCALE Online Registration System

Home

Apply

View Registration

Make Payment

Log Out



****Note:** Upon the completion of **Step 11**, applicant will receive an email to acknowledge your registration with details about the Programme Title, Programme Dates, and Nett Programme Fee Payable, etc. **Kindly take note that this is NOT a Registration confirmation.**

To complete the registration process, please proceed to Step 12 (mentioned above) or click on the payment link provided in the email.

NUS SCALE – Programme Registration



SCALE EPD Registrations

Tue 9/29/2020 2:31 PM

To: test6@gmail.com



We acknowledge your registration for the following:

- i. Programme Title: [AI and IoT: New Disruptive Skills for Young Leaders](#)
- ii. Faculty/Department: School Of Continuing & Lifelong Edn - Global
- iii. Programme Commencement Date: 08/10/2020 To 24/10/2020
- iv. Nett Programme Fee Payable: S\$1284

Please proceed to make payment via this [link](#). **Please note that your place is not secured until payment is received and acknowledged by NUS SCALE.**

NUS SCALE reserves the right to change the dates due to unforeseen circumstances.

Thank you for your registration. Our SCALE staff will contact you one week before the programme start date with more information.

Please refer to the Frequently Asked Questions (FAQ) via the following link: https://scale.nus.edu.sg/docs/default-source/executive-programmes/scale_ops_faq.pdf for more information.

If in doubt, please contact us at louise.nguyen@nus.edu.sg. Thank you.

Best Regards,
SCALE Administrator
(This is a computer generated message)

The End

Thank you for registering for the programme.

We look forward to meeting you online. Have a wonderful day ahead!