

Guide A: How to Assign User Rights to Access SkillsConnect via CorpPass (A Step-by-step Guide)

This step-by-step guide is meant for entities who have not registered as a Participating Company in SkillsConnect. A Participating Company profile is required for organisations to apply for grants and receive funding from SSG via the [SkillsConnect portal](#).

For entities who have not registered for CorpPass, navigate to www.corppass.gov.sg to register as a CorpPass Admin. If your organisation already has a registered CorpPass admin, you may proceed to log in to CorpPass to assign a user to access SkillsConnect. **Without assigning a user access to SkillsConnect, you will not be able to apply for any grants or receive any funding from SSG.**

Let's proceed to CorpPass to assign user rights to access SkillsConnect.

1. Navigate to www.corppass.gov.sg and click Login. If you have do not have an existing CorpPass account, click "Register as a CorpPass Admin"

The screenshot shows the CorpPass website homepage. The browser address bar displays "Government Technology Agency [SG] | https://www.corppass.gov.sg/cpauth/login/homepage?TAM_OP=login". The CorpPass logo is on the left, and the Singapore Government logo is on the right. A red circle with the number "1" is placed over the "Login" button in the top navigation bar. A red arrow points from the text "Click Login" to the "Login" button. Below the navigation bar, a red banner contains the text: "From 1 Sep 2018, CorpPass will be the only login method for G2B transactions. Other login methods will not be accepted for online corporate transactions with the Government from 1 Sep 2018. IRAS digital services will also be available by then. Register for CorpPass now to prevent any disruption to your business transactions!". Below the banner, the main content area features the heading "Welcome to CorpPass" and a "Register as a CorpPass Admin" button. At the bottom, there is a "Get started with CorpPass by your role" section with three tabs: "I am the", "I am the", and "I am a". A chat window is open on the right side, showing a profile for "Ask Jamie @ CorpPass" and a text input field.

2. Enter your CorpPass login details and click “Login”

The screenshot shows the CorpPass login page. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' below it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' below it. Below the logos are links for 'Contact Us | Feedback | Sitemap | FAQ'. A navigation bar contains 'Home', 'About Us', 'Services', 'Help', and a 'Login' button with a user icon. A red callout box with white text says '1. Enter your login details and click “Login”'. The callout box points to a login form with the following fields: 'UEN/ENTITY ID', 'CORPPASS ID', 'Password', and a 'Login ▶' button. Below the form are a 'Remember Entity ID' checkbox, a 'Forgot Entity / CorpPass ID or Password' link, and a 'New to CorpPass? Register Now.' link. A 'Register as a CorpPass Admin ▶' button is also visible. At the bottom, there is a 'Get started with CorpPass by your role' section and a chatbot icon labeled 'Ask Jamie @ CorpPass' with a text input field.

3. Click “Select Entity’s e-Services”

The screenshot shows the CorpPass 'Select Entity's e-Services' page. The browser address bar shows 'https://www.corppass.gov.sg/corppass/login/homepage'. The navigation bar includes 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', 'Help', and a 'Log Out' button. The main heading is 'Welcome to CorpPass,' followed by a name field and a password field. Below this is a message: 'Update your password before it expires on 22 Dec 2019'. A banner states '4 more digital services have been made available on CorpPass over the last 90 days.' The main content area has two tabs: 'e-Service Access' (selected) and 'Third Party'. A red callout box with white text says '1. Click “Select Entity’s e-Services”'. The callout box points to a green button with a key icon and the text 'Select Entity's e-Services' and 'Select e-Services that your entity will use.' To the right of this button are two other buttons: 'Assign selected e-Services' (with a checkmark icon) and 'View Entity's e-Service Access' (with a document icon). At the bottom right, there is a chatbot icon labeled 'Ask Jamie @ CorpPass' with a text input field.

https://www.corppass.gov.sg/corppass/manageeservices/entity/selecteservices

4. Enter "Skillsfuture" in the search box.

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/entity/selecteservices>

Home / Select Entity's e-Services

Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by). Selected e-Services may require additional checks when you log in. Click for more information.

1. Enter "Skillsfuture" in the search box

Filter skillsfuture

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG)	SSG-WSG E-SERVICES	For Employers and Training Providers to perform transactions with SSG and WSG e-Services (MySkillsFuture, SCN, SDL, FMS, Feedback Portal, Jobs Bank, ES WSQ Assessment and MyIAL)	

0 e-Service(s) Selected

Ask Jamie @ CorpPass
Type your question ...

5. Select the checkbox and click "Next".

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/entity/selecteservices>

Home / Select Entity's e-Services

Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by). Selected e-Services may require additional checks when you log in. Click for more information.

1. Select the checkbox.

Filter skillsfuture

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/>	SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG)	SSG-WSG E-SERVICES	For Employers and Training Providers to perform transactions with SSG and WSG e-Services (MySkillsFuture, SCN, SDL, FMS, Feedback Portal, Jobs Bank, ES WSQ Assessment and MyIAL)	

1 e-Service(s) Selected

2. Click Next.

Showing 1 to 1 of 1 items

Cancel Next

Ask Jamie @ CorpPass
Type your question ...

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6. Click “Submit”.

The screenshot shows the CorpPass interface at the URL <https://www.corppass.gov.sg/corppass/manageeservices/entity/review>. The breadcrumb trail is "Home / Select Entity's e-Services". A progress indicator shows three steps: "Select e-Services" (completed), "Enter Details" (completed), and "Review & Submit" (active, indicated by a red circle with the number 3). Below the progress indicator, the section "Verify Selected e-Service(s)" lists "SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG)" and "SSG-WSG E-SERVICES". A red callout box with the text "Click 'Submit'" points to a blue "Submit" button in a navigation bar that also contains a "Back" button. On the right side, there is a chat widget titled "Ask Jamie @ CorpPass" with a text input field.

7. Click “Assign selected e-Services”.

The screenshot shows the CorpPass interface at the URL <https://www.corppass.gov.sg/corppass/manageeservices/entity/confirm>. The breadcrumb trail is "Home / Select Entity's e-Services". A green checkmark icon is followed by the text "The selected e-Service(s) is ready to be assigned to users." Below this, the "Next Step" section features a document icon and the heading "Assign selected e-Services" with the subtext "Assign e-Service access to your entity's users and user groups." A red callout box with the text "Click 'Assign selected e-Services'" points to a blue "Assign selected e-Services" button in a navigation bar that also contains a "Return to Homepage" button. On the right side, there is a chat widget titled "Ask Jamie @ CorpPass" with a text input field.

8. Select checkbox and click “Next”. (If you do not have any users displayed. You can create one at the bottom left hand side of the page. You will need this user to access SkillsConnect.)

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/selectusersforeservices>

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter Search

<input checked="" type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input checked="" type="checkbox"/>				Admin

1 user(s) selected.

Showing 1 to 1 of 1 items

Can't find a user?
You may have not created the user account.
Click here to do so.

2. Click "Next"

Cancel Next

Ask Jamie @ CorpPass
Type your question ...

9. Search “SSG” in the search box. Select the checkbox, and click “Next”.

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/selecteservicesforusers>

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Assign Selected e-Service(s) to
1 Selected User(s) +

Assign from selected e-Service(s).

Filter Search ssg

<input checked="" type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG)	SSG-WSG E-SERVICES	For Employers and Training Providers to perform transactions with SSG and WSG e-Services (MySkillsFuture, SCN, SDL, FMS, Feedback Portal, Jobs Bank, ES WSQ Assessment and MyIAL)		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

3. Click "Next".

Back Next

Ask Jamie @ CorpPass
Type your question ...

10. Select “SCN APPROVER”. This will allow you to apply and submit grant/funding applications. If you “SCN PREPARER”, you will be able to apply but not submit grant/funding applications.

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/eserviceadditionaldetails>

Assign Selected e-services to
1 Selected Users +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency Entity's selected e-Services Agency Check Required Additional Details Required

SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG) SSG-WSG E-SERVICES

Role*
--- SELECT ---
TX CSEADMIN
TX TPADMIN
SCN PREPARER
SCN APPROVER
FMS FEEDBACKPREP
FMS FEEDBACKAPP
JOBSBANK ADMIN
ECG PARTNER
ESW PREPARER
ESW APPROVER
IAL TRAININGADMIN
SDL REPRESENTATIVE
Authorisation Expiry Date *

1 e-Service(s) selected.

Back Next

Ask Jamie @ CorpPass
Type your question ...

11. Select “Authorisation Effective Date” (Effective as of today) and click “Next”

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageeservices/eserviceadditionaldetails>

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency Entity's selected e-Services Agency Check Required Additional Details Required

SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG) SSG-WSG E-SERVICES

Role*
SCN APPROVER

Role Description
Assigned users will be given all rights of preparer, and must have the authority to submit new organisation profile registration on behalf of the company. This role should be assigned to the Company's MD, CEO or equivalent.

Authorisation Effective Date *
23/07/2018

1 e-Service(s) selected.

Back Next

2. Click “Next”.

Ask Jamie @ CorpPass
Type your question ...

12. Click “Submit”.

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageservices/revieweserviceassignment>

Home My Account Users e-Service Third Party Advance Help Log Out

Home / Assign Selected e-Services

Assign Selected e-Services

Select Users Select e-Services Enter Details **4 Review & Submit**

Verify the following details.

1 Selected Users +

Selected e-Services

SKILLSFUTURE SINGAPORE AND WORKFORCE SINGAPORE (SSG & WSG)	SSG-WSG E-SERVICES
Role	SCN APPROVER
Authorisation Effective Date	23/07/2018
Authorisation Expiry Date	31/12/9999

Back **Submit**

Ask Jamie @ CorpPass
Type your question ...

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13. Confirmation page.

Government Technology Agency [SG] | <https://www.corppass.gov.sg/corppass/manageservices/confirmeserviceassignment>

https://www.skillsconnect.gov.sg/sop/WebPageHandler?processName=ProfileSwitch&project=L3E Singapore Corporate Access

CorpPass BETA Singapore Government Integrity · Service · Excellence

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Home My Account Users e-Service Third Party Advance Help Log Out

Home / Assign Selected e-Services

You have assigned e-Service(s) to your user(s).

Return to Homepage

Ask Jamie @ CorpPass
Type your question ...

You have successfully assigned the SkillsConnect e-Service to your selected user and will be able to access SkillsConnect at www.skillsconnect.gov.sg. You may now proceed to Step 2: How to Apply for Participating Company to Apply Grants in SkillsConnect.