

# 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](https://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](https://www.corppass.gov.sg) and click Login. If you have do not have an existing CorpPass account, click "Register as a CorpPass Admin"

Government Technology Agency [SG] | [https://www.corppass.gov.sg/cpauth/login/homepage?TAM\\_OP=login](https://www.corppass.gov.sg/cpauth/login/homepage?TAM_OP=login)

Singapore Corporate Access  
**CorpPass**  
BETA

Singapore Government  
Integrity · Service · Excellence

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**Click Login** → Login

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. IRAS digital services will also be available by then. Register for CorpPass now to prevent any disruption to your business transactions!

## Welcome to CorpPass

CorpPass will be the only login method for online corporate transactions with the Government from 1 Sep 2018. IRAS digital services will also be available by then.

Use CorpPass to access [these](#) digital services today!  
[Find out more.](#)

Register as a CorpPass Admin ▶

Get started with CorpPass by your role

I am the I am the I am a

Ask Jamie @ CorpPass  
Type your question ...

## 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 the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation bar with links: Home, About Us, Services, Help, Login (with a user icon), and a search icon. A red banner at the top states: 'From 1 Sep 2018, CorpPass will be the only login method for G2B transactions. Other login methods will not be accepted for online transactions from 1 Sep 2018. Register for CorpPass now to prevent any disruption of your services.' A red box highlights the login form, which includes fields for 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', followed by a 'Login ▶' button. Below the button are links for 'Remember Entity ID', 'Forgot Entity / CorpPass ID or Password', and 'New to CorpPass? Register Now.' A red callout box with white text says: '1. Enter your login details and click “Login”'. Below the login form is a 'Register as a CorpPass Admin ▶' button. At the bottom, there is a section titled 'Get started with CorpPass by your role' with a minus sign icon, and a chat bubble that says 'Ask Jamie @ CorpPass' and 'Type your question ...'.

## 3. Click “Select Entity’s e-Services”

The screenshot shows the CorpPass 'e-Service Access' page. The browser address bar shows 'https://www.corppass.gov.sg/corppass/login/homepage'. The navigation bar includes links: Home, My Account, Users, e-Service, Third Party, Advance, Help, and Log Out (with a user icon). The main heading is 'Welcome to CorpPass,' followed by a white box and the text 'Update your password before it expires on 22 Dec 2019'. Below this is a blue banner that says '4 more digital services have been made available on CorpPass over the last 90 days.' The 'e-Service Access' tab is selected. A red box highlights the 'Select Entity's e-Services' option, which is described as 'Select e-Services that your entity will use.' Other options include 'Assign selected e-Services' (Assign e-Services access to your entity's users and user groups) and 'View Entity's e-Service Access' (View and edit your entity's current e-Services access). A 'Change Entity Profile' link is also visible. At the bottom right, there is a chat bubble that says 'Ask Jamie @ CorpPass' and 'Type your question ...'.

## 4. Enter “Skillsfuture” in the search box.

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



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

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>

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”.

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

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

Home / Select Entity's e-Services

### Select Entity's e-Services

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

#### Verify Selected e-Service(s)

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

Click “Submit”

Back Submit

Ask Jamie @ CorpPass  
Type your question ...

## 7. Click “Assign selected e-Services”.


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

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

Home / Select Entity's e-Services

 The selected e-Service(s) is ready to be assigned to users.

#### Next Step



Assign selected e-Services  
Assign e-Service access to your entity's users and user groups.

Click “Assign selected e-Services”

Return to Homepage Assign selected e-Services

Ask Jamie @ CorpPass  
Type your question ...



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>

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

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 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

2. Select Checkbox.

1. Search “SSG”.

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		

1 e-Service(s) selected.

Back Next

**1. Select “SCN APPROVER”.**

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

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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		

1 e-Service(s) selected.

Back Next

**1. Select Authorisation Effective Date “As of today’s date”.**

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

**2. Click “Next”.**

Ask Jamie @ CorpPass  
Type your question ...

## 12. Click “Submit”.

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

**1. Click “Submit”**

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/manageeservices/confirmeserviceassignment>

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


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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](http://www.skillsconnect.gov.sg). You may now proceed to Step 2: How to Apply for Participating Company to Apply Grants in SkillsConnect.