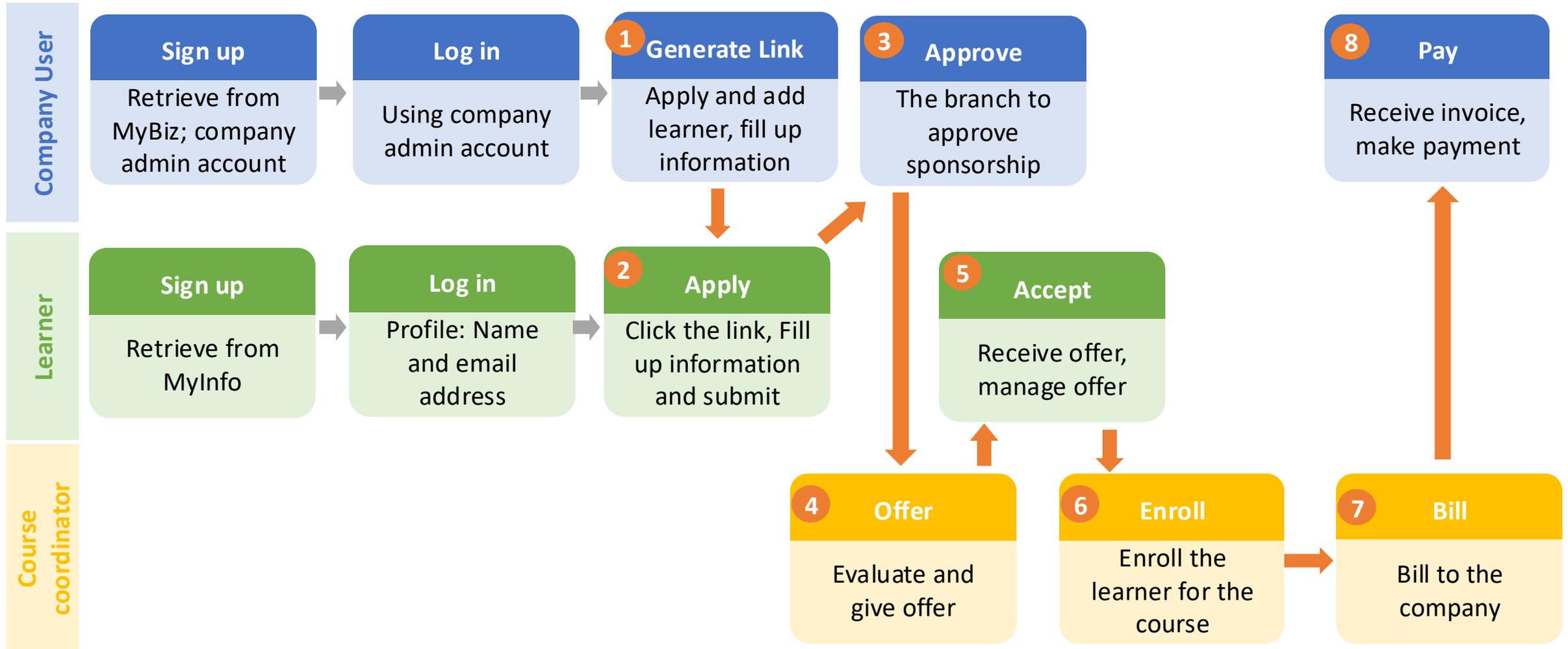


Scenario 1. Company User Generate Link

Scenario 1. Company User Generate Link



Sign Up

Sign up

Retrieve from MyBiz; company admin account



Welcome to the NUS Lifelong Learning Application Portal

Register your company

To register your company, please fill in the form below.

** Denotes a required field*

Company information

Company type *

Company name

GST registered business *
 Yes No

GST/VAT number

UEN

Country or region

Click <https://l3ap.nus.edu.sg/> -> Sign in -> Create one -> retrieve from Myinfo Biz

Detailed guide: [Sign up](#)

Company admin to ensure the profile details are correct:

- Name
- UEN
- BU code if applicable
- Branch
- Contact person
- Billing contact

Generate Link (HR Link)

1 Generate Link

Op1. Click “generate link” in “sponsorship links”

The screenshot displays the L3 Learning Management System interface. The top navigation bar includes 'Course / Course details', 'ABC (NUS)', a notification bell with '99+', a help icon, and a user profile 'A Company user'. The left sidebar contains navigation options: Course, Dashboard, My course, Training details, Sponsorship, and Transaction. The main content area is divided into sections: 'Course intake schedule information' with an 'Apply' button, 'Sponsorship links' with a 'Generate link' button highlighted in a red box, and 'Area of interest' with a 'CL test 1' button. Below the 'Sponsorship links' section, a table is shown with columns for 'Link', 'Created', and 'Expiry date', containing the text 'No items to show in this view.' The bottom right section shows the 'Generate link' form for the course 'How to Make the Best Cold Brew Coffee' (Course date: 12/1/2026 - 9/5/2026). The form includes fields for 'Max No. of sponsorship', 'Link expiry date' (10/4/2026 10:30), 'Branch *' (Select), 'Contact person *' (L3APUATSTAFF1), 'Billing contact person *' (Select), and 'Send the invoice to *' (Billing contact person and Specific invoice receivers). 'Cancel' and 'Generate link' buttons are at the bottom right.

Company user to ensure the correct branch and billing contact person are selected for the sponsored learner so the invoice is sent to the right entity.

Generate Link

1 **Generate Link**

Op2. Apply for the course and generate link

The screenshot displays the 'Course details' page in the NUS system. The left sidebar contains navigation options: Course, Dashboard, My course, Training details, Sponsorship, and Transaction. The main content area shows 'Course details' with a sidebar menu including Overview, Course structure, Financial matters, Course schedule, and Sponsorship links. The 'Sponsorship links' section is active, showing a table with columns for Link, Created, Expiry date, Max No. of sponsorship, Sponsorship taken, and Status. A red box highlights the 'Apply' button in the 'Course intake schedule information' section. Below this, the 'Apply for course' dialog box is open, showing two options: 'Apply on behalf of employees' and 'Generate the course link for employees to register'. The second option is selected and highlighted with a red box. The dialog box also includes 'Cancel' and 'OK' buttons.

Generate Link

1 **Generate Link**
Op3. Apply for the course and generate link

The screenshot shows the 'My course' page with a sidebar on the left containing navigation options: Course, Dashboard, My course (highlighted), Training details, Sponsorship, and Transaction. The main content area is titled 'Course details' and includes a breadcrumb 'My course / Course details'. A notification bar says 'Check the details of your sponsorship for this course.' with a 'View details' button. Below this are two columns of course details: Course category, Course intake No., Course end date, Branch, Billing contact person, Course type, Course start date, Registration end date, Contact person, and Course intake status. A 'Sponsorship links' section has 'Deactivate' and 'Generate link' buttons, with 'Generate link' highlighted in red. A table below shows one active link with columns: Link, Created, Expiry date, Max No. of sponsorship, Sponsorship taken, and Status.

Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
<input type="checkbox"/>	18/9/2024 13:25	22/9/2024 00:00	100	1	Active

Option 3, company user can find in “my course” and generate link.

Bulk Submit Applicant – add

The screenshot shows the 'My course' interface with the 'Bulk submit applicants' modal open. The 'Add applicant' button is highlighted with a red box. The modal contains a table with columns for Name, Email address, Contact number, and NRIC, and a 'Save' button.

<input type="checkbox"/>	Name	Email address	Contact number	NRIC
<input type="checkbox"/>		*	*	

Buttons: Cancel, Save

After company admin finish adding or importing applicants. Link will be sent to added learners' email address, they need to complete their course application on learner portal.

Detailed guide: [Bulk submit](#)

1 Generate Link

Op4.2 Bulk submit by importing

Bulk Submit Applicant – import

The screenshot shows the 'Bulk submit applicants' interface. An 'Import' dialog box is open, prompting the user to download a template file, fill it with information, and upload it. The background shows a table with columns for Name, Email address, Contact number, and NRIC.

*Name	*Email address	Contact number	NRIC	Date of birth	Citizenship type

After company admin finish adding or importing applicants. Link will be sent to imported learners' email address, they need to complete their course application on learner portal.

Detailed guide: [Bulk submit](#)

Learner to Submit

Application / Apply for course

1 Applicant details

2 Declaration form

3 Preview application form

NUS Alumni No

Contact information

Mobile number Email address

Residential address

Non-Singapore

Country or region Address line 1

Address line 2

Mailing address

Same as the residential address

Company sponsorship information

Company name	UEN
Company type	Branch
Contact person	Contact person's email address
Contact person's mobile number	Billing address

Receipt of publicity materials

I consent to receiving marketing, advertising, and promotional materials related to NUS programmes and events.

Cancel Save as draft Save and next

2

Apply

Log in, Fill up information and submit

When learner click the link shared by company and log in, the sponsorship information is shown. Learner to fill up all information required in the registration form and submit.

Detailed guide: [Application form](#)

Company approve

3

Approve

The branch to approve sponsorship

The screenshot displays the NUS Sponsorship interface. On the left, a sidebar contains navigation options: Course, Dashboard, My course, Training details, Sponsorship (highlighted), and Transaction. The main content area is titled 'Sponsorship' and features three tabs: 'Pending verification' (highlighted with a red box), 'Verified applicants', and 'Active enrollment'. Below these tabs are sub-tabs for 'Corporate courses' and 'Public courses'. A secondary set of buttons includes 'Approve' (checked, highlighted with a red box), 'Rejected', and 'Assign'. A table lists applications with columns for 'Application ID' and 'Applicant name'. The first row is checked and has the ID 'PHM5001-250001-00013' and applicant 'L3apuatstaff4'. The second row has ID 'AP test-260001-00011' and applicant 'L3apuatstaff4'. The third row has applicant 'L3ap Uat Student' and the fourth row has 'test'. An 'Approve' modal window is open on the right, containing three input fields: 'PO No.' (with an information icon), 'Company Care Of', and 'BU code' (a dropdown menu with 'Select' as the current value). 'Cancel' and 'Save' buttons are at the bottom right of the modal.

Company user to ensure the PO number, care of and BU code are selected correctly (if any). If those three fields differ between learners, the invoice will be split.

Detailed guide: [approve](#)

Learner to Accept Offer

Application / Application details

Home
Dashboard
Application
Request & task
Transaction

General information

Application form

Applicant details

Education qualification

Employment details

Other information

Declaration form

Application result

General information

Application ID		Submitted time	
Course name		Course intake No.	
Course category		Course date	
Course type			

> Application form

Application result [Download offer letter](#)

Application status	Offer	Status updated time	19/8/2024 11:39
Offer accepting deadline	30/8/2024 23:59		

Close Reject offer **Accept offer**

5

Accept

Receive offer,
manage offer

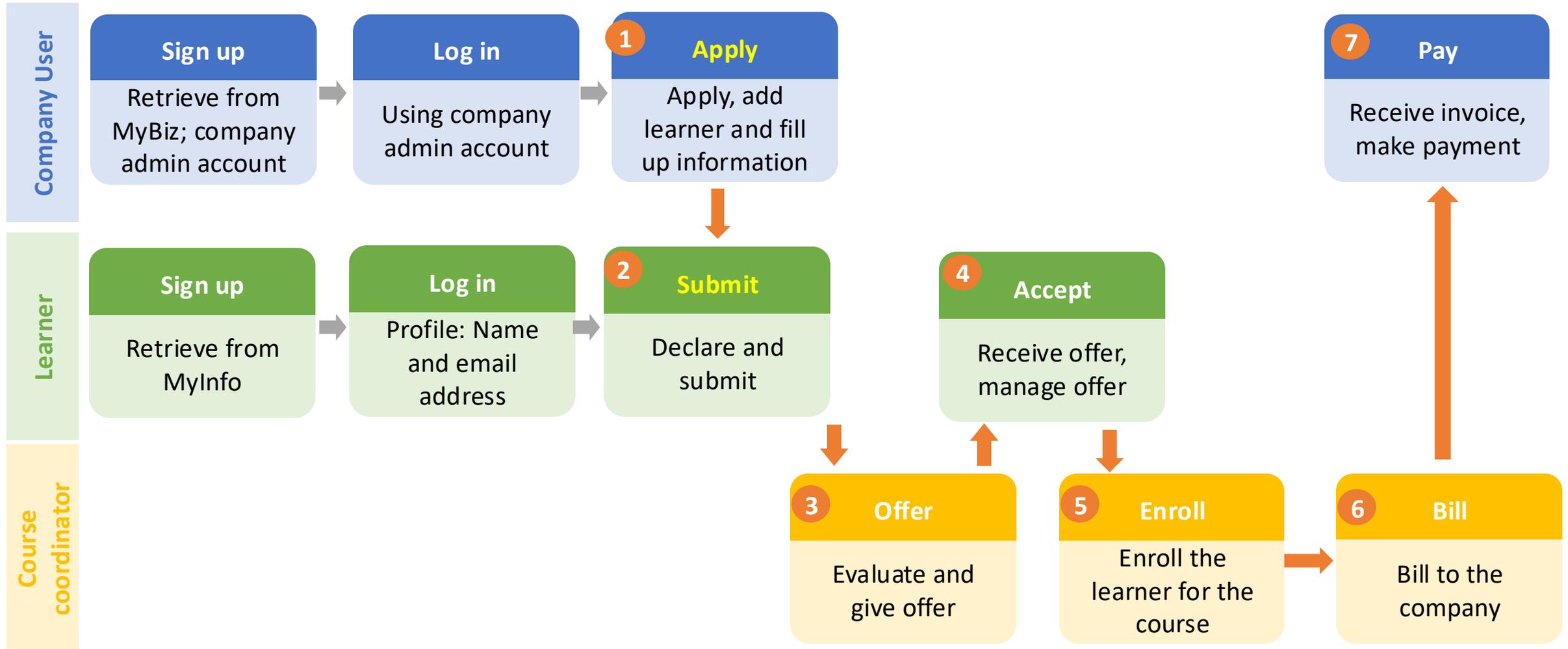
Enrolment can only be completed after the offer has been accepted by learner.

Detailed guide: [Manage offer for short courses](#)

Scenario 2.

Company Submit on Behalf

Scenario 2. Company Submit On Behalf



Application

1 Apply

Apply for the course

The screenshot displays the 'Course details' page for course intake 1270-250004. A modal dialog titled 'Apply for course' is open, allowing the user to choose between applying on behalf of employees or generating a course link for employees to register. The background interface shows course details such as registration period (26/11/2025 - 12/12/2025), payment option (Pay-upon-offer), and course date (12/1/2026 - 9/5/2026). A sidebar on the left contains navigation options like Course, Dashboard, My course, Training details, Sponsorship, and Transaction.

Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
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Application

1

Apply

Apply for the course

Course / Course details / Apply

Company BP Fail (N001) 99+ ? CF Company user

← Apply for course

[AP-LLT-250005] AP Lifelong Learner Test 210825
Course date: 12/1/2026 - 9/5/2026

Course
Non-Funded Courses

Branch *
Company BP Fail

Contact person *
L3APUATSTAFF1

Billing contact person *
L3APUATSTAFF1

Send the invoice to *
 Billing contact person
L3APUATSTAFF1
 Specific invoice receivers

Cancel Complete

Company user to ensure the correct branch and billing contact person are selected for the sponsored learner so the invoice is sent to the right entity.

Application

1

Apply

Apply for the course

The screenshot shows a web application interface. On the left is a dark blue sidebar with icons and labels for 'Course', 'Dashboard', 'My course', 'Training details', 'Sponsorship', and 'Transaction'. The top navigation bar includes a breadcrumb trail 'Course / Course details / Apply', a dropdown menu for 'Company BP Fail (N001)', a notification bell with '99+', a help icon, and a user profile for 'Company user'. The main content area features a large green checkmark icon, the text 'The course was applied.', and a message: 'You can continue to add applicants to this course, or you can go back to view and apply for other courses.' Below the message are two buttons: 'Go to add applicants' and 'View all courses'.

Add applicant

1 Apply

Op1.1 Add applicant

The screenshot shows the 'Course details' page for 'AP-LLT - AP Lifelong Learner Test 210825'. A red box highlights the 'Add applicant' button and its dropdown menu, which includes 'Add applicant' and 'Import applicants'. The course details table is as follows:

Field	Value	Field	Value
Course category	Course	Course type	Non-Funded Courses
Course intake No.	AP-LLT-250005	Course start date	12/1/2026
Course end date	9/5/2026	Registration end date	13/11/2025
Branch	Company BP Fail	Contact person	L3APUATSTAFF1
Billing contact person	L3APUATSTAFF1	Course intake status	Open for application

Sponsorship links: Deactivate, Generate link

Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
No items to show in this view.					

Company admin will fill up the information for learners one by one.

Detailed guide: [Add applicant](#)

Send to Learner

1

Apply

Apply and add learner, fill up information

The image displays two screenshots of the 'Add applicant' form in a web application. The left screenshot shows 'Step 1. Applicant details' with the following fields: PO No. (with a note: 'Please leave this field empty if there is no Purchase Order number.'), Official full name *, Given name, Age, NRIC * (with radio buttons for 'Full ID number' and 'Last 4 characters of ID number'), Secondary race, Country/Region of birth, Salutation, Company Care Of, Family name, Date of birth (with a date picker), Citizenship type (dropdown), Race (dropdown), Gender (radio buttons for 'Male' and 'Female'), Preferred name, and a collapsed 'Contact information' section containing Mobile number and Email address *. The right screenshot shows 'Step 2. Declaration form' with the instruction 'Click declaration forms to view details and acknowledge the declarations.' and a 'Declaration form' section. At the bottom of the right screenshot, the 'Send to applicant' button is highlighted with a red box. Both screenshots have a sidebar on the left with navigation options: Course, Dashboard, My course, Training details, Sponsorship, and Transaction. The top navigation bar includes 'My course / Course details / Add applicant' and a user profile 'Company user'.

Declaration form only learner can proceed.
Detailed guide: [Add applicant](#)

Import applicant

1

Apply

Op1.2 Add applicant by importing

Instruction:

1. The fields with red stars are required.
2. The values of "Date of birth" and "Pass expiry date" must be in the format of "d/M/yyyy".
3. The values of "User ID", "Name", "Gender", "Mobile number" and "Email address" must be the same as the values in the system and cannot be changed.
4. Pass type is required when the "Citizenship type" is "Foreigner". Pass expiry date is required when the "Pass type" is not "Others". Passport No. is required when the "Pass type" is "Others".
5. Postal code, Block/Building No., and Street name are required when the "Residential address" is "Singapore".
6. The NRIC/FIN should be filled with fully/partially based on the course intake requirement.
7. Mobile numbers must be in the following format: "+country code"- "mobile number". For example: +65-88999898.

Manage learner

The screenshot shows the 'My course' interface with a sidebar on the left containing navigation options: Course, Dashboard, My course (highlighted with a red box), Training details, Sponsorship, and Transaction. The main content area is titled 'My course / Course details' and shows the user 'ABC (NUS)' and 'Company user'. Below this, there are two tables. The first table has columns: Link, Created, Expiry date, Max No. of sponsorship, Sponsorship taken, and Status. The second table has columns: Application ID, Applicant name, BU code, Email address, and Alternate email address. Both tables currently display 'No items to show in this view.' Above the second table, there are tabs for 'Draft', 'Pending verification', 'Verified applicants', 'Active enrollments', 'Historical enrollments', and 'Cancelled applicants', with 'Draft' selected. Action buttons for 'Bulk submit', 'Complete course-mod selection', and 'Send to applicant' are visible above the second table. A search bar is also present.

1 Apply
Apply and add learner, fill up information

Company admin can check the status of learner's application.

2

Submit

Log in, declare and submit

Learner to Declare and Submit

