Scenario 1. Company User Generate Link

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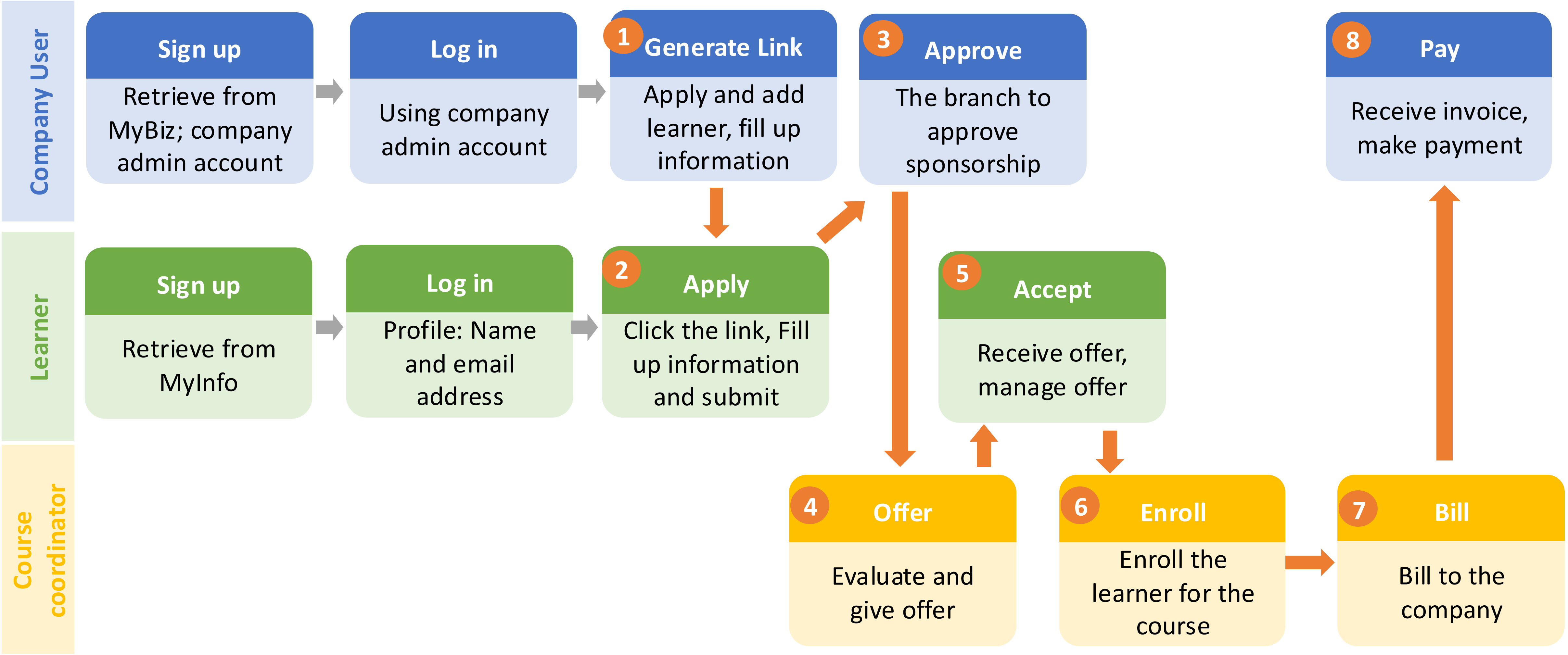
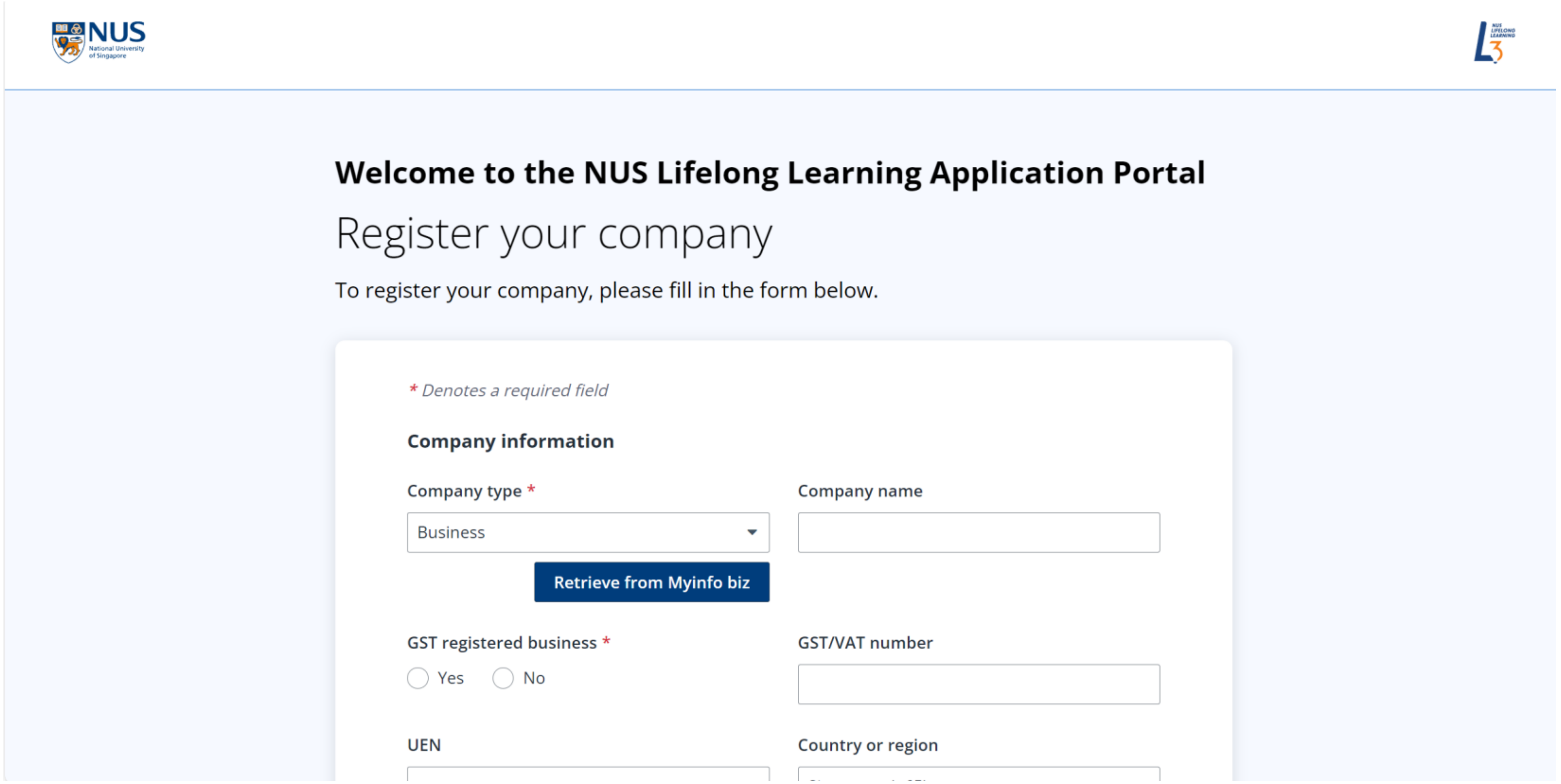


Sign Up



Sign up

Retrieve from MyBiz; company admin account

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

Detailed guide: Sign up

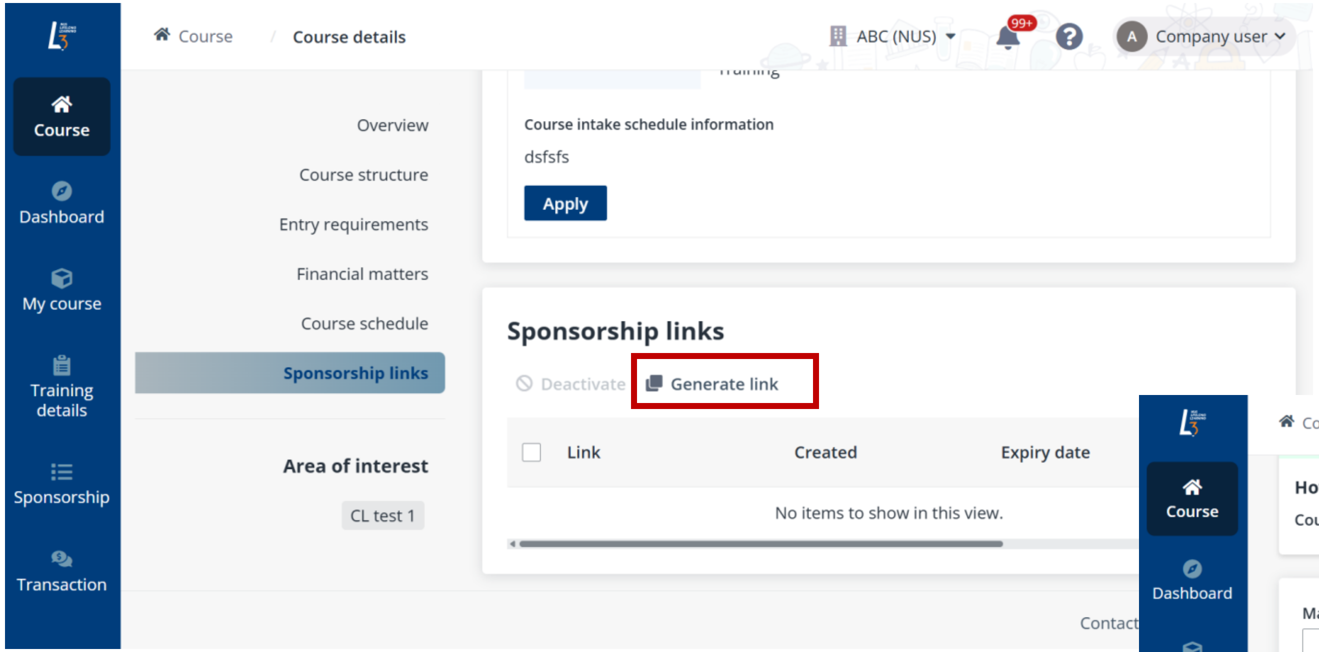
Company admin to ensure the profile details are correct:

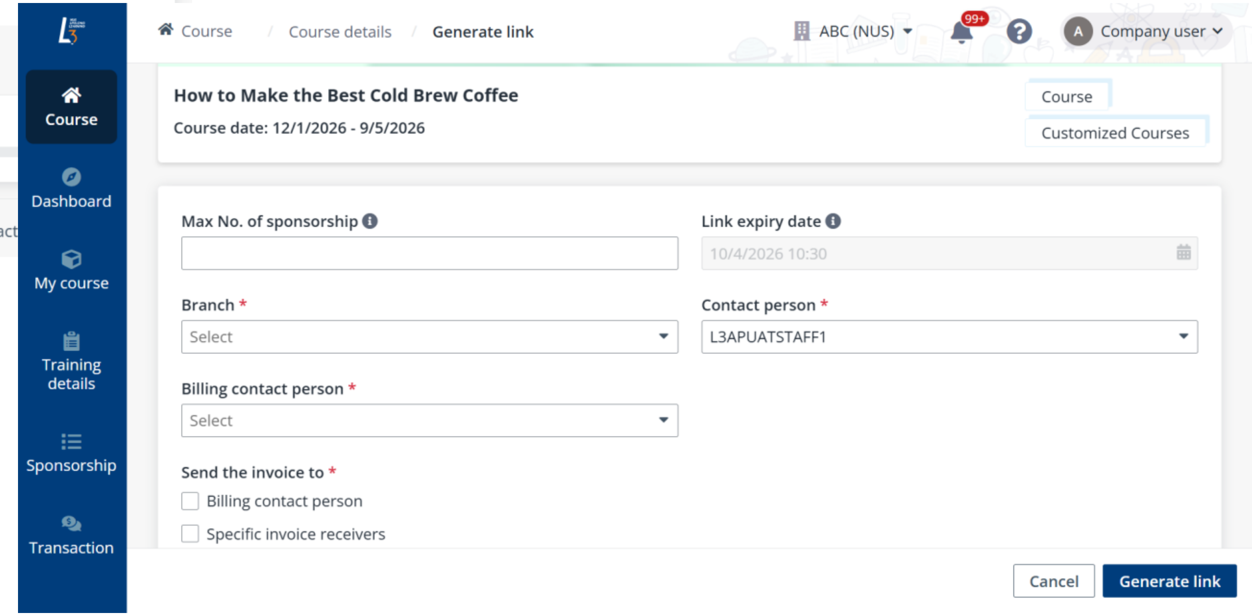
- Name
- UEN
- BU code if applicable
- Branch
- Contact person
- Billing contact

Generate Link (HR Link)

1 Generate Link

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



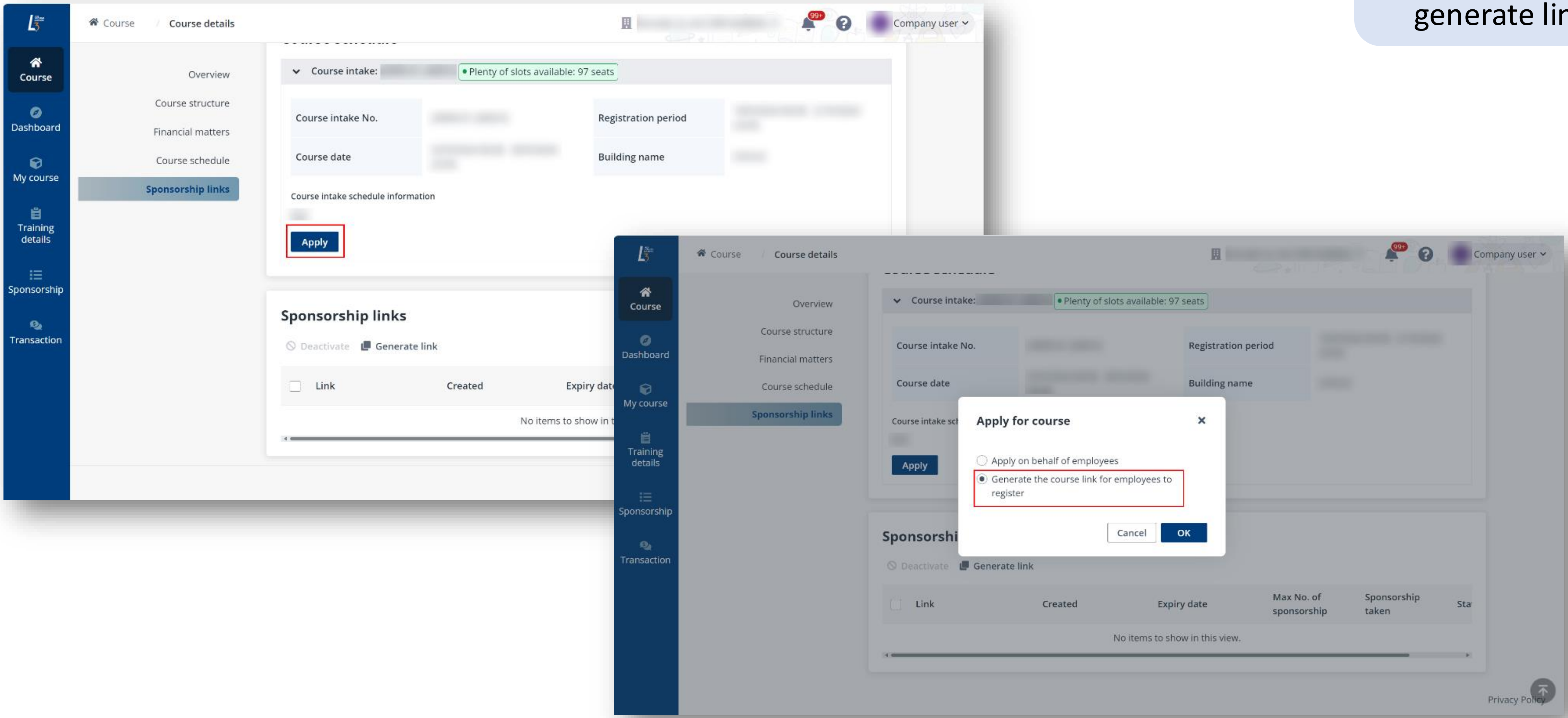


Company user to ensure the correct branch and billing contact person are selected for the sponsored learner so the invoice is sent to the right entity.

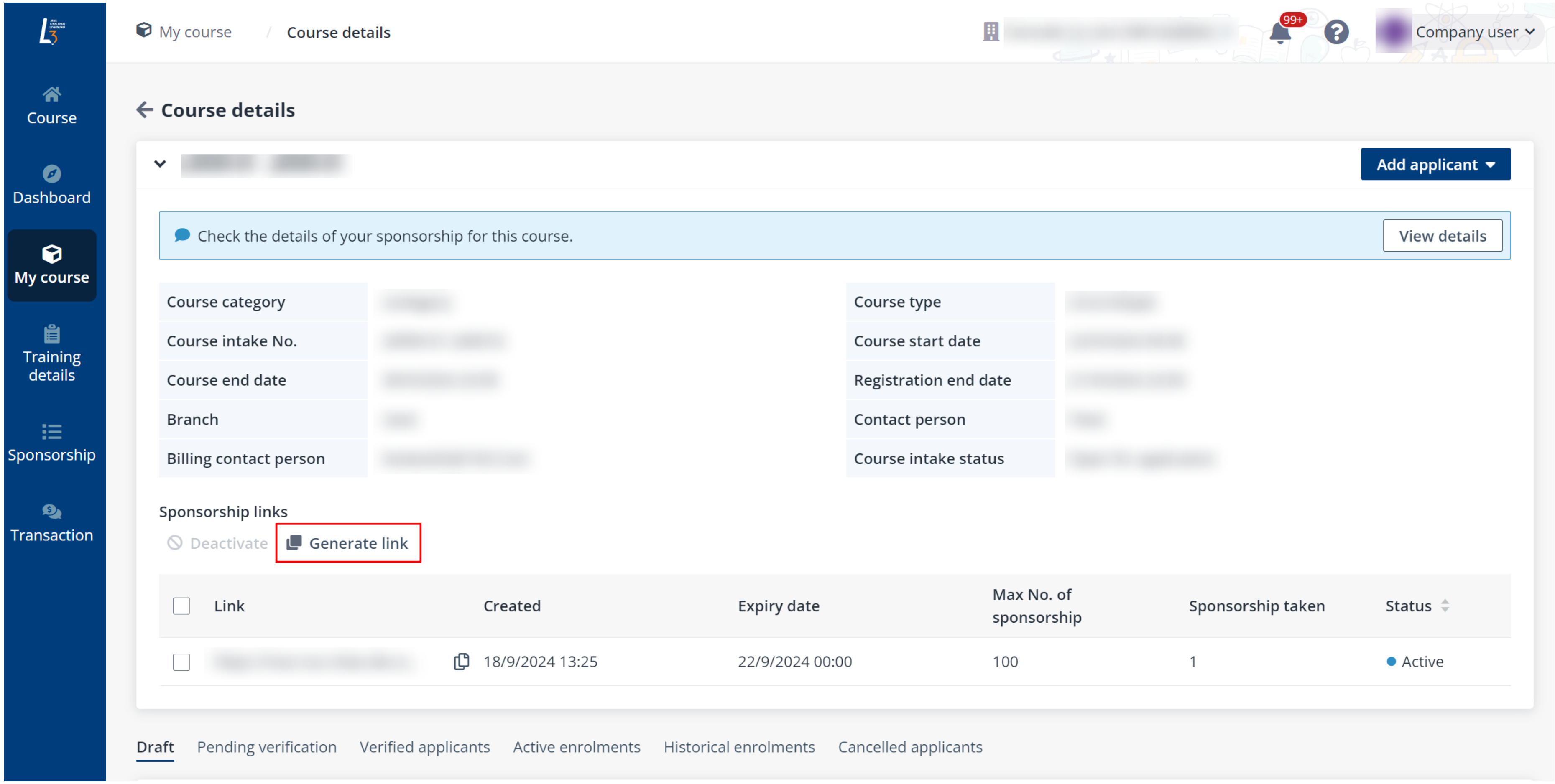
1 Generate Link

Op2. Apply for the course and generate link

Generate Link



Generate Link



1 Generate Link

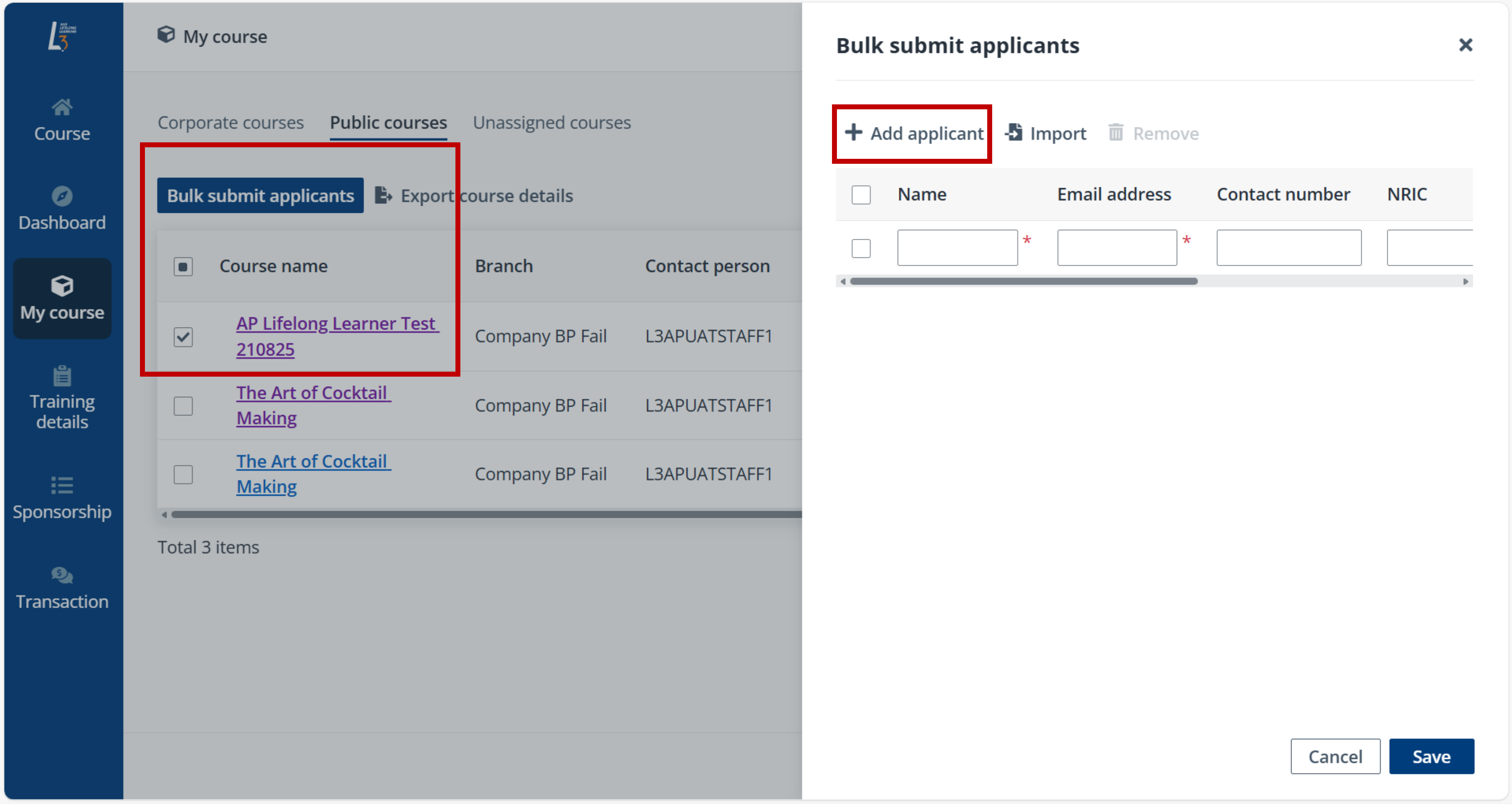
Op3. Apply for the course and generate link

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

1 Generate Link

Op4.1 Bulk submit

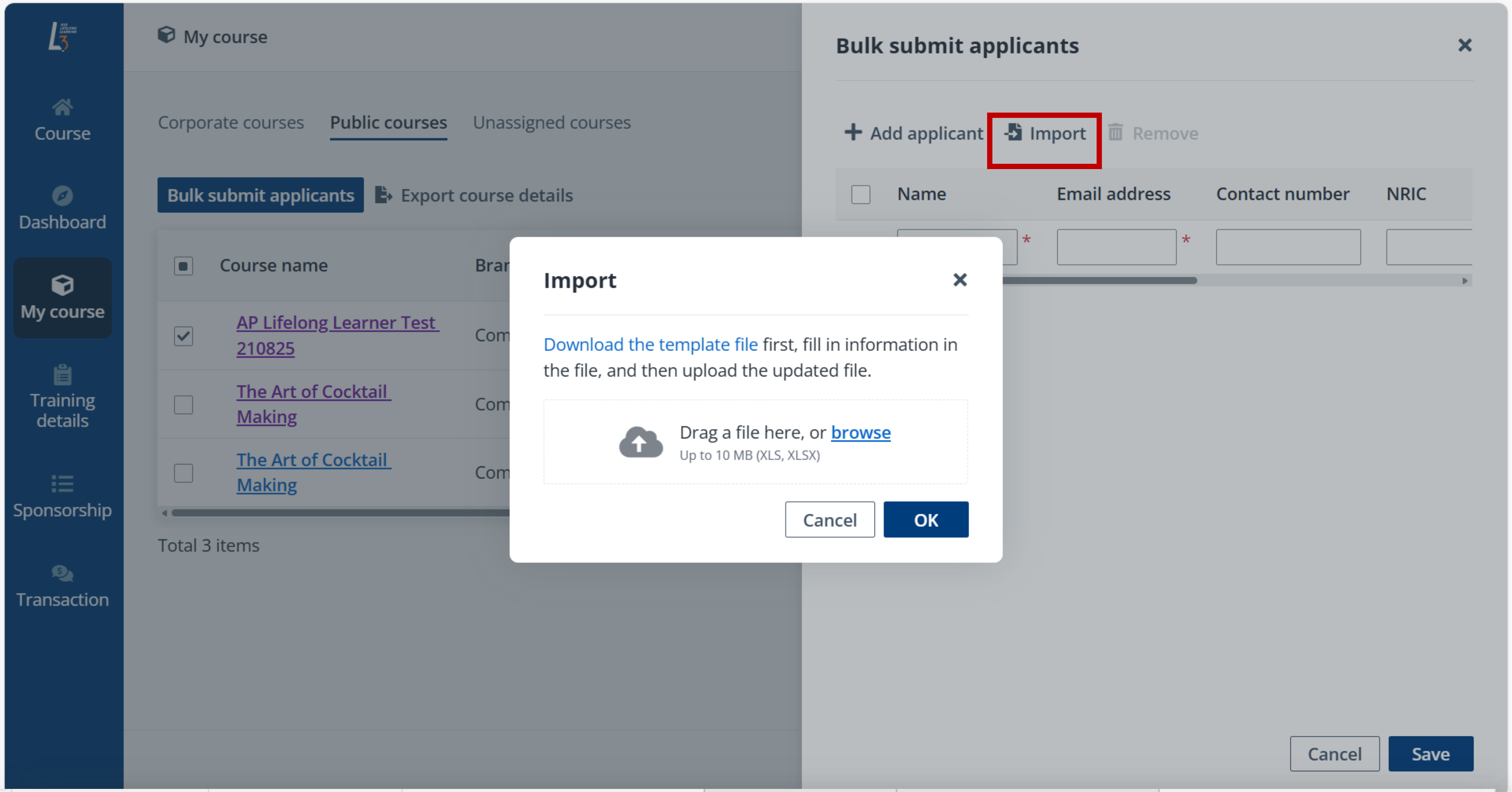
Bulk Submit Applicant – add



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

Bulk Submit Applicant – import



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

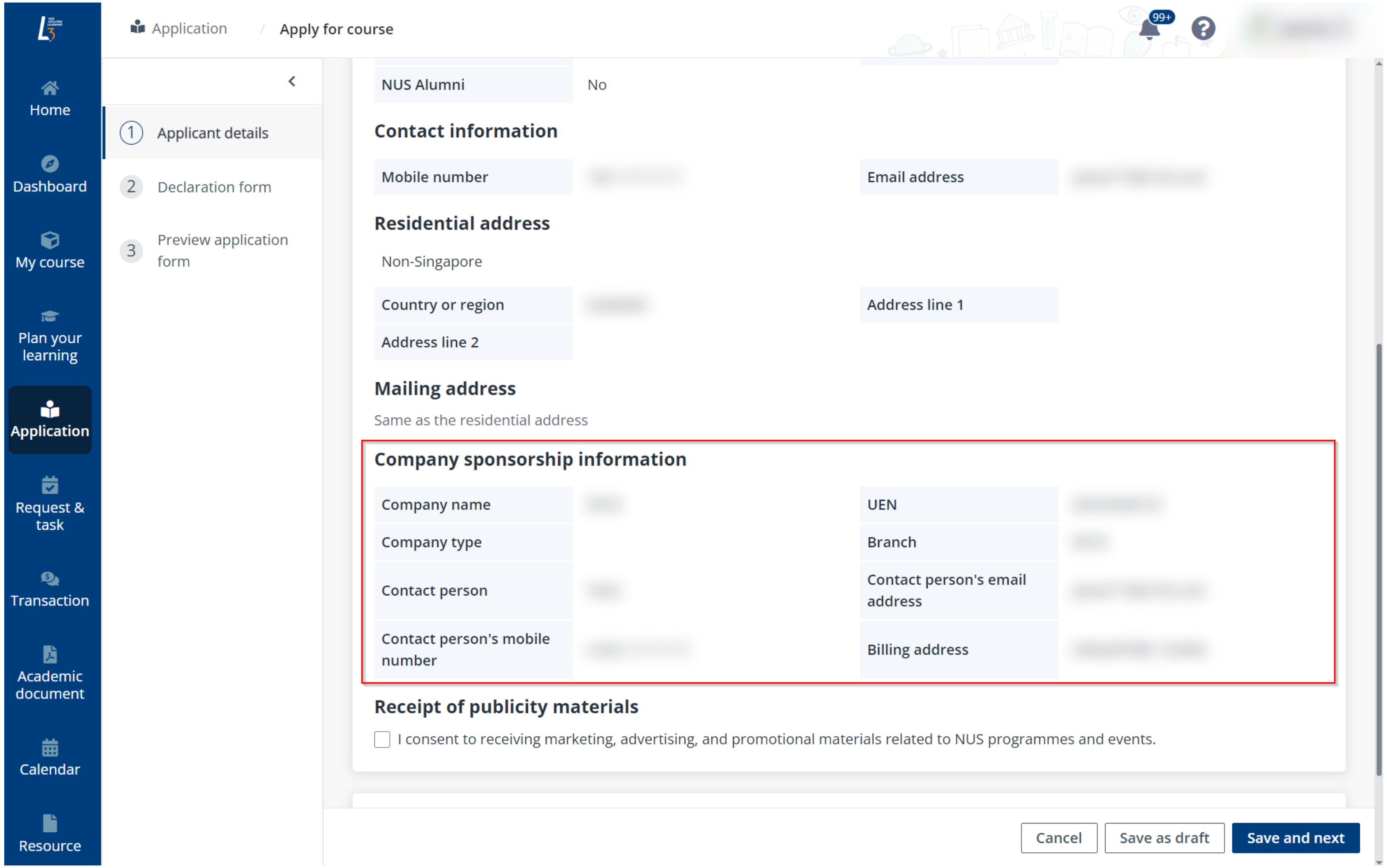
1 Generate Link

Op4.2 Bulk submit by importing

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



2 Apply

Log in, Fill up information and submit

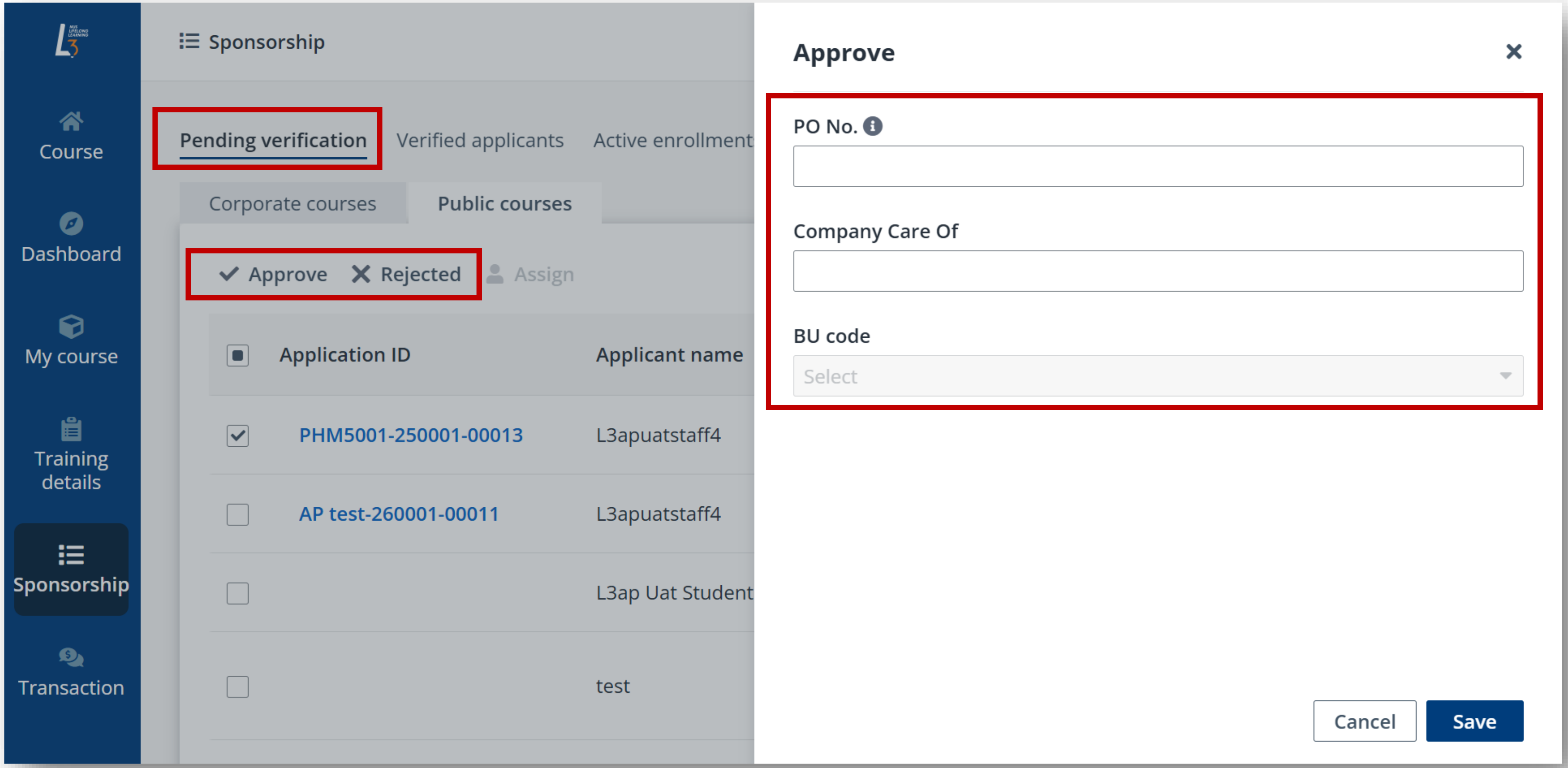
When learner click the link shared by company and log in, the sponsorship information is shown. Learner to fill up all information required in the registration form and submit.

Detailed guide: [Application form]

Company approve

3 **Approve**

The branch to approve sponsorship



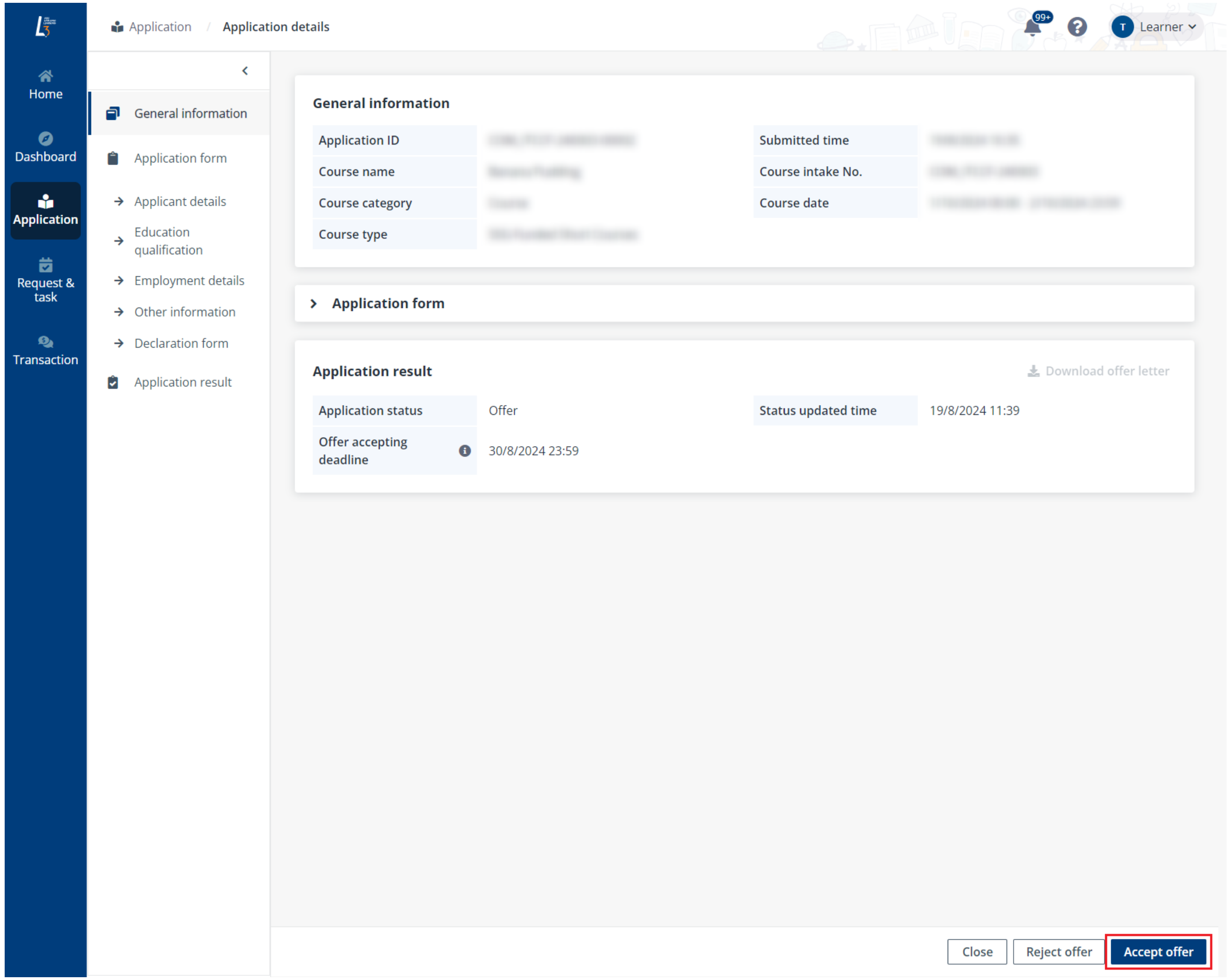
Company user to ensure the PO number, care of and BU code are selected correctly (if any). If those three fields differ between learners, the invoice will be split.

Detailed guide: [approve]

Learner to Accept Offer

5 **Accept**

Receive offer, manage offer

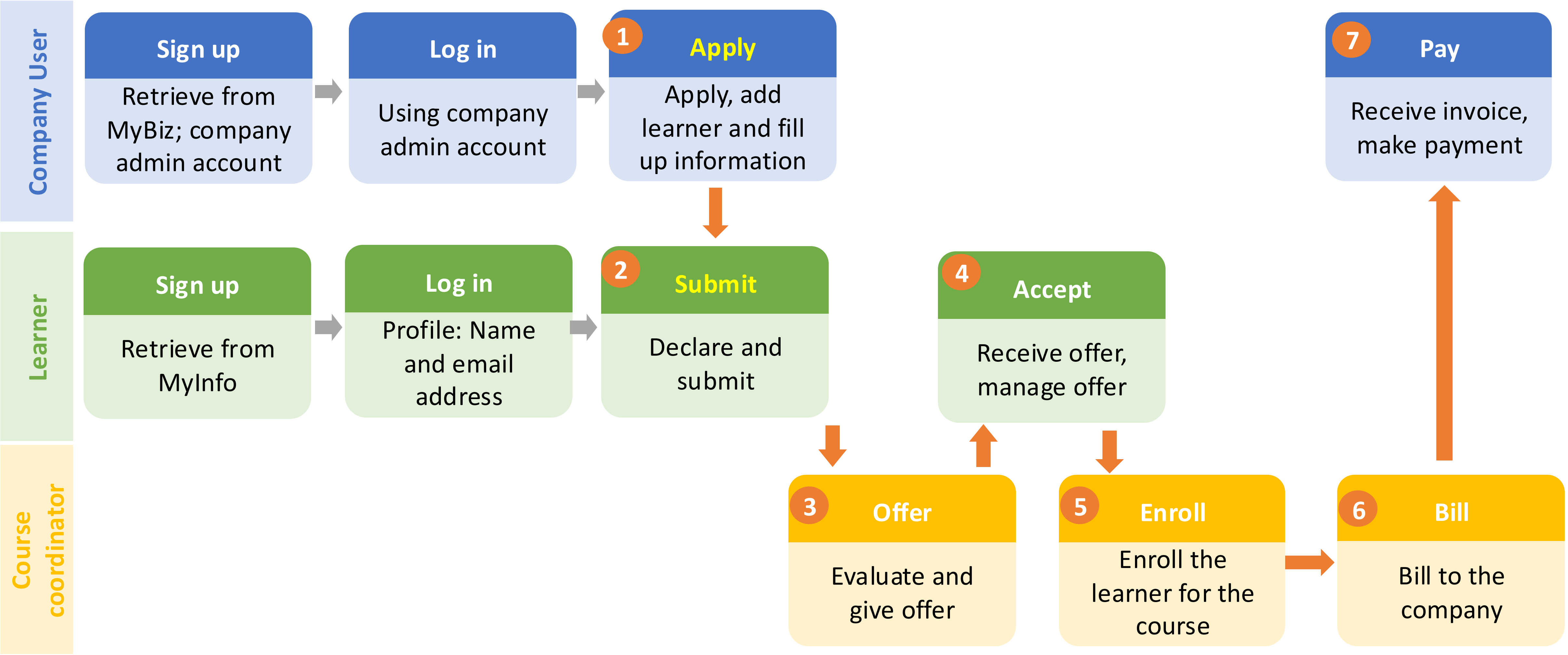


Enrolment can only be completed after the offer has been accepted by learner.

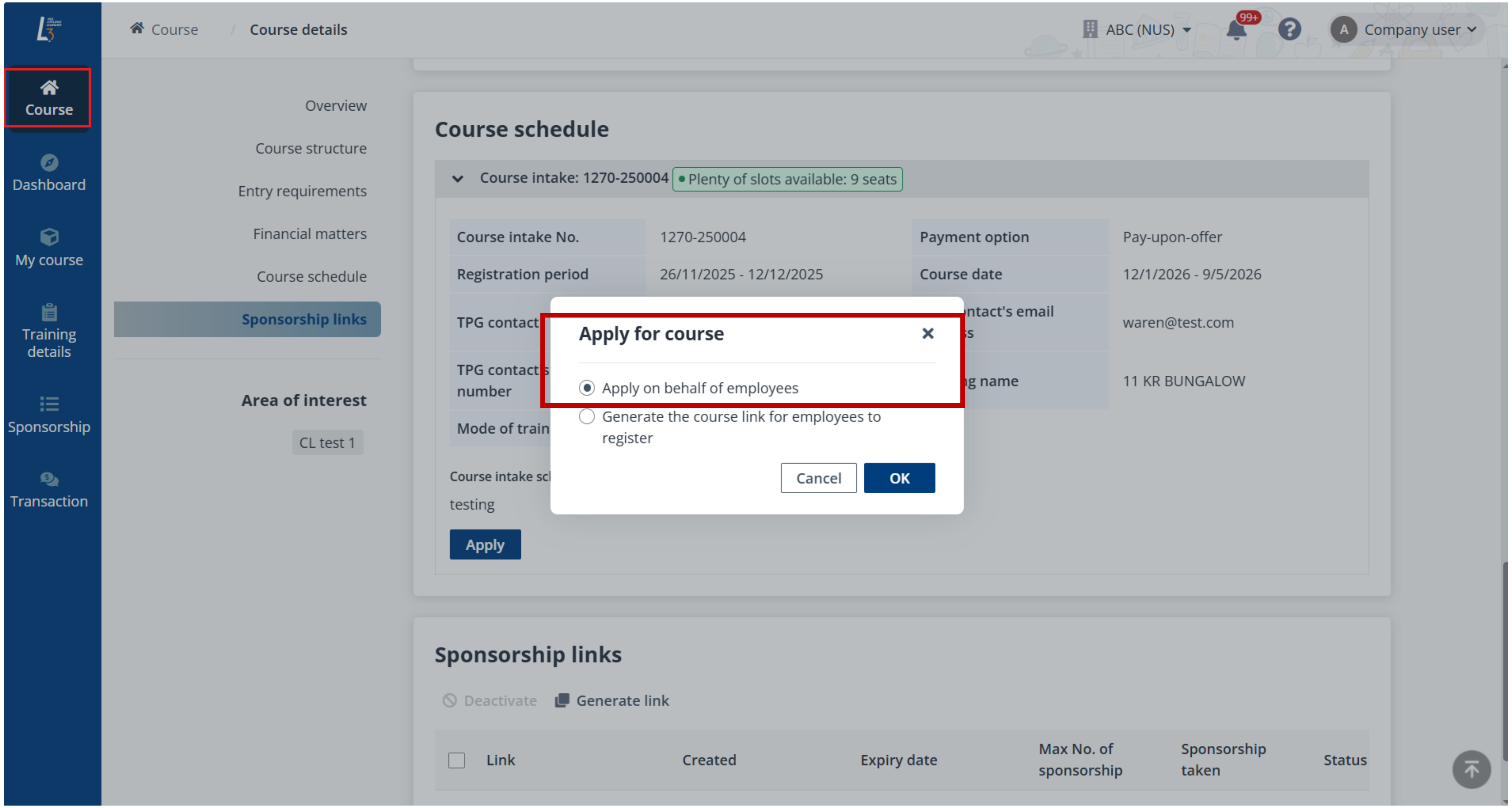
Detailed guide: [Manage offer for short courses]

Scenario 2.
Company Submit on Behalf

Scenario 2. Company Submit On Behalf



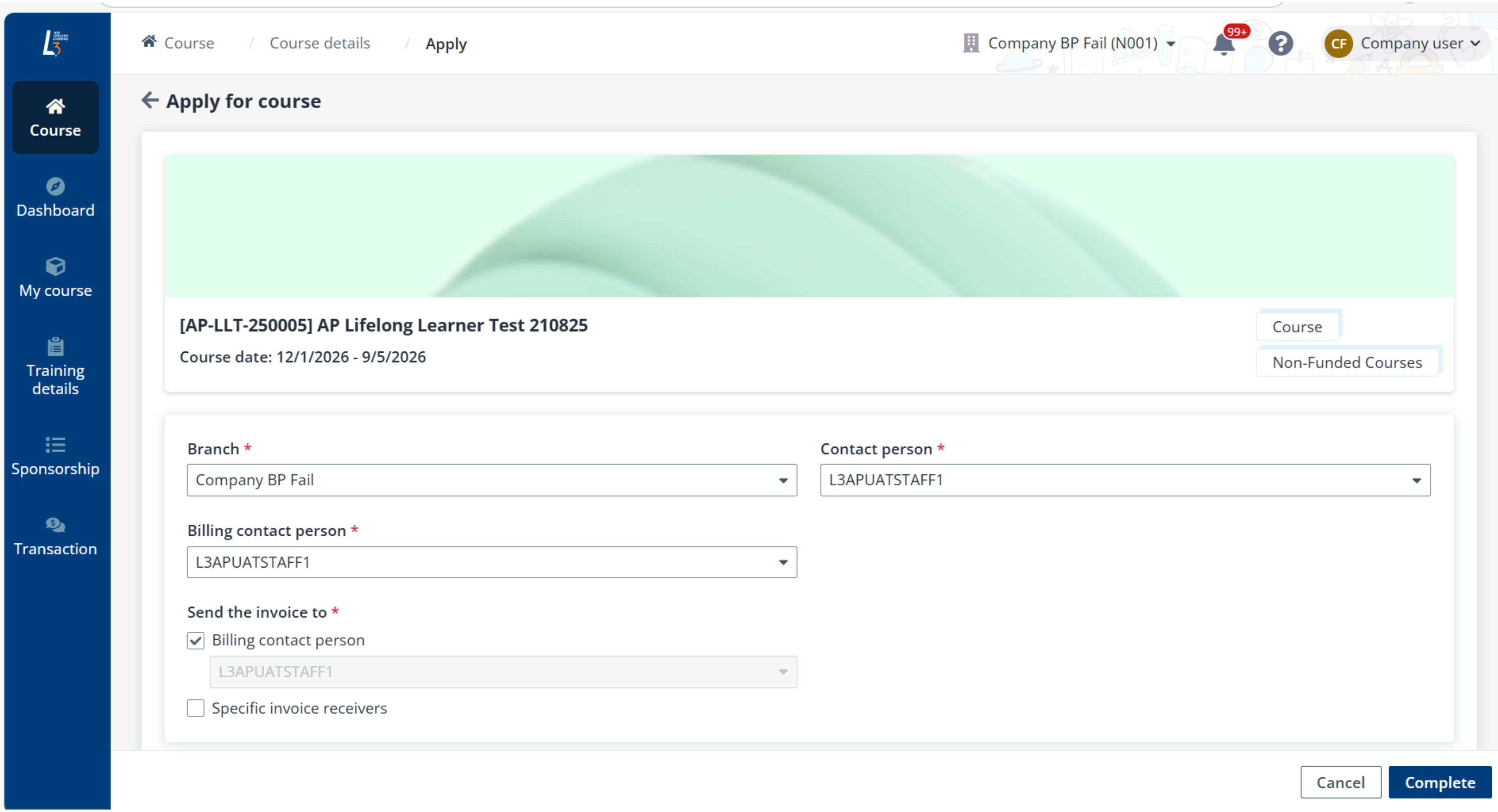
Application



1 **Apply**

Apply for the course

Application



1 Apply

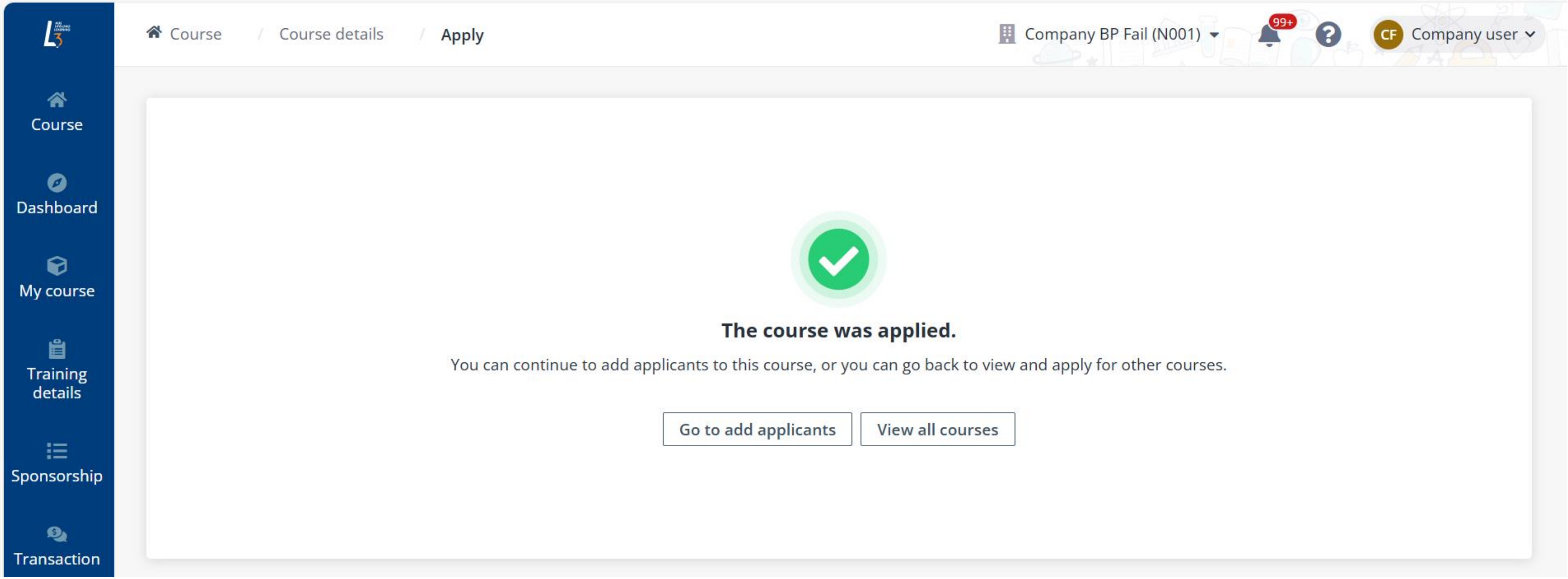
Apply for the course

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.

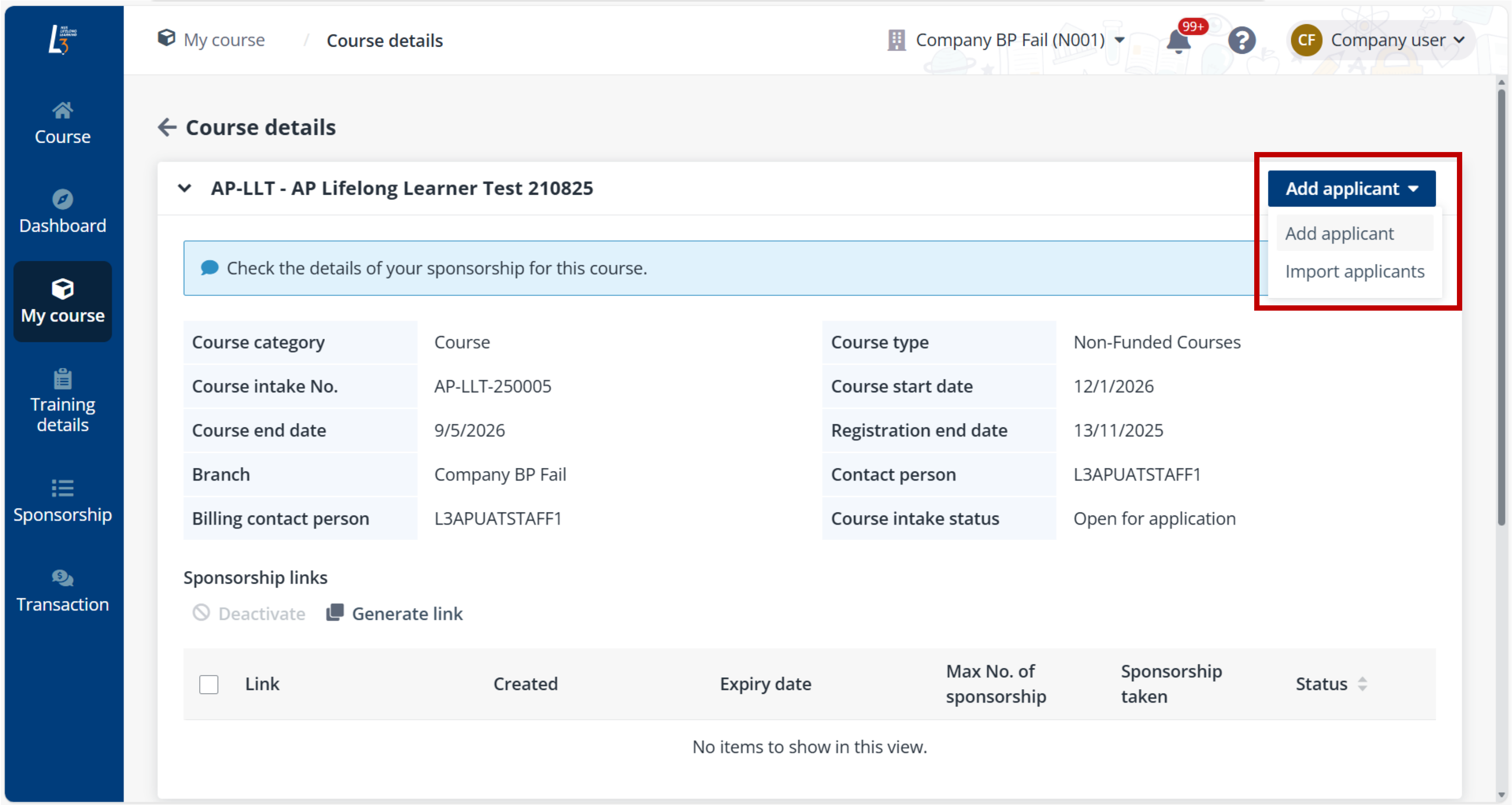
Application

1 **Apply**

Apply for the course



Add applicant



1 **Apply**

Op1.1 Add applicant

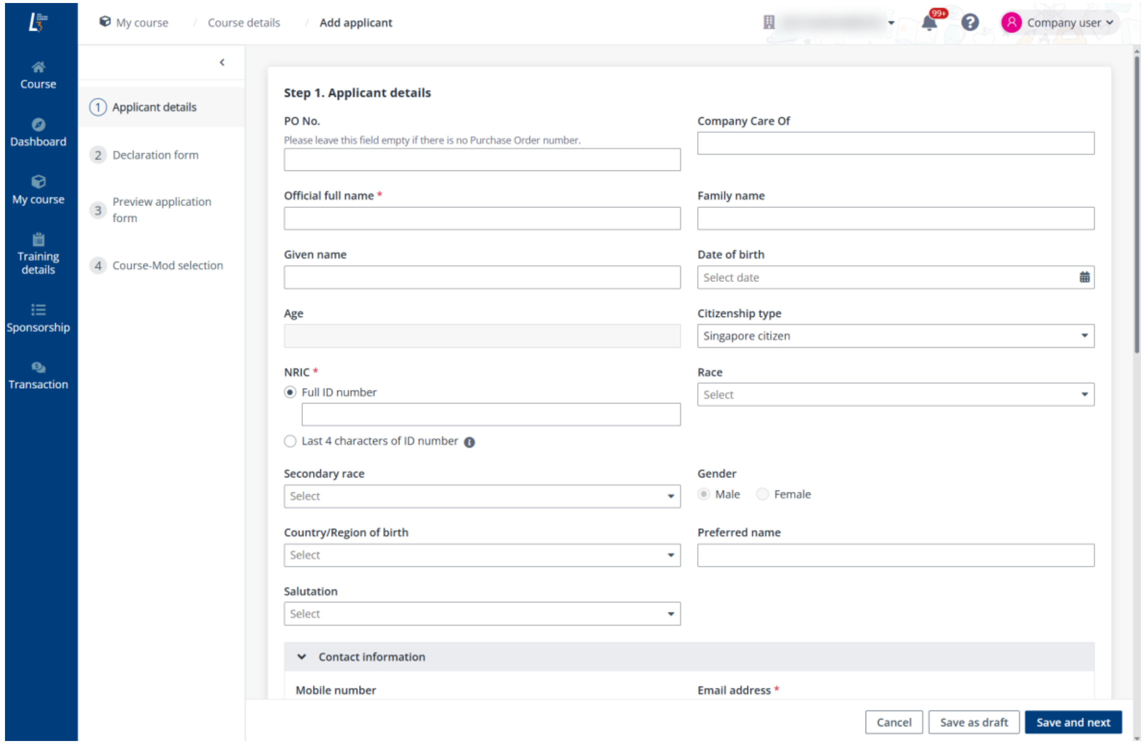
Company admin will fill up the information for learners one by one.

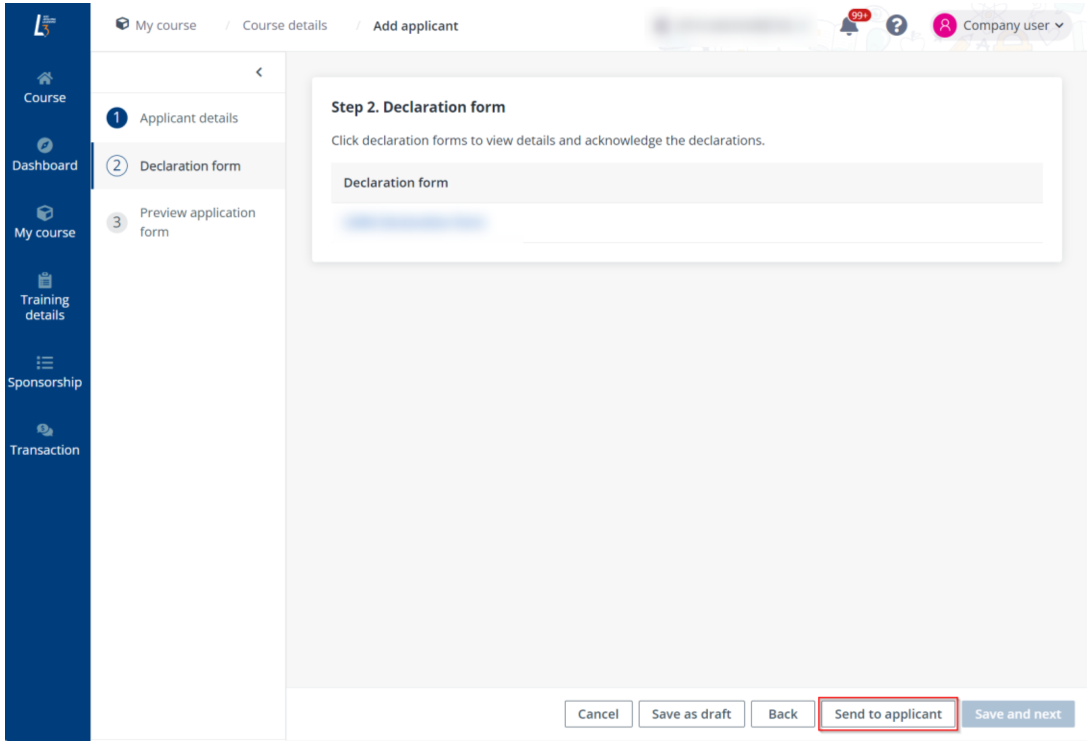
Detailed guide: [Add appliant]

1 Apply

Apply and add learner, fill up information

Send to Learner



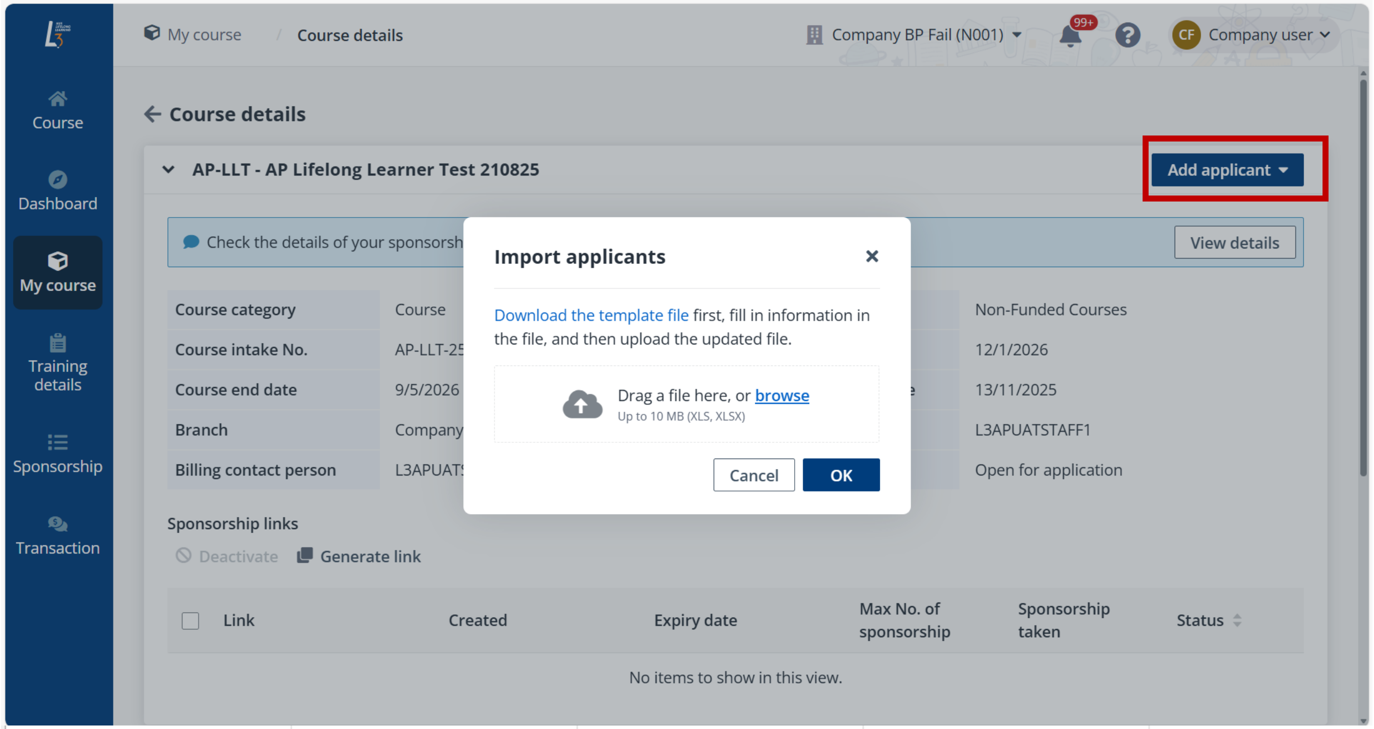


Declaration form only learner can proceed.
Detailed guide: Add appliant

Import applicant

1 **Apply**

Op1.2 Add applicant by importing



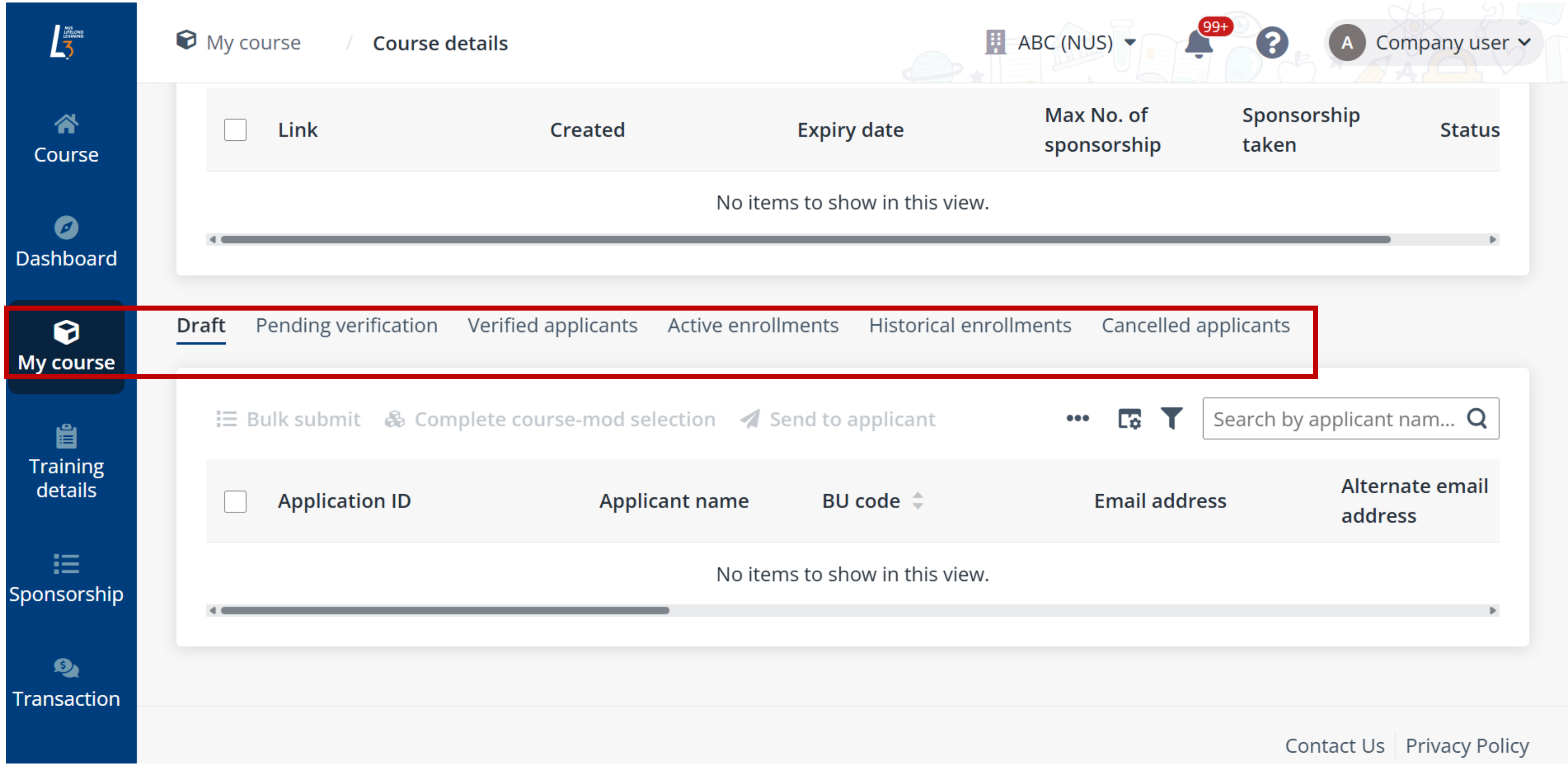
Instruction:

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

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