

## 2.2 CORPORATE PROGRAMME REGISTRATION

Note: Corporate account at CUGE AXIS should be registered, to be able to register a programme.

Corporate programme registration covers all the below corporate account:

- i) Private Sector
- ii) Ministry/Stat Board/Other Ministries
- iii) Mindef/PA
- iv) NPARKS

### 2.2.1 Manage Trainee

Step 1: From CUGE AXIS login page <https://cugeaxis.nparks.gov.sg/WebApp/Security/Login.aspx>

Step 2: For Corporate Account users, click on the “Corporate”.

Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.

Individual Corporate

SingPass Login

Non-SingPass Login

Don't have a CUGE AXIS account, signup below  
[Individual](#) [Corporate](#)

Step 3: Enter “Username”, “Password” and “Verification code”, click on “Login” button



Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.

Individual Corporate

Username :

Password :

Verification Code : **c568**

Please Enter Verification Code \* :

[Forgot Password!](#)

Don't have a CUGE AXIS account, signup below  
[Individual](#) [Corporate](#)

Step 4: Corporate login main page will be shown as below

Home Profile Search Manage Trainee Courses Payment History Result Contact Us Landscape Registration Job Portal

Welcome, username | Last login date, 17/01/2012 10:18:03 | [Change Password](#) [Logout](#)

**CORPORATE COURSE REGISTRATION**

Unit Type :  WSQ  Non-WSQ

Programme Type \* :  NOR -- NORMAL PROGRAMME, COM -- COMPOSITE PROGRAMME

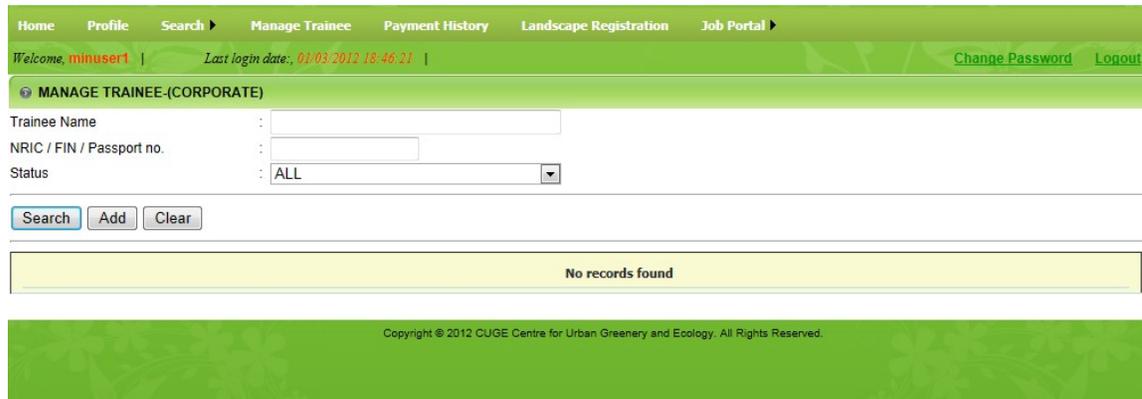
Programme Name :

Unit Code :

Unit Name :

---

Step 5: Under the menu click on the “Manage Trainee” link and Manage Trainee page will be shown as below



Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date: 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

**MANAGE TRAINEE-(CORPORATE)**

Trainee Name :

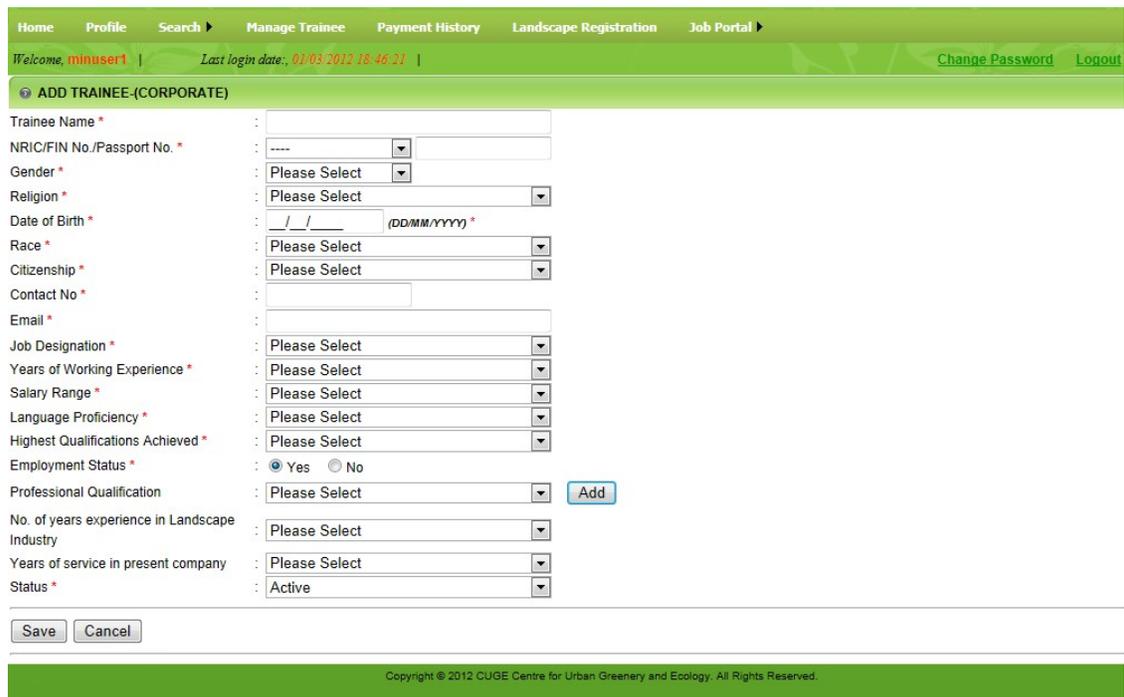
NRIC / FIN / Passport no. :

Status : ALL

No records found

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Step 6: Click on the “Add button”



Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date: 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

**ADD TRAINEE-(CORPORATE)**

Trainee Name \* :

NRIC/FIN No./Passport No. \* :

Gender \* : Please Select

Religion \* : Please Select

Date of Birth \* : / / (DD/MM/YYYY) \*

Race \* : Please Select

Citizenship \* : Please Select

Contact No \* :

Email \* :

Job Designation \* : Please Select

Years of Working Experience \* : Please Select

Salary Range \* : Please Select

Language Proficiency \* : Please Select

Highest Qualifications Achieved \* : Please Select

Employment Status \* :  Yes  No

Professional Qualification : Please Select

No. of years experience in Landscape Industry : Please Select

Years of service in present company : Please Select

Status \* : Active

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Step 7: Fill-up the Add Trainee Form and click on Save button

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date, 01/03/2012 18:46:21 | Change Password Logout

**ADD TRAINEE-(CORPORATE)**

Trainee Name \* : Joe Dumars

NRIC/FIN No./Passport No. \* : Passport XX8913421

Gender \* : Male

Religion \* : Catholic

Date of Birth \* : 01/12/1979 (DDMM/YYYY) \*

Race \* : AUSTRALIAN

Citizenship \* : Australian

Contact No \* : 90807060

Email \* : info@sms.com.sg

Job Designation \* : Landscape Designers

Years of Working Experience \* : 8 years

Salary Range \* : \$3,000 - \$3,499

Language Proficiency \* : English

Highest Qualifications Achieved \* : University First Degree

Employment Status \* :  Yes  No

Professional Qualification : Please Select

No. of years experience in Landscape Industry : 5 yrs

Years of service in present company : 5 years

Status \* : Active

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Step 8: Confirmation will be shown and click on Ok button

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date, 01/03/2012 18:46:21 | Change Password Logout

**MANAGE TRAINEE-(CORPORATE)**

Trainee Name :

NRIC / FIN / Passport no. :

Status : ALL

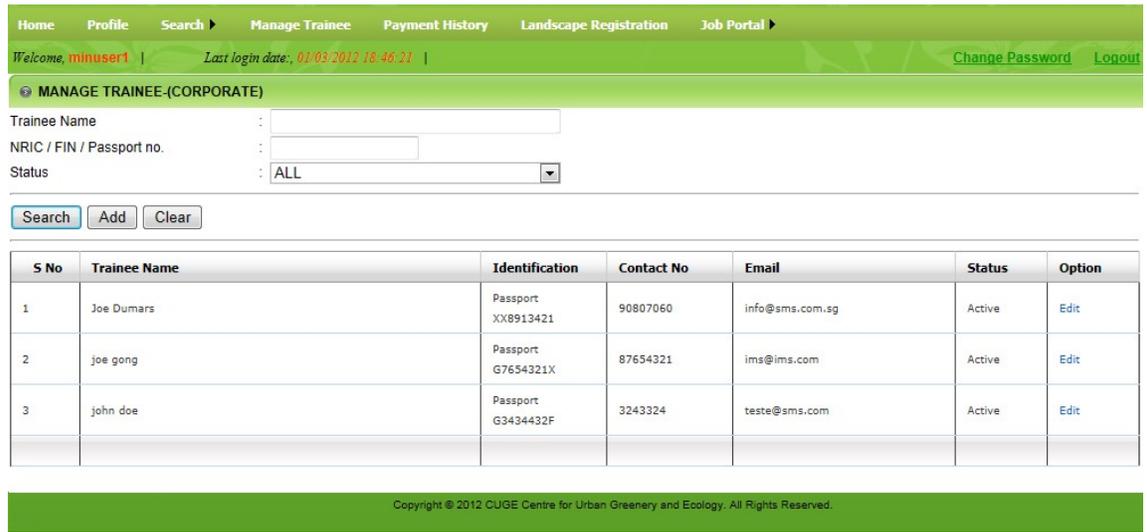
Message from webpage

Trainee Profiles Successfully Saved

S No	Trainee Name	Identification	Contact No	Email	Status	Option
1	Joe Dumars	90807060	90807060	info@sms.com.sg	Active	Edit
2	Joe gong	87654321X	87654321	ims@ims.com	Active	Edit
3	john doe	3243324	3243324	teste@sms.com	Active	Edit

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Step 9: Click on Ok button and Newly Added Trainee will be shown



MANAGE TRAINEE-(CORPORATE)

Trainee Name :

NRIC / FIN / Passport no. :

Status : ALL

S No	Trainee Name	Identification	Contact No	Email	Status	Option
1	Joe Dumars	Passport XX8913421	90807060	info@sms.com.sg	Active	<a href="#">Edit</a>
2	joe gong	Passport G7654321X	87654321	ims@ims.com	Active	<a href="#">Edit</a>
3	john doe	Passport G3434432F	3243324	teste@sms.com	Active	<a href="#">Edit</a>

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Step 10: Continue to add all new trainees from the above screen before registering for a programme.

### 2.2.2 Programme Registration

Step 1: After completing the above steps of creating Trainees, fill-up the search criteria and click on Search button

Home Profile Search ▶ Manage Trainee Courses Payment History Result Contact Us ▶ Landscape Registration Job Portal ▶

Welcome, username | Last login date: 17/01/2012 13:30:42 | [Change Password](#) [Logout](#)

✚ CORPORATE COURSE REGISTRATION Show Draft

Unit Type :  WSQ  Non-WSQ

Programme Type\* : COM ▼ NOR -- NORMAL PROGRAMME, COM -- COMPOSITE PROGRAMME

Programme Name : COMPOSITE 101 - BASIC ▼

S No	Programme Details	Select																											
1	<p>Programme Code   Name : COMPOSITE 101   COMPOSITE 101 - BASIC</p> <p>Scheduled Date : 15/01/2012 - 16/01/2012</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th colspan="6">Programme Fees Price   Discout Price(SGD)</th> </tr> <tr> <th style="width: 15%;">SG Citizen</th> <th style="width: 15%;">SG PR</th> <th colspan="4">Foreigner</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3.00</td> <td style="text-align: center;">33.00</td> <td style="text-align: center;">443.00</td> <td style="text-align: center;">221.00</td> <td style="text-align: center;">212.00</td> <td style="text-align: center;">12.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">S No</th> <th style="width: 35%;">Unit Code</th> <th style="width: 50%;">Unit Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>LS-HS-103C-11</td> <td>Recognise pests, diseases, invasive and noxious plant species</td> </tr> <tr> <td style="text-align: center;">2</td> <td>LS-HM-105E-1</td> <td>Prepare media for propagation, potting or growing on</td> </tr> </tbody> </table>	Programme Fees Price   Discout Price(SGD)						SG Citizen	SG PR	Foreigner				3.00	33.00	443.00	221.00	212.00	12.00	S No	Unit Code	Unit Name	1	LS-HS-103C-11	Recognise pests, diseases, invasive and noxious plant species	2	LS-HM-105E-1	Prepare media for propagation, potting or growing on	<input type="checkbox"/>
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S No	Registrant Name	NRIC	NRIC No	Contact No	Email Address	Select
1	kumar122	Passport	23423432	244324324	kumar122@gmail.com	<input type="checkbox"/>
2	Peter Carl	Passport	XX1212128	87654321	pcarl23@ims.com	<input type="checkbox"/>

Step 6: Check a checkbox for a particular Programme, select for a Trainee or multiple Trainees, then click “Add to Cart” button

Home Profile Search Manage Trainee Courses Payment History Result Contact Us Landscape Registration Job Portal

Welcome, username | Last login date: 17/01/2012 13:36:00 | [Change Password](#) [Logout](#)

**CORPORATE COURSE REGISTRATION**

S No	Unit & Trainee Details				
1	Programme Code   Name : COMPOSITE 101   COMPOSITE 101 - BASIC Scheduled Date : 15/01/2012 - 16/01/2012				
	<b>S No</b>	<b>Unit Code</b>	<b>Unit Name</b>		
	1	LS-HS-103C-11	Recognise pests, diseases, invasive and noxious plant species		
	2	LS-HM-105E-1	Prepare media for propagation, potting or growing on		
	<b>S No</b>	<b>Trainee Name</b>	<b>NRIC No</b>	<b>Contact No</b>	<b>Fee (SGD)</b> <b>Select</b>
	1	Peter Carl	XX1212128	87654321	200.00 <a href="#">Remove</a>
2	Programme Code   Name : COMPOSITE 101   COMPOSITE 101 - BASIC Scheduled Date : 24/01/2012 - 25/01/2012				
	<b>S No</b>	<b>Unit Code</b>	<b>Unit Name</b>		
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	<b>S No</b>	<b>Trainee Name</b>	<b>NRIC No</b>	<b>Contact No</b>	<b>Fee (SGD)</b> <b>Select</b>
	1	Peter Carl	XX1212128	87654321	200.00 <a href="#">Remove</a>

Total Amount: S \$400.00

Step 7: Click on Proceed to Payment button

 Singapore Government  
Integrity • Service • Excellence

**Payment Summary**

Product Code	Description	Quantity	Amount SGD
SMSWSQ	WSQ COURSE REGISTRATION	2	338.00
		Sub - Total	315.89
		Delivery	0.00
		GST (7%)	22.11
		<b>Total</b>	<b>338.00</b>

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Step 8: Click on Credit Card button


Tuesday, 17 January 2012

**Consumer  
eNETS**

## credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

Fast, Secure  
& Hassle-free  
transactions



TRANSACTION INFORMATION

Merchant Name	TEST:Ntonl Pks Bnd - Cuge
Merchant Reference Code	1671148510
NETS Reference Code	20120117144706792
Amount	SGD 338.00

**Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.**

CREDIT/DEBIT CARD INFORMATION



Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash. Please [download](#) latest JRE if you have problem entering card number.

CVV / CVC2  [\[What is CVV/CVV2/CID\]](#)

Expiry Date Month Year (eg: 2012)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

SUBMIT
CANCEL

**Important:**  
 Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

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Step 9: Fill-up the credit card details

**eNETS** Tuesday, 17 January 2012

**Consumer eNETS**

- Privacy Policy
- Security Guidelines
- Customer Service

## credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

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Step 10: Click Submit button and successful payment page will be shown

