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**ACCOUNT REGISTRATION - USER OPERATION MANUAL**

**CUGE AXIS**

**FOR**

**CENTRE FOR URBAN GREENERY AND ECOLOGY (CUGE),  
NATIONAL PARKS BOARD**

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# 1 INTRODUCTION

This document explains the different types of account registration in the CUGE AXIS System.

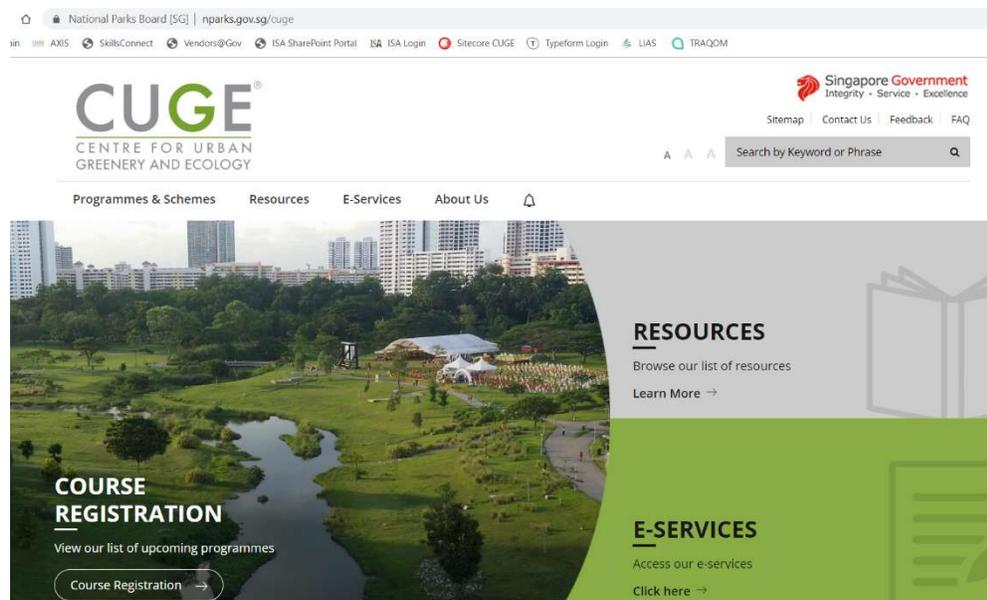
## 1.1 TYPES OF REGISTRATION

- a) Individual Registration (Personal)
- b) Corporate Registration
  - i) Private Sector
  - ii) Ministry/Stat Board/Other Ministries
  - iii) Mindef/PA
  - iv) NPARKS

## 1.2 INDIVIDUAL REGISTRATION (PERSONAL)

\* Effective from 10<sup>th</sup> Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. This manual shall be used by non-SingPass holders only.

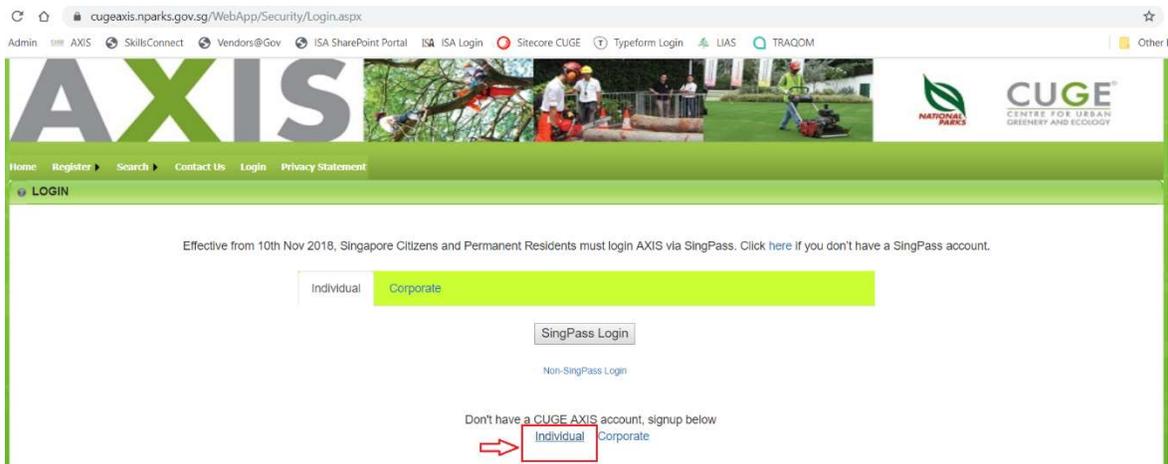
Step 1: From CUGE website [www.nparks.gov.sg/cuge](http://www.nparks.gov.sg/cuge) , click the “Course Registration”



Step 2: Able to see the CUGE AXIS login screen as below:

If you are first time registrant and do not have account with CUGE AXIS, follow the below steps:

Click the “Individual” button



**Step 3: Fill-up the Individual Registration Form and click on Submit button**

**NON-SINGPASS INDIVIDUAL REGISTRATION**

User Name \* :

Password \* :  (Min 8 Characters, containing at least 1 alphabet and 1 numeric)

Confirm Password \* :

Full Name in IC :

FIN No./Passport No. \* :  Please Select

Gender \* :  Please Select

Religion \* :  Please Select

Date of Birth \* :  -  -

Race \* :  Please Select

Citizenship \* :  Please Select

Home Address \* :  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country :  SINGAPORE

Contact No \* :  \*Please ensure a valid Singapore mobile number is provided for SSG Survey and eCert notification.

Email \* :  \*To ensure SSG funding eligibility, trainee's personal email account must be provided for survey purpose.

Confirm 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

Verification Code :  j65S

Please Enter Verification Code \* :

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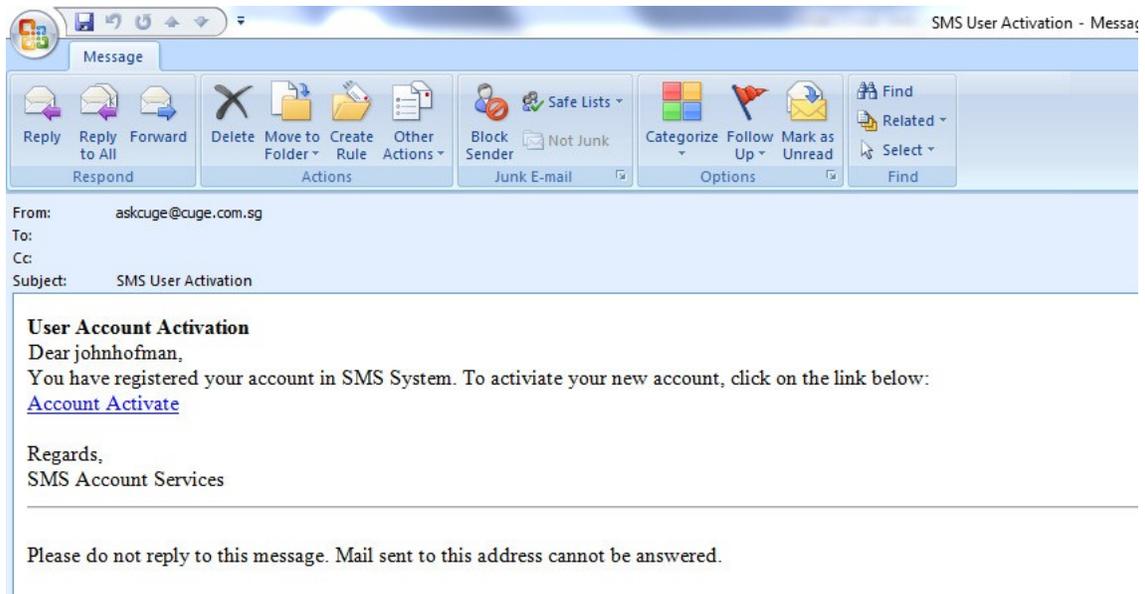
**GOVERNMENT AGENCY PRIVACY STATEMENT**

- This is a Government Agency website.
- We may use "cookies", where a small data file is sent to your browser to store and track information about you when you enter our websites. The cookie is used to track information such as the number of users you enter our sites and which pages you visit, it cannot read data off your hard disk.
- You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking
- If you provide us with personally identifiable data
  - We may share necessary data with other Government agencies, so as to serve you in the most efficient and effective way unless such sharing is prohibited by law.

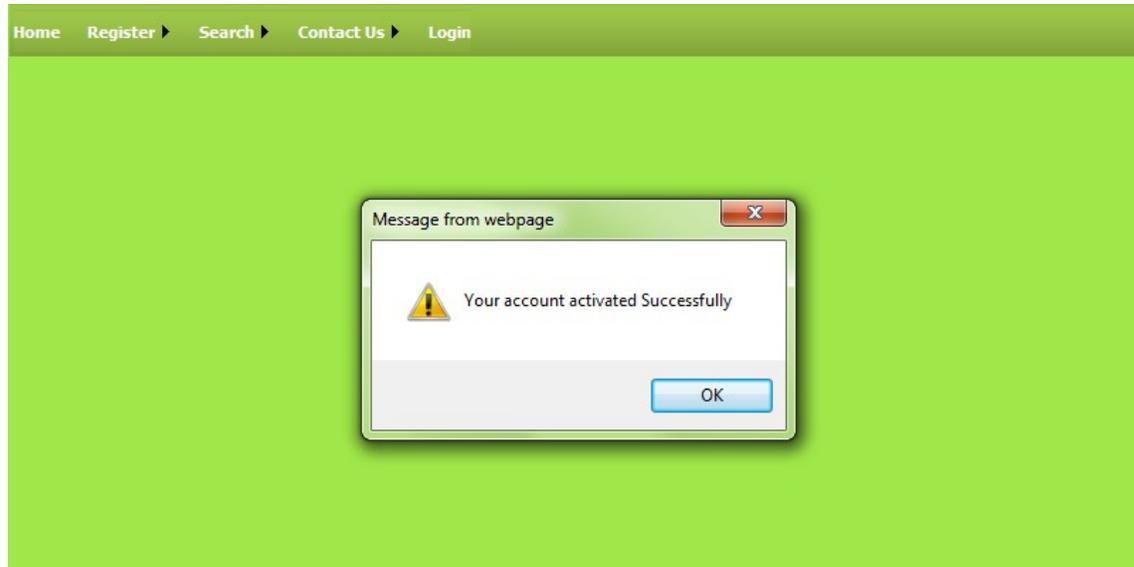
Step 4: After successfully submitting the Individual Registration Form a Confirmation page shall be shown



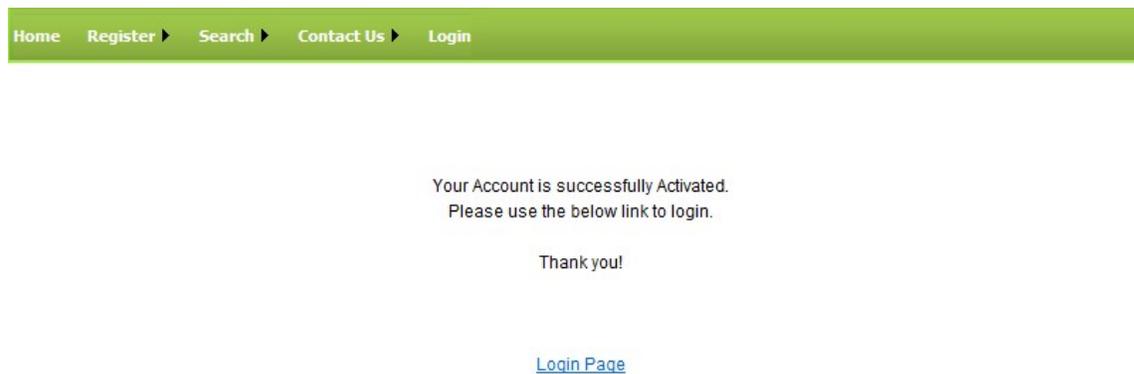
Step 5: After successfully submitting the Individual Registration Form an Activation email will be sent to the email address specified in the form by the individual



Step 6: Click on Account Activate link to activate Individual Registration

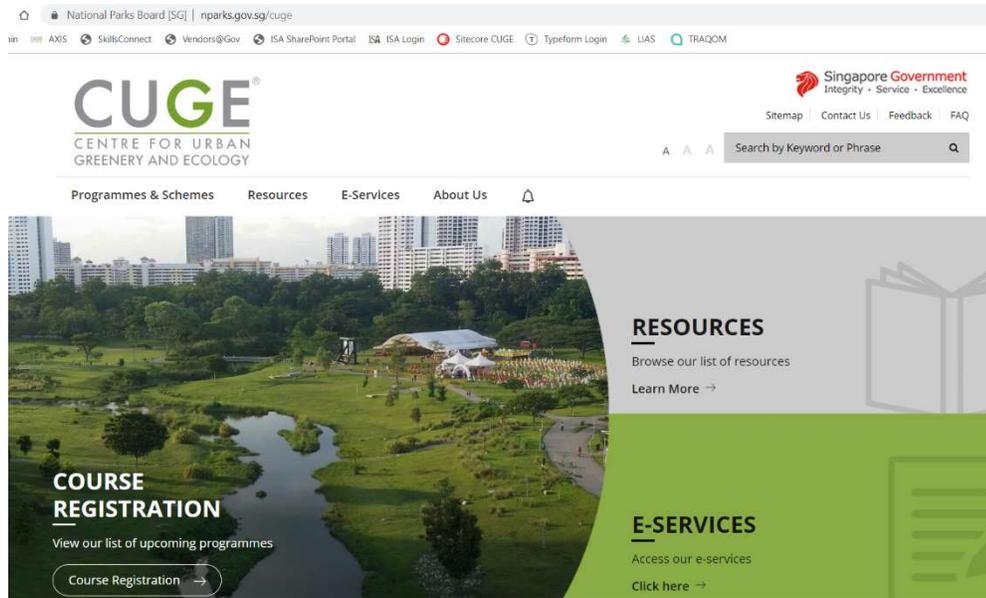


Step 7: Click on Ok button and a Confirmation page of a successfully activated Individual Registration is shown



### 1.3 CORPORATE REGISTRATION – PRIVATE SECTOR

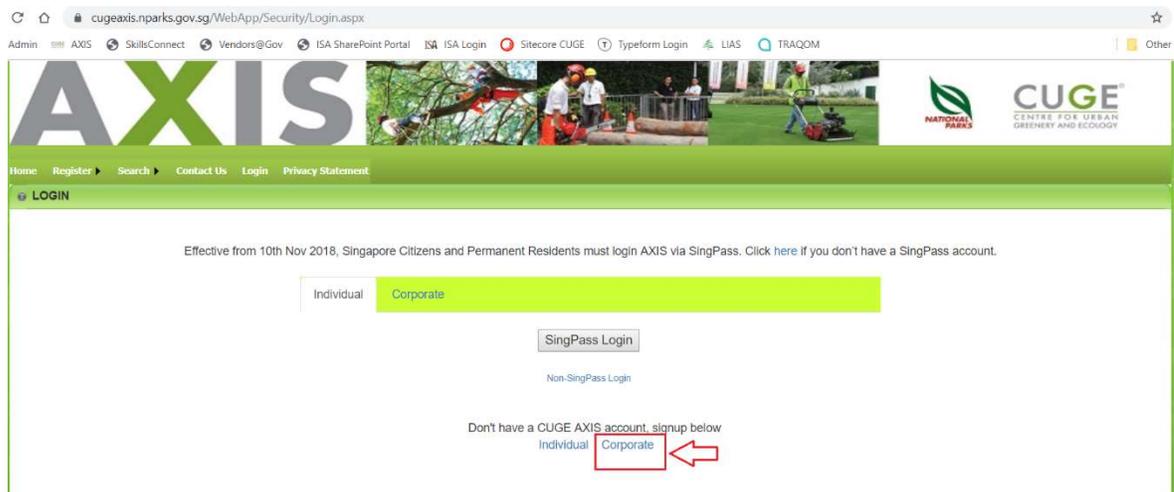
Step 1: From CUGE website [www.nparks.gov.sg/cuge](http://www.nparks.gov.sg/cuge) , click the “Course Registration”



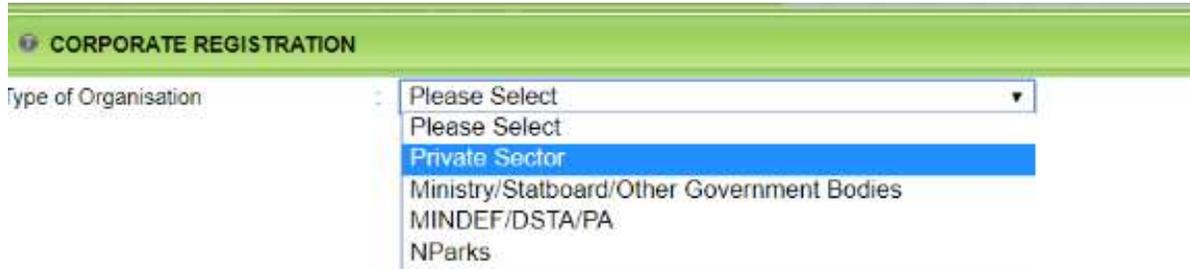
Step 2: Able to see the CUGE AXIS login screen as below:

If you are first time registrant and do not have account with CUGE AXIS, follow the below steps:

Click on “Corporate” button



Step 3 Under "Type of Organisation" select "Private Sector"



The screenshot shows a web form titled "CORPORATE REGISTRATION" with a green header. Below the header, the label "Type of Organisation" is followed by a dropdown menu. The dropdown menu is open, displaying a list of options: "Please Select", "Please Select", "Private Sector" (highlighted in blue), "Ministry/Statboard/Other Government Bodies", "MINDEF/DSTA/PA", and "NParks".

Step 4: Fill-up the Corporate Registration Form and click on Submit button

**CORPORATE REGISTRATION**

Type of Organisation : Private Sector ▼

Username \* :  It can be your name or company's name, no spaces allowed

Password \* :  (Min 8 Characters) Remember the Username and Password. Write it and keep for your records

Confirm Password \* :

Company Name \* :

ACRA/UEN No. \* :

Company Address \* :  Local  Foreign

Postal Code  [Lookup](#)

Level/Unit #  /

Block/Building #

Building Name

Street

Country  ▼

Billing Address \* :  Address as above

Local  Foreign

Postal Code  [Lookup](#)

Level/Unit #  /

Block/Building #

Building Name

Street

Country  ▼

Mailing Address \* :  Address as above

Local  Foreign

Postal Code  [Lookup](#)

Level/Unit #  /

Block/Building #

Building Name

Street

Country  ▼

No. of Staff \* :  ▼

Contact Person \* :

Contact No. \* :  \*Please ensure a valid Singapore mobile number or email address is provided for notification of e-Cert.

Fax No. :

Email \* :

Confirm Email \* :

Verification Code : 

Enter Verification Code \* :

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3. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This
4. If you provide us with personally identifiable data
  - (a) We may share necessary data with other Government agencies, so as to serve you in the most efficient and effective way unless such sharing is prohibited by law.
  - (b) We will NOT share your Personal Data with non-Government entities, except where such entities have been authorised to carry out specific Government services.
  - (c) For your convenience, we may also display to you data you had previously supplied us or other Government Agencies. This will speed up the transaction and save you the trouble data.
5. To safeguard your Personal Data, all electronic storage and transmission of Personal Data is secured with appropriate security technologies.
6. This site may contain links to non-Government sites whose data protection and privacy practices may differ from ours. We are not responsible for the content and privacy practices of contact NParks\_Public\_Affairs@nparks.gov.sg if you:
  - (a) have any enquiries or feedback on our data protection policies and procedures,
  - (b) need more information on or access to data which you have provided to us in the past.

I have read and accept all of the terms and conditions contained in this statement, and consent to the collection, use and disclosure of my personal data in accordance with the policy set

Step 5: After successfully submitting the Corporate Registration Form a Confirmation page shall be shown

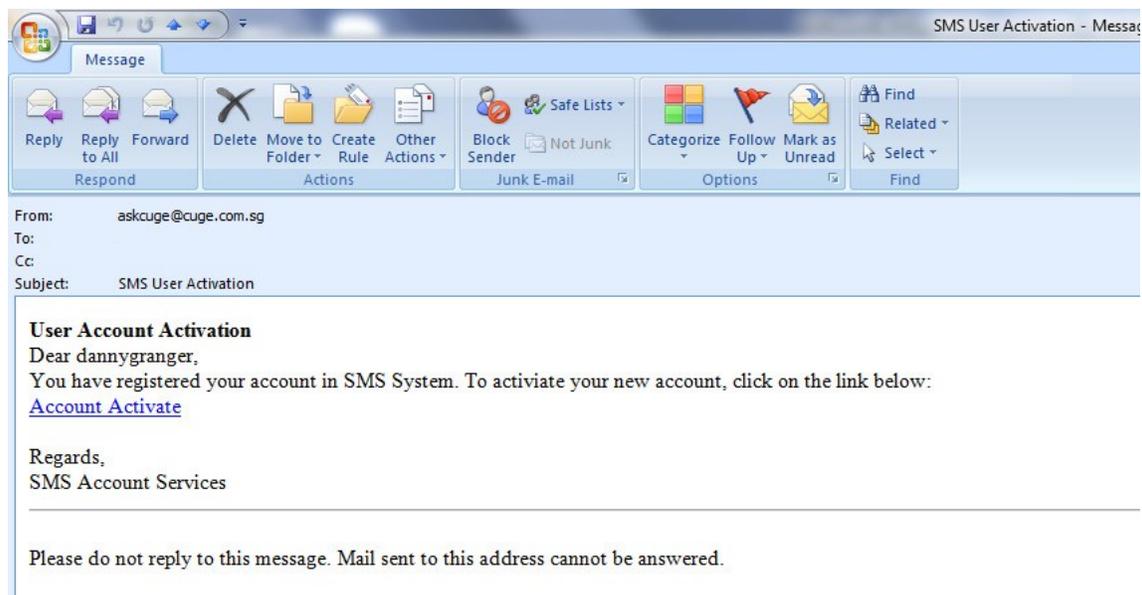
## REGISTRATION

Your Registration is successfully completed.  
Please check your email for activation link.

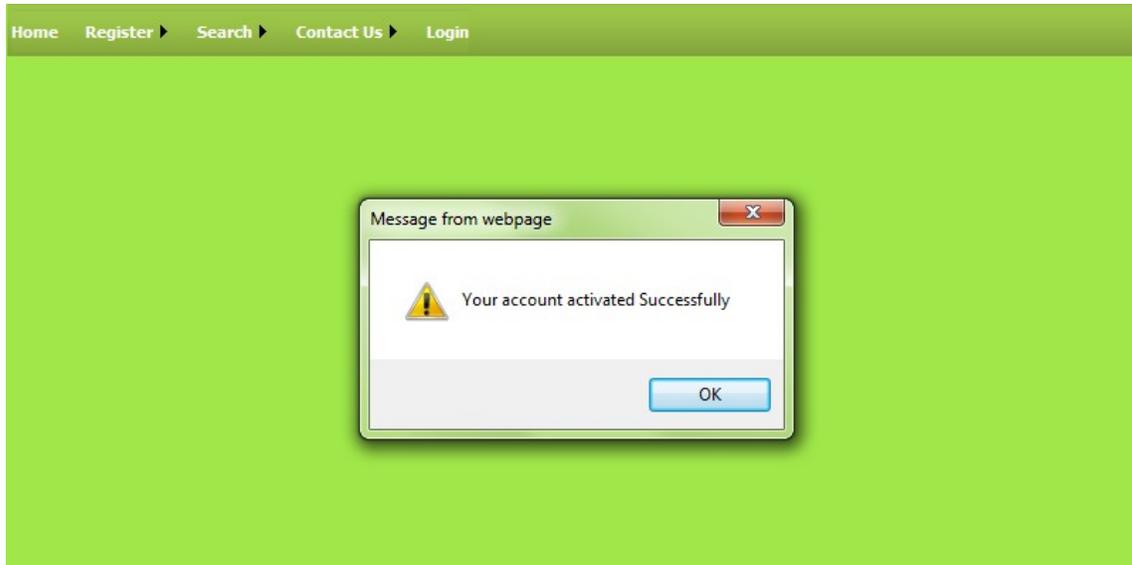
Thank you!

[Back to registration](#)

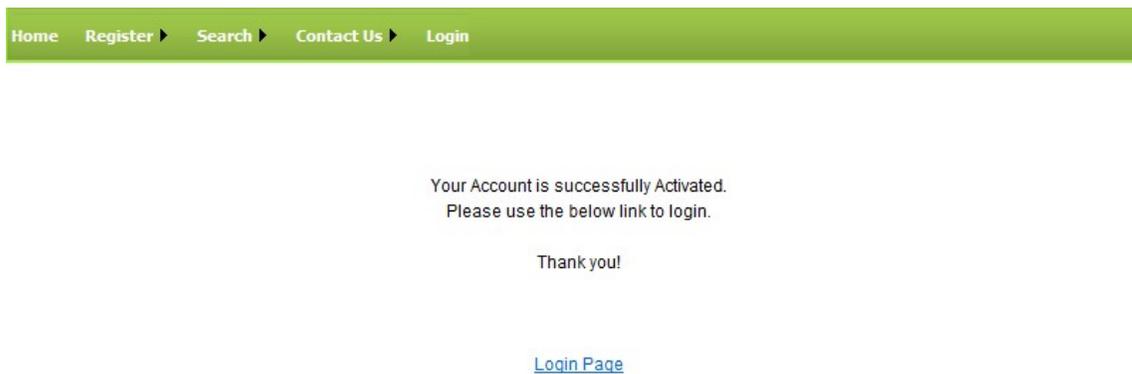
Step 6: After successfully submitting the Corporate Registration Form an Activation email will be sent to the email address specified in the form by the individual



Step 7: Click on Account Activate link to activate Corporate Registration

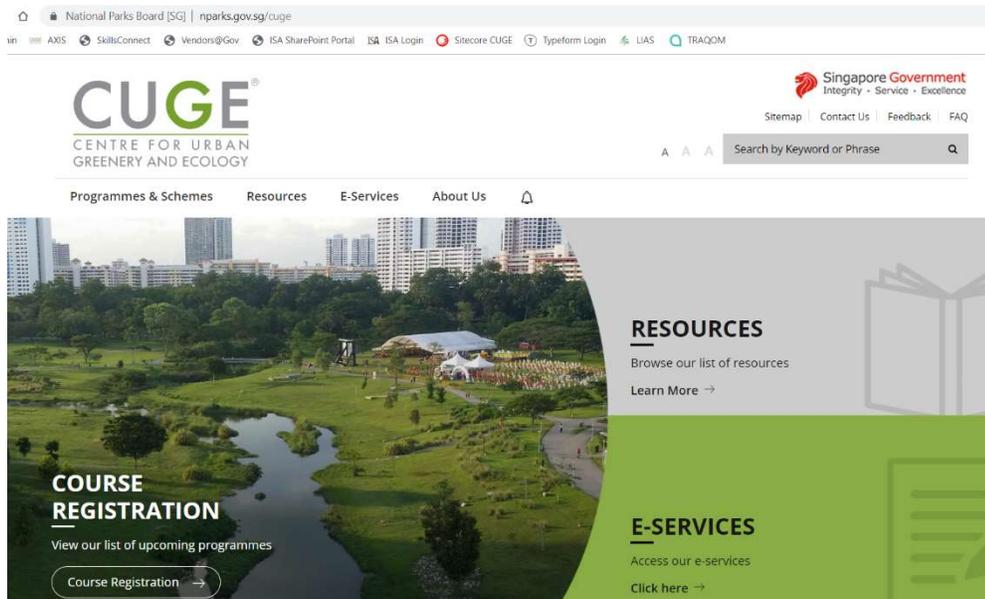


Step 8: Click on Ok button and a Confirmation page of a successfully activated Corporate Registration is shown



**1.4 CORPORATE REGISTRATION – MINISTRY/STAT BOARD/OTHER GOVERNMENT BODIES**

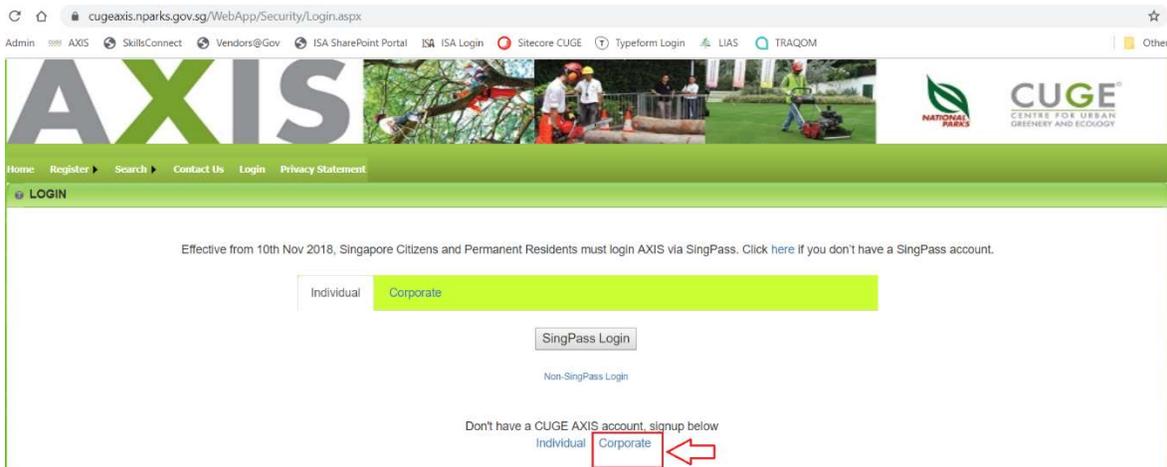
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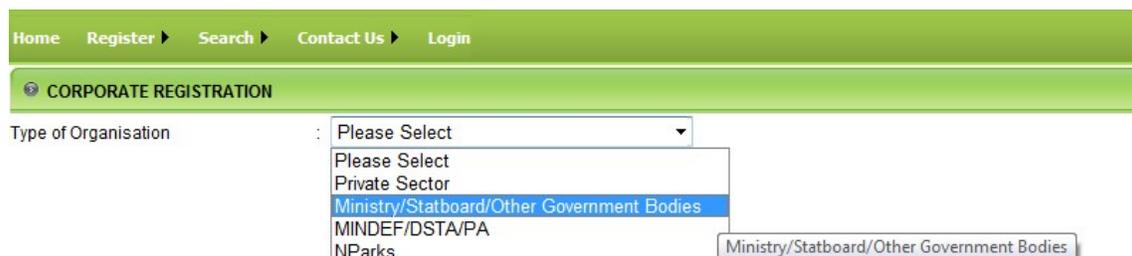
Step 2: Able to see the CUGE AXIS login screen as below:

If you are first time registrant and do not have account with CUGE AXIS, follow the below steps:

Click on “Corporate” button



Step 3: Under “Type of Organisation” select “Ministry/Statboard/Other Government Bodies”



Step 4 Fill-up the Corporate Registration Form and click on Submit button

**CORPORATE REGISTRATION**

Type of Organisation : Ministry/Statboard/Other Government Bodies

Username \* :  It can be your name or company's name, no spaces allowed

Password \* :  (Min 6 Characters) Remember the Username and Password. Write it and keep for your records

Confirm Password \* :

Ministry \* : Please Select

Department \* :

Business unit \* :

ACRA/UEN No. :

Company Address \* :  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

Billing Address \* :  Address as above  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

Mailing Address \* :  Address as above  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

No. of Staff \* : Please Select

Contact Person \* :

Contact No. \* :  \*Please ensure a valid Singapore mobile number or email address is provided for notification of e-Cert.

Fax No. :

Email \* :

Confirm Email \* :

Verification Code : 

Enter Verification Code \* :

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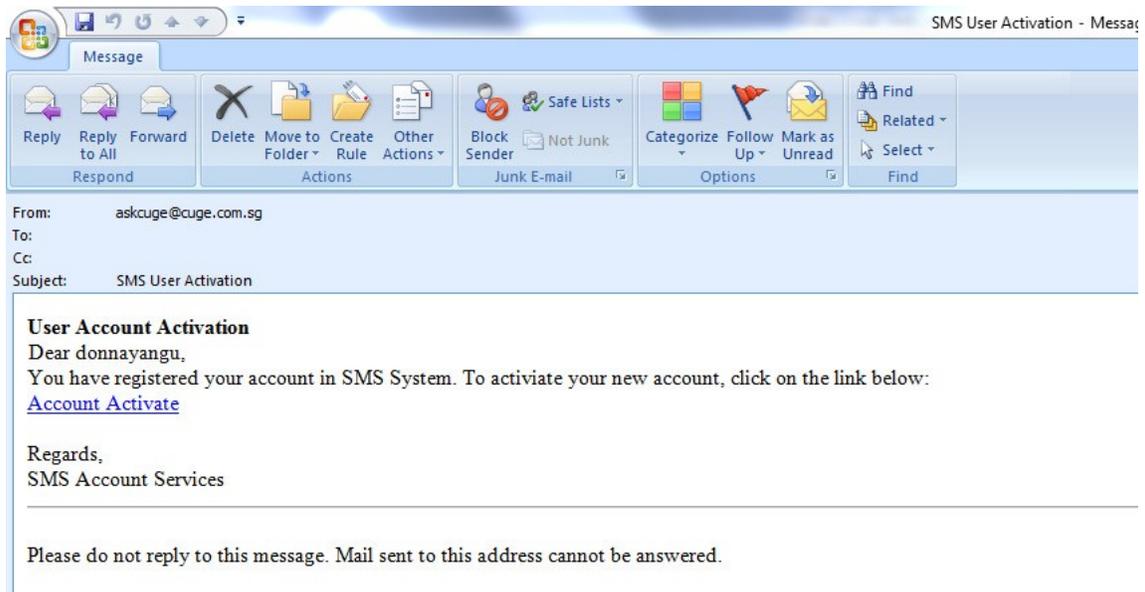
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2. We may use "cookies", where a small data file is sent to your browser to store and track information about you when you enter our websites. The cookie is used to track information sites. While this cookie can tell us when you enter our sites and which pages you visit, it cannot read data off your hard disk.
3. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This
4. If you provide us with personally identifiable data
  - (a) We may share necessary data with other Government agencies, so as to serve you in the most efficient and effective way unless such sharing is prohibited by law.
  - (b) We will NOT share your Personal Data with non-Government entities, except where such entities have been authorised to carry out specific Government services.
  - (c) For your convenience, we may also display to you data you had previously supplied us or other Government Agencies. This will speed up the transaction and save you the trouble data.
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Step 5: After successfully submitting the Corporate Registration Form a Confirmation page shall be shown



Step 6: After successfully submitting the Corporate Registration Form an Activation email will be sent to the email address specified in the form by the individual



Step 7: Click on Account Activate link to activate Corporate Registration



Step 8: Click on Ok button and a Confirmation page of a successfully activated Corporate Registration is shown



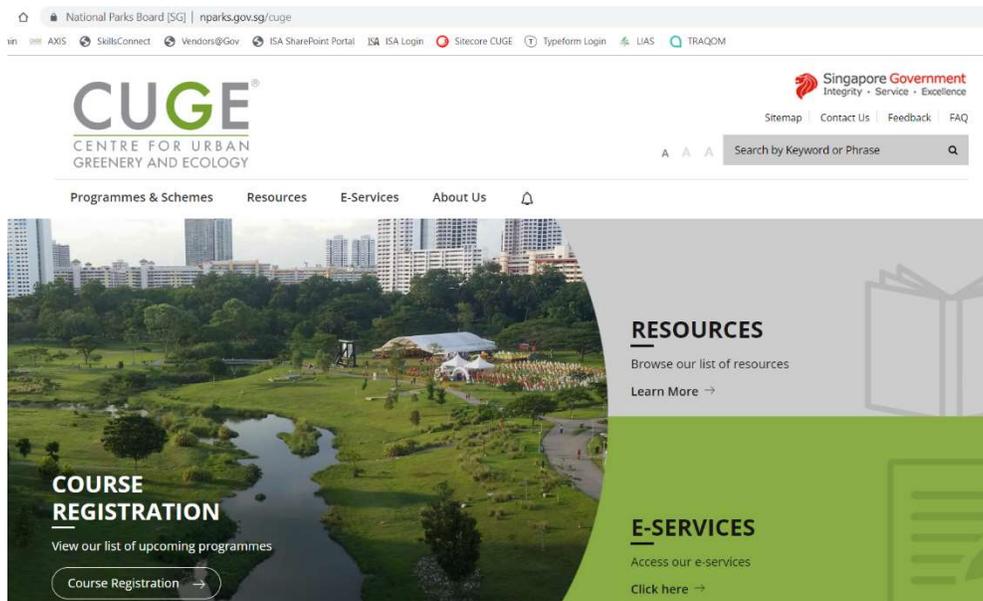
Your Account is successfully Activated.  
Please use the below link to login.

Thank you!

[Login Page](#)

### 1.5 CORPORATE REGISTRATION – MINDEF/DSTA/PA

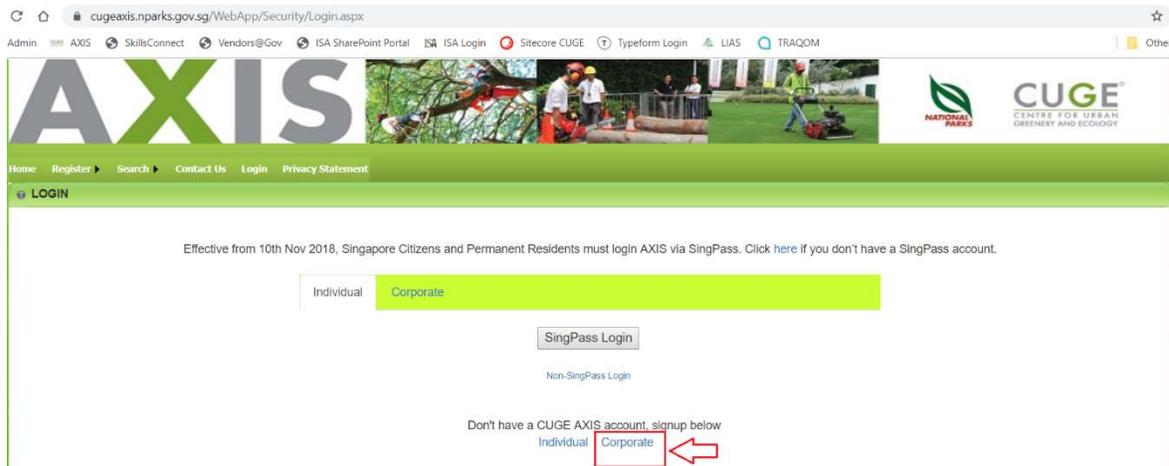
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Step 2: Able to see the CUGE AXIS login screen as below:

If you are first time registrant and do not have account with CUGE AXIS, follow the below steps:

Click on “Corporate” button



Step 3: Under “Type of Organisation” select “MINDEF/DSTA/PA”



Step 4 Fill-up the Corporate Registration Form and click on Submit button

**CORPORATE REGISTRATION**

Type of Organisation : MINDEF/DSTA/PA

Username \* :  It can be your name or company's name, no spaces allowed

Password \* :  (Min 8 Characters) Remember the Username and Password. Write it and keep for your records

Confirm Password \* :

Ministry \* : Please Select

Department \* :

ACRA/UEN No. :

Company Address \* :  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

Billing Address \* :  Address as above  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

Mailing Address \* :  Address as above  Local  Foreign

Postal Code :  [Lookup](#)

Level/Unit # :  /

Block/Building # :

Building Name :

Street :

Country : SINGAPORE

No. of Staff \* : Please Select

Contact Person \* :

Contact No. \* :  \*Please ensure a valid Singapore mobile number or email address is provided for notification of e-Cert.

Fax No. :

Email \* :

Confirm Email \* :

Verification Code :   [Reload Image](#)

Enter Verification Code \* :

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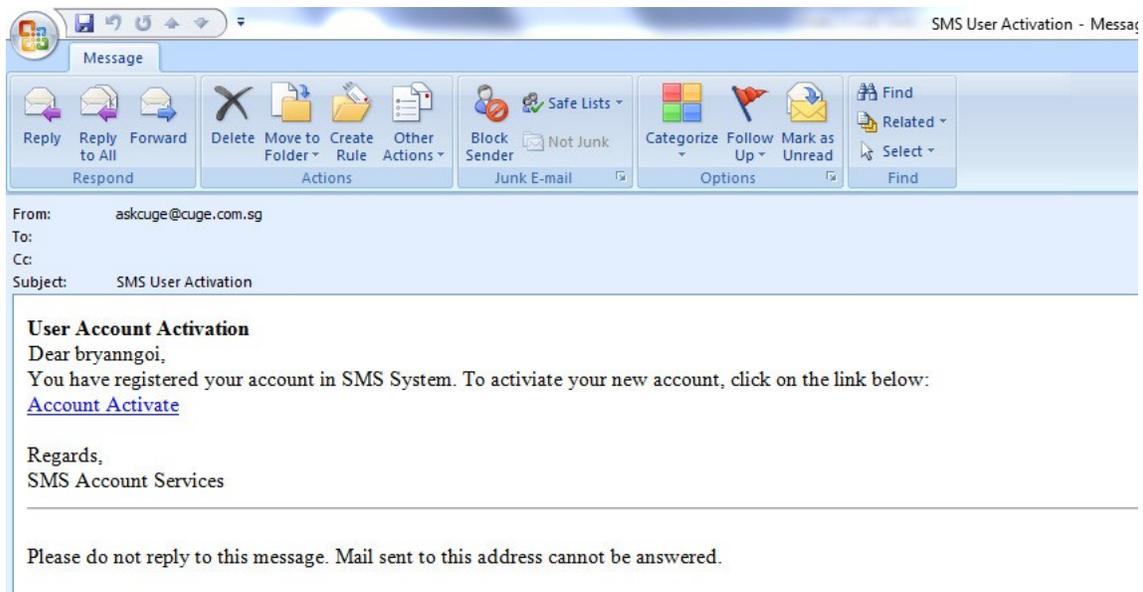
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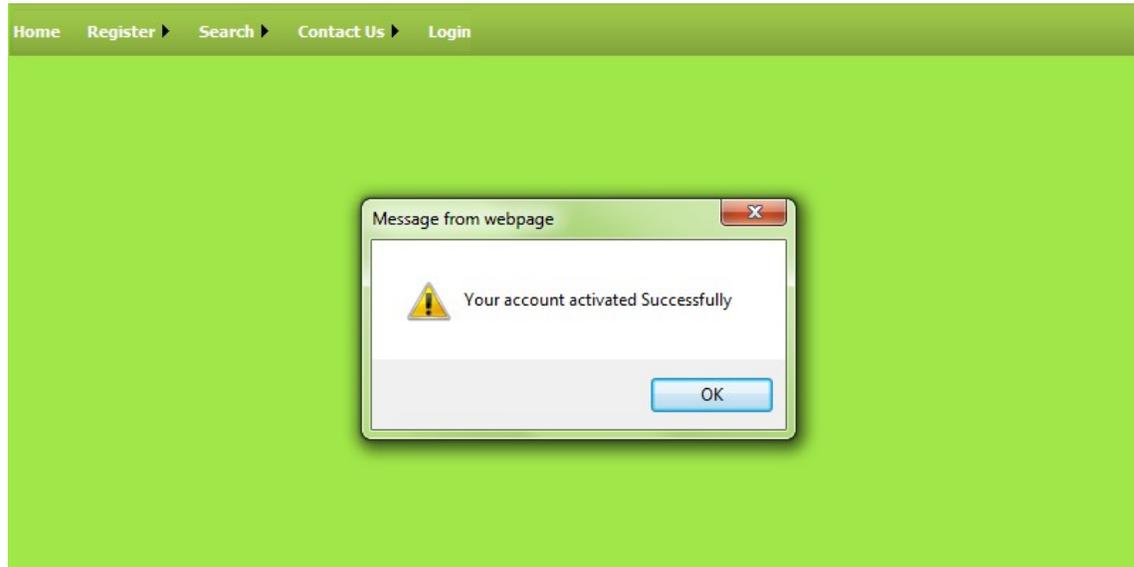
Thank you!

[Back to registration](#)

Step 6: After successfully submitting the Corporate Registration Form an Activation email will be sent to the email address specified in the form by the individual



Step 7: Click on Account Activate link to activate Corporate Registration



Step 8: Click on Ok button and a Confirmation page of a successfully activated Corporate Registration is shown

