

ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION B: ICMS USER ACCOUNT ADMINISTRATION
[ORGANISATION ACCOUNT]

July 2017



ICMS User Account Administration – Organisation Account

All representatives of the Certification Owners (aka Certification Awarding Bodies), Course Providers and Sponsoring Organisations are required to obtain an approved account prior to accessing the available functions in ICMS.

The System also allows registered users to edit and update their particulars.

ICMS User Account Administration – Organisation Account

Course Providers and Sponsoring Organisations are able to:

- **Register for a New Organisation Account**
- **Update Organisation Details**
- **Process/Approve Organisation Account**
- **Search/View Organisation Account**

**Each legally registered business entity is allowed to apply for
1 X Organisation Account**

ICMS User Account Administration – Organisation Account

Course Providers and Sponsoring Organisations are required to appoint at least:

- **1 X Administrative Officer (AO)**
- **1 X Approving Authority (AA)**

**AA must be a Management Appointment Holder,
eg. GM, MD, VP, Director, etc**

Note:

- **Registered user will be able to view information based on the authorised user role/roles, eg. SO AO, SO AA, CP AO, CP AA.**
- **AA/ AO are able to login to ICMS only when they have a CorpPass Account. They can either be a Registered Officer, CorpPass Admin or CorpPass User depends on the entity. For more information on CorpPass user roles, please visit <https://www.corppass.gov.sg/corppass/common/findoutmore>**

ICMS User Account Administration – Organisation Account

➤ User role of **Administrative Officer (AO)**

- Update details (make change requests for i.e. email address, address, telephone number)
- Submit new online applications (claims/course mapping and endorsement) & upload supporting document in ICMS

➤ User role of **Approving Authority (AA)**

- Approve change requests submitted by AO
- Approve new online applications (claims/course mapping and endorsement) submitted in ICMS System
- Creation/ de-activation/ amendment of AO or AA user roles

ICMS User Account Administration – Organisation Account

Register for New Organisation Account

The screenshot displays the ICMS CorpPass website interface. At the top left is the logo for 'INFOCOMM COMPETENCY MANAGEMENT SYSTEM'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'Contact', 'Feedback', and 'Sitemap'. A navigation bar contains links for 'HOME', 'ABOUT ICMS', 'NICF', 'FAQS', 'USEFUL LINKS', 'HOW-TO-GUIDES', and 'DOWNLOADS'. The main content area features a 'Welcome to CorpPass' banner with the text 'Your new corporate digital identity for business transactions with the government.' and a list of benefits: 'Increased Convenience for Businesses', 'Better Control for Businesses', and 'Enhanced Data Protection'. A 'Find out more' button is present. A red callout box with a white background and red border contains the text: 'For New Organisation User: Click here to register for new Organisation Account.' A red line points from this callout to the 'Register for Organisation Account' button in the 'For Organisation' section. The 'For Organisation' section includes a 'Login with SingPass' button and a 'Login with CorpPass' button. Below the main content are sections for 'Programme Information', 'Library of Courses', 'Course Providers', and 'Contacts'. The 'Contacts' section provides the ICMS Helpdesk number (6324 8737) and email address (info@imda.gov.sg).

ICMS User Account Administration – Organisation Account

Register for New Organisation Account

ORGANISATION DETAILS

Please fill in the following information. Fields marked * must be completed.

Organisation Account Type * : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore * : Yes No

Name of Organisation * : Computer Science Organisation
(please state in full)

Type of Organisation * : Multi-National Corporation (MNC)

ROC/B/S or UEN No. * : T08RP0001L

Nature of Business * : Administrative and Support Service Activities

Main Contact No. * : 12345678

Fax No. * : 12345678

Main Email Address * : test@gmail.com

Website Address : http://

Participating in SkillsFuture Credit : Yes No

Bank Code * : 7171

Bank Account Number * : 12345678

Bank Branch Code * : 001

Contact Person (SkillsFuture Credit) * :

ADDRESS

Main Site * :

Secondary Sites :

CONTACT INFORMATION * : New User Account

DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

Reload CAPTCHA

Please key in CAPTCHA value from the picture above:

Enter Organisation Details and select the Account Type(s)

Participating in SkillsFuture Credit : Yes No

Bank Code * : 7171

Bank Account Number * : 12345678

Bank Branch Code * : 001

Contact Person (SkillsFuture Credit) * :

Applicable for Course Provider only.

ICMS User Account Administration – Organisation Account

Please note:

- User must select at least one Organisation Account Type
 - Certification Owner
 - Provider letter of Authorisation to authorised partners
 - Course Provider
 - Provider of training to trainees, claim supporting documents such as invoice, receipt, class attendance list etc
 - Sponsoring Organisation
 - Send their staffs for training
- For a Singapore-based organisation, System will validate if the ROC/B/S or UEN No has been used by an existing Organisation Account.

ICMS User Account Administration – Organisation Account

Register for New Organisation Account

ORGANISATION DETAILS

Please fill in the following information. Fields marked * must be completed.

Organisation Account Type * : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore * : Yes No

Name of Organisation * :
(please state in full)

Type of Organisation * :

ROC/B/S or UEN No. * :

Nature of Business * :

Main Contact No. * :

Fax No. * :

Main Email Address * :

Website Address :

Participating in SkillsFuture Credit : Yes No


Bank Code * :

Bank Account Number * :

Bank Branch Code * :

Contact Person (SkillsFuture Credit) * :

ADDRESS


Main Site * :  Click to add New Site.

Secondary Sites :

CONTACT INFORMATION * :

DECLARATION

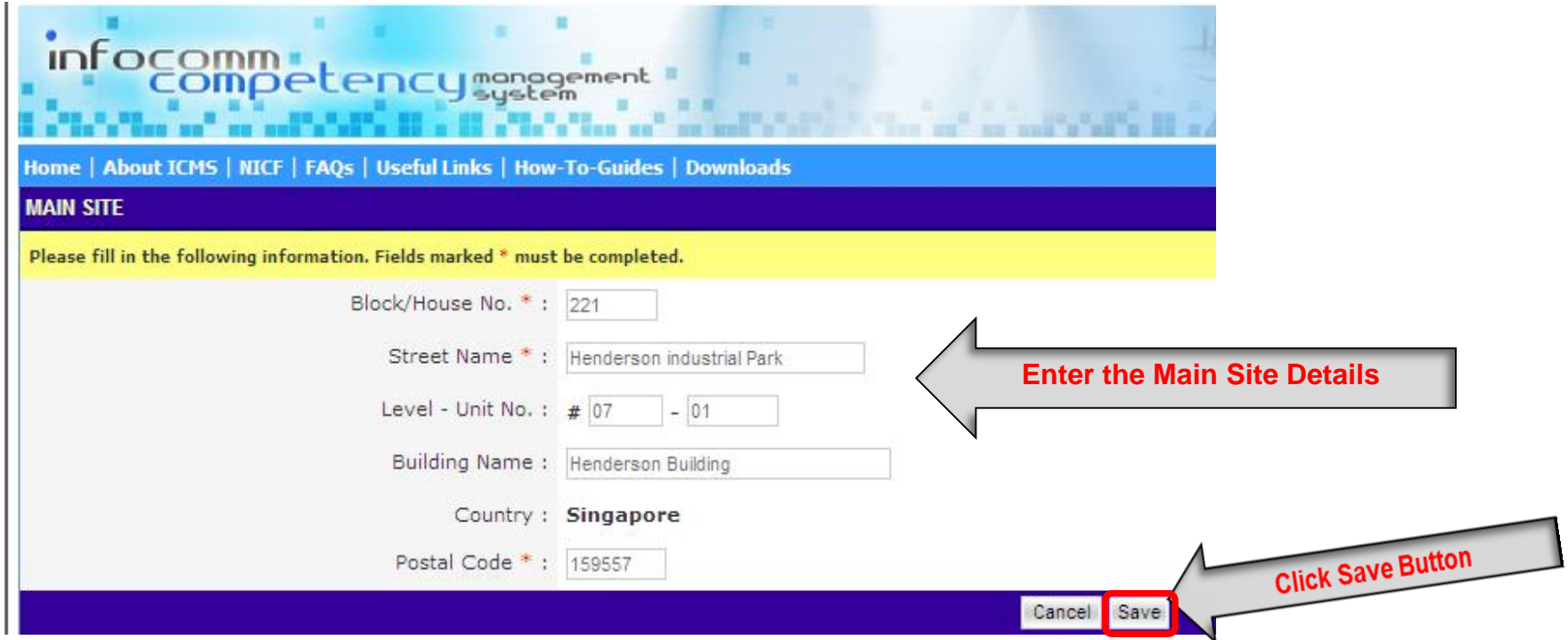
We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.



Please key in CAPTCHA value from the picture above:

ICMS User Account Administration – Organisation Account

Register for New Organisation Account – Main Site



infocomm competency management system

Home | About ICMS | NICF | FAQs | Useful Links | How-To-Guides | Downloads

MAIN SITE

Please fill in the following information. Fields marked * must be completed.

Block/House No. * :

Street Name * :

Level - Unit No. : # -

Building Name :

Country : **Singapore**

Postal Code * :

Enter the Main Site Details

Click Save Button

ICMS User Account Administration – Organisation Account

Register for New Organisation Account

ORGANISATION DETAILS

Please fill in the following information. Fields marked * must be completed.

Organisation Account Type * : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore * : Yes No

Name of Organisation * :
(please state in full)

Type of Organisation * :

ROC/B/S or UEN No. * :

Nature of Business * :

Main Contact No. * :

Fax No. * :

Main Email Address * :

Website Address :

Participating in SkillsFuture Credit : Yes No

Bank Code * :

Bank Account Number * :

Bank Branch Code * :

Contact Person (SkillsFuture Credit) * :

ADDRESS

Main Site * :

Secondary Sites :

CONTACT INFORMATION * :

DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

Please key in CAPTCHA value from the picture above:

Click to add New Secondary Site (if applicable)

ICMS User Account Administration – Organisation Account

Register for New Organisation Account – Secondary Site

infocomm competency management system

Home | About ICMS | MICF | FAQs | Useful Links | How-To-Guides | Downloads

SECONDARY SITE

Please fill in the following information. Fields marked * must be completed.

Site Address Description * :

Organisation Account Type * : **Course Provider**
 Sponsoring Organisation

Block/House No. * :

Street Name * :

Level - Unit No. : # -

Building Name :

Country : **Singapore**

Postal Code * :

Contact No. * :

Fax No. * :

Enter the Secondary Site Details

Click Save Button

ICMS User Account Administration – Organisation Account

Register for New Organisation Account

ORGANISATION DETAILS

Please fill in the following information. Fields marked * must be completed.

Organisation Account Type * : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore * : Yes No

Name of Organisation * :
(please state in full)

Type of Organisation * :

ROC/B/S or UEN No. * :

Nature of Business * :

Main Contact No. * :

Fax No. * :

Main Email Address * :

Website Address :

Participating in SkillsFuture Credit : Yes No

Bank Code * :

Bank Account Number * :

Bank Branch Code * :

Contact Person (SkillsFuture Credit) * :

ADDRESS

Main Site * :

Secondary Sites :

CONTACT INFORMATION * :


DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

Please key in CAPTCHA value from the picture above:

ICMS User Account Administration – Organisation Account

Register for New Organisation Account – New User Account


Integrity • Service • Excellence
[Contact](#) | [Feedback](#) | [Sitemap](#)

infocomm competency management system

[Home](#) | [About ICMS](#) | [NICF](#) | [FAQs](#) | [Useful Links](#) | [How-To-Guides](#) | [Downloads](#)

CONTACT PERSONAL PARTICULARS

Please fill in the following information. Fields marked * must be completed.

Name (as in NRIC) * :

NRIC No./FIN * :

Designation * :

Contact No. * : (Work)
(complete at least one)

(Mobile)

Email Address * :

Correspondence Address * :

Enter the Contact Personal Particulars, select Roles and click Save.

ASSIGNMENT OF ROLE

ACCOUNT TYPE		
Sponsoring Organisation	<input checked="" type="checkbox"/> Sponsoring Organisation Administrative Officer	<input checked="" type="checkbox"/> Sponsoring Organisation Approving Authority
Course Provider	<input checked="" type="checkbox"/> Course Provider Administrative Officer	<input checked="" type="checkbox"/> Course Provider Approving Authority

Last updated: 16 July 2008 Best viewed using IE 6.0+
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ICMS User Account Administration – Organisation Account

Register for New Organisation Account

ORGANISATION DETAILS

Please fill in the following information. Fields marked * must be completed.

Organisation Account Type * : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore * : Yes No

Name of Organisation * :

Type of Organisation * :

ROC/B/S or UEN No. * :

Nature of Business * :

Main Contact No. * :

Fax No. * :

Main Email Address * :

Website Address :

Participating in SkillsFuture Credit : Yes No

Bank Code * :

Bank Account Number * :

Bank Branch Code * :

Contact Person (SkillsFuture Credit) * :

ADDRESS

Main Site * :

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
221	Henderson Industrial Park	#07-01	Hendersen Building	Singapore	159557	UPDATE

Secondary Sites :

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	ACTION
CSC Cecille	CP SO	43	Cecil Street	#12-01	Cecil House	Singapore	123456	99999999	UPDATE REMOVE

CONTACT INFORMATION : New User Account

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	ACTION
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	UPDATE REMOVE
Course Provider Approving Authority (CP AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	UPDATE REMOVE
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	UPDATE REMOVE
Course Provider Administrative Officer (CP AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	UPDATE REMOVE

DECLARATION

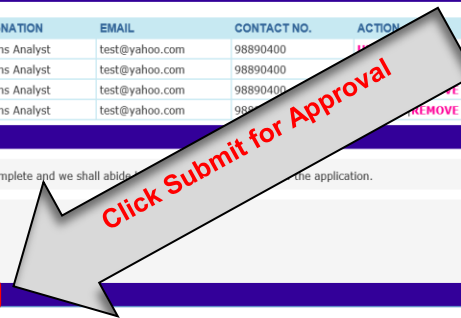
We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

Reload CAPTCHA

Please key in CAPTCHA value from the picture above:

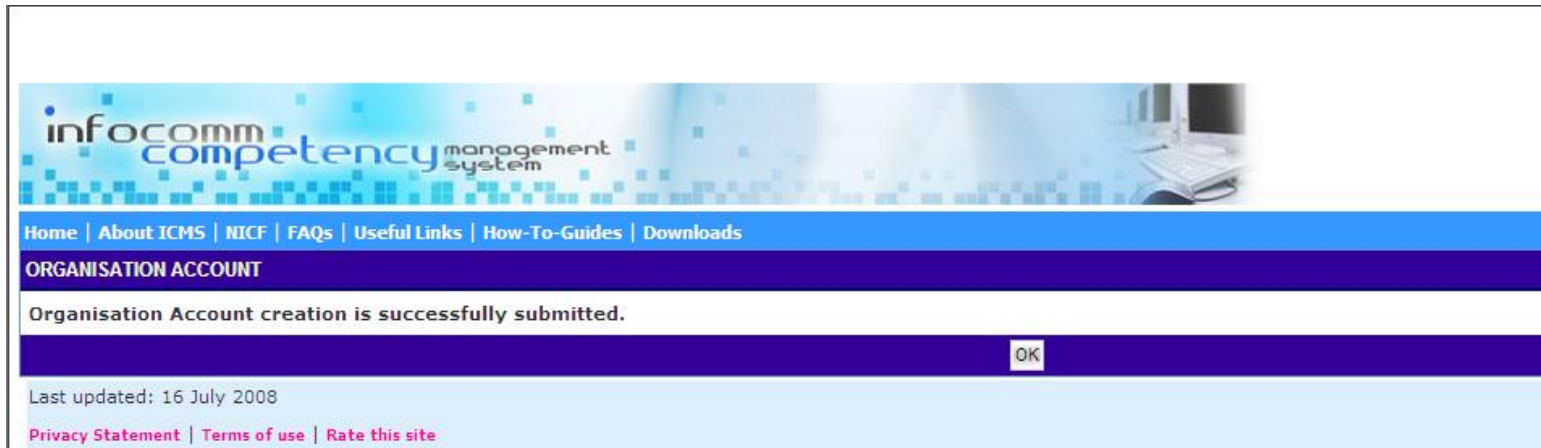
Note: When creating user role record for AO/AA, ensure correct address site (i.e. Main/ Secondary site) is tagged to the appointed AO & AA during the online claim submission. The cashier order will be disbursed to the address that is tagged to the appointed AO & AA)

*** please note that for claims submitted from 1 Aug 2017, reimbursement will be via GIRO**



ICMS User Account Administration – Organisation Account

Register for New Organisation Account



The screenshot displays the ICMS website interface. At the top, the logo reads "infocomm competency management system" with a blue and white pixelated background. Below the logo is a navigation menu with links: Home | About ICMS | NICF | FAQs | Useful Links | How-To-Guides | Downloads. A dark blue banner contains the text "ORGANISATION ACCOUNT". Below this, a message states "Organisation Account creation is successfully submitted." with an "OK" button. At the bottom left, it says "Last updated: 16 July 2008" and provides links for "Privacy Statement", "Terms of use", and "Rate this site".

System will generate the acknowledgement confirmation when an application is submitted successfully to IMDA.

ICMS User Account Administration – Organisation Account

Please note:

- If all validations are passed, a reference number will be issued: **<YYYYMM>/ORG/<999999>** for the Organisation Account
- Organisation AOs and AAs will be able to login to the system via their SingPass and password (for all CO, CP and SO)
- Organisation Account will be routed to IMDA for processing. The new AA/AO will receive a system generated email notification on the approval/rejection.

ICMS User Account Administration – Organisation Account

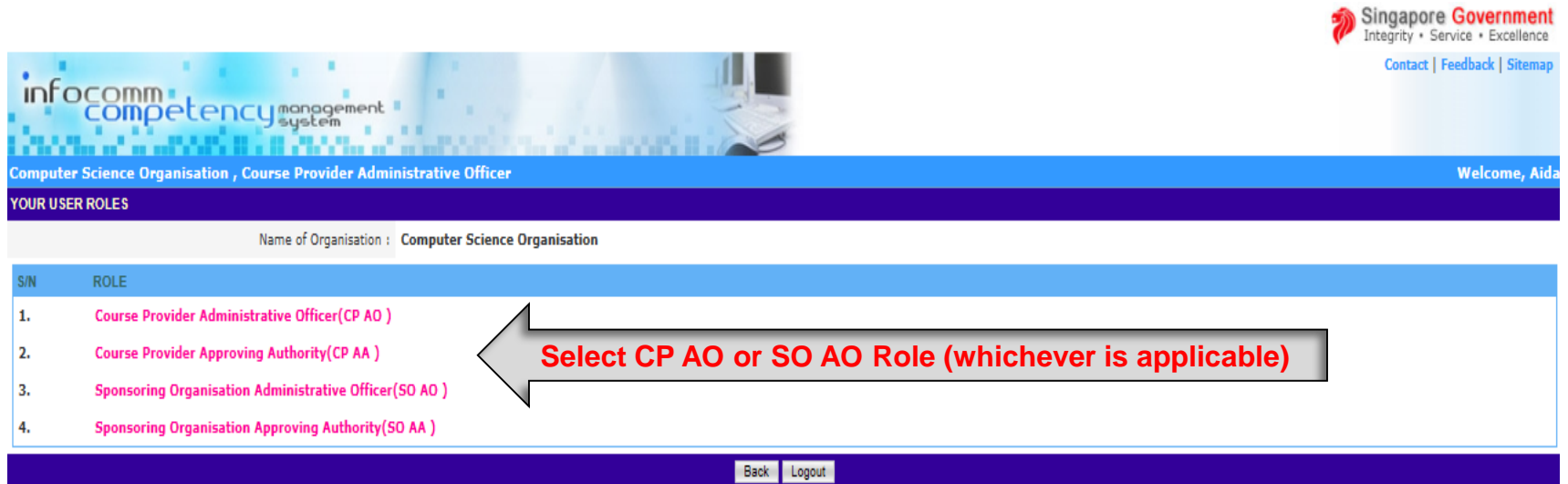
Update Organisation Account –Update details

The screenshot displays the ICMS CorpPass website. The header includes the logo for 'INFOCOMM COMPETENCY MANAGEMENT SYSTEM' and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. A navigation menu contains links for HOME, ABOUT ICMS, NICE, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a 'Welcome to CorpPass' banner with a list of benefits: 'Increased Convenience for Businesses', 'Better Control for Businesses', and 'Enhanced Data Protection for Businesses'. A 'Find out more' button is present. On the right, there are two sections: 'For Individual' and 'For Organisation'. The 'For Organisation' section has two buttons: 'Login with SingPass' and 'Login with CorpPass', both of which are highlighted with a red box. A red callout box with the text 'AO: Click here to login using your SingPass or CorpPass Account' points to these buttons. Below the main content, there are sections for 'Programme Information', 'Library of Courses', and 'Contacts'. The 'Contacts' section provides the ICMS Helpdesk number (6324 8737) and email address (info@imda.gov.sg).

Note:
For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

ICMS User Account Administration – Organisation Account

Update Organisation Account –Update details



The screenshot shows the ICMS user account administration interface. At the top right, the Singapore Government logo is displayed with the tagline "Integrity • Service • Excellence" and links for "Contact | Feedback | Sitemap". The main header area features the "infocomm competency management system" logo and a navigation bar with the text "Computer Science Organisation , Course Provider Administrative Officer" and "Welcome, Aida". Below the header, a section titled "YOUR USER ROLES" displays the "Name of Organisation : Computer Science Organisation". A table lists four roles:

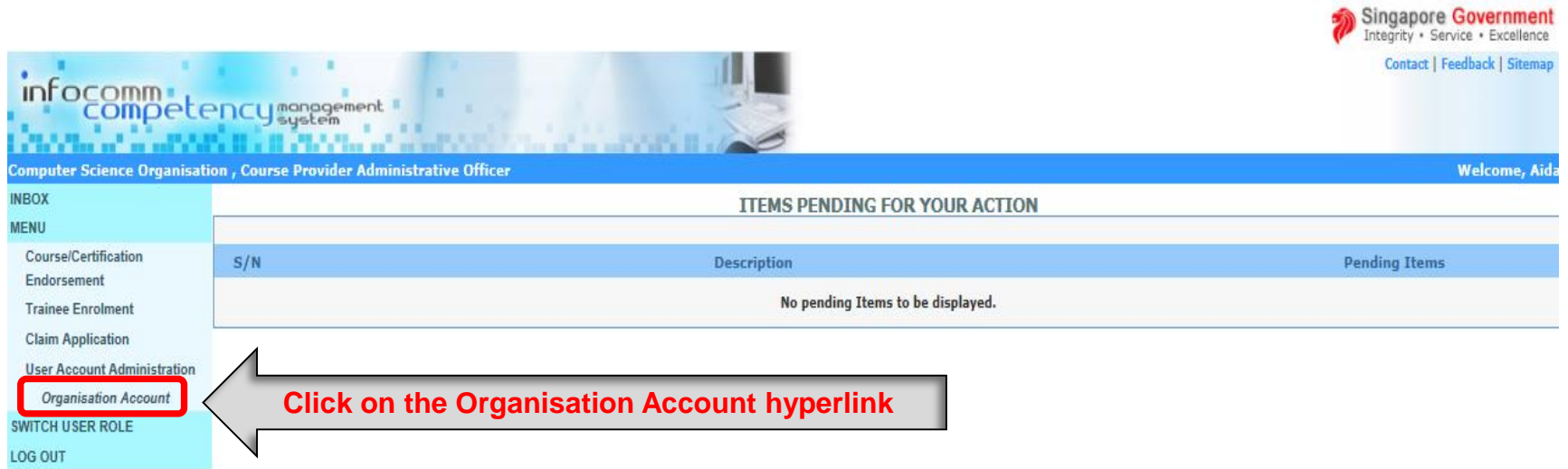
S/N	ROLE
1.	Course Provider Administrative Officer(CP AO)
2.	Course Provider Approving Authority(CP AA)
3.	Sponsoring Organisation Administrative Officer(SO AO)
4.	Sponsoring Organisation Approving Authority(SO AA)

A large grey arrow points from the right towards the first two roles, with the text "Select CP AO or SO AO Role (whichever is applicable)" overlaid in red. At the bottom of the interface, there are "Back" and "Logout" buttons.

This screen is skipped if the registered user has only 1 role in ICMS

ICMS User Account Administration – Organisation Account

Update Organisation Account –Update details



The screenshot displays the ICMS user interface. At the top right, the Singapore Government logo is visible with the tagline 'Integrity • Service • Excellence' and links for 'Contact | Feedback | Sitemap'. The main header area shows 'infocomm competency management system' and the user's role: 'Computer Science Organisation , Course Provider Administrative Officer'. A blue navigation bar on the left contains the following menu items: 'INBOX', 'MENU', 'Course/Certification Endorsement', 'Trainee Enrolment', 'Claim Application', 'User Account Administration', 'Organisation Account' (highlighted with a red box), 'SWITCH USER ROLE', and 'LOG OUT'. The main content area is titled 'ITEMS PENDING FOR YOUR ACTION' and contains a table with columns 'S/N', 'Description', and 'Pending Items'. The table is currently empty, displaying the message 'No pending Items to be displayed.' A large grey arrow points from the 'Organisation Account' menu item to the text 'Click on the Organisation Account hyperlink'.

ICMS User Account Administration – Organisation Account

Update Organisation Account – Update details

UPDATE **History**

Click on Update button

Organisation Account ID : **201707/ORG/001129**

Organisation Account Type : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore : **Yes**

Name of Organisation : **Computer Science Organisation**

Type of Organisation : **Multi-National Corporation (MNC)**

ROC/B/S or UEN No. : **T08RP0001L**

Nature of Business : **Administrative and Support Service Activities**

Main Contact No. : **12345678**

Fax No. : **12345678**

Main Email Address : **test@gmail.com**

Website Address : **http://example.com**

Participating in SkillsFuture Credit : Yes No

Bank Code : **7171**

Bank Account Number : **12345678**

Bank Branch Code : **001**

Contact Person (SkillsFuture Credit) : **Lulay Ong (Finance Officer)**

GIRO PAYMENT

Please provide bank account details. The approved claim amount would be made directly into the payee's designated bank account stated below.

Bank Name :

Account Number :

ADDRESS

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
221	Henderson Industrial Park	#07-01	Hendersen Building	Singapore	159557

SECONDARY SITES :

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	FAX NO.	SHOW
CSC Cecille	CP SO	43	Cecil Street	#12-01	Cecil House	Singapore	123456	99999999	99999999	

CONTACT INFORMATION

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Course Provider Approving Authority (CP AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	
Course Provider Administrative Officer (CP AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	

ICMS User Account Administration – Organisation Account

Update Organisation Account – Update details

Main Contact No. * : 63259855
Fax No. * : 63254700
Main Email Address * :
Website Address :

Update Organisation's Details

GIRO PAYMENT
Bank Name * : United Overseas Bank Ltd
Account Number * : 87789090999

Ensure bank account details are provided as the approved claim amount would be made directly into the bank account stated.

ADDRESS
Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BU	ACTION
112	Robinson Road	14-04	HB	Update

Click to view and update Main Site details

Secondary Sites : **Add New Secondary Site**

Add Secondary Site (if any)

CONTACT INFORMATION New User Account

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Administrative Officer (SO AO)	Sandra Yeow	S8140760F	Network Administrator			Approved	UPDATE
Sponsoring Organisation Approving Authority (SO AA)	Patrick Knight	S7061160J	CFO			Approved	UPDATE

DECLARATION
 We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

CHANGE REQUESTED BY SO AO
Reason for Change * :

Indicate reasons for changes

Click to submit for approval

Cancel **Submit for Approval**

ICMS User Account Administration – Organisation Account

Update Organisation Account – Amendment to AA/ AO user roles

ADDRESS

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
221	Henderson Industrial Park	07-01	Henderson Industrial Park	Singapore	159557	Update

Secondary Sites : [Add New Secondary Site](#)

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	ACTION
CSC Cecille	CP SO	43	Cecil House	12-01	Cecil House	Singapore	123456	99999999	UPDATE REMOVE

CONTACT INFORMATION [New User Account](#)

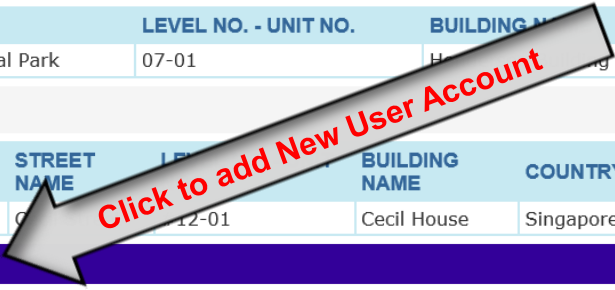
ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Course Provider Administrative Officer (CP AO)	Lulay Ong	S000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Course Provider Approving Authority (CP AA)	Lulay Ong	S000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE

DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

CHANGE REQUESTED BY CP AO

Reason for Change * :



ICMS User Account Administration – Organisation Account

Update Organisation Account – Amendment to AA/ AO user roles

CONTACT PERSONAL PARTICULARS

Please fill in the following information. Fields marked * must be completed.

Name (as in NRIC) *	<input type="text" value="Tracy Koh"/>
NRIC No./FIN *	<input type="text" value="S4758172C"/>
Designation *	<input type="text" value="Asst HR Manager"/>
Contact No. * (complete at least one)	<input type="text" value="65587412"/> (Work)
	<input type="text"/> (Mobile)
Email Address *	<input type="text" value="tracykoh.com.sg"/> x
Correspondence Address *	<input type="text" value="Main Site"/> v
Account Status *	<input type="text" value="Approved"/> v



ASSIGNMENT OF ROLE

The Approving Authority (AA) must be a senior management appointment holder, eg. CEO, MD, GM, Director or relevant rank.

ACCOUNT TYPE

Sponsoring Organisation	<input checked="" type="checkbox"/> Sponsoring Organisation Administrative Officer	<input checked="" type="checkbox"/> Sponsoring Organisation Approving Authority
Course Provider	<input checked="" type="checkbox"/> Course Provider Administrative Officer	<input type="checkbox"/> Course Provider Approving Authority



Cancel

ICMS User Account Administration – Organisation Account

Update Organisation Account – Amendment to AA / AO user roles

ADDRESS

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
221	Henderson Industrial Park	07-01	Hendersen Building	Singapore	159557	Update

Secondary Sites : [Add New Secondary Site](#)

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	ACTION
CSC Cecille	CP SO	43	Cecil Street	#12-01	Cecil House	Singapore	123456	99999999	UPDATE REMOVE

CONTACT INFORMATION [New User Account](#)

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Course Provider Administrative Officer (CP AO)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE
Course Provider Approving Authority (CP AA)	Lulay Ong	S0000004C	Systems Analyst	test@yahoo.com	98890400	Approved	UPDATE

DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

CHANGE REQUESTED BY CP AO

Reason for Change * :

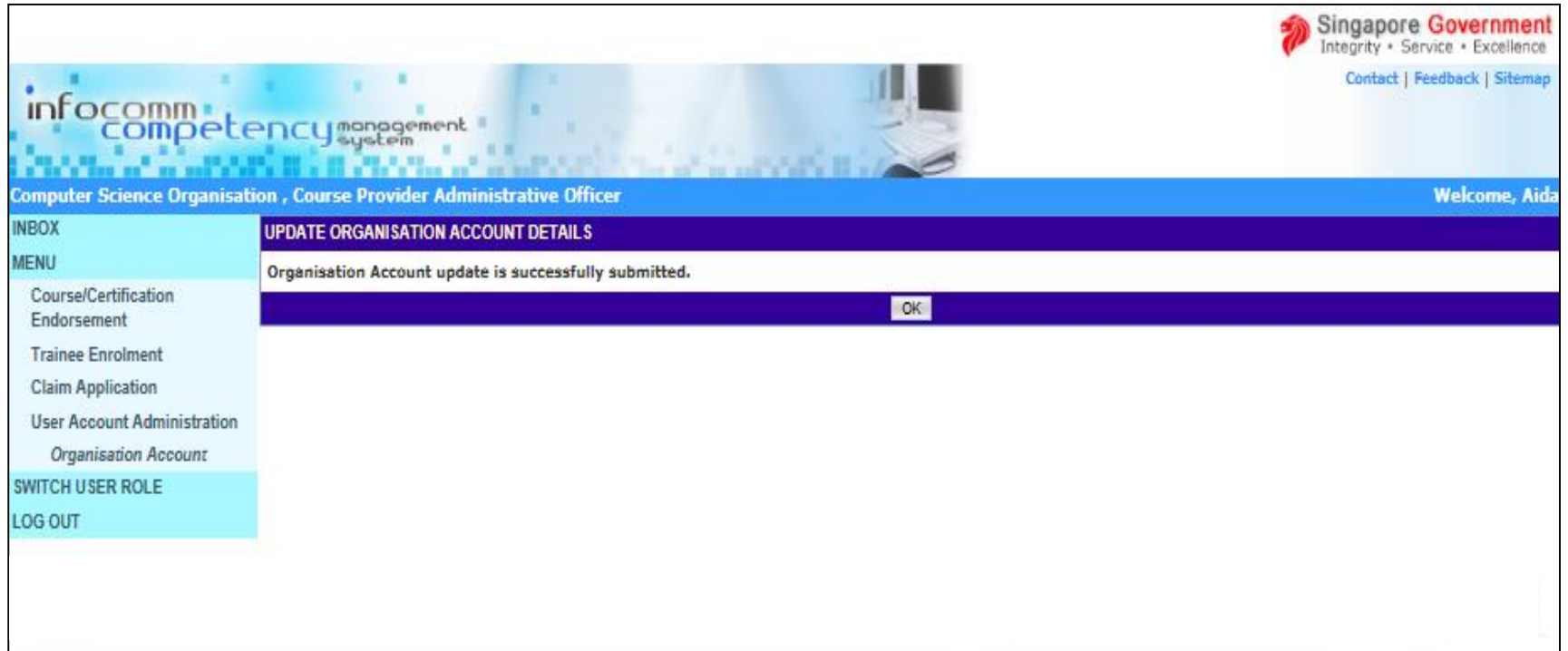
Indicate reasons for changes

Click to Submit for Approval

[Cancel](#) [Submit for Approval](#)

ICMS User Account Administration – Organisation Account

Update an Organisation Account – Update details



The screenshot displays the ICMS user interface. At the top right, the Singapore Government logo is visible with the tagline "Integrity • Service • Excellence" and links for "Contact | Feedback | Sitemap". The main header area features the "infocomm competency management system" logo and a navigation bar. The navigation bar shows the user's role as "Computer Science Organisation , Course Provider Administrative Officer" and a welcome message "Welcome, Aida". A left-hand menu is open, listing options such as "INBOX", "MENU", "Course/Certification Endorsement", "Trainee Enrolment", "Claim Application", "User Account Administration", "Organisation Account", "SWITCH USER ROLE", and "LOG OUT". The main content area displays a confirmation message: "UPDATE ORGANISATION ACCOUNT DETAILS" followed by "Organisation Account update is successfully submitted." and an "OK" button.

System will generate the acknowledgement confirmation when the Update Change Request is submitted successfully by AO to AA.

ICMS User Account Administration – Organisation Account

Please note

- AA needs to login to approve the change request. After which, it will be submitted to IMDA for approval.

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account

The screenshot displays the ICMS CorpPass website. The header includes the 'INFOCOMM COMPETENCY MANAGEMENT SYSTEM' logo and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. A navigation menu contains links for HOME, ABOUT ICMS, NCF, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a 'Welcome to CorpPass' banner with a sub-headline 'Your new corporate digital identity for business transactions with the government.' and a list of benefits: 'Increased Convenience for Businesses', 'Better Control for Businesses', and 'Enhanced Data Protection for Businesses'. A 'Find out more' button is present. On the right, there are two login sections: 'For Individual' with a 'Login with SingPass' button and a link to 'Register for Individual Account'; and 'For Organisation' with 'Login with SingPass' and 'Login with CorpPass' buttons, and a link to 'Register for Organisation Account'. A red callout box with the text 'AA: Click here to login using your SingPass or CorpPass Account' points to the 'Login with SingPass' button in the 'For Organisation' section. Below the main content are sections for 'Programme Information', 'Library of Courses', and 'Contacts'. The 'Programme Information' and 'Library of Courses' sections have dropdown menus for selecting programmes and course providers. The 'Contacts' section provides the ICMS Helpdesk number (6324 8737) and email address (info@imda.gov.sg).

Note:
For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account

The screenshot shows the 'infocomm competency management system' interface. At the top right, it displays the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact | Feedback | Sitemap'. Below the header, the text 'Computer Science Organisation,' is visible. A section titled 'YOUR USER ROLES' contains the text 'Name of Organisation : Computer Science Organisation'. Below this is a table with the following data:

S/N	ROLE
1.	Course Provider Administrative Officer(CP AO)
2.	Course Provider Approving Authority(CP AA)
3.	Sponsoring Organisation Administrative Officer(SO AO)
4.	Sponsoring Organisation Approving Authority(SO AA)

A large grey arrow points from the right towards the table, with the text 'Select CP AA or SO AA Role (whichever is applicable)' written in red inside it. At the bottom of the table area, there are 'Back' and 'Logout' buttons.

This screen is skipped if the registered user has only 1 role in ICMS

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account



The screenshot displays the ICMS user interface. At the top right, the Singapore Government logo is visible with the tagline "Integrity • Service • Excellence" and links for "Contact | Feedback | Sitemap". The main header area includes the "infocomm competency management system" logo and the text "Computer Science Organisation, Course Provider Approving Authority" on the left, and "Welcome, Aida" on the right.

The main content area is titled "ITEMS PENDING FOR YOUR ACTION". It features a table with the following structure:

S/N	Description	Pending Items
1.	User Account Administration - Organisation Account	1

A large grey arrow points from the text "Click to view and approve the pending action item for Organisation Account" to the "User Account Administration - Organisation Account" entry in the table.

On the left side of the interface, there is a navigation menu with the following items:

- INBOX
- MENU
 - Course/Certification
 - Endorsement
 - Trainee Enrolment
 - User Account Administration
 - Organisation Account
- SWITCH USER ROLE
- LOG OUT

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account

[APPROVE](#) [View History](#)

ORGANISATION DETAILS

Organisation Account ID : **201707/ORG/001129**
 Organisation Account Type : Certification Owner
 Course Provider
 Sponsoring Organisation
 Incorporated in Singapore : **Yes**
 Name of Organisation : **Computer Science Organisation**
 Type of Organisation : **Multi-National Corporation (MNC)**
 ROC/B/S or UEN No. : **T08RP0001L**
 Nature of Business : **Administrative and Support Service Activities**
 Main Contact No. : **99999999**
 Fax No. : **12345678**
 Main Email Address : **test@gmail.com**
 Website Address : **http://example.com**
 Participating in SkillsFuture Credit : Yes No
 Bank Code : **7171**
 Bank Account Number : **12345678**
 Bank Branch Code : **001**
 Contact Person (SkillsFuture Credit) : **Lulay Ong (Finance Officer)**

Changes are highlighted in yellow

GIRO PAYMENT

Bank Name : **DBS Bank Ltd**
 Account Number : **12345678**

ADDRESS

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
221	Henderson Industrial Park	#07-01	Hendersen Building	Singapore	159557

SECONDARY SITES :

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	FAX NO.	SHOW
CSC Cecille	CP SO	43	Cecil Street	#12-01	Cecil House	Singapore	123456	99999999	99999999	

CONTACT INFORMATION

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Course Provider Administrative Officer (CP AO)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	8890400	Approved	
Course Provider Approving Authority (CP AA)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	8890400	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	8890400	Approved	
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	8890400	Approved	

[Back](#)

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account

APPROVE

Click on Approve button

Organisation Account ID : **201707/ORG/001129**

Organisation Account Type : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore : **Yes**

Name of Organisation : **Computer Science Organisation**

Type of Organisation : **Multi-National Corporation (MNC)**

ROC/B/S or UEN No. : **T08RP0001L**

Nature of Business : **Administrative and Support Service Activities**

Main Contact No. : **99999999**

Fax No. : **12345678**

Main Email Address : **test@gmail.com**

Website Address : **http://example.com**

Participating in SkillsFuture Credit : Yes No

Bank Code : **7171**

Bank Account Number : **12345678**

Bank Branch Code : **001**

Contact Person (SkillsFuture Credit) : **Lulay Ong (Finance Officer)**

GIRO PAYMENT

Bank Name : **DBS Bank Ltd**

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Course Provider Administrative Officer (CP AO)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	98890400	Approved	
Course Provider Approving Authority (CP AA)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	98890400	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	98890400	Approved	
Sponsoring Organisation Approving Authority (SO AA)	Lulay Ong	S0000004C	Systems Analyst	testing@yahoo.com	98890400	Approved	

CHANGE REQUESTED BY CP AO - 28/07/2017

Reason for Change : **Amend contact details.**

APPROVAL BY CP AA

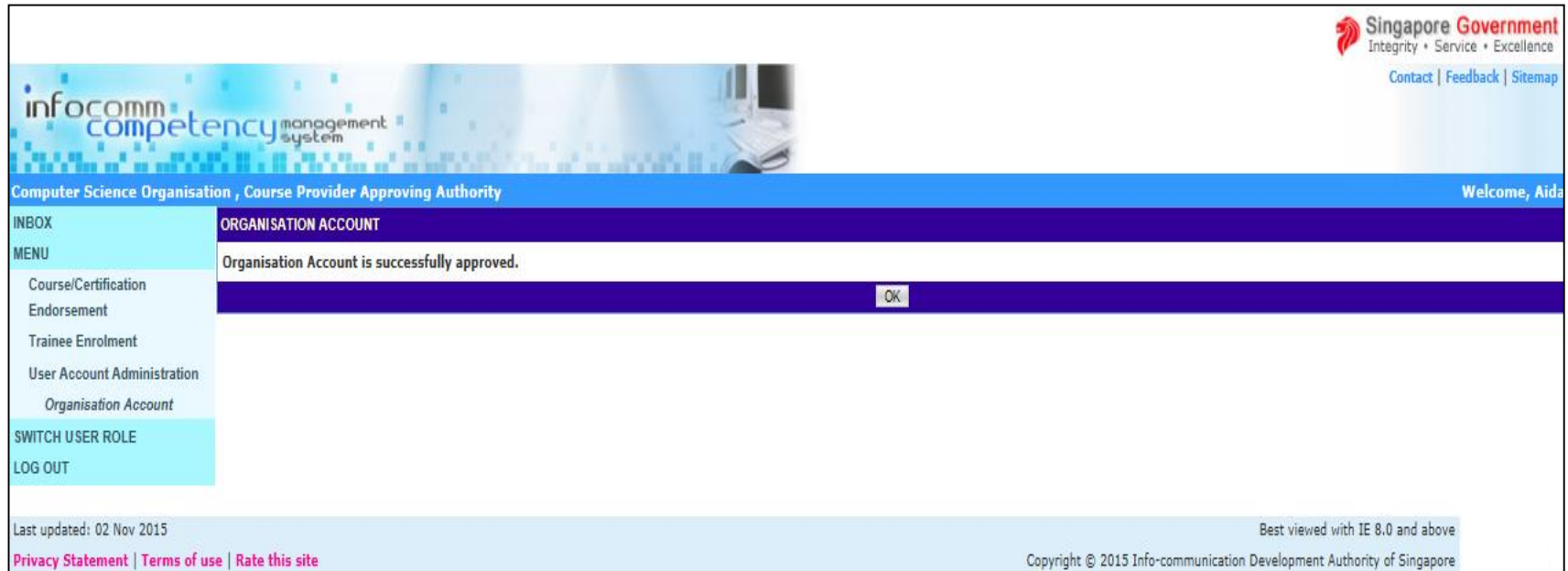
Remarks :

Click:

1. Approve to approve the change request.
2. Send back to send back to the AO to make changes.

ICMS User Account Administration – Organisation Account

Process/Approve an Organisation Account



The screenshot displays the ICMS user interface. At the top right, the Singapore Government logo is visible with the tagline "Integrity • Service • Excellence" and links for "Contact | Feedback | Sitemap". The main header area features the "infocomm competency management system" logo. Below this, a blue navigation bar identifies the user as "Computer Science Organisation, Course Provider Approving Authority" and greets them as "Welcome, Aida". A left-hand menu lists various options: "INBOX", "MENU", "Course/Certification", "Endorsement", "Trainee Enrolment", "User Account Administration", "Organisation Account", "SWITCH USER ROLE", and "LOG OUT". The main content area shows a confirmation message: "ORGANISATION ACCOUNT" followed by "Organisation Account is successfully approved." and an "OK" button. The footer contains the text "Last updated: 02 Nov 2015", "Privacy Statement | Terms of use | Rate this site", "Best viewed with IE 8.0 and above", and "Copyright © 2015 Info-communication Development Authority of Singapore".

System will generate the acknowledge confirmation when the Update Change Request is submitted successfully to IMDA.

ICMS User Account Administration – Organisation Account

Please note:

- Approve – System will route the change request approved by AA to IMDA for review.
- Reject – System will ignore any changes and retain the status as per original approval.
- Send Back – System will update the status to Sent Back by AA for AO's review and to resubmit to AA.

ICMS User Account Administration – Organisation Account

Search/View Organisation Account

The screenshot displays the ICMS website interface. At the top left is the logo for 'INFOCOMM COMPETENCY MANAGEMENT SYSTEM'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with links: HOME, ABOUT ICMS, NICF, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a 'Welcome to CorpPass' banner with the text 'Your new corporate digital identity for business transactions with the government.' and a list of benefits: 'Increased Convenience for Businesses', 'Better Control for Businesses', and 'Enhanced Data Protection for Businesses'. A blue button labeled 'Find out more' is positioned below the list. To the right of the banner is a sidebar with two sections: 'For Individual' and 'For Organisation'. The 'For Individual' section contains a 'Login with SingPass' button and a link to 'Register for Individual Account'. The 'For Organisation' section contains two buttons: 'Login with SingPass' and 'Login with CorpPass', with a link to 'Register for Organisation Account' below them. A red callout box with a white background and black text points to the 'Login with SingPass' button in the 'For Organisation' section, containing the text: 'Click here to login using your SingPass or CorpPass Account'. Below the main content area are three sections: 'Programme Information' with a dropdown menu for selecting a programme, 'Library of Courses' with dropdown menus for selecting a programme, course provider, and skill area, and 'Contacts' with the text 'For enquiries, please contact ICMS Helpdesk at 6324 8737. For technical assistance, please email to info@imda.gov.sg'.

Note:

For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

ICMS User Account Administration – Organisation Account

Search/View Organisation Account

UPDATE [View History](#) **Click here to view the history details**

ORGANISATION DETAILS

Organisation Unit ID : 201707/ORG/001129

Organisation Account Type : Certification Owner
 Course Provider
 Sponsoring Organisation

Incorporated in Singapore : Yes

Name of Organisation : Computer Science Organisation

Type of Organisation : Multi-National Corporation (MNC)

ROC/B/S or UEN No. : T08RP0001L

Nature of Business : Administrative and Support Service Activities

Main Contact No. 99999999
 Fax No. : 12345678

Main Email Address : test@gmail.com

Website Address : http://example.com

Participating in SkillsFuture Credit : Yes No

Bank Code : 7171

Bank Account Number : 12345678

Bank Branch Code : 001

Contact Person (SkillsFuture Credit) : Lulay Ong (Finance Officer)

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Bank Name : DBS Bank Ltd

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[Back](#)

ICMS User Account Administration – Organisation Account

Search/View Organisation Account

ORGANISATION ACCOUNT DETAILS HISTORY						
S/N	ORGANISATION ID	ORGANISATION NAME	STATUS	ACTION	ACTION BY	ACTION DATE
1	201707/ORG/001129	Computer Science Organisation	Created	Create	IMDA	28/07/2017
2	201707/ORG/001129				IMDA	28/07/2017
3	201707/ORG/001129			request	Lulay Ong (CP AO)	28/07/2017
4	201707/ORG/001129				Lulay Ong (CP AA)	28/07/2017

Click here to view the Organisation Details in read-only format

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