

- Admission to Courses
- Enrolment into Classes

Navigation Guide

1. Open ITE website at URL: www.ite.edu.sg, click on “**APPLY FOR ITE COURSES**” icon and then “**Application for CET Nitec/ISC Courses**”.
2. “**Application for CET Nitec/ISC Courses**” webpage is opened. Click the “**HERE**” link.
3. The “**Apply for a CET Course**” online application page opens.
4. **Step 1** of the application, “**Enter NRIC/FIN, Date of Birth**” is displayed.
5. Enter the NRIC/FIN and Date of Birth of the applicant or click on the “SingPass” icon to apply using SingPass ID and Password.
6. The progress of the application is indicated at the top of the page.
7. Click the **START** button to begin the application process.

APPLICATION FOR CET NITEC/ISC COURSES

Note: If you are currently not enrolled in the CET Nitec/ISC January 17 intake, you are to apply as a new student for this CET Nitec/ISC July 17 Intake. If you are currently attending a Nitec/ISC course and wish to apply for module(s) in a different Nitec/ISC course, you are considered as a new student. You will have to apply as a new student for the new course.

| Application Category | Application Method | Application Period | Useful Links |
|--|---|---|--|
| Singapore Citizens (SCs) currently attending a Nitec/ISC course and applying for module(s) in the same Nitec/ISC course | Apply online with your User ID and Password. Click HERE | Wed 17 May 17 (8.30am) to Tue 23 May 17 (11.59pm) | Web Registration Guide |
| Permanent Residents (PRs) currently attending a Nitec/ISC course and applying for module(s) in the same Nitec/ISC course | Apply online with your User ID and Password. Click HERE | Thu 18 May 17 (8.30am) to Tue 23 May 17 (11.59pm) | Web Registration Guide |
| Singapore Citizens (SCs) or Permanent Residents (PRs) applying for a new Nitec/ISC course | Apply online. Click HERE | Thu 18 May 17 (8.30am) to Tue 23 May 17 (11.59pm) | Web Registration Guide |

- Admission to Courses
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8. **Step 2** of the Application: **Specify Course/Plan Details** page is displayed.
9. Select and verify the course details the applicant is applying for.
10. Click the **NEXT** button to proceed to the next step of the application.
11. **Step 3** of the Application: **Enter Qualifications** page is displayed.
12. Enter the highest qualification obtained by the applicant.
13. Click **PREVIOUS** button to edit the application form if there are changes to be done.
14. Click the **NEXT** button to proceed to the next step of the application.



iStudent
Apply for a CET Course

2. Specify Course/Plan Details

Choose the Admit Term, Course and Plan in which you wish to enroll. I declare that I meet the entry requirements and wish to start applying for the Course and Plan indicated. Click 'NEXT' to proceed.

Academic Career Continuing Educ. & Training

*Admit Term 2016 January

*Course N Tech - Automotive Technology

*Academic Plan NTATTLV - N Tech - Auto Tech (Light Veh)

* Required Field

NEXT



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Apply for a CET Course

3. Enter Qualifications

Applicants for **Higher Nitec in Technology** - Electrical Engineering, Electronics Engineering, Facility Management, Mechatronics Engineering, Security System Integration; **Higher Nitec in Services** - Visual Merchandising, Interactive Design, Space Design Technology; **Nitec in Technology** - Chemical Process Technology, Electrical Technology (Power & Control), Electronics - Computer Networking & Communications, Facility Technology, Mechatronics, Security Technology; **Nitec in Services** - Digital Animation, Space Design (Interior & Exhibition), Visual Communication; and **ISC** - Electrical Wiring, and Residential Air-Conditioning must be free from colour-appreciation deficiency.

Self-testing for colour-appreciation deficiency is available at the following website:
<http://www.toledo-bend.com/colorblind/Ishihara.asp>

If you have completed your GCE studies before 1984, please select 'EXPRESS'.

If you have completed your GCEN studies before 1984, please select 'NORMAL'.

*Highest Qualification GCE (N)

*Stream N(Tech)

☐ Relevant On-the-Job Training/COJTC Certificate

☐ Minimum 2 years relevant work experience

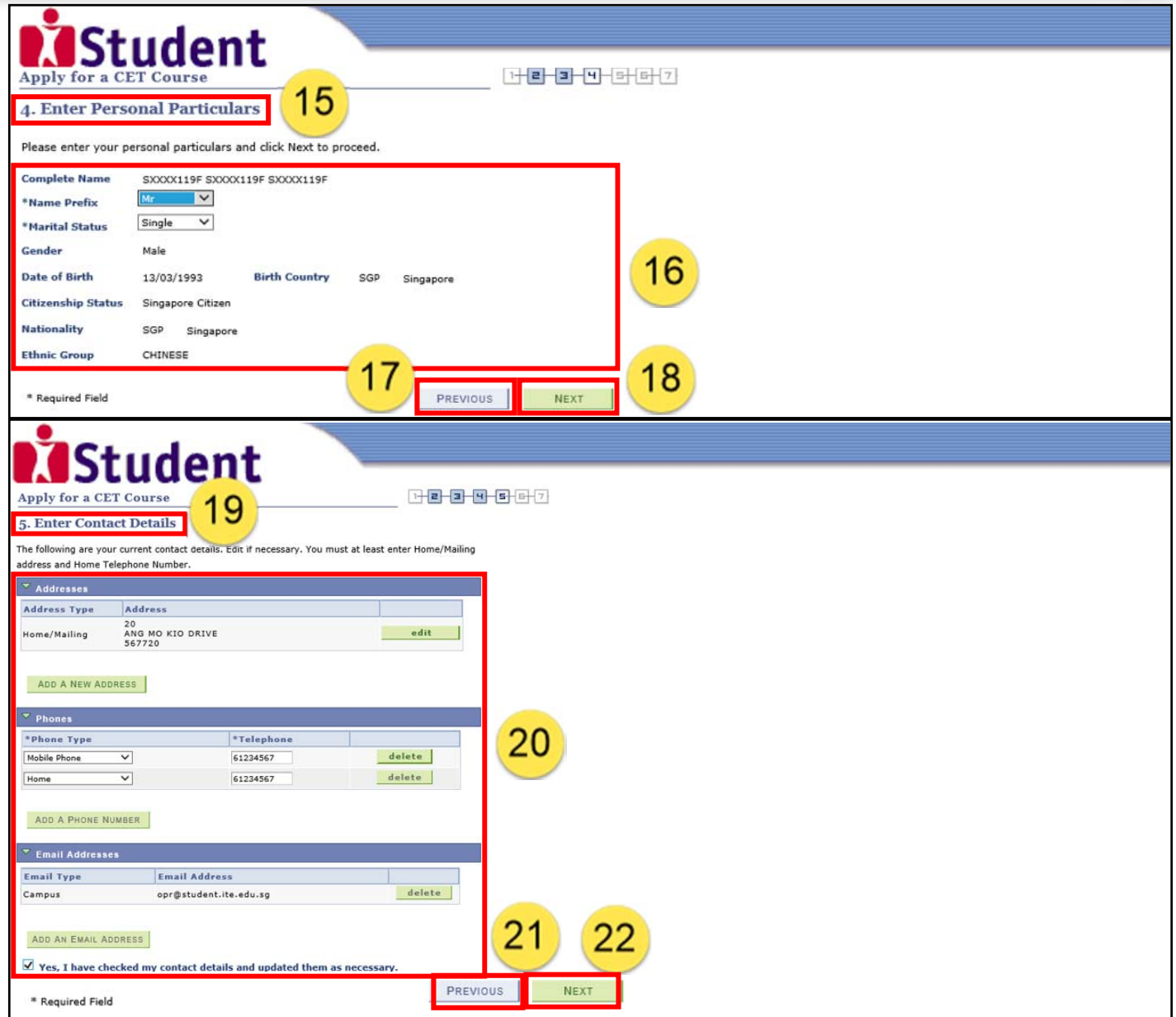
☒ None of above

* Required Field

PREVIOUS NEXT

- Admission to Courses
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15. **Step 4** of the Application: **Enter Personal Particulars** page is displayed.
16. Enter the personal particulars of the applicant.
17. Click **PREVIOUS** button to edit the application form if there are changes to be done.
18. Click the **NEXT** button to proceed to the next step of the application.
19. **Step 5** of the Application: **Enter Contact Details** page is displayed.
20. Add/Update applicant's addresses, phones and email addresses.
21. Click **PREVIOUS** button to edit the application form if there are changes to be done.
22. Click the **NEXT** button to proceed to the next step of the application.



4. Enter Personal Particulars 15

Please enter your personal particulars and click Next to proceed.

Complete Name SXXXX119F SXXXX119F SXXXX119F

*Name Prefix Mr

*Marital Status Single

Gender Male

Date of Birth 13/03/1993 Birth Country SGP Singapore

Citizenship Status Singapore Citizen

Nationality SGP Singapore

Ethnic Group CHINESE

* Required Field

PREVIOUS NEXT 18

5. Enter Contact Details 19

The following are your current contact details. Edit if necessary. You must at least enter Home/Mailing address and Home Telephone Number.

Addresses

| Address Type | Address | |
|--------------|----------------------------|------|
| Home/Mailing | 20 ANG MO KIO DRIVE 567720 | edit |

ADD A NEW ADDRESS

Phones

| *Phone Type | *Telephone | |
|--------------|------------|--------|
| Mobile Phone | 61234567 | delete |
| Home | 61234567 | delete |

ADD A PHONE NUMBER

Email Addresses

| Email Type | Email Address | |
|------------|------------------------|--------|
| Campus | opr@student.ite.edu.sg | delete |

ADD AN EMAIL ADDRESS


☒ Yes, I have checked my contact details and updated them as necessary.

* Required Field

PREVIOUS NEXT 21 22

- Admission to Courses
- Enrolment into Classes

- The final step for the application is **Declaration**. Read the declaration details
- Click **PREVIOUS** button to edit the application form if there are changes to be done.
- Click **YES – SUBMIT** button to submit the application form.



Apply for a CET Course

1
 2
 3
 4
 5
 6
 7

6. Declaration
 23

The summary of details entered by you is below. Please verify and amend if necessary, before submission.

Personal Particulars

| | | | |
|--------------------|-------------------------------|---------------|---------------|
| Complete Name | SXXXX119F SXXXX119F SXXXX119F | | |
| Name Prefix | Mr | | |
| Marital Status | Single | | |
| Gender | Male | | |
| Date of Birth | 13/03/1993 | Birth Country | SGP Singapore |
| Citizenship Status | Singapore Citizen | | |
| Nationality | SGP Singapore | | |
| Ethnic Group | CHINESE | | |

Contact Details

| Addresses | |
|--------------|----------------------------------|
| Address Type | Address |
| Home/Mailing | 20 ANG MO KIO DRIVE 567720 |

| Phones | |
|--------------|-----------|
| Phone Type | Telephone |
| Mobile Phone | 61234567 |
| Home | 61234567 |

| Email Addresses | |
|-----------------|------------------------|
| Email Type | Email Address |
| Campus | opr@student.ite.edu.sg |

Course/Plan Details

| | |
|-----------------|---|
| Academic Career | Continuing Educ & Training |
| Course | N Tech - Automotive Technology |
| Academic Plan | NTATLV - N Tech - Auto Tech (Light Veh) |

Qualifications

| | |
|-----------------------|---------|
| Highest Qualification | GCE (N) |
| Stream | N(Tech) |

☐ Relevant On-the-Job Training/COJTC Certificate
☐ Minimum 2 years relevant work experience
☒ None of above

| Test Date | 07/06/2017 | |
|----------------|--------------------------|-------|
| Test Component | Description | Score |
| 1 CCA | Co-Curricular Activities | 2 |

Student's Declaration and Acknowledgement: ☒

- I confirm that the information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts.
- I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.
- I accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.
- I understand and acknowledge that:
 - the personal data that I provide to ITE shall be treated as confidential. Such data may include but not limited to personal particulars, family data, and assessment records;
 - the personal data shall be used by ITE for communication purposes with regard to administrative issues, security and matters pertaining to myself and any programmes I may sign up for as facilitated by ITE, through the following modes of communication: Voice Call/Phone call, SMS/MMS (Text messages), Whatsapp or any other data applications (Text messages), Mail and Electronic Mail, and Fax;
 - the personal data shall be used to facilitate the carrying out of activities by ITE as an educational institution, which would include without limitation, publication or release of information that is customary by educational institutions, such as the awarding of prizes, medals, scholarships, and other marks of distinction whether internally or otherwise, and student or graduation status; and
 - my data may be used for prescribed and evaluative purpose that may include, but is not limited to, evaluation for admission to institutions of higher learning (eg, the Polytechnics), for the selection and/or disbursement of scholarships/ and/or bursaries/ and/or loans and other support schemes administered by ITE or external organisations.

? Are you sure you wish to Submit?

PREVIOUS
 YES - SUBMIT

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- Admission to Courses
- Enrolment into Classes

26. The **Acknowledgement** page is displayed acknowledging that the application has been successfully received.
Please note the User ID and Password for iStudent login.
27. Click the **PRINTER FRIENDLY VERSION** button to print a copy of the acknowledgement slip.
28. Click the **ENROLL: ADD CLASSES** button to start enrolling in classes.



iStudent

Apply for a CET Course

7. Acknowledgement 26

User ID/Password

Thank you for submission.

Click Enroll:Add Classes to enroll into modules NOW

User ID SXXXX119F

Password SXSX388F

Personal Particulars

Complete Name SXXXX119F SXXXX119F SXXXX119F

Date of Birth 13/03/1993 Birth Country SGP Singapore

Contact Details

Addresses

| Address Type | Address |
|--------------|----------------------------------|
| Home/Mailing | 20 ANG MO KIO DRIVE 567720 |

Phones

| Phone Type | Telephone |
|--------------|-----------|
| Mobile Phone | 61234567 |
| Home | 61234567 |

Course/Plan Details

Academic Career Continuing Educ & Training

Course N Tech - Automotive Technology

Academic Plan NTATTLV - N Tech - Auto Tech (Light Veh)

Qualifications

Highest Qualification GCE (N)

Stream N(Tech)

☐ Relevant On-the-Job Training/COJTC Certificate

☐ Minimum 2 years relevant work experience

☒ None of above

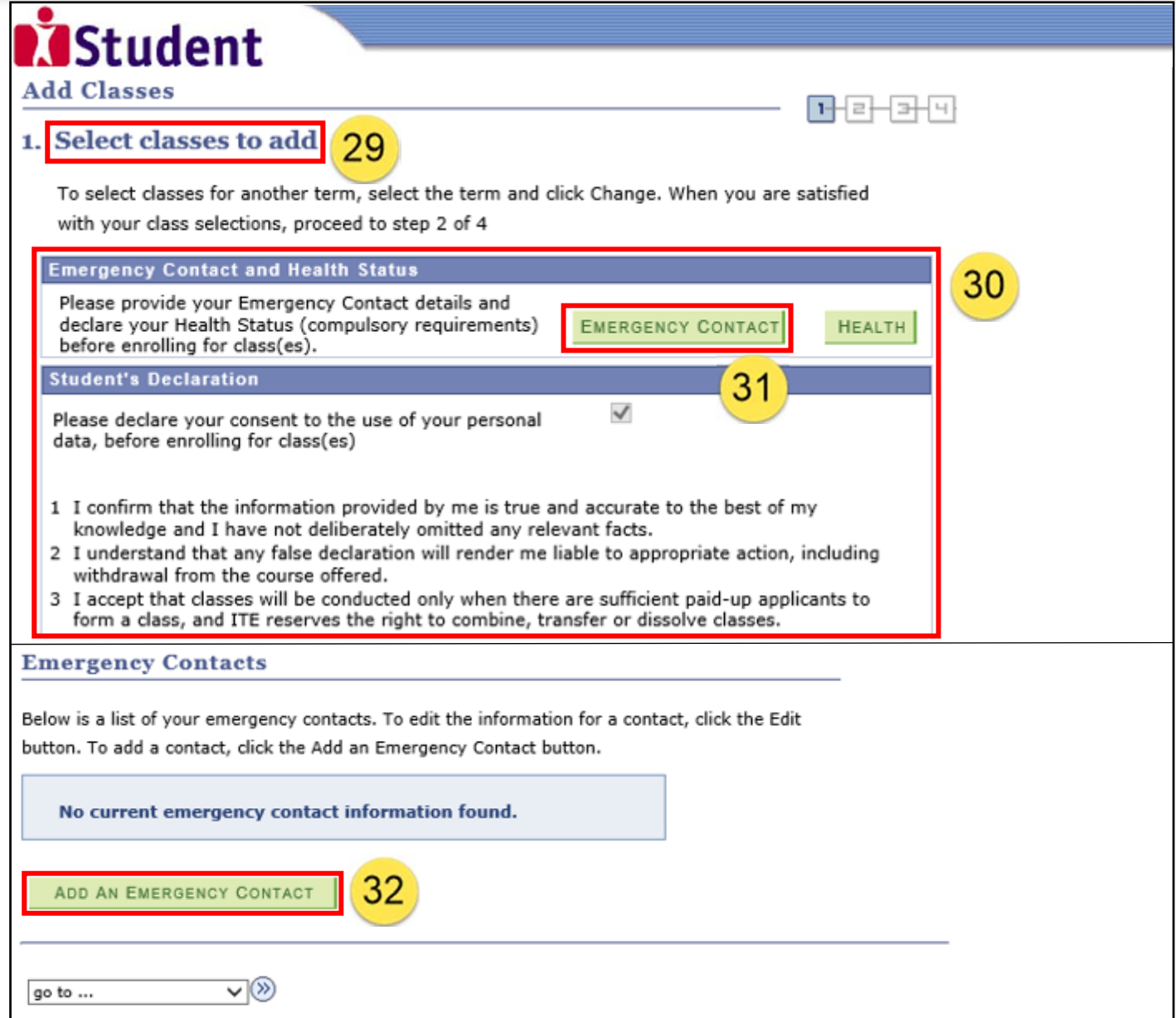
Test Date 07/06/2017

| Test Component | Description | Score |
|----------------|--------------------------|-------|
| 1 CCA | Co-Curricular Activities | 2 |

27 **PRINTER FRIENDLY VERSION** **ENROLL: ADD CLASSES** 28

- Admission to Courses
- Enrolment into Classes

29. The progress of enrolment into classes is indicated at the top of the page. **Step 1** of enrolment into classes: The **Select classes to add** page is displayed.
30. **Emergency Contact** and **Health Status** and **Student's Declaration** are displayed.
31. Click **EMERGENCY CONTACT** button and the **Emergency Contacts** page is displayed.
32. Click **ADD EMERGENCY CONTACT** button to add a contact, and click the **EDIT** button to edit the information for a contact.



iStudent
Add Classes

1 2 3 4

1. **Select classes to add** 29

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 4

Emergency Contact and Health Status

Please provide your Emergency Contact details and declare your Health Status (compulsory requirements) before enrolling for class(es).

EMERGENCY CONTACT **HEALTH** 30

Student's Declaration 31

Please declare your consent to the use of your personal data, before enrolling for class(es) ☒

1 I confirm that the information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts.
 2 I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.
 3 I accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.


No current emergency contact information found.

ADD AN EMERGENCY CONTACT 32

go to ...

- Admission to Courses
- Enrolment into Classes

33. The **Emergency Contact Detail** page is displayed. Enter **Contact Name**, **Relationship**, **Contact's Address**, **Contact's Phone** details.
34. Click the **SAVE** button.
35. The **Save Confirmation** page is displayed.
36. Click the **OK** button.
37. The **Emergency Contacts** page is displayed.


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Emergency Contacts

Emergency Contact Detail

*Contact Name

*Relationship

Contact's Address

☒ Same Address as Individual Address Type

Country

Address

20
ANG MO KIO DRIVE
567720

Contact's Phone

☐ Same Phone as Individual

Phone Extension


Other Telephone Numbers

| *Phone Type | Phone Number | Extension |
|-------------|--------------|-----------|
| | | |

[ADD A PHONE NUMBER](#)

[SAVE](#) 34 [Return to Emergency Contacts Summary](#)


* Required Field


35

Save Confirmation

✓ The Save was successful.

[OK](#) 36


37

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

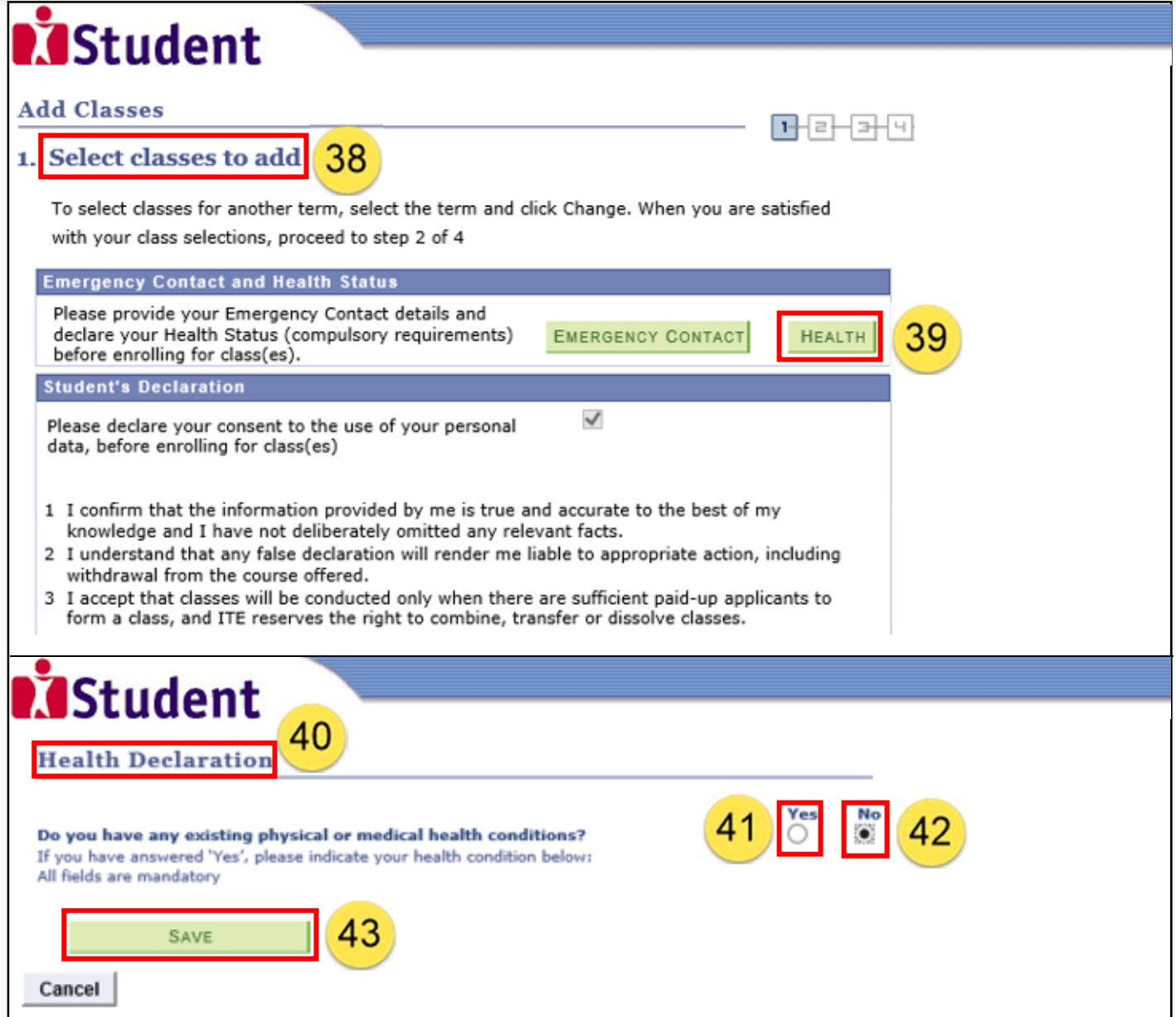
| Primary Contact | Contact Name | Relationship | Phone | Extension | | |
|-------------------------------------|--------------|--------------|----------|-----------|----------------------|------------------------|
| <input checked="" type="checkbox"/> | Brother | Brother | 12345678 | | edit | delete |

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

- Admission to Courses
- Enrolment into Classes

38. **Step 2:** The **Select classes to add** page is displayed.
39. Click the **HEALTH** button.
40. The **Health Declaration** page is displayed.
41. Click the **Yes** radio button if you have any existing physical or medical health condition.
42. Click the **No** radio button if you do not have any existing physical or medical health condition.
43. Click the **SAVE** button.



iStudent

Add Classes

1 2 3 4

1. **Select classes to add** 38

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 4

Emergency Contact and Health Status

Please provide your Emergency Contact details and declare your Health Status (compulsory requirements) before enrolling for class(es).

EMERGENCY CONTACT HEALTH 39

Student's Declaration

Please declare your consent to the use of your personal data, before enrolling for class(es) ☒

1 I confirm that the information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts.
 2 I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.
 3 I accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.

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Health Declaration

Do you have any existing physical or medical health conditions?
 If you have answered 'Yes', please indicate your health condition below:
 All fields are mandatory

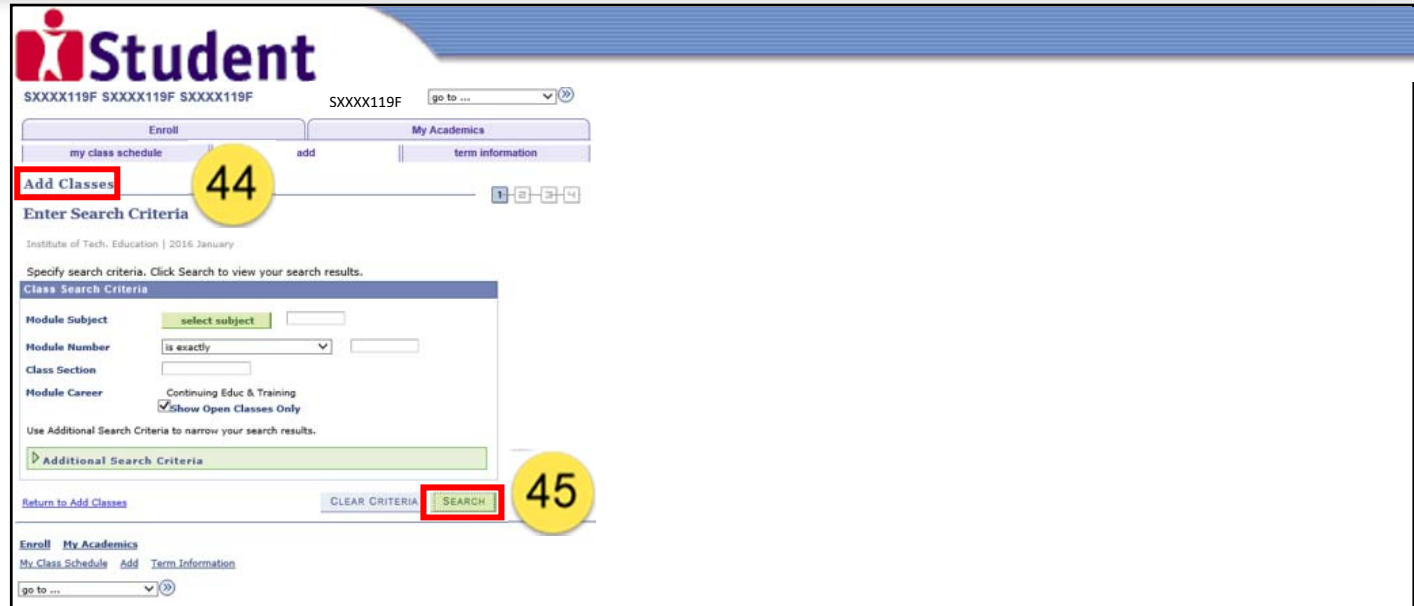
41 Yes 42 No

SAVE 43

Cancel

- Admission to Courses
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44. The **Add Classes** page is displayed.
45. Skip **Class Search Criteria**, and click the **SEARCH** button next to the **CLEAR CRITERIA** button.
46. The **Search Results** page is displayed.



iStudent

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

Add Classes 44

Enter Search Criteria

Institute of Tech. Education | 2016 January

Specify search criteria. Click Search to view your search results.

Class Search Criteria

Module Subject

Module Number is exactly

Class Section

Module Career Continuing Educ & Training ☒ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

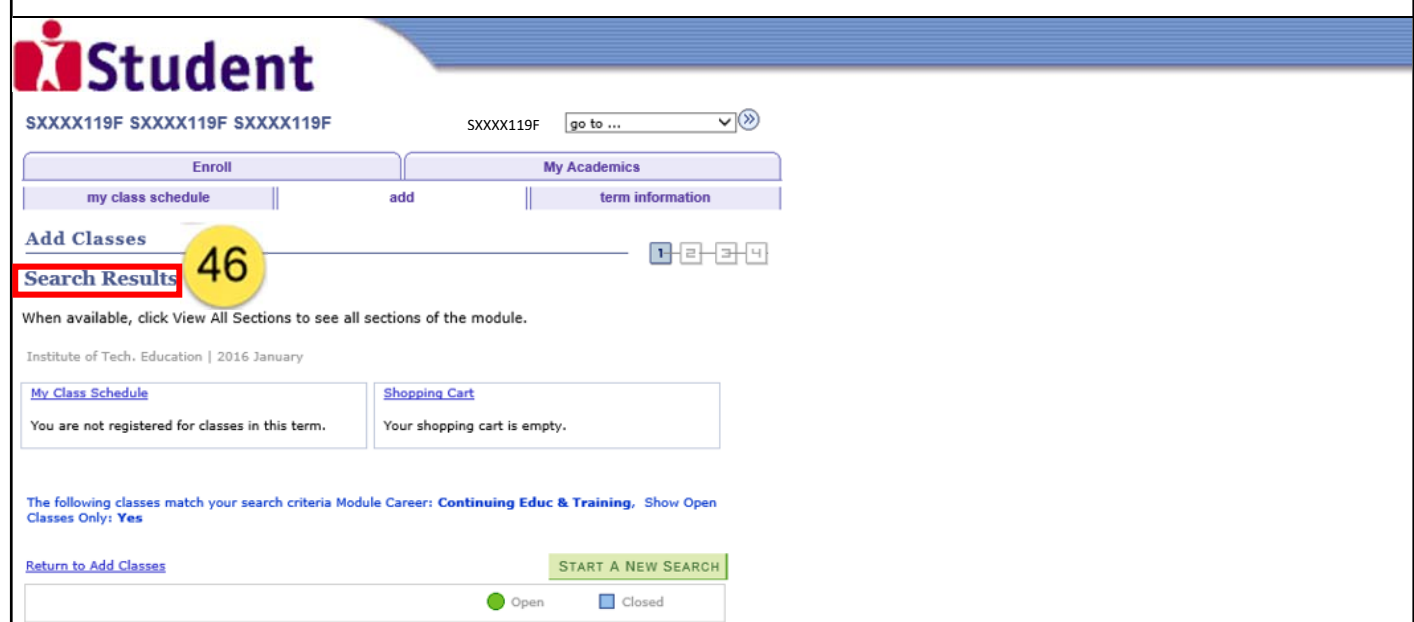
Additional Search Criteria

Return to Add Classes CLEAR CRITERIA **SEARCH** 45

Enroll My Academics

My Class Schedule Add Term Information

go to ...



iStudent

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

Add Classes

Search Results 46

When available, click View All Sections to see all sections of the module.

Institute of Tech. Education | 2016 January

[My Class Schedule](#) [Shopping Cart](#)

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Module Career: **Continuing Educ & Training**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) **START A NEW SEARCH**

☐ Open ☐ Closed

- Admission to Courses
- Enrolment into Classes

47. The module classes relevant to your course are displayed.
48. Click the **Select Class** button to add classes to the shopping cart.
49. The **Select classes to add – Related Class Sections** page is displayed.
50. Click the **NEXT** button to successfully add the selected class to the shopping cart.

AT 2101FP - Automotive Principles and Systems

View All Sections First 1-2 of 2 Last

Section [RATA-THY\(1301\)](#) Status ● **select class**

Session S06

Campus CW-CK ITE College West

| Days & Times | Room | Instructor | Meeting Dates |
|--------------------|------|---------------------|-------------------------|
| Mo 6:45PM - 9:45PM | TBA | SXXXX453F SXXXX453F | 11/01/2016 - 10/07/2016 |

Section [RAPA-PRA\(1302\)](#) Status ● **select class**

Session S06

Campus CW-CK ITE College West

| Days & Times | Room | Instructor | Meeting Dates |
|--------------------|------|------------|-------------------------|
| We 6:45PM - 9:45PM | TBA | Staff | 13/01/2016 - 10/07/2016 |

AT 3102FP - Chassis and Drivetrain Technology (Light Vehicles)

View All Sections First 1-2 of 2 Last

Section [RATF-THY\(1251\)](#) Status ● **select class**

Session S06

Campus CW-CK ITE College West

| Days & Times | Room | Instructor | Meeting Dates |
|--------------------|------|---------------------|-------------------------|
| Mo 6:45PM - 9:45PM | TBA | SXXXX643F SXXXX643F | 11/01/2016 - 10/07/2016 |

Section [RAPF-PRA\(1252\)](#) Status ● **select class**

Session S06

Campus CW-CK ITE College West

| Days & Times | Room | Instructor | Meeting Dates |
|--------------------|------|---------------------|-------------------------|
| We 6:45PM - 9:45PM | TBA | SXXXX643F SXXXX643F | 13/01/2016 - 10/07/2016 |

[Return to Add Classes](#) [START A NEW SEARCH](#)

[Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Term Information](#)

go to ... 1 2 3 4

iStudent

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ... 1 2 3 4

Enroll **My Academics**

[my class schedule](#) [add](#) [term information](#)

Add Classes

1. Select classes to add - Related Class Sections

2016 January | Continuing Educ & Training | Institute of Tech. Education

AT 2101FP - Automotive Principles & System

Theory selected: Section RATA

Mo 6:45PM - 9:45PM Room: TBA

● Open ■ Closed

You will automatically be enrolled in the following related class:

| Section | Schedule | Room | Instructor | Status |
|--------------------------------|--------------------|------|------------|--------------------------------------|
| Practical RAPA | We 6:45PM - 9:45PM | TBA | Staff | ● |

[CANCEL](#) [PREVIOUS](#) **[NEXT](#)**

[Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Term Information](#)

go to ... 1 2 3 4

- Admission to Courses
- Enrolment into Classes

51. The **Select classes to add – Enrollment Preferences** page is displayed.
52. Click the **NEXT** button to successfully add the selected class to the shopping cart.
53. You can add more classes by clicking the **search** button.
54. Click the **VIEW EXAM SCHEDULE** button to view the exam schedule for the selected class.

1. Select classes to add - Enrollment Preferences

2016 January | Continuing Educ & Training | Institute of Tech, Education

AT 2101FP - Automotive Principles & System

Class Preferences

| | | | | |
|----------------|----------------------------|------|----------------|--------|
| AT 2101FP-RAPA | Practical | Open | Permission Nbr | |
| AT 2101FP-RATA | Theory | Open | Grading | Graded |
| Session | Skills Trng Jun Exam | | Units | 4.00 |
| Career | Continuing Educ & Training | | | |

NEXT

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------------|------|-------------------------------------|-------------------------|
| RAPA | Practical | We 6:45PM - 9:45PM | TBA | Staff | 13/01/2016 - 10/07/2016 |
| RATA | Theory | Mo 6:45PM - 9:45PM | TBA | SXXXX453F SXXXX453F SXXXX453F | 11/01/2016 - 10/07/2016 |

Enroll My Academics

My Class Schedule Add Term Information

go to ...

2016 January Shopping Cart

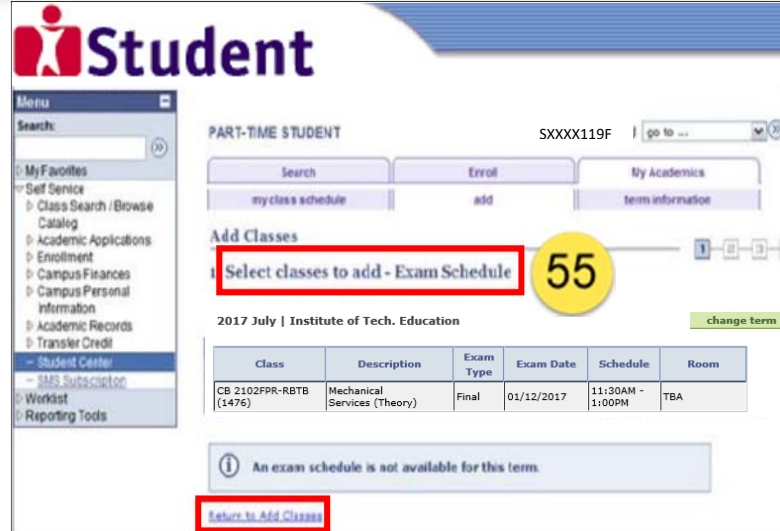
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|--------------------------|--------------------|------|--------------|-------|--------|
| | AT 2101FP-RATA (1301) | Mo 6:45PM - 9:45PM | TBA | S. SXXXX453F | 4.00 | |
| | AT 2101FP-RAPA (1302) | We 6:45PM - 9:45PM | TBA | Staff | | |

VIEW EXAM SCHEDULE

PROCEED TO STEP 2 OF 4

- Admission to Courses
- Enrolment into Classes

55. The **Select classes to add – Exam Schedule** page is displayed. Click the **Return to Add Classes** link to return.
56. Click the **PROCEED TO STEP 2 OF 4** button to proceed to the next stage of enrolment.
57. The **Confirm classes** page is displayed.
58. Click the **SUBMIT** button to confirm the classes to be added and proceed.



Student

Menu Search: []

My Favorites
Self Service
Class Search / Browse Catalog
Academic Applications
Enrollment
Campus Finances
Campus Personal Information
Academic Records
Transfer Credit
Student Center
SMS Subscription
Worklist
Reporting Tools

PART-TIME STUDENT SXXXX119F go to ...

Search Enroll My Academics
my class schedule add term information

Add Classes

Select classes to add - Exam Schedule 55

2017 July | Institute of Tech. Education change term

| Class | Description | Exam Type | Exam Date | Schedule | Room |
|------------------------|------------------------------|-----------|------------|------------------|------|
| CB 2102FPR-RBTB (1476) | Mechanical Services (Theory) | Final | 01/12/2017 | 11:30AM - 1:00PM | TBA |

An exam schedule is not available for this term.

Return to Add Classes

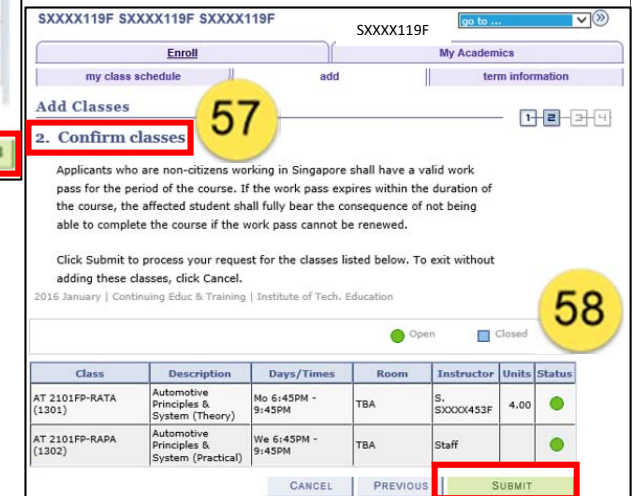


Add to Cart: 2016 January Shopping Cart

Find Classes
by My Program/Plan search

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|--------|-----------------------|--------------------|------|--------------|-------|--------|
| | AT 2101FP-RATA (1301) | Mo 6:45PM - 9:45PM | TBA | S. SXXXX453F | 4.00 | |
| | AT 2101FP-RAPA (1302) | We 6:45PM - 9:45PM | TBA | Staff | | |

VIEW EXAM SCHEDULE PROCEED TO STEP 2 OF 4 56



SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics
my class schedule add term information

Add Classes 57

2. Confirm classes

Applicants who are non-citizens working in Singapore shall have a valid work pass for the period of the course. If the work pass expires within the duration of the course, the affected student shall fully bear the consequence of not being able to complete the course if the work pass cannot be renewed.

Click Submit to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2016 January | Continuing Educ & Training | Institute of Tech. Education

Open Closed 58

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|-----------------------|--|--------------------|------|--------------|-------|--------|
| AT 2101FP-RATA (1301) | Automotive Principles & System (Theory) | Mo 6:45PM - 9:45PM | TBA | S. SXXXX453F | 4.00 | |
| AT 2101FP-RAPA (1302) | Automotive Principles & System (Practical) | We 6:45PM - 9:45PM | TBA | Staff | | |

CANCEL PREVIOUS SUBMIT

- Admission to Courses - Enrolment into Classes

Navigation Guide

59. **Step 3:** The **View results** page is displayed and it shows the outcome of the enrolment.
60. Click the **ADD ANOTHER CLASS** button if more classes need to be added.
61. Click the **FINISH ENROLLING** button to proceed.
62. **Step 4:** The **Successful Enrollment** page is displayed.
63. Click the **VIEW ACCOUNT/MAKE PAYMENT** button to display account summary.
64. The **Account Summary** page is displayed.
65. Click the **MY CLASS SCHEDULE** button to display the **My Class Schedule** page to verify the classes enrolled.
66. The **My Class Schedule** page is displayed.

SXXXX119F

iStudent

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

3. View results 59

View the following status report for enrollment confirmations and errors:

2016 January | Continuing Educ & Training | Institute of Tech. Education

Success: enrolled Error: unable to add class

| Class | Message | Status |
|-----------|---------|----------------------------------|
| AT 2101FP | Success | has been added to your schedule. |

60 61

ADD ANOTHER CLASS FINISH ENROLLING

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Account Inquiry

summary activity charges due payments

Account Summary 64

What I Owe

You have no outstanding charges.

Select Display Option List View Weekly Calendar View

2016 January | Continuing Educ & Training | Institute of Tech. Education

Class Schedule Filter Options

☒ Show Enrolled Classes ☒ Show Dropped Classes ☒ Show Waitlisted Classes filter 66

| AT 2101FP - Automotive Principles & System | | | | | | | |
|--|---------|-----------|------------------|--------------------|------|-------------------------------------|-------------------------|
| Status | Units | Grading | Deadlines | | | | |
| Enrolled | 4.00 | Graded | | | | | |
| Class Nbr | Section | Component | Campus | Days & Times | Room | Instructor | Start/End Date |
| 1301 | RATA | Theory | ITE College West | Mo 6:45PM - 9:45PM | TBA | SXXXX453F SXXXX453F SXXXX453F | 11/01/2016 - 10/07/2016 |
| 1302 | RAPA | Practical | ITE College West | We 6:45PM - 9:45PM | TBA | Staff | 13/01/2016 - 10/07/2016 |

Printer Friendly Page

Enroll My Academics

My Class Schedule Add Term Information

go to ...

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

4. Successful Enrollment 62

2016 January | Continuing Educ & Training | Institute of Tech. Education

Please note the following instructions:

Important - Instruction on Viewing of Financial Status and Payment

- With your newly assigned User ID and Password, please log onto the ITE Student Portal at <https://myportal.ite.edu.sg> on 08/06/2017 to view your fees payable and financial status under your "Account Summary" panel.
- Payment of full fees must be made within 3 days from today.** If you do not pay within 3 days, you are deemed to have withdrawn from all module(s) you have enrolled in. Your training place(s) will be cancelled.
- You may pay the full fees through the following modes:
 - Online Payment - Click on "View Account/Make Payment" below to make online payment immediately. If you wish to make online payment later, you may also log on to <https://myportal.ite.edu.sg> from the next working day using your User ID and password and click on "iStudent" link and follow instructions.
 - Cheque, Credit Card and NETS Payment at any ITE Customer & Visitor Centre
 - Post Secondary Education Account (PSEA)*

*You need to submit the PSEA Ad Hoc Form to ITE HQ Customer & Visitor Centre within 3 days from the date of your web enrolment. For more information about PSEA and to download the PSEA Ad Hoc Form, please visit <https://www.moe.gov.sg/education/post-secondary/post-secondary-education-account>.

- For urgent payment (e.g. to pay fees by a specific date to avoid being dropped from course/module; to pay fees for additional module(s) after having paid fees for other module(s) within the past 2 working days), please proceed to any of the Customer & Visitor Centre at ITE Colleges.
- Please log on to the ITE Student Portal to check whether ITE has received your payment. Online payment made before 10.30pm will be updated 2 working days later in your Financial Account.

VIEW ACCOUNT / MAKE PAYMENT 63

Instruction on Formation of Classes

- ITE reserves right to cancel a class if the enrolment is low. If the class that you have enrolled in is cancelled, ITE will notify you at least 1 week before course commencement and a full refund will be given.
- Please log on to ITE Student Portal to confirm your training schedule before the class(es) commencement date(s). Under "Self Service" -> "Enrollment" -> "My Class Schedule" panel, if the Enrollment Status of your class is "Dropped CCAN", your class has been cancelled. If you wish to re-register into an available class over the Web, please check your re-registration period (Enrollment Appointment) under the "Enrollment Dates" panel.

MY CLASS SCHEDULE 65

Submission of Supporting Documents

- For new applicants, upon your successful course application, please bring your original documents (identity card/valid pass, educational certificates, etc.) for verification and a set of clear photocopies for submission at any Customer & Visitor Centre during office hours before your course start date. **Please write your name and NRIC/FIN number on all the photocopies for submission.**
- Do not submit original certificates and documents. ITE will not be responsible for the damaged or loss of original certificates and documents.