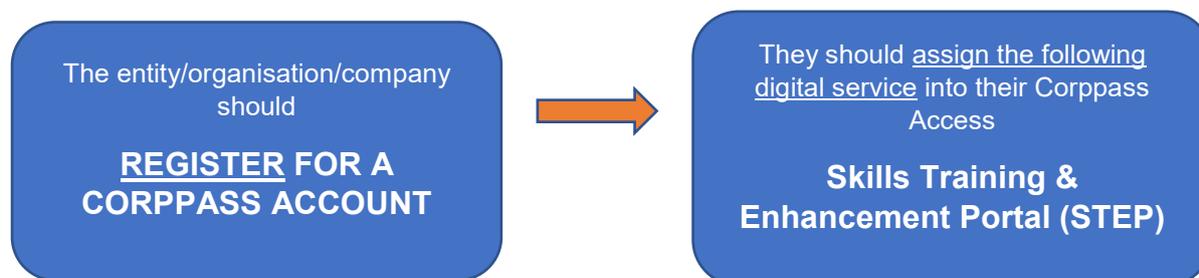


Guide for Companies to Onboard STEP (for Corporate Partners)

Some points to take note:

1. **STEP – Skills Training & Enhancement Portal** is officially launched on 17th July 2023 for the 5 polytechnics. ITE will be onboarded to STEP on 19 February 2024.
2. STEP will be used to administer all ITE Continuing Education & Training (CET) courses starting from 1 April 2024 onwards.
3. Companies that are sponsoring their employees will need to use STEP and have a Corppass Account. Login to STEP **Company Portal** can only be done using Corppass Account.

Corppass Procedure for Companies (to onboard STEP)



STEP 1 – Register for Corppass on <https://www.corppass.gov.sg>

(a) Registered Officers** can appoint themselves as Corppass Administrators and register for Corppass Admin accounts to transact on behalf of their entity. Each entity can have up to two Corppass Administrators.

https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf

**A Registered Officer is a person officially registered to the entity with ACRA or a relevant UEN-issuance agency

(b) (Optional) The Corppass Administrator can create Sub-Administrator, Enquiry User and User accounts which are used to login and transact with Government digital services.

This is required by companies only if they want to assign different roles to their staff to access Corppass and the digital services.

https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

STEP 2 – Assign e-Service

Corppass Administrators or Sub-Administrators need to first select digital services the entity would like to transact with, then proceed to assign digital service access to other users within the entity to carry out transactions.

For STEP Company Portal, the e-service to select is “**Skills Training & Enhancement Portal (STEP)**”.

Republic Polytechnic has been appointed as the entity to list this common service jointly provided by the 6 IHLs (ITE and 5 polytechnics). All Corppass accounts linked to this service will be able to transact with any of these IHLs via STEP.

https://www.corppass.gov.sg/help/CP_User_Guide_05A_Admin_Subadmin_Set_Up_Assign_Users_Digital_Service_Access.pdf

STEP – <https://stms.polite.edu.sg/identity>

Additional Information

More details on all the processes involved for Corppass Registration can be found in the following links:

- <https://www.corppass.gov.sg/cpauth/login/homepage>
- <https://www.corppass.gov.sg/corppass/common/userguides>

Corppass Support Contact

Email : support@corppass.gov.sg
Telephone : +65 6335 3530 (Mon to Fri: 8am until 8pm; Sat: 8am until 2pm)

<https://www.corppass.gov.sg/corppass/common/contactus#>

FAQ

- 1) How can I find out who is the Corppass Admin of my company?

Answer:

If you are a NRIC/FIN user, visit www.corppass.gov.sg. You can find the Corppass Admin via **Services > Find your Corppass Admin**.

- 2) I am the staff of a company that is an existing course provider client. Do I need to sign up for an account for the new system?

Answer:

For existing company partners, contact your company's Corppass Admin to request for a login account.

When the account is created, you will receive an email with a link for you to sign in and authenticate the account with Corppass and Singpass.

Subsequently, you will be able to sign in with your Corppass.