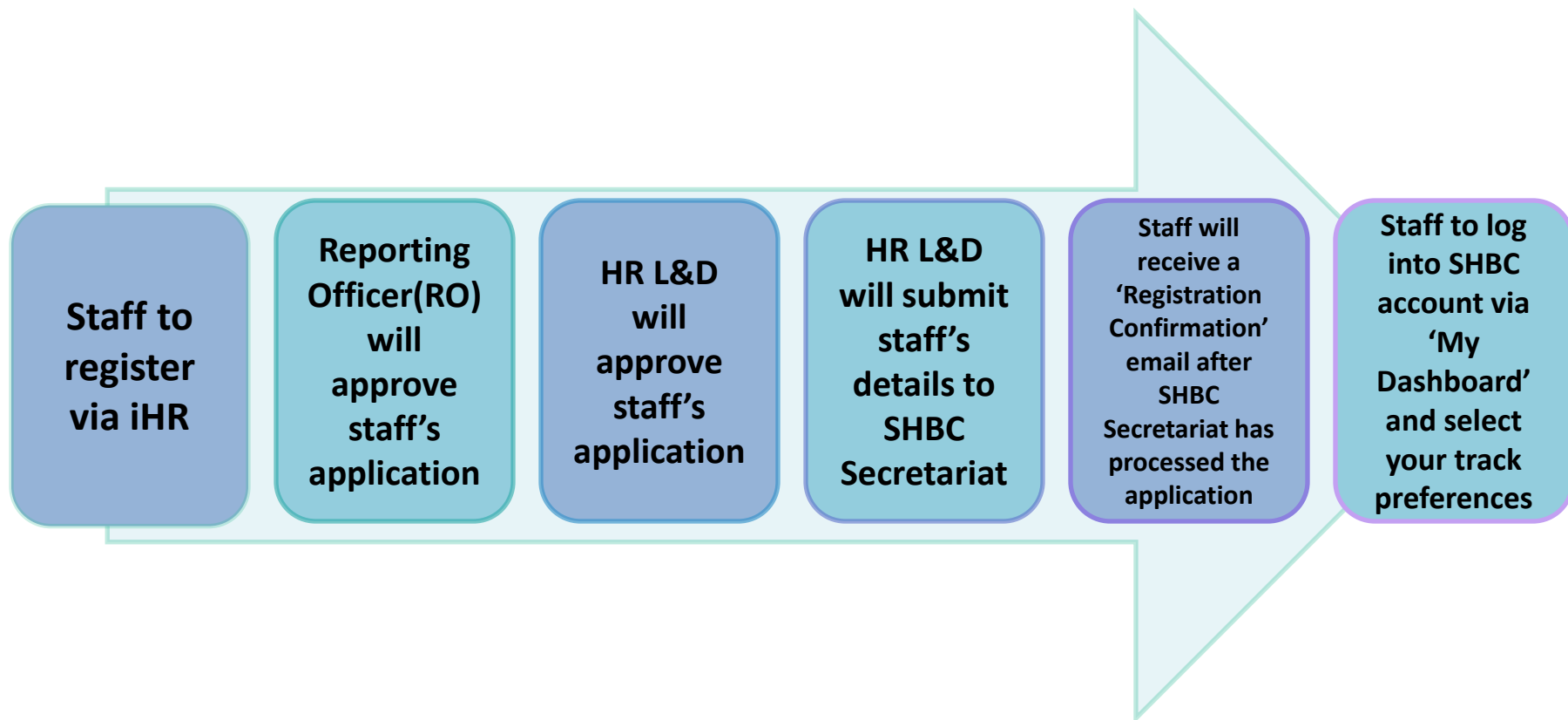


SHBC 2017 Registration Guide NHGHQ Staff



Guidelines for Registration



Registration Steps via iHR

Step 1

- Access iHR via NHG Intranet

Step 2

- Login to iHR

Step 3

- Click on '*Training Application/ Course Booking*' Link

Step 4

- Open up '*Course Catalogue*'

Step 5

- Browse for SHBC 2017

Step 6

- Select your preferred session

Step 7

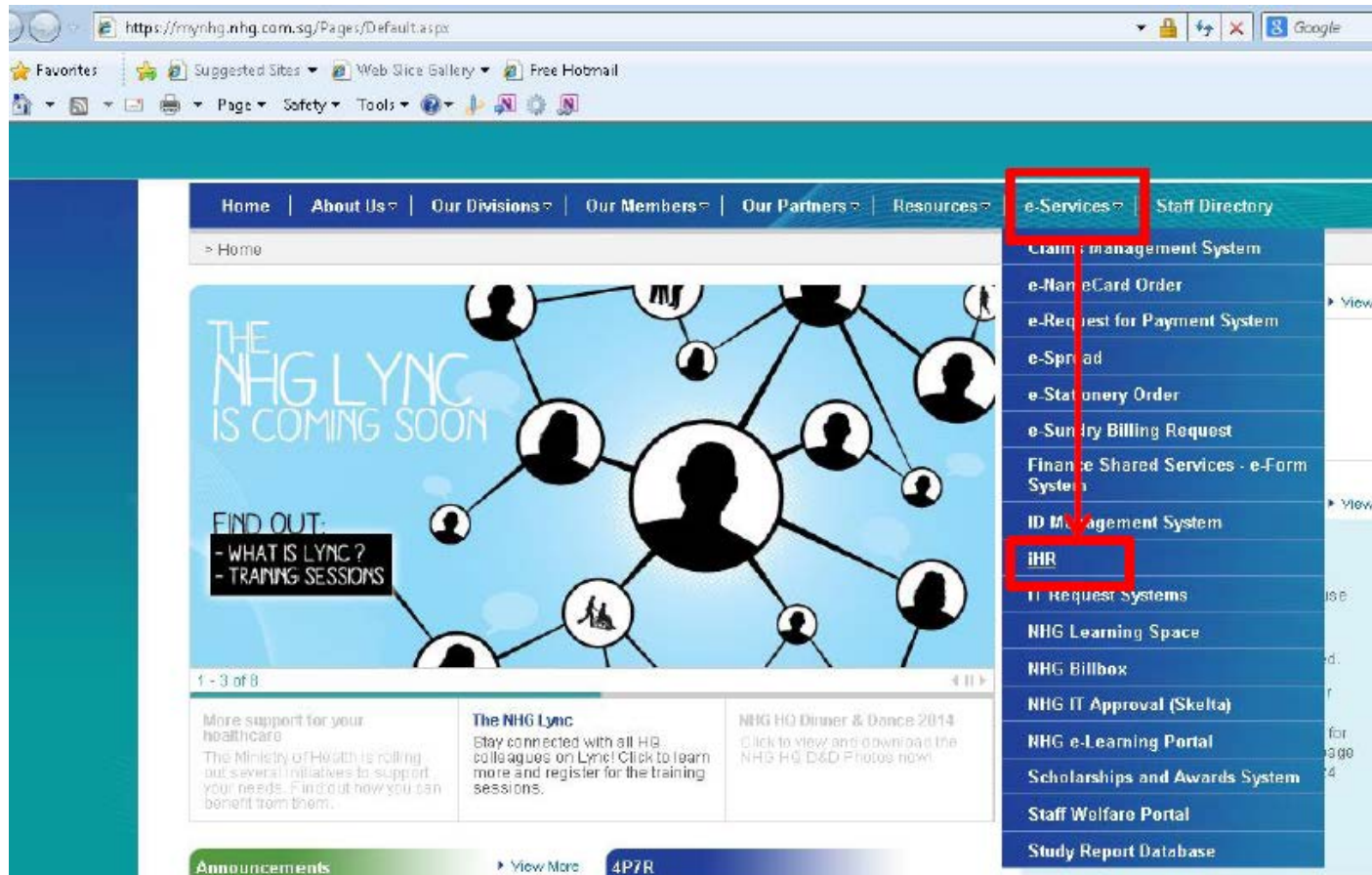
- Fill in the Learning Objectives and Performance Targets

Step 8

- Complete the Registration Application

Step 1 : Access iHR via NHG Intranet

- Select iHR under e-services tab



The screenshot shows a web browser window displaying the NHG Intranet. The URL is <https://mynhg.nhg.com.sg/Pages/Default.aspx>. The navigation menu includes Home, About Us, Our Divisions, Our Members, Our Partners, Resources, e-Services, and Staff Directory. The e-Services menu is expanded, showing a list of services: Claim Management System, e-NameCard Order, e-Request for Payment System, e-Spread, e-Stationery Order, e-Sundry Billing Request, Finance Shared Services - e-Form System, ID Management System, iHR, IT Request Systems, NHG Learning Space, NHG Billbox, NHG IT Approval (Skelta), NHG e-Learning Portal, Scholarships and Awards System, Staff Welfare Portal, and Study Report Database. The iHR option is highlighted with a red box. A red arrow points from the e-Services tab to the iHR option.

Step 2 : Login to iHR



Adding years of healthy life

Welcome to iHR

User ID *	<input type="text"/>
Password *	<input type="password"/>
	<input type="button" value="Log on"/>

Reminder: Do change your ADID password every 90-days before expiry.
If you encountered any error, please contact ITDHELP@nhg.com.sg or 1800 ITD HELP (1800 483 4357). For HR related issues, please contact your respective site HR or HRIS_support@nhg.com.sg.

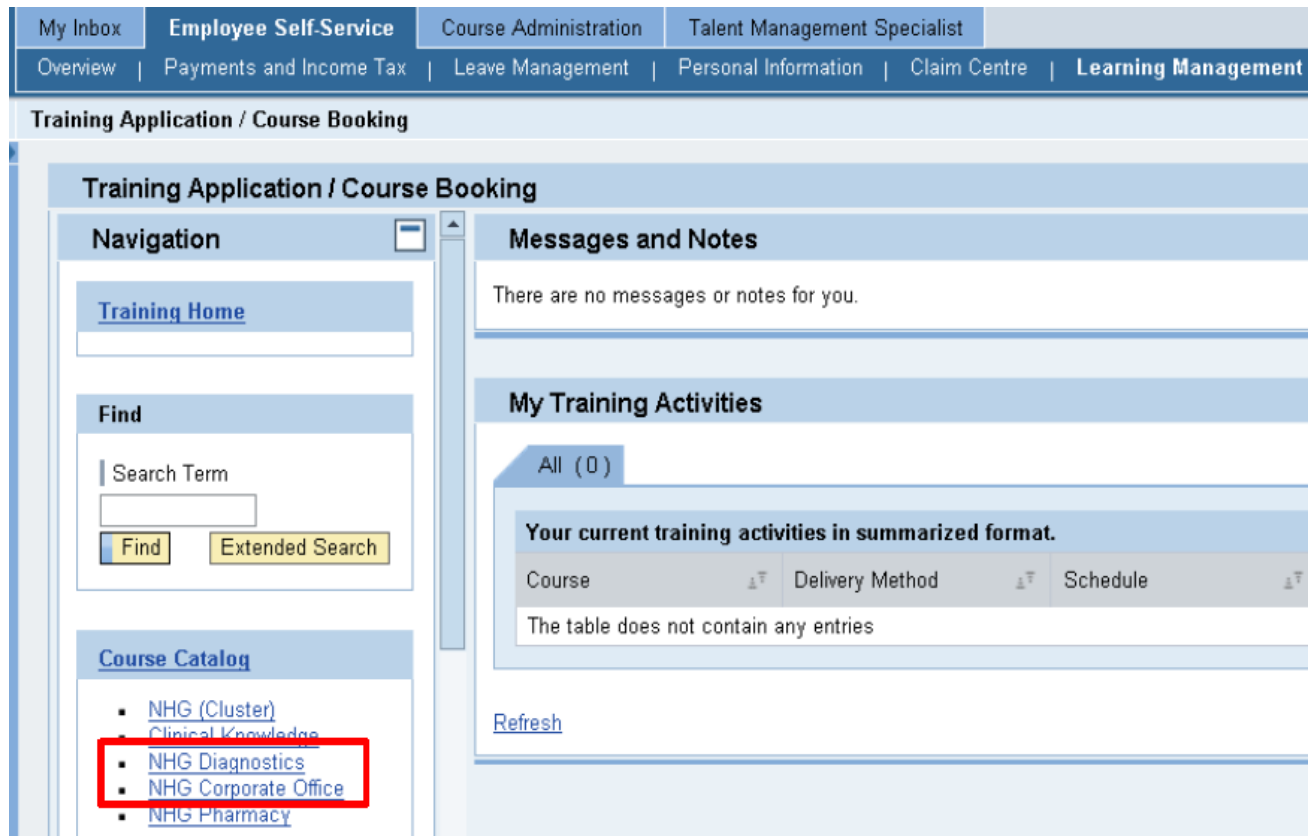
Step 3 : Click on 'Training Application/ Course Booking' Link

- Under *Employee Self Service*' tab, click on '**Training Application/ Course Booking**' Link

The screenshot displays the Employee Self-Service portal interface. The top navigation bar includes tabs for 'My Inbox', 'Employee Self-Service', 'Course Administration', and 'Talent Management Specialist'. The 'Employee Self-Service' tab is selected and highlighted. Below the navigation bar, there is a secondary menu with options like 'Overview', 'Leave Management', 'Personal Information', 'Claim Centre', 'Learning Management', 'Work Related Claims', 'Performance Management', 'Talent Profile and Others', and 'On Behalf Submission'. The main content area is titled 'Overview' and contains several service tiles. The 'Learning Management' tile is highlighted with a red box, and a red arrow points from the 'Employee Self-Service' tab to the 'Training Application / Course Booking' link within this tile. Other tiles include 'Payments & Income Tax', 'Personal Information', 'Performance Management', 'On Behalf Submission', 'Leave Management', 'Claim Centre', and 'Work Related Claims (WRC)'. Each tile provides a brief description of the service and includes quick links for further actions.

Step 4 : Open up 'Course Catalogue'

- Under 'Course Catalogue':
 - For Corporate Office Staff – Select '**NHG Corporate Office**'
 - For NHGD Staff - Select '**NHG Diagnostics**'



The screenshot displays the 'Employee Self-Service' portal interface. At the top, there are navigation tabs: 'My Inbox', 'Employee Self-Service', 'Course Administration', and 'Talent Management Specialist'. Below these, a secondary navigation bar includes 'Overview', 'Payments and Income Tax', 'Leave Management', 'Personal Information', 'Claim Centre', and 'Learning Management'. The main content area is titled 'Training Application / Course Booking'. On the left side, there is a 'Navigation' sidebar with a 'Training Home' link. Below that is a 'Find' section with a search term input field, a 'Find' button, and an 'Extended Search' button. At the bottom of the sidebar is a 'Course Catalog' section with a list of links: 'NHG (Cluster)', 'Clinical Knowledge', 'NHG Diagnostics', 'NHG Corporate Office', and 'NHG Pharmacy'. The 'NHG Diagnostics' and 'NHG Corporate Office' links are highlighted with a red rectangular box. The main content area on the right has a 'Messages and Notes' section with the text 'There are no messages or notes for you.' Below that is a 'My Training Activities' section with a sub-section 'All (0)' and a heading 'Your current training activities in summarized format.' Underneath is a table with columns 'Course', 'Delivery Method', and 'Schedule', but it contains the message 'The table does not contain any entries'. A 'Refresh' link is located below the table.

Step 5 : Browse for SHBC 2015

- Under '03. Healthcare',
 1. Click on '**SHBC 2017**'
 2. Select '**SHBC 2017 Early Bird Rate**'

[Course Catalog](#) > NHG Corporate Office

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area

- [01. ORIENTATION](#)
- [02. QUALITY & RISK MANAGEMENT](#)
- [03. HEALTHCARE](#)**
- [04. WORKPLACE](#) Subject Area Details 03. HEALTHCARE
- [05. NHG POLICIES & PROCEDURES](#)
- [06. SOFT SKILLS](#)
- [07. IT & SYSTEMS](#)
- [08. FUNCTIONAL / TECHNICAL COMPETENCIES](#)
- [09. CONTINUING EDUCATION](#)
- [10. CULTURE BUILDING](#)
- [11. LEADERSHIP & MANAGEMENT](#)
- [12. OVERSEAS CONFERENCE/STUDY TRIP](#)

General description

Healthcare related courses/ conferences can be found in this course group.

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area

- [12th Asia Pacific Medical Edu Con](#)
- [APMEC](#)
- [HIMSS AsiaPac15](#)
- [SHBC 2015](#)
- [SHBC 2016](#)**

Assigned Subject Areas

The following subject areas are assigned to the subject area currently displayed:

Subject Area

- [SHBC 2016 Early Bird Rate](#)**

Step 6 : Select your preferred session

- 1. Select 1 out of 3 listed sessions
- 2. Click on '**To Registration**' to register (Ensure that your preview period is set to **365 days** under 'My Learner Account' > 'Settings')

Subject Area SHBC 2016 Early Bird Rate

[Course Catalog](#) > [NHG Corporate Office](#) > [03. HEALTHCARE](#) > [SHBC 2016](#) > SHBC 2016 Early Bird Rate

Assigned Courses

The following courses are assigned to the subject area

Course
SHBC 2016 Early Bird 1-day (23 Sep)
SHBC 2016 Early Bird 1-day (24 Sep)
SHBC 2016 Early Bird 2 Days

Favorites

[Add Subject Area to Favorites](#)

[Refresh](#)

Classroom Training : SHBC 2016 Early Bird 1-day (23 Sep) :

[Course Catalog](#) > [NHG Corporate Office](#) > [03. HEALTHCARE](#) > [SHBC 2016](#) > [SHBC 2016 Early Bird Rate](#) > SHBC 2016 Early Bird 1-day (23 Sep)

Course Content

The track you have chosen allows you to attend the congress for 1 day only, on 23 September 2016.

Course Duration

Number of Hours: 8.00 on Number of Days: 1

Fee

100.00 SGD

Course Dates

Course dates for the next days: [Refresh Course Dates](#)

Schedule	Location	Language	Free Places	Action/Status
23.09.2016 - 23.09.2016	Singapore	English	200	To Registration

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

Step 7: Fill in the Learning Objectives and Performance Targets

- Click on '*Specify my Learning Objectives (PPCE)*'
 - Key in 2 Learning Objectives & Performance Targets
 - Save the form

Course Duration
Number of Hours: 8.00 on Number of Days: 1

Fee
100.00 SGD

Language
English


Location
Singapore

Training Provider
NHG

Links to More Information

- [Specify my Learning Objectives \(PPCE\)](#)

Favorites
[Add Course Date to Favorites](#)

Book
You cannot book this course currently for the following reasons:
 For this course, please provide at least two learning objectives.

Course Registration/Cancellation Approval
Course Name: 1) SHBC'15_2/10_Early Bird Rate
Start Date: 02.10.2015 End Date: 02.10.2015
Start Time: 09:00:00 End Time: 18:00:00
Training Provider: NHG Training Fees: 100.00 SGD
Internal / External Course: Internal Learning Plan:

Payment Details:
(e.g. Fees Deviation, Sponsorship details, Cost Centre / IO for charging, Payment made)

Pre-Course Evaluation Details

Learning Objectives	Performance Targets
Learning Objective 1: <input type="text"/>	Performance Target 1: <input type="text"/>
Learning Objective 2: <input type="text"/>	Performance Target 2: <input type="text"/>
Learning Objective 3: <input type="text"/>	Performance Target 3: <input type="text"/>
Learning Objective 4: <input type="text"/>	
Learning Objective 5: <input type="text"/>	

Remarks

Step 8: Complete the Registration Application

- 1.Refresh the page via the '**Refresh**' button
- 2.Click on the '**Request Participation**' button to complete the registration

Booking

Number of Hours: 8.00 on Number of Days: 1

Fee

100.00 SGD

Language

English

Location

Singapore

Training Provider

NHG

Links to More Information

- [Specify my Learning Objectives \(PPCE\)](#)

Favorites

[Add Course Date to Favorites](#)

Book

The result of the prerequisites check indicates that you may submit a course registration request

1 [Refresh](#)

2 [Request Participation](#)

Contact Details

	Contact Person	Email Address	Contact No.
Registration related matters <i>(supervised by HR L&D)</i>	Chevelle Teo Tze Hwee	Chevelle_Th_TEO@nhg.com.sg	6496 6873
	Ting Shu Lin	Shu_Lin_TING@nhg.com.sg	6496 6616
All other SHBC related matters	SHBC Secretariat	SHBC_Secretariat@nhg.com.sg	