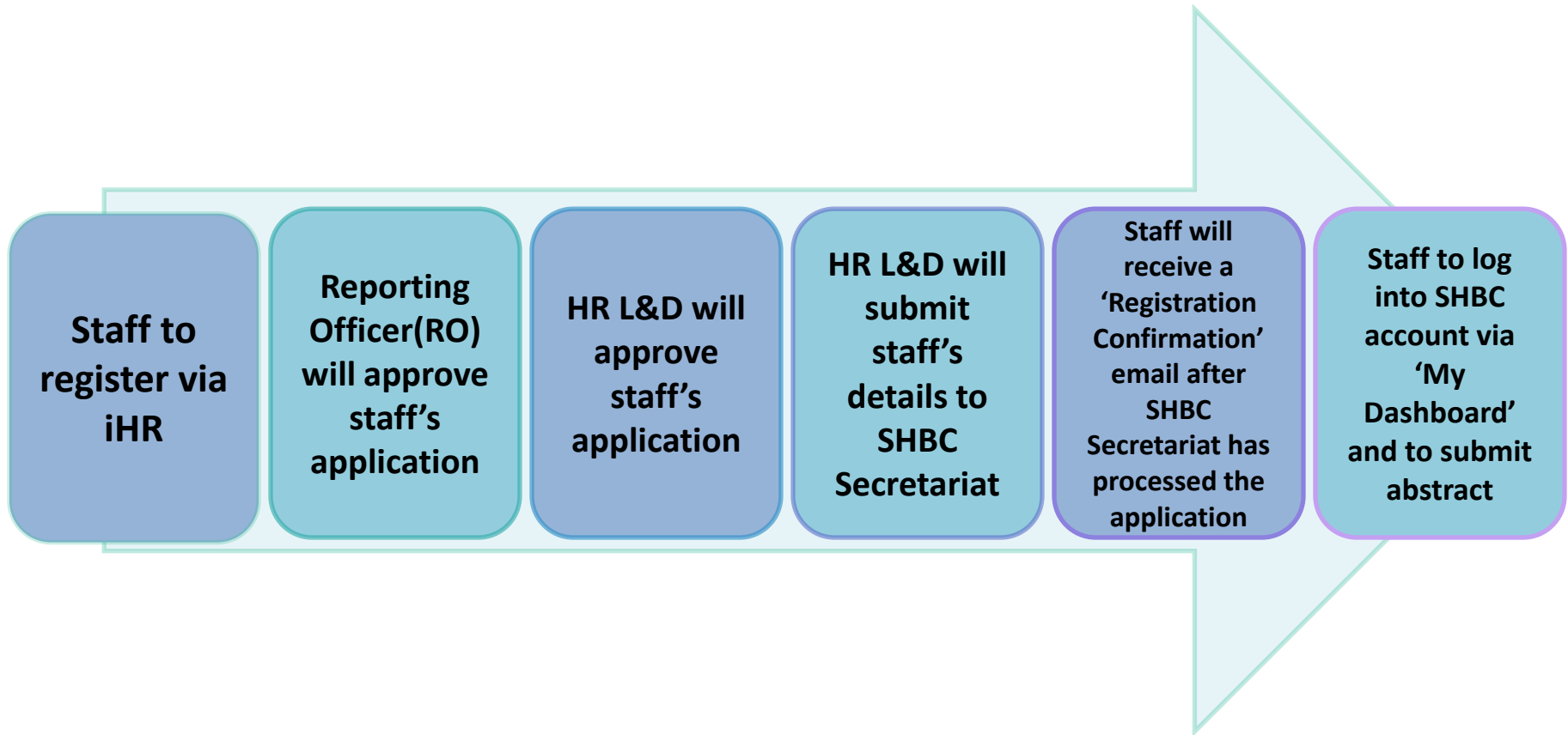


SHBC 2017 Registration Guide NHGP Staff



Guidelines for Registration



Registration Steps via iHR

Step 1

- Access iHR via NHGP 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'

Step 6

- Select your preferred session

Step 7

- Fill in the Learning Objectives and Performance Targets
- For half-day session, indicate in 'AM' or 'PM' under the remarks. **HR will register for full day if there is no indication.**

Step 8

- Complete the Registration Application

Step 1 : Access iHR via NHGP Intranet

- Select iHR under Quick Links

National Healthcare Group
POLYCLINICS

“Caring for our patients, our community,
our environment and our people”

Search

Home Doctors Dentists Nurses Allied Health Departments Clinics

Quick Links

- iHR**
- E-Procurement
- NHG Intranet
- NHG e-Catalyst
- IRIS - New Incident
- IRIS - Management
- IRIS - User Guides
- E-Pay
- E-Request for Payment (ERP)
- Billbox
- eSundry
- ePOS
- ePOS Training Manual
- NEHR
- CPRS/eMRX
- E-Learning
- My Bright Ideas (MBI)

“We make quality care affordable for patients and adopt best practices to ensure efficient resource usage.”

Mr Cheng Siew Kuan, Financial Counsellor, Finance
Ms Low Wan Ting, Executive, Finance

Announcements

Step 2 : Login to iHR



Adding years of healthy life

Welcome to iHR

User ID *

Password *

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 shows 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 highlighted. Below the navigation bar, there is a sub-navigation bar with links for '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 sections:

- Payments & Income Tax**: You can view, download and print a non-editable copy of your own IRSE form, Total Compensation Statement and payslips here.
- Personal Information**: You can view or update your personal particulars here.
- Learning Management**: You can view or manage your Learning Management activities here. This section contains a red box around the link [Training Application / Course Booking](#).
- Performance Management**: You can view and update appraisal documents here. RO can access employee appraisal documents here.
- On Behalf Submission**: You can perform On Behalf Submissions for your authorized employees here.
- Leave Management**: You can view or manage your Leave Application(s) and Leave-related information here. Quick Links: [Submit Leave Application](#).
- Claim Centre**: You can view or manage your Medical, Transport and Other Claims and Claims-related information here. Quick Links: [Submit Claim Request](#).
- Work Related Claims (WRC)**: You can view or manage your Work Related Claims (WRC) and WRC information here. Quick Links: [Create WRC/Record Working Time](#), [Submit WRC/Release Working Time](#).
- Talent Profile and Others**: You can update your personal talent profile and request for letters here. Quick Links: [Letter of Certification](#), [Letter of Guarantee](#).

Step 4 : Open up 'Course Catalogue'

- Under 'Course Catalogue':
 - Under "**Find**", enter search term : **SHBC** & click "**Find**"

The screenshot displays the 'Training Application / Course Booking' interface. On the left, a 'Navigation' sidebar contains links for 'Training Home', 'Find', 'Course Catalog', and 'My Learner Account'. The 'Find' section is highlighted with a red box, showing a search term 'shbc' and 'Find' and 'Extended Search' buttons. The main content area features several filter sections: 'Subject Area' (All Subject Areas), 'Qualification' (No Specific Qualifications), 'Prerequisite' (No Specific Qualifications), 'Aspired' (No Specific Qualifications), 'Target Group' (Intended for and Mandatory for), and 'Type' (Job). Below the filters, a message states '1 Hits Found (depends on the search options saved under 'Settings')' and provides a link to 'Settings'. A red box highlights the search result: 'Classroom Training (1)' with the course 'S'pore Health & Biomedical Congress'. A 'Refresh' button is located at the bottom left of the results area.

Step 5 : Select your preferred session

1. Select your preferred session
2. Click on '**To Registration**' to register (Ensure that your preview period is set to **365 days** under 'My Learner Account' > 'Settings')

1 Hits Found (depends on the search options saved under 'Settings')

You can personalize the search results. To do so, click [Settings](#)

Classroom Training (1)

Course

[S'pore Health & Biomedical Congress](#)

[Refresh](#)

substitution must be emailed to SHBC_Secretariat@nng.com.sg.

Course Duration

Number of Hours: 16.00 on Number of Days: 2

Fee

440.00 SGD

Course Dates

Course dates for the next days:

Schedule	Location	Language	Free Places	Action/Status
12.10.2017 - 12.10.2017	Singapore	English	299	To Registration
13.10.2017 - 13.10.2017	Singapore	English	299	To Registration
14.10.2017 - 14.10.2017	Singapore	English	300	To Registration

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

Step 6: Fill in the Learning Objectives and 'Remarks'

Click on 'Specify my Learning Objectives (PPCE)'

- Key in 2 Learning Objectives and if you are attending the half-day session, pls indicate 'AM' or 'PM' under the 'Remarks' Column
- **Do note that if there is no indication under the 'Remarks', HR will register you for full day session.**
- Save the form

Course Administration | Management | Personal Information | Claim Centre | Learning

Language: English

Location: Singapore

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: S'pore Health & Biomedical Congres Day 1

Start Date: 12.10.2017 End Date: 12.10.2017

Start Time: 08:00:00 End Time: 17:00:00

Training Provider: Training Fees: 240.00 SGD

Internal / External Course: External Learning Plan: [Dropdown]

Payment Details: [Text Area]

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

Pre-Course Evaluation Details

Learning Objectives	Performance Targets
Learning Objective 1: *	Performance Target 1:
Learning Objective 2: *	Performance Target 2:
Learning Objective 3:	Performance Target 3:
Learning Objective 4:	
Learning Objective 5:	

Remarks: AM or PM



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

[Request Participation](#)

[Refresh](#)

2

1

Contact Details

	Contact Person	Email Address	Contact No.
Registration related matters	Ting Yun Jin	Yun_Jin_TING@nhgp.com.sg	6496 6706
	Lim Mei Ying	Mei_Ying_Lim@nhgp.com.sg	6340 2441
All other SHBC related matters	SHBC Secretariat	SHBC_Secretariat@nhg.com.sg	