

## **Procedure on how to enroll your staff for training courses**

(Please note that you can only access this option when your **User Id** is activate)

1. Login into SDF homepage (<http://www.sdf.gov.sg>), enter your **User Id** and **Password**.
2. Upon successful login, click on **Course Enrolment**
3. Click on **Make Enrolment**. Enter "**Textile and Fashion Industry Training Centre Pte Ltd**" or Course Title (minimum of three search words) and the sort criteria. Next click the **Search** button.
4. A list of SDF approved courses by the training provider will be displayed. Select the course by clicking on the course title.-or course code –
5. Select the **Course Dates** –
6. Click the **Next** button to proceed to the following screen
7. Click the **Add Trainee** button to enter your trainee particulars.
8. You may click "**Save and add another trainee**" if you have more trainees to add. Otherwise, click **Next** to proceed.
9. At the following screen, select the respective trainee(s) and answer the question "**Are you Applying for SDF assistance?**" Click **Next** to continue.
10. Answer the following 3 questions at the screen below to continue
11. At the bottom of the screen, click **View Terms and Conditions**
12. This will launch the **Terms and Conditions** box. Click the "**X**" at the top right corner to close.
13. Click "**Yes**" to confirm the declaration follow by the **Submit** button.
14. When your enrolment is successful, an entry reference number is generated.
15. You will receive an email notification (to the email address provided in the company profile) when the training provider confirms your enrolment. Please make the necessary course fee payment to the training provider as stipulated in the notification. You can also retrieve the notification under the Enquiry icon.