

A Guide for CorpPass Admins

Assign SSG-WSG e-Service Roles

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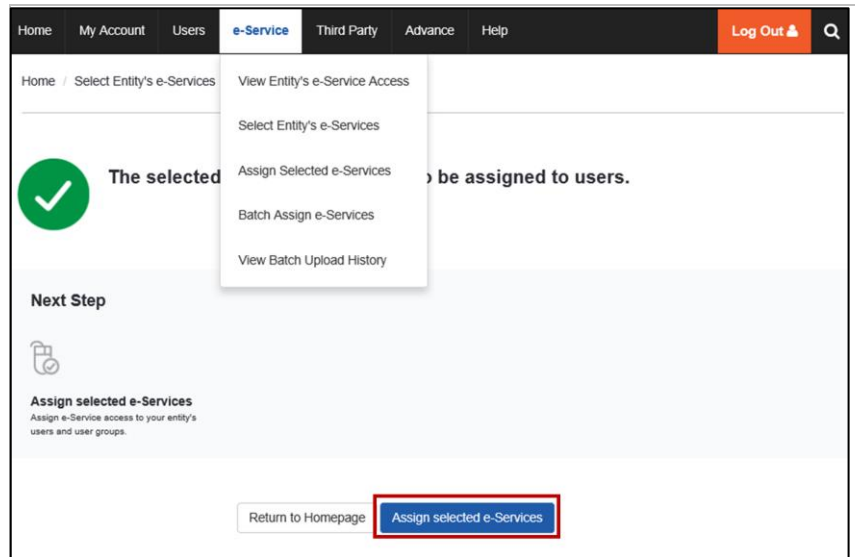
1. Access the e-Services Assignment page

After successfully selecting SSG-WSG e-Services, you may begin assigning e-Service access to your CorpPass Users.

Click on 'Assign selected e-Services'.



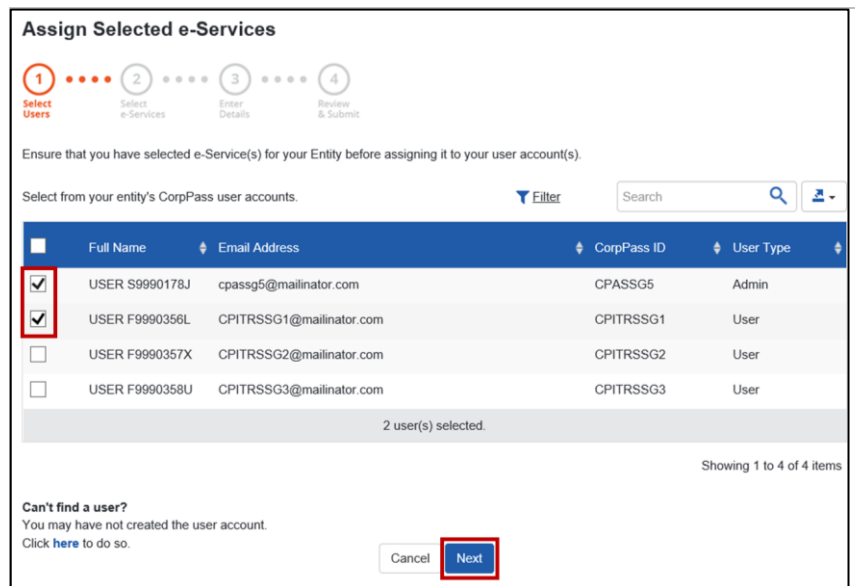
Tip: Alternatively, you can click on 'e-Service' tab at the top of the page and click on 'Assign Selected e-Services' from the drop-down list.



2. Select Users

On the 'Assign Selected e-Services' page, select the users you wish to assign SSG-WSG e-Services to.

Click 'Next' once you have completed the selection of users.



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3. Select e-Services

You will be directed to the list of digital services you have previously selected for your entity. Select 'SSG-WSG E-Services' to indicate the digital service you wish to assign to the selected users.

Click 'Next' to proceed.



Tip: Should you need to amend the list of users selected for assignment, click on the '+' sign to bring you back to the previous step.

4. Enter Details

To proceed, you will be required to provide additional details as required by SSG-WSG E-Services. In the dropdown list, select the e-Service role that you wish to assign your selected users.

Click 'Next'.



Tip: Refer to the [Role Definition Document](#) to understand the access available for each of the SSG-WSG E-Service roles.

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5. Review and submit

Review the selected SSG-WSG e-Service role that you have assigned to your selected users.

Once you determine that the information is accurate, click on 'Submit'.

Home / Assign Selected e-Services

Assign Selected e-Services

Progress: Select Users (✓) → Select e-Services (✓) → Enter Details (✓) → Review & Submit (4)

Verify the following details.

2 Selected Users +

Selected e-Services	Role	TX TPADMIN
SkillsFuture Singapore and Workforce Singapore (SSG & WSG)	SSG-WSG E-Services	

Back Submit

6. Confirm Assignment of e-Service Roles

A confirmation message will indicate that you have successfully assigned the SSG-WSG E-Service access to the users you have selected.



Click on 'Return to Homepage' if you require to complete other transactions on the CorpPass Portal.

Home / Assign Selected e-Services

You have assigned e-Service(s) to your user(s).

Return to Homepage