

## A Guide for CorpPass Administrators

### SSG-WSG e-Service Roles and Descriptions

e-Service	Role Name	Description
<b>APPLICATION MANAGEMENT SYSTEM</b>	PROCESSING OFFICER	Assigned users will be given rights to manage, view, and download applications from the Application Management System.
	ACCESS MANAGER	Assigned users will be given rights to assign roles within the Application Management System for their organisation's users.
	WSG CCG OFFICER	Assigned users will be given rights to view and download applications within the Application Management System.
	E2I CS OFFICER	Assigned Users will be given rights to view applications within the Application Management System.
<b>ES WSQ ASSESSMENT BOOKING E-SERVICES</b>	ESW PREPARER	Assigned users will be given rights to view and make bookings for the Workplace Literacy and Numeracy (WPLN) assessments under the Employability Skills (ES) Singapore Workforce Skills Qualifications (WSQ) framework.
	ESW APPROVER	Assigned users will be given rights of Preparer, and manage the company's profile information on behalf of the company.
<b>FUNDING MANAGEMENT SYSTEM &amp; FEEDBACK PORTAL</b>	FMS FEEDBACKPREP	Assigned users will be given rights to provide feedback on behalf of the organisation. This role should be assigned to the person who is authorised to transact with SSG/WSG on behalf of the organisation on matters related to submission of feedback.
	FMS FEEDBACKAPP	Assigned users will be given rights to view, edit and submit funding related applications and provide feedback on behalf of the organisation. This role should be assigned to the person who is authorised to transact with SSG/WSG on behalf of the organisation on matters related to funding management system (FMS) and submission of feedback.
<b>MyIAL E-SERVICES</b>	IAL TRAININGADMIN	Assigned users will be given rights to create and edit company profile, register for IAL programmes and/or workshops on behalf of company-sponsored learners. They will also be able to submit requests to reschedule or withdraw from the registered programmes. They can also view past transactions, download invoices, and monitor attendance and results of the company-sponsored learners. This role should be assigned to employees who are performing training administration functions and have the authority to submit new organisation profile registration on behalf of the company.
<b>MYSKILLSFUTURE</b>	TX TPADMIN	Assigned users will be given rights to create, edit and remove company's profile information and trainer details. This role should be assigned to employees who are maintaining

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		corporate information and/or overseeing employees performing the course administration functions.
	TX CSEADMIN	Assigned users will be given rights to create, edit and remove course information, tag courses and add brochures. This role should be assigned to employees who are performing course administration functions.
	JOBSBANK ADMIN	Assigned users will be given rights to create, edit and close job postings, manage company's profile information and access applicants' application details. This role should be assigned to employees who are performing HR recruitment and are able to make declaration on behalf of the company.
	ECG PARTNER	Assigned users will be able to register events such as career talks, learning journeys and work attachments for schools or students to find out more about the world of work and industries.
<b>SKILLS DEVELOPMENT LEVY E-SERVICES</b>	SDL REPRESENTATIVE	Assigned users will be given rights to view, edit and submit requests on behalf of the company relating to SDL. This role should be assigned to employees who manage SDL payment of the company and serve as the point of contact with the processing government agency.
<b>SKILLSCONNECT</b>	SCN PREPARER	Assigned users will be given rights to prepare new organization profile registration except submission. They can only save the application as draft for Approver to submit. In addition, they will be given right to view, edit and submit other applications (e.g. Course registration, assessment result upload, Training Grant, Claims etc.) on behalf of the company. The exact function depends on the roles assigned within SkillsConnect.
	SCN APPROVER	Assigned users will be given all rights of preparer, and must have the authority to submit new organisation profile registration on behalf of the company. This role should be assigned to the Company's MD, CEO or equivalent.