



# *NFP ENDORSEMENT GUIDE*

*For Singapore Cooperation Programme Courses*

*<https://www.scp.gov.sg>*

*Version 1.0*

*7 August 2020*



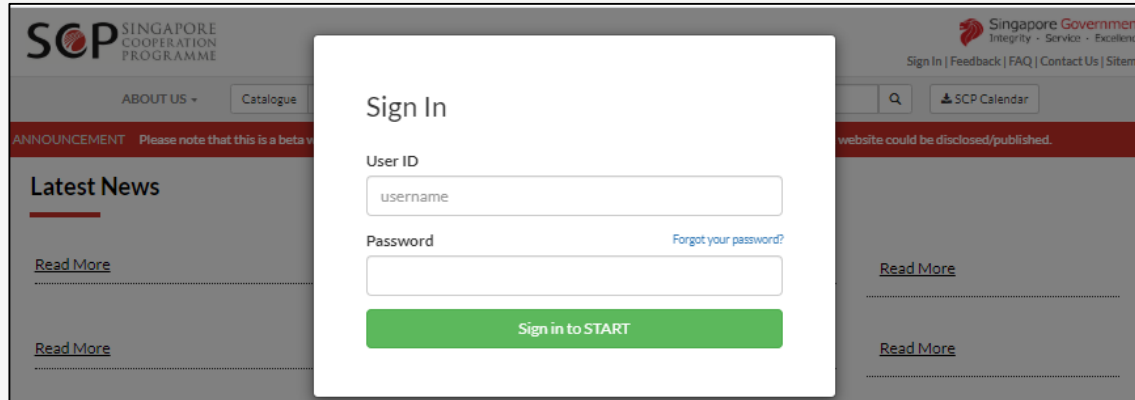
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# *WAYS TO ACCESS APPLICATIONS*

## Login with NFP account



The screenshot shows the SCP website with a 'Sign In' modal open. The modal has fields for 'User ID' (with 'username' entered) and 'Password'. A green button labeled 'Sign in to START' is at the bottom. The background shows the website header with the SCP logo and navigation links, and a 'Latest News' section on the left.

## Access via email link

Dear National Focal Point of Technical Assistance Representatives,

1 We refer to Workforce For Future Economy (25 May 2020 to 31 May 2020) under the Singapore Cooperation Programme (SCP). An applicant, Bernard from test has applied for the course. We would appreciate it if you can log on to the link below to submit your endorsement.

[Endorse Applications](#)

2 We look forward to your endorsement by 5 days after 22 May 2020. You may contact [start-support@wizvision.com](mailto:start-support@wizvision.com) if you require any technical assistance. Thank you.

Regards,  
SCP administrator

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# Ways to Access

- You can access SCP course applications via:
  - **email link:** sent to the email address provided to the SCP whenever applications have been submitted; or
  - **an NFP account:** via Sign In on the SCP website. If you have an account, you will still receive email links when applications have been submitted.



## Login with NFP account

Workforce For Future Economy Programme GUIDE  
20-Jul-2020 to 26-Jul-2020

Course Description Terms of Award Applications

Application Actions Save Submit NFP Endorsement

	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
<input type="checkbox"/>	1	Mr. Adam	30	Myanmar	Any	Any	Any	Yes		Yes
<input type="checkbox"/>	2	Mr. BERNARD	30	Myanmar	Any	Any	Any			Yes

Show 100 records per page 1 Total records: 2

Save Submit NFP Endorsement

Click to see full application details

## Access via email link

Workforce For Future Economy Programme GUIDE  
20-Jul-2020 to 26-Jul-2020

Course Description Terms of Award Applications

Application Actions Save Submit NFP Endorsement

	Title	Applicant	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
<input type="checkbox"/>	1	Mr. Adam	a	a	a	Yes		Yes
<input type="checkbox"/>	2	Mr. BERNARD	a	a	A			Yes

Show 100 records per page 1 Total records: 2

Save Submit NFP Endorsement

Cannot be clicked

For data security reasons, access to more details in the application requires login to START account. If you do not have a START account and wish to view the details, please seek assistance from [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg) to activate an account.

# Ways to Access

- Both ways allow you to **view/endorse all applications** from your country/territory/ intergovernmental organisation.
  - You will be able to view these applications until the Course End Date.
- However, for data security and privacy reasons, **only limited application information is shown when accessed via email link**.
- Only NFPs with accounts can see full application details.
- Please email [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg) if you wish to activate an NFP account.

Click to sign in  
(if you have an  
account)

# *NFP Endorsement Process*

1

Access  
applications via  
Email Link or  
Account

2

Check through  
submitted  
Applications

3

Endorse  
Application

4

Submit  
Endorsement



*ACCESS VIA  
NFP ACCOUNT*

Dear John Tan,

1 An account has been created for you in the SCP's online application system, START. Before you can use the system, please click on the link below to activate your account. Please do not hesitate to contact [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg) if you require any technical assistance with your log in. Thank you.


[Activate your account here](#)

Regards,  
START Administrator

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# Activate Account

- First time users will receive an account activation link in their emails.
- Click on the activation link to open the login page in a new browser tab/window.
- **Your email address is your User ID.** Input a password to complete the account activation form.
- Click on **Save and Login**, and you will be prompted to enter a One Time Password (OTP).
  - An email containing the OTP will be sent to you.
- Enter the OTP in the login page, and Submit OTP.



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Q

### Account Activation

User ID  
JOHN@WIZVISION-SCP.COM

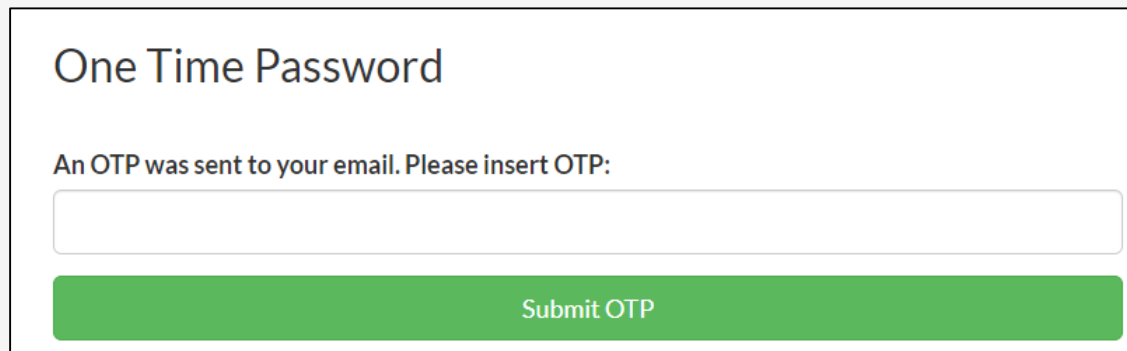
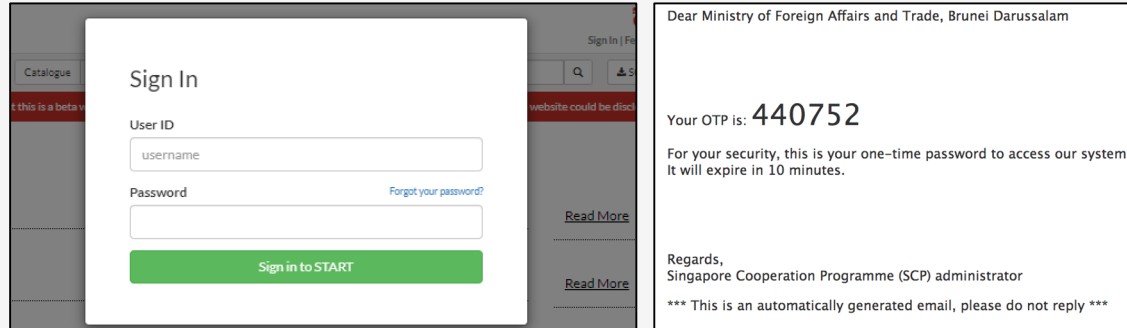
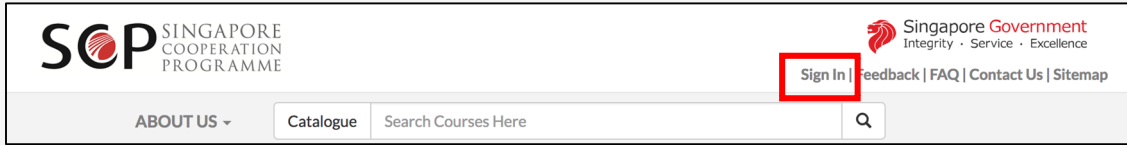
Password

Password must contain at least 12 characters from at least two of the following four categories: Uppercase (A-Z), Lowercase (a-z), Digits (0-9), Special Characters (!, \$, #, %, etc.).

Confirm Password

Save and Login





# *Subsequent Login to NFP Account*

- Click on **Sign In** at the top of the SCP website, <http://www.scp.gov.sg>.
- Key in your User ID and Password.
- Upon clicking the **Sign in to START** button, an OTP will be sent to you via email.
- Key in the OTP and click on "Submit OTP".

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## My Profile Save Cancel

### Personal Info

\* User ID NFP@WIZVISION-SCP.COM

\* Name Mr. Ministry of Planning and Finance, Republic of the Union of Myanmar

\* Email Address NFP@wizvision-scp.com

\* Office No. 12345678

\* Designation test

Country / Territory / Intergovernmental Organisation Myanmar

Status **Active**

Role • National Focal Point (NFP)

Please contact system administrator at [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg) if you wish to amend the Organisation field displayed in your profile.

### Security and login

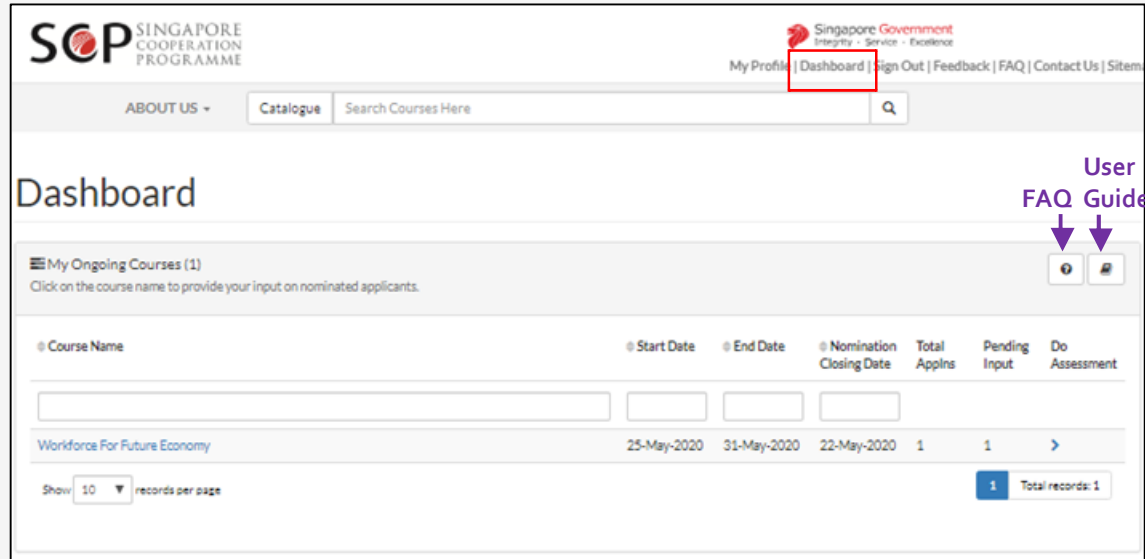
[Change Password](#)

# *My Profile*

- First time users will be prompted to update their personal info in the “My Profile” page.
  - **Country/Territory/ Intergovernmental Organisation:** If you wish to amend this field, please contact the system administrator at [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg).
- Users can update their personal info at any time by clicking on the “My Profile” button in the top menu bar.



# Dashboard



- Dashboard appears upon login. You can also navigate to it by clicking on **Dashboard** in the top menu bar.
- The Dashboard shows a summary of courses (until Course End Dates):
  - Course Name, Dates, Nomination Deadline;
  - Total number of applications for each course/pending endorsement; and
  - FAQ/User Guide.
- Click on the course name (or the > under **Do Assessment**) to enter **Course View** and start endorsing applications.

# Full Course View

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Workforce For Future Economy Programme GUIDE  
20-Jul-2020 to 26-Jul-2020 Course Actions ▾

Course Description Terms of Award Applications

Application Actions ▾ Save Submit NFP Endorsement

<input type="checkbox"/>	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supr	NFP	NFP Endorsement
<input type="checkbox"/>	▼									Yes
<input type="checkbox"/>	1	Mr. Adam	30	Myanmar	Any	Any	Any	Yes		Yes
<input type="checkbox"/>	2	Mr. BERNARD	30	Myanmar	Any	Any	Any			Yes

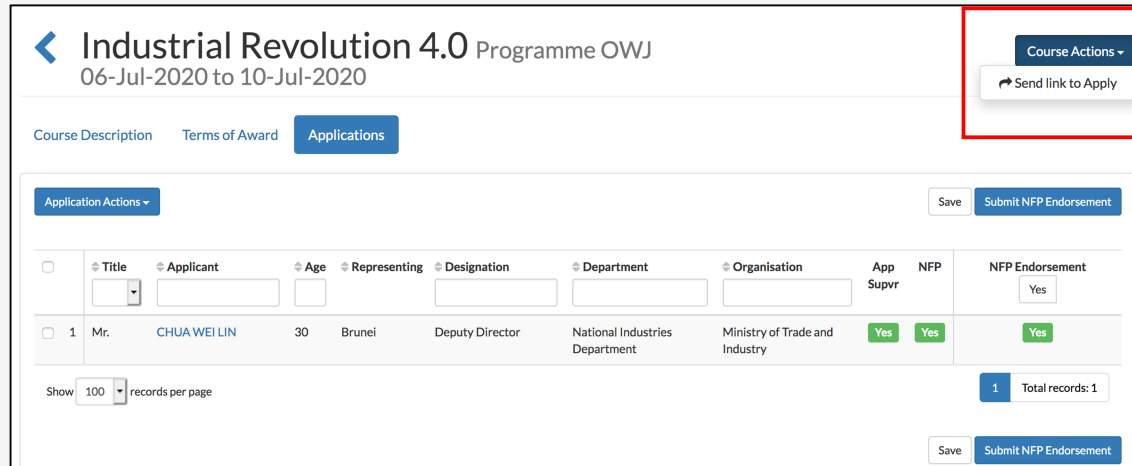
Show 100 records per page 1 Total records: 2

Save Submit NFP Endorsement

- **Course Description:** full course details.
- **Terms of Award:** What would be provided for participants of this course.
- **Applications:**
  - **Application Actions:** to download applications.
  - **Applicant:** Click on applicant's name to see full application details.
  - **App Supr (yes/blank):** indicates whether the applicant's supervisor has supported the application.



# Send Link to Apply



Industrial Revolution 4.0 Programme OWJ  
06-Jul-2020 to 10-Jul-2020

Course Description Terms of Award Applications

Application Actions ▾ Save Submit NFP Endorsement

<input type="checkbox"/>	◆ Title	◆ Applicant	◆ Age	◆ Representing	◆ Designation	◆ Department	◆ Organisation	App Supvr	NFP	NFP Endorsement
<input type="checkbox"/>	1	Mr. CHUA WEI LIN	30	Brunei	Deputy Director	National Industries Department	Ministry of Trade and Industry	Yes	Yes	Yes

Show 100 records per page 1 Total records: 1

Save Submit NFP Endorsement

Dear Sir/Ma'am

1 Applications to Workforce For Future Economy (16 July 2020 to 30 July 2020) is now open. You can apply to the course via the link below.

[Apply Here](#)

2 Please complete and submit your application before 2 August 2020. All draft applications will be removed from the system after the deadline. We seek your understanding that incomplete application forms cannot be considered for our programmes. Please do not hesitate to contact [start-support@wizvision.com](mailto:start-support@wizvision.com) if you require any technical assistance.

3 We look forward to receiving your completed application. Thank you.

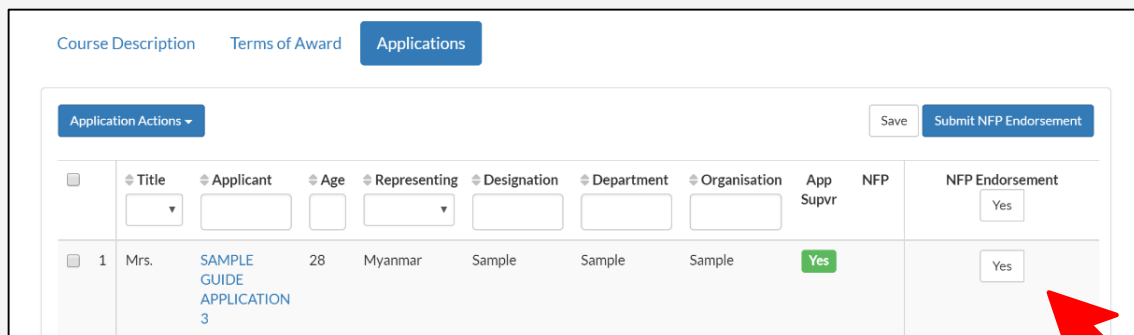
Regards,  
Singapore Cooperation Programme (SCP) administrator

\*\*\* This is an automatically generated email, please do not reply \*\*\*

- **Course Actions>Send link to apply:** to share the course page/ application form link with potential applicants.
  - A pop up screen will appear.
  - Enter the email addresses of potential applicants in the textbox.
  - Press “Enter” on your keyboard after each address to send the application link to multiple recipients.
  - Recipients will receive an email which contains (a) the link to the course page, and (b) the nomination deadline.

# Submitting Endorsement

## To endorse individual application

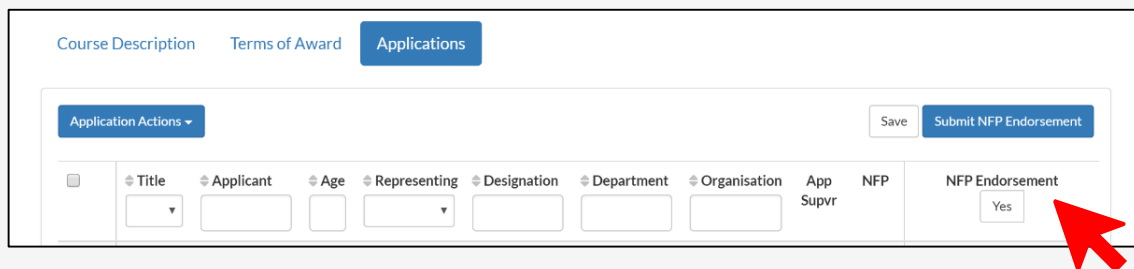


Course Description Terms of Award Applications

Application Actions ▾ Save Submit NFP Endorsement

	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
1	Mrs.	SAMPLE GUIDE APPLICATION 3	28	Myanmar	Sample	Sample	Sample	Yes		Yes

## To endorse all applications



Course Description Terms of Award Applications

Application Actions ▾ Save Submit NFP Endorsement

	Title	Applicant	Age	Representing	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
										Yes

- To endorse an individual application: click on the 'YES' button in the "NFP Endorsement" column for that application.
- To endorse ALL applications: click on the 'YES' button **directly below** the "NFP Endorsement" column header.
- NFP can click on the **Save** button to save endorsements. Any saved endorsements will appear and be editable the next time you access the Course View.

SINGAPORE COOPERATION PROGRAMME SINGAPORE-UNDRR JOINT TRAINING PROGRAMME GENERAL INFORMATION BROCHURE		
<p>Application Procedure</p> <p>(Closing date for nomination: <b>31 March 2020</b>)</p> <p>The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate <b>one (1)</b> suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.</p>		
<p>Save <b>Submit NFP Endorsement</b></p>		
App Supvr	NFP	NFP Endorsement
Yes		Yes

Dear National Focal Point of Technical Assistance Representatives,

1 We refer to Workforce For Future Economy (25 May 2020 to 31 May 2020) under the Singapore Cooperation Programme (SCP). An applicant, Bernard from test has applied for the course. We would appreciate it if you can log on to the link below to submit your endorsement.

[Endorse Applications](#)

2 We look forward to your endorsement by 5 days after 22 May 2020. You may contact [start-support@wizvision.com](mailto:start-support@wizvision.com) if you require any technical assistance. Thank you.

Regards,  
SCP administrator

\*\*\* This is an automatically generated email, please do not reply \*\*\*

# Submitting Endorsement

- To submit your endorsement, click on the **Submit NFP Endorsement** button.
- Please submit your endorsements **within five (5) days from the closing date for nomination.**
  - The closing date for nomination is stated in the GIB and in the email link sent to you.
- Please note that only government officials are eligible for SCP courses, as such, NFPs **should not** endorse applicants who are not government officials.
- Please note that submitted endorsements are final. Amendments are not allowed after submission.**

# Download applications

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Workforce For Future Economy Programme GUIDE  
25-May-2020 to 31-May-2020

Course Actions ▾

Course Description Terms of Award Applications

Application Actions ▾

- Download Applications
- Download Simple List

S/N	Name	Age	Representing	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
1	Mr. BERNARD	30	Myanmar	test	test	test	Yes	Yes	Yes

Show 100 records per page

1 Total records: 1

- Click on **Application Actions** to download in Excel format:

- Applications: Full application.**

Please note that in the downloaded file, **column headers marked with "--" do not contain any information.**

They are section headers (e.g. "-- Emergency Contact --") to indicate that the next few columns belong to this section of the application.

- Simple List: Basic information on applicants.**



*ACCESS VIA  
EMAIL LINK*

Dear National Focal Point of Technical Assistance Representatives,

1 We refer to Workforce For Future Economy (25 May 2020 to 31 May 2020) under the Singapore Cooperation Programme (SCP). An applicant, Bernard from test has applied for the course. We would appreciate it if you can log on to the link below to submit your endorsement.

[Endorse Applications](#)

2 We look forward to your endorsement by 5 days after 22 May 2020. You may contact [start-support@wizvision.com](mailto:start-support@wizvision.com) if you require any technical assistance. Thank you.

Regards,  
SCP administrator

\*\*\* This is an automatically generated email, please do not reply \*\*\*

Your OTP is: **021207**

This is your one-time password for accessing our system. It will expire in 10 minutes.

Regards,  
Singapore Cooperation Programme (SCP) administrator

\*\*\* This is an automatically generated email, please do not reply \*\*\*

## One Time Password

An OTP was sent to your email. Please insert OTP:

Submit OTP

# Notification Email and Access via Email Link

- If an applicant representing your country or organisation submits an application for an SCP course, you will receive an email with a link to endorse the application.
- Click on the link to open a webpage that prompts you to enter a **One Time Password (OTP)**.
  - A separate email containing the OTP would have been sent to you when you clicked on the link.
  - Enter the OTP to access the limited view course page.

**Workforce For Future Economy Programme GUIDE**  
20-Jul-2020 to 26-Jul-2020

Course Description Terms of Award **Applications**

Save Submit NFP Endorsement

<input type="checkbox"/>	Title	Applicant	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
<input type="checkbox"/>	▼							Yes
<input type="checkbox"/> 1	Mr.	Adam	a	a	a	Yes		Yes
<input type="checkbox"/> 2	Mr.	BERNARD	a	a	A			Yes

Show 100 records per page 1 Total records: 2

For data security reasons, access to more details in the application requires login to START account. If you do not have a START account and wish to view the details, please seek assistance from mfa\_scp@mfa.gov.sg to activate an account.

Save Submit NFP Endorsement

# Limited Course View

- Course view loads after you enter the OTP.
- **Only limited information of applicants is shown for data security reasons (Name, Designation, Department, Organisation).**
- Perform endorsements (page 14).
- **Course Actions>send link to apply:** to share the course page/application form link to with potential applicants.
- Downloading of lists is not allowed (unlike for NFP accounts).
- **Please note that the email link for a course expires when the course ends.**

# *TECHNICAL SUPPORT*

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## Dashboard

My Ongoing Courses (1)

Click on the course name to provide your input on nominated applicants.

Course Name	Start Date	End Date	Nomination Closing Date	Total Applns	Pending Input	Do Assessment
Workforce For Future Economy	25-May-2020	31-May-2020	22-May-2020	1	1	>

Show 10 records per page

1 Total records: 1

## Workforce For Future Economy Programme GUIDE

20-Jul-2020 to 26-Jul-2020

Course Actions ▾

Course Description Terms of Award Applications

Save Submit NFP Endorsement

	Title	Applicant	Designation	Department	Organisation	App Supvr	NFP	NFP Endorsement
<input type="checkbox"/>	▼							Yes
<input type="checkbox"/> 1	Mr.	Adam	a	a	a	Yes		Yes
<input type="checkbox"/> 2	Mr.	BERNARD	a	a	A			Yes

Show 100 records per page

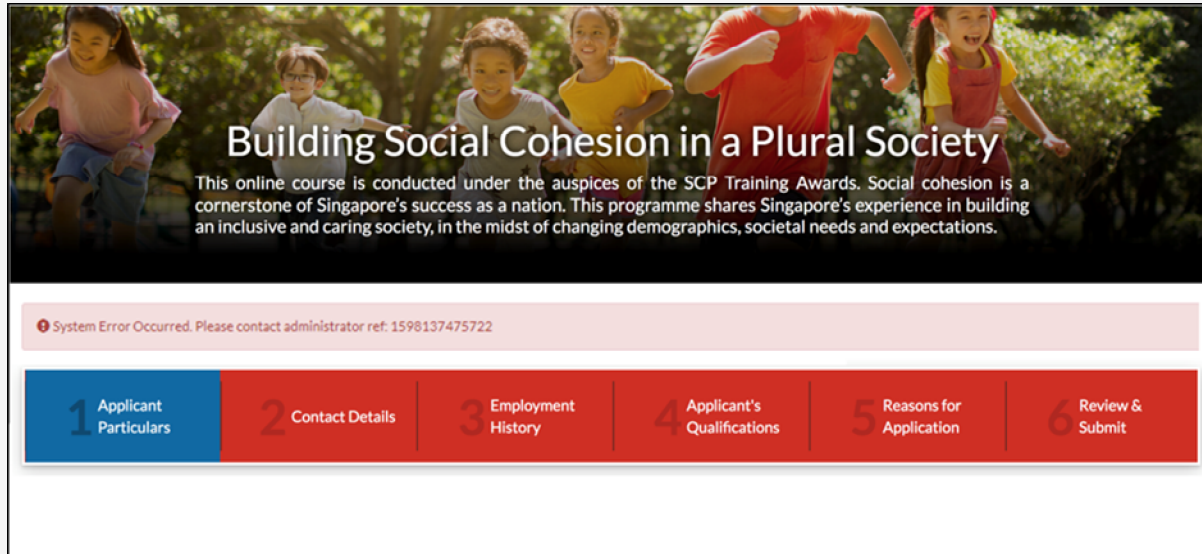
1 Total records: 2

# Account Deactivation

- If you have an account, your account will be deactivated 90 days after the last **active course** (i.e. course with applications that required your endorsement).
  - Your account will be reactivated when there is a new course with applications that require your endorsement.



# Technical Support



- If you encounter a system error or technical issue on the website, please email the following to [MFA\\_SCP@mfa.gov.sg](mailto:MFA_SCP@mfa.gov.sg):
  - **[START Technical Issue]** as a prefix in the email subject title;
  - **screenshot of the error** (please try to capture the full page and error message);
  - **steps taken that led to the error**;
  - your **User ID**; and
  - the **Course Name**.



# *SINGAPORE COOPERATION PROGRAMME*

**Technical Cooperation Directorate**

Ministry of Foreign Affairs

Tanglin

Singapore 248163

Tel: (65) 6379 8000

Email: [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)