

# STEP-BY-STEP GUIDE: ONLINE REGISTRATION AND STUDENT PORTAL For Existing Customers

Updated as at 30 Oct 2015

Please go to Student Portal (<http://hcs.aimsapp.com/studportal/frmLogin.aspx>) to register for a course with the login details that were sent to you previously.

Should you forget your login details or encounter any problems, kindly email us ([smsenquiry@hcs.com.sg](mailto:smsenquiry@hcs.com.sg)) or call us at 6603 8041.

## Step-by-step Guide

1. Go to the Student Portal: <http://hcs.aimsapp.com/studportal/frmLogin.aspx>
2. Enter the User ID and Password, click Login.
3. Click on [Course Registration], then click “Register Online” for the course that you want to register for.

The screenshot shows the HCS Academy Student Portal interface. At the top, there is a navigation menu with the following items: Course Registration (highlighted with a red box), Calendar, Attendance, Learning Resource, Photo Gallery, Evaluation, Document Library, Exam, and Feedback. Below the navigation menu, there are three logos: HCS Human Capital (Singapore), HCS Academy, and WS SINGAPORE WORKFORCE SKILLS QUALIFICATIONS. The main content area is titled "Course Schedule" and contains a table with the following columns: Intake ID, Lesson Date(\$), Topic, Trainer, Course Type, Language, Full Course Fee, and Register Online. The table has one row of data for a course with Intake ID 1541HR-RS-402E-0\_PUFT. The Lesson Date column lists three dates: 08/10/2015, 09/10/2015, and 13/10/2015, each with a time range from 09:00 AM to 06:00 PM. The Topic is "Develop and Implement Recruitment and Selection Strategies", the Trainer is "Nadarajah Loganathan", the Course Type is "Full Time", and the Language is "English". The Full Course Fee is "CAT A Course Fee: \$2,050.00". The Register Online column has a "Register Online" link highlighted with a red box.

Intake ID	Lesson Date(\$)	Topic	Trainer	Course Type	Language	Full Course Fee	Register Online
1541HR-RS-402E-0_PUFT	08/10/2015, 09:00 AM to 06:00 PM 09/10/2015, 09:00 AM to 06:00 PM 13/10/2015, 09:00 AM to 06:00 PM	Develop and Implement Recruitment and Selection Strategies	Nadarajah Loganathan	Full Time	English	CAT A Course Fee: \$2,050.00	<a href="#">Register Online</a>

4. You can update your particulars and check your invoice details at My Account.

The screenshot shows the "My Account" page. At the top, there is a "My Account" header. Below the header, there are three navigation options: "Update Particulars", "Change Password", and "Invoice and Payment".