

STEP-BY-STEP GUIDE: ONLINE REGISTRATION AND STUDENT PORTAL For New Customers (First Time Registration)

Updated as at 30 Oct 2015

Step-by-step Guide

1. Go to (<http://hcs.aimsapp.com/onlineapp/DisplayOnlineCalendar.aspx>) and click "Register Online" for the course that you want to register for.



Course Schedule							
Intake ID	Lesson Date(s)	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	Register Online

2. Please complete all required fields with the necessary information carefully. Should you encounter any problems, kindly email us (smsenquiry@hcs.com.sg) or call us at 6603 8041.

3. Upon successful first registration of your selected course, you will receive a confirmation email with a Student Portal login details.

4. Go to the Student Portal: <http://hcs.aimsapp.com/studportal/frmLogin.aspx>

5. Enter the User ID and Password, click Login.

6. Upon first Login, please change your password.

7. For future registrations, click on [Course Registration], then go to the selected course and click "Register Online".

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

[My Account](#)

[Update Particulars](#)

[Change Password](#)

[Invoice and Payment](#)