



Online Booking System (OBS)

User Guide

The User Guide on Singapore Science Centre Online Booking System (OBS) is electronically published by the Singapore Science Centre Board (SCB), Singapore.



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1. Introduction

Online Booking System (OBS) is one of SCB systems that is used for the submission of booking of science center programmes.

1.1 System Requirements

OBS is a web-based application. Internet connection and Microsoft Edge are system requirements. This system will be automatically redirected to a session-timeout form if user did not use the system for a period of time.

2. User Registration

2.1 How to register an account with OBS?

- a. Click on “**Here**” link in the sentence “Click Here to register for an account”



Online Booking System


User Name

Password

[Login](#)

[Click here to register for an account.](#)

[Click here if you forget your password.](#)



- b. Click on “**Here**” link in the sentence “Click Here to register for an account” in the next page.

Account Registration

Account Registration

Welcome to Science Centre Singapore’s Online Booking System!

In order to use the system you need to register for an account first. Simply fill up the following online form and upon successful verification, you will receive your credentials via the email address you provided.

If you are from a Singapore School, please select “School” for the Segment dropdown, and then continue by setting the name of your School. You can simply start typing the name of your School and the System will narrow down accordingly.

[Click here](#) to register a new account.

- c. Select or fill in necessary and click on “**Submit**” button.

Account Registration

Account Registration

Applicant Info

Segment	<input type="text" value="-Please Select-"/>	Applicant	<input type="text"/>
Applicant Code	UEN		
Contact No.	Fax		
Email	Address		

User Info

User Type Representative Normal User

User Name*	<input type="text"/>	Designation	<input type="text"/>
Contact No.*	<input type="text"/>	Email*	<input type="text"/>

Level

N1 N2 K1 K2 P1 P2 P3 P4

P5 P6 S1 S2 S3 S4 S5 C1

C2 C3 ITE Poly Uni TeacherPD Public

[Submit](#) [Cancel](#)

- d. Upon receiving the registration confirmation email, click on the link in the email to go to reset password page, then enter the new password twice and click on “**Confirm**” button.

A Singapore Government Agency Website

SCIENCE CENTRE singapore

HOME ADMINISTRATION BOOKING REPORTS

Logout Q

Reset Password

Reset Password

New Password

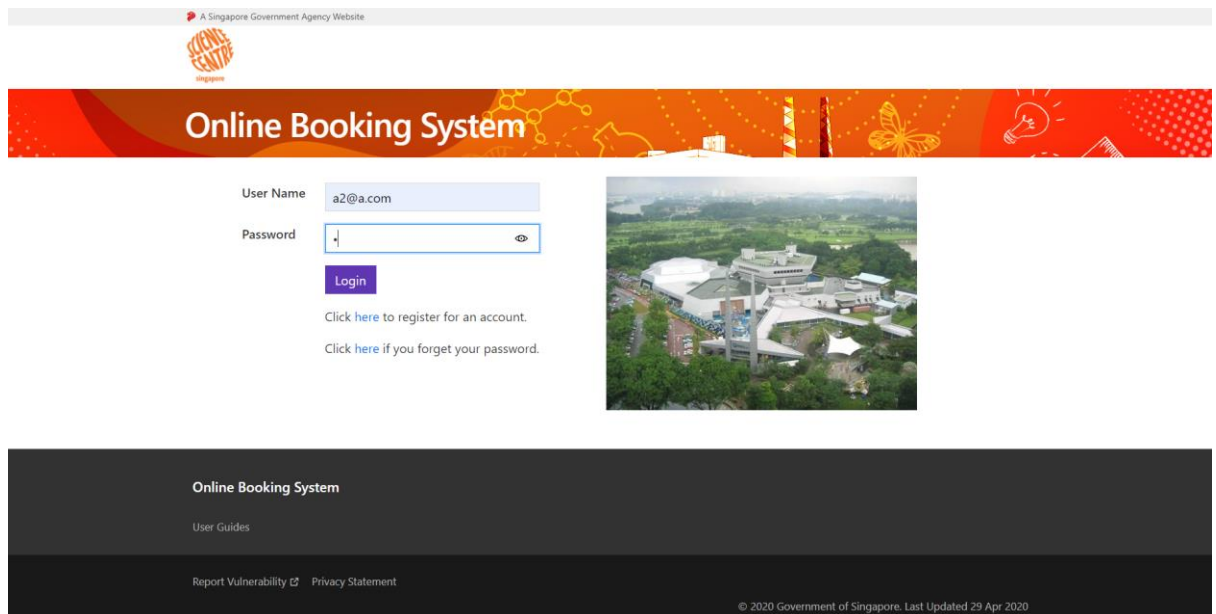
Re-Enter New Password

Confirm Cancel

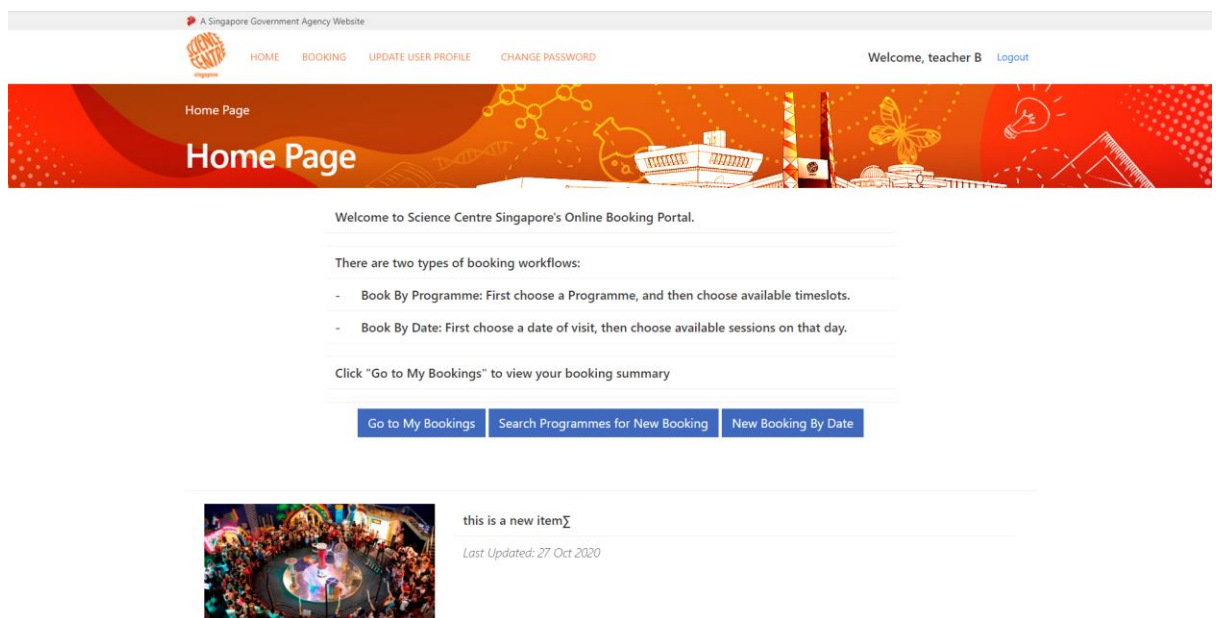
- e. Now you can login to your account with the registered email as login ID and the new password.

3. Login

- a. Please login using your Username and Password.



- b. Upon login, the "Home Page" will be displayed.



4. Menu function

3.1. How to Navigate through the menus.

- a. Hover over “**Booking**” to show the sub menu and click on the sub menu title to check out the section “**Booking > Book By Programme**”

The screenshot shows the top navigation bar with links for HOME, BOOKING, UPDATE USER PROFILE, and CHANGE PASSWORD. A user is logged in as 'teacher B'. A dropdown menu is open under 'BOOKING', showing options: My Bookings, Book By Programme, Book By Date, and Booking Request. The main content area features a welcome message and instructions on booking workflows: 'Book By Programme' (choose programme then timeslots) and 'Book By Date' (choose date then sessions). There are three buttons: 'Go to My Bookings', 'Search Programmes for New Booking', and 'New Booking By Date'. Below this is a news item titled 'this is a new item' with a date of 'Last Updated: 27 Oct 2020' and a small image of a science exhibit.

b. Book By Programme page

The screenshot shows the 'New Booking - Book By Programme' search page. It includes a search bar and filters for Education Level (N1, N2, K1, K2, P1), Subject Area (Anatomy, Animals, Biology, Botany (Fruits & Health Science), Buoyancy), Price (Per Student) with an 'Up to' field, and Class Capacity with an 'At Least' field. A 'Keyword' search bar is also present. 'Search' and 'Clear' buttons are at the bottom.

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4. Booking Management

4.1. How to create new booking through programme selection.

- a. Go to “**Booking > Booking by Programme**”. Fill in the **required field** and click on “**Search**”.

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B Logout

Booking/Search Programme My Bookings

New Booking Programme

Book By Programme

Book By Date

Booking Request

Book By Programme. First search for a desired Programme, then choose from available timeslots for that Programme.

You can search for programmes by Level, Subject Area, Price or Maximum Class Capacity.

Click the Search button to show matching Programmes.

Education Level: N1, N2, K1, K2, P1

Subject Area: Anatomy, Animals, Biology, Botany (Fruits & Health Science), Buoyancy

Price (Per Student): Up to: 5


Class Capacity: At Least: 60

Keyword: butterfly

Search Clear

localhost:51258/Booking/SearchProgramme.aspx

- b. Click on Book.

S/No				
1		A Butterfly is Born (A. In-Person At School)	Book	
		Delivery Method: A. In-Person At School Level: P1,P2,P3,P4 Duration: 1 Hour Class Size: 60-120 Price (Per Student): S\$8.00 In conjunction with the book, A Butterfly is Born, students will learn about the different types of insects and their characteristics. Live insects and insect specimens will be shown during the workshop. Students will also learn about the different life cycles of insects and make their very own butterfly life cycle.		
2		A Butterfly is Born (B. Live Online At School)	Book	
		Delivery Method: B. Live Online At School Level: P1,P2,P3,P4 Duration: 1 Hour Class Size: 20-40 Price (Per Student): S\$8.00 In conjunction with the book, A Butterfly is Born, students will learn about the different types of insects and their characteristics. Live insects and insect specimens will be shown during the workshop. Students will also learn about the different life cycles of insects and make their very own butterfly life cycle.		
3		A Jam Making Session (E. In-Person At Science Centre)	Book	
		Delivery Method: E. In-Person At Science Centre Level: S1,S2,S3,S4,JC1 Duration: 2 Hours Class Size: 10-20 Price (Per Student): S\$8.00		

- c. Fill in **required field** to and click on “**Search**” to search for available timeslots for the programme.

Booking/New Booking

New Booking - Book By Program Choose Timeslot

Booking Progress

1 Search Class
 2 Update Class Info
 3 Payment Detail
 4 Complete

To Continue with your chosen Programme, please search for available timeslots within a date range, and then choose your desired timeslot.

Programme Name **A Butterfly is Born (A. In-Person At School)**

From *

To *

AM/PM Both AM PM

Slots in Booking Request

No record found.

- d. Fill in the no of slot to book and click on “**Add**”. After that click on **continue**.

AM/PM Both AM PM

S/No	Programme	Delivery	Date	Time	Class Size	No. of Slot Available	No. of Slot to Book	No. of Seat Available
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	09:00 - 10:00	60 - 120	1	<input type="text" value="1"/>	Add
2	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	09:30 - 10:30	60 - 120	1	<input type="text"/>	Add
3	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:00 - 11:00	60 - 120	1	<input type="text"/>	Add
4	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:30 - 11:30	60 - 120	1	<input type="text"/>	Add
5	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:00 - 12:00	60 - 120	1	<input type="text"/>	Add
6	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:15 - 12:15	60 - 120	1	<input type="text"/>	Add
7	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:45 - 12:45	60 - 120	1	<input type="text"/>	Add

Slots in Booking Request

[Search](#)

S/No	Programme	Delivery	Date	Time	Class Size	No. of Slot Available	No. of Slot to Book	No. of Seat Available
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:00 - 11:00	60 - 120	1	<input type="text"/>	Add
2	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:30 - 11:30	60 - 120	1	<input type="text"/>	Add
3	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:00 - 12:00	60 - 120	1	<input type="text"/>	Add
4	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:15 - 12:15	60 - 120	1	<input type="text"/>	Add
5	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:45 - 12:45	60 - 120	1	<input type="text"/>	Add

Slots in Booking Request

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095		08 Mar 2021	09:00 - 10:00	0	0	Delete

[Continue](#) [Cancel](#)

e. Click on **update** to fill up **information for the booking**.

Singapore Government Agency Website

HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B [Logout](#)

Booking/Booking Request

Booking Request

Booking Progress

1 Search Class
 2 Update Class Info
 3 Payment Detail
 4 Complete

Sessions that have been added to your Booking Request are listed below.

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095		08 Mar 2021	09:00 - 10:00	0	0	No Update Delete

[Continue To Confirmation](#) [More Booking](#) [Delete All](#)

Singapore Government Agency Website

Class Details

Programme Name: A Butterfly is Born (A. In-Person At School)

Delivery: A. In-Person At School

Date: 08 Mar 2021

Time: 09:00 - 10:00

School: new school

Fee: Per Student: S\$8.00 Per Teacher: S\$0.00

Class Name*:

No. of Student*:

No. of Teacher*:

Level*: P1 P2 P3 P4

If you have students who require special attention, do let us know. (Eg, ASD, ADHD and/or other developmental and learning disabilities)

Instruction: If there is any special need for this class, please contact SCB.

[Update](#) [Cancel](#)

- f. Click on **more booking** if want to add in more booking request. (Repeat step 4.1 a-e)
Click on **continue to confirmation** if there is no more booking request to be made.

Booking/Booking Request

Booking Request

Booking Progress

Search Class **Update Class Info** Payment Detail Complete

Sessions that have been added to your Booking Request are listed below.

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	60	3	Yes

[Update](#) [Delete](#)

[Continue To Confirmation](#) [More Booking](#) [Delete All](#)

- g. Check **details of each item** and click the **check box to accept terms and conditions**. After that click on **submit**.

Booking Progress

Search Class Update Class Info **Payment Detail** Complete

Please check details of each item in your Booking Request below, and then click Submit to confirm and finalize your booking.

Term & Condition	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$S) with GST	Teacher Fee (\$S) with GST	Per Run Fee (\$S) with GST	Total (\$S)
<input type="checkbox"/> I have read & accept the Terms and Conditions	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	60	3	0	480.00	0.00	0.00	480.00

Total without GST: S\$448.60

Total GST: S\$31.40

Total: S\$480.00

[Submit](#) [Back to Booking Request](#) [More Booking](#) [Cancel](#)

- h. After **booking confirm**, a **notification email** will send to respective email address.
Click on **Ok**.

Your booking (booking reference no: B21001029) has been confirmed. A notification email will be sent to you. Thank you.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	60	3	0	480.00

[OK](#)

Total without GST: S\$0.00

Total GST: S\$0.00

Total: S\$0.00

[Submit](#) [Back to Booking Request](#) [More Booking](#) [Cancel](#)

4.2. How to create new booking through date selection?

- a. Go to “**Booking >Book by Date**”. Fill in the **required field** and click on “**Search**”.

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B Logout

Booking/New Bookings

My Bookings

Book By Programme

Book By Date

Booking Request

New Bookings

Book By Date

Booking Progress

1 Search Class 2 Update Class Info 3 Payment Detail 4 Complete

Book By Date. First select your desired date of visit, subject area, and level.

Then choose from the list of Programmes available on that date.

IMPORTANT: Number of Slots Available is subject to change at any time, please add the item to your Booking Request immediately.

Date 08/03/2021

AM/PM @Both AM CPM

Education Level N1 N2 K1 K2

Subject Area Anatomy Animals Biology Botany (Fruits & Health Science)

localhost:51258/Booking/SearchByDate.aspx

Booking Progress

1 Search Class 2 Update Class Info 3 Payment Detail 4 Complete

Book By Date. First select your desired date of visit, subject area, and level.

Then choose from the list of Programmes available on that date.

IMPORTANT: Number of Slots Available is subject to change at any time, please add the item to your Booking Request immediately.

Date 08/03/2021

AM/PM @Both AM CPM

Education Level N1 N2 K1 K2 P1

Subject Area Anatomy Animals Biology Botany (Fruits & Health Science) Buoyancy

Search Clear

Slots in Booking Request

No record found.

b. Fill in the no of slot to book and click on **“Add”**. After that click on **continue**.

S/No	Programme	Delivery	Date	Time	Class Size	No. of Slot Available	No. of Slot to Book	No. of Seat Available
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:00 - 11:00	60 - 120	1	<input type="text"/>	Add
2	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	10:30 - 11:30	60 - 120	1	<input type="text"/>	Add
3	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:00 - 12:00	60 - 120	1	<input type="text"/>	Add
4	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:15 - 12:15	60 - 120	1	<input type="text"/>	Add
5	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	08 Mar 2021	11:45 - 12:45	60 - 120	1	<input type="text"/>	Add
6	A Butterfly is Born (B. Live Online At School)	B. Live Online At	08 Mar	09:00 -	20 - 40	1	<input type="text"/>	Add

9	A Jam Making Session (E. In-Person At Science Centre)	E. In-Person At Science Centre	08 Mar 2021	14:30 - 16:30	10 - 20	2	<input type="text"/>	Add
10	ABE Express Intermediate Part 1 (E. In-Person At Science Centre)	E. In-Person At Science Centre	08 Mar 2021	09:30 - 12:30	10 - 20	1	<input type="text"/>	Add

1 2 3 4

Slots in Booking Request

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	Class Size
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096		08 Mar 2021	10:00 - 11:00	60 - 120 Delete

Online Booking System

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- c. Click on **update** to fill up information for the booking.

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD Welcome, teacher B Logout

Booking/Booking Request

Booking Request

Booking Progress

Search Class **Update Class Info** Payment Detail Complete

Sessions that have been added to your Booking Request are listed below.

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed		
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096		08 Mar 2021	10:00 - 11:00	0	0	No	Update	Delete

Continue To Confirmation More Booking Delete All

A Singapore Government Agency Website

Class Details

Programme Name A Butterfly is Born (A. In-Person At School)

Delivery A. In-Person At School

Date 08 Mar 2021

Time 10:00 - 11:00

School new school

Fee Per Student: S\$8.00 Per Teacher: S\$50.00

Class Name* P2

No. of Student* 60

No. of Teacher* 3

Level* P1 P2 P3 P4

If you have students who require special attention, do let us know. (Eg. ASD, ADHD and/or other developmental and learning disabilities)

Instruction If there is any special need for this class, please contact SCB.

Update Cancel

- d. Click on **more booking** if want to add in more booking request. (Repeat step 4.2 a-c) Click on **continue to confirmation** if there is no more booking request to be made.

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD Welcome, teacher B Logout

Booking/Booking Request

Booking Request

Booking Progress

Search Class Update Class Info **Payment Detail** Complete

Sessions that have been added to your Booking Request are listed below.

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed		
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096	P2	08 Mar 2021	10:00 - 11:00	60	3	Yes	Update	Delete

Continue To Confirmation More Booking Delete All

Online Booking System

User Guides

- e. Check **details of each item** and click the **check box to accept terms and conditions**. After that click on **submit**.

Booking Progress

1 Search Class
 2 Update Class Info
 3 Payment Detail
 4 Complete

Please check details of each item in your Booking Request below, and then click Submit to confirm and finalize your booking.

Term & Condition	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student Fee (\$\$) with GST	Teacher Fee (\$\$) with GST	Per Run Fee (\$\$) with GST	Total (\$\$)
<input checked="" type="checkbox"/> I have read & accept the Terms and Conditions	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096	P2	08 Mar 2021	10:00 - 11:00	60	3	0	480.00	0.00	0.00	480.00

Total without GST: S\$448.60

Total GST: S\$31.40

Total: S\$480.00

Submit
Back to Booking Request
More Booking
Cancel

- f. After **booking confirm**, a **notification email** will send to respective email address. Click on **Ok**.

Your booking (booking reference no: B21001030) has been confirmed. A notification email will be sent to you. Thank you.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	No. of FOC Teacher	Student
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096	P2	08 Mar 2021	10:00 - 11:00	60	3	0	480.00

OK

Total without GST: S\$0.00

Total GST: S\$0.00

Total: S\$0.00

Submit
Back to Booking Request
More Booking
Cancel

Online Booking System

User Guides

Report Vulnerability [🔗](#) Privacy Statement

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4.3. How to check booking?

- Go to “**Booking > My Bookings**”. Fill in the **required field** and click on “**Search**”.

The list below shows your bookings and their status.

S/No	Booking No.	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (\$\$)	Status		
1	B21001029	A Butterfly	A. In-	C21001095	P2	08	09:00	60	3	480.00	Active	Edit	Cancel

- Click on edit to check the detail of the bookings and make changes. After that click on update.

The list below shows your bookings and their status.

S/No	Booking No.	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (\$\$)	Status		
1	B21001029	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	60	3	480.00	Active	Edit	Cancel

Class Details

Programme Name	A Butterfly is Born (A. In-Person At School)
Delivery	A. In-Person At School
Date	08 Mar 2021
Time	09:00 - 10:00
School	new school
Fee	Per Student: \$58.00 Per Teacher: \$50.00
Class Name*	<input type="text" value="P2"/>
No. of Student*	<input type="text" value="70"/>
No. of Teacher*	<input type="text" value="4"/>
Visit Galleries?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Level*	<input type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4
If you have students who require special attention, do let us know. (Eg, ASD, ADHD and/or other developmental and learning disabilities)	
<input type="text"/>	
Instruction	If there is any special need for this class, please contact SCB.

c. Click on **Export to CSV** to export the booking details into excel file.

Booking No.	<input type="text"/>
Programme	-Please Select-
Programme by Keyword	<input type="text"/>
<input type="checkbox"/> Select Date Range	From <input type="text" value="22/02/2021"/> To <input type="text" value="22/02/2021"/>
Status	-Please Select-

The list below shows your bookings and their status.

S/No	Booking No.	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (\$\$)	Status		
1	B21001029	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	70	4	560.00	Active	Edit	Cancel
2	B21001030	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096	P2	08 Mar 2021	10:00 - 11:00	60	3	480.00	Active	Edit	Cancel

Export My Bookings

Exported Time:	Booking No.	Programme	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (\$\$)	Status
22/02/2021 15:43	B21001029	A Butterfly is Born (A. In-Person At School)	C21001095	P2	08-Mar-21	09:00 - 10:00	70	4	560	Active
	B21001030	A Butterfly is Born (A. In-Person At School)	C21001096	P2	08-Mar-21	10:00 - 11:00	60	3	480	Active

4.4. How to check booking request?

- a. Go to “**Booking > Booking Request**”. Click on **Continue to Confirmation** to confirm those booking.

Booking/Booking Request

Booking Request

Booking Progress

1 Search Class 2 Update Class Info 3 Payment Detail 4 Complete

Sessions that have been added to your Booking Request are listed below.

Please click the Update link to supply complete information for each of your booking requests. Please note that the booking requests below will be cleared if you are idle for 20 minutes or more.

S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed	
1	A Butterfly is Born (A. In-Person At School)	A. In-Person At School	C21001096	P2	08 Mar 2021	10.00 - 11.00	60	3	Yes	Update Delete

[Continue To Confirmation](#) [More Booking](#) [Delete All](#)

Online Booking System

User Guides

5. Update User Profile

5.1 How to update user info?

- a. Go to “**Update user Profile**”. Fill in **required field** and click on **submit**.

A Singapore Government Agency Website

HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B [Logout](#)

User Info

User Info

User Name* Designation

Contact No.* Email

[Submit](#) [Cancel](#)

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6. Change Password

6.1 How to change password?

- a. Go to “Change Password”. Fill in required field and click on “Confirm”.

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B Logout

Change Password

Current Password

New Password

Invalid Password
Password must have combination of at least two types of the following:
number
lower case alphabet
upper case alphabet
special character
Minimum 12 characters
Special characters allowed are (!, @, #, \$, %, ^, &, *)

Re-Enter New Password

Please enter password again.

Confirm Cancel

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HOME BOOKING UPDATE USER PROFILE CHANGE PASSWORD

Welcome, teacher B Logout

Change Password

Current Password

New Password

Re-Enter New Password

Confirm Cancel

7. Reset Password

6.1 How to reset password?

- a. at the login page, click on “**Here**” link in the sentence “Click Here if you forget your password”

- b. Enter the email used to register the account and click on “**Send**” button.

- c. Upon receiving the email, click on the link in the email to go to reset password page, then enter the new password twice and click on “**Confirm**” button.

- d. Now you can login with the new password.

8. Programme Hand Over (Authorized Representative)

7.1 How to hand over bookings in between teacher.

- a. Go to “**Hand Over**”. Select **respective teacher** to hand over and click on “**Confirm**”.

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HOME BOOKING UPDATE USER PROFILE HAND OVER CHANGE PASSWORD

Welcome, office admin Logout

Hand Over Bookings

Hand Over Bookings

From Teacher To Teacher

[Confirm](#)

Online Booking System

User Guides

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