

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"



b. Click on "Here" link in the sentence "Click Here to register for an account" in the next page.



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.

application in	fo										
Segment	-Please	e Select-			Applicant						
Applicant Code					UEN						
Contact No.				Fax							
Email					Address						
User Info											
User Type	ORepr	esentativ	re ®N	lormal U	ser						
User Type 0 User Name*	ORepr	esentativ	re ®N	lormal U	ser Designat	ion					
User Type User Name* Contact No.*	ORepr	esentativ	re ®N	lormal U	ser Designat Email*	tion					
User Type① User Name* Contact No.* Level	ORepro	esentativ	re ⊛N ⊡K1	lormal U	ser Designat Email*	cion	P 3	_P4			
User Type User Name* Contact No.* Level	ORepri	esentativ DN2 DP6	re ⊛N ⊡K1 ⊡S1	Iormal U	ser Designat Email* OP1 CS3	con	□P3 □S5	_P4 _JC1			

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	
	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"

A Singapore Governme	BOOKING UPDATE USER PROFI	ILE CHANGE PASSWORD	Wel	lcome, teacher B Logout	
Home Page	My Bookings Book By Programme Book By Date Booking Request Weicome to Science C	Centre Singapore's Online Booking Port	al.		
	There are two types of - Book By Program - Book By Date: Fin	f booking workflows: me: First choose a Programme, and the st choose a date of visit, then choose a	en choose available timeslots. vailable sessions on that day.		
	Click "Go to My Booki	ings" to view your booking summary ngs Search Programmes for New Boo	king New Booking By Date		
		this is a new item∑ Last Updated: 27 Oct 2020			

b. Book By Programme page

номе во	OKING UPDATE USER PRO	DFILE CHANGE PASSWORD		Welcome, teacher B Logout	
Booking/Search Progra	mme	and and		1 D D-	
New Boo Program	oking - Bo me	ook By Program		earch For A	
	Book By Programme timeslots for that Pr	e. First search for a desired Programme ogramme.	, then <mark>cho</mark> ose fro	m available	
	You can search for p	programmes by Level, Subject Area, Pri	ce or Maximum C	lass Capacity.	
	Click the Search but	ton to show matching Programmes.			
	Education Level	Subject Area	Price (Per	Class Capacity	
	N1 1 N2 K1 K2 P1	Anatomy Animals Biology Botany (Fruits & Health Science) Buoyancy	Student) Up to:	At Least:	
	Keyword				
CAL		Search Clear			

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**".

HOME B	OOKING UPDATE USER PRO	OFILE CHANGE PASSWORD		Welcome, teac	her B Logout
Booking/Search Pro	My Bookings Book By Programme Book By Date	ok By Program	gia Mun C	arch For A	
Program	Booking Request		The new York		
	Book By Programm timeslots for that Pi	e. First search for a desired Program rogramme.	me, then choose fro	m available	
	You can search for p	programmes by Level, Subject Area, I	Price or Maximum C	lass Capacity.	
	Click the Search but	tton to show matching Programmes.			
	Education Level N1 K1 K2 P1	Subject Area Anatomy Animals Biology Botany (Fruits & Health Science) Buoyancy	Price (Per Student) Up to: s	Class Capacity At Least: 60	
	Keyword	butterfly			

b. Click on Book.



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

New Book	ting - Book	By Programme hoose	Timeslot
Bookin	g Progress	2 3	plete
	To Continue with your chose range, and then choose you	en Programme, please search for available timeslots within a dat r desired timeslot.	e
	Programme Name	A Butterfly is Born (A. In-Person At School)	
	From	08/03/2021 E *	
	AM/PM	®Both ○AM ○PM	
		Search	
Class in Papeling Dame			
SIOTS IN BOOKING Reque	est u		

d. Fill in the no of slot to book and click on "Add". After that click on continue.

	AM/	Both	OAM	OPM				
				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-	A. In-Person	08 Mar	09:00 -	60 -	1	1] Add
	Person At School)	At School	2021	10:00	120			
2	A Butterfly is Born (A. In-	A. In-Person	08 Mar	09:30 -	60 -	1		Add
	Person At School)	At School	2021	10:30	120			
3	A Butterfly is Born (A. In-	A. In-Person	08 Mar	10:00 -	60 -	0		Add
	Person At School)	At School	2021	11:00	120			
4	A Butterfly is Born (A. In-	A. In-Person	08 Mar	10:30 -	60 -	1		Add
	Person At School)	At School	2021	11:30	120			
5	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:00 -	60 -	1		Add
	Person At School)	At School	2021	12:00	120			
6	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:15 -	60 -	ù.		Add
	Person At School)	At School	2021	12:15	120		10 3	
7	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:45 -	60 -	1		Add
	Person At School)	At School	2021	12:45	120		C	

Slots in Boo	king Request 0
--------------	----------------

·····

/No	Programme	Delivery	Date	Time	Class Size	No. of SI Available	ot Ne Bo	o. of Slot to ook	No. of Seat Available	
	A Butterfly is Born (A. In-	A. In-Person	08 Mar	10:00 -	60 -	1				Add
	Person At School)	At School	2021	11:00	120					
	A Butterfly is Born (A. In-	A. In-Person	08 Mar	10:30 -	60 -	1	C			Add
	Person At School)	At School	2021	11:30	120					
	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:00 -	60 -	1	1			Add
	Person At School)	At School	2021	12:00	120					
	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:15 -	60 -	1				Add
	Person At School)	At School	2021	12:15	120					
	A Butterfly is Born (A. In-	A. In-Person	08 Mar	11:45 -	60 -	a				Add
	Person At School)	At School	2021	12:45	120					
ots in	A Butterfly is Born (A. In- Person At School) A Butterfly is Born (A. In- Person At School) Booking Request 0	A. In-Person At School A. In-Person At School	08 Mar 2021 08 Mar 2021	11:15 - 12:15 11:45 - 12:45	60 - 120 60 - 120	4]	2
/No	Programme	Delivery	Cla	ass No.	Class Name	Date	Time	No. of Student	No. of Teacher	
	202 (C. 2010) - 2010	A In-Person A	t C2	1001095		08 Mar	09:00 -	0	0	Delete
	A Butterfly is Born (A. In-	A, III-PEISOITA								

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



Continue To Confirmation More Booking Delete All

A Singapore Government (A)	t Agency Website	
See.	Class Details	
Programme Na	lame A Butterfly is Born (A. In-Person At School)	<u>_</u>
Delivery	A. In-Person At School)- M
Date	08 Mar 2021	
Time	09:00 - 10:00	
School	new school	
Fee	Per Student: \$\$8.00 Per Teacher: \$\$0.00	
Class Name*	P2	
No. of Student	* 60	
No. of Teacher	* 3	
Level*	□P1 124P2 □P3 □P4	
If you have stu	udents 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		or of	$\sum_{i=1}^{n}$	ŝ						Je -	<i>I</i> ii
Boo	oking Rea	quest	and i	12	(°a	annne	amm	0		2	4.7	
								ATTON A	The second of the A			
	Booking P	rogress	Search Class	Updat	e Class	Info P	ayment D	etail	Complete			
							•		1999-1991- * 1999-1993			
	Sess	ions that have	been added to	your Book	ing Requ	est are lis	sted below.					
	Plea Plea	se click the Up se note that the	date link to sup e booking requ	ply complests below	ete infor will be	nation fo leared if	r each of yo you are idle	ur booking for 20 min	requests. utes or			
	mor	e.										
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-	C21001095	P2	08	09:00	60	3	Yes	Update	Delete	
	(A. In-Person At	Person At			Mar	-						

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

	Please check d confirm and fi	letails of eac nalize your	h item in your booking.	Booking	Request	below, a	nd then clic	k Submit to)				
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\$)
☑ 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 wit	hout GST: S	\$448.60		
										Total GST:	\$\$31.40		
										Total: S	\$480.00		

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

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 Scho	ol) A. In-Person At School	C21001095	P2	08 Mar 2021	09:00 - 10:00	60	3	0	480.00
							ОК			
							Total wi	ithout GST: S\$0.00		
							Total W	Total GST: S\$0.00		
								Total: S\$0.00		

4.2. How to create new booking through date selection?

🎾 A Singap	ore Government Agency Website				
<u></u>	HOME BOOKING UPDATE USER PROF	ILE CHANGE PASSWORD		Welcome, teacher	B Logout
Booking	New Book My Bookings Book By Programme Book By Date Booking Request	ok By Date			
	Booking Progress	arch Class Update Class Info	3 Payment Detail	Complete	
	Book By Date. First se	elect your desired date of visit, subject	area, and level.		
	Then choose from the	e list of Programmes available on that	date.		
	IMPORTANT: Numbe your Booking Reques	r of Slots Available is subject to chang t immediately.	e at any time, please add t	he item to	
	Date	08/03/2021			
	AM/PM	⊛Both OAM OPM			
localhost51256/800king/SearchlyDate.apx	Education Level N1 N2 K1 K2	Subject Area Anatomy Animals Biology Botany (Fruits & Health Science)			
	Booking Progress Se	arch Class Update Class Info	3 Payment Detail		
	Then choose from th	e list of Programmes available on that	date.		
	IMPORTANT: Numbe your Booking Reques	r of Slots Available is subject to chang t immediately.	e at any time, please add t	he item to	
	Date	08/03/2021			
	AM/PMO				
	Education Level N1 K1 K2 P1	Subject Area Anatomy Animals Biology Botany (Fruits & Health Science Buoyancy) •		
		Search Clear			
Slots in	Booking Request 0				
No rec	ord found.				

a. Go to "Booking >Book by Date". Fill in the required field and click on "Search".

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

	N2 K1 K2 P1	Animals Biology Botany (Fru Buoyancy	uits & Hea	alth Scienc	:e)				
S/No	Programme	Search C	lear Date	Time	Class Size	No. of Slot Available 1	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	1		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			<u>Add</u>
3	<u>A Butterfly is Born. (A. In-Person At School)</u>	A. In- Person At School	08 Mar 2021	11:00 - 12:00	60 - 120	1			<u>Add</u>
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			<u>Add</u>
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			Add
6	A Butterfly is Born (B. Live Online At School)	B. Live	08 Mar	09:00	20 -	1			Add

		301001					
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	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	Add
1 2	3 4						

SI	ots in	Booking Request 🟮							
\$	S/No	Programme	Delivery	Class No.	Class Name	Date	Time	Class Size	
1	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

Continue Cancel

Online Booking System

- c. Click on **update** to fill up **information for the booking.**
 - P A Welcome, teacher B Logout HOME BOO **Booking Request Booking Progress** 0 2 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 Date Time No. of No. of Information Student Name Teacher Completed A Butterfly is Born A. In-C21001096 08 10:00 0 0 No Update Delete Person At (A. In-Person At Mar School) School 2021 11:00 Continue To Confirmation More Booking Delete All **Class Details** A Butterfly is Born (A. In-Person At School) Programme Name Delivery A. In-Person At School Date 08 Mar 2021 10:00 - 11:00 Time new school School Fee Per Student: S\$8.00 Per Teacher: S\$0.00 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.



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

	.99	Search	Class U	odate Cla	ss Info	Payr	nent Deta	il Co	mplete				
	Please check d confirm and fi	letails of eac nalize your l	ch item in you booking.	r Booking	Request	below, a	nd then clic	k Subm <mark>it</mark> to	>				
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\$)
☑ 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 wit	hout GST: S	\$448.60		
										Total GST:	<mark>\$\$31.40</mark>		
										Total: S	\$480.00		

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
								ОК			
								Total wi	ithout GST: S\$0.00		
									Total GST: S\$0.00		
									Total: S\$0.00		
			Submi	t Back to B	ooking Request	More Bookir	ng Cancel				
		Online Booking Syste									

4.3. How to check booking?

a. Go to "Booking > My Bookings". Fill in the required field and click on "Search".

	н	DME BO	OKING UPDATE	USER PROFILE	CHANGE PA	SSWORD					Welc	ome, teac	her B	Logout	
	Booking/My E	lookin M OC Bu	ty Bookings ook By Programm ook By Date ooking Request	e Search Pr	rogrammes for	r New Boo	oking	New B	ooking By D	ate					
		Bookin	ng No.		B21001029										
		Progra	imme by Keywo	rd	A Butterfly Butterfly	is Born (A.	In-Perso	n At Scho	ool)						
		🗆 Sele	ct Date Range		From 22/02/20 To 22/02/2021	121	•								
		Status			Active	Search	Clear								
	The list belo	w shows	your booking:	and their s	status.										
	S/No Bo	oking).	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (S\$)	Status			
localhost:51258/Booking/BookingSummary.aspx	1 B2	1001029	A Butterfly	A. In-	C21001095	P2	08	09:00	60	3	480.00	Active	Edit	Cancel	

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

			Search F	Programmes fo	r New Boo	oking	New B	looking By I	Date			
		Booking No.		B21001029								
		Programme		A Butterfly	is Born (A	. In-Perso	on At Sch	ool)				
		Programme by Keywo	ord	Butterfly								
		Select Date Range		From 22/02/20	21	•						
		Status		Active								
					Search	Clear						
The I	ist below s o Booki No.	hows your booking	s and their Delivery	status. Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Total (S\$)	Status	

	Programme Name	A Butterfly is Born (A. In-Person At School)	
B	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*	P2	
	No. of Student*	70	
	No. of Teacher*	4	
	Visit Galleries?*	CYes #No	
	Level*	□P1 124P2 □P3 □P4	
т	If you have students who r	equire 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	el

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

				Search	rogrammes to	I New BOOKIN	g New	BOOKING BY	Date							
		Booki	ng No.													
		Progr	amme		-Please Sel	ect-										
		Progr	amme by Keywo	ord												
		Sele	ect Date Range		From 22/02/20 To 22/02/2021	021	•									
		Status	5		-Please Sel	ect-										
						Search	Clear									
	The list	helow shows	a vour booking	s and their	status											
	S/No	Booking	Programme	Delivery	Class No.	Class D	ate Time	No. of	No. of	Total	Status			1		
	3/110	No.	riogramme	Delivery	class feo.	Name	ate fillite	Student	Teacher	(5\$)	Status					
	1	B21001029	A Butterfly is Born (A.	A. In- Person	C21001095	P2 08	8 09:00 Iar -	70	4	560.00	Active	Edit	Cancel			
			In-Person At School)	At School		20	021 10:00									
	2	B21001030	A Butterfly	A. In-	C21001096	P2 08	B 10:00	60	3	480.00	Active	Edit	Cancel			
			is Born (A. In-Person At	Person At		M 20	lar - 021 11:00									
			School)	School												
			then bereioper	nep									_		남 Share	2
at Painter	• 11 • A* ⊞ • <u>▲</u> • <u>A</u>	× === - ===		r ~ General \$ ~ %	Conditi Formatt	ional Format as Calc	mal Bad	Good Expla	Neuti natory Input	ral v v	Insert Delete	Format v	∑ AutoSum →	ZV Sort & Fin Filter * Sele	et * Share	SI
sat Painter s I ⊻ ✓ ∱	v 11 v A* ⊡ v I ▲ v A Font Exported Time:	A' = = = = =	Image: Second part of the se	rep General \$ ~ % 5 Num	formatt ber 15	ional Format as Calc	mal Bad rulation Chico S	Good Expla bytes	Neuti natory Input	ral ×	linsert Delete	Format	∑ AutoSum Fill × Clear × Ed	Sort & Fin Filter * Sele	C Share O Data Analysis Analysis	s S
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- 4.4. How to check booking request?
 - a. Go to "**Booking > Booking Request**". Click on **Continue to Confirmation** to confirm those booking.

	Booking	Progress	Search Class	Updat	2 e Class	Info	ayment D	etail			
	Si P P	essions that have ease click the U ease note that t	e been added to pdate link to sup he booking requ	your Bool ply compl ests belov	ting Requ ete infor v will be	iest are li mation fo cleared if	sted below. or each of yo you are idle	ur booking for 20 min	requests. utes or		
S/No	Programme	Delivery	Class No.	Class Name	Date	Time	No. of Student	No. of Teacher	Information Completed		
1	A Butterfly is Borr (A. In-Person At School)	A. In- Person At School	C21001096	P2	08 Mar 2021	10:00 - 11:00	60	3	Yes	Update	Delete
	SCHOOL	School	Continue To Co	onfirmatio	n Moi	e Bookin	g Delete	All			

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	tent Agency website					
номе	BOOKING UPDATE USER	PROFILE CHANGE	PASSWORD	Welcome, teacher B	Logout	
User Info		a de la compañía de			Je -	
User In	fo					
User Info						
User Name*	teacher B	Designation	teacher			
Contact No.*	12345678	Email	a@a.com			
	Submit Cancel					
Online Bookin	g System					
Report Vulnerability	y 업 Privacy Statement			Singapore. Last Updated 29 /	Apr 2020	

6. Change Password

6.1 How to change password?

a. Go to "Change Password". Fill in required field and click on "Confirm".

HOME BOOKING UPDAT	TE USER PROFILE CHANGE PASSWO	RD	Welcome, teacher B Log	jout
Change Password		~		£-
Change Passwo	ord			
Current Password				
New Password	Invalid Password Password must have combin number lower case alphabet upper case alphabet special character Minimum 12 characters Special characters allowed ar	ation of at least two types of the followin re (! , @ , # , \$, % , ^ , & , *)	g:	
Re-Enter New Password	Please enter password again. Confirm Cancel			
A Singapore Government Agency Website				
	TE USER PROFILE CHANGE PASSWO	RD	Welcome, teacher B Log	out
Change Password Change Password	ord			
Current Password		•••••		
New Password				
Re-Enter New Password			Q	•
		Confirm Cancel		
Online Booking System				
Report Vulnerability I Privacy Statement			nent of Singapore. Last Updated 29 Apr 20	

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"

Online Booking System

User Name	
Password	
	Login
	Click here to register for an account.
	Click here if you forget your password.



b. Enter the email used to register the account and click on "Send" button.

Enter your email	
*	
	Send Cancel

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.

🎾 A Singapore	Government Agency Website		
singapore	HOME ADMINISTRATION BOOKING REPORTS	Logout Q	
Reset Passw	vord		L
Rese	et Password		
New Pass	word		
Re-Enter I	New Password		
	Co	nfirm Cancel	

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 Cia

a. Go to "Hand Over". Select respective teacher to hand over and click on "Confirm".

HOME BOOKING UPDATE USER PROI	FILE HAND OVER CHANGE PA:	SWORD Welcome, office adm	in Logout
Hand Over Bookings			£-
Hand Over Bookin	gs 👘 🖓		
Hand Over Bookings			
From Teacher Teacher A To Teach	teacher B		
Confirm			
Unine Booking System			
Report Vulnerability 🖒 Privacy Statement		© 2020 Government of Singapore. Last Updated	29 Apr 2020