SKILLS*future* SG

STEP-BY-STEP GUIDE
FOR ATTENDANCE TAKING USING SINGPASS
FOR SYNCHRONOUS AND ASYNCHRONOUS E-LEARNING COURSES

BEFORE CLASS

1. Make sure your SingPass account has been set up and SingPass app has been downloaded to your mobile
2. Prepare two devices
   One laptop/table to generate the SingPass QR code.
   The other mobile device to scan the QR code using SingPass app

STEP 1

Key in the **attendance URL** and **Course Run Code (provided by your Training Provider)** to generate the Singpass dynamic QR code.
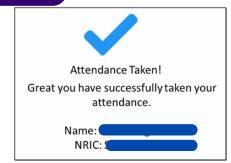
STEP 2

This QR code page will be generated for attendance-taking.

STEP 3

Open your SingPass app on your mobile phone and click on the "Scan" button at the bottom.

STEP 4

Success!

Your attendance has been taken successfully after you consent for your info to be shared via SingPass.