



Step-By-Step Scholarship Application Guide

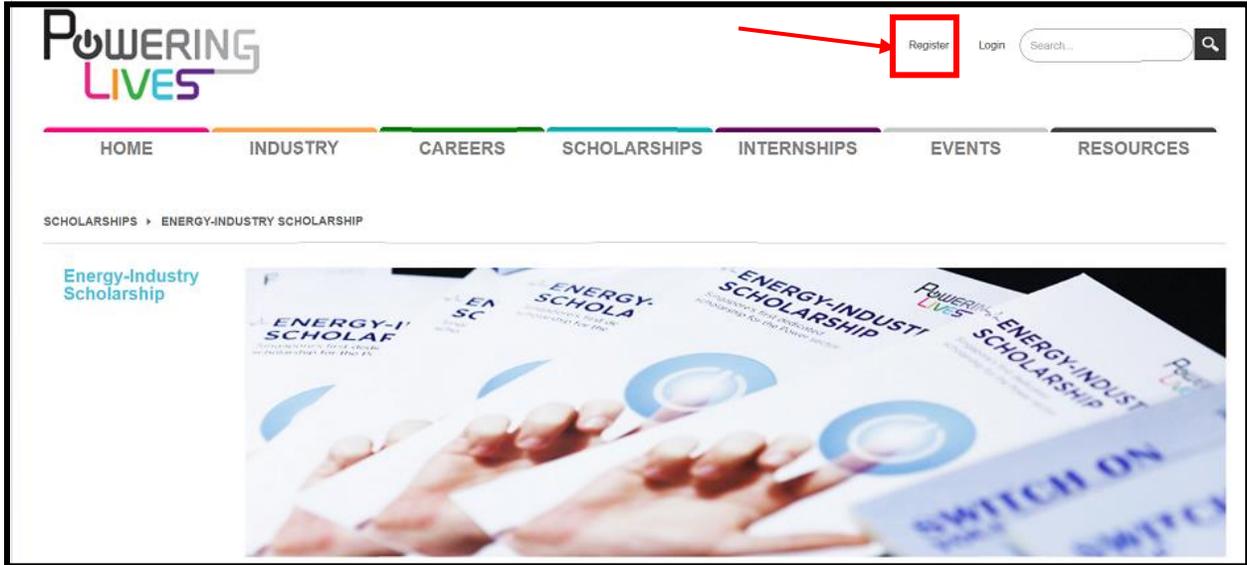


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Step 1: Create an Account

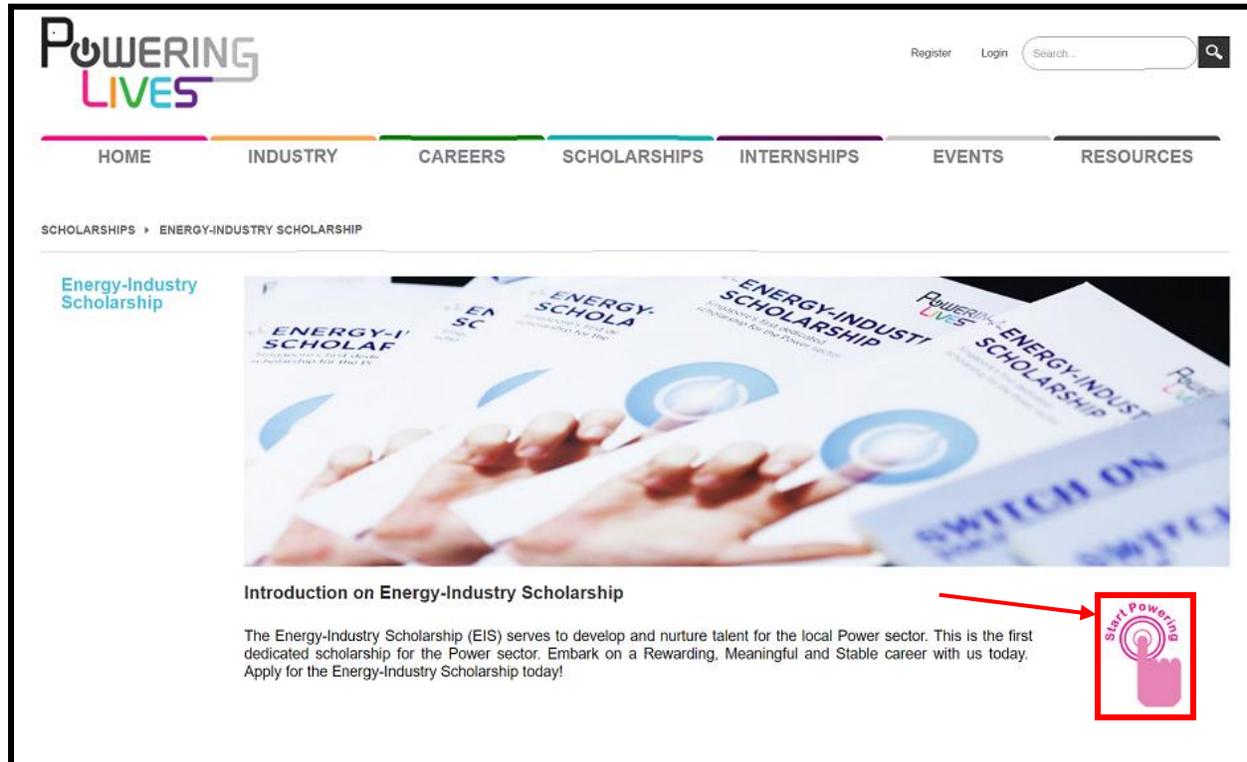
Step 1.1 Click on “**Register**” in the following screen:



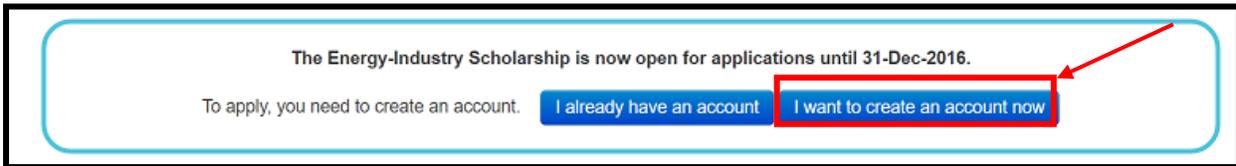
OR



Click on the **button** in the SCHOLARSHIPS >> Energy-Industry Scholarship Page as seen below:



Thereafter, click on the “I want to create an account now” button.

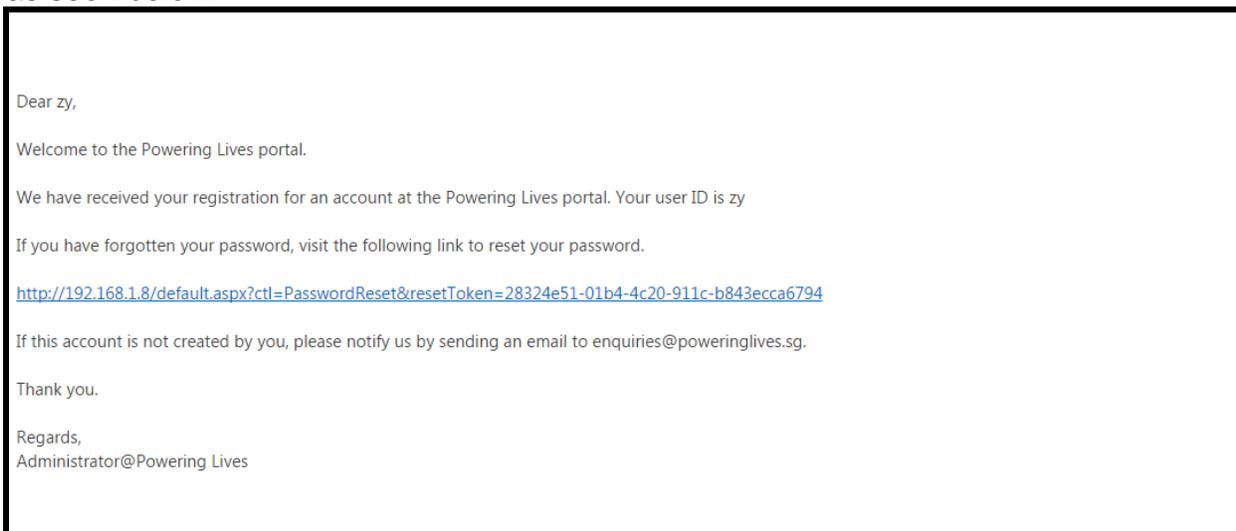


Step 1.2 The following window appears:

A registration form titled "Powering Lives > HOME". It includes a note: "*Note: Membership to this website is Public. Once your account information has been submitted, you will be immediately granted access to the website environment. All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)". The form fields are: "User Name: *", "Password: *" (with a "7-character minimum" indicator), "Confirm Password: *", "Display Name: *", and "Email Address: *". A red box labeled "1" encompasses the password and confirm password fields. A red box labeled "2" encompasses the "Register" button. A "Cancel" button is also present.

Fill in all the mandatory fields and click on the “**Register**” button to create an account.

Upon successful creation of account, you will receive an email confirmation notification as seen below:



Step 2: Start Scholarship Application

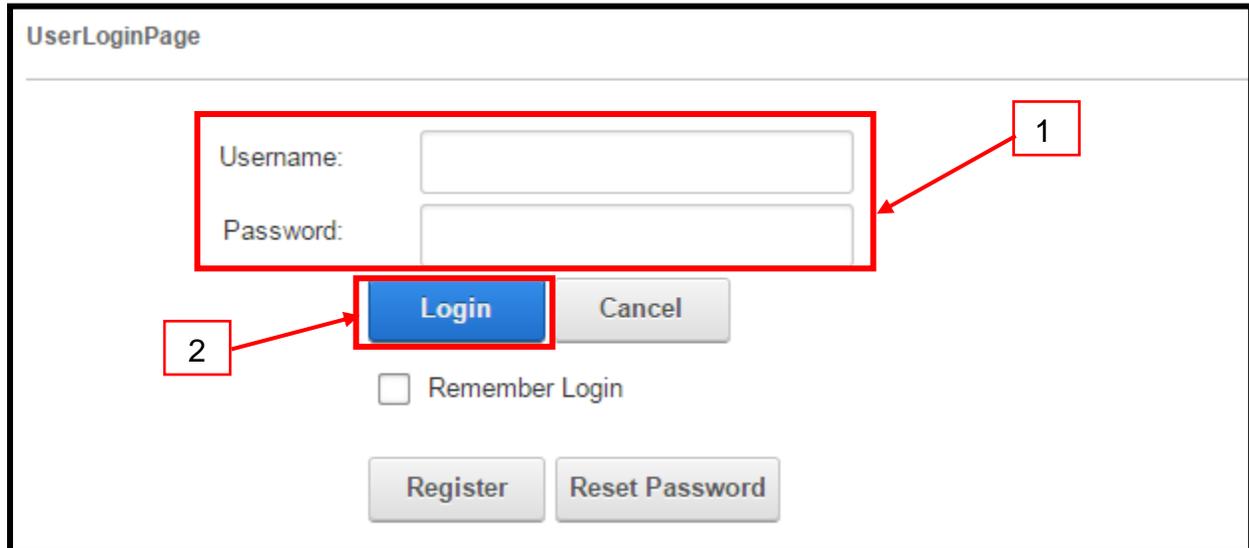
Step 2.1 With the account created in Step 1, login to access the application form.

UserLoginPage

Username:

Password:

Remember Login



Step 2.2 Once you are logged in, go to the SCHOLARSHIPS >> Energy-Industry

Scholarship Page and click on the  button as seen below:

POWERING LIVES

Register Login Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

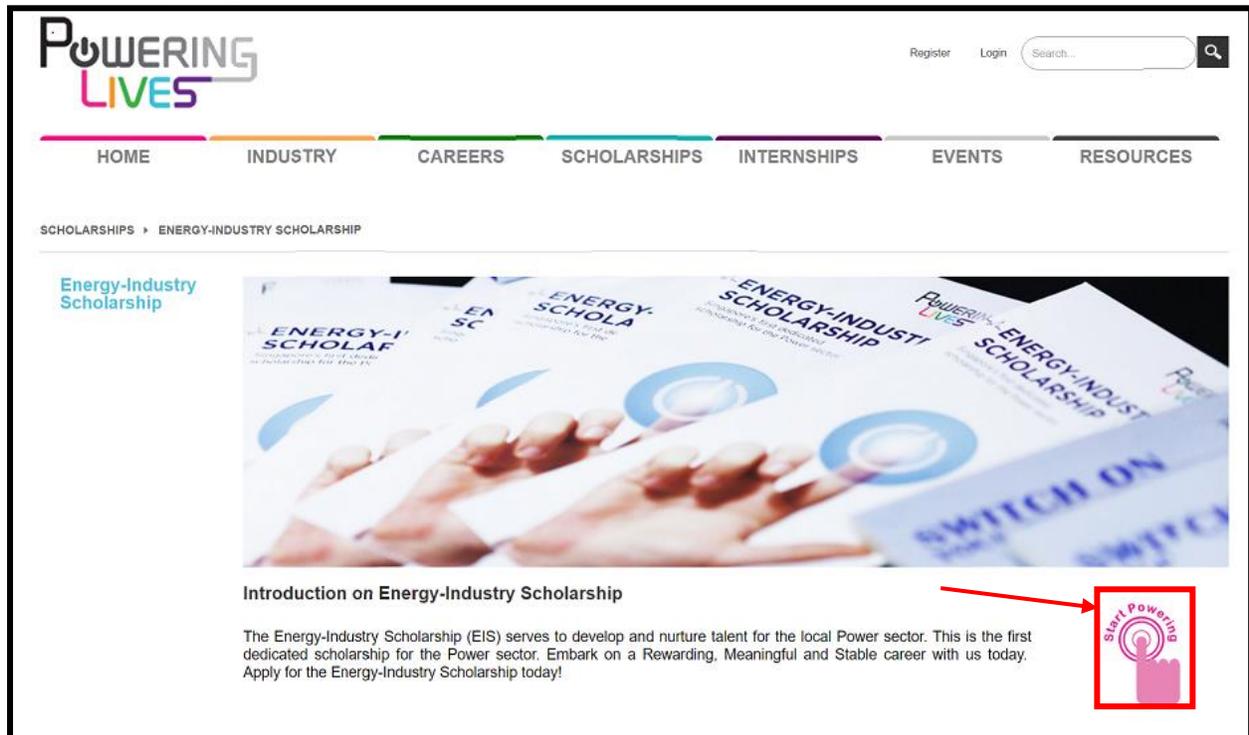
SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

Energy-Industry Scholarship



Introduction on Energy-Industry Scholarship

The Energy-Industry Scholarship (EIS) serves to develop and nurture talent for the local Power sector. This is the first dedicated scholarship for the Power sector. Embark on a Rewarding, Meaningful and Stable career with us today. Apply for the Energy-Industry Scholarship today!



Step 2.3 Click on the “**Apply Now**” button to begin the application process.



Step 3: Check Scholarship Eligibility

A general assessment will first be conducted to determine your eligibility to apply for the scholarship. The eligibility page is as follows:

POWERING LIVES demo Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

This form may take you up to 15 minutes to complete.

Please help us to assess your eligibility to apply for the Energy-Industry Scholarship by answering some questions.

Select status: Singapore Citizen

Which Institution of Higher Learning (IHL) are you currently studying in or intending to study in (i.e. scholarship tier applying for)? ITE College Central

What course do you intend to take or are taking up? Electrical Power Engineering

Intended Mode of Study: Full-time Part-time

What type of scholarship would you like to apply for? Full-term Mid-term

Have you started your studies? Yes No

Have you commenced studies for less than three months? Yes No

1 (points to the form area)

2 (points to the "Apply for EIS (Full-Term)" button)

3 (points to the "Start over" button)

Fields in the eligibility check page are populated one at a time. The subsequent question will be populated based on your response to the earlier questions.

If Other Engineering Disciplines is selected for the field, “What course do you intend to take or are taking up?”, you must state the course in the textbox field provided.

For “Which Institution of Higher Learning (IHL) are you currently studying in or intending to study?”, please state the IHL that your scholarship application is for. (e.g. if you are an existing ITE student who is applying for polytechnic placement, please state the specific polytechnic which you have applied, for the purpose of this Energy-Industry Scholarship application)

1

Check Eligibility Fields

There are four types of scholarship to apply, and they are as follows:

- Institute of Technical Education (Full-Term)
- Institute of Technical Education (Mid-Term)
- Polytechnic (Full-Term)
- Polytechnic (Mid-Term)

If you see the below message, please email us at enquiries@poweringlives.sg for us to assess your eligibility in applying for the scholarship.

Thank you for your interest in the Energy-Industry Scholarship. Please email to enquiries@poweringlives.sg for further assessment.

2

Apply for EIS (Full-Term) OR Apply for EIS (Mid-Term) Button

Based on the specified parameters, the system has assessed that you are eligible to apply for the scholarship.

Click the “**Apply for EIS**” button to proceed with the application.

3

**Start over
Button**

Should you decide to re-enter the fields required, please click on the “**Start over**” button to restart the eligibility check.

This action will reset the form.

Step 4: Fill in Scholarship Application Form

After clicking on the “Apply for EIS” button, you can start to fill in the scholarship application form.

POWERING LIVES

demo Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS INTERNSHIPS EVENTS RESOURCES

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

Page 1 of 9

NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking **Next Page** or **Previous Page** buttons at the bottom of the page.

PERSONAL PARTICULARS

Full Name (as stated in NRIC)

NRIC

Email Address

Nationality

Gender

Marital Status

Date of Birth (DD/MM/YYYY)

Country of Birth

Race

Religion

Contact Number

Mobile Number

Residential Address

Correspondence Address

1 2 3

Next Page Save as Draft Cancel

Click on the **“Next Page”** button to save the information on the page and proceed to the next section of the application form.

Errors, if any, will be highlighted in both the summary area and field area. You will need to rectify the errors before you can proceed to the next page.

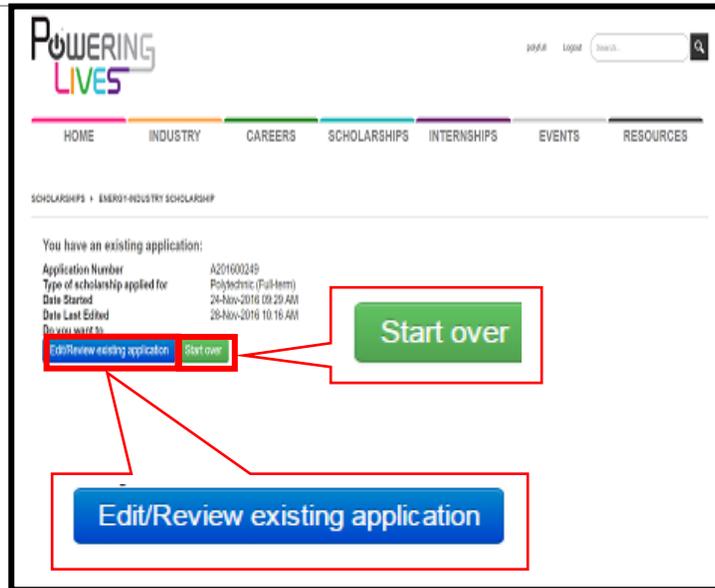
1
**Next Page
Button**

Click on the **“Save as Draft”** button, to save any changes made on the application form and continue later.

2
**Save as Draft
Button**

- To continue with the application process from where you left off, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the **“Review/Submit Application”** button.

- The following screen will be displayed:



Click on the **“Edit/Review existing application”** button to continue filling in the application form. Alternatively, you can click on the **“Start Over”** button to clear all information entered previously and start with a new application.

3

Cancel Button

Click on the **“Cancel”** button to discard any unsaved changes and return to the SCHOLARSHIPS >> Energy-Industry Scholarship Page.

Different application forms will be populated according to the type of scholarship you are applying for.

*Note: Under the section “Additional Information for the Energy-Industry Scholarship”, Question 2 (Would you like to be considered by other sponsoring organisations besides your choices in Question 1?):

- If you select “No”, only your preferred sponsoring organisation (as indicated in question 1) will receive your application.
- If you select “Yes”, the other sponsoring organisations (besides those indicated in question 1) will receive and review your application.

Step 5: Submit Scholarship Application Form

Prior to submitting the application form, please ensure that all relevant documents to be uploaded are zipped up in *.zip format and not of more than 10mb per upload.

Once the application form is completed and the necessary documents are uploaded, click on the **“Submit Application”** button as seen in the following screen:

The screenshot shows the 'POWERING LIVES' website interface. The navigation menu includes HOME, INDUSTRY, CAREERS, SCHOLARSHIPS, INTERNSHIPS, EVENTS, and RESOURCES. The current page is 'SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP'. A note at the top right indicates 'Page 9 of 9'. A 'NOTE' section states: 'Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking Next Page or Previous Page buttons at the bottom of the page.' Below this is a section titled 'UPLOAD SUPPORTING DOCUMENTS' with instructions: 'You may upload one to three files (up to 10MB each in size) as attachments to your application. The allowed file types are: *.csv, *.doc, *.txt, *.docx, *.xls, *.xlsx, *.pdf, *.ppt, *.pptx, *.xml, *.zip, *.png, *.jpg, *.jpe, *.jpeg, *.gif'. There are three attachment slots, each with a 'File to upload' label, a 'Choose File' button, and 'No file chosen' text. At the bottom, a message reads: 'If you are ready to submit your application, click on the Submit Application button below. No changes may be made after the application has been submitted.' The 'Submit Application' button is highlighted with a red box and a red arrow pointing to it. Other buttons include 'Previous Page', 'Save as Draft', and 'Cancel'.

Upon successful submission, you will receive the following message:

Thank you for your application for EIS.

Type of scholarship applied for Polytechnic (Full-term)

Date Started 18-Dec-2014 01:43 PM

Date Last Edited 18-Dec-2014 01:50 PM

Date Submitted 18-Dec-2014 01:50 PM

Your Application Number is **A201400009**. Please remember your application number for future reference.

Check your e-mail Inbox frequently for messages from poweringlives.sg or our industry partners.

[Return to Main](#)

[Step 6: View Submitted Scholarship Application Documents Details](#)

To view the details of the submitted application, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the “**View Details**” button.

The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

You have already submitted an application for this cycle

[View Details](#)

The following screen will be displayed:

The screenshot shows the Powering Lives website interface. At the top left is the logo 'POWERING LIVES'. To the right are links for 'polyfill', 'Logout', and a search bar. Below the logo is a navigation menu with tabs for HOME, INDUSTRY, CAREERS, SCHOLARSHIPS, INTERNSHIPS, EVENTS, and RESOURCES. The 'SCHOLARSHIPS' tab is active. Below the menu, the breadcrumb 'SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP' is visible. The main content area displays a message: 'You have already submitted an application for the current scholarship cycle.' Below this is a table with application details:

Application Number	A201600249
Type of scholarship applied for	Polytechnic (Full-term)
Date Started	24-Nov-2016 09:29 AM
Date Last Edited	28-Nov-2016 01:45 PM
Date Submitted	28-Nov-2016 01:45 PM

Below the table is a blue button labeled 'Download application as PDF', which is highlighted with a red box and a red arrow. At the bottom of the message area, it says 'Check your e-mail Inbox frequently for messages from poweringlives.sg or our industry partners'.

Click on the “**Download application as PDF**” button to save the application which you have submitted.

We wish you all the best in your Energy-Industry Scholarship (EIS) application. Should you have any further enquiries, please email us at enquiries@poweringlives.sg.