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**User Guide  
For  
Check WSH Training Records eService (Corppass)**



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## Version History

| SN | Version | Document Name   | Changelog       | Date           |  |
|----|---------|---|-----------------|----------------|--|
| 1  | 1.0     | TRS_eService User Guide –<br>Check WSH Training Records<br>(Corppass) | Initial Release | 15 May<br>2025 |  |
|    |         |   |                 |                |  |
|    |         |   |                 |                |  |
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## 1 Login

*This user guide is for Corppass users, Non-Training Providers only.*

Login to Training Records System (TRS) - Check WSH Training Records eService using Corppass.

### 1.1 Corppass User

#### 1.1.1 Access TRS via TRS eServices

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Click on the following to login.

### Check WSH training records

This eService allows employers to verify the authenticity of MOM-recognised WSH certifications online. The system only captures WSH training records completed from 2017 onwards.

You can view an individual's Workplace Safety and Health training records to check if they meet their training requirements. The courses include Safety Orientation Courses and Supervisory Courses for workers and supervisors, such as CSOC, MSOC, SSIC, BCSS, BISH and SSSC.

→ Log in for Business Users

→ Log in for Individuals

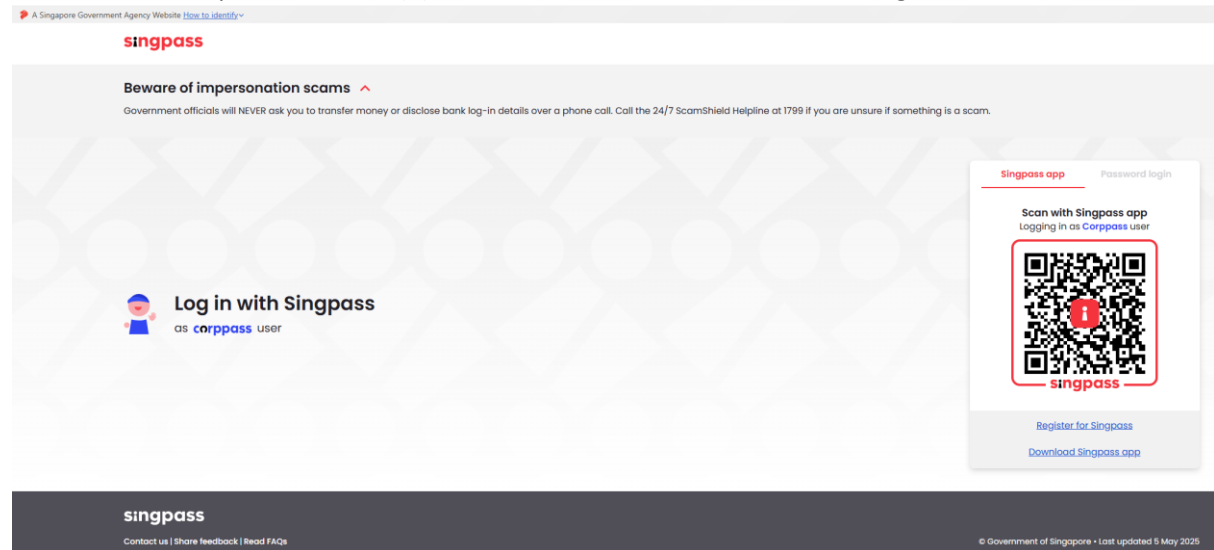
● Service is online

**Availability**  
24 hours

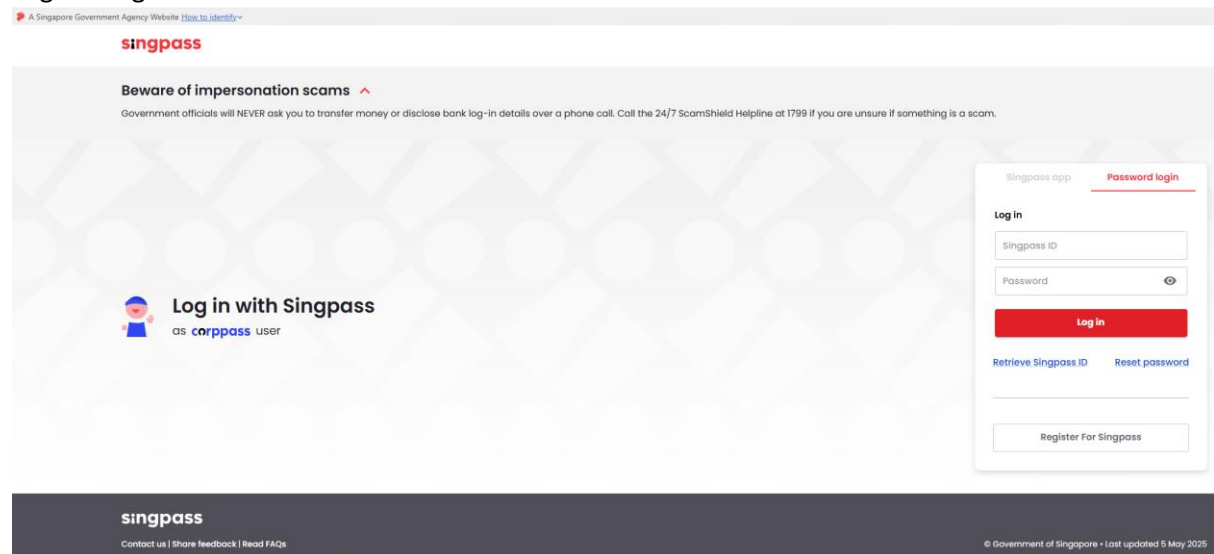
### 1.1.2 Login Using Corppass

Login using Singpass Mobile Application using QR code.

Note: QR code expires after one (1) minute. Click on “Refresh QR code” to get a new QR code.



Login using Password.



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### 1.1.3 Select Entity

---

Select the UEN to access TRS.

The screenshot shows the Corppass web interface. At the top, there is a header bar with the Singapore Government Agency Website logo and a 'How to identify' link. Below this is the Corppass logo. A navigation bar contains links for 'Contact Us', 'Feedback', and 'FAQ'. A user status bar shows 'Welcome USER' and a 'Log Out' button. The main content area is titled 'Select UEN/Entity ID' and displays four blurred rectangular buttons for selection. A note at the bottom states: 'Note: You cannot select Corppass accounts that are suspended, or unauthorised. Please contact your Corppass administrator.'

You will be directed to the Corppass entity public zone – Search Individual’s Training Records page (see [Section 2](#))

### 1.1.4 Login Issues FAQ

Please refer below for all frequently encountered errors and their respective resolution.

#### 1.1.4.1 Unauthorised Access

A Singapore Government Agency Website [How to identify](#)

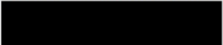
corppass K

## Select entity

Search Entity name or UEN/Entity ID

Active (0) Non-active (1)

**⚠** You cannot access suspended or unauthorised accounts, or suspended entities. Please contact your Corppass Admins/Sub-Admins.



This account is unauthorised. ⓘ


Refer to [Section 3](#) on how to grant authorisation to TRS eService in Corppass.

#### 1.1.4.2 Access Denied

## Access denied

Unfortunately, you are unable to access to this eService.

[Back to MOM eServices](#)



Your entity has been denied access to TRS. Please contact [wsh\\_training@wshc.sg](mailto:wsh_training@wshc.sg).

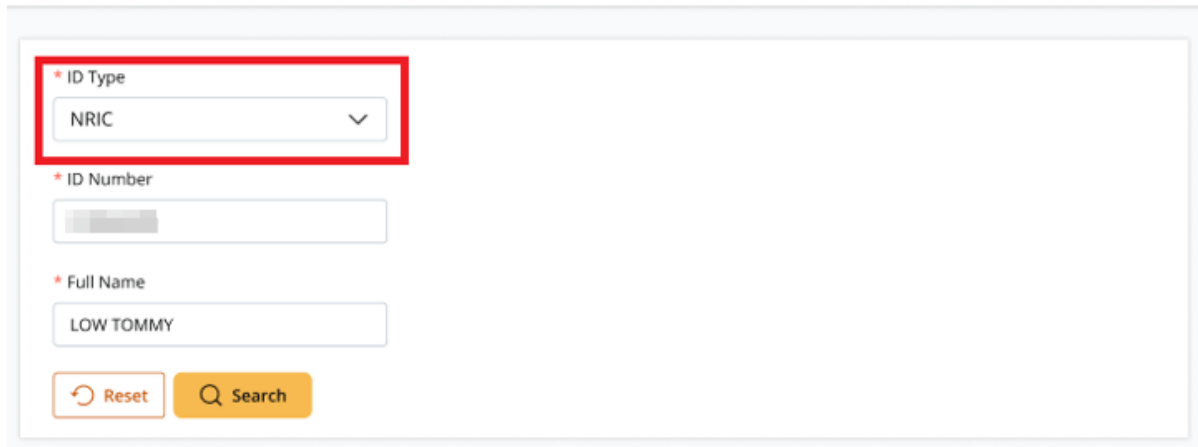
---

## 2 Search Individual's Training Records

You can search the training records of individuals.

### 2.1.1 Input ID Type

---

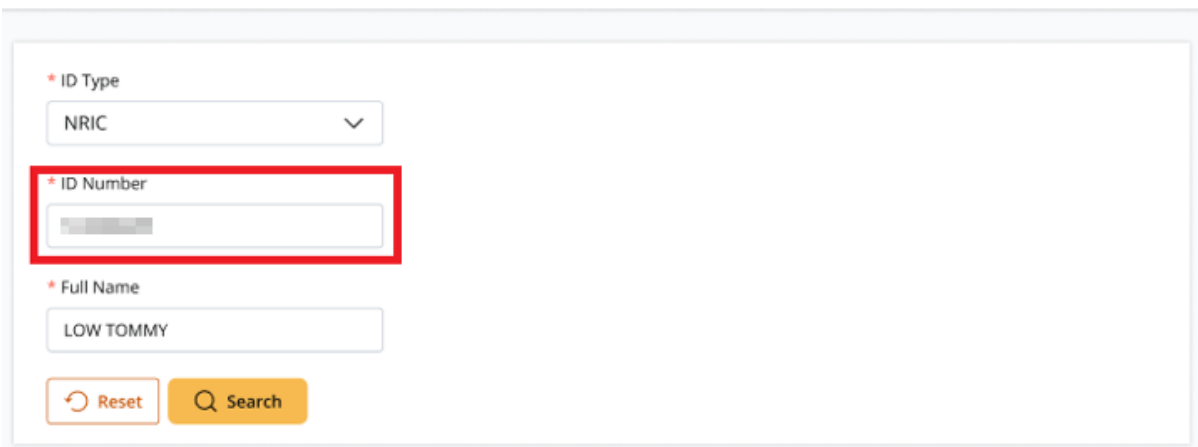


A screenshot of a web form for searching individual training records. The form contains three input fields: a dropdown menu for 'ID Type' with 'NRIC' selected, a text box for 'ID Number' with a masked value, and a text box for 'Full Name' with 'LOW TOMMY' entered. Below the fields are two buttons: 'Reset' and 'Search'. A red rectangular box highlights the 'ID Type' dropdown menu.

### 2.1.2 Input ID Number

---

## Search Individual's WSH Training Records



A screenshot of a web form for searching individual WSH training records. The form contains three input fields: a dropdown menu for 'ID Type' with 'NRIC' selected, a text box for 'ID Number' with a masked value, and a text box for 'Full Name' with 'LOW TOMMY' entered. Below the fields are two buttons: 'Reset' and 'Search'. A red rectangular box highlights the 'ID Number' text box.



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### 2.1.3 Input Full Name

---

Please enter the **Full Name** of the individual.

## Search Individual's WSH Training Records

\* ID Type

NRIC

\* ID Number

\* Full Name

LOW TOMMY

Reset

Search

### 2.1.4 Search Results

Click on “Search” to view a list of completed training records for the selected individual.

You will see the individual details and a complete record of their training history

**Individual details**  
Individual WP/FIN/NRIC no.   
Individual name LOW TOMMY  
Eligible for 4 years (CSOC/SSIC/MSOC) N.A.

**Course training history**

| Competency Standard Code | Course Title   | TP Name                               | Date Of Assessment (DD/MM/YYYY) | Certificate Expiry Date (DD/MM/YYYY) | Status            |
|--------------------------|--|---------------------------------------|---------------------------------|--------------------------------------|-------------------|
| WK006                    | Construction Safety Orientation Course (CSOC)            | SPRING BUSINESS CONSULTANTS PTE. LTD. | 02/01/2016                      | 31/01/2016                           | Competent         |
| WK006                    | Construction Safety Orientation Course (CSOC)            | SPRING BUSINESS CONSULTANTS PTE. LTD. | 01/01/2016                      |                                      | Not Yet Competent |
| WK006                    | Construction Safety Orientation Course (CSOC)            | BUILDING AND CONSTRUCTION AUTHORITY   | 22/08/2007                      | 21/08/2009                           | Competent         |
| WK003                    | SOC (MANHOLE) FOR INDIVIDUALS                            |                                       | 08/12/2005                      | 31/12/2005                           | Not Yet Competent |
| SU113                    | OIL/PETROCHEMICAL INDUSTRY SAFETY COURSE FOR SUPERVISORS |                                       | 07/11/2005                      | 09/01/2006                           | Not Yet Competent |
| WK01                     | Safety Orientation Course (Metalworking)                 |                                       | 01/07/2005                      | 21/06/2005                           | Not Yet Competent |

Items per page : 10 1 to 6 of 6 items < Prev 1 Next >

Export to CSV

*You can approach the respective TPs if your training record(s) is not reflected on the website*

### 2.1.5 Export Individual Records to CSV format

You can export and download your training records as a CSV file if needed.

Items per page : 10 1 to 6 of 6 items < Prev 1 Next >

Export to CSV

*You can approach the respective TPs if your training record(s) is not reflected on the website*

---

## 3 Corppass: Authorise TRS eService

This section addresses TRS accessibility issues related to Corppass authorisation.

Please note that only UEN Corppass Administrator or Sub-Administrator can perform the following functions.

### 3.1 Adding TRS eService to your UEN

For organisations accessing TRS for the first time, you need to [1] add TRS eService to your entity in Corppass then [2] authorise your entity users to access TRS (see [Section 3.2](#)).

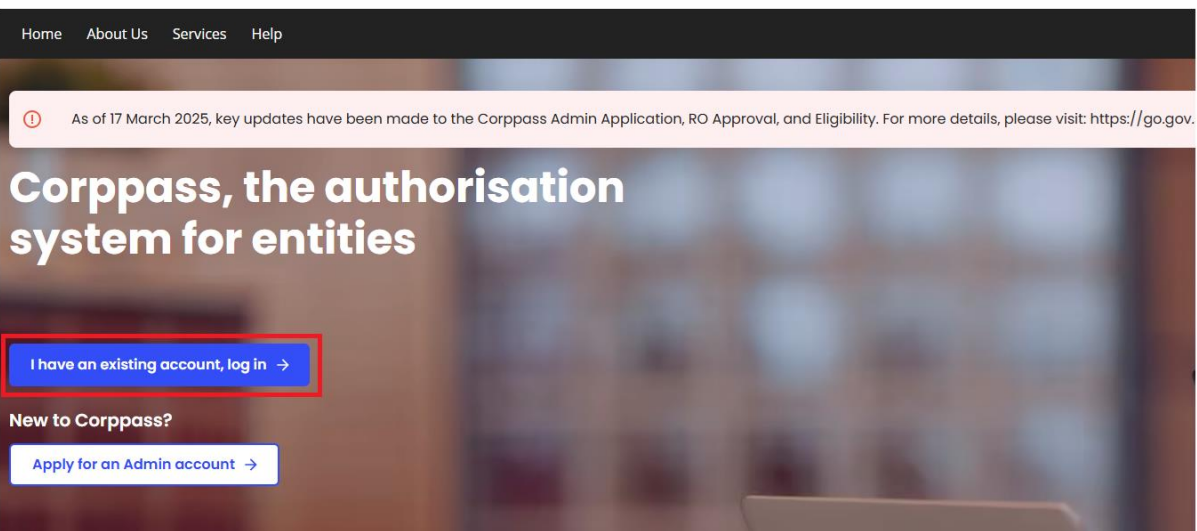
#### 3.1.1 Login to Corppass Portal

Access the Corppass portal using this [link](#).

Select “I have an existing account, log in”.

 A Singapore Government Agency Website [How to identify](#)

**corppass**




Login using Singpass Mobile Application using QR code.

Note: QR code expires after one (1) minute. Click on “Refresh QR code” to get a new QR code.

A Singapore Government Agency Website [How to identify](#)


**singpass**

**Beware of impersonation scams** ^  
Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 if you are unsure if something is a scam.

 **Log in with Singpass**  
as **corppass** user

**singpass app** Password login

Scan with Singpass app  
Logging in as **corppass** user



**singpass**

[Register for Singpass](#)  
[Download Singpass app](#)

**singpass**  
Contact us | Share feedback | Read FAQs


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Login using Password.

A Singapore Government Agency Website [How to identify](#)

**singpass**

**Beware of impersonation scams** ^  
Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 if you are unsure if something is a scam.

 **Log in with Singpass**  
as **corppass** user

Singpass app **Password login**

**Log in**

Singpass ID

Password

**Log in**

[Retrieve Singpass ID](#) [Reset password](#)

[Register For Singpass](#)

**singpass**  
Contact us | Share feedback | Read FAQs

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### 3.1.2 Navigation to Entity's e-Services Page

The screenshot displays the Corppass web application interface. At the top, a dark navigation bar contains links for Home, My Account, Users, e-Service, Third Party, and Help. A user profile icon with the letter 'T' is on the right. Below this is a red banner for 'Corppass Updates' with a close button (X). The main content area has a large 'Welcome to Corppass,' message. Below the welcome message is a horizontal tab bar with three tabs: 'User Accounts', 'e-Service Access', and 'Third Party'. The 'e-Service Access' tab is highlighted with a red box. Below the tabs are three main action cards. The first card, 'Select Entity's e-Services', is highlighted with a red box and has a red line pointing to the 'e-Service Access' tab. The second card is 'Assign selected e-Services' and the third is 'View Entity's e-Service Access'. A 'Change Entity Profile' link is located to the right of the cards.

Home My Account Users e-Service Third Party Help

**Corppass Updates** X

As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Welcome to Corppass,

User Accounts e-Service Access Third Party

Change Entity Profile

**Select Entity's e-Services**  
Select e-Services that your entity will use.

**Assign selected e-Services**  
Assign e-Services access to your entity's users and user groups.

**View Entity's e-Service Access**  
View and edit your entity's current e-Services access

### 3.1.3 Search and Assign TRS eService

HomeMy AccountUserse-ServiceThird PartyHelp

T

Corppass Updates

As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Select Entity's e-Services

Select Entity's e-Services

1

Select e-Services



2

Enter Details

3

Review & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).  
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter

TRS eServices

| Govt. Agency                        | e-Service                  | Description   | Additional Agency Check | Additional Details Required |
|-------------------------------------|----------------------------|---|-------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | MINISTRY OF MANPOWER (MOM) | TRS eServices<br>Workplace Safety and Health Training Records System e-Services |                         |                             |

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

Cancel

Next

*Note that if the checkbox is missing (not rendered), eService has already been assigned to your entity. In this case, proceed to authorise your entity's users to access this eService (see [Section 3.2](#)).*

### 3.1.4 Confirm Assignment

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Help](#)

T

Corppass Updates

As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Select Entity's e-Services

### Select Entity's e-Services

✓  
Select  
e-Services

• • • • •

✓  
Enter  
Details

• • • • •

3  
Review  
& Submit

Verify Selected e-Service(s)

MINISTRY OF MANPOWER (MOM) • TRS eServices

Back

Submit


Page 15 of 21


### 3.1.5 Acknowledgement

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Help](#) T

**Corpass Updates** ✕  
As of 17 March 2025, key updates have been made to the Corpass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corpass-updates>.

Home / Select Entity's e-Services

 **The selected e-Service(s) is ready to be assigned to users.**

**Next Step**  
  
**Assign selected e-Services**  
Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#) [Assign selected e-Services](#)

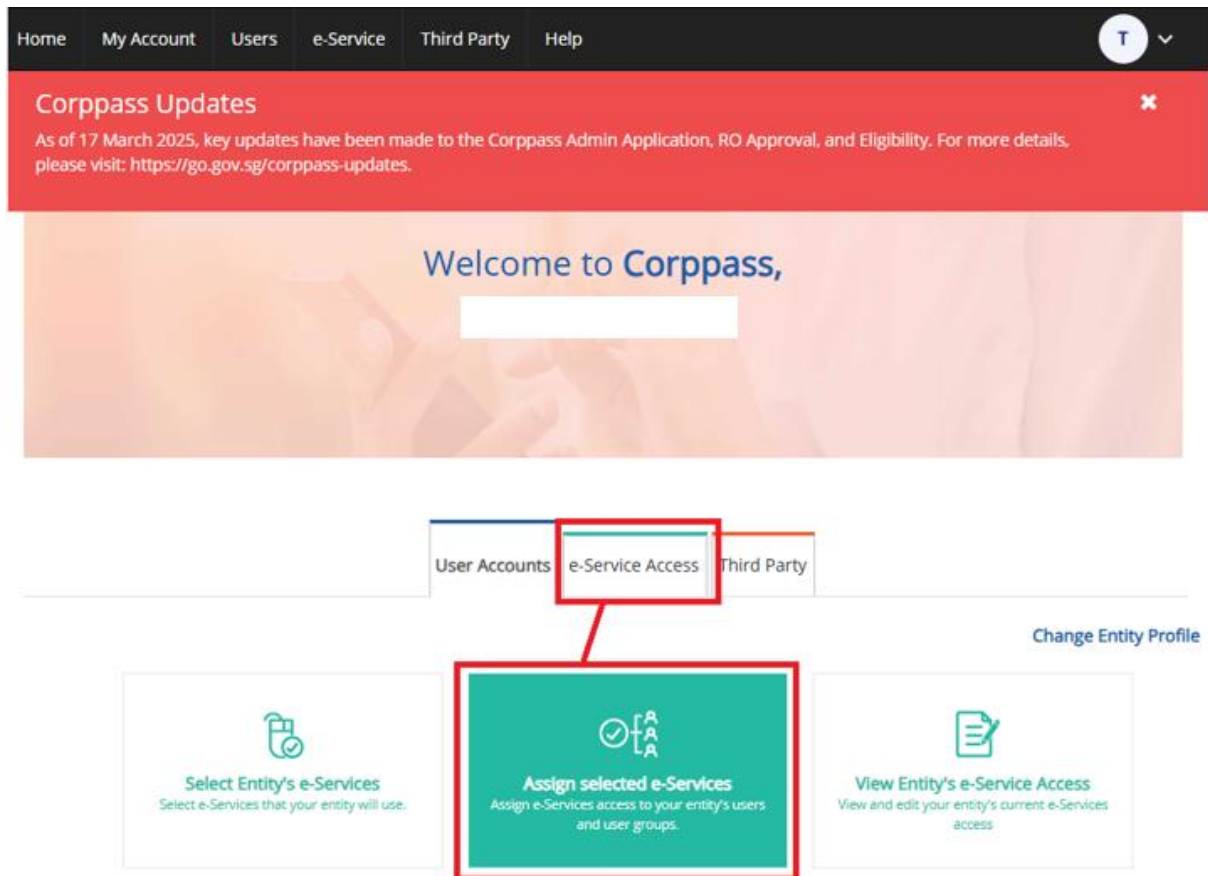
Click on “Assign selected e-Services” to select Corpass users from your UEN who will be authorised to access TRS (skip to [Section 3.2.2](#)).



## 3.2 Authorising Access to TRS eService

Once TRS eServices has been assigned to your UEN, you can authorise your entity's users (Admin, Sub-Admins and Users) to access TRS.

### 3.2.1 Navigation



### 3.2.2 Select User(s) to Authorise

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Help](#) T

**Corppass Updates** ✕  
As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Assign Selected e-Services

### Assign Selected e-Services

1  
Select Users

2  
Select e-Services

3  
Enter Details

4  
Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.

Filter  🔍 ↺

| <input type="checkbox"/>            | Full Name | Email Address | User Type |
|-------------------------------------|-----------|---------------|-----------|
| <input checked="" type="checkbox"/> |           |               | User      |
| <input checked="" type="checkbox"/> |           |               | User      |
| <input checked="" type="checkbox"/> |           |               | User      |
| <input type="checkbox"/>            |           |               | User      |
| <input type="checkbox"/>            |           |               | Sub-Admin |
| <input type="checkbox"/>            |           |               | User      |
| <input type="checkbox"/>            |           |               | User      |

3 user(s) selected.

Showing 1 to 7 of 7 items

**Can't find a user?**  
You may have not created the user account.  
Click [here](#) to do so.

Cancel Next

### 3.2.3 Select TRS eServices

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Help](#) T

**Corppass Updates**  
As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Assign Selected e-Services

### Assign Selected e-Services

✓ Select Users

**2 Select e-Services**

3 Enter Details

4 Review & Submit

Assign Selected e-Service(s) to  
1 Selected User(s) [+](#)

Assign from selected e-Service(s).

Filter

TRS eServices

🔍

↺

| Govt Agency  | Entity's selected e-Services | Description  | Agency Check Required | Additional Details Required |
|--|------------------------------|--|-----------------------|-----------------------------|
| <input checked="" type="checkbox"/> MINISTRY OF MANPOWER (MOM) | TRS eServices                | Workplace Safety and Health Training Records System e-Services |                       |                             |

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

[Back](#) [Next](#)

### 3.2.4 Set Authorisation Duration

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Help](#) T

**Corppass Updates**  
As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Assign Selected e-Services

### Assign Selected e-Services

✓  
Select Users

✓  
Select e-Services




**3**  
Enter Details

4  
Review & Submit

Assign Selected e-Services to  
1 Selected User(s) [+](#)

e-Services with [📅](#) require additional details. For more information, contact the relevant agency. Click [📅](#) to enter details.

\* - denotes mandatory fields

| Govt Agency  | Entity's selected e-Services | Agency Check Required | Additional Details Required   |
|--|------------------------------|-----------------------|---|
|  MINISTRY OF MANPOWER (MOM) | TRS eServices                |                       | <div>MINISTRY OF MANPOWER (MOM)<br/>TRS eServices</div> <div>No additional details required.</div> <div><div>Authorisation Effective Date * <span>🔔</span><br/><input type="text" value="08/05/2025"/> </div><div>Authorisation Expiry Date <span>🔔</span><br/><input type="text" value="07/05/2030"/> </div></div> |

1 e-Service(s) selected.

[Back](#) [Next](#)

### 3.2.5 Confirm Authorisation

HomeMy AccountUserse-ServiceThird PartyHelp

T

Corppass Updates

As of 17 March 2025, key updates have been made to the Corppass Admin Application, RO Approval, and Eligibility. For more details, please visit: <https://go.gov.sg/corppass-updates>.

Home / Assign Selected e-Services

Assign Selected e-Services

✓Select Users

✓Select e-Services

✓Enter Details

4Review & Submit

Verify the following details.

1 Selected Users

Selected e-Services

MINISTRY OF MANPOWER (MOM)

• TRS eServices

Authorisation Effective Date08/05/2025

Authorisation Expiry Date07/05/2030

Back

Submit