
**User Guide
For
Manage WSH Training Record Uploads eService**



Version History

SN	Version	Document Name	Changelog	Date	
1	1.0	TRS_eService User Guide – Manage WSH Training Record Uploads	Initial Release	14 May 2025	

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1 Login

This user guide is for Training Providers only.

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

1.1 Training Providers

1.1.1 Access TRS via TRS eServices

Click on the following to login.

Manage WSH training record uploads

For WSH Training Providers to manage and check training record uploads.

[Log in for Training Providers](#)

● 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.

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



Register for Singpass
Download Singpass app

singpass
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Login using Password.

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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

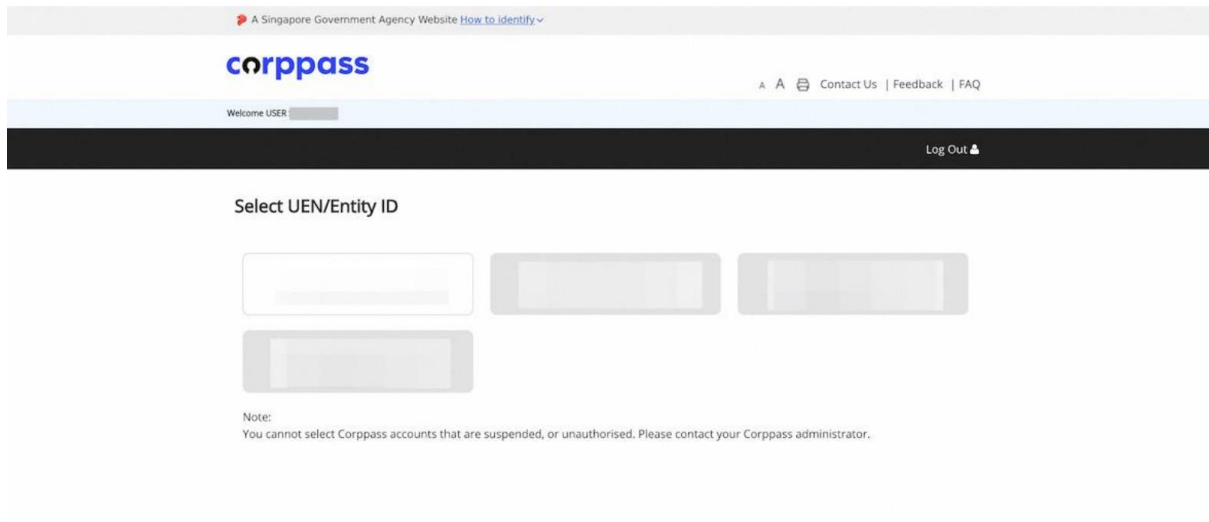
[Retrieve Singpass ID](#) [Reset password](#)

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1.1.3 Select Entity

Select the UEN to access TRS.



You will be directed to the Training Providers zone – Search TP Uploads page (see [Section 2.1](#))

1.1.4 Login Issues FAQ

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

1.1.4.1 Unauthorised Access

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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 5](#) on how to grant authorisation to TRS eServices 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.

2 Search Training Provider Uploads

Upon login, all Training Providers will be redirected to this page.

If you are not redirected to this page, your UEN is not a registered and/or active Training Provider.

You can [1] search for Training Provider (TP) Uploads and [2] view their respective details.

2.1 Search for Training Provider Uploads

2.1.1 Input Search Selection

Search TP Uploads

Search and filter TP uploads.

Enquire Individual's training records Batch search Individual's eligibility

JURONG SHIPYARD PTE LTD

Search Selection

Course reference no.

Filters

Submission Date

From Date

To Date

2.1.2 Input Search Criteria

Search TP Uploads

Search and filter TP uploads.

Enquire individual's training records **Batch Search individual's eligibility**

██████████

Search Selection

Course Refer... ▾

Filters

Submission Date

From Date To Date

2.1.3 Input Submission Date Range

Search TP Uploads

Search and filter TP uploads.

Enquire individual's training records **Batch Search individual's eligibility**

██████████

Search Selection

Course Refer... ▾

Filters

Submission Date

From Date To Date

2.1.4 Search Results

Click on “Search” to view a list of TP uploads.

All TP uploads matching your search criteria will be displayed in the table below.

Reset Search

Upload records

e-Submission No.	Filename	Course Reference No.	Competency Standard Code	Submission Date (DD/MM/YYYY)	Status
TRS202502180189	New Microsoft Excel Worksheet.csv	crf-wph	WPH-WSH-3079-1.1	18/02/2025	PROCESSED WITH ERROR
TRS202502180190	New Microsoft Excel Worksheet.csv	crf-wph	WPH-WSH-3079-1.1	18/02/2025	PROCESSED SUCCESSFULLY
TRS202502240192	Training Records_Sara2402.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED WITH ERROR
TRS202502240193	Training Records_Sara2402.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED SUCCESSFULLY
TRS202502240194	Training Records_Sara2402_1.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED SUCCESSFULLY

1 to 5 of 7 < Prev **1** 2 Next >

Items per Page: v

2.2 View Training Provider Upload Details

2.2.1 Select Training Provider Upload

To view the TP uploads in more details, click on the respective e-Submission No.



Upload records

e-Submission No.	Filename	Course Reference No.	Competency Standard Code	Submission Date (DD/MM/YYYY)	Status
TR5202502180189	New Microsoft Excel Worksheet.csv	crf-wph	WPH-WSH-3079-1.1	18/02/2025	PROCESSED WITH ERROR
TR5202502180190	New Microsoft Excel Worksheet.csv	crf-wph	WPH-WSH-3079-1.1	18/02/2025	PROCESSED SUCCESSFULLY
TR5202502240192	Training Records_Sara2402.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED WITH ERROR
TR5202502240193	Training Records_Sara2402.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED SUCCESSFULLY
TR5202502240194	Training Records_Sara2402_1.csv	crf-wph	WPH-WSH-3079-1.1	24/02/2025	PROCESSED SUCCESSFULLY

1 to 5 of 7

< Prev **1** 2 Next >

Items per Page: ▾

2.2.2 Training Provider Upload Details

Respective TP upload details will be displayed.

You can [1] download your uploaded file or [2] view any error records.

eSubmission No: TRS202502180190

Summary of Upload

Filename :	New Microsoft Excel Worksheet.csv
Submission Date :	18/02/2025
Course Reference No. :	crf-wph
Competency Standard Code. :	WPH-WSH-3079-1.1
Status :	PROCESSED SUCCESSFULLY
Processed Records :	1
Successful Records :	1
Error Records :	0

Successful records list

List of successful records within this upload.

ID No.	Name	Language	Assessment Date (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)	Status
View	Test	ENGLISH	09/02/2025		Not Yet Competent

1 to 1 of 1 < Prev **1** Next >

Items per Page: v

2.3 Integrated Work Permit System (IWPS) Info Section (Only available for Overseas Training Providers)

You can view and download IWPS info file.

2.3.1 Download IWPS Info File

Search TP Uploads

Search and filter TP uploads.

[Enquire Individual's training records](#) [Batch search Individual's eligibility](#)

JURONG SHIPYARD PTE LTD

Download iWPS Info File

Name :	BIWPSWA062w.20160112.000147.CSOC.dat
Size :	20kb
Updated on :	13/01/2016 19:00:17

Search Selection

Filters

Submission Date

From Date

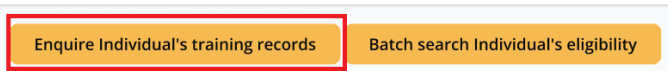
3 Search Individual's Training Records

You can search the training records of individuals.

3.1.1 Navigation

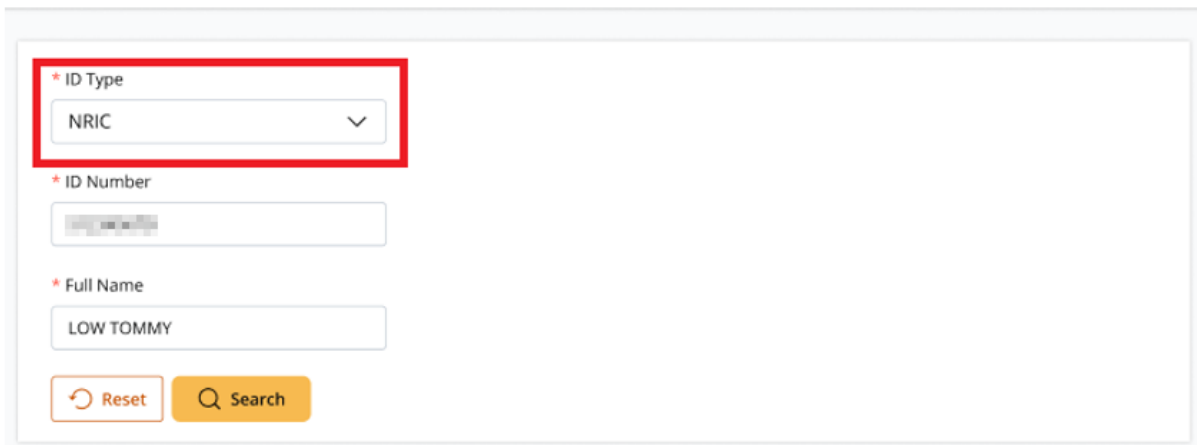
Search TP Uploads

Search and filter TP uploads.



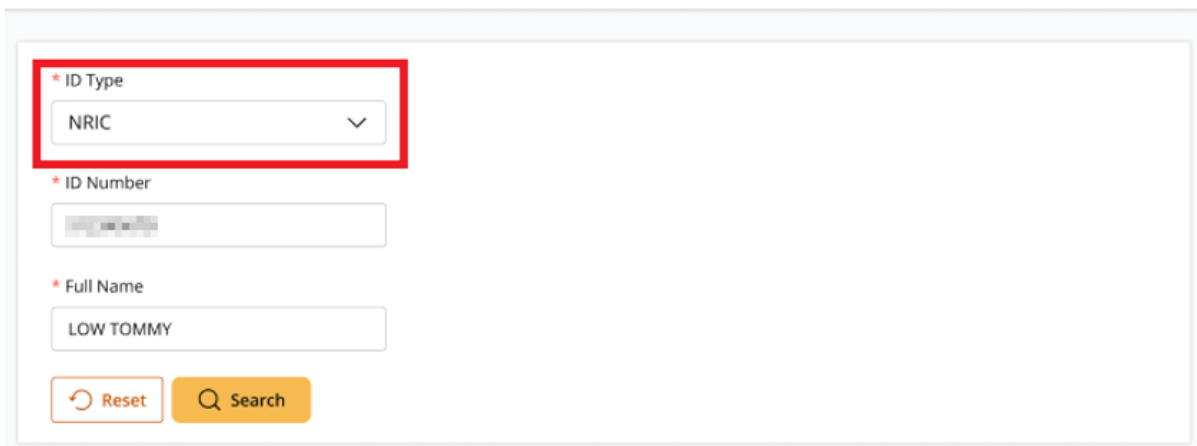
3.1.2 Input ID Type

Search Individual's WSH Training Records

A screenshot of a search form. The "ID Type" dropdown menu is highlighted with a red border and shows "NRIC" selected. Below it are input fields for "ID Number" (containing a blurred value) and "Full Name" (containing "LOW TOMMY"). At the bottom are "Reset" and "Search" buttons.

3.1.3 Input ID Number

Search Individual's WSH Training Records

A screenshot of a search form, identical to the one above. The "ID Type" dropdown menu is highlighted with a red border and shows "NRIC" selected. Below it are input fields for "ID Number" (containing a blurred value) and "Full Name" (containing "LOW TOMMY"). At the bottom are "Reset" and "Search" buttons.

3.1.4 Input Full Name

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

Search Individual's WSH Training Records

* ID Type
NRIC

* ID Number
[REDACTED]

* Full Name
LOW TOMMY

Reset Search

3.1.5 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. [REDACTED]
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

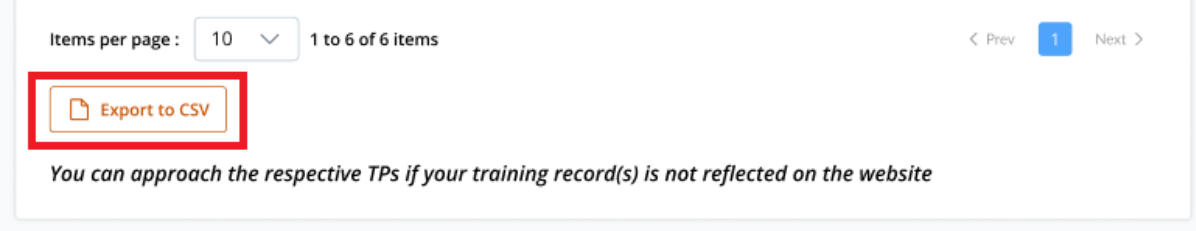
Items per page: 10 1 to 6 of 6 items < Prev 1 Next >

Export to CSV

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

3.1.6 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

4 Batch Search Individual's Eligibility

This page allows Training Providers to do a batch (bulk) search of multiple individuals eligibility. You can upload a list of individuals to TRS using the Batch Search Template (see [Section 4.1.2](#)).

4.1.1 Navigation

Search TP Uploads

Search and filter TP uploads.

Enquire Individual's training records

Batch search Individual's eligibility

4.1.2 Download Batch Search Template

Batch Search Individual's Eligibility

Search for Individuals' eligibility by bulk

Enquire Individual's training records

View TP Training Records

To upload file here

 [View guide](#)



Drag and drop or browse files

Only .csv with 5MB max total file size.

Things to note:

1. Ensure that you are using the proper template for the upload file otherwise the system will reject the upload.
2. [Click here](#) to download the sample template.
3. The following columns should strictly follow these accepted values otherwise the system will reject the record:
 - a. ID Type
 - i. 1
 - Represents an NRIC Number
 - ii. 2
 - Represents a FIN Number
 - iii. 3
 - Represents a Work Permit Number

4.1.3 Upload Individual List (Completed Batch Search Template)


Note that you can upload multiple files.

Batch Search Individual's Eligibility

Search for Individuals' eligibility by bulk

[Enquire Individual's training records](#) [View TP Training Records](#)

To upload file here [View guide](#)


 Drag and drop or browse files
Only .csv with 5MB max total file size.

Things to note:

1. Ensure that you are using the proper template for the upload file otherwise the system will reject the upload.
2. [Click here](#) to download the sample template.
3. The following columns should strictly follow these accepted values otherwise the system will reject the record:
 - a. ID Type
 - i. 1
 - Represents an NRIC Number
 - ii. 2
 - Represents a FIN Number
 - iii. 3
 - Represents a Work Permit Number

4.1.4 Review Uploaded File(s)


To upload file here [View guide](#)

 Drag and drop or browse files
Only .csv with 5MB max total file size.

Things to note:


1. Ensure that you are using the proper template for the upload file otherwise the system will reject the upload.
2. [Click here](#) to download the sample template.
3. The following columns should strictly follow these accepted values otherwise the system will reject the record:
 - a. ID Type
 - i. 1
 - Represents an NRIC Number
 - ii. 2
 - Represents a FIN Number
 - iii. 3
 - Represents a Work Permit Number


Uploaded Documents

S.No	Document Name	Action
1	bulk_search_individual.csv	 Remove

4.1.5 Export Eligibility Results

Uploaded Documents

S.No	Document Name	Action
1	bulk_search_Individual.csv	 Remove



Upon clicking on “Upload” button, the system will generate and download the eligibility results for all uploaded individuals in the browser window.

5 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.

5.1 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 5.2](#)).

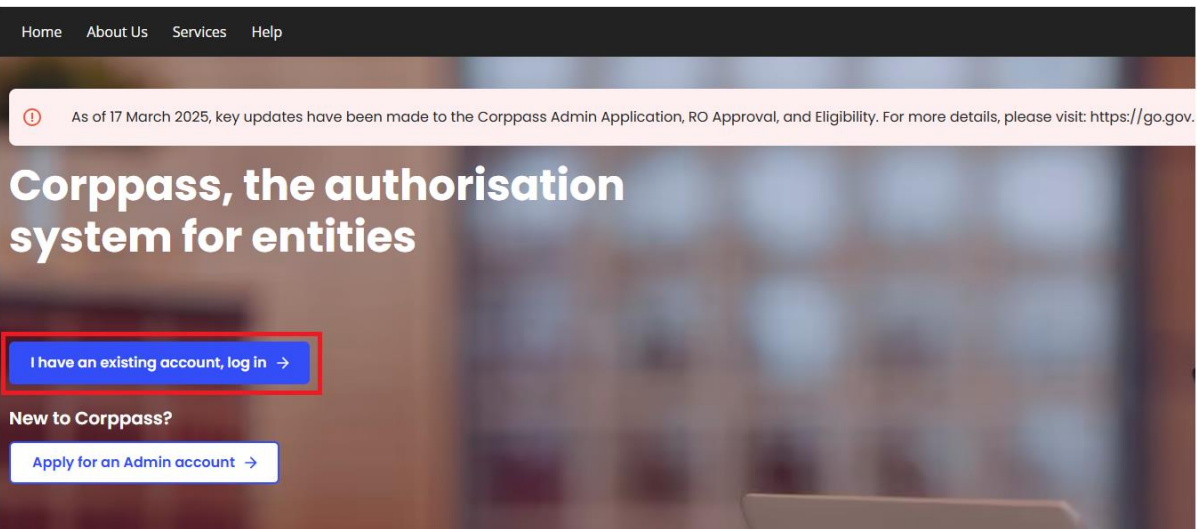
5.1.1 Login to Corppass Portal

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

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

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

corppass



Home About Us Services Help

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>.

Corppass, the authorisation system for entities

I have an existing account, log in →

New to Corppass?
Apply for an Admin account →


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.

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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



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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

Log in

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

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5.1.2 Navigation to Entity's e-Services Page

The screenshot displays the Corppass user interface. At the top, a dark navigation bar contains links for Home, My Account, Users, e-Service, Third Party, and Help, along with a user profile icon labeled 'T'. Below this is a red banner titled 'Corppass Updates' with a close button (X) and a message dated 17 March 2025 regarding updates to the Corppass Admin Application, RO Approval, and Eligibility. The main content area features a 'Welcome to Corppass,' message with a blurred background of hands holding a smartphone. A horizontal menu below the welcome message includes 'User Accounts', 'e-Service Access', and 'Third Party', with 'e-Service Access' highlighted by a red box. To the right of this menu is a 'Change Entity Profile' link. Below the menu are three main action cards: 1. 'Select Entity's e-Services' (highlighted with a red box) with the subtext 'Select e-Services that your entity will use.' 2. 'Assign selected e-Services' with the subtext 'Assign e-Services access to your entity's users and user groups.' 3. 'View Entity's e-Service Access' with the subtext 'View and edit your entity's current e-Services access.'

5.1.3 Search and Assign TRS eServices

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	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 5.2](#)).

5.1.4 Confirm Assignment

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

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

5.1.5 Acknowledgement

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



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 Corppass users from your UEN who will be authorised to access TRS (skip to [Section 5.2.2](#)).

5.2 Authorising Access to TRS eServices

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

5.2.1 Navigation

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, and Help, along with a user profile icon. A red banner below the navigation bar contains 'Corppass Updates' with a close button and a message dated 17 March 2025. The main content area features a 'Welcome to Corppass' message with a blurred background image of hands. Below this, a horizontal menu contains 'User Accounts', 'e-Service Access', and 'Third Party', with 'e-Service Access' highlighted by a red box. To the right of this menu is a 'Change Entity Profile' link. The main content area contains three cards: 'Select Entity's e-Services' (with a padlock icon), 'Assign selected e-Services' (with a checkmark and 'A A A' icon, highlighted by a red box), and 'View Entity's e-Service Access' (with a document icon).

5.2.2 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 Search 🔍 ↺

<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**

5.2.3 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

1 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 🔍 ↔

<input checked="" type="checkbox"/>	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

5.2.4 Set Authorisation Duration

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 / Assign Selected e-Services

Assign Selected e-Services

1 2 3 4

Select Users Select e-Services **Enter Details** 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			<p>MINISTRY OF MANPOWER (MOM) TRS eServices</p> <p>No additional details required.</p> <p>Authorisation Effective Date * 📅 08/05/2025 📅</p> <p>Authorisation Expiry Date 📅 07/05/2030 📅</p>

1 e-Service(s) selected.

Back **Next**

5.2.5 Confirm Authorisation

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 / Assign Selected e-Services

Assign Selected e-Services



Verify the following details.

[1 Selected Users](#) +

Selected e-Services

MINISTRY OF MANPOWER (MOM)

- TRS eServices

Authorisation Effective Date	08/05/2025
Authorisation Expiry Date	07/05/2030

[Back](#) [Submit](#)