

## ONE@ECDA FORMS ARE NOW ONLINE



Details of the digital forms can be found in the table below.

S/N	Form	Description	URL
1	Request for ONE ECDA Account	<p>This online form allows you to:</p> <ol style="list-style-type: none"> <li>1) To request account reset/password reset on behalf of their existing educators (with ONE @ ECDA account) who forgotten security question/answer</li> <li>2) To request on behalf of their new educators (without ONE @ ECDA account) who did not manage to setup the first account setup</li> <li>3) To request change of login type because of incorrect selection during Employment or Teacher Certification (Pre-Employed) Application.</li> </ol> <p>Note: Applicable for resubmission application case, ONE @ ECDA does not resend a new account setup.</p>	<a href="https://go.gov.sg/oneecda-educatoraccount">https://go.gov.sg/oneecda-educatoraccount</a>
2	Creation/Revocation of ONE@ECDA Centre Administrator role <b>*Maximum of 3 Centre Administrators only</b>	<p>This online form allows you to:</p> <ol style="list-style-type: none"> <li>1) Create new Centre Administrator role and</li> <li>2) Remove Centre Administrator role</li> </ol>	<a href="https://go.gov.sg/oneecda-centreadmin">https://go.gov.sg/oneecda-centreadmin</a>
3	Creation/Revocation of ONE@ECDA Course Provider Administrator role <b>*Maximum of 3 Course Administrators only</b>	<p>This online form allows you to:</p> <ol style="list-style-type: none"> <li>1) Create new Course Administrator role and</li> <li>2) Remove Course Administrator role</li> </ol>	<a href="https://go.gov.sg/oneecda-courseprovider">https://go.gov.sg/oneecda-courseprovider</a>
4	Creation/Revocation of ONE@ECDA Training Agency Administrator role <b>*Maximum of 3 Training Agency Administrators only</b>	<p>This online form allows you to:</p> <ol style="list-style-type: none"> <li>1) Create new Training Agency Administrator role and</li> <li>2) Remove Training Agency Administrator role</li> </ol>	<a href="https://go.gov.sg/oneecda-trainingagency">https://go.gov.sg/oneecda-trainingagency</a>
5	New HQ Setup and Nomination of HQ Administrator	<p>This online form allows you to:</p> <ol style="list-style-type: none"> <li>1) Submit New HQ Setup (similar to CMS)</li> <li>2) Update HQ Administrator Access Rights (i.e. Functions, Reports, Centre Assigned)</li> </ol>	<a href="http://go.gov.sg/oneecda-newhqsetup-hqadmin">http://go.gov.sg/oneecda-newhqsetup-hqadmin</a>

## ONE@ECDA FORMS ARE NOW ONLINE



6	Creation/Revocation and Update for Existing HQ Administrator Role <b>*Maximum of 5 HQ Administrators only</b>	This online form allows you to: 1) Create new HQ Administrator role and 2) Remove HQ Administrator role 3) Update HQ Administrator Access Rights (i.e. Functions, Reports, Centre Assigned)	<a href="https://go.gov.sg/oneecda-hqadmin">https://go.gov.sg/oneecda-hqadmin</a>
7	Update of ONE@ECDA HQ Profile Details	This online form allows you to: 1) Update HQ Profile Details (i.e. Contact No of HQ, Address of HQ)	<a href="https://go.gov.sg/oneecda-updatehqprofile">https://go.gov.sg/oneecda-updatehqprofile</a>
8	Update of Submission and Approval Workflow for ONE@ECDA Applications	This online form allows you to: 1) Update submission and approval workflow across all applications or each application type	<a href="https://go.gov.sg/oneecda-updateworkflow">https://go.gov.sg/oneecda-updateworkflow</a>
9	Request for List of ONE ECDA Administrator	This online form allows you to submit request for the list of 1) Centre admin 2) HQ admin 3) Course Provider admin 4) Training Agency admin 5) Both Centre and HQ admin  <i>Note: Account Listing is available on a quarterly basis frequency: 1 Jan, 1 Apr, 1 Jul and 1 Oct</i>	<a href="https://go.gov.sg/oneecda-listofadministrator">https://go.gov.sg/oneecda-listofadministrator</a>

Note: The Key Appointment Holder will be required to **Login with Singpass (Corporate)** to complete the form. Please note that **only the Key Appointment Holder** (i.e. Director/Sole Proprietor/Partner/Committee Member) can authorise the creation/removal of centre administrator role via the form.