



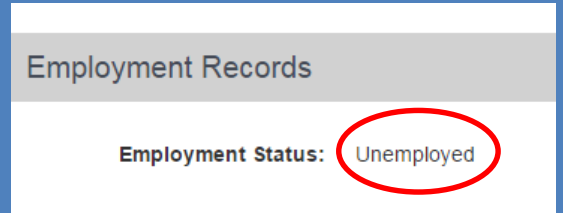
# 5 Easy Steps on ONE@ECDA

## To Submit Particulars for Staff with Existing ONE@ECDA account

1

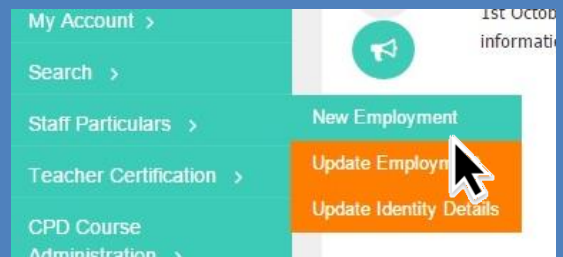
Verify with Educator that her **Employment Status** is “Unemployed”

Note: If it is “Active”, Educator needs to select Update Employment and update Out of Service date. After 7 days, Educator’s Employment Status will be updated to “Unemployed” if no action is taken by Previous employer.



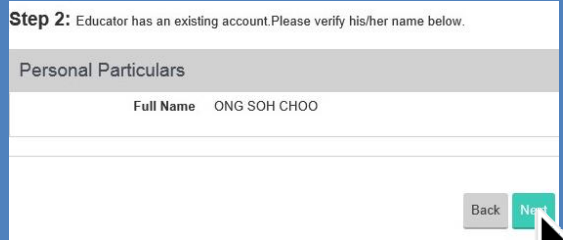
2

Centre select **Staff Particulars**, click **New Employment** from left Navigation Bar



3

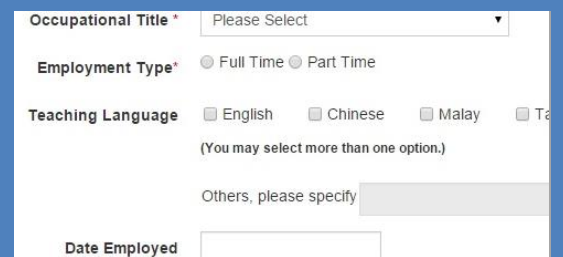
System will prompt that Educator has an existing account in ONE@ECDA. Click **Next**



4

Key in Educator’s **Employment Details**. Confirm details and Click **Submit**

Note: Ensure that Date employed is after the Out of service date.



5

Educator login with Singpass to **Acknowledge** the new employment

Note: After Educator acknowledges, Centre will be granted access by ECDA to the Educator’s profile.



For support or more information, talk to us at 6735 9213

[www.one.ecda.gov.sg](http://www.one.ecda.gov.sg)

