

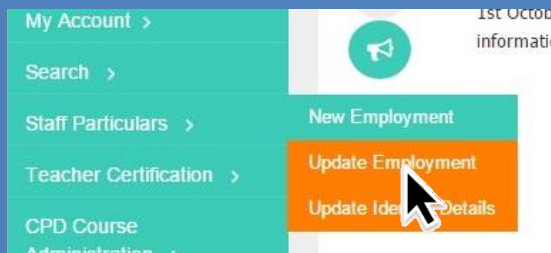


5 Easy Steps on ONE@ECDA

To Submit Particulars of your Staff

1

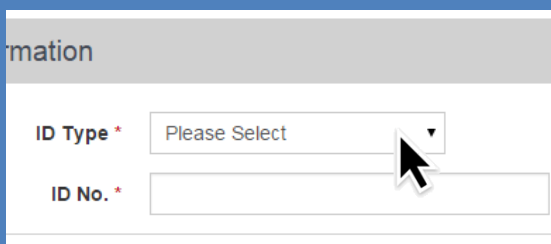
Select **Staff Particulars**, click **New Employment** from left Navigation Bar



2

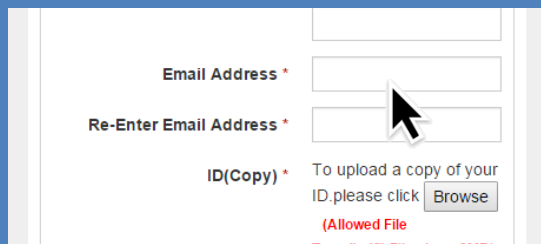
Select **ID Type** and Enter the **ID Number**

Note: System will alert you if Educator has an existing account; you may then request for the account transfer and skip Step 3.



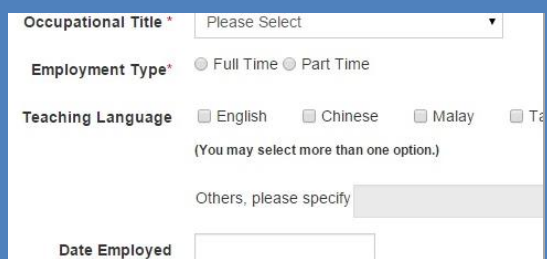
3

Enter the Educator's **Personal Particulars**



4

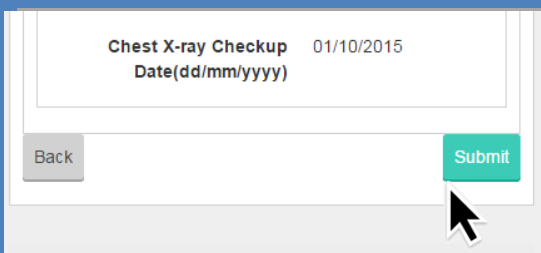
Key in Educator's **Employment Details**



5

Confirm details and Click **Submit**

Note: New Educators will receive their account in 3 working days.



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

