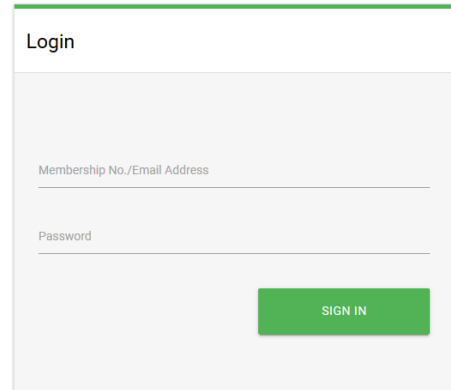


## A) Login

- You'll need
  - internet browser – Firefox/ Chrome/ Microsoft Edge/ Safari
  - internet access on your desktop/laptop/mobile device
  - SIP Dashboard account details
- Login at: <https://www.planning.org.sg/login/>
- Enter Membership No/Email and Passwords
- Click on “**SIGN IN**” when ready



The screenshot shows a login form titled "Login". It contains two input fields: "Membership No./Email Address" and "Password". Below the fields is a green button labeled "SIGN IN".

### \*If You

- **have not activated** your SIP Dashboard account, please refer to item (B)
- forgotten your login details, please click on “**Forgot Password/Membership Number**”
- need assistance, please email your question to [support@planning.org.sg](mailto:support@planning.org.sg)

- Forgot your **Password/Membership Numbers?**
- If you are SIP Member and have not activated your online account, please **Activate Now**
- Apply for **New Membership**
- For technical help, please email to [support@planning.org.sg](mailto:support@planning.org.sg)

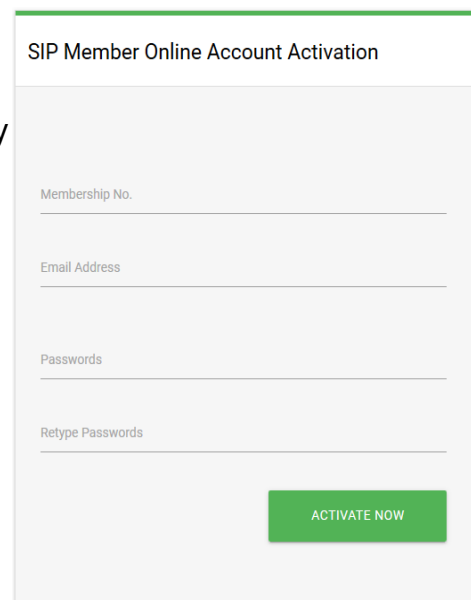
## B) Activate SIP Dashboard Account

Before you can start using the services on SIP Dashboard, you'll first need to activate your account. Please note that this service is **only available to SIP Members**.

- At the SIP Dashboard login page, click on “**Activate Now**”, in the footer notes
  - If you are SIP Member and have not activated your online account, please **Activate Now**

- at the **Activation form**

- enter the required information
- for Membership Number, you may refer to any SIP invoice/statement of account
- Password
  - set your preferred password
  - at least 8 characters
- click on “**ACTIVATE NOW**”, when ready



The screenshot shows a web form titled "SIP Member Online Account Activation". It contains four input fields: "Membership No.", "Email Address", "Passwords", and "Retype Passwords". A green "ACTIVATE NOW" button is located at the bottom right of the form.

- check your email for **Activation Confirmation**
  - an email will be sent to you almost immediately, after you submitted the activation request
  - if you can't find the email, remember to look into your Spam mailbox
  - open that email and click on “CONFIRM ACTIVATION”

### \*Notes

- this activation email is valid for **24 hours only**
- if you did not complete the activation procedure within this period, you'll have to resubmit a fresh request for Account Activation

## C) Dashboard Homepage

Upon successful login, you'll be redirected to Dashboard homepage

The screenshot displays the SIP Dashboard homepage. At the top left is the logo for the Singapore Institute of Planners. A horizontal navigation bar contains links for Membership, CPD, News, Messages, Administration, and Logout. The main content area is divided into three sections: Messages, Upcoming Events, and Newsletters. The Messages section shows a recent message from 2019-04-01 with the subject 'Welcome to SIP Member Dashboard'. The right sidebar, titled 'APEX\_Admin', contains a navigation menu with links for Dashboard, Membership, CPD, News, Messages, Administration, and Logout.

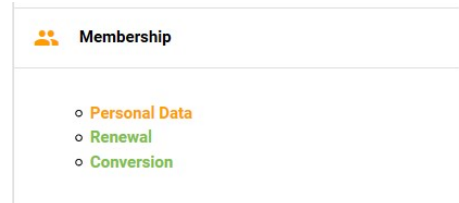
- At the Dashboard homepage, you'll have
  - Messages, Upcoming Events and Newsletters summary
    - click on the table title or subject line to explore details
    - this summary only shows recent and up-coming information
    - to view older information, please click on the respective functions on the right side Navigation box
  - Navigation box on the right
    - click on the function name to get to the respective modules
  - Logout
    - your Dashboard session will automatically expire within 24 hours
    - however, for security reasons, you may want to sign out manually, if you are done using the online services
    - click on **Logout** on
      - Menu bar on the top; or
      - Navigation box on the right

## D) Update Personal Data

As SIP member, you are responsible for your own personal data. Please make sure your data is updated and accurate.

- **Getting there**

- click on “Membership”, on the top menu bar; or
- click on “Membership” and then, “Personal Data”, on the right Navigation box



- **Edit/Update Membership Data**

- click on the **green pencil icon** to load the editing form, for each information category
- eg. to update your Contacts, click on the green pencil icon, on the far right side of Contacts tab



- Information Categories
  - Identification – Name, NRIC (last 3 digits and checksum character only), Date of Birth, Gender, Profile Photo, Nationality
  - Contacts – company/employer name, mailing / correspondence address, email and mobile numbers
  - Qualifications – university diploma/degree certificates
  - Login – Dashboard account login passwords
- click on “**SAVE**”, to submit your changes to server
- click on “**CANCEL**”, to discard your updates

- **Print Membership Certificate**

- click on the red printer icon, on the top right
- the certificate is in PDF format



- **Update Login Password**

- click on the **green pencil icon** on the Login tab – to enter into edit mode

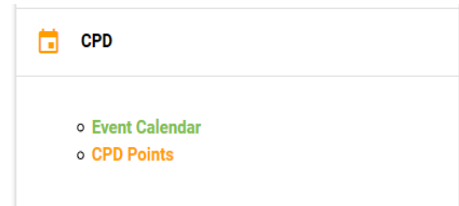


- fill up the required information
  - your current password is needed, for security reason
  - enter your new passwords, twice
- Save, when done

**E) CPD**

• **Getting there**

- click on “CPD”, on the top menu bar; or
- click on “CPD”, and then, “Event Calendar”, on the right Navigation box



• **Event Calendar**

- click on event Title to view details
- the CPD points offered by each event is indicated in the right most column
- for events organised by SIP, you’ll be able to register for the event via Dashboard

Date	Title	Organiser	Points
2019-09-12	6th SIP Planning Awards Dinner 2019	SIP Event	1
2019-04-11	SIP Annual General Meeting 2019	SIP Event	3
2019-04-05	What’s next for conservation	Partner Event	2
2019-04-05	Conquering the rising mercury: Cities lead the way	Partner Event	2

- search/filters – use these options to search, filter or view old event listing



• **Register for Event**

- at the Event Calendar, click on the target event title
- at the Event Details page, click on the green “Event Registration” button
- you’ll be redirected to the event organiser’s page



- **Register Event Attendance (CPD)**

- for events organised by SIP, you'll be able to register your attendance online to claim the accredited CPD points
- at the Event Calendar, click on the target event title
- at the event details page, click on the orange "Register My Attendance" button

REGISTER MY ATTENDANCE

- at the pop-up confirmation window, double check the event title and CPD Points
- if correct, click on the green confirmation button
- the acquired CPD points will be added to your account once the attendance is confirmed by SIP Secretariat

**CPD Event Attendance Registration**

Event Title  
SIP Ideation Workshop 5 June 2024 (2024-06-05)

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CPD Points  
4

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**CONFIRMED, I'VE ATTENDED THIS EVENT**

- **CPD Points**

- this function shows your CPD point accumulation and activities

**CPD Points Summary 2018 : Tham Karen (C123)**

Name	Tham Karen (C123)
Points Required	20
Brought Forward from 2017	-
Seminars	4
Committees	0
Adjustments	0
<b>Total</b>	<b>4</b>

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Seminars Attended 2018 (2)

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Committee Works 2018 (0)

< 2017
2019 >

- please check and verify your CPD points
- click on “**Seminars Attended**” or “**Committee Works**” to know how you earned your CPD points for the selected year
- click on the orange/blue arrow buttons, on the bottom right, to view previous year’s CPD Points

< 2017
2019 >

- please note that CPD Point system started in year 2017
- your CPD points are registered and managed by SIP Secretariat
- if there is any discrepancy, please email to [support@planning.org.sg](mailto:support@planning.org.sg)