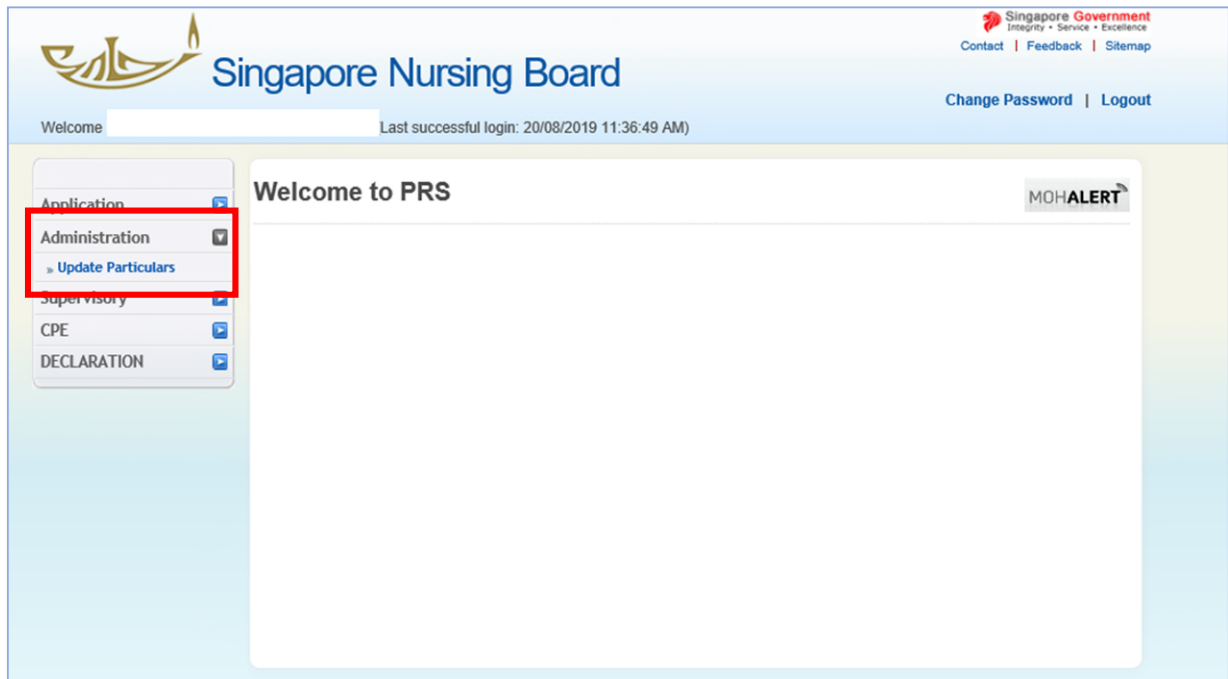
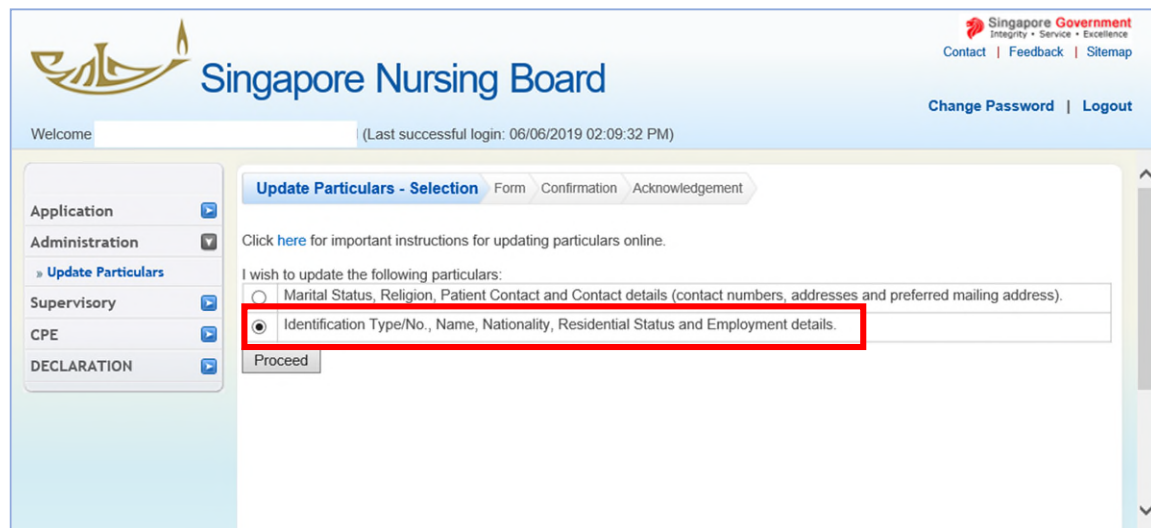


PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

- 1) After logging into your SNB account, click on “Administration” on the left hand menu bar, select “Update Particulars”.



- 2) Within the page, select update “Identification Type/No., Name, Nationality, Residential Status and Employment details”:




(C) To Update Proposed New Employment Details

Applicable for: Those who have yet to start practice with the new employer, including those updating first new employment (with future date).

- 1) Update the fields under “**Current Employment Details**”, taking note to update the Activity Status as below.

The screenshot displays the Singapore Nursing Board portal. The header includes the Singapore Government logo, the text 'Singapore Nursing Board', and navigation links for 'Contact', 'Feedback', 'Sitemap', 'Change Password', and 'Logout'. A welcome message and login timestamp are also present. On the left, a sidebar menu lists 'Application', 'Administration', 'Supervisory', 'CPE', and 'DECLARATION'. The main content area is divided into two sections: 'Current Employment Details' and 'Proposed Employment Details'. The 'Current Employment Details' section is highlighted with a red rectangular box. It contains a dropdown for 'Activity Status' (set to 'Residing in Singapore, but not working'), a dropdown for 'If Not Working, state reason' (set to 'Others'), and a text input for 'If others, please specify' (containing 'Waiting to start work'). Below this is a checkbox labeled 'I would wish to add a new current employment'. The 'Proposed Employment Details' section below it includes dropdowns for 'Activity Status' and 'Appointment', date inputs for 'Appointment Effective Date', 'Date Joined', and 'Date Left', and text inputs for 'Name of Institution/ Organisation' and 'Department/ Division'. It also features a checkbox labeled 'I would wish to add a new proposed employment'.

- 2) Update the fields under “**Proposed Employment Details**” and “**Principal Practice Place**” with the details of your employment. Please note that the “Date Joined” must be a future date.



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[Change Password](#) | [Logout](#)

Welcome [User Name] (Last successful login: 20/08/2019 08:45:27 AM)

Application

Administration

» Update Particulars

Supervisory

CPE

DECLARATION

Current Employment Details

*Activity Status

--Select Here--

*Appointment

--Select Here--

*Appointment Effective Date

dd/mm/yyyy

*Name of Institution/ Organisation

Nature of Work

--Select Here--

Department/ Division

*Date Joined

dd/mm/yyyy

Date Left

dd/mm/yyyy

☐ I would wish to add a new current employment

Proposed Employment Details

*Activity Status

--Select Here--

*Appointment

--Select Here--

*Appointment Effective Date

dd/mm/yyyy

Name of Institution/ Organisation

Nature of Work

--Select Here--

Department/ Division

*Date Joined

dd/mm/yyyy

Date Left

dd/mm/yyyy

☐ I would wish to add a new proposed employment

Application

Administration

» Update Particulars

Supervisory

CPE

DECLARATION

Principal Practice Place

*Appointment

--Select Here--

*Name of Institution / Organisation

Nature of Work

--Select Here--

Department / Division

*Date Joined


dd/mm/yyyy

Date Left

dd/mm/yyyy

☐ I would wish to add a new principal place of practice

The screen below illustrates a prospective new employer (Singapore General Hospital) with the first date of employment of "01/12/2019" as a future date.



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Welcome (Last successful login: 08/08/2019 02:09:32 PM)

Application

Administration

» Update Particulars

Supervisory

CPE

DECLARATION

Current Employment Details

•Activity Status

Residing in Singapore, but not working

If Not Working, state reason

Others

If others, please specifyWaiting to start work(21/500)

☐ I would wish to add a new current employment

Proposed Employment Details

•Activity Status

Working Full-time in Singapore

•Appointment

Staff Nurse

•Appointment Effective Date

01/12/2019

Name of Institution/ Organisation

SINGAPORE GENERAL HOSPITAL, -, Outram Road
-, Outram Road
Singapore 169608

Nature of Work

--Select Here--

Department/ Division

•Date Joined

01/12/2019

Date Left

dd/mm/yyyy

☐ I would wish to add a new proposed employment

Application

Administration

» Update Particulars

Supervisory

CPE

DECLARATION

Principal Practice Place

•Appointment

Staff Nurse

•Name of Institution / Organisation

SINGAPORE GENERAL HOSPITAL, -, Outram Road
-, Outram Road
Singapore 169608

Nature of Work

--Select Here--

Department / Division

•Date Joined

01/12/2019

Date Left

dd/mm/yyyy

☐ I would wish to add a new principal place of practice

3) Click "**Proceed**" and you will be directed to the Confirmation page.

The screenshot shows the Singapore Nursing Board portal. The header includes the logo, the text "Singapore Nursing Board", and links for "Contact", "Feedback", "Sitemap", "Change Password", and "Logout". The user is logged in, with a welcome message and the last successful login time (06/06/2019 03:40:45 PM).

The left sidebar contains a menu with the following items:

- Application
- Administration
- » Update Particulars
- Supervisory
- CPE
- DECLARATION

The main content area is titled "Secondary Place of Practice" and contains a table with columns: Name of Institution / Organisation, Appointment, Nature of Work, Department / Division, Date Joined, Date Left, and Action. Below the table, it states "No Secondary Place of Practice added." and provides a button to "Add Secondary Place of Practice".

The "Additional Documents" section includes a note: "File must be in JPEG(.jpg or .jpeg), PDF (.pdf). Each file size must not exceed 1MB". It also has a "Document Title" dropdown menu (currently set to "--Select Here--") and a "File" input field with "Browse..." and "Attach" buttons.

Below the document section, it states "Documents Attached" and "No document attached." At the bottom of the main content area, there is a "Proceed" button, which is circled in red.

4) Verify employment details that you have updated.

The screenshot shows the Singapore Nursing Board portal. The header includes the logo, the text "Singapore Nursing Board", and links for "Contact", "Feedback", "Sitemap", "Change Password", and "Logout". The user is logged in, with a welcome message and the last successful login time (20/08/2019 02:47:05 PM).

The left sidebar contains a menu with the following items:


- Application
- Administration
- » Update Particulars
- Supervisory
- CPE
- DECLARATION

The main content area is titled "Update Personal Particulars" and contains a form with the following sections:

- Update Particulars - Selection Form Confirmation Acknowledgement**
- Update Personal Particulars**
- Identification Type
- Identification No.
- Full Name as shown in NRIC/FIN/Passport
- Salutation
- Surname / Family Name
- Preferred Order of Name
- Name in Chinese Character
- Nationality
- Year Obtained Citizenship
- Other Nationality
- Residential Status (for non-Singapore Citizen)
- Year Permanent Resident Obtained
- Year Employment Pass Obtained
- Year Work Permit Obtained
- Current Employment Details**
- Activity Status: Working Full-time in Singapore

The text "Personal Particulars" is displayed in the center of the form area.

5) Scroll to the end of the page and lick “**Confirm**” to submit.





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[Change Password](#) | [Logout](#)


Welcome [Name] Last successful login: 09/06/2019 02:09:32 PM)


Application 

Administration 

[Update Particulars](#)

Supervisory 

CPE 

DECLARATION 

Appointment Effective Date 01/12/2019
Name of Institution/ Organisation SINGAPORE GENERAL HOSPITAL
- Outram Road
Singapore 169608

Nature of Work -
Department/ Division -
Date Joined 01/12/2019
Date Left -

☐ I would wish to add a new proposed employment

Principal Practice Place

*Appointment Staff Nurse
*Name of Institution / Organisation SINGAPORE GENERAL HOSPITAL
- Outram Road
Singapore 169608

Nature of Work -
Department / Division -
Date Joined 01/12/2019
Date Left -

☐ I would wish to add a new principal place of practice

Secondary Place of Practice

Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left
No Secondary Place of Practice added.					

Documents Attached

No document attached.

Confirm