

## Quick Reference Guide

# Accessing AMS

- Login and access
- Request for access

Processing  
Officer

GO

## How do I access the Application Management System (AMS)?

### Accessing AMS via CorpPass for non-government agencies

1. Go to [ssg-wsg.gov.sg](https://ssg-wsg.gov.sg)
2. Click on **PROGRAMMES AND INITIATIVES** and select the **For Programme Partners** segment
3. Click on **PCP for Programme Partners**
4. Click on the [link](#) to access the Application Management System
5. Enter your CorpPass details

#### Note:

Ensure that

- Your CorpPass access has been provisioned by your organisation's CorpPass Admin
- You have been successfully assigned with your programme access in the Platform by your organisation's Access Manager

Otherwise, refer to the next page to learn how you can request for access via CorpPass.

### Accessing AMS via government network for government agencies

1. Click on the link below:  
<https://ams.intra2.ssg-wsg.sg/Admin/Home.aspx>

#### Note:

You will be automatically logged into the system through the Single Sign On feature.

No username/password is required.

## Requesting for access via CorpPass

To gain access as a Processing Officer to AMS:

1. Approach the Access Manager from your organisation to create your account in AMS

### **For existing CorpPass users:**

- i. The Access Manager will inform your organisation's CorpPass Admin to assign you with the **"Processing Officer"** role in CorpPass

### **For new CorpPass users:**

- i. The Access Manager will inform your organisation's CorpPass Admin to create your CorpPass user account
  - ii. Verify your newly created CorpPass account before your CorpPass Administrator can assign you with the **"Processing Officer"** role
  - iii. Upon verification, your CorpPass Admin will then proceed to assign you with the **"Processing Officer"** role in CorpPass
2. Your Access Manager will then assign you with the relevant programme access rights on AMS \*
  3. You will then be informed by your Access Manager to verify your access

### **Still need more help?**

For CorpPass admins, you can retrieve additional help on assigning CorpPass access at the link below:

<http://www.ssg-wsg.gov.sg/eservice-guides.html>

## Requesting for access via government network

To gain access as a Processing Officer to AMS:

1. Respective Officer will submit request via email to WorkForce Singapore (WSG) Enterprise Programmes Division after obtaining the necessary approval