

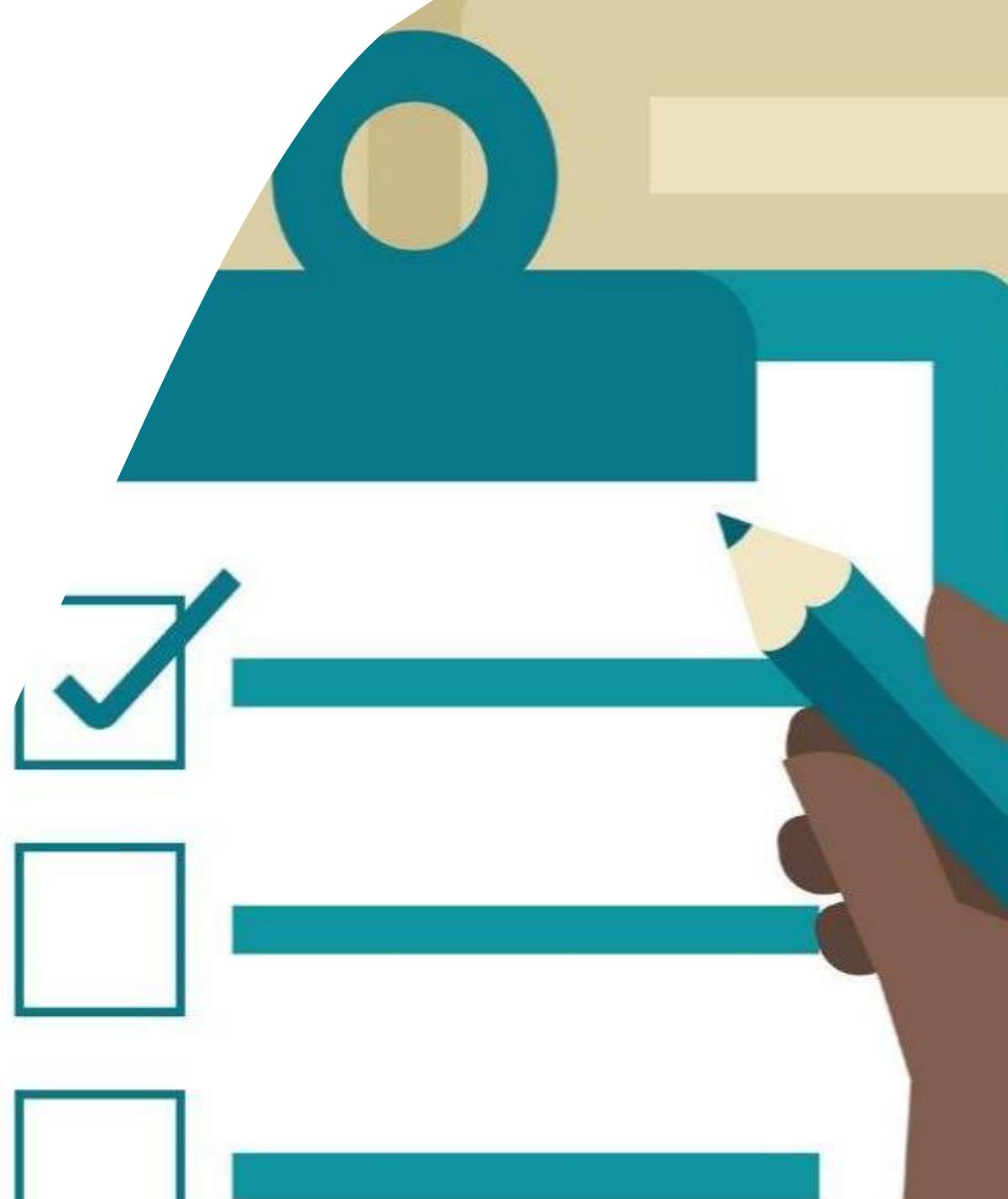


Host Institution Administrator Guide

Learning Objectives

In this session, you will learn:

- Who is a HI Admin
- HI Admin roles and responsibilities
- How to register new user account (e.g. HI Admin, ORE, DOR)
- How to view & update institution profile
- How HI Admin add, remove, change and approve users in IGMS (e.g. ORE, DOR)
- How users update personal user profile



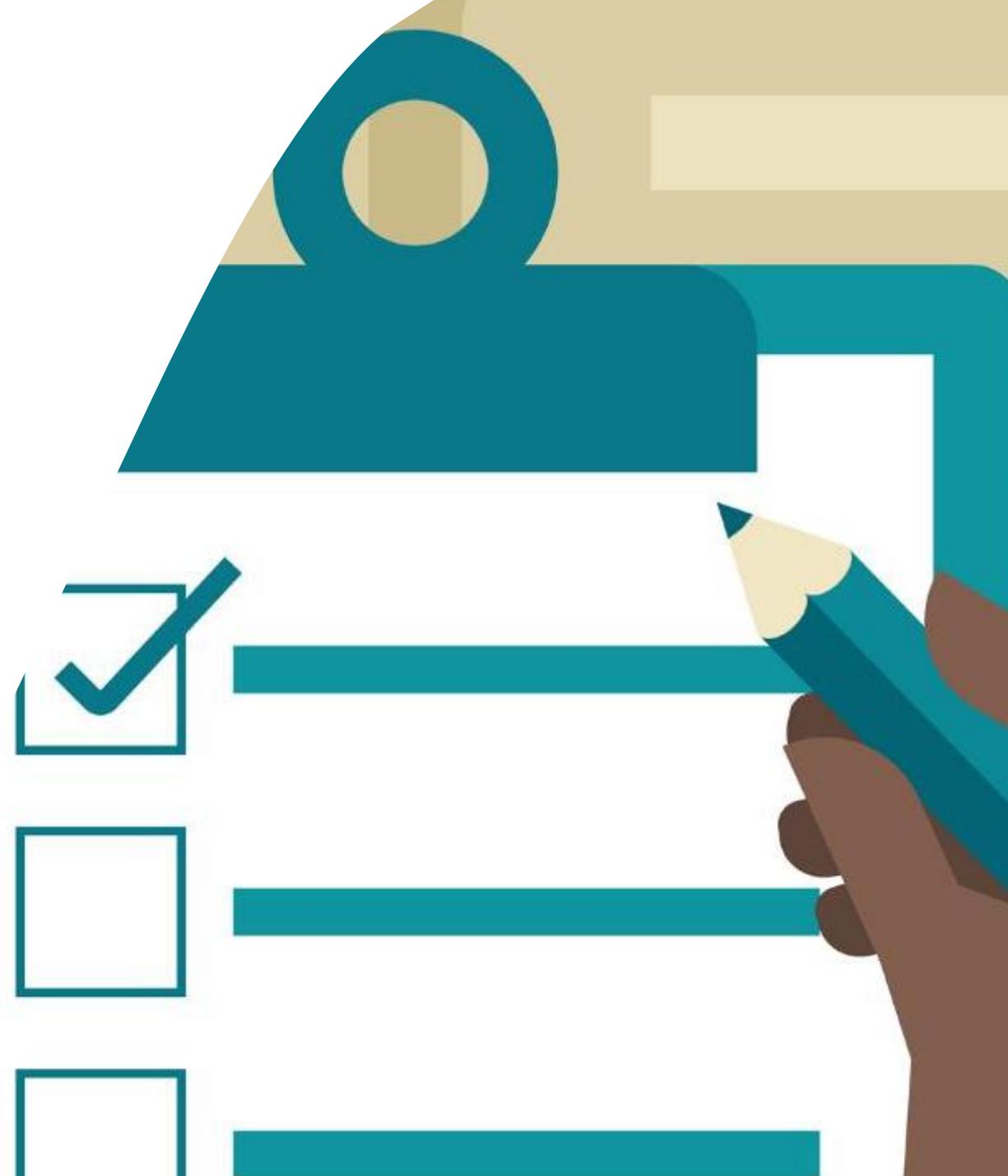
Definitions, Acronyms and Abbreviations

Sl. No	Abbreviation / Acronyms	Definitions
1	PI	Principal Investigator
2	PM	Programme manager
3	HI	Host Institution
4	HI ORE	Host Institution Office of Research
5	DOR	Director of Research
6	AI ORE	Academic Institution Office of Research
7	AI Dean	Academic Institution Dean
8	HI Finance	Host Institution Finance
9	HI HR	Host Institution Human Resources
10	RGO	Research Grant Office

Learning Objectives

In this session, you will learn:

- **Who is a HI Admin**
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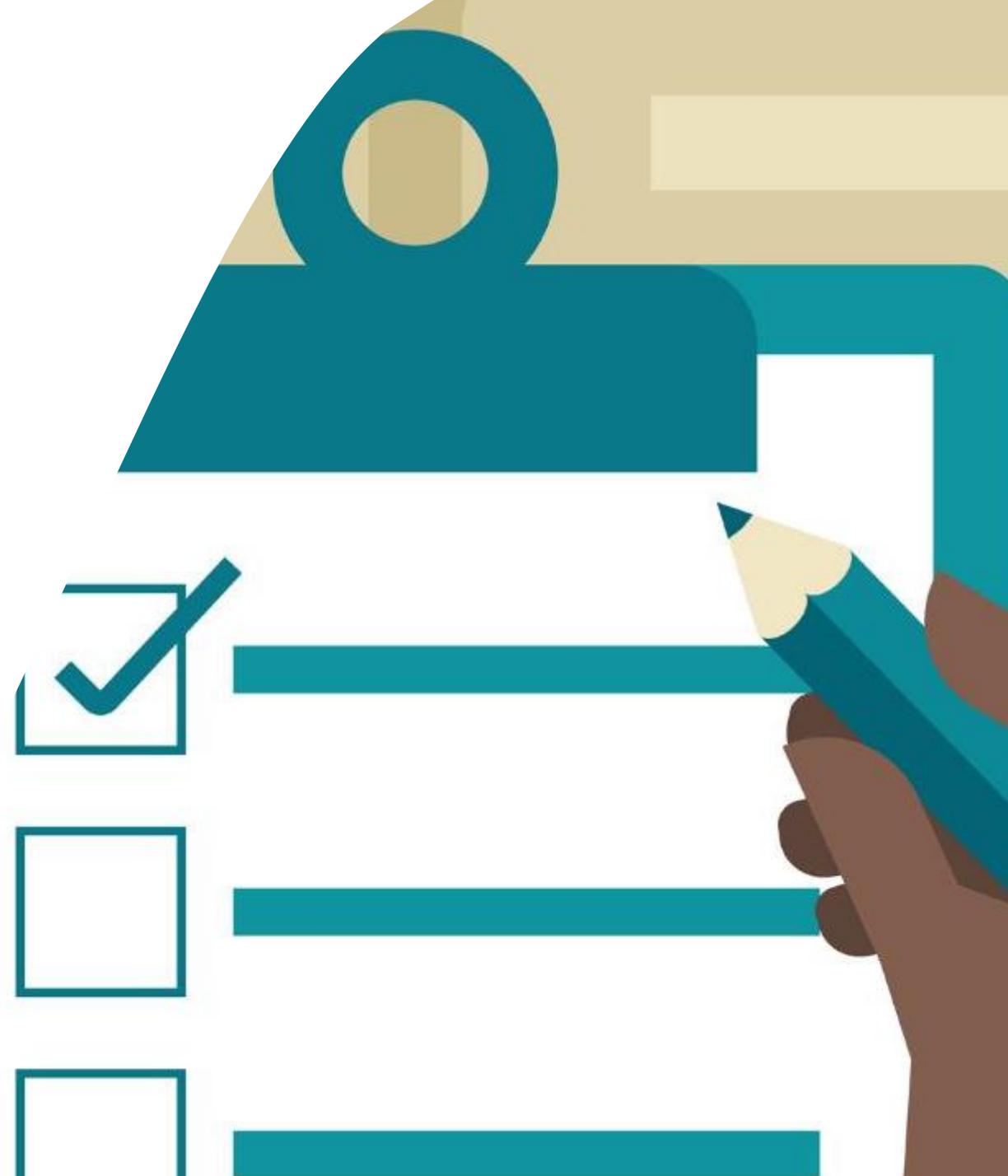
Who is a HI Admin?

- HI Admin is a person appointed by the Host Institution to manage the IGMS users of the Host Institution
- HI Admin can be the same person or different person from Corppass Admin
- HI Admin role cannot apply for a grant call. Users need to have the PI role to do so. The HI admin can add a “PI” role for themselves, if necessary, by adding a new row for their name.

Learning Objectives

In this session, you will learn:

- Who is a HI Admin
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Roles and responsibilities of HI Admin in IGMS



RGO

RGO user is from the **funding agency**

RGO **creates** Host Institutions in IGMS

RGO creates and assigns **1 person** from the Host Institution as the HI Admin

To Note

* All users must register in the system before HI Admin can assign the roles



HI Admin

HI Admin user is from the **Host Institution**

HI Admin **maintain** institution profile in IGMS

HI Admin assigns ORE, DOR, AI ORE, AI Dean and HI Admin roles for the Host Institution *

HI Admin **approves** users where multiple Host Institutions share the same UEN number

HI Admin **manages** all the users in the Host Institution



Principle Investigator, ORE, DOR, AI ORE, AI Dean

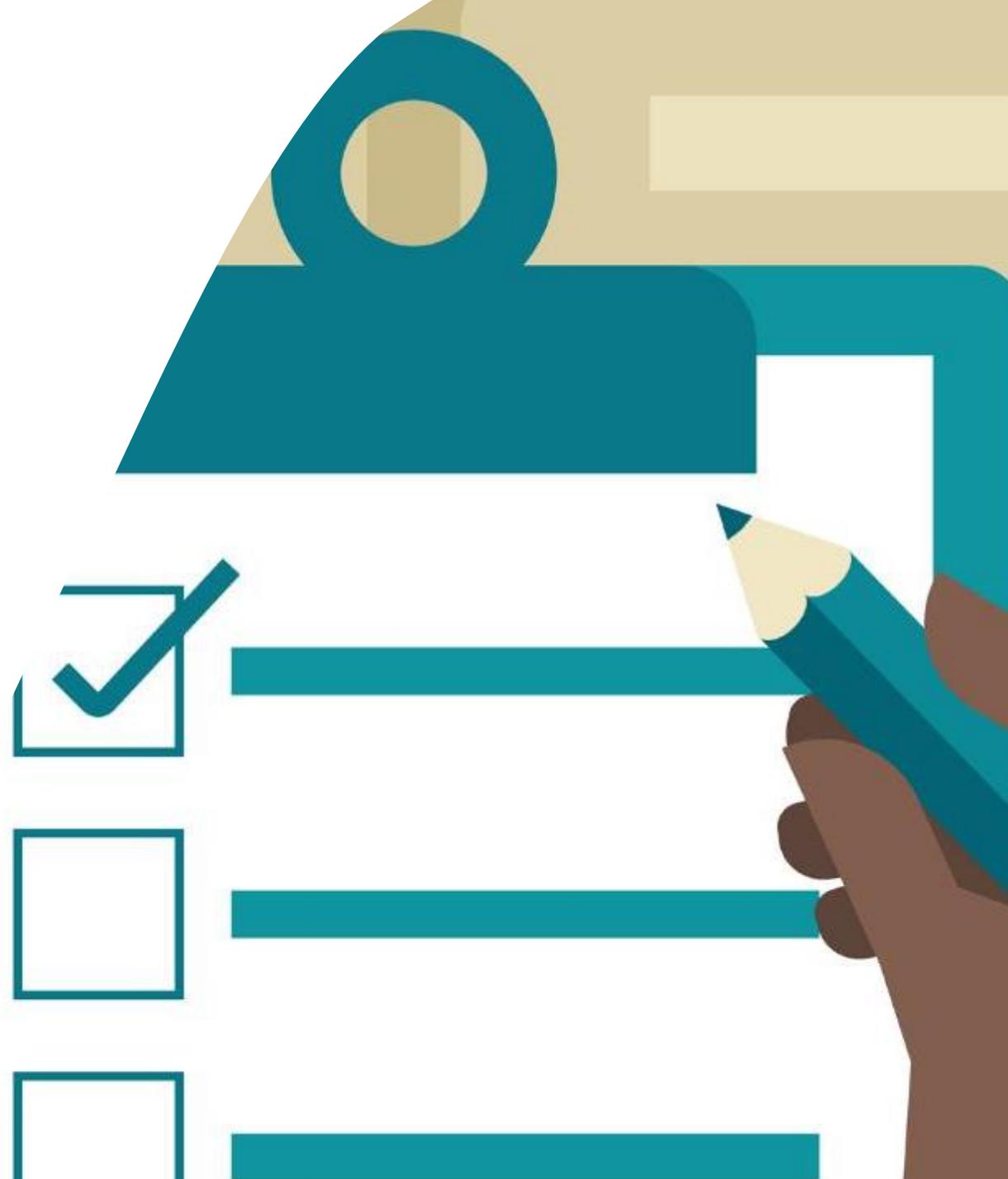
Principle Investigator, ORE, DOR, AI ORE, AI Dean is from the **Host Institution**

The system **automatically** assigns Principle Investigator role to all users registering in the system

Learning Objectives

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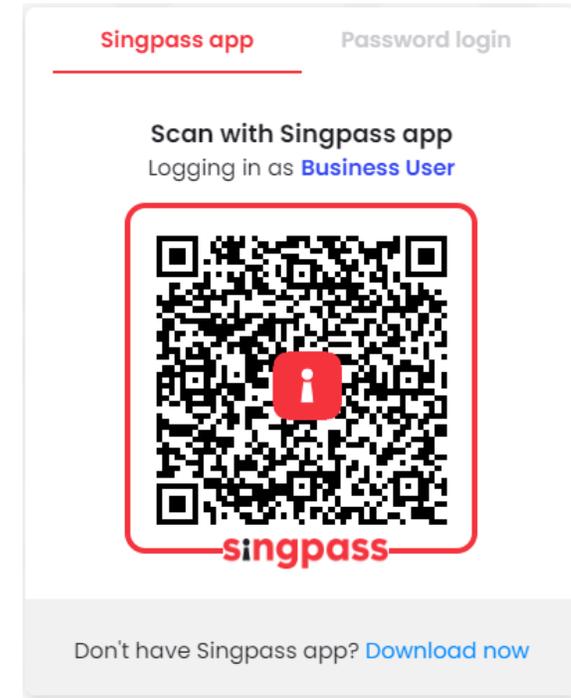
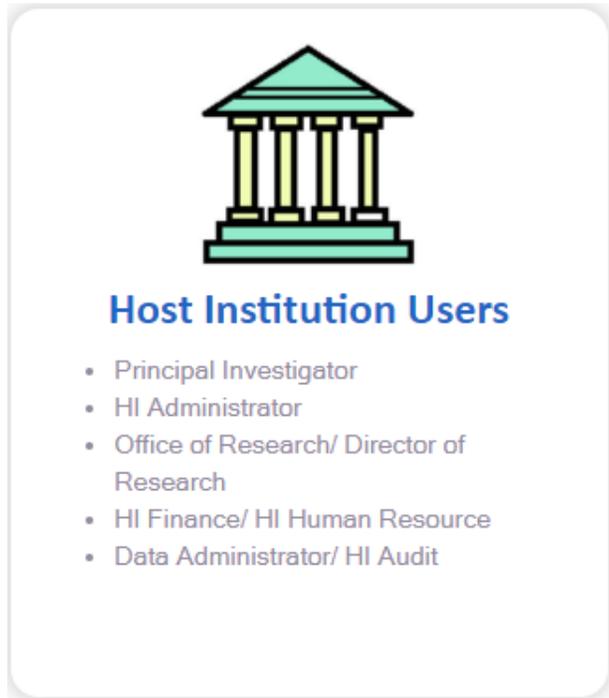
How to register a Singpass (Host Institution) login in IGMS

1. Visit the URL:

<https://researchgrant.gov.sg/eservices/account/login>

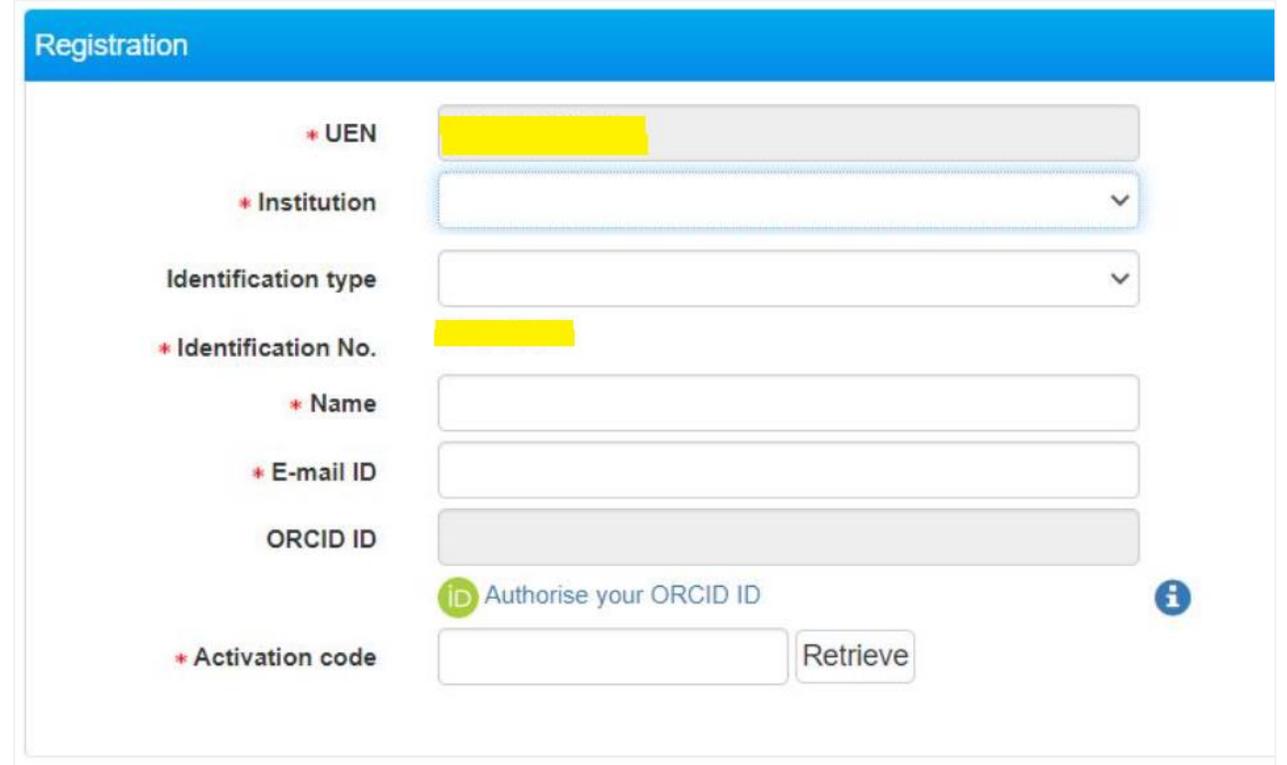
2. Click on “Host Institution Users” button

3. Scan the QR code with Singpass app or enter the Singpass credentials manually



How to register a Singpass (Host Institution) login in IGMS

4. **First time login**, user will be directed to IGMS registration page.
5. Fill up all mandatory details.
6. Click on “**Retrieve**” button (activation code will be sent to the registered e-mail)
7. Key in the activation code (activation code is only **valid for 15 minutes**)
8. Click on “**Next**” to complete the registration



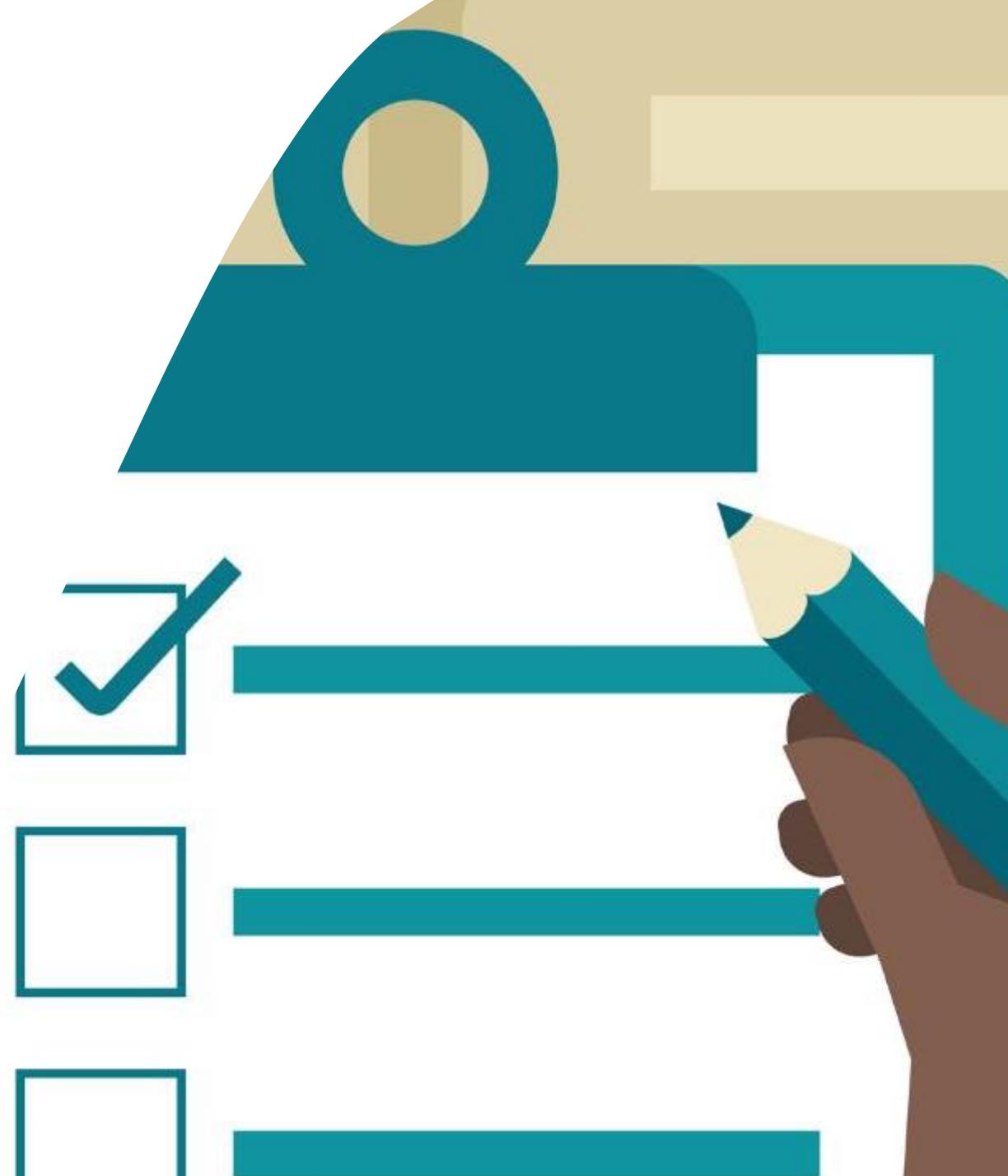
The screenshot displays the 'Registration' page in IGMS. The form includes the following fields and options:

- UEN**: A text input field with a yellow highlight.
- Institution**: A dropdown menu.
- Identification type**: A dropdown menu.
- Identification No.**: A text input field with a yellow highlight.
- Name**: A text input field.
- E-mail ID**: A text input field.
- ORCID ID**: A text input field.
- ORCID ID**: A link labeled 'id Authorise your ORCID ID' with an information icon.
- Activation code**: A text input field with a 'Retrieve' button next to it.

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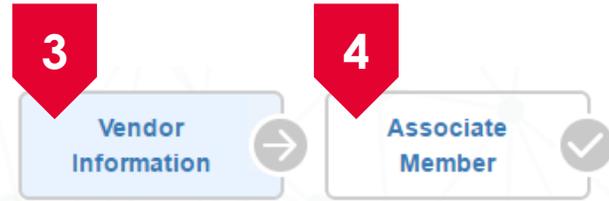
Viewing & updating Institution Profile in IGMS – 1

The screenshot shows the IGMS dashboard interface. At the top, there is a navigation bar with 'Dashboard' and 'Advanced Search' on the left, and a user profile dropdown on the right. The user profile dropdown is open, showing 'GCC NRF HI Admin 1 (HI Admin)' with a red arrow labeled '1' pointing to it. Below the dropdown, there are three options: 'User Profile', 'Maintain Institution' (with a red arrow labeled '2' pointing to it), and 'Logout'. The main content area features logos for the Agency for Science, Technology and Research (ASTAR), the Ministry of Education (MOE), the Ministry of Health (MOH), and the National Research Foundation (NRF) under the Prime Minister's Office, Singapore.

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Viewing & updating Institution Profile in IGMS – 2



Vendor Information screen:
Contains the institution details of the logged in user.

Institution information

General information

UEN no. R1D1C0770U57Y5M4RT

* Name National Institution of Technology

* Acronym NIT

Address and contact information

* Country

* Postal code

* Overseas address

* Mobile no.

Telephone no.

Fax

Back Submit

Associate Member screen:
Contains the details of all the people who have access to the user's institution. The list will include PIs, OREs, DORs, AI OREs and AI DOR.

Viewing & updating Institution Profile in IGMS – 3



Institution information Collection Actions

 Clear form Retrieve EDH

General information ^

UEN no. gov ✓

* Name gov ✓

* Acronym

Address and contact information 5

* Country gov ✓

* Postal code gov ✓

* Block no. gov ✓ * Unit no. gov ✓

* Street name gov ✓

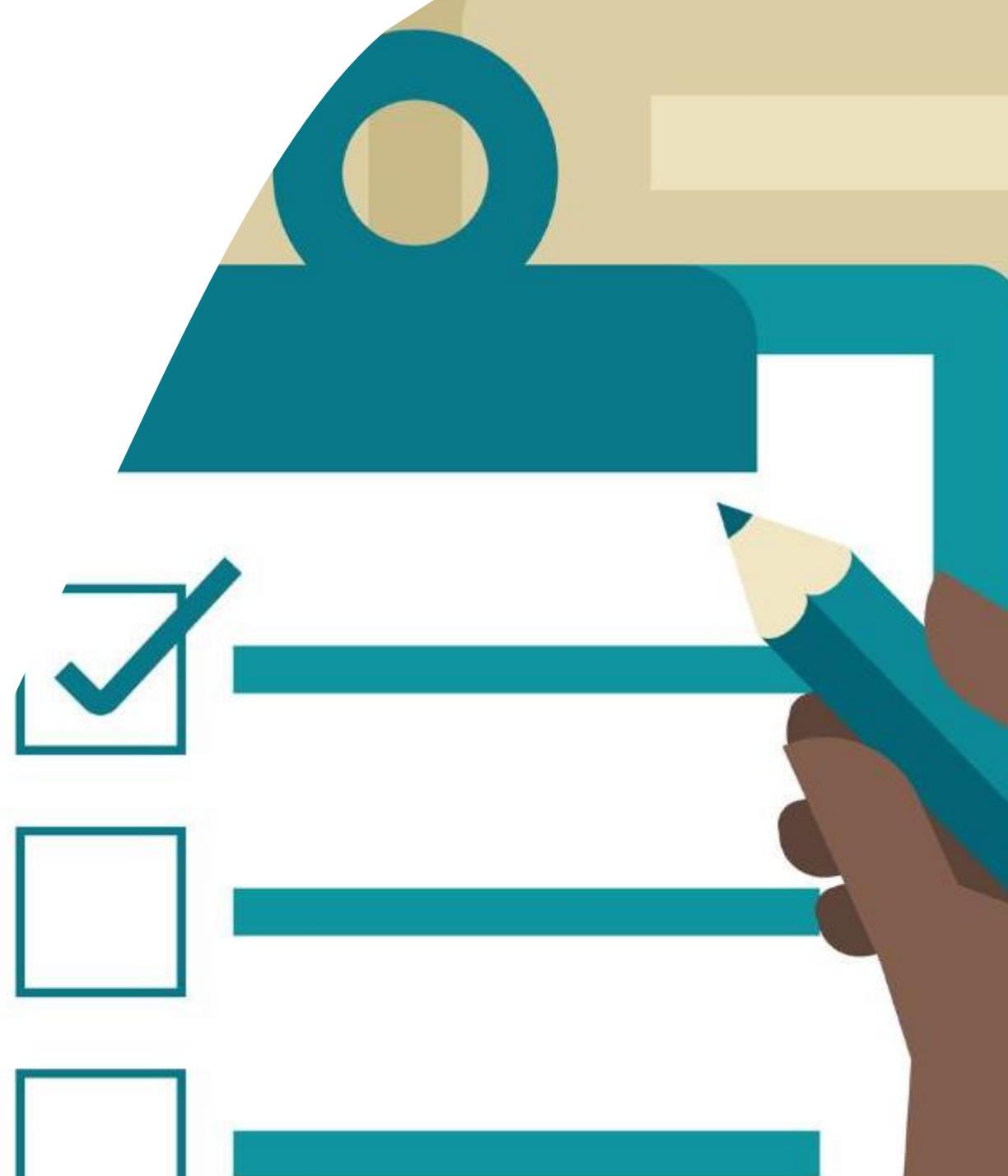
Building name

Retrieve Enterprise Data button:
Retrieve government verified fields from EDH (Enterprise Data Hub) that is associated to the corporate entity.

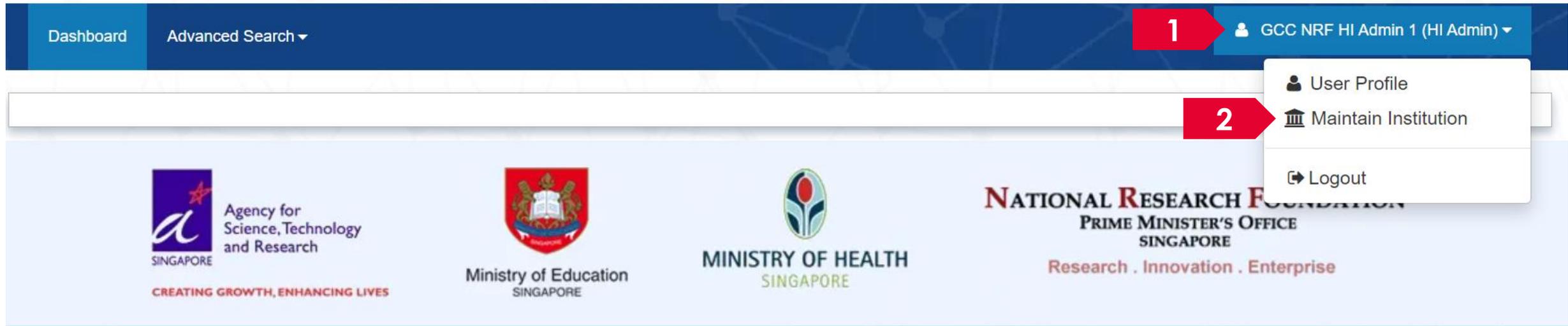
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Adding users into IGMS – 1



The screenshot shows the top navigation bar of the IGMS system. On the left, there are links for 'Dashboard' and 'Advanced Search'. On the right, the user is logged in as 'GCC NRF HI Admin 1 (HI Admin)'. A red arrow labeled '1' points to the user name. A dropdown menu is open, showing three options: 'User Profile', 'Maintain Institution', and 'Logout'. A red arrow labeled '2' points to the 'Maintain Institution' link. Below the navigation bar, there is a banner with logos for the Agency for Science, Technology and Research (A*STAR), the Ministry of Education, the Ministry of Health, and the National Research Foundation (NRF).

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Adding users into IGMS – 2

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓ Associate Member ✓

3

3

Click on the **Associate Member** Screen

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

1 - 10 of 130 matching results found

Name	UEN	Login Allowed	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	<input type="checkbox"/>
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>

To Note

- The Associate Member screen displays all the users who currently have access to the institution in IGMS.
- If a user requires **more than one role**, HI Admin should use the “Add” function to “add” a new row for the user (i.e. do not change the role of existing line)

Adding users into IGMS – 3

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

1 - 10 of 130 matching results found

Name ▲	UEN	Login Allowed ▲	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	<input type="checkbox"/>
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>
ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	<input type="checkbox"/>
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	<input type="checkbox"/>
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	<input type="checkbox"/>
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	<input type="checkbox"/>
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	<input type="checkbox"/>
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	<input type="checkbox"/>

Remove - Add +

4

4 Click on **Add** button

< Back

To Note

HI Admin can sort the grid by Name and Login allowed columns.

When the page is open, the grid will be automatically sorted by Login allowed and Name columns.

Adding users into IGMS – 4

Add Employee Information

Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

* Identification no. Name

E-mail

* UEN Functional role

Search Results

Only the top 20 results are displayed. If you do not find the person you are looking for please refine your search criteria.

1 - 1 of 1 matching results found

Name	E-mail	
ASTAR PST PI 9	astarPSTpi9@email.com	<input type="checkbox"/>

Save

5

Search for the user using Identification Number, Name or Email. Click **Search**

6

Select the user by clicking on the **checkbox** and click **Select**

7

Choose the functional role

8

Click on **Save**

5

6

7

8

To Note

Only the top 20 results are displayed. If the person is not found then refine the search using identification number or email address.

Changing user roles in IGMS – 1

The screenshot shows the top navigation bar of the IGMS system. On the left, there are links for 'Dashboard' and 'Advanced Search'. On the right, the user is logged in as 'GCC NRF HI Admin 1 (HI Admin)'. A red arrow labeled '1' points to the user name. A dropdown menu is open, showing three options: 'User Profile', 'Maintain Institution', and 'Logout'. A red arrow labeled '2' points to the 'Maintain Institution' link. Below the navigation bar, there is a banner with logos for the Agency for Science, Technology and Research (ASTAR), the Ministry of Education (MOE), the Ministry of Health (MOH), and the National Research Foundation (NRF) under the Prime Minister's Office (PMO) Singapore.

1 Click on the **name** which is displayed on the top right hand corner of the screen

2 Click on the **Maintain Institution** link

Changing user roles in IGMS – 2

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓ Associate Member ✓

3

3

Click on the **Associate Member** Screen

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

1 - 10 of 130 matching results found

Name	UEN	Login Allowed	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	<input type="checkbox"/>
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

Changing user roles in IGMS – 3

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

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Name	UEN	Login Allowed	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	<input type="checkbox"/>
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>
ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	<input type="checkbox"/>
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	<input type="checkbox"/>
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	<input type="checkbox"/>
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	<input type="checkbox"/>
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	<input type="checkbox"/>
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	<input type="checkbox"/>

4 Click on the hyperlink

Remove - Add +

< Back

Changing user roles in IGMS – 4

Edit Employee Information

Identification type: Passport

Name: P1

* Login Allowed: Yes No

E-mail: p1@gmail.com

* Identification no.:

* UEN: R1D1C0770U57Y5M4RT

* Functional role: PI

Select Role

PI

ORE

DOR

AI ORE

AI DOR

R1 R1D1C0770U57Y5M4RT No Yes

5

Click on **Functional Role**

5

6

6

Select the Role

Edit Employee Information

Identification type: Passport

Name: P1

* Login Allowed: Yes No

E-mail: p1@gmail.com

* Identification no.:

* UEN: R1D1C0770U57Y5M4RT

* Functional role: PI

Cancel ✕ Save

7

Click on **Save**

7

Removing access for users from IGMS – 1

Home > Administration > Maintain Institution > Associate Member

Institution Information ✓ Associate Member ✓

3

3

Click on the **Associate Member** Screen

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

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NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
ASTAR PST DOR 6	200604346E	Yes	astarTSTdor6@email.com	DOR	<input type="checkbox"/>
ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>

To Note

The Associate Member screen displays all the users who currently have access to the institution in IGMS

Removing access for users from IGMS – 2

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

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ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>
ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	<input type="checkbox"/>
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	<input type="checkbox"/>
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	<input type="checkbox"/>
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	<input type="checkbox"/>
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	<input type="checkbox"/>
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	<input type="checkbox"/>

Remove - Add +

[Back](#)

4 Click on the **Name**

4

4

Removing access for users from IGMS – 3

Associate mem

Employee inform

Use the add/rem CorpPass, that is

1 - 10 of 13

Name

NCS CHILD 1

ASTAR PST DOR 6

ASTAR PST DOR 7

200604346E

Yes

astarTSTdor6@email.com

DOR

200604346E

Yes

astarTSTdor7@email.com

DOR

Edit Employee Information

Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

Identification type: Passport

Name: ASTAR PST DOR 6

* Login Allowed: Yes No

E-mail: astarTSTdor6@email.com

* Identification no.:

* UEN: 200604346E

* Functional role: DOR

Cancel ✕ Save H

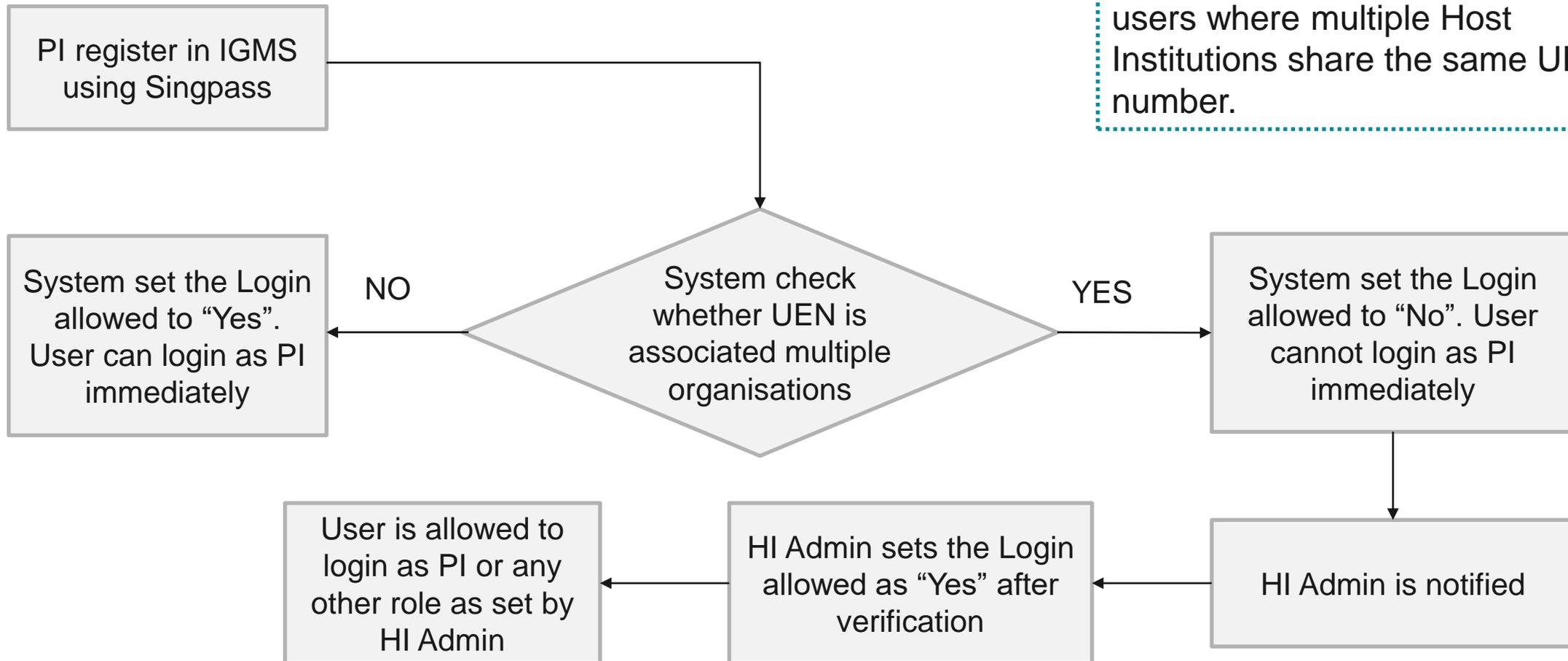
5 Set the Login Allowed field as **No**

6 Click on the **Save** button

Approving users in IGMS – 1

To Note

HI Admin will manually approve users where multiple Host Institutions share the same UEN number.



Approving users in IGMS – 2

Associate member

Employee information

Use the add/remove buttons to assign user(s) their corresponding Functional Roles (as shown below) within your institution, in IGMS. Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

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Name	UEN	Login Allowed	E-mail	Functional Role	
NCS CHILD 1	200604346E	No	ncschild1@email.com	PI	<input type="checkbox"/>
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ASTAR PST DOR 7	200604346E	Yes	astarTSTdor7@email.com	DOR	<input type="checkbox"/>
ASTAR PST HI Admin 3	200604346E	Yes	astarTSThiadmin3@email.com	HI Admin	<input type="checkbox"/>
ASTAR PST HI HR 3	200604346E	Yes	astarPSThiHR3@email.com	HI HR	<input type="checkbox"/>
ASTAR PST HI HR 4	200604346E	Yes	astarPSThiHR4@email.com	HI HR	<input type="checkbox"/>
ASTAR PST ORE 6	200604346E	Yes	astarTSTore6@email.com	ORE	<input type="checkbox"/>
ASTAR PST ORE 7	200604346E	Yes	astarTSTore7@email.com	ORE	<input type="checkbox"/>
ASTAR PST PI 3	200604346E	Yes	astarPSTpi3@email.com	PI	<input type="checkbox"/>
ASTAR PST PI 8	200604346E	Yes	astarPSTpi8@email.com	PI	<input type="checkbox"/>

Remove - Add +

1 Click on the **Name**

Approving users in IGMS – 3

Edit Employee Information

Please ensure that the user(s) have registered on IGMS with a valid CorpPass, that is registered through the CorpPass Admin of your institution.

Identification type	Passport	* Identification no.
Name	ASTAR PST DOR 6	* UEN	200604346E
* Login Allowed	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Functional role	DOR
E-mail	astarTSTdor6@email.com		

Cancel ✕ Save 🏠

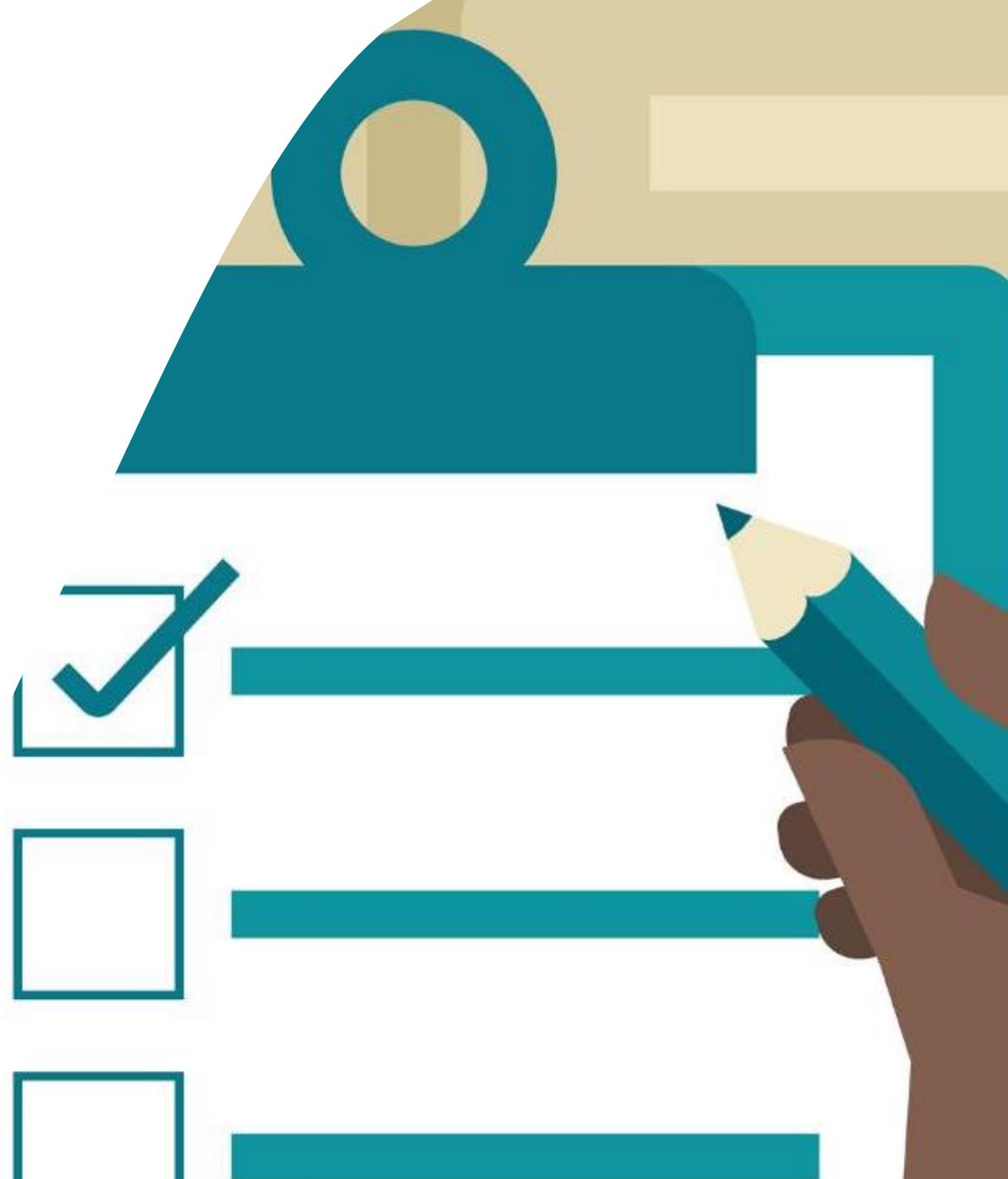
2 Set the Login Allowed field as **Yes**

3 Click on the **Save** button

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- **How users update personal user profile**



Update user profile

The screenshot shows a dashboard header with a dark blue background. On the left, there are navigation links for 'Dashboard' and 'Advanced Search'. On the right, the user is identified as 'GCC NRF HI Admin 1 (HI Admin)'. A dropdown menu is open, showing three options: 'User Profile', 'Maintain Institution', and 'Logout'. A red arrow with the number '1' points to the 'User Profile' option. Below the header, there is a light blue banner with logos for the Agency for Science, Technology and Research (A*STAR), the Ministry of Education, the Ministry of Health, and the National Research Foundation (NRF).

1

User Profile: Displays the user profile like name, id number, nationality, email address, etc.

Update user profile

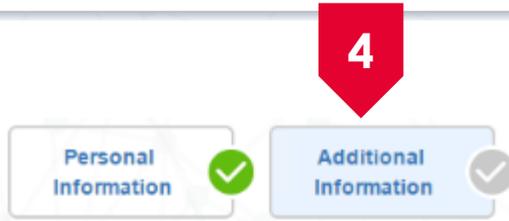


Fill up the **Personal Information** page.
Note: All the mandatory fields must be filled up

A screenshot of the 'Personal information' page. At the top, there are buttons for 'Clear form' and 'Retrieve Myinfo with singpass'. Below are four expandable sections: 'General information', 'Address and contact information', 'Research profile', and 'Research interest'. At the bottom right, there are 'Update Profile' and 'Next' buttons. A red arrow with the number '3' points to the 'Update Profile' button.



Click **Update Profile** to update the personal information page. Click **Next** button to go the additional information page



Fill up the Additional Information page.

A screenshot of the 'Additional information' page. It features three expandable sections: 'Professional information', 'Education information', and 'Research output'. At the bottom left is a 'Back' button, and at the bottom right is an 'Update Profile' button. A red arrow with the number '5' points to the 'Update Profile' button.



Click **Update Profile** to update the Additional information page.

Some questions you may have

Some questions you may have – 1

1

Q: How many users can have HI Admin role in a Host Institution?

A: There is no limit to the number of people who are assigned HI Admin role in a Host Institution.

2

Q: Is there a limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution?

A: There is no limit to the number of people who are assigned HI ORE, HI DOR, AI ORE & AI Dean roles in a Host Institution.

3

Q: An IGMS user has resigned from the Host Institution. How will I ensure the person does not login to IGMS?

A: As a HI Admin you are required to login to IGMS and remove the user access for IGMS system. HI Admin is responsible for managing users under the Host Institution.

Some questions you may have – 2

4

Q: Can I assign multiple roles for the same person?

A: Yes. You can assign multiple roles for the same person. Use the add button on the associate member page to assign multiple roles to the same person. However, there are a few conditions to take note. To verify or endorse other PI's proposals, a PI can have ORE/DOR roles (i.e. multiple roles). However, to verify/endorse own proposal, the PI cannot be the ORE/DOR for that proposal (i.e will not be able to choose the PI of the proposal as ORE/DOR for that proposal). For the same proposal, the ORE and DOR also cannot be the same person.

5

Q: Is there a need to approve all PIs registration before PIs is allowed to IGMS?

A: HI Admin has to approve registration of PIs only when the UEN is shared by multiple Institutions.

6

Q: Will the system automatically assign ORE, DOR, AI ORE, AI Dean and HI Admin roles?

A: No. HI Admin has to assign ORE, DOR, AI ORE, AI Dean and HI Admin roles. System will assign PI role by default to all users who are registering in the system.

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