## **STEP 1: REGISTRATION**

i) Click on "Login/Register" to start registration.

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		Login/Re	egister	Forgo	tten Password?		
Home	Entry Requ	irements	Instit	utions	Guidelines	FAQ	About Us

ii) Enter your IC number and click "Continue" button.

ogin/Register	
Login/Register	
Enter Applicant's IC Number to begin.	
Applicant's IC Number : e.g. 01-234567	
	Continue Close

iii) Enter required information. Make sure to enter your actual email address. Click "Proceed Registration" button to proceed to the next stage of registration.

	Register	
The IC Number (00 you have registere If this is your first email will be sent t	-111222) is not registered to HECAS. d before. time, you can continue registering by o your email address. Follow the instru-	Double check the IC Number, if entering your email address. An ictions on the email to continue.
Applicant's IC Number	reset in 1 hour if not verified	tinue without a valid email, your
Applicant's IC Number Confirm IC Number IC Colour	reset in 1 hour if not verified	tinue without a valu email, your
Applicant's IC Number Confirm IC Number IC Colour Email	reset in 1 hour if not verified r : 00-111222 EditIC Number : Please Retype : Select One • : email	tinue without a valu email, your

iv) You will receive a message shown below. Open your email to follow the next instruction.

Login/Register	
<ul> <li>We are now processing your account registration. A confirm complete the registration process within 1 hour.</li> </ul>	ation Email will be sent to your email address. Please check your email to
Login/Register	MING/GUNNIUENINAL/TESTING/G
Enter Applicant's IC Humber to begin. Applicant's IC Number : e.g. 01-234567	NG/CONFIDENTIAL/TESTING/CON /Confidential/Testing/Confi

v) The email content is shown below. Click on the link "Verify your HECAS Account  $\rightarrow$ " to proceed.

Hello,

You recently requested to create a HECAS account. Click the button below to verify your account.

Verify your HECAS Account →

If you have not signed up for HECAS, please ignore this email or reply to let us know. This verification link will only be valid for 1 hour.

vi) After the link is clicked, a window will appear for you to enter your own password. Click "Complete Registration" button to complete the registration process.

	Enter v	our password	
nter your passwo	ord to finish.		
Applicant's IC Numb	er: 00-111222		
assword	:		
Password Active Password	: Password	_	

vii) You will receive a message shown below. Click on "Apply" button to access HECAS online form.

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