



CPAS Employee Engagement Portal User Guide (IGA Admin)

This guide is to help you gain a better understanding of the CPAS Employee Engagement Portal and assist you in navigating and using the portal.

Table of Content

- 1. Navigations**
- 2. Staff Welfare Recreational Club**
 - Interest Groups Activities
- 3. Change Password**

1. Navigations

The dashboard shows the latest announcements, events at a glance, with a top navigation bar. Also, Quick links for addition information can by found at the footer (bottom of the page)

The dashboard features a top navigation bar with the CPAS logo (Central Poly Alliance Singapore) on the left and a 'SIGN IN' button on the right. The navigation menu includes: HOME, ONBOARDING, ANNOUNCEMENT, ED-STAFF ENGAGEMENT, STAFF WELFARE RECREATIONAL CLUB, SURVEYS, and FEEDBACK. A large banner area displays a 'LATEST ANNOUNCEMENT' graphic. Below this, a dark box highlights a 'Water Pipe Fixing' announcement with a 'READ MORE' button. The main content area is divided into two sections: 'LATEST ANNOUNCEMENTS' and 'UPCOMING EVENTS', each with a table of items and a 'Click to view more' link. The footer contains copyright information, quick links, and social media icons.

CPAS
Central Poly Alliance Singapore

[HOME](#) [ONBOARDING](#) [ANNOUNCEMENT](#) [ED-STAFF ENGAGEMENT](#) [STAFF WELFARE RECREATIONAL CLUB](#) [SURVEYS](#) [FEEDBACK](#) [SIGN IN](#)

LATEST ANNOUNCEMENT

Water Pipe Fixing

There will be a Water Pipe Fixing In the Toilet at Level 2. Please refrain from using the toilets there from 2PM to 4PM. Thank you

[READ MORE](#)

LATEST ANNOUNCEMENTS

#	Title	Date
1	Water Pipe Fixing	19/11/2018
2	Live CPAS Employee Engagement Portal	07/10/2018

[Click to view more](#)

UPCOMING EVENTS

#	Title	Date
1	Christmas Celebration	19/11/2018
2	CPAS Fitness Day	19/11/2018
3	CPAS BYOLI	18/11/2018
4	Arts and Crafts Day (Stamp Painting)	09/11/2018
5	CPAS Yogis	05/11/2018

[Click to view more](#)

© Flattern - All right reserved.
Designed by BootstrapMade

QUICK LINKS
[CPAS Events Pictures](#)
[CPAS Tel Listing](#)

[Guide to Create Email Signature](#)
[Master Calendar for 2018 Meetings for HOD](#)

[Useful Link](#)
[User Guide](#)

[f](#) [m](#)

[↑](#)

2. Staff Welfare Recreational Club



Welcome, IGAAdmin! [Change Password](#) [Logout](#)

Interest Groups Activities

Home > Interest Groups Activities

Interest Groups Activities

Upon logging in, IGA Admin will be directed to this page showing the list of interest groups activities happening. Clicking on the title will bring you to the page with the full details of the activity.

Interest Groups Activities

Home > Interest Groups Activities

+ NEW

Sort By DATE Filter OPTIONS

Title	Date	Available Slots	Posted On			
Trip to Sentosa	6/11/2018	10	19/11/2018			
Arts and Crafts Day (Stamp Painting)	28/11/2018	50	9/11/2018			
CPAS Yogis	17/12/2018	35	5/11/2018			
Let's Get Together	20/11/2018	300	1/10/2018			
Celebrating You	9/11/2018	300	1/10/2018			

The IGA Admin can add a new activity by clicking on 'New' at the top of the table, and edit image within the event, edit or delete activity by clicking on their respective 'Image' 'Edit' and 'Delete' buttons. Admin can also Sort the activities by Date posted on, and Filter by available slots of the event.

3. Change Password

This page allow employees to change their password and all employees should follow the requirements at stated in the blue box.



Welcome, IGAAdmin! [Change Password](#) [Logout](#)

Change Password

Interest Groups Activities > Change Password

Password should contains at least:

- 8 characters
- 1 Upper-case letter
- 1 Lower-case letter
- 1 Number between 0 - 9
- 1 Special Character Eg. \$ @ #

Current Password:

New Password:

Retype New Password:

CHANGE PASSWORD