



# CPAS Employee Engagement Portal User Guide (Employee)

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.

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# 1. Navigations

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

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## LATEST ANNOUNCEMENT

### CPAS Towards Sustainability

Hi fellow CPAS Employees, we are turning off the lights during lunch time from 12:00PM-1:00PM. Lets all take part in saving the environment and build a greener tomorrow.

[READ MORE](#)

#### LATEST ANNOUNCEMENTS

#	Title	Date
1	<a href="#">CPAS Towards Sustainability</a>	12/10/2018
2	<a href="#">Live CPAS Employee Engagement Portal</a>	07/10/2018
<a href="#">Click to view more</a>		

#### UPCOMING EVENTS

#	Title	Date
1	<a href="#">CPAS BYOLI</a>	18/11/2018
2	<a href="#">Arts and Crafts Day (Stamp Painting)</a>	09/11/2018
3	<a href="#">CPAS Yogis</a>	05/11/2018
4	<a href="#">Let's Get Together</a>	01/10/2018
<a href="#">Click to view more</a>		

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#### QUICK LINKS

- [CPAS Events Pictures](#)
- [Guide to Create Email Signature](#)
- [CPAS Tel Listing](#)
- [Master Calendar for 2018 Meetings for HOD](#)
- [Useful Link](#)
- [User Guide](#)

# 2. Onboarding

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## Onboarding

[MY PROGRESS](#)

[EVALUATION FORM](#)

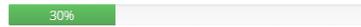
[Onboarding](#) > [My Progress](#)

## Onboarding - My Progress

On this page, employees can view the documents as part of their onboarding programme. Clicking on the title of the documents will lead you to it. There is also a checklist on the left side for the employees to track their own progress.

## Onboarding Checklist

3 out of 10 completed



Document	Read
CPAS Fire Evacuation Route	
Welcome Message by Acting ED	✓
Executive Board and Sub-Committee Members	✓
CPAS Organisation Chart	
Code of Governance for Charities and IPCs April 2017 updated	✓
Social Service Sector Strategic Thrusts	

Click to view documents.

- [CPAS Fire Evacuation Route](#)
- [Welcome Message by Acting ED](#)
- [Executive Board and Sub-Committee Members](#)
- [CPAS Organisation Chart](#)
- [Code of Governance for Charities and IPCs April 2017 updated](#)
- [Social Service Sector Strategic Thrusts 2017 to 2021](#)
- [CPAS Policy and Handbook Links](#)
- [Important Information](#)
- [CPAS Emergency Organisation Chart Revised 10 April 2018](#)
- [CPAS Fire Emergency Plan Revised 10 April 2018](#)

## Evaluation Form

This page shows the evaluation form to be completed towards the end of the onboarding programme.

## Evaluation Form

Name (optional):

Department:

Designation:

Joined Date:

### Effectiveness of On-boarding Programme

1. The programme was informative and useful.

- Strongly Agree  Agree  Disagree  Strongly Disagree

## 3. Announcement



This page shows the list of announcements. Clicking on the title will bring you to the full list of announcement.

Sort By DATE ▾

Title		Date
Survey about Lost and Found items	<span>NEW</span>	17/8/2018
Name cards ready for collection	<span>NEW</span>	17/8/2018
Lost and Found items	<span>NEW</span>	17/8/2018
Timing for Survey about rules for the use of computers and laptops during office hours.	<span>NEW</span>	17/8/2018
Survey before release of rules for the use of computers and laptops during office hours.	<span>NEW</span>	17/8/2018

## 4. ED-Staff Engagement



Welcome, jasmine! [My Registered Events](#) [Change Password](#) [Logout](#)

HOME ONBOARDING ▾ ANNOUNCEMENT **ED-STAFF ENGAGEMENT** STAFF WELFARE RECREATIONAL CLUB ▾ SURVEYS FEEDBACK

Alternate between the tabs on this page to view upcoming engagement sessions and past engagement sessions. Clicking on the session numbers/view will bring you to the full details of the session.

## ED-Staff Engagement

Home > ED-Staff Engagement Session

**Upcoming Engagement** Past Engagement

### UPCOMING ENGAGEMENT SESSION

Engagement Session ID	Date	Start Time	End Time	Venue
1	16/11/2018	11:11	02:00	CPAS HQ

## ED-Staff Engagement

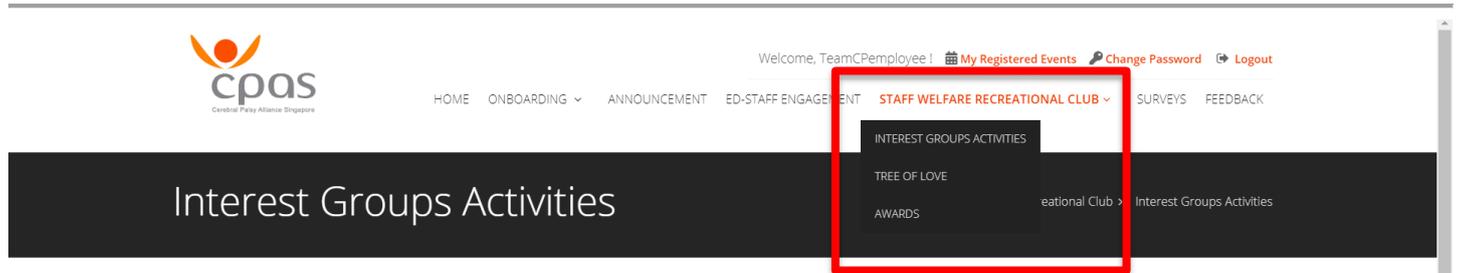
Home > ED-Staff Engagement Session

**Upcoming Engagement** Past Engagement

### PAST YEARLY ENGAGEMENT SESSION

Year	View
2017	<a href="#">View</a>

## 5. Staff Welfare Recreational Club



### Interest Groups Activities

This page shows 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

Staff Welfare Recreational Club > Interest Groups Activities

Sort By DATE Filter OPTIONS

Title	Date	Available Slot	Posted On
CPAS BYOL!	21/11/2018	0	18/11/2018
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

BACK NEXT Page 1 of 1

At the individual activity page, employees can register for the activity by clicking on the 'Register' button on the right side.

## Activity

Staff Welfare Recreational Club > Interest Groups Activities > CPAS BYOL!

### CPAS BYOL!

As a team bonding experience, lets have a lunch party!

#### Event information

**Date** : 18/11/2018  
**Time** : 11:11 - 13:00  
**Venue** : CPAS

REGISTER

# Tree of Love

Employees can hover over the notes on the tree to view appreciation notes submitted by other employees. Employee can also send an appreciation note by submitting the form on the page. You can also click on “Click here to view more” to view more appreciation notes added.



## Tree of Love



### Bring a Smile to Someone Today!



Send an appreciation note to someone that has done something nice to you!

Type Name Here

Title

Type your message here

500 characters left

#### QUICK LINKS



### Bring a Smile to Someone Today!

Title	To	From	Content
Thank you, my assistant	Hani Adilah Binte Hasim	Nurul Asyiqin Binte Abdullah	My favorite thing about you is: your kindness, helpfulness & your wisdom. I will never forget how you help me pull through 2018 !!! My favorite memory about you in CPAS is: working together with our 7 students from heaven. You're my best assistant & reliable colleague! Thank you for everything you've done for me.
Thank you, my assistant!	Norisah Bte Saad	Nurul Asyiqin Binte Abdullah	My favorite thing about you is: your kindness, helpfulness & your wisdom. I will never forget how you help me pull through 2018 !!! My favourite memory about you in CPAS is: working together with our 7 students from heaven. You're my best assistant & reliable colleague! Thank you for everything you've done for me.
Thanks for your industriousness	Sahlaa Abdullah	Ivy Tan Kim Lin	Thank you Sahlaa for being so hard-working! You are really a wonderful part of our CCA team.
Thanks you for being a role model for us to follow :)	Sahlaa Abdullah	Noredah Mohd Yatim	My favorite thing about you is: you always render your help without 2nd thought and unconditionally. I will never forget how you take the initiative to care for the students, change them and advise them, all the while without complain. My favorite memory about you in CPAS is your calm voice and disposition. You are my best exemplary TA with a big heart. Thank you for always being there when needed.

## Awards

On this page, employee is able to view this month's top awardees. Clicking on the awardees' names will bring you to the page with the awardee's nominations. Employee can also nominate another employee by submitting the form on the page.



### This Month's Awardee

#### Best Initiative Award



Abd Aziz Bin Salman  
1

#### Most Helpful Award

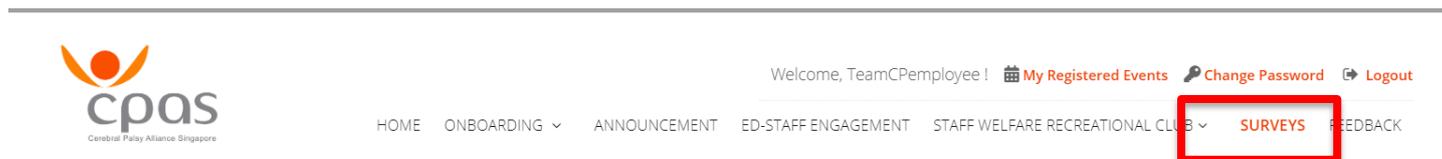


Foo Mui Leng  
1

**Nominate** someone now!

POST NOMINATION

## 6. Surveys



This page is where employee can find all the surveys that are active and submit their responses by clicking into the the survey they wish to complete.



Title	Status
"CPAS BYOL Event" Survey	Active
CPAS Engagement Portal	Active
CPAS Uniform Design Survey	Active

## 7. Feedback

This page is where employee can give another feedback and suggestions they have by submitting the form.

### Feedback/Suggestion

Home > Feedback

Dear Colleagues,

We value your feedback / comments. Send us your feedback / comments by completing the form below. All feedback / comments will be kept private and confidential.

**\* indicates compulsory fields**

*Optional: For clarification and response purposes, please provide us your contact details.*

Name:

Designation/Department:

Email:

Type\*:

Please provide more details\*:

Your Comments

SUBMIT

## 8. My Registered Events

This page shows the list of events the employee have registered for. If employee have yet to register for any events, the following message is shown. Otherwise, the registered events details will be shown.



HOME ONBOARDING ANNOUNCEMENT ED-STAFF ENGAGEMENT STAFF FEEDBACKS SURVEYS FEEDBACKS

Welcome, jasmine

**My Registered Events**

Change Password

Logout

### My Registered Events

Home > My Registered Events

You have not registered for any events.

### My Registered Events

Home > My Registered Events

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#### Let's Get Together

Tuesday 11:30 - 16:00 Orchid Bowl (EiHub Downtown East)

Nov

Staff will make their way to Bowling alley at 11.30am via Bus 358 and 89  
Buffet lunch is catered from 12pm to 1pm  
Bowling starts at 1pm to 4pm

\*Please bring along your own socks\*

## 9. Change Password

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



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# Change Password

[Home](#) > [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