

## **PURPOSE**

To establish a systematic and efficient enrollment process for onsite and online registrations, ensuring that all necessary information and prerequisites are collected, verified, documented, and properly recorded, while maintaining accuracy and compliance with institutional policies and Maritime Industry Authority requirements for distance learning and e-learning programs.

## **SCOPE**

This procedure applies to all trainees and assessors enrolling in training or assessment programs through onsite or online registration. It covers the processes of screening, submission and verification of requirements, encoding of trainee information in the SEATECH Management System, payment of fees, confirmation of enrollment, creation of accounts in the Seatech Distance Learning System (SDLS), and proper maintenance of enrollment records.

## **PROCEDURE**

### **I. ONSITE ENROLLMENT**

1. The customer accomplishes registration through the Kiosk. If the customer's data already exists in the system, the customer proceeds to the next step.
2. The following information shall be encoded in the system:
  - SRN
  - Full Name
  - Address
  - Rank
  - Date of Birth
  - Place of Birth
  - Email Address
  - Contact Number
  - Signature of Trainee
  - Contact Person for Emergency
3. The customer identifies the training course and preferred training schedule. The following requirements shall be submitted:
  - Valid ID
  - 2x2 Picture
  - Medical Certificate
  - SRN
4. If the trainee has incomplete requirements, the trainee shall accomplish a Document Follow-Up Form(NAGA-QPF-TRNGD-07-00-26).
5. The Registration Officer asks the trainee/enrollee to validate the data encoded in the system.
6. The Registration Officer generates and prints the Admission Form from the system.
7. To ensure the integrity and accuracy of encoded data, the Registration Officer requests the trainee to verify the information indicated in the admission.

8. The Registration Officer explains the policies indicated in the Admission Form (NAGA-TRNGD-QPF-02-00-24).
9. Once agreed, the trainee duly signs the Admission Form (NAGA-TRNGD-QPF-02-00-24).
10. After encoding and verification, the trainee proceeds to the Cashier for payment.
11. The trainee shall pay at least fifty percent (50%) of the total training fee to be recognized as officially enrolled.
12. The cashier will include the trainee to the specific group chat for the training.
13. Cashier shall issue an official receipt which shall be presented to the instructor on the first day of training.

## **DISTANCE LEARNING ACCOUNT CREATION**

1. After confirmation of enrollment, the Registrar creates the trainee's account in the Seatech Distance Learning System (SDLS).
2. The Registrar encodes the following trainee information in the SDLS:
  - SRN
  - Full Name
  - Working Email Address
3. The SDLS automatically generates a temporary password for the trainee account.
4. The system sends the username and temporary password to the trainee's registered email address.
5. Upon receipt of the email notification, the trainee accesses the official SDLS website through:
  - [naga.seatechmaritime.net](http://naga.seatechmaritime.net)
6. The trainee logs in using the username and temporary password provided in the email notification.
7. Upon first login, the trainee is required to change the temporary password for security and confidentiality purposes.
8. Once login and password update are completed, the trainee receives an email notification confirming enrollment in the assigned distance learning course.
9. All enrollment records, admission forms, payment records, and SDLS account information shall be properly maintained and archived for monitoring, audit, and verification purposes.
10. All trainee information and enrollment-related data shall be handled in accordance with the Data Privacy Act of 2012.
11. Access to trainee records and SDLS accounts shall be limited only to authorized personnel through verified credentials and authentication controls.

## **II. Online Enrollment**

1. Upon inquiry, the registration officer will provide the available schedule to the trainee.

2. The trainee confirms the schedule of the training/assessment from the provided option.
3. The registration officer will get details/ information of the trainee needed in the registration form.
  - 3.1 Data to be accomplished includes:
    - SRN
    - Full Name
    - Address
    - Rank
    - Date of Birth
    - Place of Birth
    - Email Address
    - Contact Number
    - Signature of Trainee
    - Contact Person for Emergency
4. The registration officer will encode the details in the registration form into the Seatech Management System.
5. Checking / Submission of pre requisites for enrollment.
  - FULL COURSE
  - Valid ID
  - 2x2 Picture
  - Medical Certificate
  - SRN
6. The Registration Officer shall provide the official bank account details.
7. Once paid, the trainee shall send proof of payment to the official facebook page or through other approved communication channels.
8. The Registration Officer will send the admission form & scanned copy of receipt.
9. The Registration Officer shall include trainee to the corresponding training course group chat.
10. The Registration Officer will ask the trainee to confirm that they understand and acknowledge the policies or terms & conditions stated on the admission form.
11. The Registration Officer will inform the trainee to collect their hardcopy of the admission form and official receipt from the office.

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