



## **LOGIN GUIDE FOR LINKEDIN USERS**

(IHRP Portal | IHRP Connect | IHRP Playbook)

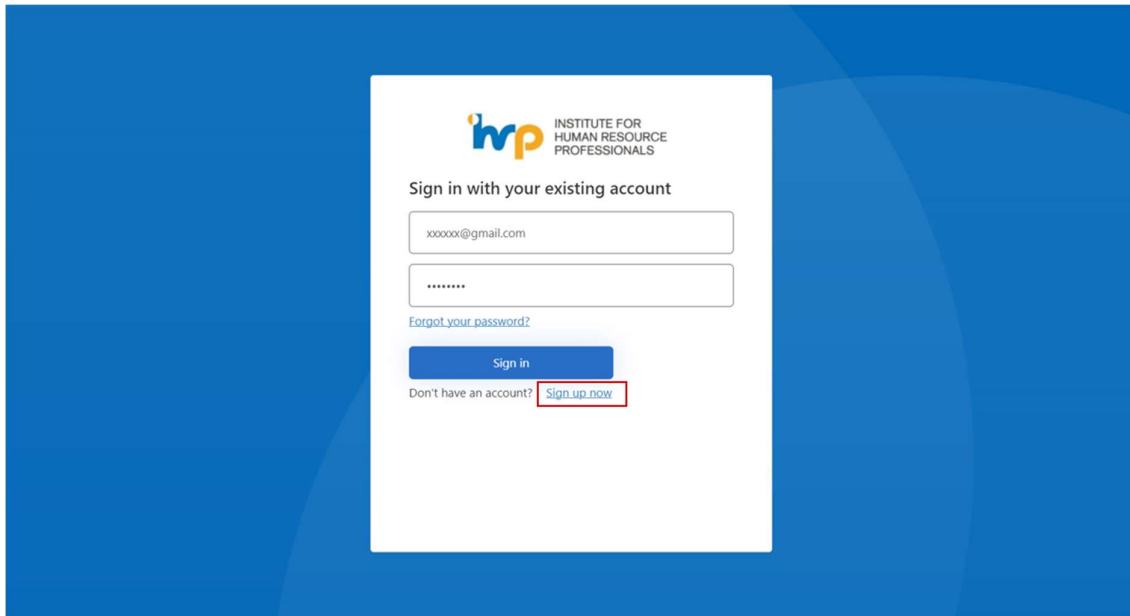
The User Guide delineates the login steps for users who were using LinkedIn previously. Please follow the steps for the respective portals.

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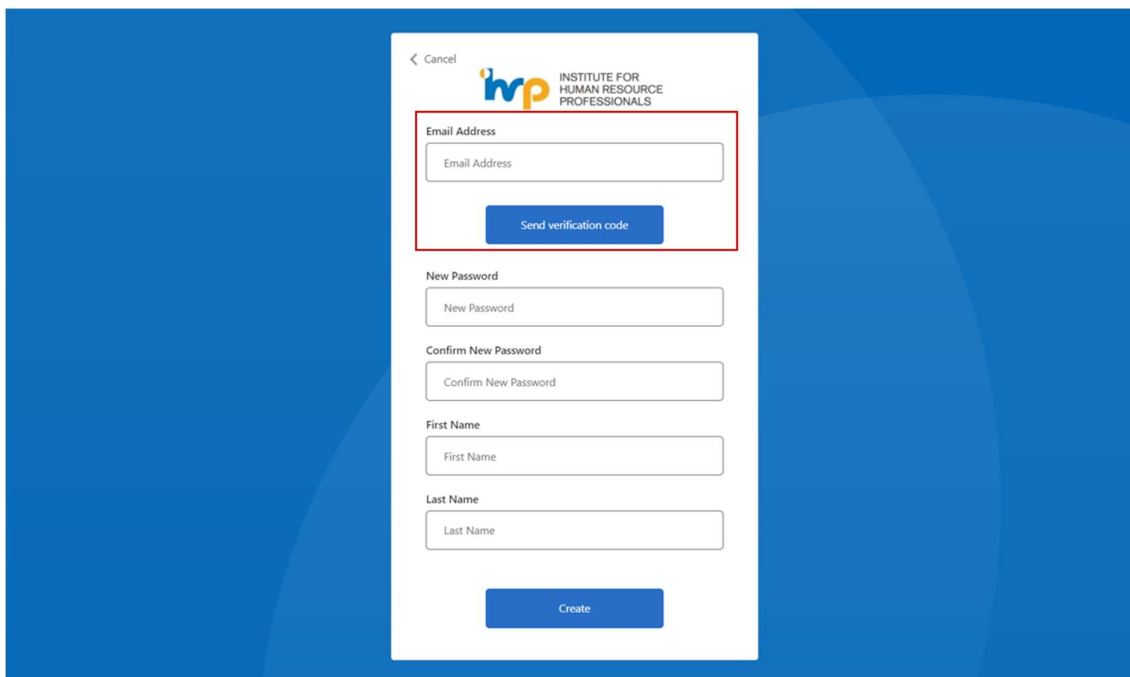
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## 1. IHRP Portal

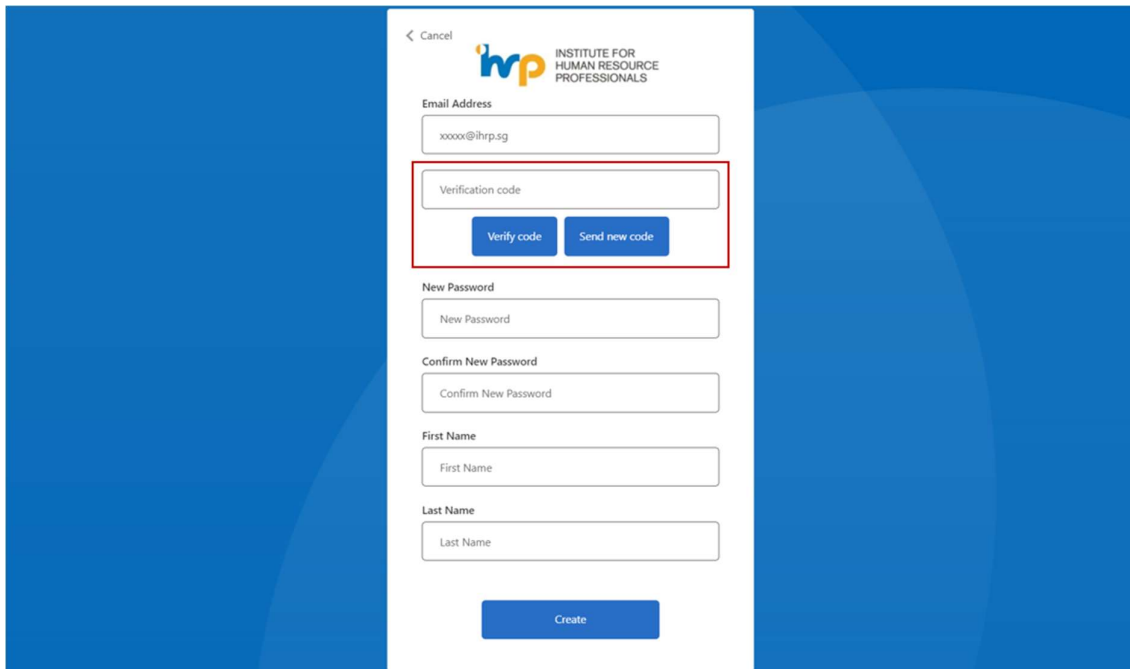
1. Click on Sign Up now.



2. Input the **same email address used for the LinkedIn account** and click on “Send verification code” to verify your email.

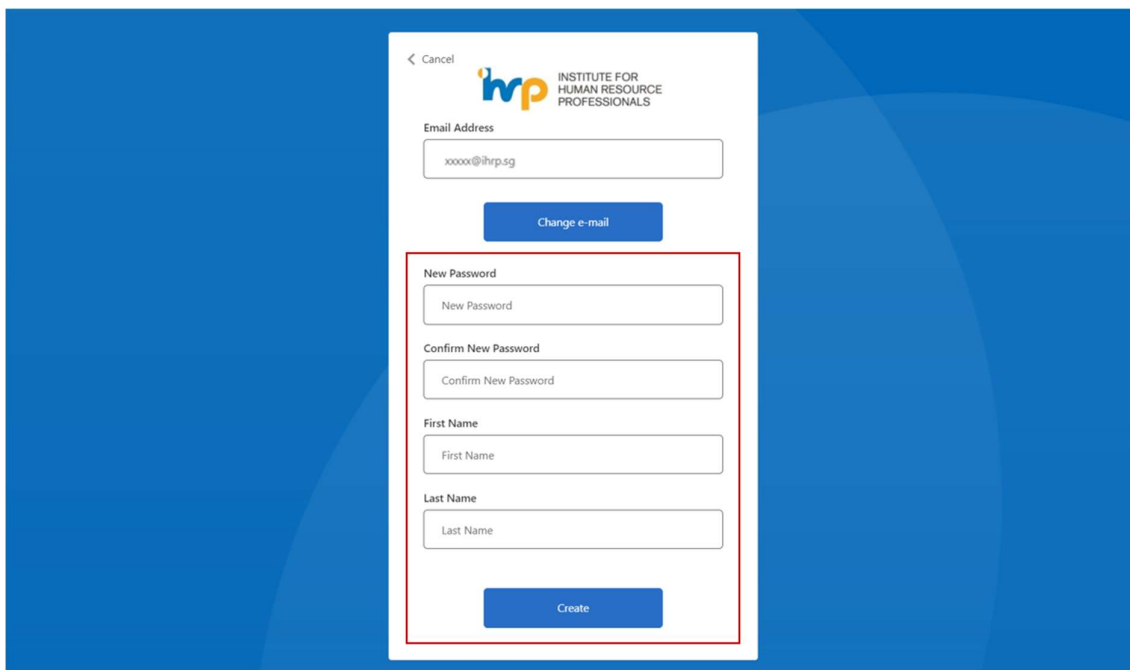


3. Enter the OTP sent to your email address and click “Verify code”. If you did receive the OTP within 5 minutes, click “Send new code”.



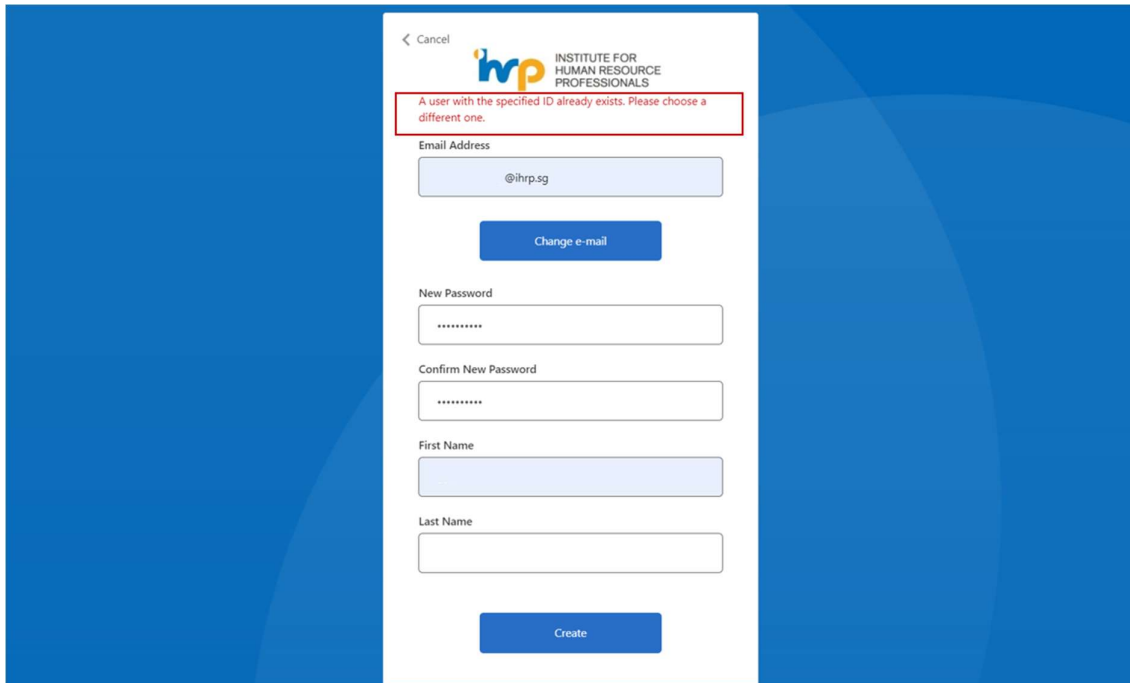
The screenshot shows a registration form for the Institute for Human Resource Professionals. The form includes fields for Email Address (pre-filled with 'xxxxx@ihrp.sg'), Verification code, New Password, Confirm New Password, First Name, and Last Name. A red box highlights the Verification code field and the 'Verify code' and 'Send new code' buttons. A 'Create' button is located at the bottom of the form.

4. Fill in the rest of the information and click “Create”.



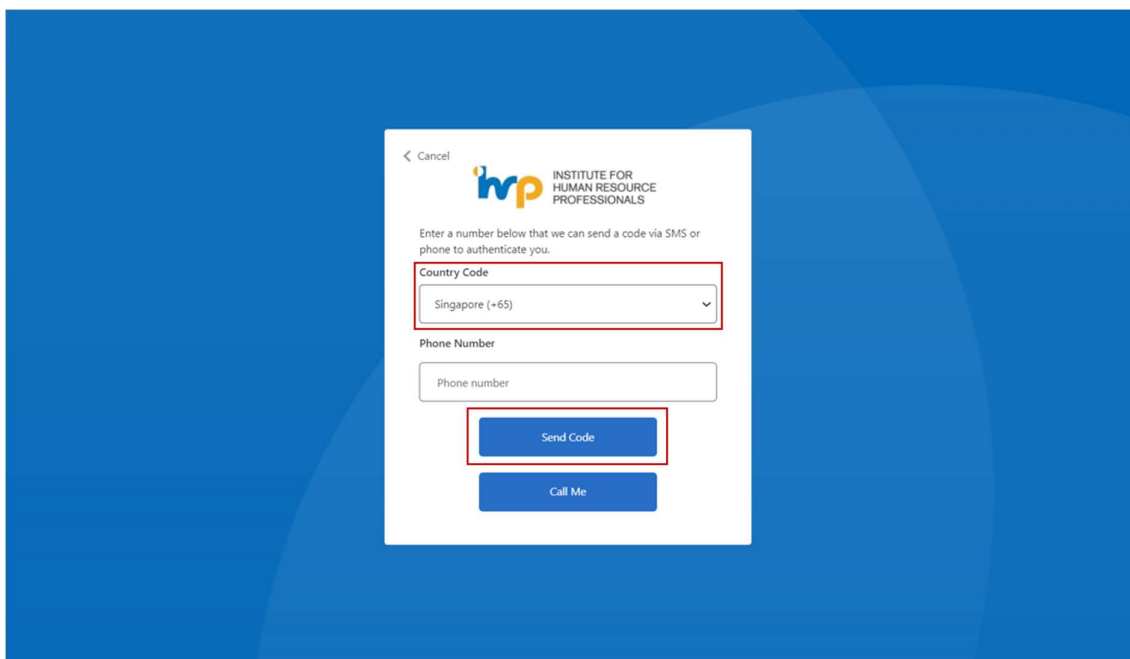
The screenshot shows the same registration form as above, but with a red box highlighting the New Password, Confirm New Password, First Name, and Last Name fields, along with the 'Create' button. A 'Change e-mail' button is also visible below the Email Address field.

5. If are seeing an error “A user with the specified ID already exists. Please choose a different one”, **this means that you have logged into our system using this email address. Please use the same email address to log in instead. You do not need to sign up an account with us.**



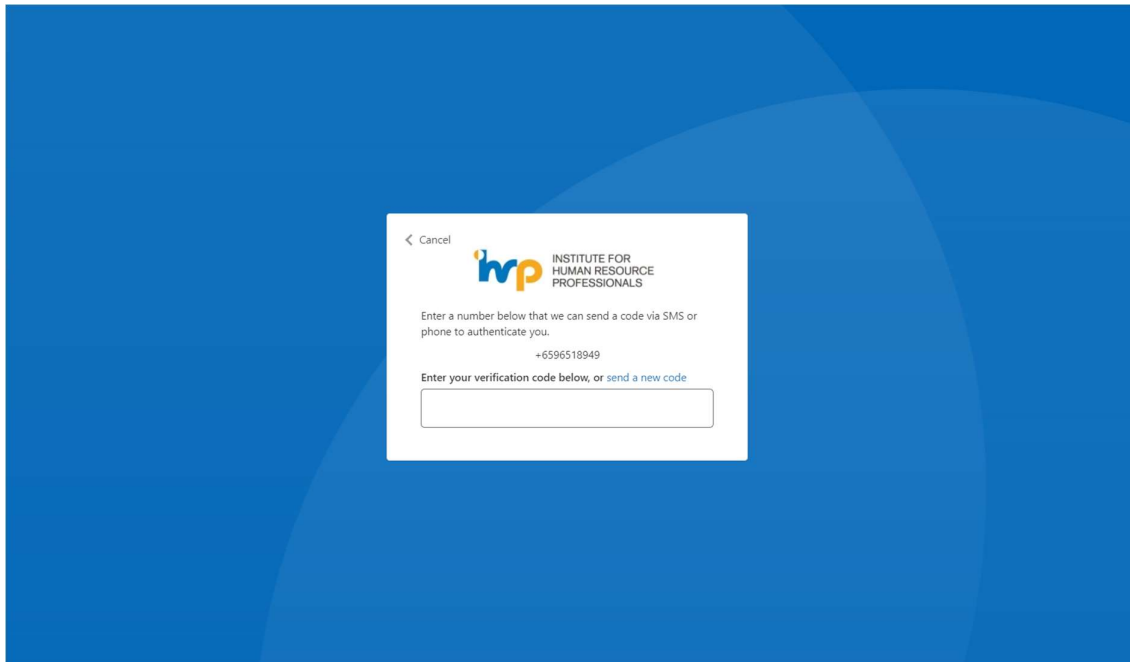
The screenshot shows a registration form for the Institute for Human Resource Professionals. At the top, there is a back arrow and the text "Cancel". Below that is the logo and name "hrp INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS". A red-bordered box highlights an error message: "A user with the specified ID already exists. Please choose a different one." The form fields include "Email Address" (with "@ihrp.sg" entered), "New Password", "Confirm New Password", "First Name", and "Last Name". A "Change e-mail" button is located below the email field, and a "Create" button is at the bottom.

6. Select your country code from the dropdown menu and input your mobile number. Next, click on “Send code”.

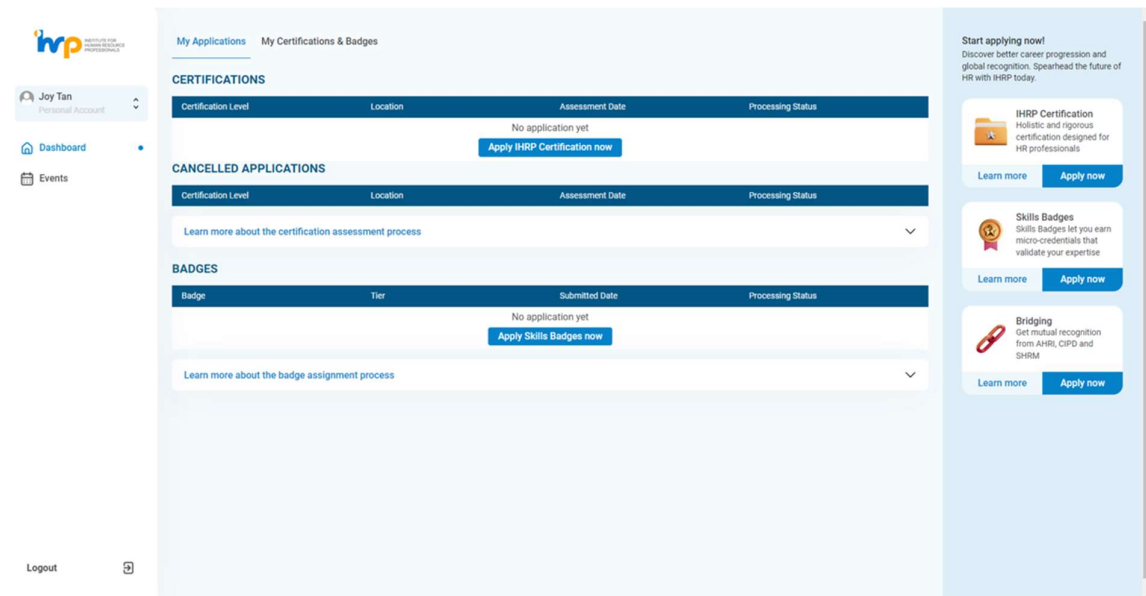


The screenshot shows a phone verification form. At the top, there is a back arrow and the text "Cancel". Below that is the logo and name "hrp INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS". The instruction reads: "Enter a number below that we can send a code via SMS or phone to authenticate you." The form fields include "Country Code" (a dropdown menu with "Singapore (+65)" selected), and "Phone Number" (a text input field with "Phone number" as a placeholder). A "Send Code" button and a "Call Me" button are located below the phone number field.

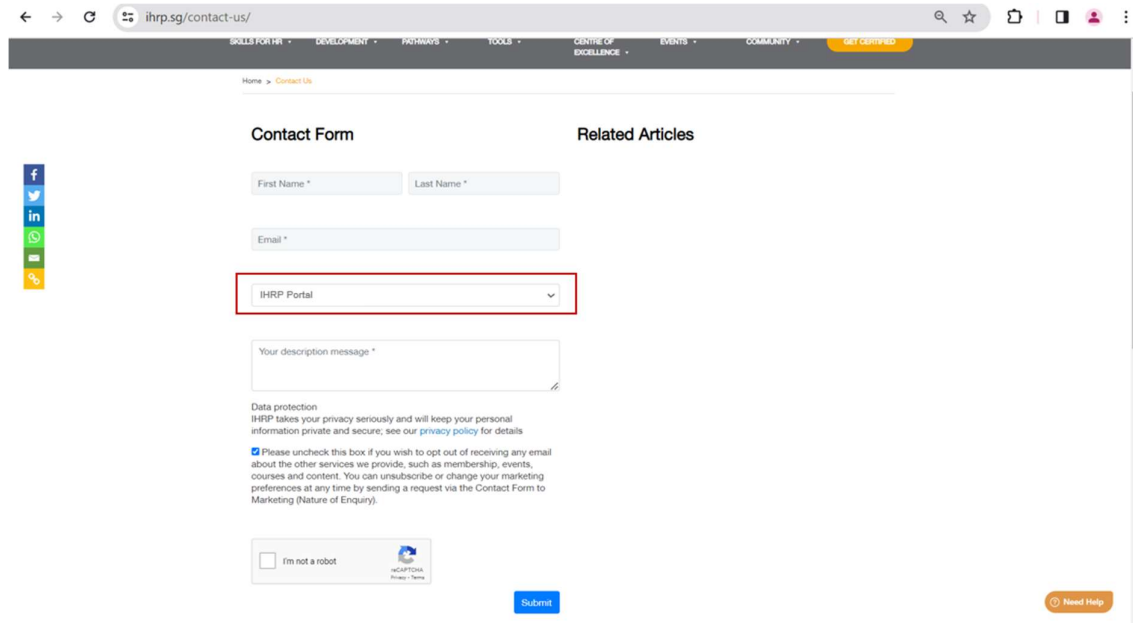
7. Enter the OTP that is sent to your mobile number.



8. Upon successful log in, you will be directed to the IHRP Portal.



9. For further enquiries, please submit a ticket [here](#). Fill in your information and select “IHRP Portal” under “Nature Of Inquiry”. We will review your enquiry and get back to you.

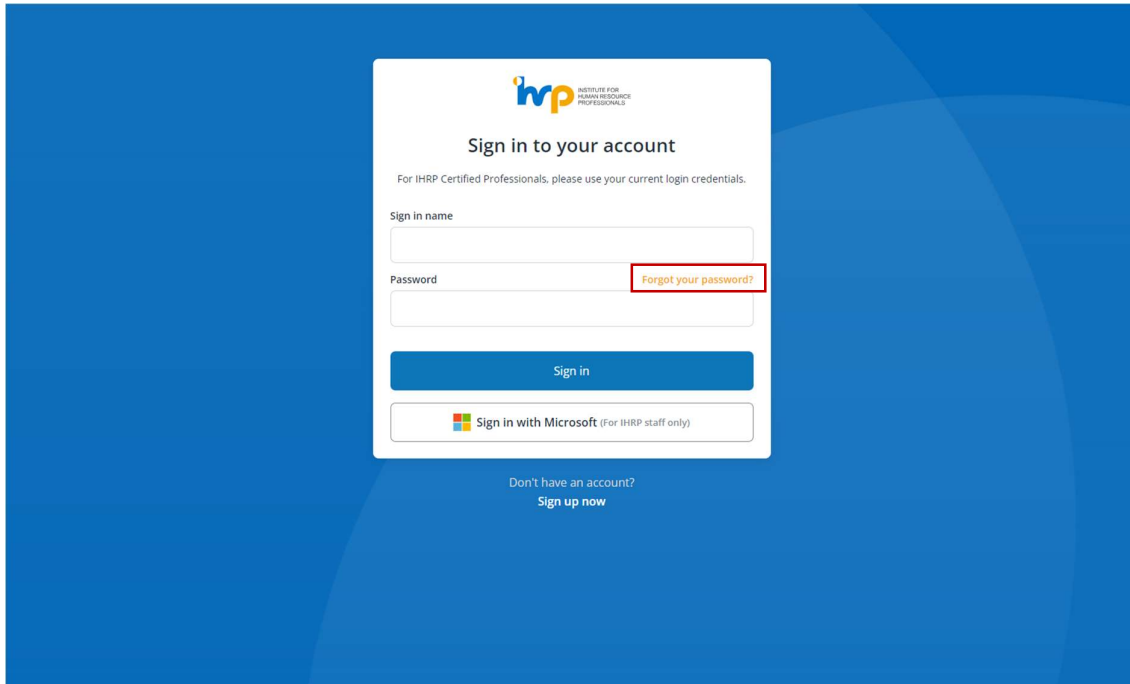


The screenshot shows a web browser at the URL [ihrp.sg/contact-us/](http://ihrp.sg/contact-us/). The page features a navigation menu at the top with links for Skills For HR, Development, Pathways, Tools, Centre of Excellence, Events, and Community. A 'GET CERTIFIED' button is also visible. The main content area is divided into two sections: 'Contact Form' and 'Related Articles'. The 'Contact Form' includes fields for 'First Name \*', 'Last Name \*', and 'Email \*'. A dropdown menu for 'Nature Of Inquiry' is highlighted with a red box, showing 'IHRP Portal' as the selected option. Below this is a text area for 'Your description message \*'. A 'Data protection' notice is present, stating that IHRP takes privacy seriously and provides a link to the privacy policy. A checkbox is checked, indicating consent to receive emails. At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Submit' button. A 'Need Help?' button is located in the bottom right corner of the form area. On the left side of the page, there is a vertical stack of social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube.

## 2. IHRP Connect

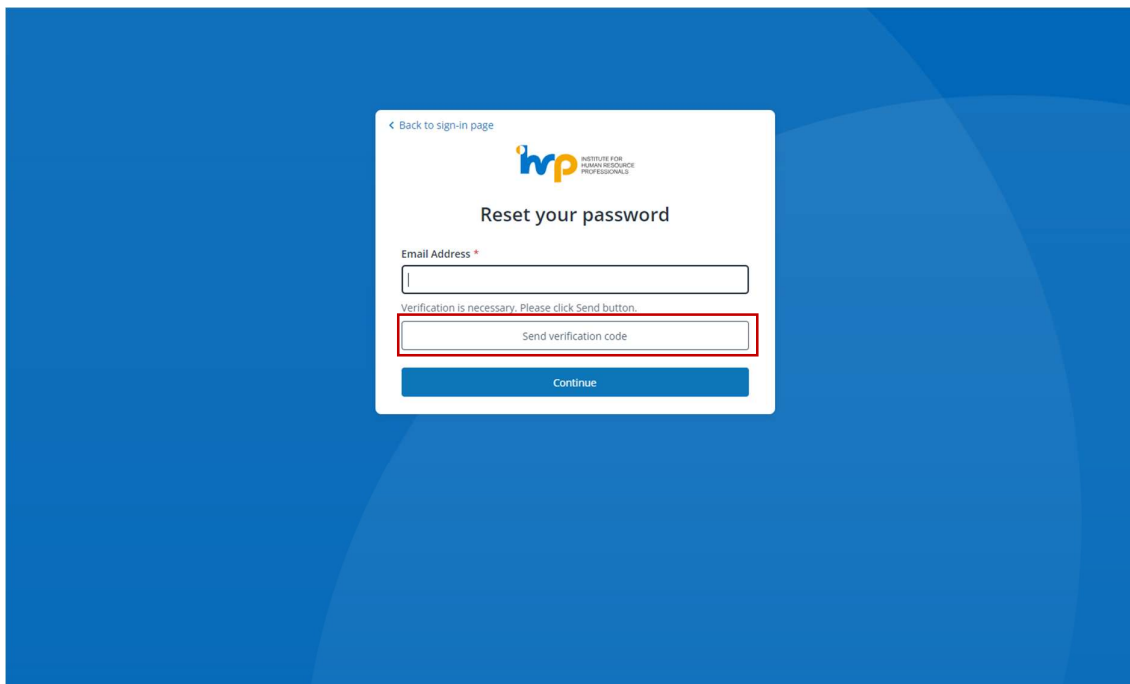
### For Existing Certified Professionals

1. Refer to [1. IHRP Portal](#) steps to perform a one-time sign up using the **email address used for the LinkedIn account** and sign in to Connect using the same credentials. Alternatively, click on “Forget your password?” to perform a password reset.



The screenshot shows the 'Sign in to your account' page for IHRP Certified Professionals. The page features the IHRP logo at the top, followed by the title 'Sign in to your account' and a sub-header: 'For IHRP Certified Professionals, please use your current login credentials.' Below this, there are two input fields: 'Sign in name' and 'Password'. A red box highlights the 'Forgot your password?' link next to the password field. A blue 'Sign in' button is positioned below the input fields. At the bottom of the form, there is a link for 'Sign in with Microsoft (For IHRP staff only)'. Below the form, there is a link for 'Don't have an account? Sign up now'.

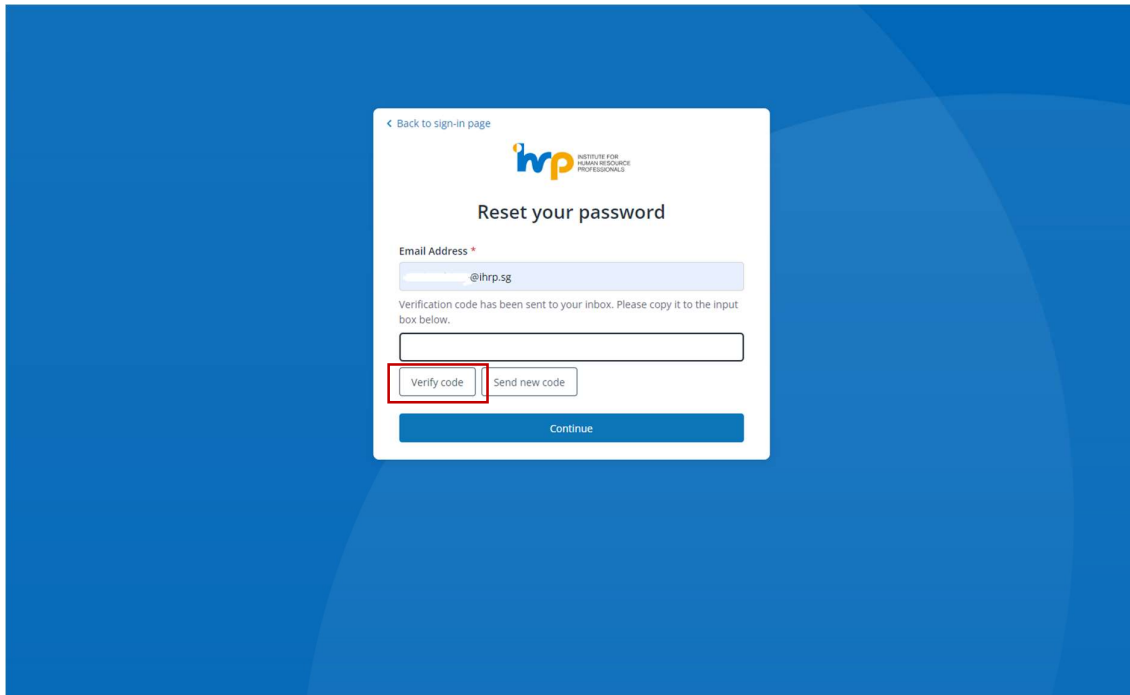
2. Input the **email address used for the LinkedIn account** and click “Send verification code”.



The screenshot shows the 'Reset your password' page for IHRP Certified Professionals. The page features the IHRP logo at the top, followed by the title 'Reset your password' and a sub-header: 'Verification is necessary. Please click Send button.' Below this, there is an input field for 'Email Address \*'. A red box highlights the 'Send verification code' button. Below the button, there is a blue 'Continue' button. At the top left of the form, there is a link for '< Back to sign-in page'.

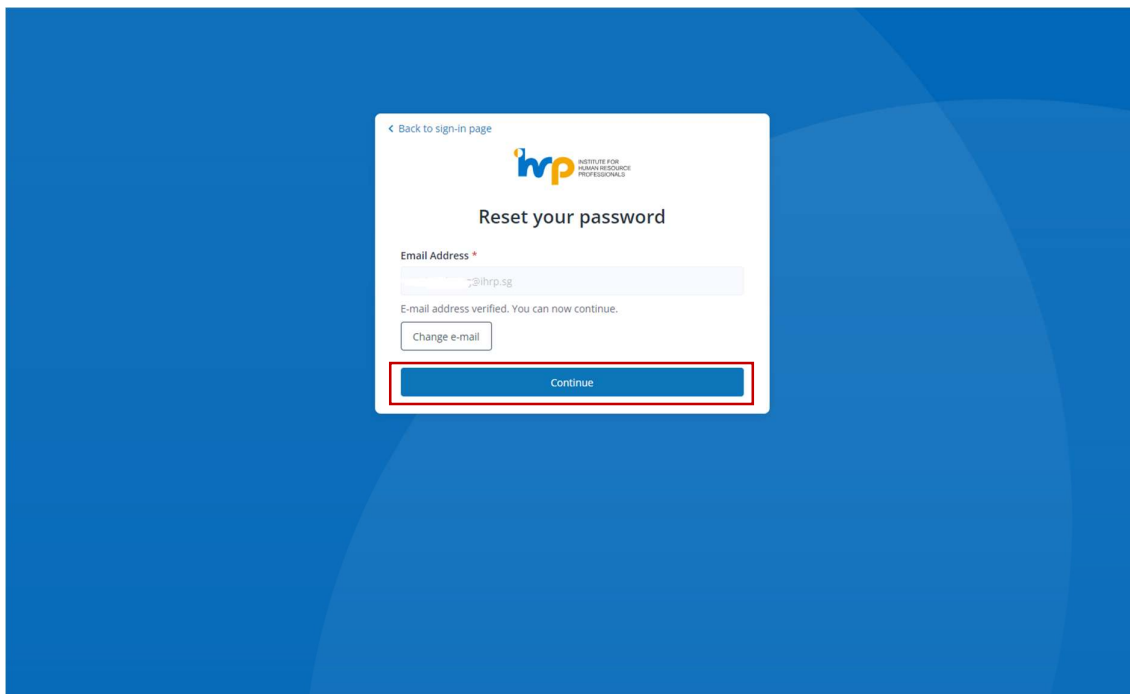


3. Input the code sent to the email address and click “Verify code”.



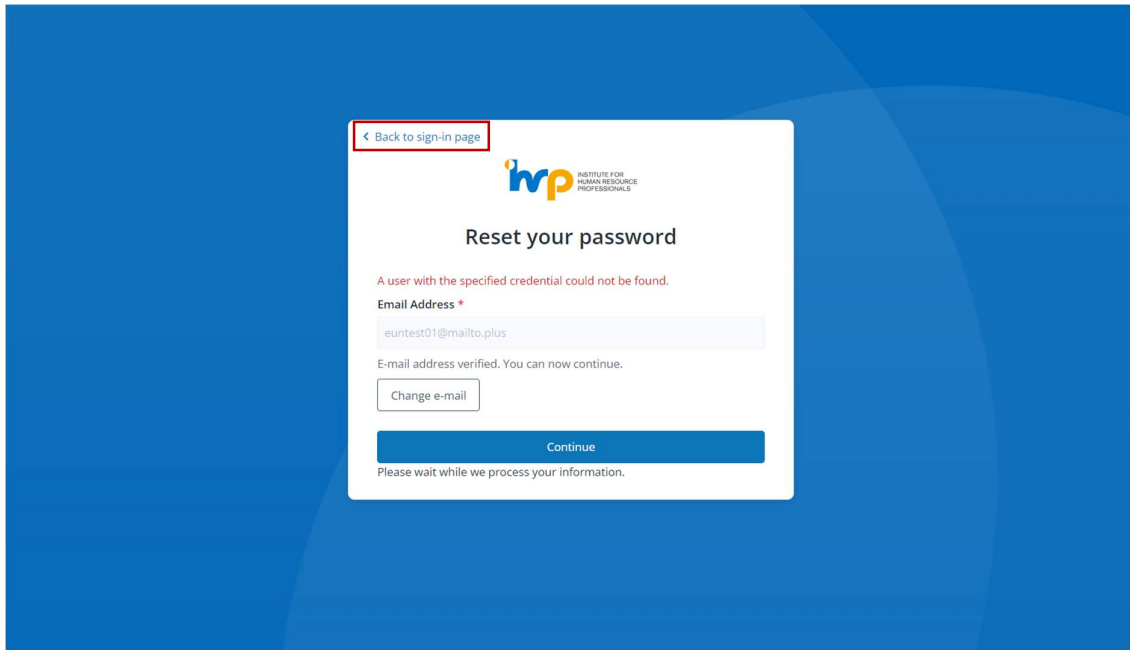
The screenshot shows a white form titled "Reset your password" on a blue background. At the top left of the form is a link "< Back to sign-in page". The form includes the "hrp INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS" logo. Below the logo is the heading "Reset your password". There is an "Email Address \*" field containing a masked email address ending in "@ihrp.sg". Below this is a message: "Verification code has been sent to your inbox. Please copy it to the input box below." followed by an empty text input field. At the bottom of the form are two buttons: "Verify code" (highlighted with a red box) and "Send new code". A large blue "Continue" button is at the very bottom of the form.

4. Once email address is verified, click “Continue”.

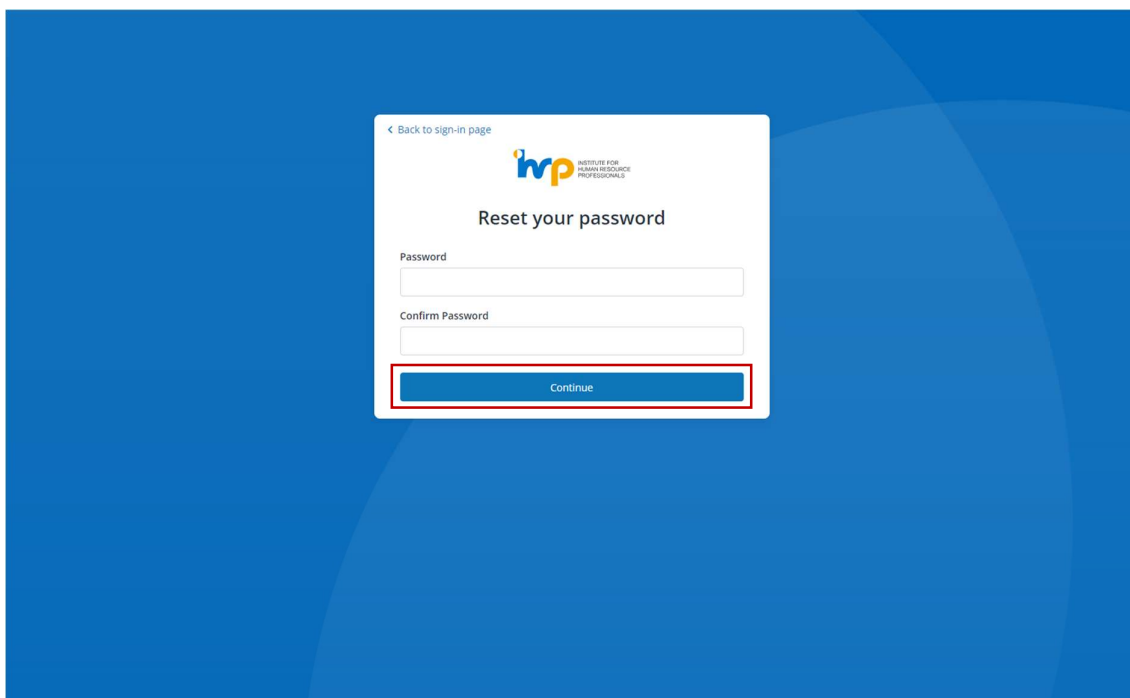


The screenshot shows the same "Reset your password" form, but now the "Email address verified. You can now continue." message is displayed. The "Verify code" button is no longer present, and a "Change e-mail" button has appeared below the message. The large blue "Continue" button at the bottom of the form is now highlighted with a red box.

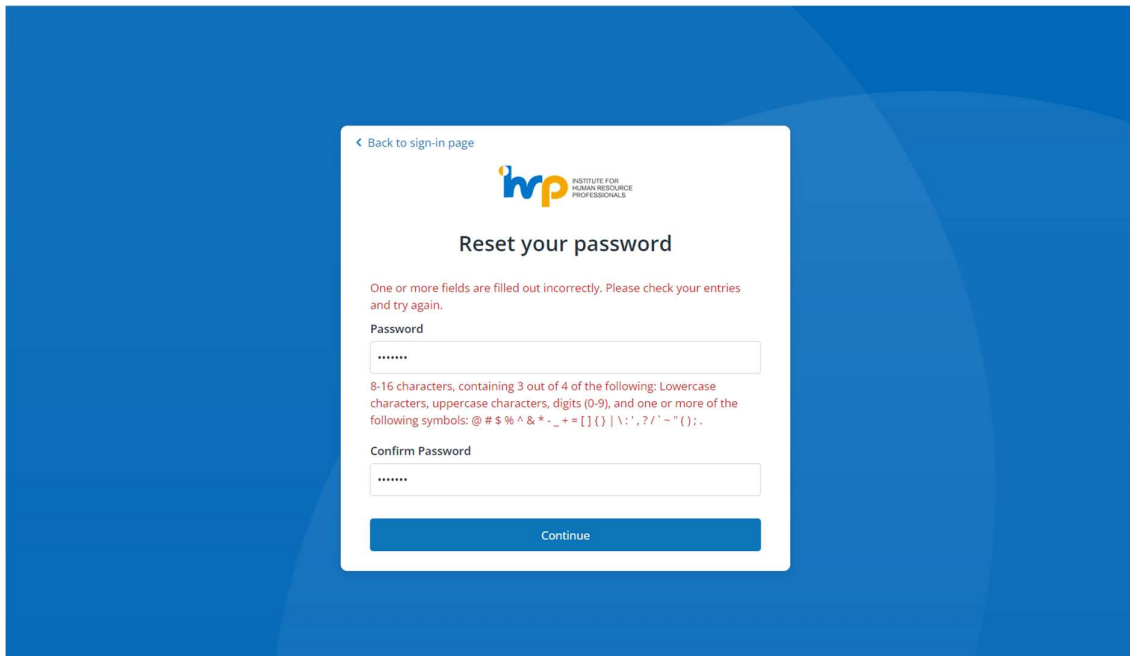
5. If are seeing an error “A user with the specified credential could not found.”, **this means that you do not have an account with this email address. Please click on “Back to sign-in page” and click “Sign up now” to create a new account.**



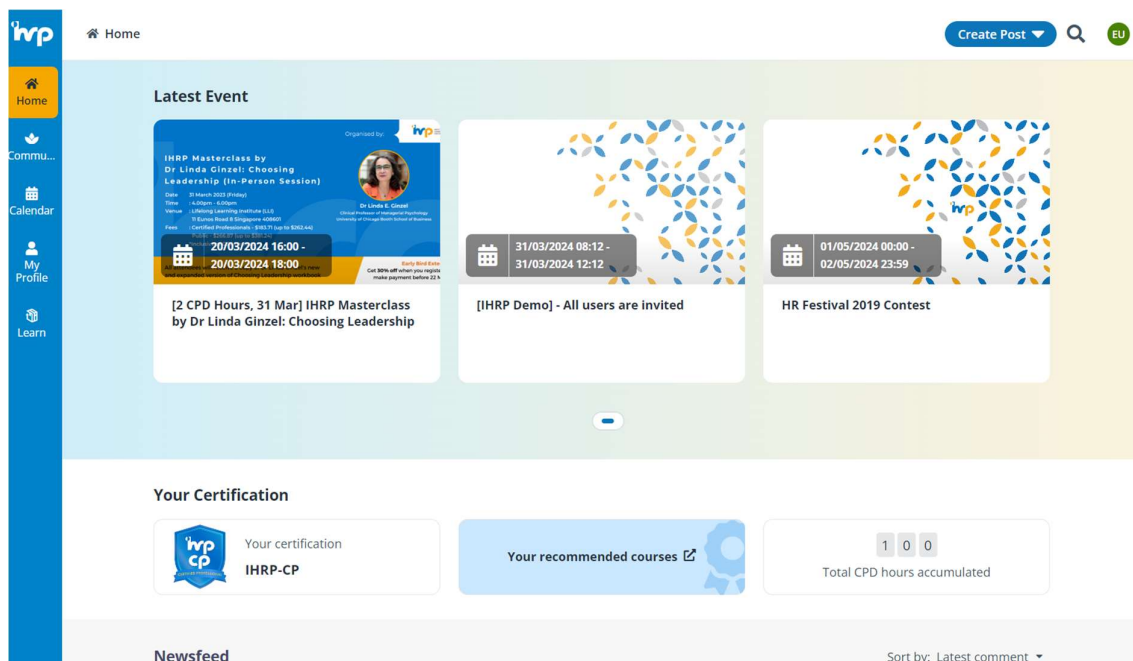
6. Input a new password and click “Continue”.



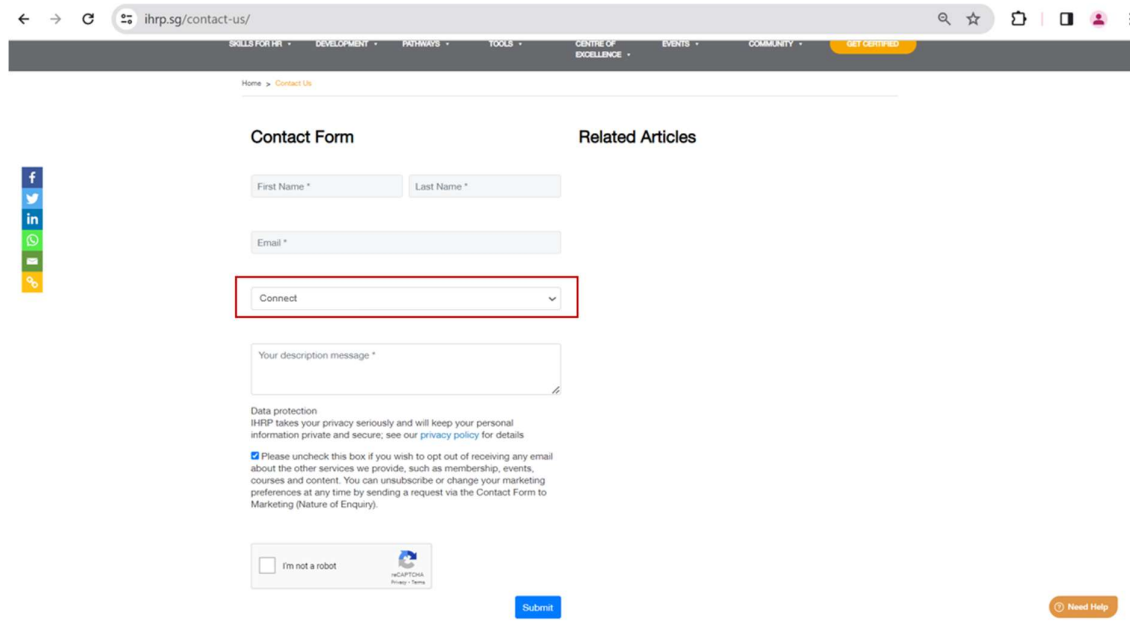
- If are seeing an error below, **do note that your password does not need the requirements.** Kindly follow the requirements in red.



- Upon successful log in, you will be directed to the IHRP Connect.



9. For further enquiries, please submit a ticket [here](#). Fill in your information and select “Connect” under “Nature Of Inquiry”. We will review your enquiry and get back to you.



The screenshot shows a web browser at the URL [ihrp.sg/contact-us/](http://ihrp.sg/contact-us/). The page has a dark navigation bar with links for SKILLS FOR HR, DEVELOPMENT, PATHWAYS, TOOLS, CENTRE OF EXCELLENCE, EVENTS, and COMMUNITY. A 'GET CERTIFIED' button is highlighted in orange. Below the navigation bar, the page is titled 'Home > Contact Us'. The main content area is split into two columns: 'Contact Form' and 'Related Articles'. The 'Contact Form' contains the following fields: 'First Name \*', 'Last Name \*', 'Email \*', and a dropdown menu for 'Connect' (highlighted with a red box). Below these is a text area for 'Your description message \*'. A 'Data protection' section follows, stating that IHFP takes privacy seriously and provides a link to the privacy policy. A checkbox is checked, with the text: 'Please uncheck this box if you wish to opt out of receiving any email about the other services we provide, such as membership, events, courses and content. You can unsubscribe or change your marketing preferences at any time by sending a request via the Contact Form to Marketing (Nature of Enquiry)'. At the bottom of the form is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Submit' button. A 'Need Help' button is located in the bottom right corner. On the left side of the page, there is a vertical stack of social media icons for Facebook, Twitter, LinkedIn, and WhatsApp.

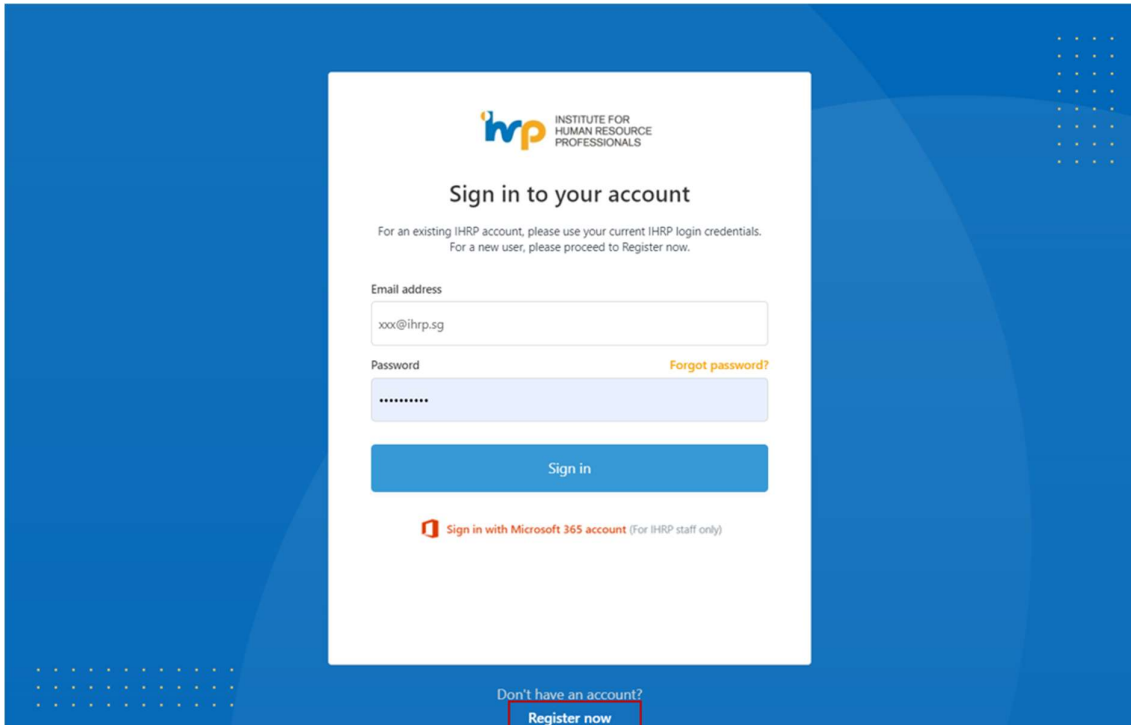
### 3. IHRP Playbook

#### For Registered Users

1. For IHRP users, refer to [1. IHRP Portal](#) steps to perform a one-time sign up using the **email address used for the LinkedIn account** and use the same credentials to sign in here.

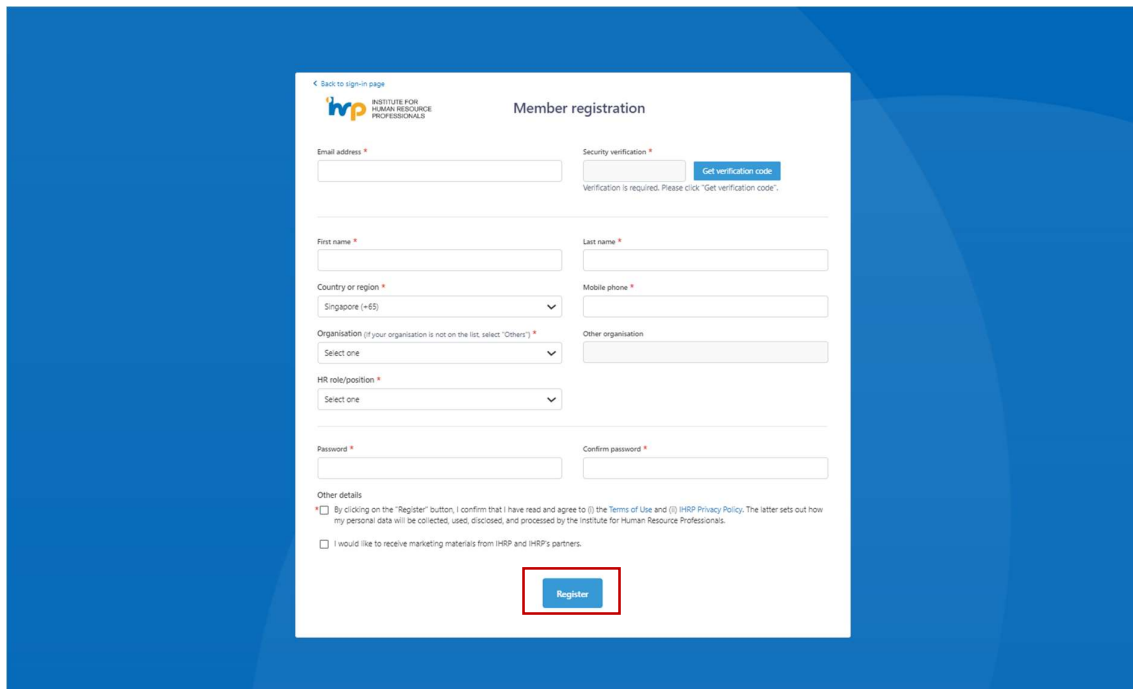
#### For Non-Registered Users

1. Click “Register now” and use the same **email address used for the LinkedIn account**.



The screenshot shows the IHRP sign-in interface. At the top, the IHRP logo and name are displayed. Below this is the heading "Sign in to your account" followed by instructions for existing and new users. The form includes an "Email address" field with the placeholder "xxx@ihrp.sg", a "Password" field with a "Forgot password?" link, and a blue "Sign in" button. A link for "Sign in with Microsoft 365 account" is also present. At the bottom, there is a "Don't have an account?" link and a red-bordered "Register now" button.

2. Fill in the necessary fields and click “Register”.



**Member registration**

Email address \*  Security verification \*  [Get verification code](#)  
 Verification is required. Please click 'Get verification code'.

First name \*  Last name \*

Country or region \*

Mobile phone \*

Organisation (if your organisation is not on the list, select 'Others') \*  
 Select one

Other organisation

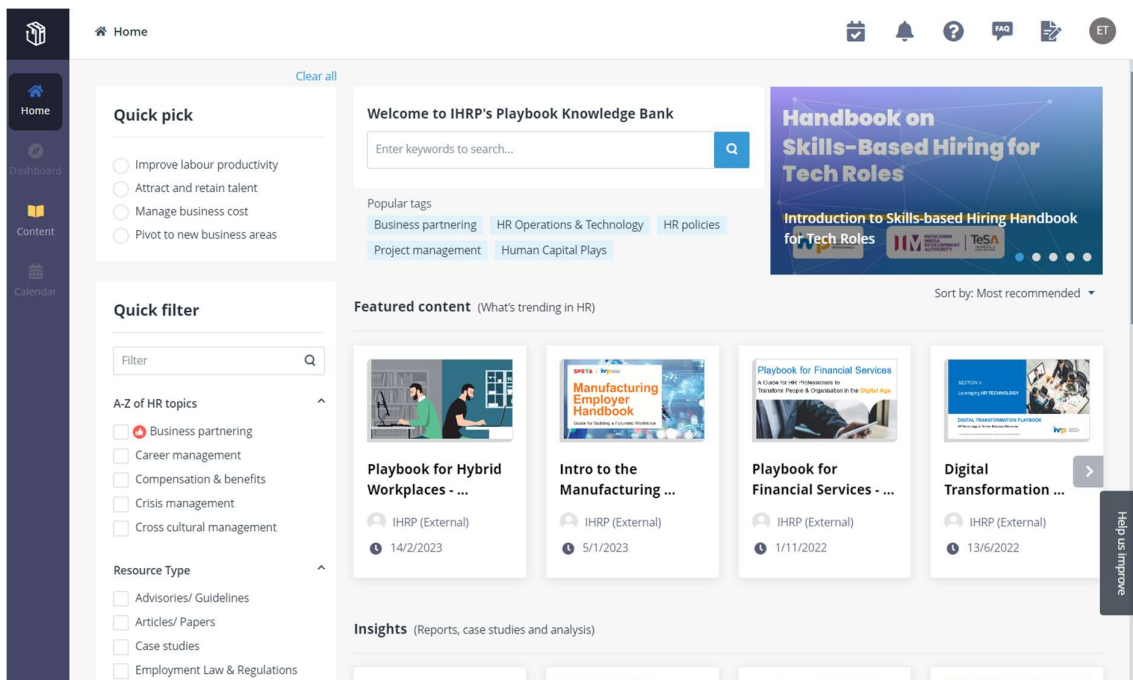
HR role/position \*  
 Select one

Password \*  Confirm password \*

Other details  
 By clicking on the "Register" button, I confirm that I have read and agree to (i) the Terms of Use and (ii) IHRP Privacy Policy. The latter sets out how my personal data will be collected, used, disclosed, and processed by the Institute for Human Resource Professionals.  
 I would like to receive marketing materials from IHRP and IHRP's partners.

[Register](#)

3. Upon successful log in, you will be directed to IHRP Playbook Knowledge Bank page.



**Welcome to IHRP's Playbook Knowledge Bank**

Enter keywords to search...

Popular tags  
 Business partnering HR Operations & Technology HR policies  
 Project management Human Capital Plays

**Featured content** (What's trending in HR)  
 Sort by: Most recommended

**Playbook for Hybrid Workplaces - ...**  
 IHRP (External)  
 14/2/2023

**Intro to the Manufacturing ...**  
 IHRP (External)  
 5/1/2023

**Playbook for Financial Services - ...**  
 IHRP (External)  
 1/11/2022

**Digital Transformation ...**  
 IHRP (External)  
 13/6/2022

**Insights** (Reports, case studies and analysis)

[Help us improve](#)

4. For further enquiries, please submit a ticket [here](#). Fill in your information and select “Playbook” under “Nature Of Inquiry”. We will review your enquiry and get back to you.

Home > [Contact Us](#)

### Contact Form

First Name \*  Last Name \*

Email \*

**Playbook**

Your description message \*

**Data protection**  
IHRP takes your privacy seriously and will keep your personal information private and secure; see our [privacy policy](#) for details

Please uncheck this box if you wish to opt out of receiving any email about the other services we provide, such as membership, events, courses and content. You can unsubscribe or change your marketing preferences at any time by sending a request via the Contact Form to Marketing (Nature of Enquiry).

Verification expired. [Check the checkbox](#)

### Related Articles

- What are the IHRP Playbooks?
- Who are the stakeholders in the development of the playbook?
- How can I or my organization participate in the development of the playbook?
- Where can I find the playbooks?
- What are the playbooks that IHRP is developing?

[Need Help](#)

#### 4. Frequently Asked Questions (FAQ)

**Q: Why can't I log in using my LinkedIn account anymore?**

A: We have discontinued LinkedIn login to improve security and offer a more seamless experience for all users. You can still access your account by performing a one-time sign up or password reset with your existing email and password.

**Q: How do I know if I need to do a one-time sign up or a password reset to access my account?**

A: For **Connect**, follow the instructions [here](#) and perform a **password reset** using your existing email. For **Playbook**, follow the instructions [here](#) and perform a **one-time sign up** using your existing email. For **IHRP Portal**, follow the instructions [here](#) and perform a **one-time sign up** using your existing email.

**Q: I have an existing account, but I forgot my password. How can I reset it?**

A: If you forgot your password, click on the "Forgot Your Password" link on the respective login page. Follow the instructions to reset your password.

**Q: What should I do if I do not have an existing account?**

A: You can create a new account using your email address and a password of your choice.

**Q: Will I still have access to my previous account history and data?**

A: Yes, you will still have access to your previous account history and data after performing a one-time sign up or password reset to access the respective systems.

**Q: I am seeing error messages that are not shown in the guide.**

A: Please submit a ticket [here](#). Fill in your information and select the respective system (Connect, Playbook, IHRP Portal) under "Nature Of Inquiry". We will review your enquiry and get back to you.