

CTA 2026: School Nomination User Guide

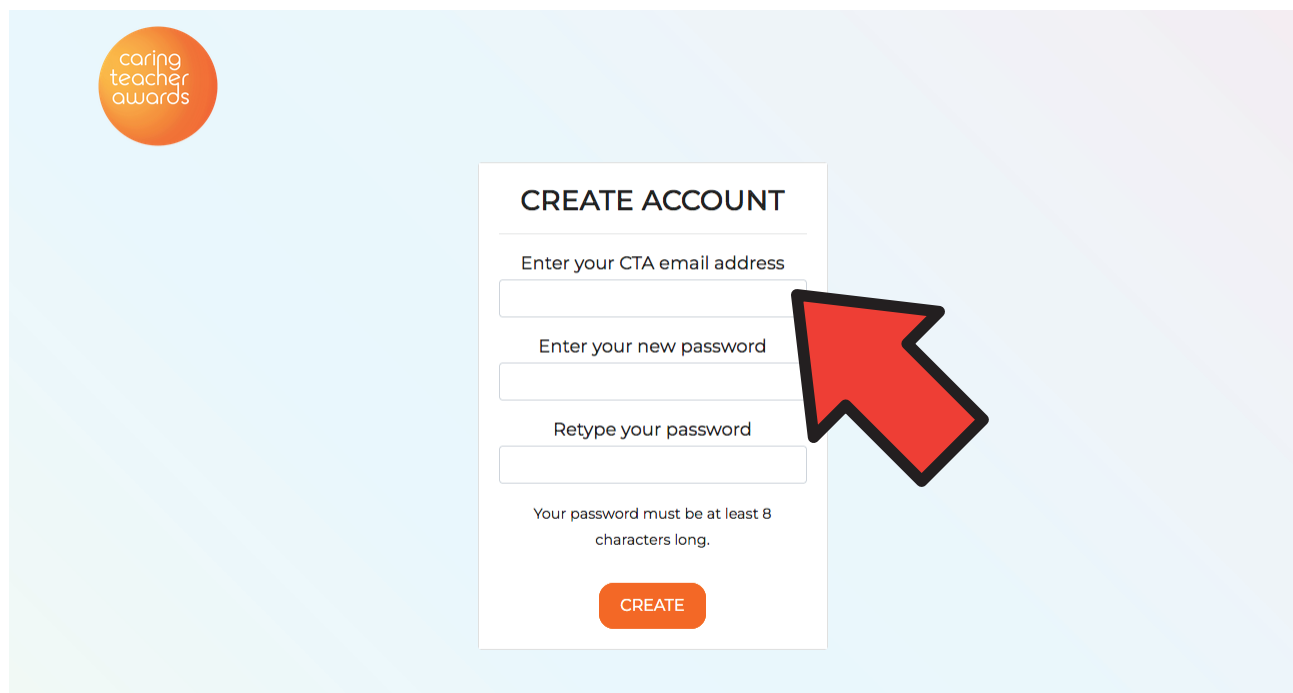
A) Create an Account

Step 1

Visit: <https://www.cta.nie.edu.sg/admin2026/auth/new>

Step 2

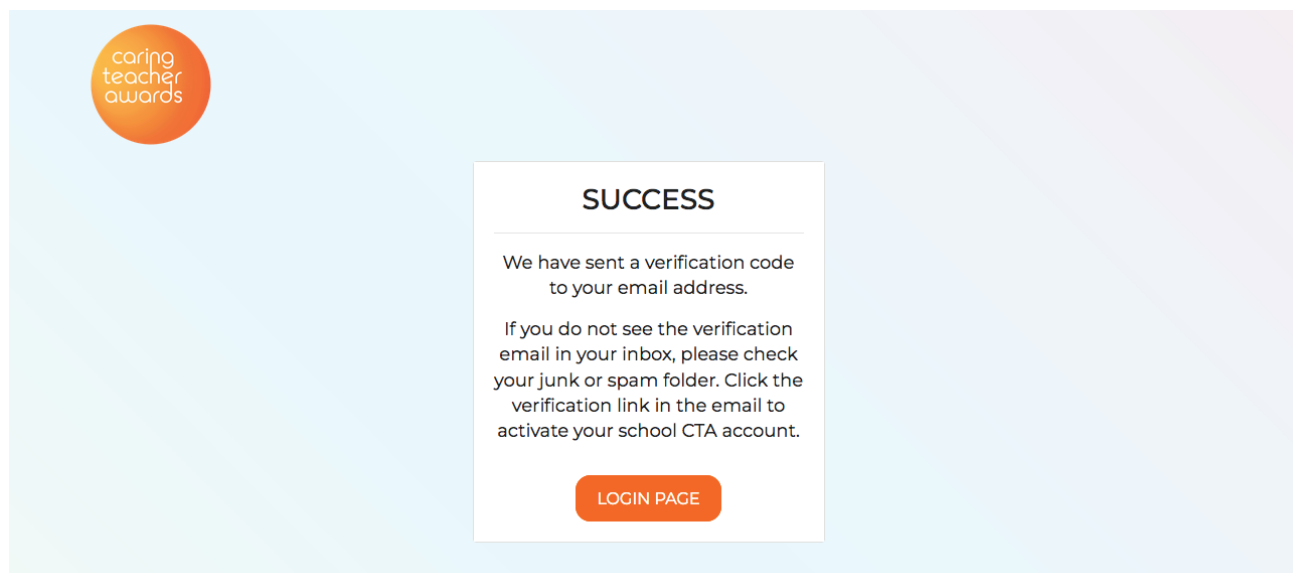
Enter your CTA email address and set a new password.



The screenshot shows the 'CREATE ACCOUNT' form on the Caring Teacher Awards website. The form is titled 'CREATE ACCOUNT' and includes three input fields: 'Enter your CTA email address', 'Enter your new password', and 'Retype your password'. A red arrow points to the email field. Below the password fields, a note states: 'Your password must be at least 8 characters long.' At the bottom of the form is an orange 'CREATE' button. The Caring Teacher Awards logo is visible in the top left corner.

Step 3

Check your email for further instructions. If you don't see the verification email in your inbox or junk folder, contact us at cta@nie.edu.sg.

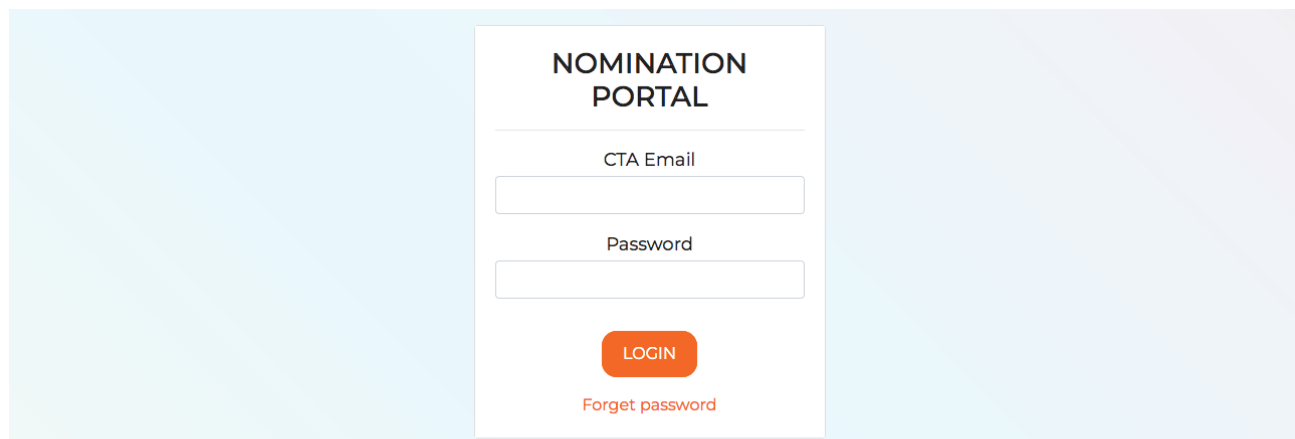


The screenshot shows the 'SUCCESS' message page on the Caring Teacher Awards website. The page is titled 'SUCCESS' and contains the following text: 'We have sent a verification code to your email address.' and 'If you do not see the verification email in your inbox, please check your junk or spam folder. Click the verification link in the email to activate your school CTA account.' At the bottom of the message box is an orange 'LOGIN PAGE' button. The Caring Teacher Awards logo is visible in the top left corner.

B) Submitting National Level Award Nominee to NIE

Step 1

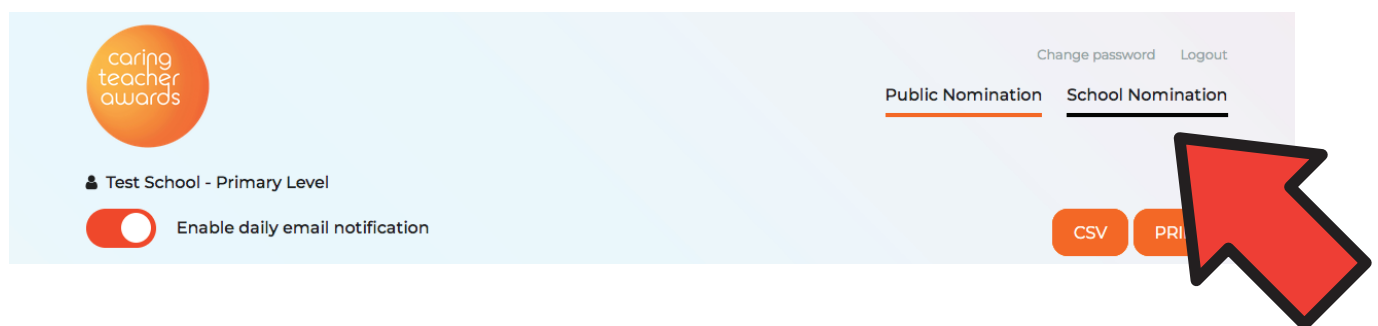
Log in at: <https://www.cta.nie.edu.sg/admin2026>



The screenshot shows the 'NOMINATION PORTAL' login interface. It features a central white box with the title 'NOMINATION PORTAL' at the top. Below the title are two input fields: 'CTA Email' and 'Password'. An orange 'LOGIN' button is positioned below the password field. At the bottom of the box, there is a red link that says 'Forget password'.

Step 2

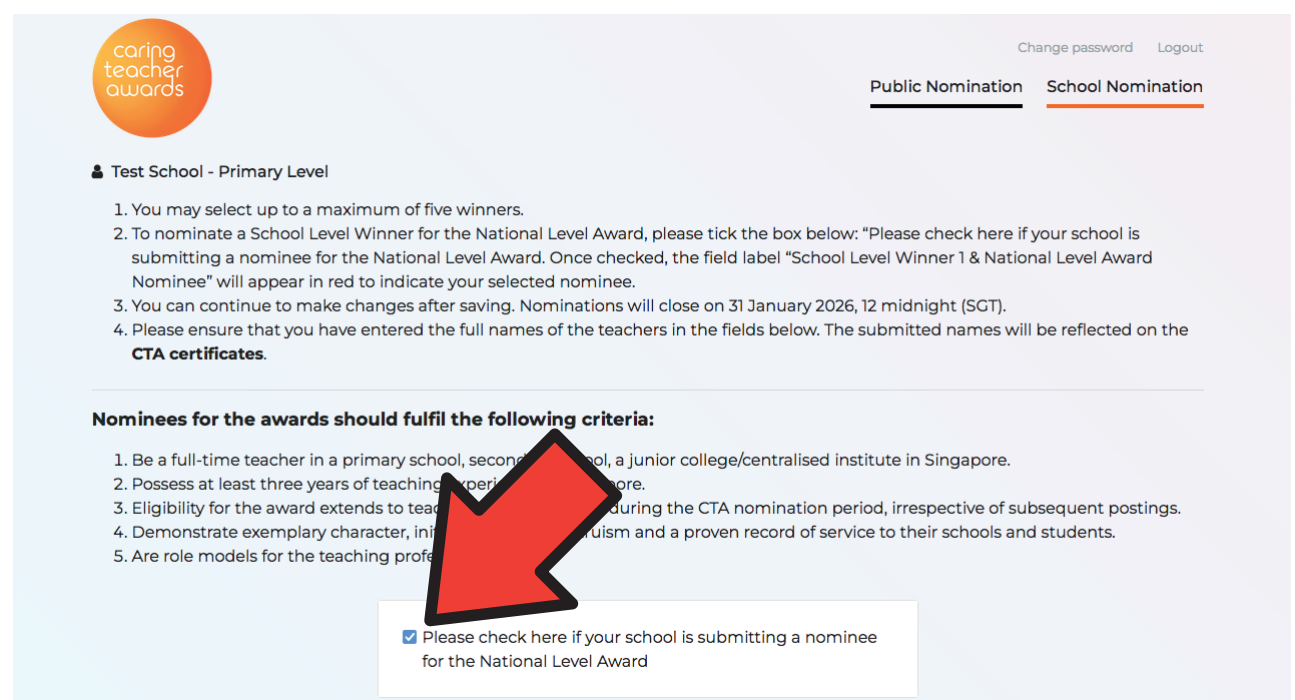
Click the “School Nomination” tab at the top right of the page.



The screenshot displays the Caring Teacher Awards admin dashboard. On the left, there is a sidebar with the 'caring teacher awards' logo, a user profile for 'Test School - Primary Level', and a toggle switch for 'Enable daily email notification'. On the right, there are two tabs: 'Public Nomination' and 'School Nomination'. A large red arrow points to the 'School Nomination' tab. Below the tabs, there are two orange buttons labeled 'CSV' and 'PRI'.

Step 3

Tick this box to nominate a teacher for the National Level Award.



The screenshot shows the 'School Nomination' page. It includes the same sidebar as the previous screenshot. The main content area has a heading 'Public Nomination' and 'School Nomination' with the latter being the active tab. Below the tabs, there is a list of instructions for nominating a teacher. A large red arrow points to a checkbox at the bottom of the page, which is labeled 'Please check here if your school is submitting a nominee for the National Level Award'.

Instructions:

1. You may select up to a maximum of five winners.
2. To nominate a School Level Winner for the National Level Award, please tick the box below: "Please check here if your school is submitting a nominee for the National Level Award. Once checked, the field label "School Level Winner 1 & National Level Award Nominee" will appear in red to indicate your selected nominee.
3. You can continue to make changes after saving. Nominations will close on 31 January 2026, 12 midnight (SGT).
4. Please ensure that you have entered the full names of the teachers in the fields below. The submitted names will be reflected on the CTA certificates.

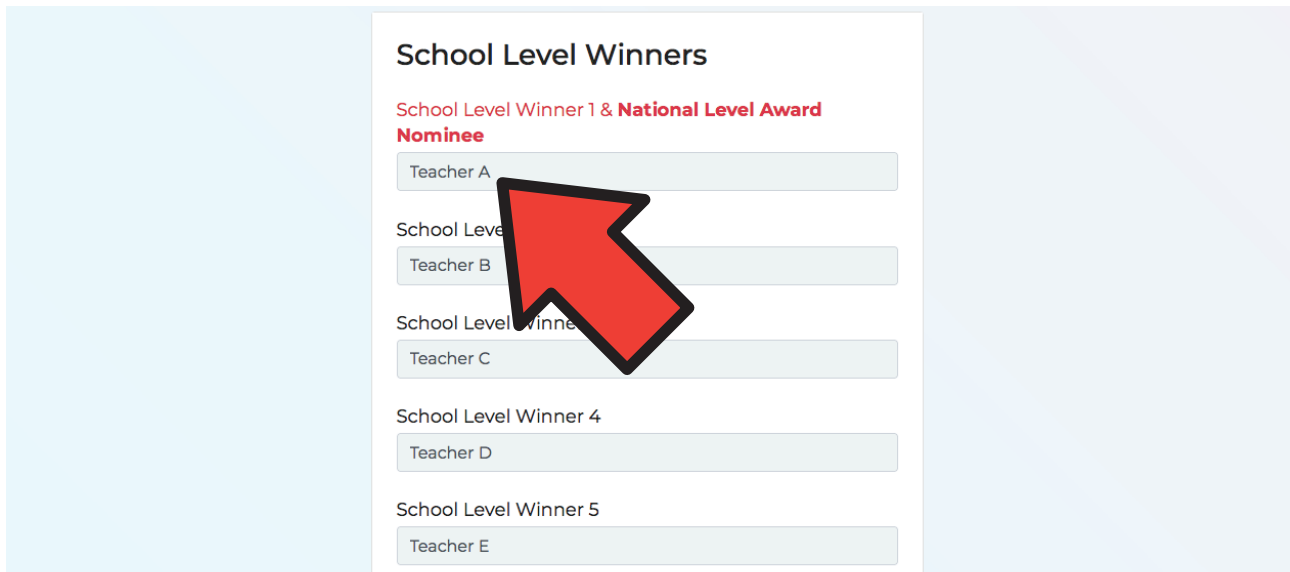
Nominees for the awards should fulfil the following criteria:

1. Be a full-time teacher in a primary school, secondary school, a junior college/centralised institute in Singapore.
2. Possess at least three years of teaching experience.
3. Eligibility for the award extends to teachers during the CTA nomination period, irrespective of subsequent postings.
4. Demonstrate exemplary character, integrity, and a proven record of service to their schools and students.
5. Are role models for the teaching profession.

☒ Please check here if your school is submitting a nominee for the National Level Award

Step 4

Enter the name of the teacher nominated for the National Level Award in the first field.



School Level Winners

School Level Winner 1 & **National Level Award Nominee**

Teacher A

School Level Winner 2

Teacher B

School Level Winner 3

Teacher C

School Level Winner 4

Teacher D

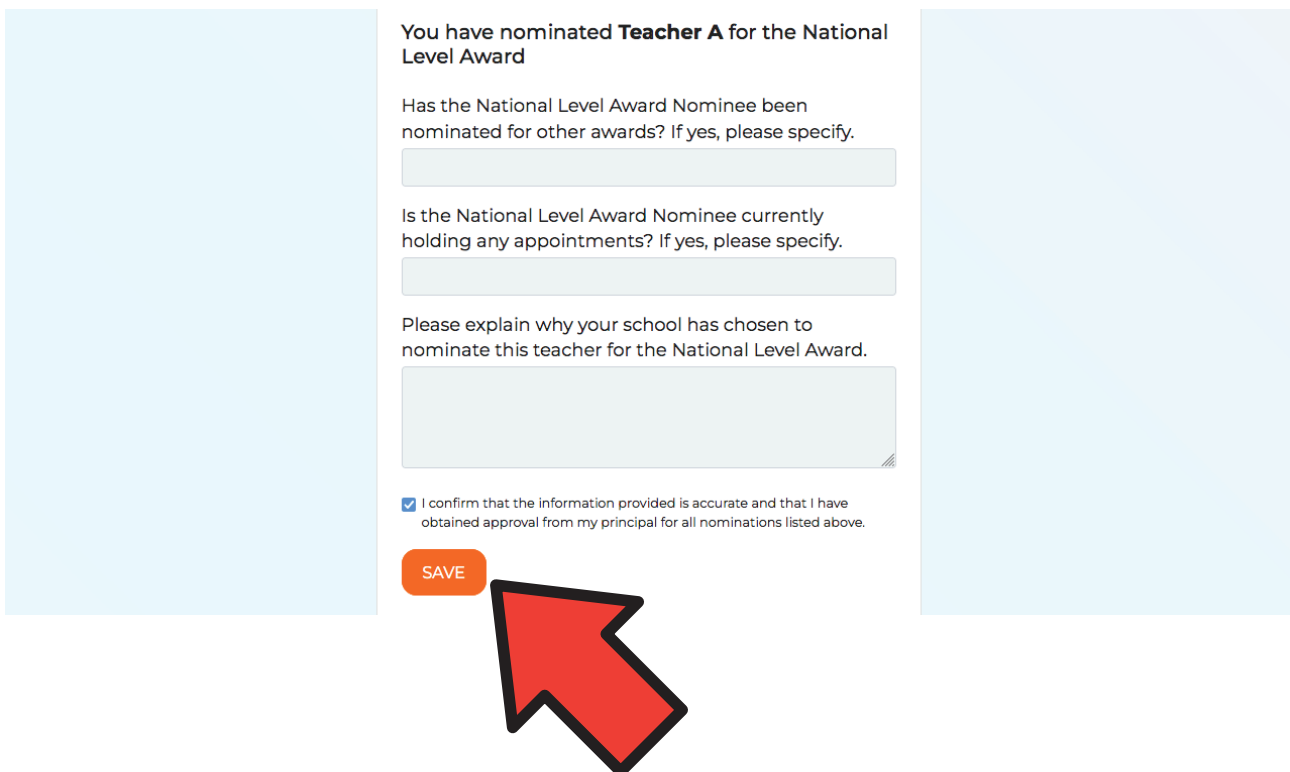
School Level Winner 5

Teacher E

A large red arrow with a black outline points to the 'Teacher A' input field.

Step 5

Please ensure the name is correct, as it will appear on the CTA certificate and website. Scroll down, tick the acknowledgment box for the principal's consent, and click "Save." Make sure you have your principal's approval before submitting.



You have nominated **Teacher A** for the National Level Award

Has the National Level Award Nominee been nominated for other awards? If yes, please specify.

Is the National Level Award Nominee currently holding any appointments? If yes, please specify.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

☒ I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

SAVE

A large red arrow with a black outline points to the 'SAVE' button.

Step 6

Click “here” to add supporting public nominations for the National Level Award Nominee.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

☒ I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

SAVE

You have **not selected** any public nominations to support your National Level Award Nominee.

After entering the National Level Award Nominee details and saving the form, click **here** to view available public nominations. Tick the **here** boxes to select the ones you wish to attach as supporting nominations.

Note: "Supporting public nominations" refers to nominations from members of the public that can be linked to the National Level Award nominee. Select the ones that best support your submission.

You will be redirected to the Public Nomination page. Find the name of the teacher (e.g., Teacher A) your school wishes to nominate for the National Level Award.

caring teacher awards

Change password

Logout

Public Nomination

School Nomination

Test School - Primary Level

Enable daily email notification

CSV

PRINT

* Click ID to view nomination.

Show 50 entries

Search: Teacher A

ID	Nominator	Teacher	Date	Print	National Nominee
6	Nominator 3	Teacher A	2025-07-15	<input type="checkbox"/>	<div>SELECT</div>
5	Nominator 2	Teacher B	2025-07-15	<input type="checkbox"/>	<div>SELECT</div>
4	Nominator 1	Teacher A		<input type="checkbox"/>	<div>SELECT</div>


Showing 1 to 3 of 3 entries

Previous

1

Next

Click the buttons under the National Nominee column to submit nominations for Teacher A. A pop-up message will appear at the bottom confirming: “You have submitted the attachment(s) for the National Level Award Nominee.”



Change password

Logout

Public Nomination

School Nomination

Test School - Primary Level

Enable daily email notification

CSV

PRINT

* Click ID to view nomination.

Show 50 entries

Search: Teacher A

ID	Nominator	Teacher	Date	Print	National Nominee
6	Nominator 3	Teacher A	2025-07-15	<input type="checkbox"/>	<div>SELECT</div>
5	Nominator 2	Teacher B	2025-07-15	<input type="checkbox"/>	<div>SELECT</div>
4	Nominator 1	Teacher A	2025-07-15	<input type="checkbox"/>	<div>SELECT</div>

Showing 1 to 3 of 3 entries

Previous

To verify your submitted supporting public nominations, go to the School Nomination page. The total number of nominations received for Teacher A will be displayed there. You may amend your submissions anytime until the closing date: 31 January 2026.

Has the National Level Award Nominee been nominated for other awards? If yes, please specify.

Is the National Level Award Nominee currently holding any appointments? If yes, please specify.

Please explain why your school has chosen to nominate this teacher for the National Level Award.

☒ I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above.

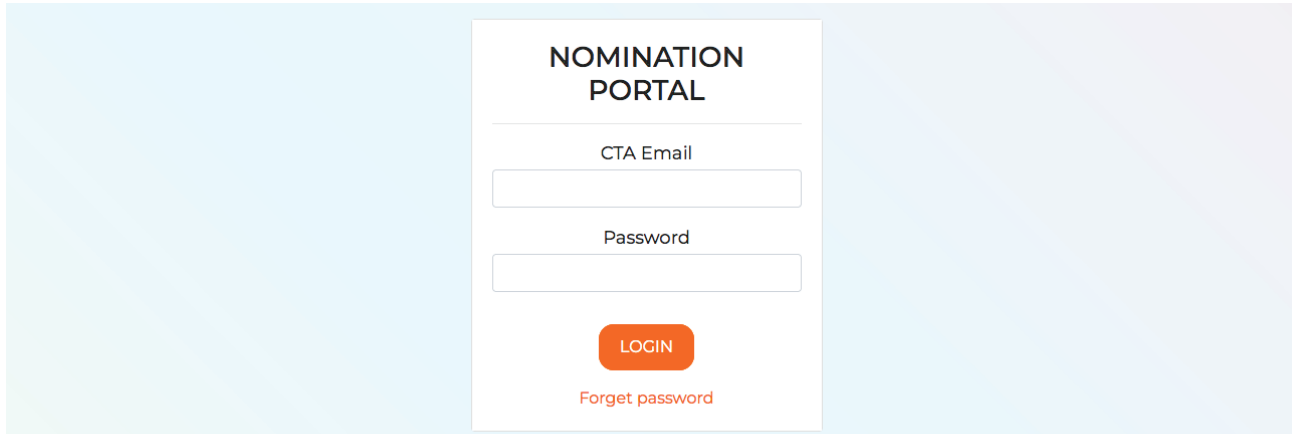
SAVE

You have selected 1 public nomination to support your National Level Award Nominee.

C) Submitting School Level Winners without National Level Award Nominee to NIE

Step 1

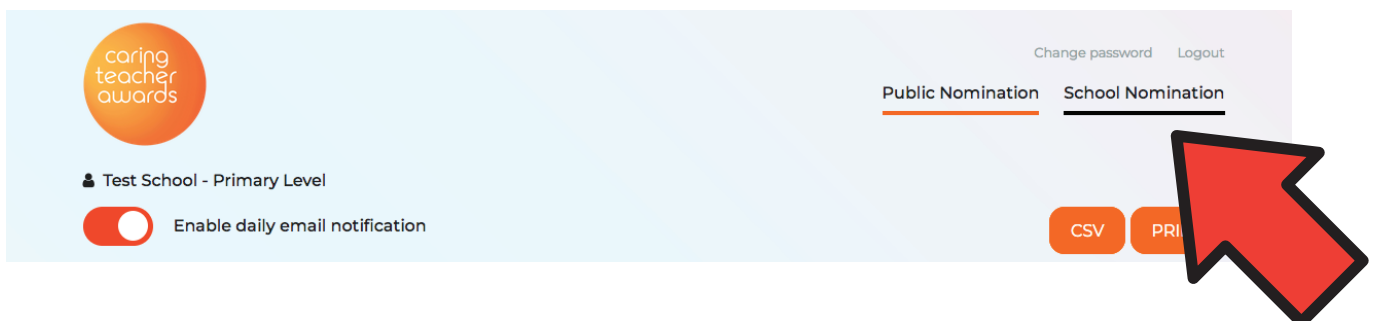
Log in at: <https://www.cta.nie.edu.sg/admin2026>



The screenshot shows the 'NOMINATION PORTAL' login interface. It features a central white box with the title 'NOMINATION PORTAL' at the top. Below the title are two input fields: 'CTA Email' and 'Password'. An orange 'LOGIN' button is positioned below the password field, and a red 'Forget password' link is located at the bottom of the box. The background is a light blue gradient.

Step 2

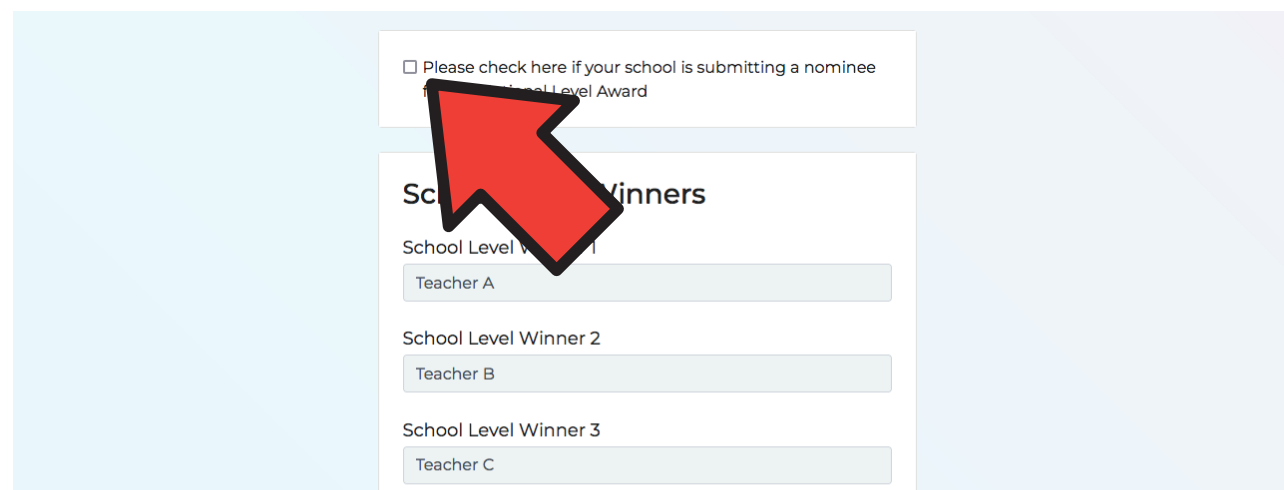
Click the “School Nomination” tab at the top right of the page.



The screenshot displays the top navigation bar of the portal. On the left is the 'caring teacher awards' logo. Below it, the text 'Test School - Primary Level' is shown next to a toggle switch for 'Enable daily email notification'. On the right, there are links for 'Change password' and 'Logout'. Two tabs are visible: 'Public Nomination' (underlined) and 'School Nomination' (highlighted with a red underline). A large red arrow points to the 'School Nomination' tab. Below the tabs are two orange buttons labeled 'CSV' and 'PRI'.

Step 3

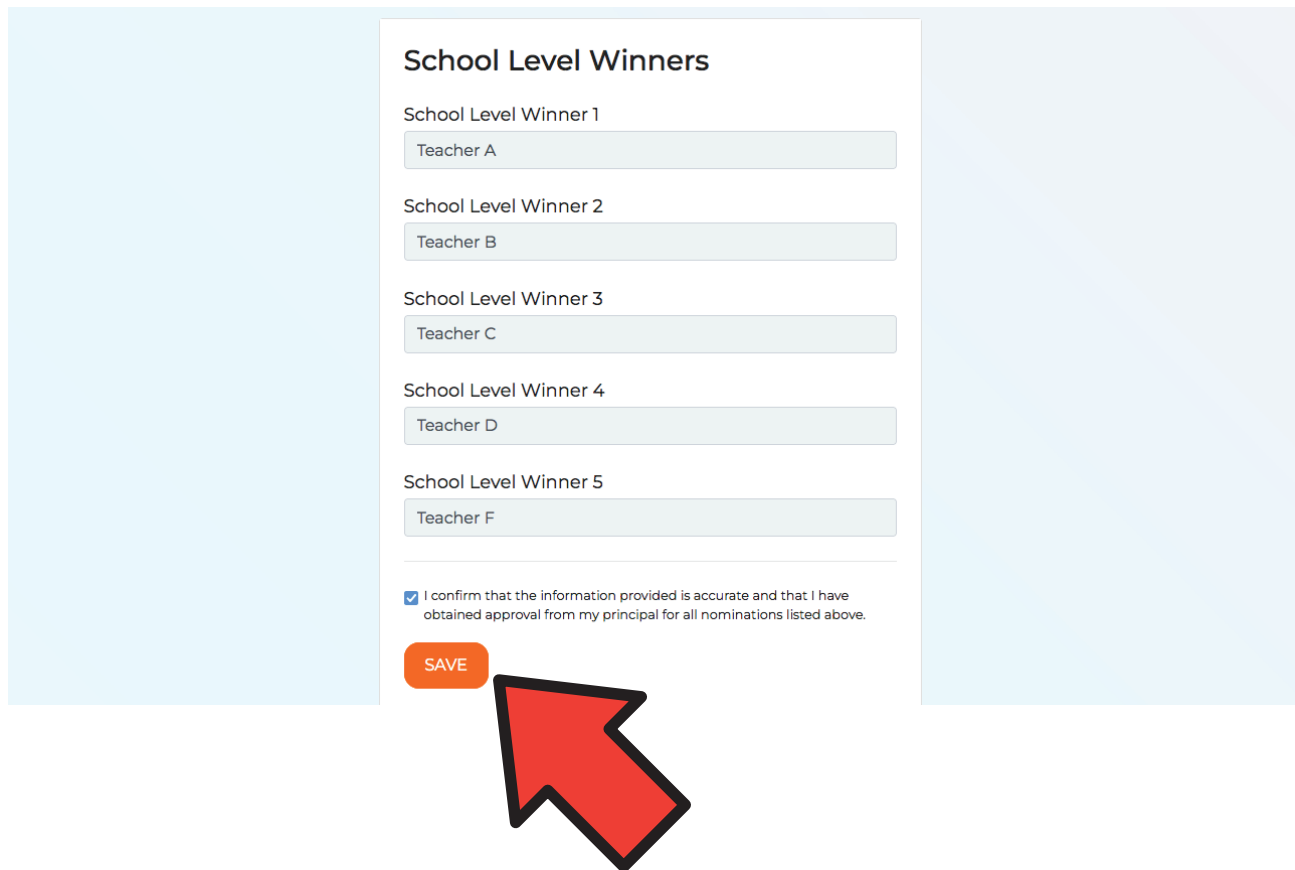
If you are not submitting a nominee for the National Level Award, you do not need to tick the box. You may proceed to enter the names of teachers selected as School Level Winners in the fields below.



The screenshot shows the 'School Level Winners' section. At the top, there is a checkbox with the text 'Please check here if your school is submitting a nominee for the National Level Award'. A large red arrow points to this checkbox. Below this, there are three sections for entering winners: 'School Level Winner 1' with a text field containing 'Teacher A', 'School Level Winner 2' with a text field containing 'Teacher B', and 'School Level Winner 3' with a text field containing 'Teacher C'.

Step 4

Please ensure the name is correct, as it will appear on the CTA certificate and website. Scroll down and tick the acknowledgment box for the principal's consent. Make sure you have your principal's approval before submitting.



The screenshot shows a web form titled "School Level Winners". It contains five input fields for "School Level Winner 1" through "School Level Winner 5", each with a light blue text box containing "Teacher A" through "Teacher F" respectively. Below these fields is a checkbox that is checked, with the text "I confirm that the information provided is accurate and that I have obtained approval from my principal for all nominations listed above." At the bottom of the form is an orange "SAVE" button. A large red arrow with a black outline points directly at the "SAVE" button.

Click "Save" to complete your submission.

You may amend it anytime before the closing date: 31 January 2026.