



# **INTRODUCING THE NEW NPAL STUDENT SELF SERVICE**

Updated 30 Jul 2019

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## LAUNCH OF NEW NPAL STUDENT SELF SERVICE

Dear students,

The new NPAl Student Self Service has been launched! It comes with enhanced features and new functions to serve your needs during your experience with us at Ngee Ann Polytechnic.

We thank all students who have participated in the focus group discussions and trial run. Your input have been valuable to us.

*Thank you*

Help and support channels are made available to assist you in the use of the system. You may refer to page 21 for these channels.

NPAl Project Team

# NPAL LOG IN AND ORIENTATION

In this section, you will be guided on:

- NPal log in
- General features of the Student Self Service

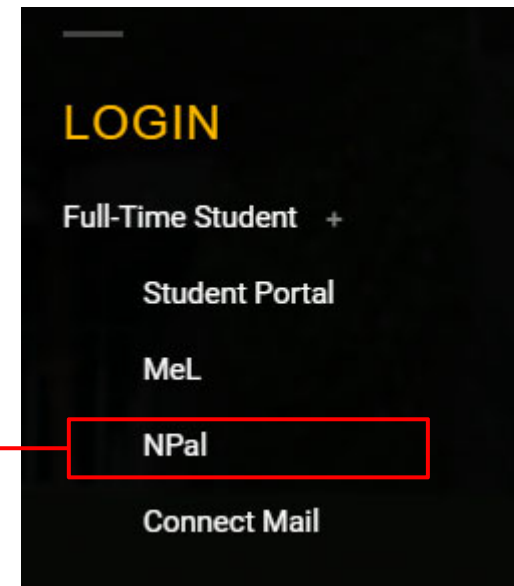
# LOGGING IN TO NPAL

Step 1: <http://www.np.edu.sg>

- Please **bookmark this page**
- Remember to **remove your old bookmarks**

Step 2: Click on

**'NPal'**

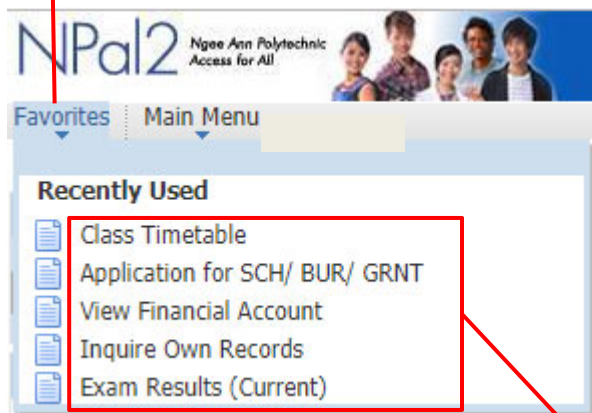


Step 3: Enter your **existing login ID and password**

# NAVIGATION BAR



Add your frequently used pages to your Favorites list

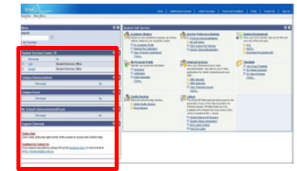


**Add to Favorites**

Add important or frequently used pages to your personal favorites

View list of services added in **My Favorites**

# ANNOUNCEMENTS & EVENTS



Be updated on your school and campus announcements and events

**Student Services Centre TV**

Message	By
1 <a href="#">UQ Open Day 1 Sept</a>	Student Services Office

**Campus Announcement**

Message	By
1 <a href="#">DE T-shirt Design Competition [ Sample ]</a>	School of Design & Environment
2 <a href="#">test announcement for ALL FT students</a>	Computer Centre
3 <a href="#">Updates to the eBay Buyer Protections</a>	Electrical Engineering
4 <a href="#">Examination Notices for Full-time Diploma Course</a>	Academic Affairs

**Campus Event**

Message	By
1 <a href="#">Care Day! [Sample]</a>	Academic Affairs
2 <a href="#">Tour LSCT</a>	School of Life Sci & Chem Tech

**My School's Announcement/Event**

Message	By
1 <a href="#">test event for ME students</a>	Mechanical Engineering

**Support Channels**

**Online Help**  
Click 'Help' at the top right corner of the screen to access the Online Help.

**Feedback & Contact Us**  
If you require assistance, please fill up the [feedback form](#) or send email to [NPal\\_Feedback@np.edu.sg](mailto:NPal_Feedback@np.edu.sg)

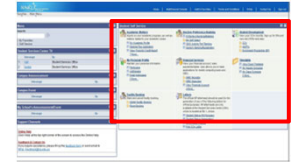
Campus-wide announcements and events

Your school's announcements and events

Support channels to assist you

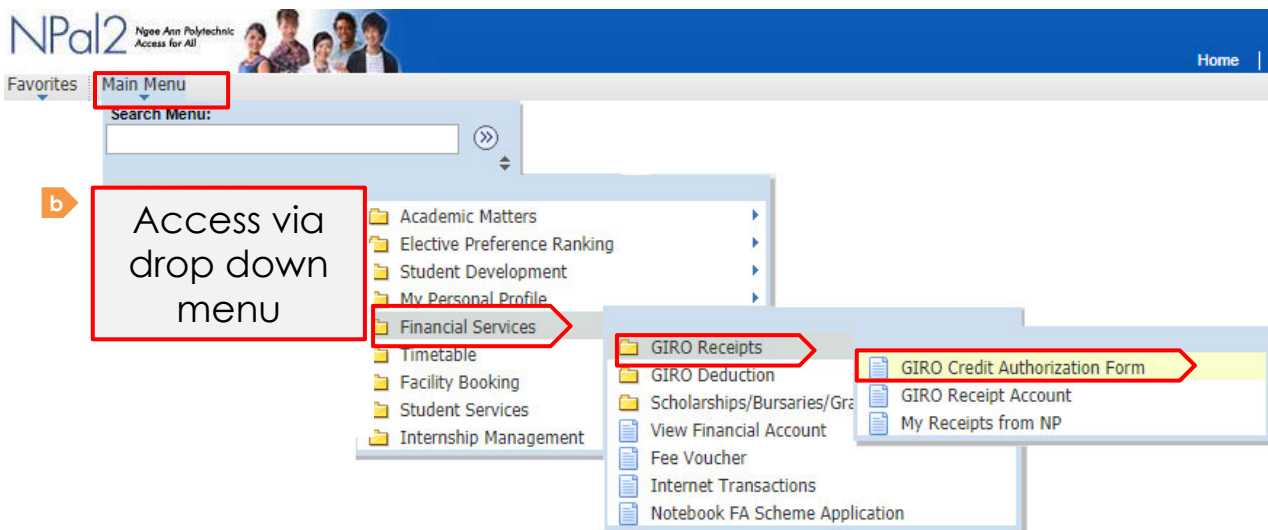


# THE NEW STUDENT SELF SERVICE



**Two** ways to access the self service functions **clustered by Menus and Submenus**

a Access via self service menu



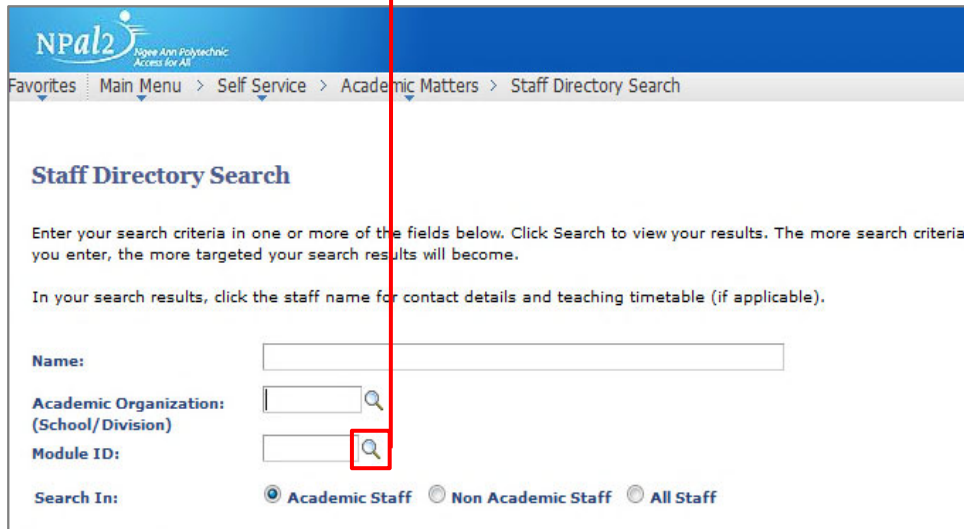
b Access via drop down menu



# THINGS TO NOTE

- 1 Look up function built for easy searching

Click on  to Look up



NPAL2 Ngazun Ann Polytechnic  
Access for All


Favorites | Main Menu > Self Service > Academic Matters > Staff Directory Search


### Staff Directory Search

Enter your search criteria in one or more of the fields below. Click Search to view your results. The more search criteria you enter, the more targeted your search results will become.

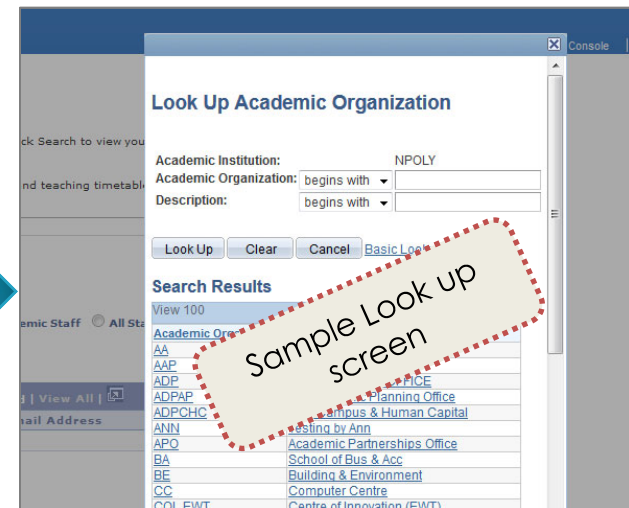
In your search results, click the staff name for contact details and teaching timetable (if applicable).

Name:

Academic Organization:  

Module ID:  

Search In:  Academic Staff  Non Academic Staff  All Staff



### Look Up Academic Organization

Academic Institution: NPOLY

Academic Organization: begins with

Description: begins with

#### Search Results

View 100

Academic Org
AA
AAP
ADP
ADPAP
ADPCHC
ANN
APQ
BA
BE
CC
COL EWT

Sample Look up screen

- 2 Do not use the "back" button of your browser for navigation



- 3 Click  to download records into an Excel format

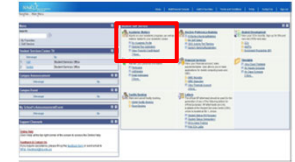
# NEW & ENHANCED FUNCTIONS IN STUDENT SELF SERVICE

In this section, you will see some new and enhanced features and services in the Student Self Service.

# ACADEMIC MATTERS

## MY ADVISOR

ENHANCED



View current and past advisors details

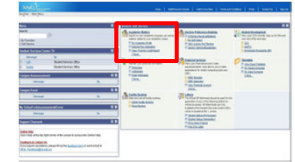
My Advisor					
My Current Advisors					
Name	Role	Term	Academic Organization	Phone	Email
TAI MIN HOOI	Advisor	October Semester 2012	School of Life Sciences & Chemical Technology	60001000	<a href="mailto:zznpal1@np.edu.sg">zznpal1@np.edu.sg</a>
My Past Advisors					
Name	Role	Term	Academic Organization	Phone	Email
SHANMUGAM NEVILIAPPAN	Advisor	April Semester 2012	School of Life Sciences & Chemical Technology	60001000	<a href="mailto:zznpal1@np.edu.sg">zznpal1@np.edu.sg</a>
JOSEPH	Advisor	October Semester 2011	School of Life Sciences & Chemical Technology	60001000	<a href="mailto:zznpal1@np.edu.sg">zznpal1@np.edu.sg</a>

Contact past advisors for information  
(e.g. testimonial)

Note: This service is applicable for Full time students only

# ACADEMIC MATTERS

## DIPLOMA PLUS



Apply for Diploma Plus programme and check application status **online**

### Diploma Plus Application

**i** This e-Service will take about 5 minutes to complete.

#### Instructions:

This application form will take about 5 minutes to complete.

1. To view, cancel or check previous application status, click "Check Status" button.
2. To apply for new Diploma Plus program, click "Apply" button.

**Academic Institution:** Ngee Ann Polytechnic

**Academic Career:** Diploma Plus

**\*Commencement Term:** April Semester 2013 ▼

APPLY

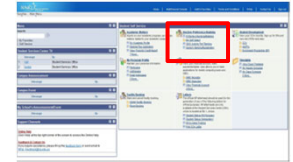
CHECK STATUS

Note: This service is applicable for Full time students only

# ELECTIVE PREFERENCE RANKING

## GENERIC RANKING/REGISTRATION

ENHANCED



Access ranking in a single page

### Ranking & Registration

ID

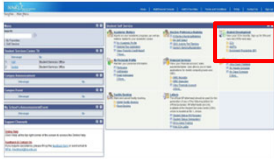
Career FT Advanced & Specialist Diploma  
Acad Prog EE Electrical Engineering

#### Rank List

	Ranking/Registration	Term	By	Run Number	Start date	End Date
1	<u>Curriculum Option and Elective Module Preference Ranking</u>	5310	Electrical Engineering	1	03/09/2013	30/09/2013
2	<u>Internship Or Project</u>	5250	Electrical Engineering	1	19/09/2013	09/10/2013
3	<u>Dance Workshop</u>	5310	Electrical Engineering	1	02/09/2013	30/09/2013
4	<u>Plan and Module Ranking</u>	5310	Electrical Engineering	1	10/09/2013	30/09/2013


# STUDENT DEVELOPMENT CCA


ENHANCED



View and download own CCA records

SEARCH Max.PEARLS Points: P=2, E=2, A=6, R=8, L=9, S=6

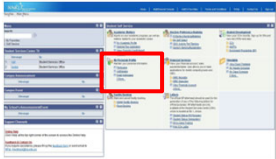
Personalize   Find   View 20    First 1-34 of 34 La													
Activity ID	Term	Organisation	Activity	Sub Description	Role	Achievement	P	E	A	R	L	S	Status
1 <a href="#">0000055586</a>	5250	Student Services Office	Talk on Career Choices / Further Education	Workplace Survival and Success	Participant		1	0	0	0	0	0	Approved
2 <a href="#">0000055778</a>	5250	School of Business & Accountancy	Red Camp	Red Camp 9	Facilitator		0	0	0	0	3	0	Approved
3 <a href="#">0000055444</a>	5210	School of Business & Accountancy	Fund Raising	BA Xplore Fundraising	Participant		1	0	0	0	0	0	Approved
4 <a href="#">0000054632</a>	5210	School of Business & Accountancy	Camp	BA Envoy's Main Camp 2012	Participant		1	0	0	0	0	0	Approved
5 <a href="#">0000055018</a>	5210	School of Business & Accountancy	Class Representative	Class Representative	Class Representative		0	0	0	0	3	0	Approved

Click  to download all CCA records to Excel for easy viewing and printing

Note: This service is applicable for Full time students only

# MY PERSONAL PROFILE

ENHANCED



Update personal particulars including emergency contacts

- particulars
- addresses
- email addresses
- phone numbers
- emergency contacts

## Email Addresses

**i** This e-Service will take about 5 minutes to complete.

Enter your email addresses below.

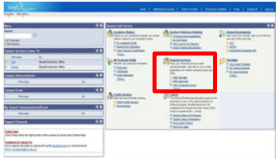
Email Type	Email Address
Campus	zznpal1@connect.np.edu.sg
Home <input type="text" value="▼"/>	<input type="text" value="zznpal1@connect.np.edu.sg"/>

SAVE

# FINANCIAL SERVICES

## SCHOLARSHIPS/BURSARIES/GRANTS

ENHANCED



Apply and view status of application

Apply for Scholarship/ Bursaries/ Grants

Student ID: 10115922F LIM SHI RUI  
Academic Career: FT  
Academic Program: ECH

[PROCEED TO APPLY](#)

Application History

Application Date	Academic Year	Application ID	Application Type	Award	Status	View Report
1 30/09/2013	2013	100000000083723	TEST THE WEB	SETUP BY INCLUDING ALL ITEMS	<a href="#">In Progress</a>	<a href="#">View Report</a>

View application status

Schemes Applied

Scheme	Status	Date		
1 CPF	<a href="#">Applied</a>	22/08/2013	+	-
2	Applied	02/10/2013	+	-

Scheme dropdown menu:

- CPF
- Ext Sponsorship
- Mendaki
- PSEA
- Sponsorship
- Tuition Fee Loan

TPC Type

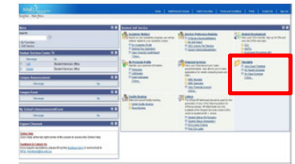
TPC Type	Status	Date
1 FT		



# TIMETABLE

MY CLASS TIMETABLE

MY WEEKLY TIMETABLE



View timetable by week/ class

## My Class Timetable

- View your past and current term timetable

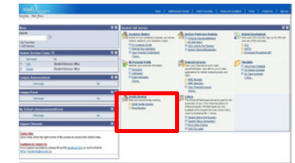
## My Weekly Timetable

- View your timetable by week
- Useful if your timetable changes every alternate week

Time	Monday 23 Apr	Tuesday 24 Apr	Wednesday 25 Apr	Thursday 26 Apr	Friday 27 Apr	Saturday 28 Apr
8:00AM		MECHANIC 2EMAT T1T7 40-02-0006				
9:00AM			AEROSPAC 1AMMP PT67 39-01-0001			
10:00AM		MECHANIC 13EDD T1T7 39-02-0001				
11:00AM	MECHANIC 2EMAT LMT 39-02-0003		AEROSPAC 1AMMP PT67 39-01-0001			
12:00PM			AEROSPAC 1TF1 T1T7 40-02-0006			
1:00PM	MECHANIC 13EDD P1T7 39-02-0005	AEROSPAC 1AMMP L1T7 39-02-0004				
2:00PM						

# FACILITY BOOKING

## SDAR FACILITY BOOKING > LOFT BOOKING



View availability of Loft for events planning or camps

Tentative Total Number of Units Available						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<u>1</u> Available: 4	<u>2</u> Available: 4	<u>3</u> Available: 4	<u>4</u> Available: 4	<u>5</u> Available: 4
<u>6</u> Available: 4	<u>7</u> Available: 4	<u>8</u> Available: 4	<u>9</u> Available: 4	<u>10</u> Available: 4	<u>11</u> Available: 4	<u>12</u> Available: 4
<u>13</u> Available: 4	<u>14</u> Available: 4	<u>15</u> Available: 4	<u>16</u> Available: 4	<u>17</u> Available: 4	<u>18</u> Available: 4	<u>19</u> Available: 4
<u>20</u> Available: 4	<u>21</u> Available: 4	<u>22</u> Available: 4	<u>23</u> Available: 4	<u>24</u> Available: 4	<u>25</u> Available: 4	<u>26</u> Available: 4
<u>27</u> Available: 4	<u>28</u> Available: 4	<u>29</u> Available: 4	<u>30</u> Available: 4	<u>31</u> Available: 4		

Calendar  
October 2013

View availability by month

Shows number of available units



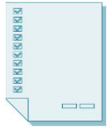
# HELP & SUPPORT

20

A decorative graphic on the left side of the slide. It features a vertical stack of stripes in various shades of blue, from light to dark. Overlaid on these stripes are several blue circles of different sizes. One large circle is positioned near the top, and several smaller circles are scattered below it, some overlapping the stripes.

# HELP & SUPPORT

## For Feedback



Fill in the Feedback Form located at the NPAl login screen or support channels

## For Assistance



Email

[dora.itCare@np.edu.sg](mailto:dora.itCare@np.edu.sg)



SMS to 90300263



IT Helpdesk  
@ Blk 27 Level 1