# Getting Ready for the New Term

Freshman Guide

# What Device is Required by your Course?

1. **What device does my course require?**
   - Check it **here**

2. **Notebook Models & Purchase**
   - http://www.np.edu.sg/notebook
   - Check out recommendations, notebook models, FAQs, brochures, etc.

3. **Where do I install software for my course?**
   - http://www.np.edu.sg/software - Software & IT Assist Portal

4. **Register your notebook before installing software**

   - Windows computer: Guide to Registering your device & Installing Software

   - MacBook:  Guide to Registering your device & Installing Software

# How Do I Login?

1. ## What is my User ID?
   - Derive your User ID from your student number.
   - If your student number is 12345678A,
     Your User ID would be **S**12345678 (prefix with "**S**" and drop the check digit at the end of your student number, eg. "A")

2. ## What's my NP Email Address?
   - The format of your email address is {User ID}@connect.np.edu.sg
   - Example      S12345678@connect.np.edu.sg

3. ## Oops, I forgot my Password
   - if you have registered your Personal Email in NPal for password recovery purposes, you may Reset your password **here**
   - **If not**, please email itcare@connect.np.edu.sg for assistance

# How to Access Your NP EMail

It is essential that you know how to access your NP eMail as important messages are sent to you via NP eMail.
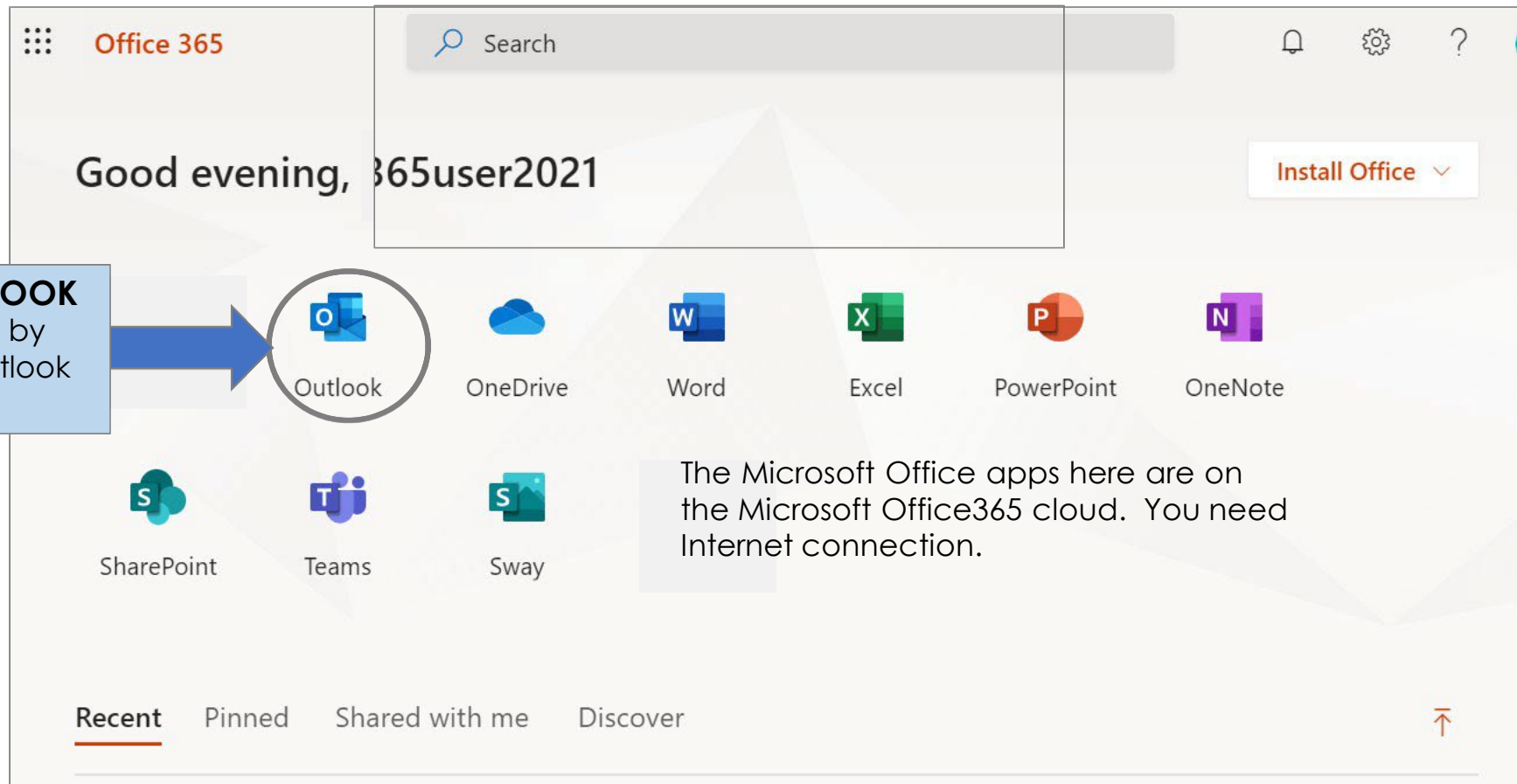
**3 ways to access your email**:

i.  Direct web link: https://outlook.office365.com

ii.  Microsoft Portal:  https://portal.office.com  Here you can access your NP Email and other Microsoft apps off the O365 Cloud

iii.  Install the Microsoft Outlook or Office apps locally into your computer.
Get ready your NP Email address and Password for access.

# Accessing Outlook

URL : https://portal.office.com



**ACCESS OUTLOOK**
Read your mail by clicking the Outlook icon

The Microsoft Office apps here are on the Microsoft Office365 cloud. You need Internet connection.

# Logging in to Connect Mail

Whether you are accessing NP Email directly or from the Outlook app, the login method is the same

1. **Direct Link** to eMail > https://outlook.office365.com
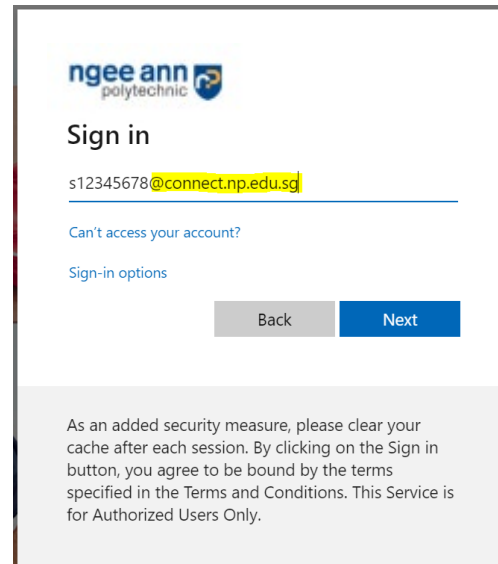
2. **Outlook app** > https://portal.office.com.    Email to itcare@connect.np.edu.sg if you need assistance.

**LOGIN PROMPT**

When logging in to Email or MeL or PolyMall, you will see the standard login dialog.

Sign in with your full NP email address eg. **s12345678@connect.np.edu.sg**



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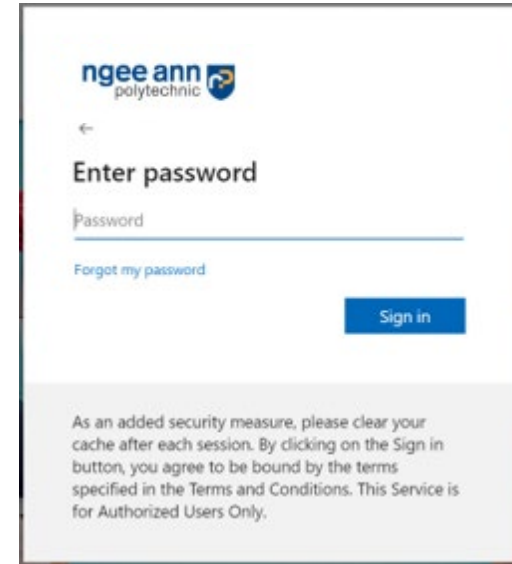
Sign in

s12345678@connect.np.edu.sg

Can't access your account?

Sign-in options

Back    Next

As an added security measure, please clear your cache after each session. By clicking on the Sign in button, you agree to be bound by the terms specified in the Terms and Conditions. This Service is for Authorized Users Only.



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←

Enter password

Password

Forgot my password

Sign in

As an added security measure, please clear your cache after each session. By clicking on the Sign in button, you agree to be bound by the terms specified in the Terms and Conditions. This Service is for Authorized Users Only.

# Notebook Models

URL: http://www.np.edu.sg/notebook

Visit the website to see what notebooks are relevant for your course, what models are there, faqs, etc.

# Software Download

http://www.np.edu.sg/software
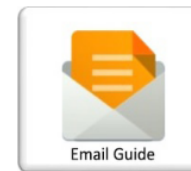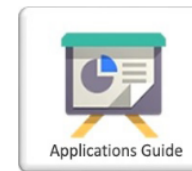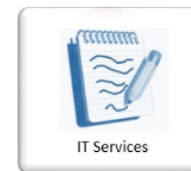
Software is personalized to what the student need for their course.

Follow the guide to download the needed software from home.

For assistance on IT services such as passwords, Wifi, etc. Click on the IT Service icon.

# Guide to Key Student Applications

# Key applications for Students

1. ## NP Website
   - http://www.np.edu.sg
   - Click on Menu link   [ ≡ MENU ]   & scroll thru the left navigation for useful links to various applications.

2. ## NPal Student
   - https://npalstudent.np.edu.sg

3. ## mStudent
   - Mobile version of NPal Student. Scan the QR to install

     Remember to **enable Notification** for the mStudent app so that you don't miss out on important alerts from NP.

# Key applications for Students

## 4. POLITEMall (Brightspace)

Primary learning management system for NP's full-time and part-time students.
Go to -> https://politemall.polite.edu.sg

- **POLITEMall Courses**
  This is used by the 5 Polytechnics & ITE to share curriculum content for full-time and part-time students.

- **NP Courses**
  This is primarily used by NP full-time students.

## 5. Change Password

- Click this LINK
- Use this link to change your password or passphrase to one of your choice

## 6. Forgotten Password

- Click this LINK for self service reset of your NP password
- Before you can reset password yourself, you need to ensure that you have already registered your personal email in the NPalStudent system.

# 2. NPal Student system

URL: https://npalstudent.np.edu.sg

NPal2 Ngee Ann Polytechnic
Access for All

The Login Screen has

- User ID format:

  If student number is 12345678**A**, the User ID would be **s**12345678.

  Drop the check digit at the end of your student number, eg "A"

- QR codes for students to download mStudent

- Links to reset if forgotten or change to a password they fancy

URL to NPal Student System:

User ID

Password

Sign In

This Service is for Authorised Users Only

NPal2 Help/FAQ | Feedback Form
Forgot Password | Change Password

As an added security measure, please clear browser cache after use.

By clicking on the Sign In button, you agree to be bound by the terms specified in the Terms and Conditions.

Available on the App Store

ANDROID APP ON Google play

# 2. NPal Student system Landing Page



URL: https://npalstudent.np.edu.sg

# 3. mStudent

mStudent is the mobile version of NPalStudent.

As a freshman, you will first use it for enrolment

Thereafter, you would use it to receive alerts, access timetable, exam results, contact staff, etc.

The QR codes to install mstudent is also on the NPalStudent login screen.



Available on the App Store



ANDROID APP ON Google play

# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

## Official learning management system for NP

a) Click on the Login button on the top right hand corner.

# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

## Official learning management system for NP

b) Select Ngee Ann Polytechnic logo.
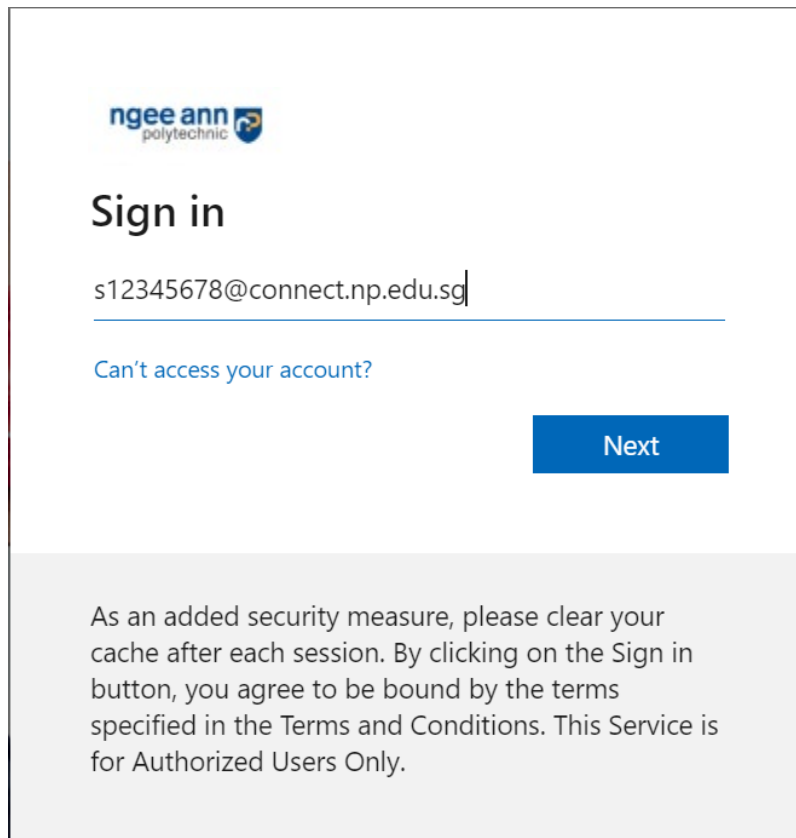
# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

## Official learning management system for NP

c) Login using your connect account.



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polytechnic

### Sign in

s12345678@connect.np.edu.sg

Can't access your account?

Next

As an added security measure, please clear your
cache after each session. By clicking on the Sign in
button, you agree to be bound by the terms
specified in the Terms and Conditions. This Service is
for Authorized Users Only.

# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

## Official learning management system for NP

d) Select your courses

- **NP Courses** from "My Courses" -> "NP Courses".



- **POLITEMall Courses** from "My Courses" -> "POLITEMall Courses"
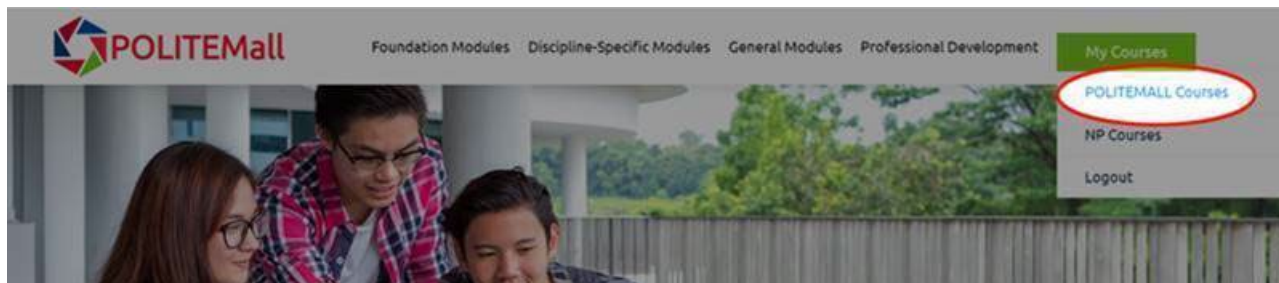
# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

## Official learning management system for NP

e) This is the landing page after you select "**POLITEMall Courses**".

# 4. POLITEMall (Brightspace)

URL: https://politemall.polite.edu.sg

### Official learning management system for NP

f) This is the landing page after you select "**NP Courses**".

# 5. Change Password

If you want to change your password to something you can remember, Click this LINK

If you have forgotten your password, see next slide

# 6. Forgotten Password

If you have forgotten your password, you may reset on your own > Click this LINK .

The system will match the email you entered against what is registered in NPalStudent.

If you did not provide an email during enrolment, please email itcare@connect.np.edu.sg for assistance.

# IT Helpdesk

- Email : itcare@connect.np.edu.sg

- Operating hours: Mon – Fri:  8.30am to 6pm

  Closed on Public Holidays