

# 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](mailto:connect.np.edu.sg)
- Example [S12345678@connect.np.edu.sg](mailto: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](mailto: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.

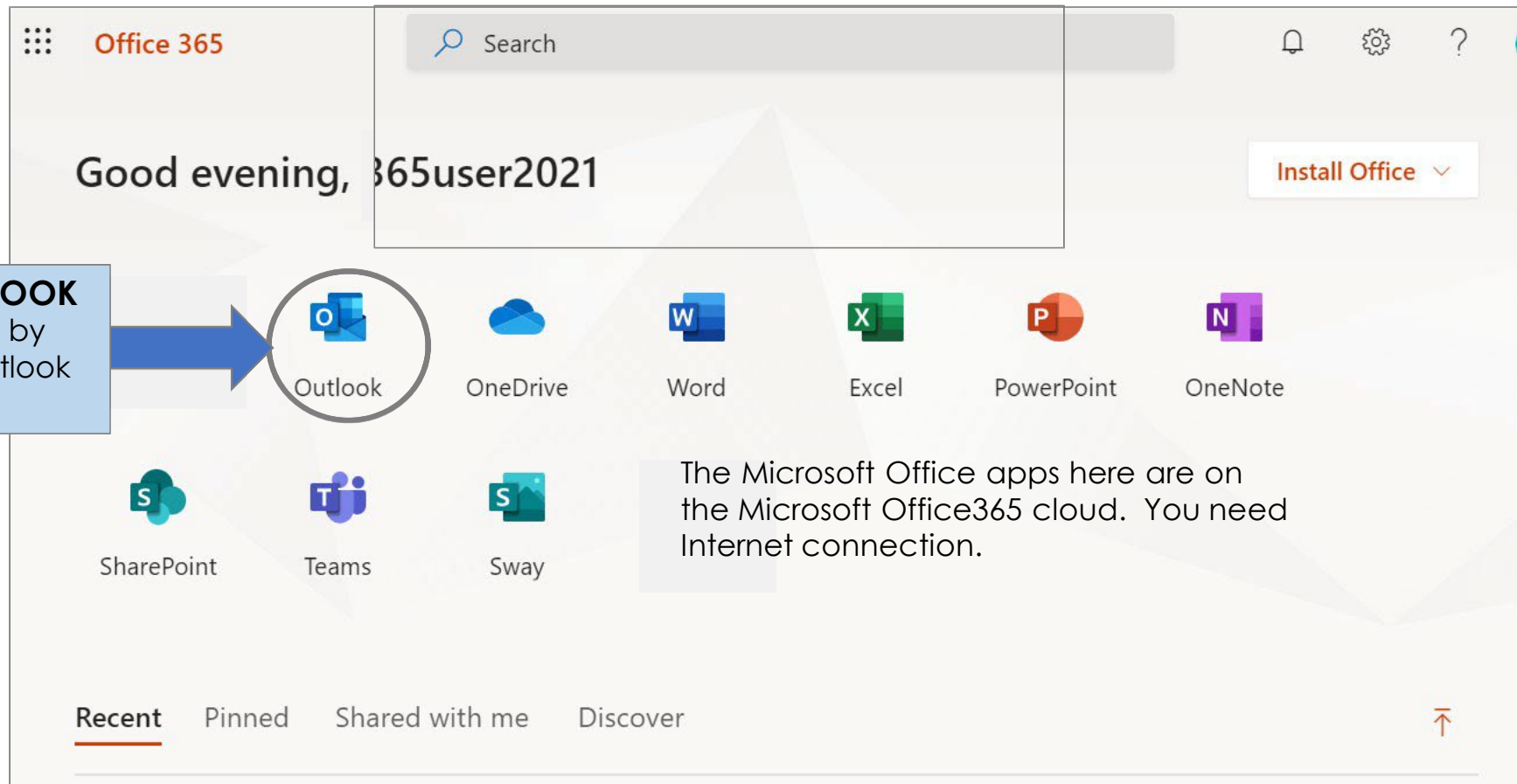
## **3 ways to access your email:**

- 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>



# Logging in to Connect Mail

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

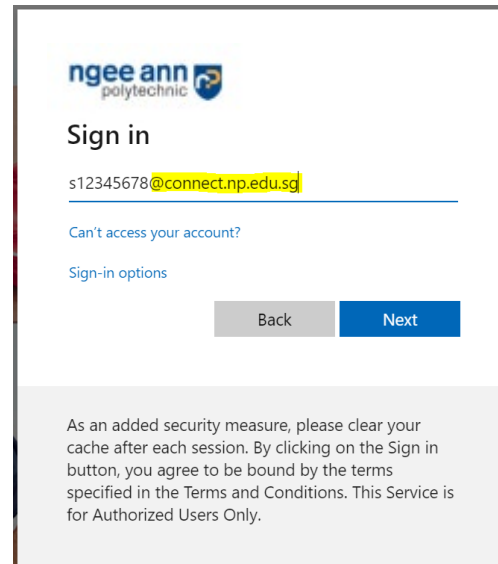
1. **Direct Link** to eMail > <https://outlook.office365.com>
2. **Outlook app** > <https://portal.office.com>. Email to [itcare@connect.np.edu.sg](mailto:itcare@connect.np.edu.sg) if you need assistance.

## 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](mailto:s12345678@connect.np.edu.sg)



ngee ann polytechnic

Sign in

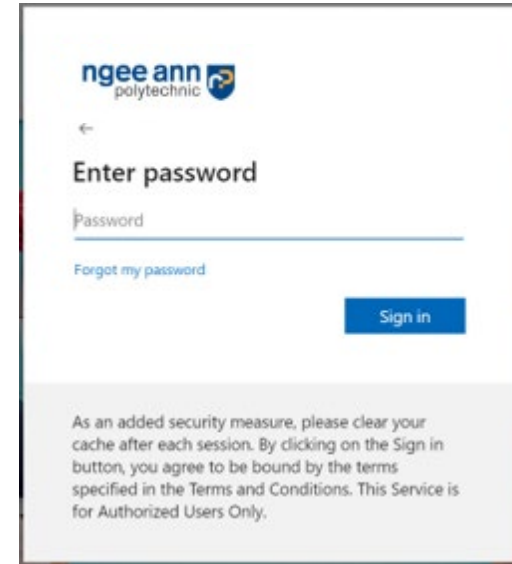
s12345678@connect.np.edu.sg

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.



ngee ann polytechnic

←

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.

Official (Closed) - Non Sensitive

# 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.

The screenshot shows the Ngee Ann Polytechnic website's 'Notebook Models' page. At the top, there is a navigation bar with the Ngee Ann Polytechnic logo and links for 'Library', 'Feedback', 'Contact NP', 'FAQs', 'Quick Links', and a search bar. Below the navigation bar, there are buttons for 'Student Portal', 'Parent Login', 'Staff Login', and 'Extranet'. The main content area features a large banner for 'NOTEBOOK FOR MØL' with a 'CANCELED' notice and a call to action to pre-order. Below the banner, there is a grid of colorful buttons for various services: 'WHO BUYS WHAT', 'MODELS FOR PURCHASE', 'SOFTWARE', 'DOWNLOAD BROCHURES', 'FAQ', 'COURSE-SPECIFIC NOTEBOOK QUERIES', 'MINIMUM SPECIFICATIONS', 'FINANCIAL ASSISTANCE', and 'AFTER-SALES SERVICE'.

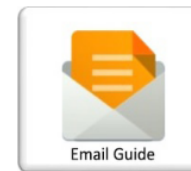
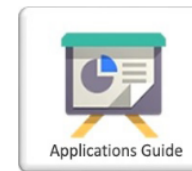
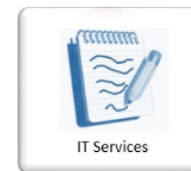
# Software Download

<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.



## NEWS & ANNOUNCEMENTS

### Dear Freshmen, Welcome to NP!

Notebook registration starts from **25 Mar 2024** onwards. After enrolment, **please wait for one business day** before registering your notebook and installing software. For user guides, click on the links [here for Windows](#) and [here for Mac](#).

### Dear Year 2 & 3 Students,

From **8 Apr 2024**, you may download and install the required software. If you have any queries, please write to us at [Dora.ITCare@np.edu.sg](mailto:Dora.ITCare@np.edu.sg)

Provide the following details:

- \* Full Name
- \* Student Number
- \* Course of Study
- \* Contact Number

### POLITEMall (Brightspace)

Students can access POLITEMall (Brightspace) via <https://politemall.polite.edu.sg>, from **Apr 2024 Semester 1** onwards.

Click [HERE](#) for the login steps.

### Campus Wireless Network


Please click [this link](#) to access the setup guides.



# Guide to Key Student Applications

# Key applications for Students

## 1. NP Website

- <http://www.np.edu.sg>
- Click on Menu link  & 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 NPaiStudent system.

## 2. NPAl Student system

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



The Login Screen has

- User ID format:

If student number is 12345678A, the User ID would be s12345678.

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:

A screenshot of the NPAl2 Student System login interface. The left side shows a login form with two input fields: "User ID" and "Password". The "User ID" field is highlighted with an orange border. Below the fields is a blue "Sign In" button. The right side of the screen contains a message: "This Service is for Authorised Users Only", followed by links for "NPAl2 Help/FAQ", "Feedback Form", "Forgot Password", and "Change Password". Below this is a security notice: "As an added security measure, please clear browser cache after use." and a statement: "By clicking on the Sign In button, you agree to be bound by the terms specified in the Terms and Conditions." At the bottom right, there are two QR codes and two app store logos: "Available on the App Store" and "ANDROID APP ON Google play".

# 2. NPAl Student system Landing Page

**NPAl2** Ngee Ann Polytechnic  
Access for All

Home | Add to Favorites | T&C | Report Vulnerability | FAQs | Contact Us | Sign Out

Favorites | Main Menu

My School's Announcement/Event

Message By

Campus Announcement

|   | Message   | By                            |
|---|---|-------------------------------|
| 1 | <a href="#">Application for Bursaries &amp; Grants for Full-time Diploma Students</a> | Student & Alumni Services Ofc |
| 2 | <a href="#">Application period for Mendaki/PSEA/CPF/TFL (April 2020 Semester)</a>     | Finance Office                |
| 3 | <a href="#">Examination Notices for Full-time Diploma Courses</a>                     | Academic Affairs              |
| 4 | <a href="#">Fees due date for AY2019 S2 and AY2020</a>                                | Finance Office                |
| 5 | <a href="#">Examination Notices for Full Time Courses</a>                             | Academic Affairs              |
| 6 | <a href="#">Examination Notices for Part-time Courses</a>                             | CET Academy                   |

Campus Event

Message By

Menu

Search:

▸ Self Service

**Student Self Service**

**Academic Matters**  
Inquire on your academic progress, as well as matters related to your academic career.

- [My Academic Profile](#)
- [Absence Summary](#)
- [Submit MC/Leave Request](#)
- [Exam Results \(Current\)](#)
- [Exam Results \(History\)](#)
- [Statement of Results](#)
- [Staff Directory Search](#)
- [Module Catalog](#)
- [My Advisor](#)
- [7 More...](#)

**Elective Preference Ranking**

- [IS Elective Ranking & Balloting](#)
- [S&W Activity Pref Ranking](#)
- [Generic Ranking/Registration](#)

**Student Development**  
View your CCA records. Sign up for EPs and view list of EPs here also.

- [Catalyst](#)
- [Sign Up for CCA](#)
- [CCA PEARLS](#)
- [Club Attendance and Membership](#)
- [NAPFA](#)
- [Enrichment Programme \(EP\)](#)

**My Personal Profile**  
Maintain your personal information.

- [Addresses](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Demographic Information](#)
- [Household Details](#)
- [Relationship Details](#)

**Financial Services**  
View your financial account, make payments/claims. Also allows you to make applications for mobile computing loans and GIRO.

- [GIRO Receipts](#)
- [GIRO Deduction](#)
- [View Financial Account](#)
- [Fee Voucher](#)
- [Internet Transactions](#)
- [Scholarships/Bursaries/Grants](#)

**Timetable**

- [Class Timetable](#)
- [Weekly Timetable](#)
- [Individualised Common Test TT](#)
- [Master Common Test Timetable](#)
- [Exam Timetable](#)
- [Individualised Exam TT](#)

**Student Services**  
Select a range of services / documents relating to student status, academic matters and CCA records.

- [Service Request](#)

**Internship Management**  
Internship Management

- [Submit Post Internship Survey](#)
- [Submit Pre Internship Survey](#)

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.



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## 4. POLITEMall (Brightspace)

Official learning management system for NP

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

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



Official (Closed) - Non Sensitive

## 4. POLITEMall (Brightspace)

Official learning management system for NP

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

b) Select Ngee Ann Polytechnic logo.





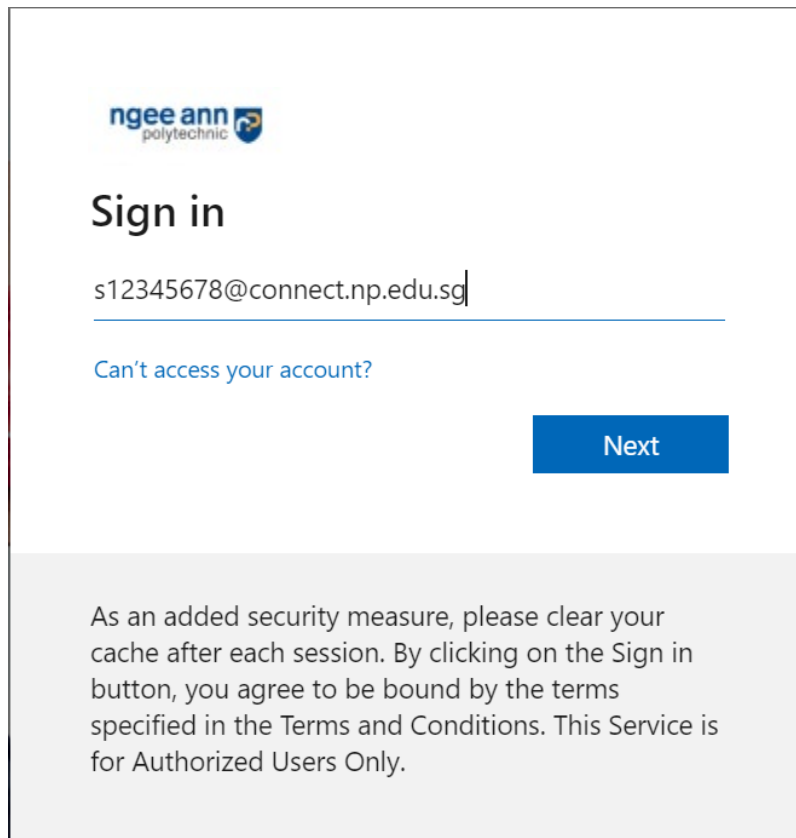
Official (Closed) - Non Sensitive


## 4. POLITEMall (Brightspace)

Official learning management system for NP

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

c) Login using your connect account.





### 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.

Official (Closed) - Non Sensitive

## 4. POLITEMall (Brightspace)

Official learning management system for NP

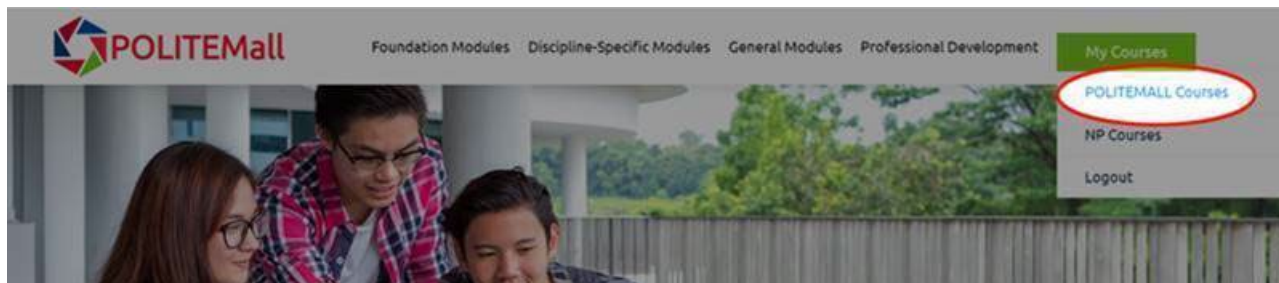
URL: <https://politemall.polite.edu.sg>

d) Select your courses

- **NP Courses** from “My Courses” -> “NP Courses”.



- **POLITEMall Courses** from “My Courses” -> “POLITEMall Courses”



Official (Closed) - Non Sensitive

# 4. POLITEMall (Brightspace)

Official learning management system for NP

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

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

The screenshot shows the user interface of the POLITEMall Brightspace LMS. At the top left is the Brightspace logo. The top navigation bar includes icons for a grid, email, chat, and notifications, followed by a user profile for 'TN DIANA TOH NP' and a settings gear. Below the navigation bar are links for 'Quick Eval', 'Data Access', and 'Brightspace Resources'. The main banner features a group of diverse students smiling in a classroom, with the text 'Welcome to POLITEMall'. Below the banner are two main sections: 'My Courses' with a dropdown menu and tabs for 'All', 'Verification', 'TP Rectification', 'ShortCourse', and 'Sandb'; and 'Announcements' with a dropdown menu and a featured announcement titled 'Brightspace in a Minute' with a close button. A partial announcement for 'D2L Brightspace 101 What is D2L Brig...' is visible at the bottom.

# 4. POLITEMall (Brightspace)

Official learning management system for NP

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

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

The screenshot shows the user interface of the Ngee Ann Polytechnic POLITEMall (Brightspace) system. At the top left is the Ngee Ann Polytechnic logo. To the right are navigation icons for a grid, chat, notifications, and a user profile icon labeled 'DIANA TOH NP'. Below this is a dark blue navigation bar with links: 'Student Quick Start Guides', 'More Resources', 'Go to POLITEMall Courses', and 'Course and Learning Experience Survey'. The main header features an aerial view of the Ngee Ann Polytechnic campus with the text 'Ngee Ann Polytechnic' overlaid. Below the header, there are two main sections: 'My Courses' and 'Announcements'. The 'My Courses' section has a dropdown menu and a list of course filters: 'All', 'Pinned', '21S2', '21YL', '22S1', '22S2', and 'Brightspace'. Below the filters are two course cards, each with a small 'I' icon. The 'Announcements' section has a dropdown menu and a title 'Welcome to NP Brightspace'. The announcement text reads: 'You can now rework/create your content in NP POLITEMall (Brightspace) and be ready for the NP-wide rollout in April 2022. With the intuitive user interface of Brightspace, we believe that you will enjoy your experience even more.'

# 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

## Student Password Reset System

Welcome zz400

### Change Password

*\* Fields are mandatory*

**Old Password:\***

**New Password:\***

**Re-Enter Password:**

### Password Policy

- Atleast 12 alphanumeric characters and max of 15 alphanumeric characters.
- Must not contain all or part of your name
- Must not contain Student Login Id
- Must be a mixture of upper case and lower case letters e.gAbcd1234
- Must contain atleast one number e.gAbcd1234.
- Cannot have repeat number or characters side by side e.gAccd1234.
- Cannot contain any of these characters ",'#()<>.,|\\%& including space

# 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](mailto:itcare@connect.np.edu.sg) for assistance.

The screenshot shows the 'Self Service Reset Password' page for Ngee Ann Polytechnic. The page title is 'Student Password Reset Request'. It contains four input fields: 'User ID: \*' with an example '(e.g. S12345678)', 'NRIC/FIN: \*' with a sub-note '(Last 5 characters of NRIC/FIN)' and an example '(e.g. 2345Z or 2340R)', 'Personal Email Address: \*' with a sub-note '(As specified in NPAL System)', and 'Enter the code as shown below: \*'. A note states: 'Note: Your personal email address must match the entry in NPAL System. If you are unsure, please reset your password with your NRIC at the IT Helpdesk.' At the bottom, there is a CAPTCHA image showing 'MRVRI' and a blue 'Submit Request' button.

# IT Helpdesk

- Email : [itcare@connect.np.edu.sg](mailto:itcare@connect.np.edu.sg)
- Operating hours: Mon – Fri: 8.30am to 6pm  
Closed on Public Holidays