## TABLE OF CONTENTS

1. Launch the website ............................................................................................................................... 3
2. Login page ............................................................................................................................................. 4
3. Design Overview ................................................................................................................................... 5
4. Registration ........................................................................................................................................... 8
5. Recover password ................................................................................................................................. 9
6. Support Form ...................................................................................................................................... 10
7. Home ................................................................................................................................................... 11
8. Scholarship Application ....................................................................................................................... 12
9. My Applications & Message History ................................................................................................... 15
User Guide for Applicants

1 LAUNCH THE WEBSITE

To launch the website type in the URL https://app.a-star.edu.sg/SMS/applicant/Login.aspx

This will load the login page as shown below:

![Login Page Screenshot]

Please read the “Terms of Use” and “Privacy Statement” before you proceed any further.
2 LOGIN PAGE

Apart from the option to key in Email and Password, the login page also contains the following sections to:

- Register a new account
- Recover your password
- Submit Queries
- Download this user guide
3 DESIGN OVERVIEW

This part will explain the user interface design and navigation tools used in the system.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Trash Can Icon]</td>
<td>The “Trash Can” icon is used for deletions. This is used in places where a “section” or “row” can be deleted. Sample screen shots are provided below:</td>
</tr>
</tbody>
</table>

**Deleting an optional section:**

![Screen Shot of Deleting an Optional Section]

**Deleting a row/line:**

![Screen Shot of Deleting a Row/Line]

* An asterisk denotes mandatory fields. Data entry for fields marked with * is a must.
At the bottom right corner of each application submission page, there is a “Next” button, which when clicked, saves the current page information and moves to the next page. Please note that all mandatory fields must be filled for the information on the page to be saved successfully.

At the bottom right corner of each application submission page, there is a “Prev” button, which when clicked, saves the current page information and moves to the previous page. The previous button will appear only when there is a previous page available. Please note that all mandatory fields must be filled for the information on the page to be saved successfully.

This button can be found at the bottom right corner of the page, placed between the “Prev” and “Next” buttons. Clicking the “Save as Draft” button will save the scholarship application, but lets you stay on the same page. Also, when the “Save as Draft” button is clicked, you should see a “Draft Saved Successfully” message confirmation.

The “Info” icon denotes there is additional information available for the user. You can hover the mouse cursor over the blue icon to read the tool tips text.

This is the calendar icon. Clicking this will launch the date picker calendar as shown in the screen shot below:

Example of Calendar Icon:

Example of Date Picker Calendar:

Change Month & Year:
4 **REGISTRATION**

Click the “Register Now” to go the registration page shown below:

Provide the required information in the above form and accept the terms of use before submitting the registration form. Upon successful submission you will receive an email with the user id and password to login.
5 RECOVER PASSWORD

Click the “Recover it here” hyperlink in the login page to go to the Recover Password page.

To recover password, provide the “Date of Birth”, NRIC or Passport No. and Email, and click on the “SUBMIT” button.

These information should match the information provided during the registration process. The password will be emailed to the email address provided.
Click the contact us “here” hyperlink in the login page to go to the support form as shown below:

Provide the necessary information and submit the form to the support team.
7 HOME

Upon successful login, the applicant will be directed to the home page as shown below:

The left navigation has the following options:

**Home**
Brings you back to the Home screen from other screens.

1. **Apply Scholarships**
Shows all the scholarships that are available for application.

2. **My Applications**
3. Shows all the applications created under the logged in account.

**Account**

a. Update Account: To update your Citizenship Type, Nationality and Passport number use this option. The page is similar to User Registration page. However, only the above mentioned three fields can be edited.
b. Change Password: This is to change the current password to a new password.
8 **SCHOLARSHIP APPLICATION**

Clicking on the “Apply Scholarships” will show a list of scholarships you can apply for:

![Scholarship Application](image)

Some scholarships / awards are by nomination only. You can only apply for these scholarships / awards if you have been notified of the nomination via email.

To apply for the other scholarships, click the “Apply” hyperlink under the Action column.
The selected scholarship application page will be loaded. The first page is the instruction page:

After reading the instructions page, click the “NEXT” button to move to the next tab. (Note: The options shown in the above screenshot may not be applicable to all scholarships. The page layout will change depending on the scholarship applied for.)

At the bottom of every page there is a “NEXT” / “PREVIOUS” button to move between the application pages.

The last page is the declaration page, after which the application form can be previewed and submitted. You have the option to save the application as a draft. This is to enable you to continue the application from where you left off the last time in cases where your application could not be filled out in one session.
9  **MY APPLICATIONS & MESSAGE HISTORY**

Applications saved as draft and completed & submitted are listed under the To Do List in the applicant’s home page.

Click the “**Continue**” hyperlink next to the Scholarship name to continue with the application.

The Message History below the To Do List keeps track of all the activities in the applicant portal relevant to your application(s).

Finally, to exit the applicant portal, click the “**Log out**” hyperlink in the top right corner.