TITLE               User Guide for Scholars
PROJECT             Scholarships Management System – Scholars’ Portal
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User Guide for Scholars

1  LAUNCH THE WEBSITE

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

1. Key in your email and password to log in to the Scholars’ Portal.

2. Upon first login, the scholar will be prompted to give consent on the use of their Personal Data.

3. The login page also contains the following sections:
   a. Recover your password
   b. Submit technical problems
   c. 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><img src="edit-icon.png" alt="Edit Icon" /></td>
<td>To Update Information</td>
</tr>
<tr>
<td><img src="delete-icon.png" alt="Delete Icon" /></td>
<td>To Delete a Section or Row</td>
</tr>
</tbody>
</table>

### To Update Information

In “Schedule Tasks” listing or “My Dashboard” listing, there is a “Edit” button, which when clicked, will link you to the page to update the necessary Information.

![Update Information Screen](update-information-screen.png)

### To Delete a Section or Row

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:

#### Deleting an optional section:

![Deleting Optional Section](deleting-optional-section.png)
| **ADD ENTRY** | **To Add New Entry**  
| | “Add Entry” button, which when clicked, creates a new section of the fields for you. |
| | | |
| | **An asterisk denotes mandatory fields. Data entry for fields marked with * is a must.** |
| | | |
| **SAVE AS DRAFT** | **Clicking the “Save as Draft” button will save the scholar’s Information, but lets you stay on the same page.** |
| | | |
| **UPDATE** | **To Update/Save**  
| | “Update” or “Save” button, which when clicked, saves and updates the information into the system. |
| | | |
| **SUBMIT** | **To Submit to A*GA officer for approval**  
| | “Submit” button, which when clicked, submits the information to the A*GA officer to approve or verify. |
| | | |
| **CANCEL** | **To Cancel**  
| | “Cancel” button, which when clicked, cancels or resets all information changed within this session. |
| | | |
| **UPLOAD** | **To Upload attachment document**  
| | “Upload” button, which when clicked, leads user to attach document into the system. Uploaded documents are limited to DOC, DOCX, PDF, JPG, PNG format and file size not exceeding 3 Mbytes. |
| | | |
| | **The “Info” icon denotes that there is additional information available for the user. You can have 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:**

![Calendar Icon Example]

**Example of Date Picker Calendar:**

![Date Picker Calendar Example]

**Change Month & Year:**

![Change Month & Year Example]
4 CHANGE PASSWORD

1. Click the “Personal Details - Change Password” on the left menu, to go the change password page shown below:
5 RECOVER PASSWORD

1. Click the “Recover it here” hyperlink in the login page to go to the Recover Password page as shown below:

2. To recover password, provide the Email, Date of Birth, and Identity Card No. or Passport No., and click on the “SUBMIT” button.
3. This information should match the information provided during the registration process. The password will be emailed to the email address provided.
6 **MY DASHBOARD**

1. Upon successful login, scholars will be directed to the My Dashboard page as shown below:

   ![My Dashboard Screenshot]

2. “My Dashboard” will display the outstanding tasks, as well as when it is due. Scholars can click on the respective “Edit” buttons in order to directly access and perform the specific task.

3. Scholars can also view and access the following tabs on the left hand navigation menu:
   a. Personal Details
   b. Scheduled Tasks
   c. Publications
   d. Awards & Achievements
   e. Claims
   f. Requests
   g. Scholars’ Guidebook
   h. Video Sharing
7 UPDATE AND VERIFY PERSONAL DETAILS

1. Click on the “Personal Details” tab on the left hand navigation menu to update your personal details.

2. Scholars should review the information listed in each tab and update if there are any changes required.

3. The tabs under “Personal Details” are listed below:
   a) Personal Particulars
   b) Citizenship Details (limited fields are enable for change, but some fields will need A*GA Officer to help for the changes)
   c) Emergency Contacts
   d) NS/Family Details
   e) Deed & Sureties
   f) Course/Training (limited fields are enable for change, but some fields will need A*GA Officer to help for the changes)
   g) Mentor/Supervisor
   h) Scholarship Details (view only)
   i) Bank Details (view only, If any change, please submit request)
   j) Verify/Print Scholarship Records
   k) Change Password (see section 4)

Please refer the Annex for detailed screenshots of these tabs, as well as additional instructions if required.
8  **UPDATE / VERIFY / PRINT SCHOLARSHIP RECORD**

1. After reviewing the “Personal Details” section, the scholar should click on “Verify/Print Scholarship Record”.
2. Scholars should check the “Verified Status’ checkbox and click the “Update” button below to confirm all personal details have been reviewed and verified.
3. If the scholars wish to view and print their scholarship record, they may indicate the required sections on the left, before clicking “View and Print Scholarship Record” as shown below.

![Screenshot of the Verify / Print Scholarship Record page](image-url)

- Click to view / print Scholarship Records
9 View Schedule Tasks

1. “Schedule Tasks” displays a list of tasks to be completed by the scholar throughout the tenure of the scholarship. To directly access or update a specific task, scholars may click on the respective “Edit” buttons displayed in the right-hand column on the list.

2. Only tasks indicated as “Overdue” (red) and “Task Due Within The Month” (amber) are editable. “Task Pending A*GA Officers Action” and “Future Task” are NOT editable.
10 UPDATE PUBLICATIONS

1. In order to add a new publication, click the icon from the right side of the screen, you will be lead to a publication form.
Scholars should complete this publication form (shown below) and click the “Update” button. The relevant A*GA officer will receive a notification for approval.
11 **UPDATE AWARDS AND ACHIEVEMENTS**

1. In order to add a new “Award or Achievement”, scholars should complete this Awards and Achievements form, and click the “Submit” button. The relevant A*GA officer will receive notification for acknowledgement.
12 VIEW / SUBMIT CLAIMS

1. Click on the “Claims” tab on the left hand navigation menu and either the “Conference Claims” or “Other Claims” to view or submit claims. This page will display a list of claims submitted by the scholar. The types of claims under “Other Claims” include:

   a. Annual Return
   b. Bank Charges/Wired Transfer,
   c. CARE Trip,
   d. Deposit/Matriculation Fees,
   e. Excess Baggage/Shipping,
   f. Final Inbound,
   g. First Outbound,
   h. Fly-in Visit,
   i. Hostel Fee (AUS),
   j. JCRC Fee,
   k. Medical Report,
   l. Medical/Health Insurance,
   m. Registration Fee,
   n. Scholars’ ASN Claims,
   o. Scholars’ Gathering/Networking,
   p. Summer School (NSS(BS)),
   q. Thesis Allowance, and
   r. Tuition Fees
2. Scholar may submit a new claim by clicking on the “Add Entry” button, and after completing the Claim form, and click the “Update” button. The relevant A*GA officer will receive a notification of the scholar’s claim for approval. Please refer to Annex for more details screenshot of the various claims that can be submitted via the Scholars’ Portal.
13 View/Submit Requests

1. Click on the “Requests” tab on the left hand navigation menu to expand the detailed list of the types of requests, before selecting the relevant request type to view or submit requests. The page will display a list of requests submitted by the scholar.

2. Scholar may submit a new request by clicking on the “Add Entry” button, and after completing the form, click the “Update” button. The relevant A*GA officer will receive a notification of the scholar’s request for approval. Please refer to the Annex for more detailed screenshots of the various requests that can be submitted via the Scholars’ Portal.
14 Scholar’s Guidebook and Video Sharing

Scholar’s Guidebook will display a Guidebook (with the relevant Annexes) pertaining to scholar’s scholarship type for scholars to refer to.

When there is video to be shared for all scholars, the video sharing will be enabled for scholars from this tab.