

Account User Guide

Page Navigation

1 – NUSNET Account Activation	2
2 – Zoom	4
2.1 – Zoom Account Activation	4
2.2 – Sign in to Zoom	6
2.3 – Guideline on how to use Zoom	8
3 – Canvas	9
3.1 – User Login	9
3.2 – Canvas Announcements	11
3.2 – Guideline on how to use Canvas	13
4 – NUS Email	14
4.1 – Sign In	14
5 – Microsoft Teams	16
5.1 – Log in using web browser	16
5.2 – Log in using Microsoft Teams client	19

1 – NUSNET Account Activation

To activate your NUS account, you must first change the default password. You must activate your account before you can use it to access Zoom, Microsoft Teams and NUS email.

1. Go to <https://exchange.nus.edu.sg>
2. Click **Change NUSNET Password**.

myEmail Canvas Library Map Calendar

Search for... NUS Websites GO

NUS
National University
of Singapore

NUS WebMail

The Freedom to access your [NUSmail](#) anytime and anywhere.

Staff

Student / Alumni

Change NUSNET Password

FriendlyMail
(NUS staff & students)

Distribution List Manager
(NUS staff)

Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

© 2001-2023 National University of Singapore. This website is best viewed on modern browsers.

Legal | Privacy | Non-discrimination

Home | Contact

Last modified on April 27th, 2023 by NUS IT

3. In the **User ID** field, enter your User ID, for example: t0123456
In the **Old Password** field, enter the default password given to you.
In the **New Password** field, enter your desired password.
In the **Confirm New Password** field, re-enter your desired password.
Finally, check that you have entered all the fields correctly and click **Submit**.



Information
Technology

Change NUSNET Password

Please enter your User ID in the **User ID** field.

For NUS AlumMAIL users, please login to [AlumMAIL](#) to change your password.

Password Guidelines

- Your password must be at least 12 characters in length.
- Your password must be complex. Take the [password complexity test](#).
- Your password cannot contain your User ID or any part of your name (e.g. if your account name is "Amy Tan Hui Ling", your password should not contain "Amy", "Tan", "Hui", or "Ling").
- You cannot re-use any of your 6 old passwords.
- You cannot change your password more than once in a day.

User ID

Old Password

New Password

Confirm New Password

Submit

4. Your account is now activated and you will have access to various NUS IT services.

NOTE: You **MUST** always **remember your new password** yourself as we will not be able to retrieve your new password. If you forgot your new password, you will not have access to our IT services and **we may not be able to resolve this issue immediately**.

Once you have successfully changed your password, you will gain access to NUS IT services including NUS email, Zoom and Microsoft Teams.

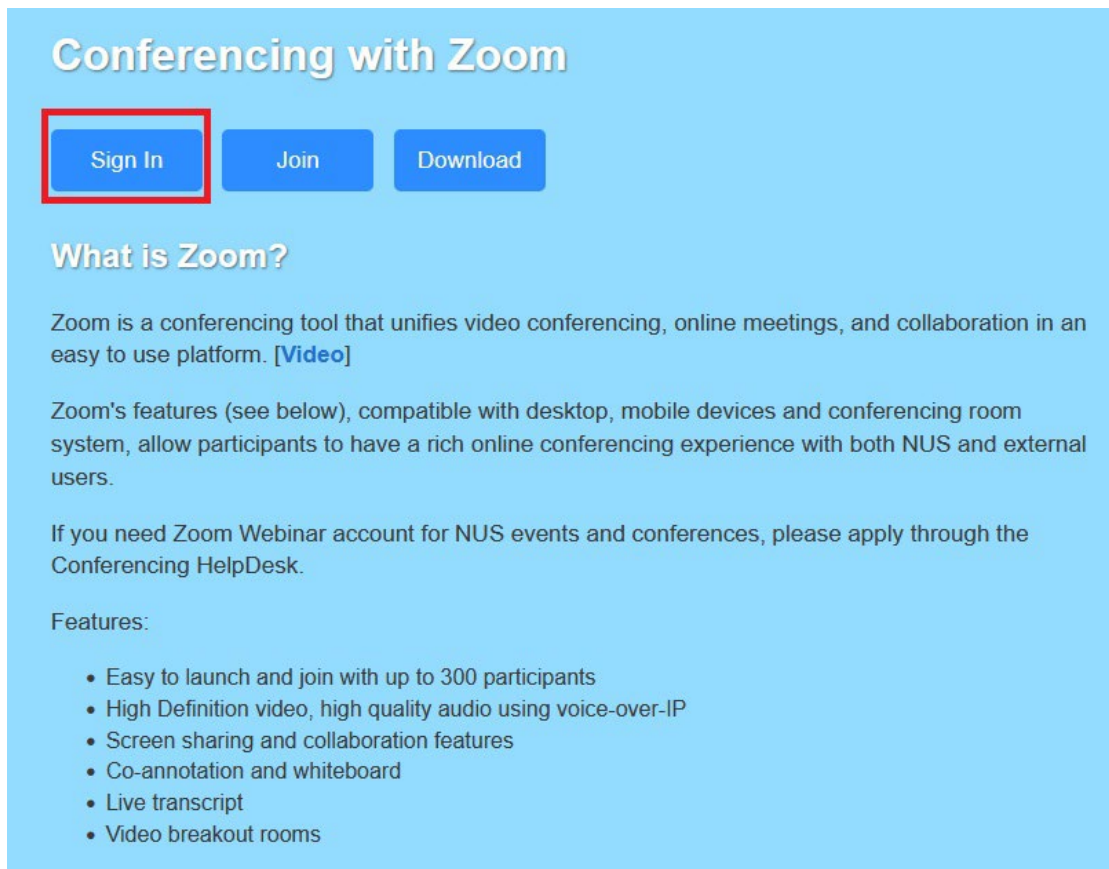
2 – Zoom

Please log in to Zoom using your NUS account. Note that for all the Zoom lectures, it is **compulsory to sign in to Zoom using your NUS account**. You will not be allowed to enter the Zoom lecture if you are signing in with an external account.

2.1 – Zoom Account Activation

To **activate** your NUS Zoom account, you must first sign in via the web portal:

1. Go to <https://nus-sg.zoom.us>
2. Click ***Sign In***.



Conferencing with Zoom

[Sign In](#) [Join](#) [Download](#)

What is Zoom?

Zoom is a conferencing tool that unifies video conferencing, online meetings, and collaboration in an easy to use platform. [\[Video\]](#)

Zoom's features (see below), compatible with desktop, mobile devices and conferencing room system, allow participants to have a rich online conferencing experience with both NUS and external users.

If you need Zoom Webinar account for NUS events and conferences, please apply through the Conferencing HelpDesk.

Features:

- Easy to launch and join with up to 300 participants
- High Definition video, high quality audio using voice-over-IP
- Screen sharing and collaboration features
- Co-annotation and whiteboard
- Live transcript
- Video breakout rooms

3. Follow the instructions to sign in with your NUSNET ID.
In the **User ID** field, enter **nusstu**[your User ID], for example: **nusstu\t0123456**
In the **Password** field, enter your password.
Finally, check that you have entered all the fields correctly and click **Sign in**.

National University of Singapore

Sign in with your organizational account

Sign in

Please sign in with your NUSNET ID, eg:

nusstf\userid

nusstu\userid

nusext\userid

Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

[Forgot Password](#)

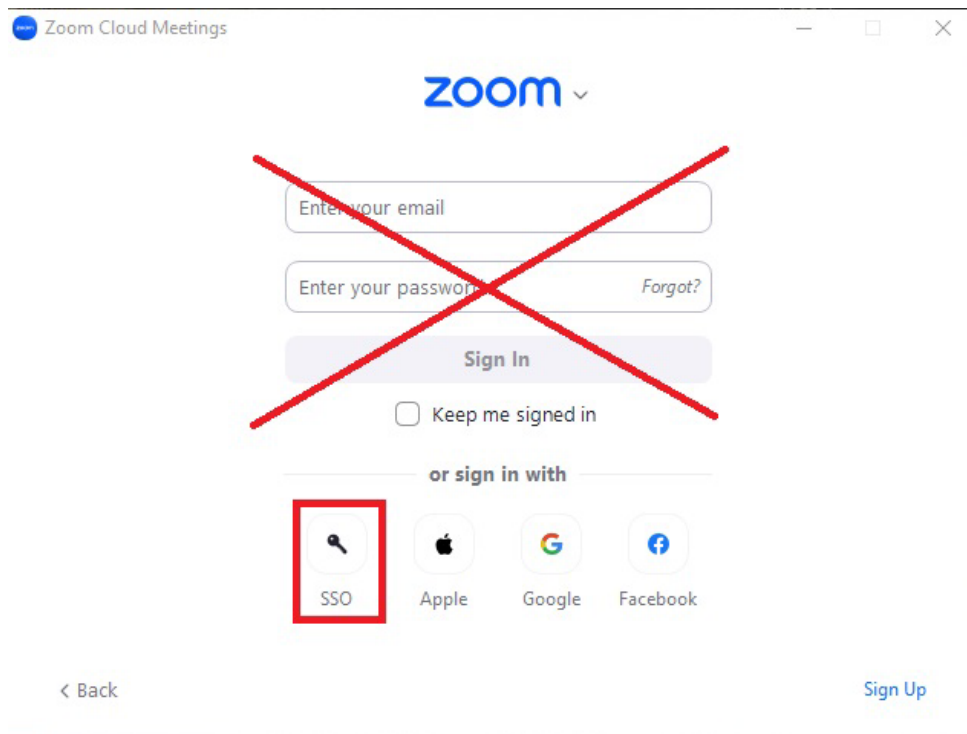
[Register 2FA](#)

4. You have now activated your Zoom account with NUS. You can now join a Zoom Meeting through the Zoom web portal or Zoom Client.

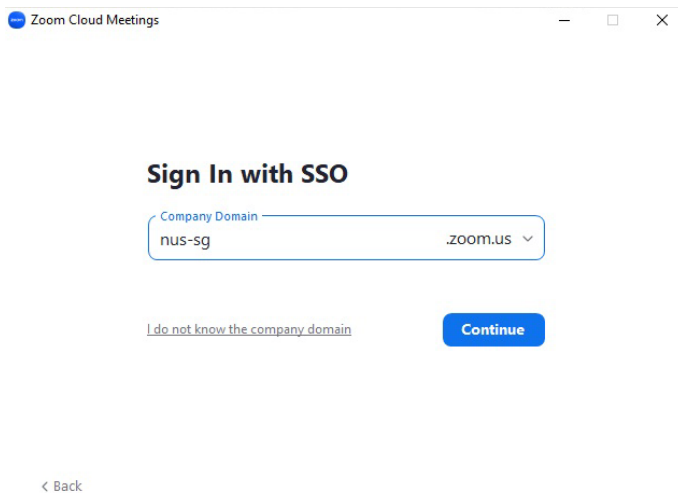
2.2 – Sign in to Zoom

For optimal experience of the Zoom lectures and showcase, please download and **install the latest version of Zoom client**. If you are using older versions, you may encounter compatibility issues or do not have access to certain functions.

1. Download and install Zoom for: [Win](#) | [Mac](#).
2. Launch Zoom.
3. Click the **Sign In with SSO** button. **DO NOT use the default sign in method on top.**



- Under **Company Domain**, enter **nus-sg**.
Click **Continue**.



Zoom Cloud Meetings

Sign In with SSO

Company Domain

nus-sg .zoom.us

[I do not know the company domain](#) [Continue](#)

[< Back](#)

- Follow the instructions to sign in with your NUSNET ID.
In the **User ID** field, enter **nusstu**[your User ID], for example: **nusstu\t0123456**
In the **Password** field, enter your password.
Finally, check that you have entered all the fields correctly and click **Sign in**.

National University of
Singapore

Sign in with your organizational account



nusstu\t0123456

.....

[Sign in](#)

Please sign in with your NUSNET ID, eg:
nusstf\userid
nusstu\userid
nusext\userid

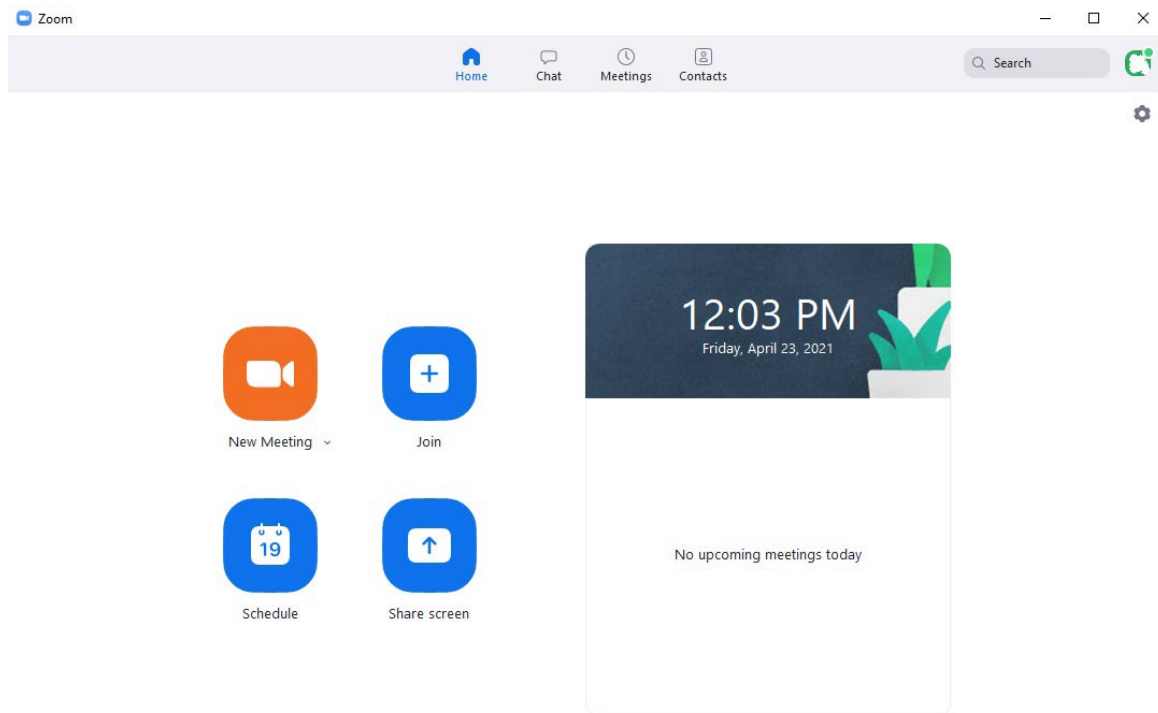
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

[Forgot Password](#)

[Register 2FA](#)

5. You are now signed in to your NUS Zoom account.



2.3 – Guideline on how to use Zoom

For a comprehensive guideline on how to use Zoom, please refer to:
<https://wiki.nus.edu.sg/display/cit/Zoom+Participant+-+Getting+Started>

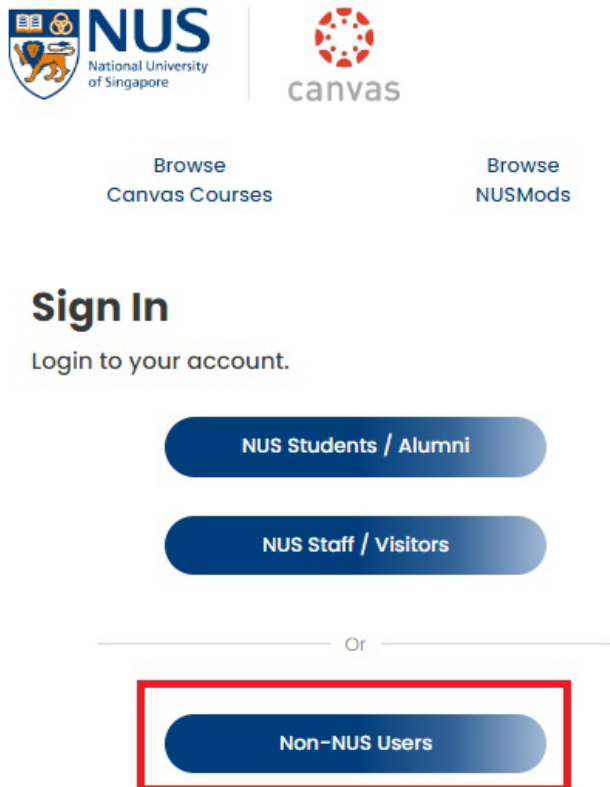
3 – Canvas

3.1 – User Login

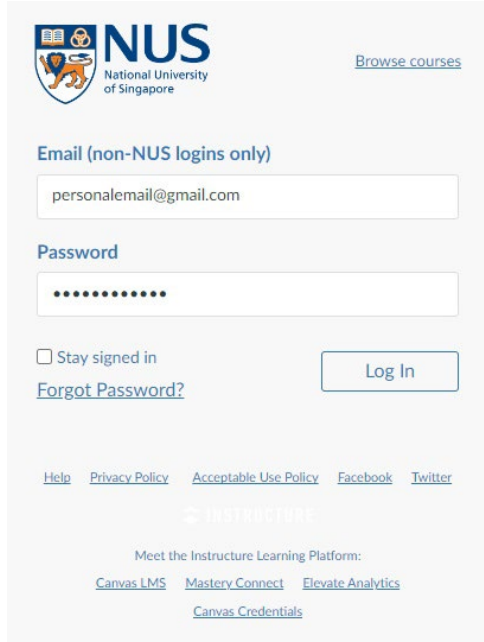
Canvas is a cloud-based Learning Management System used in NUS. You will be able to access the lecture materials, quizzes, assignments, lecture recordings, announcements and other learning materials in Canvas.

Note that the **Canvas account is a separate account from your NUSNET account**. Your Canvas account will be **the personal email that you used to register for the Summer Workshop**. You would not be able to log in to Canvas using the NUSNET account (txxxxx).

1. To log in to Canvas, go to <https://canvas.nus.edu.sg/>
2. Click **Non-NUS Users**.

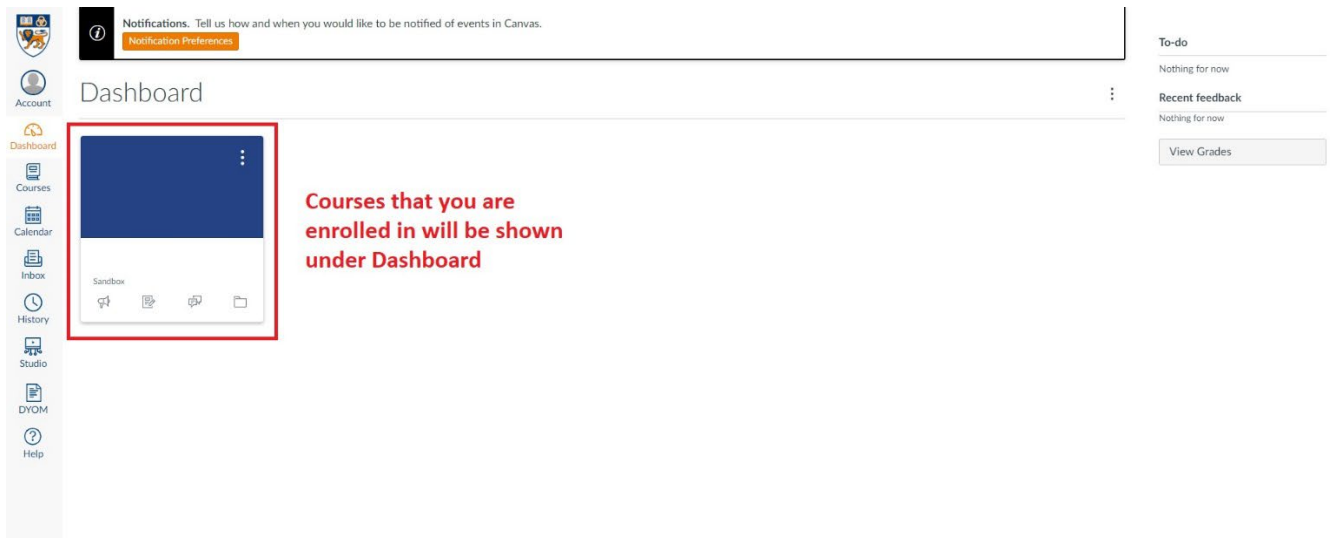


3. In the **Email (non-NUS logins only)** field, type the email that you used to register for the Summer Workshop.
In the **Password** field, type the password given to you in the email sent by the workshop Organizer.
Click **Log In**.



The image shows the NUS Canvas login page. At the top left is the NUS logo with the text 'National University of Singapore'. To the right is a link 'Browse courses'. Below this is the 'Email (non-NUS logins only)' field with the text 'personalemail@gmail.com'. Below that is the 'Password' field with masked characters. There is a checkbox for 'Stay signed in' and a 'Log In' button. Below the login fields are links for 'Forgot Password?', 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter'. At the bottom, there is a section for 'INSTRUCTORS' with the text 'Meet the Instructure Learning Platform:' and links for 'Canvas LMS', 'Mastery Connect', 'Elevate Analytics', and 'Canvas Credentials'.

4. You are now signed into Canvas. You can view the courses that you are enrolled in under **Dashboard**.



The image shows the Canvas Dashboard interface. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, D20M, and Help. The main content area has a header with a notification banner and the title 'Dashboard'. Below the header is a large blue box with a white sidebar icon, which is highlighted with a red rectangle. To the right of this box is a red text box that says 'Courses that you are enrolled in will be shown under Dashboard'. On the right side of the dashboard, there are sections for 'To-do', 'Recent feedback', and 'View Grades'.

When you log in to Canvas closer to the workshop commencement date, you should be able to see various courses with the course code SWS30XX. These are the courses belonging to your cluster **(you may not be able to see them now as the courses may not be published yet – please check again a few days before your first lecture).**

There is another course named SOC Summer Workshop with the code SWS_ALL which is accessible to all students and used to keep general information and announcement of the Summer Workshop. You will be submitting your final course preference ranking by the end of May through SWS_ALL. More information on course selection will be provided to you by end of May.

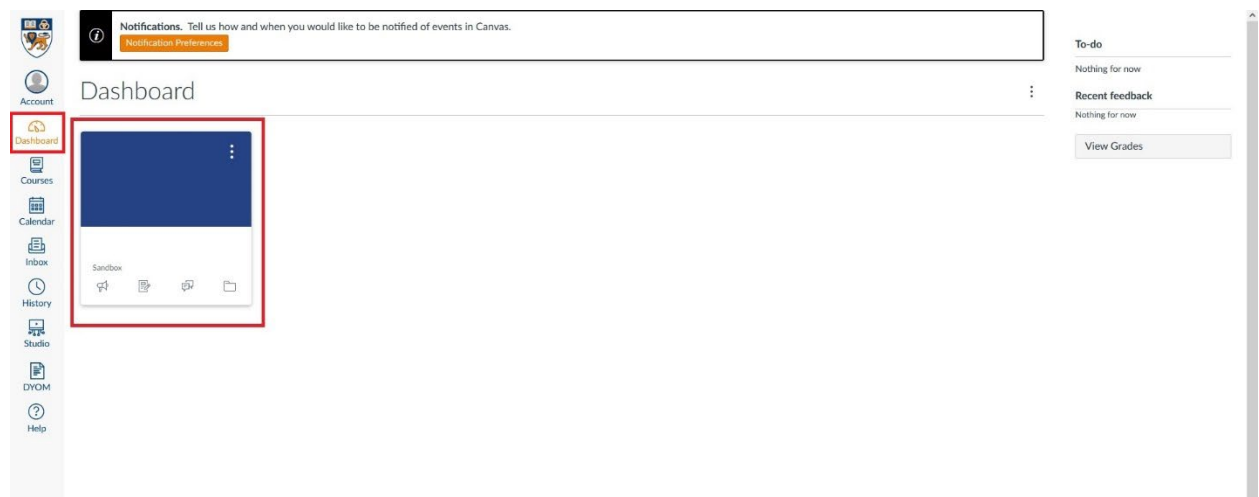
After you have been allocated a course in June, you will only have access to the course allocated to you and SWS_ALL. Therefore, please ensure that you have saved all the files needed from all the courses in your cluster before June to avoid losing access to those files.

3.2 – Canvas Announcements

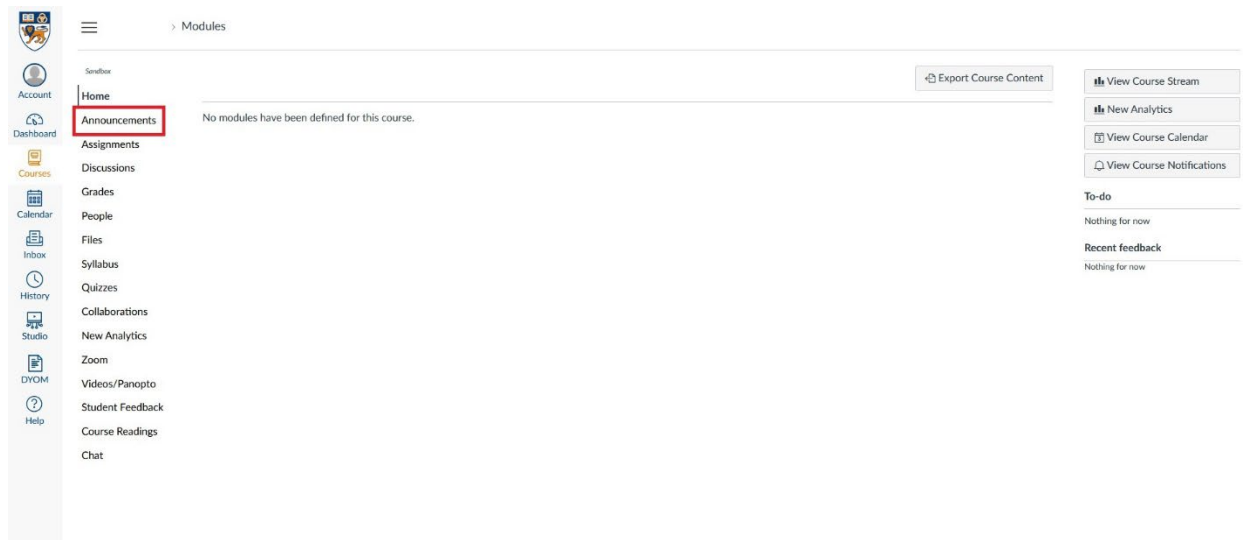
Your course instructor will communicate the important information to you using the Announcement function in Canvas. Note that **all Canvas Announcements will be automatically sent to your personal email**, which is **the email that you used to create your Summer Workshop application**. Hence, please make sure that you check your emails regularly for any important announcements.

To view the announcements in Canvas:

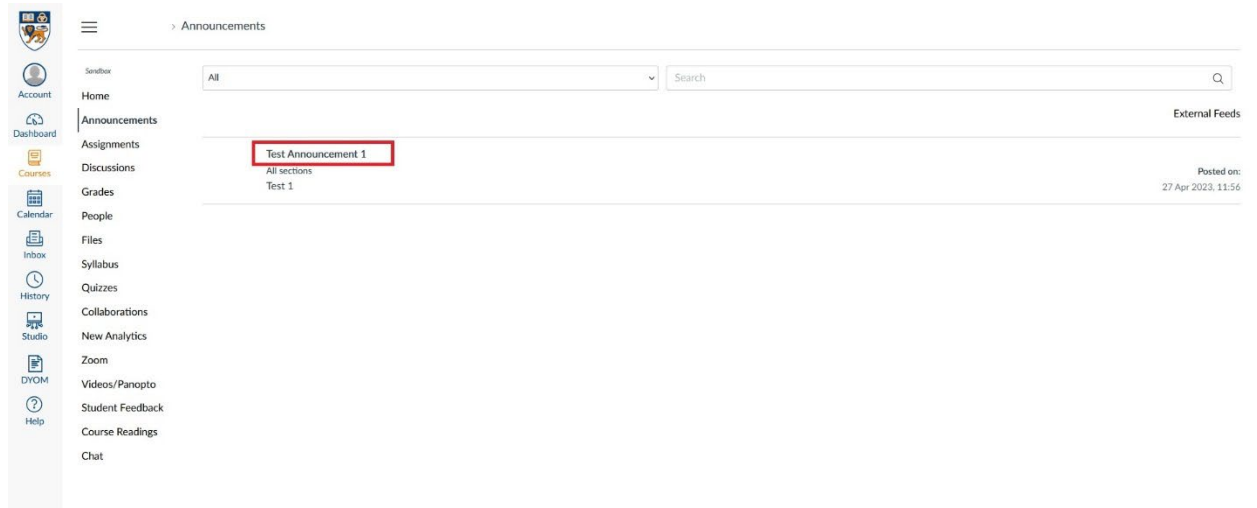
1. Log in to Canvas: <https://canvas.nus.edu.sg/>
2. Under ***Dashboard***, click the course that you wish to view.



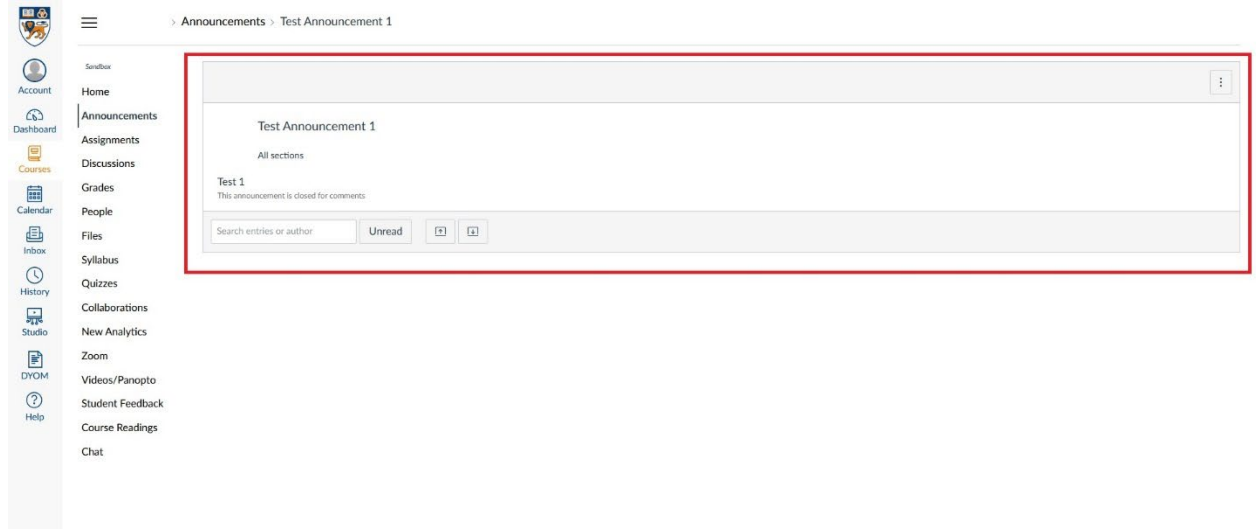
3. Click **Announcements**.



4. You should now be able to see a list of announcements for this course.
Click the announcement that you wish to view.



5. You can now read the details of this particular announcement.



3.2 – Guideline on how to use Canvas

For a comprehensive guideline on how to use Canvas, please visit:

<https://wiki.nus.edu.sg/display/canvasstudent/Canvas+Student+Guide>

4 – NUS Email

4.1 – Sign In

You will have access to the NUS Email services with your NUSNET account.

1. To use the email service, go to <https://exchange.nus.edu.sg>
2. Click **Student/Alumni**.

myEmail LumiNUS Library Map Calendar

Search for... NUS Websites GO

NUS
National University
of Singapore

NUS WebMail

The Freedom to access your [NUSmail](#) anytime and anywhere.

Staff

Student / Alumni

Change NUSNET Password

FriendlyMail
(NUS staff & students)

Distribution List Manager
(NUS staff)

Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

© 2001-2021 National University of Singapore. This website is best viewed on modern browsers.

Legal Privacy Non-discrimination

Home Contact

Last modified on April 22nd, 2021 by NUS IT

3. In the **User ID** field, enter your NUS email or your NUSNET ID, for example: t0930277@u.nus.edu or t0930277
In the **Password** field, enter your NUSNET account password.
Click **Sign in**.

Sign in

t0930277@u.nus.edu

••••••••••

Sign in

Please sign in with your NUSNET ID, eg:
UserID@u.nus.edu or UserID

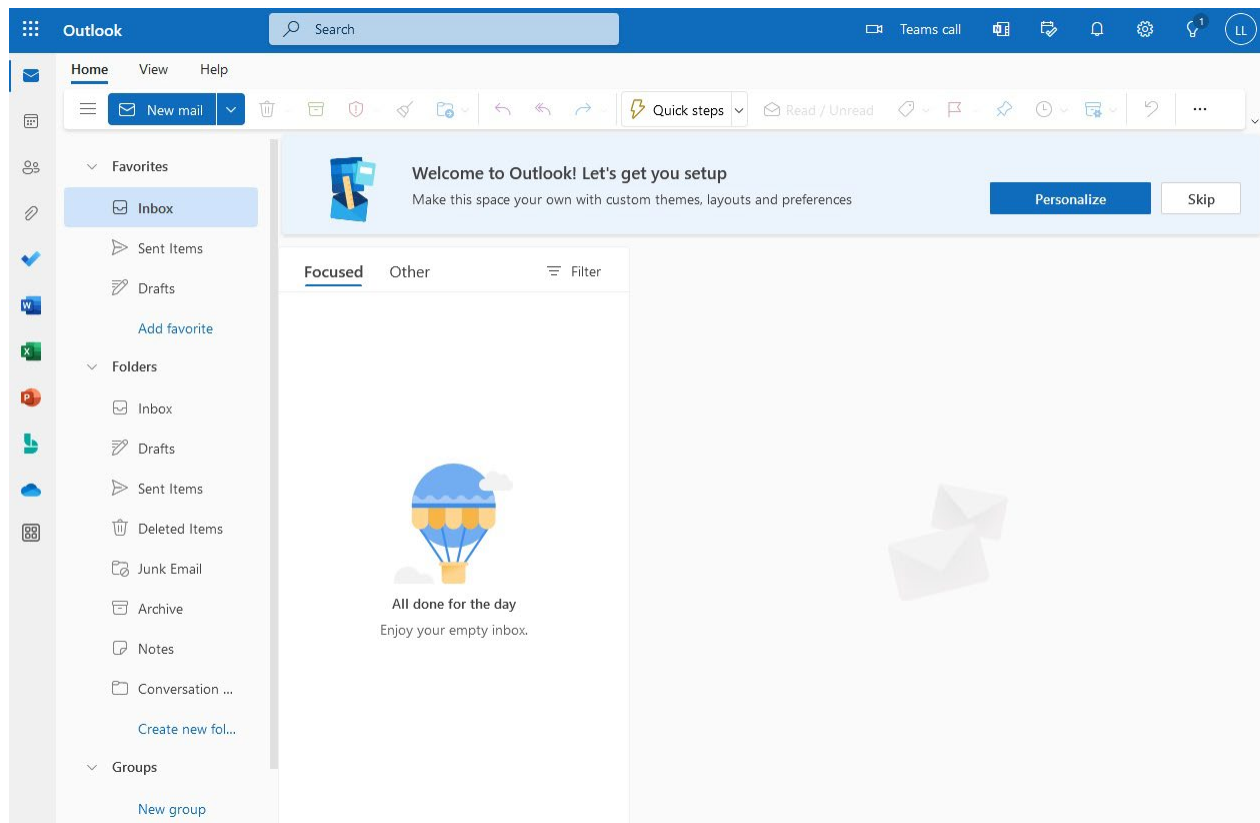
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

[Forgot Password \(Student\)](#)

[Forgot Password \(Alumni\)](#)

4. You are now signed into your NUS email.

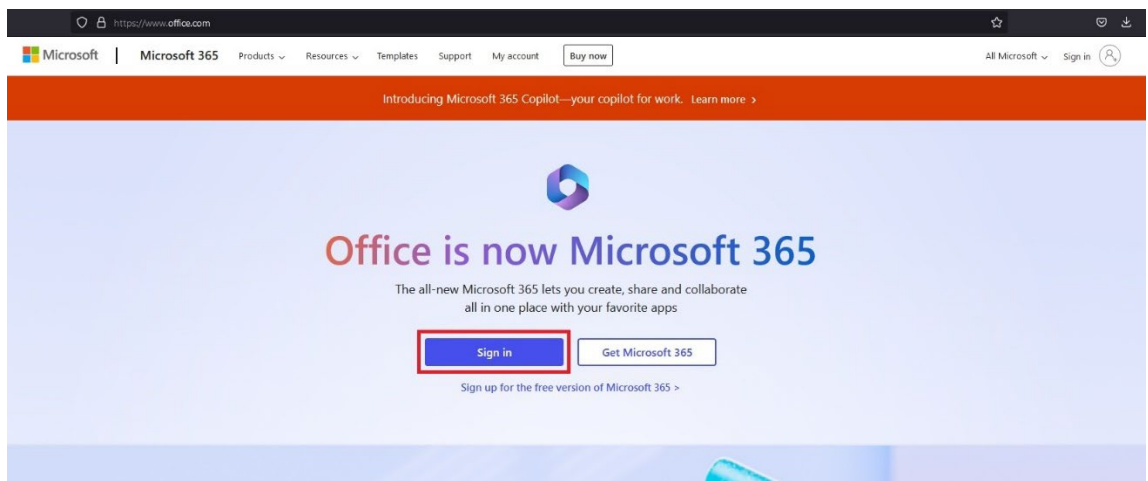


5 – Microsoft Teams

Some instructors may be using Microsoft Teams for group discussions and synchronous document editing. You can use your NUSNET account to log in to Microsoft Teams.

5.1 – Log in using web browser

1. Go to <https://www.office.com/>
2. Click **Sign In**.



3. Enter your NUS email in the format of txxxxxx@u.nus.edu and click **Next**.

A screenshot of the Microsoft Sign in form. The Microsoft logo is at the top left. Below it, the text 'Sign in' is displayed. A text input field contains the email address 't0930277@u.nus.edu'. Below the input field, there are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom, there are two buttons: 'Back' and 'Next'.

4. This will bring you to the NUS account sign in page.
- In the **User ID** field, enter your NUS email or your NUSNET ID, for example: t0930277@u.nus.edu or t0930277
- In the **Password** field, enter your NUSNET account password.
- Click **Sign in**.

Sign in

[Sign in](#)

Please sign in with your NUSNET ID, eg:
UserID@u.nus.edu or UserID

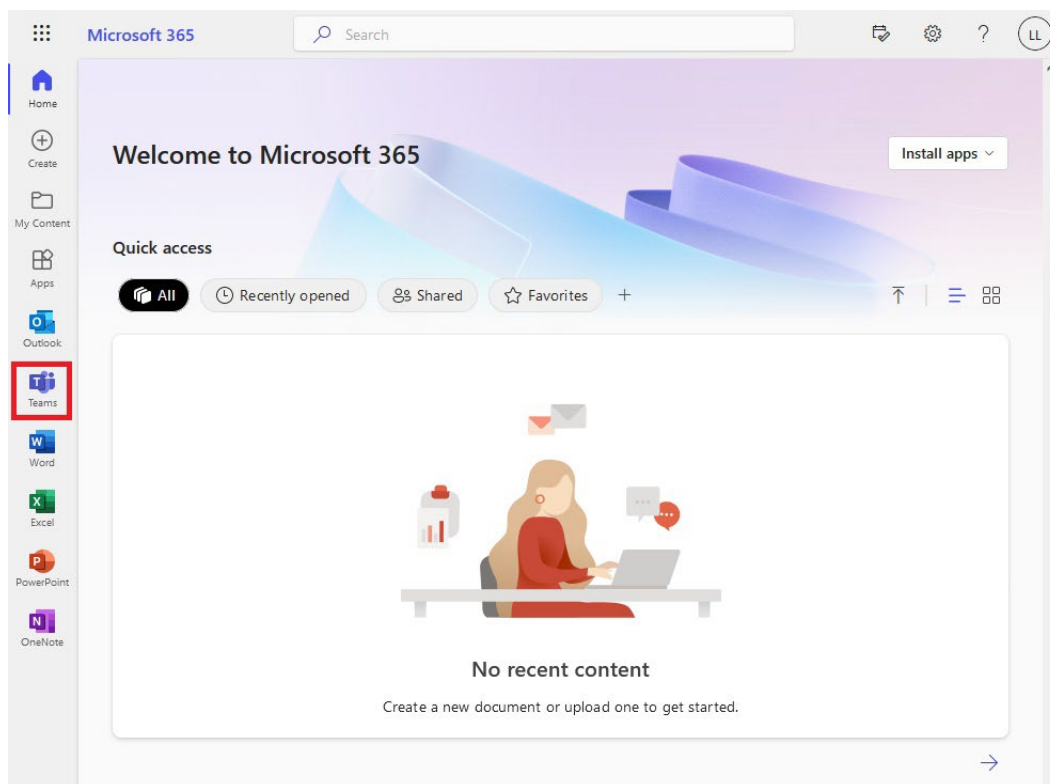
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

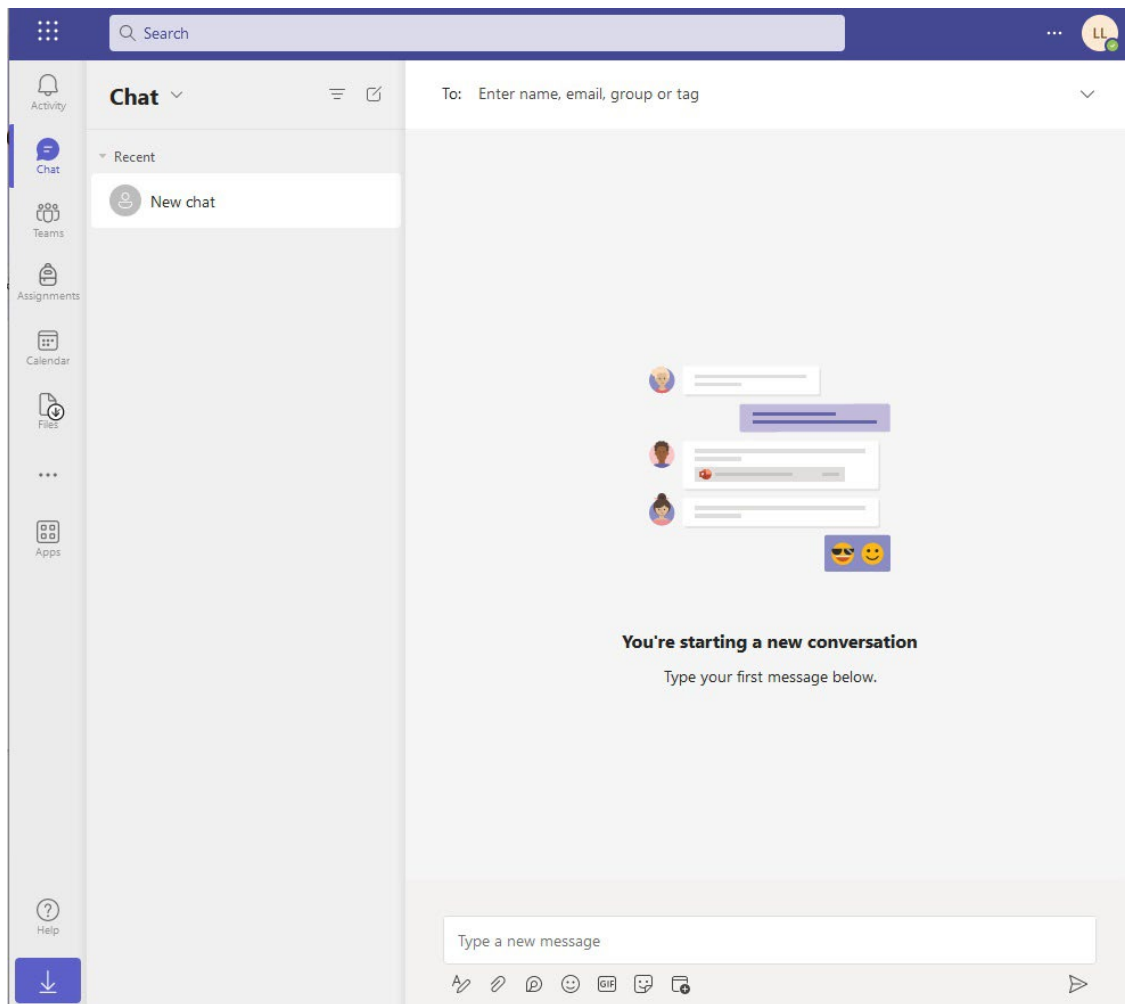
[Forgot Password \(Student\)](#)

[Forgot Password \(Alumni\)](#)

5. You are now logged into Microsoft 365. On the left panel, click the **Microsoft Teams** icon.




6. You are now signed into the web browser version of Microsoft Teams.



5.2 – Log in using Microsoft Teams client

1. Download and install Microsoft Teams desktop client from:
<https://teams.microsoft.com/downloads>
2. Once you have installed the desktop client, open it and sign in with your NUS email and password.

In the **Sign-in address** field, enter your NUS email in the format of txxxxxx@u.nus.edu and click **Sign in**.

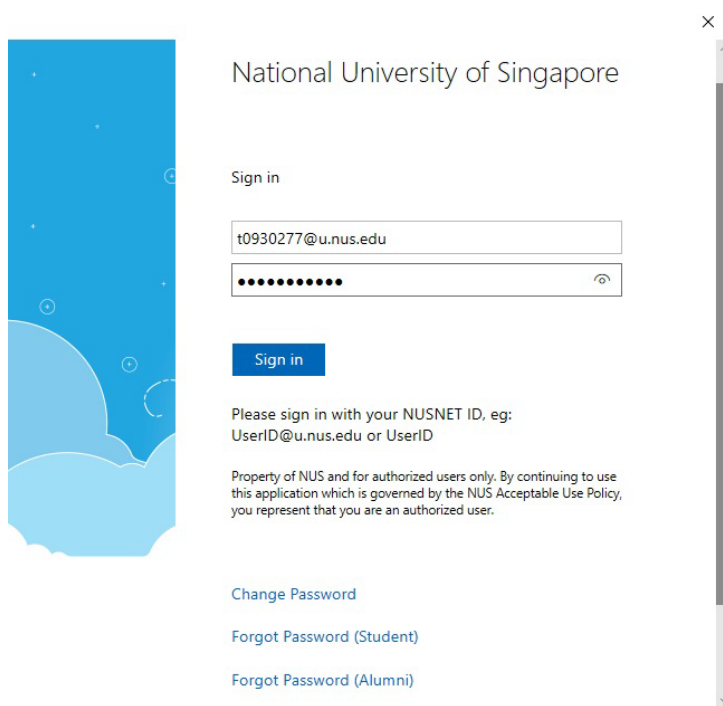


**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

3. This will bring you to the NUS account sign in page.
In the **User ID** field, enter your NUS email or your NUSNET ID, for example:
t0930277@u.nus.edu or t0930277
In the **Password** field, enter your NUSNET account password.
Click **Sign in**.



4. You are now signed into the Microsoft Teams desktop client.

