

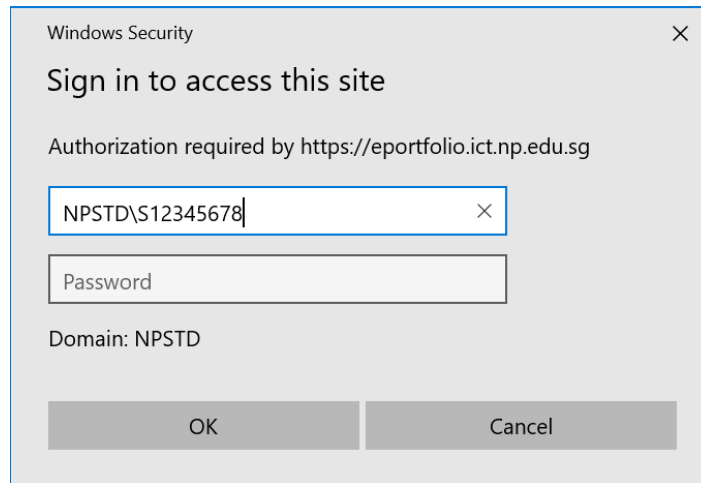
## ICT ePortfolio Student Guide

<https://eportfolio.ict.np.edu.sg/portal/>

### Part A - Login ID and Password

**Note: If you are accessing the site from home, please connect to NP VPN first.**

1. Copy the URL and paste into your browser, you will be prompted with the following window - please provide your **NPSTD ID** and **NPSTD Password**.

A screenshot of a Windows Security dialog box titled "Sign in to access this site". It states "Authorization required by https://eportfolio.ict.np.edu.sg". There are two input fields: the first contains "NPSTD\S12345678" and the second is labeled "Password". Below the fields, it says "Domain: NPSTD". At the bottom are "OK" and "Cancel" buttons.

Windows Security

Sign in to access this site

Authorization required by https://eportfolio.ict.np.edu.sg

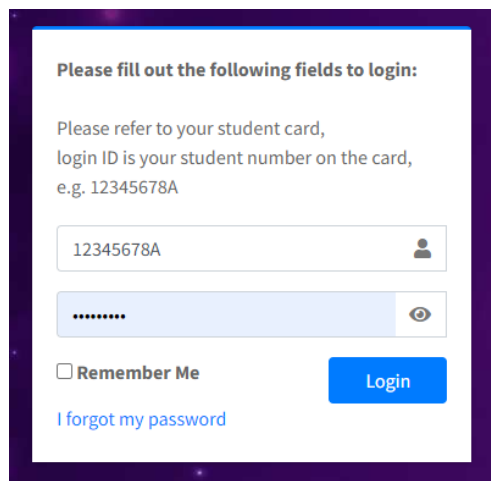
NPSTD\S12345678

Password

Domain: NPSTD

OK Cancel

2. After step 1, you will be directed to the landing page to login.
  - a. Login ID: Please refer to your student card. Login ID is your student number on the card.
  - b. The default password is "**password**" if you have yet to change the password.
  - c. Please change the password immediately.
  - d. Please refer to the step 3 below on how to change password.

A screenshot of a login form with a purple border. It says "Please fill out the following fields to login:". Below that, it says "Please refer to your student card, login ID is your student number on the card, e.g. 12345678A". There are two input fields: the first contains "12345678A" and the second contains "\*\*\*\*\*". Below the fields is a checkbox labeled "Remember Me" and a blue "Login" button. At the bottom, there is a link that says "I forgot my password".

Please fill out the following fields to login:

Please refer to your student card,  
login ID is your student number on the card,  
e.g. 12345678A

12345678A

\*\*\*\*\*

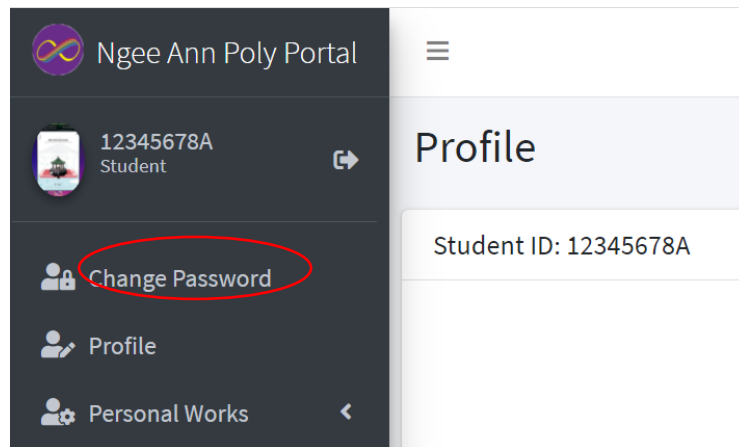
☐ Remember Me

Login

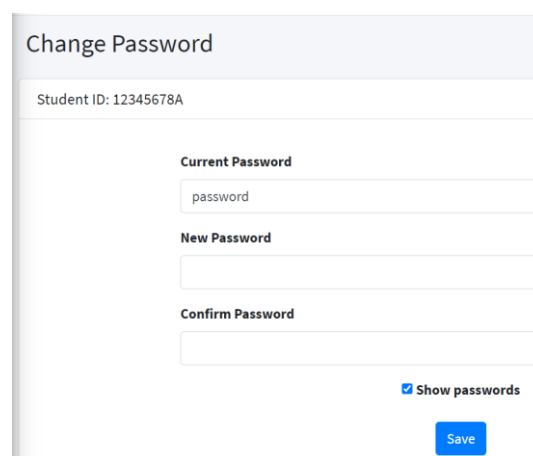
[I forgot my password](#)

### 3. How to change password?

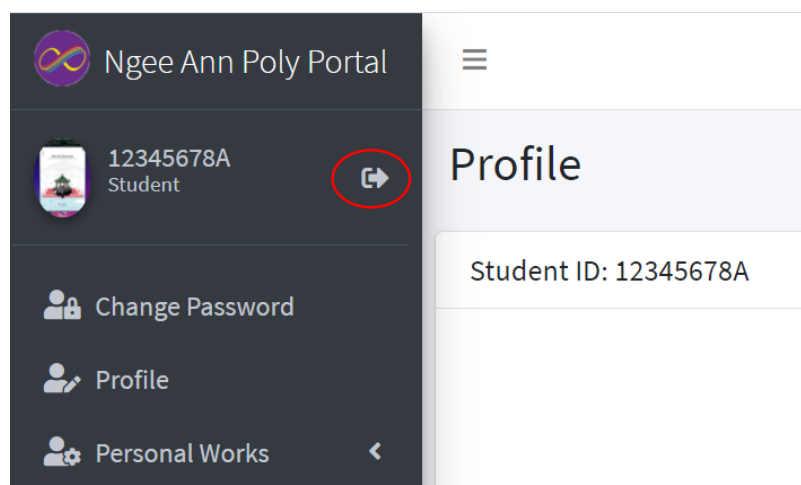
- a. Click “Change Password” from the left-hand-side panel.



- b. Enter the required fields, and ‘Save’.

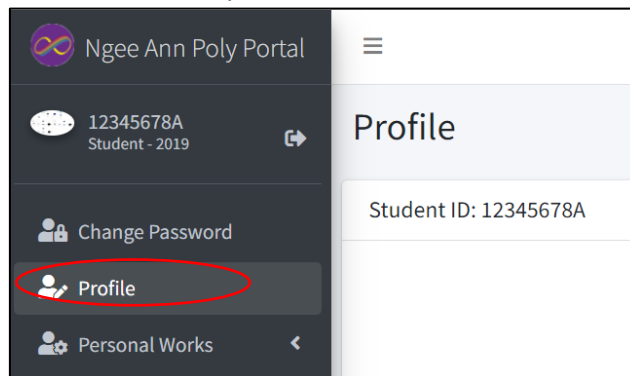
A screenshot of the 'Change Password' form. At the top, it displays 'Student ID: 12345678A'. Below this are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. The 'Current Password' field contains the text 'password'. At the bottom right of the form, there is a checkbox labeled 'Show passwords' which is checked, and a blue 'Save' button.

### 4. How to exit from portal? Click the arrow sign:

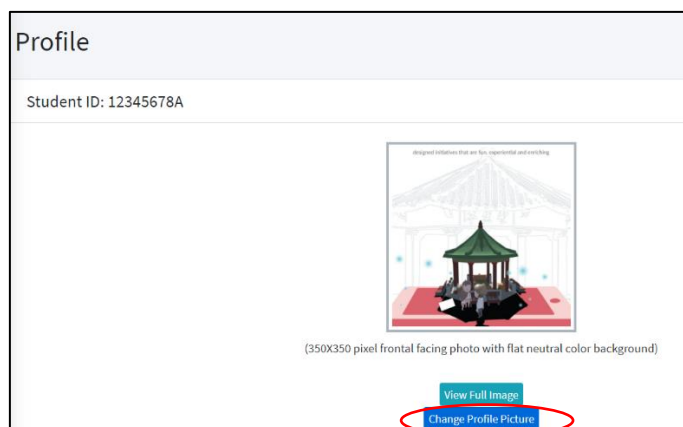


## Part B – Creating Student Profile Picture

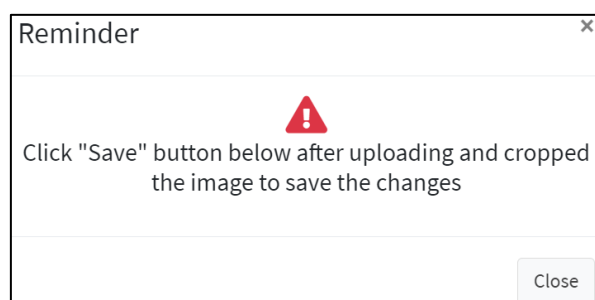
1. Click “Profile” from the left-hand-side panel



2. To add/change an image – click “Change Profile Picture”



3. Use Microsoft Paint to **resize the image to 350x350 pixels before upload**
4. You may zoom in/out, and **Click Crop to COMPLETE the upload process**
5. A message will be appeared. Click “Close”, and continue to update student profile






## Part C – Updating Student Profile







1. **Personal Email (for public display):** Either connect email address (recommended) or personal email address.
2. **LinkedIn:** Your LinkedIn website.
3. **Personal Website:** Your personal web site.





<b>Student Name</b>	
<input type="text" value="12345678A"/>	
<b>Personal Email ( for public display )</b>	
<input type="text" value="S12345678A@connect.np.edu.sg"/>	
<b>LinkedIn</b>	
<input type="text" value="https://www.linkedin.com/in/username/"/>	
<b>Personal Website</b>	
<input type="text" value="https://mypersonalwebsite.com"/>	
<b>Mentor Group</b>	<b>Course Enrolled</b>
<input type="text" value="22Z1"/>	<input type="text" value="IT"/>

4. **Self-Description:** Maximum 300 characters
5. **Accolades:** Click "+" to add; "x" to delete

<b>Self Description</b>	
<input type="text"/>	
300 characters remaining	
<b>Accolades</b> ⓘ	
<input type="text" value="2015 Certificate of Participation in 3rd Annual Jamboree"/>	
<input type="text" value="2016 Active volunteer and participant award_ Red Cross"/>	

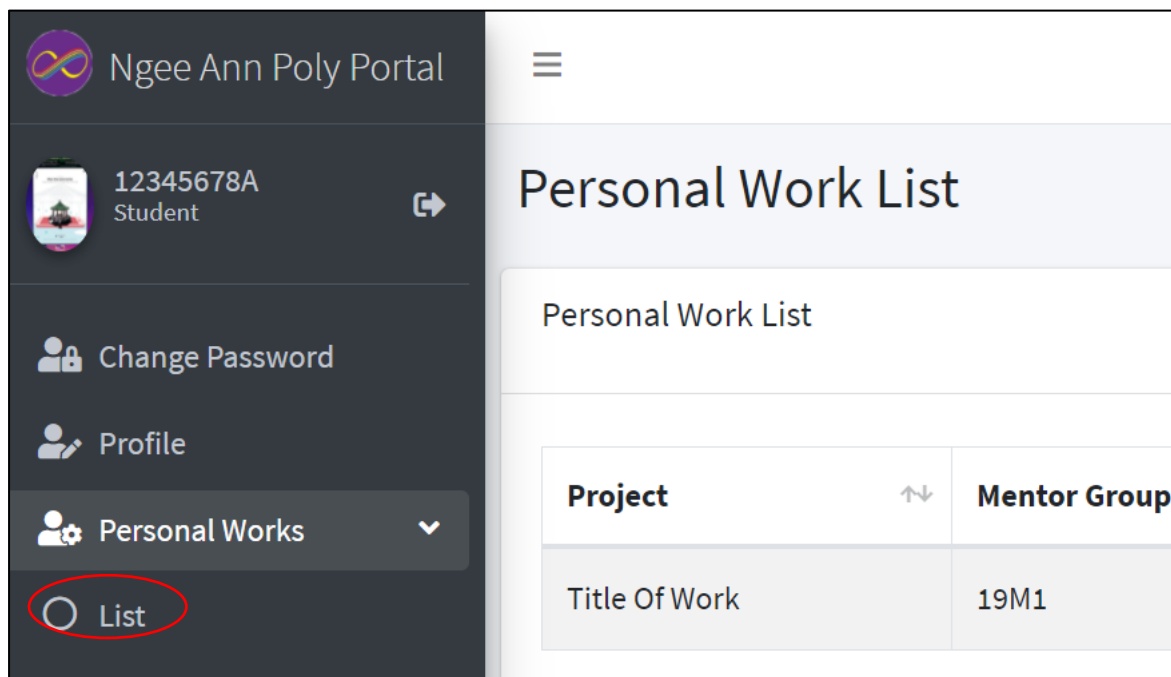
6. **Skills:** Click "+" to add; "x" to delete
7. **Software Proficiency:** Click "+" to add; "x" to delete

<b>Skills</b> ⓘ	
<input type="text" value="Written and Spoken Burmese"/>	
<input type="text" value="Written and Spoken English"/>	
<b>Software Proficiency</b> ⓘ	
<input type="text" value="Word"/>	
<input type="text" value="Excel"/>	

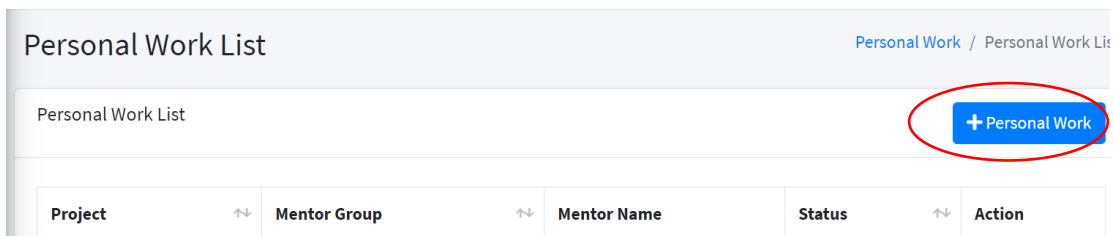
<b>Software Proficiency</b> ⓘ	
<input type="text" value="Word"/>	
<input type="text" value="UiPath"/>	
	

## Part D – Creating Personal Works

1. Click “Personal Works”->”List” from left-hand-side-panel.



2. Add personal work.



3. There are three type of personal works available:
  - a. **Personal work with one or more images** - Multiple images with project description, tools used and medium of art work
  - b. **External** - Website with one mandatory image
  - c. **YouTube** - YouTube with one mandatory image

**URL Type** (only if applicable)

Personal work with one or more images

Personal work with one or more images

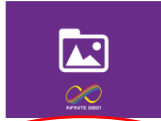
YouTube

External

(a) Personal work with one or more images

(1) Click “Upload Image” to upload image.

Add Personal Work



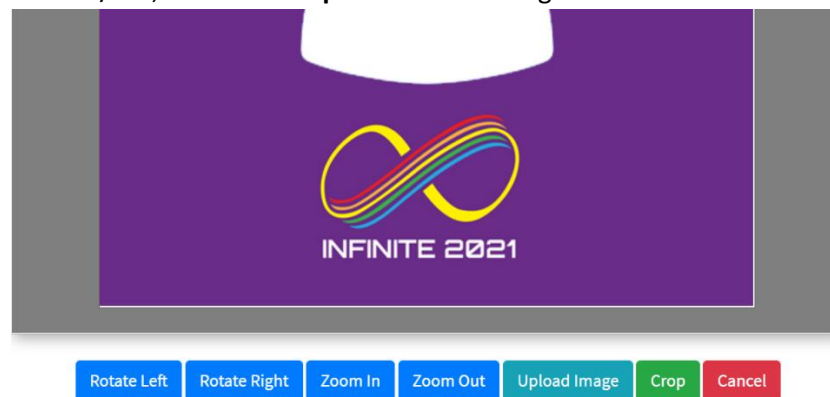
Title

Short Description

Upload Image

+ Add Image

(2) You may zoom in/out, and Click Crop to SAVE the image.



(3) **Title:** enter title for the image, if any

(4) **Short Description:** enter short description for the image, if any

(5) Click “+ Add Image” to insert the second image (**Doesn’t apply to website or YouTube project**)

No	country	Group	Class	20%		20%		20%
				Code	Code	Code	Code	
				A1	A2	B1	B2	C1
	MYM	POI		10		20		30
	MYM	POI		11		21		31
	MYM	POI		12		22		32
	MYM	POI		13		23		33

**Title**

30 characters remaining

Short Description

Required\*

Upload Image

(6) Click “X” to delete an image

(7) **Title of Work:** enter title

(8) **Category of Work:** enter category

<b>Title of Work</b> <input type="text"/>
<b>Category of Work</b> <input type="text"/>

(9) **Tools used or Medium of Artwork:** enter tool used or medium of artwork

(10) **Short Description:** short description for the project

(11) Click "Save" to save the project

**Tools used or Medium of Artwork**

50 characters remaining

**Short Description**

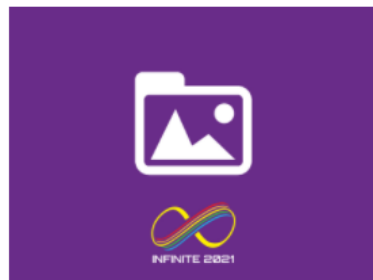
200 characters remaining

Save

(b) External

**URL Type** (only if applicable)

External



Required\*

Upload Image

**Title of Work**

50 characters remaining

**Main Description**

200 characters remaining

**Category of Work**

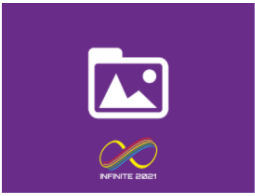
**External URL**

Save

(c) YouTube

URL Type (only if applicable)

YouTube

 **Title of Work**  
50 characters remaining

**Main Description**  
200 characters remaining

Required\*  
[Upload Image](#)

**Category of Work**

**Video URL**  
  [Preview](#)

YouTube Preview...

[Save](#)

Copy and paste any type of YouTube links under **Video URL** and click **“Preview”**, YouTube video will activate; Click **“Save”** to complete the YouTube project:

**Video URL**

[Preview](#)

YouTube Preview...

**Video URL**

[Preview](#)

YouTube Preview...

[Save](#)

**Video URL**

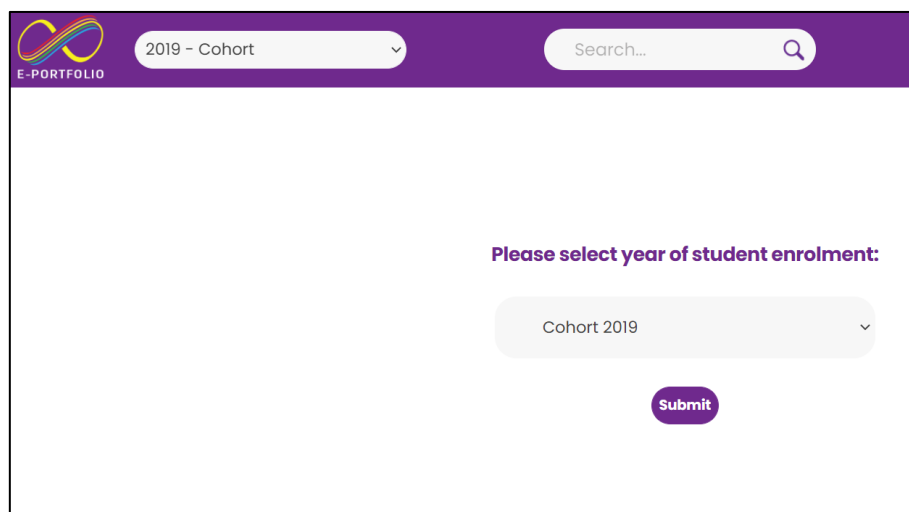
[Preview](#)





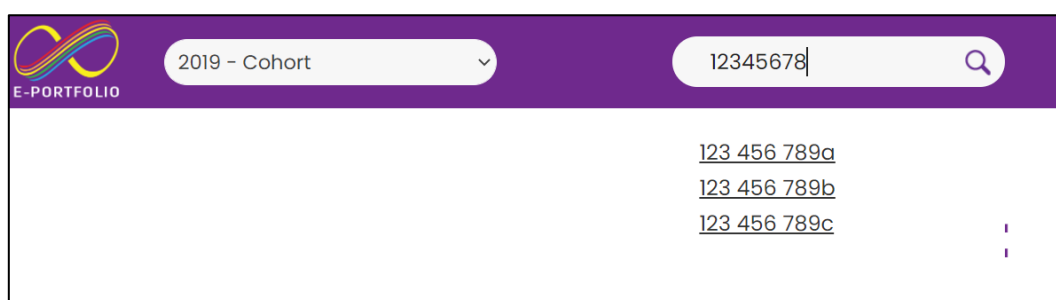
## Part E – Preview Your ePortfolio Profile

1. Access the cohort Link: <https://eportfolio.ict.np.edu.sg/cohort/>
2. Select cohort from dropdown list and click “Submit” button.



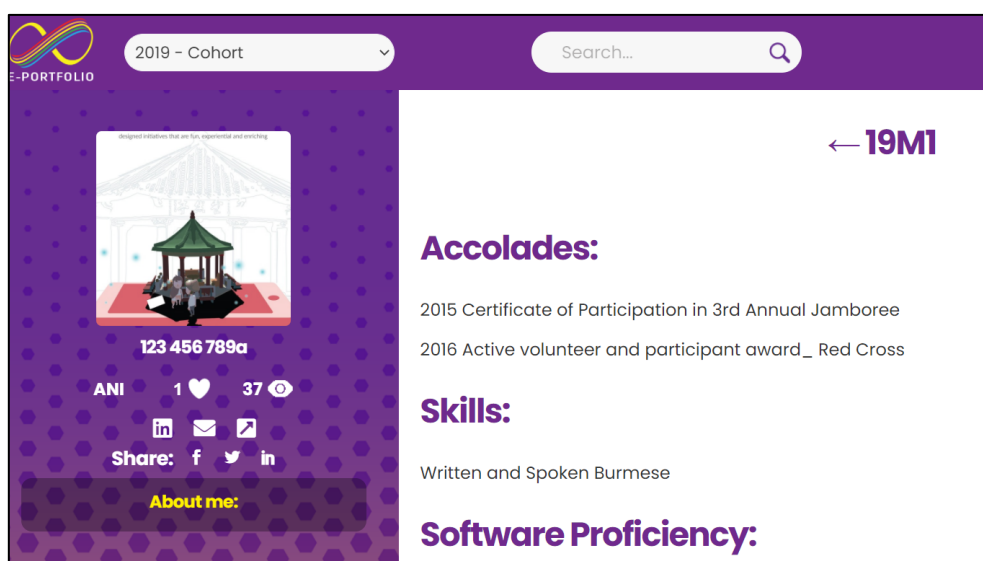
The screenshot shows the top navigation bar with the 'E-PORTFOLIO' logo, a dropdown menu set to '2019 - Cohort', and a search bar. The main content area has a purple header with the text 'Please select year of student enrolment:'. Below this is a dropdown menu showing 'Cohort 2019' and a purple 'Submit' button.

3. Enter your full or partial name or student ID from the “Search” option, and select from the display name.



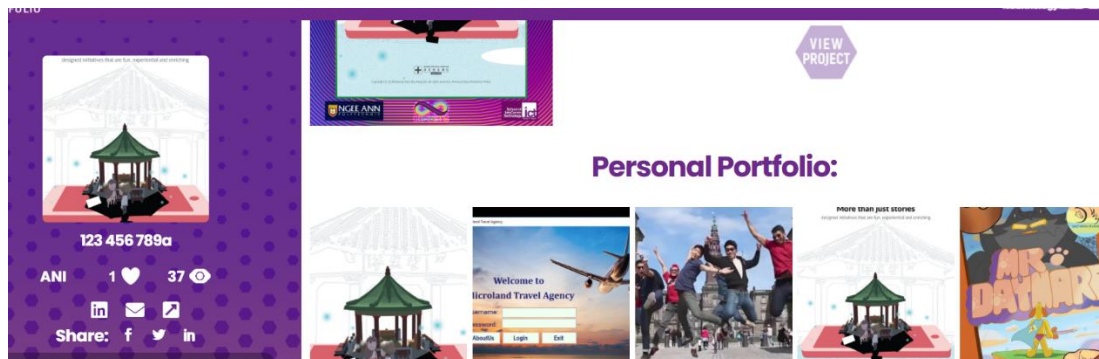
The screenshot shows the search bar with the text '12345678' entered. Below the search bar, three search results are displayed: '123 456 789a', '123 456 789b', and '123 456 789c'. A vertical ellipsis indicates more results are available.

4. Your student profile will display.



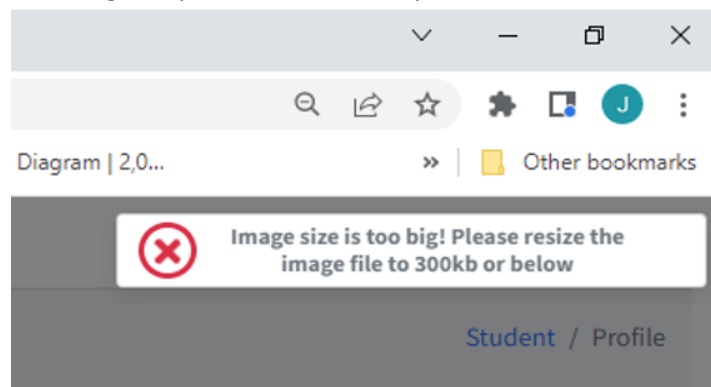
The screenshot shows a student profile for '123 456 789a'. The profile includes a header with the 'E-PORTFOLIO' logo, a dropdown menu set to '2019 - Cohort', and a search bar. The profile features a profile picture of a traditional Burmese pavilion, a name '123 456 789a', and social media icons for ANI, LinkedIn, and Facebook. The profile also displays a list of 'Accolades' (2015 Certificate of Participation in 3rd Annual Jamboree, 2016 Active volunteer and participant award\_ Red Cross), 'Skills' (Written and Spoken Burmese), and 'Software Proficiency'.

5. To view more than five personal projects, **click and hold onto any of the project image**, and **drag the mouse to the left**, to view all projects.
6. **Click and hold, and drag the mouse to the right**, to return to the first image.



## Part F – Important Notes

1. Please resize (using Microsoft Paint) the image to not more than 300kb (recommended 200kb or below) before uploading it for ALL submissions. Else, the system will reject the image upload and display a message at the right-top corner of the computer screen:



- 2.
3. **How to resize and crop an image:** <https://youtu.be/iXwVBROhUs4>
4. Session timeout – Do not leave the ePortfolio idling for too long after log in. A reminder will pop up if session timeout is going to exceed or exceed.
5. Close the tab or browser after use to avoid session timeout error.









### Reminder

Please don't leave the portal idling for too long, and close the tab or browser after use to avoid session timeout error.

OK

**Quick guide:**

Item	Icons	Actions
1		To <b>edit</b> a work (e.g. student profile, personal work, internship or team project)
2		To <b>delete</b> a work (e.g. student profile, personal work, internship or team project)
3		To <b>add</b> an new entry or team member
4		To <b>delete</b> current entry or team member
5		<b>Notation</b>
6		Image size <b>exceeds limit</b> . Advise the student to resize the image to not more than 200kb and upload it again