ICT ePortfolio Student Guide
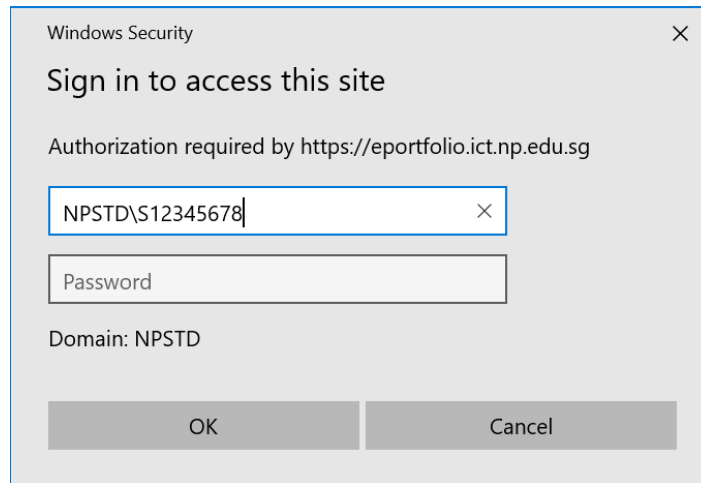
https://eportfolio.ict.np.edu.sg/portal/

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**.
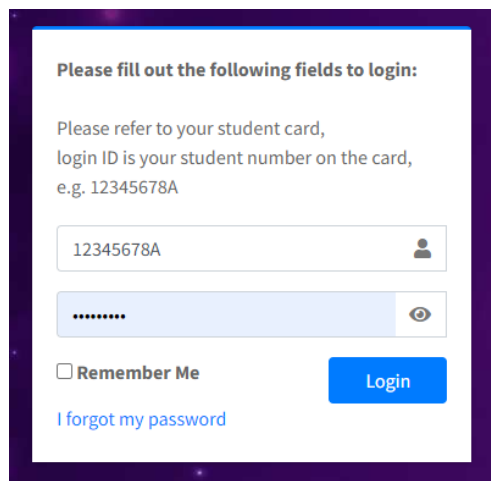

2. After step 1, you will be directed to the landing page to login.

   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.
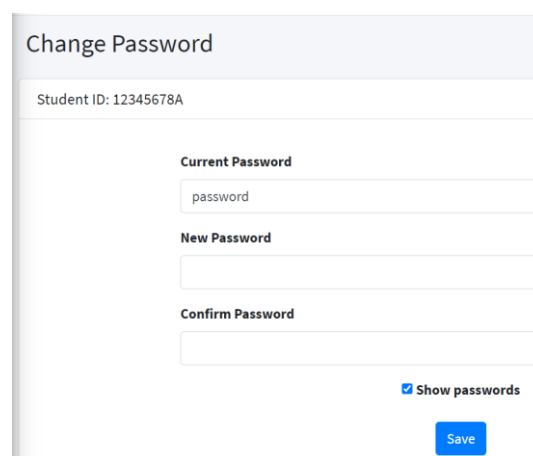
3. How to change password?

   a. Click "Change Password" from the left-hand-side panel.
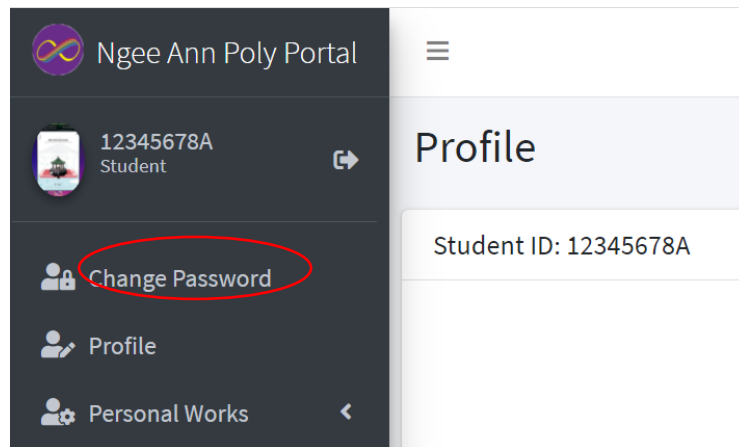
   b. Enter the required fields, and 'Save".
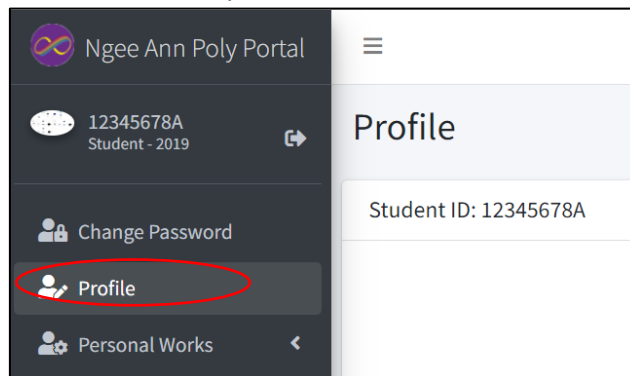

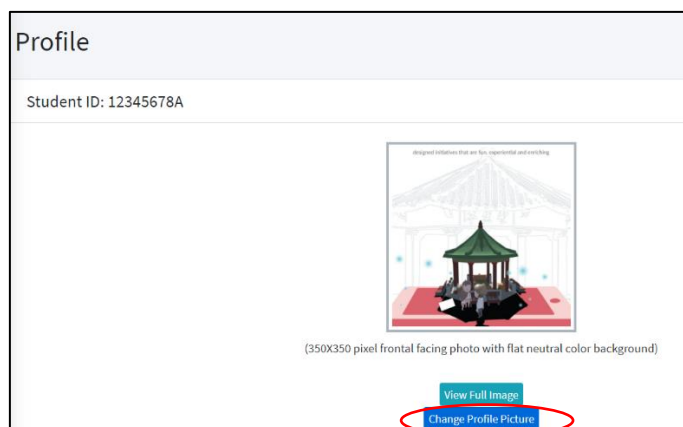4. How to exit from portal? Click the arrow sign:
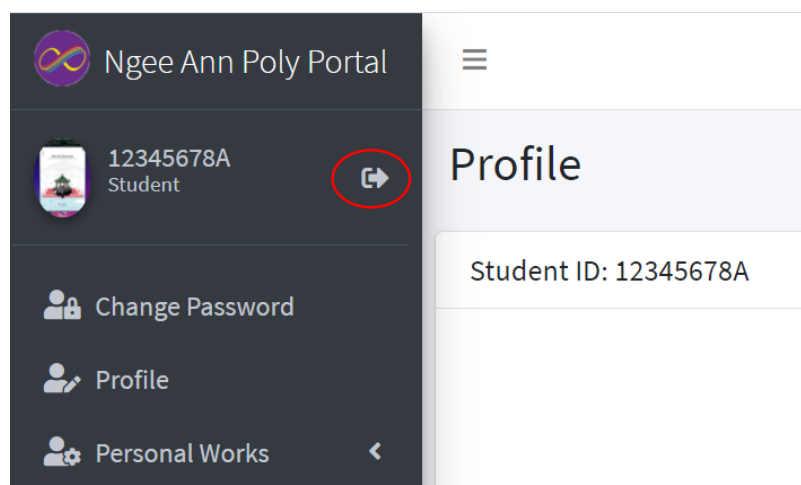
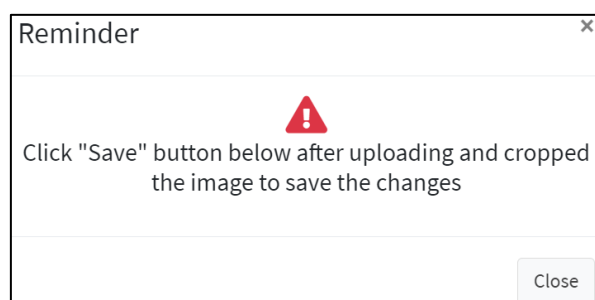## Part B – Creating Student Profile Picture

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.

Student Name

12345678A

Personal Email (for public display)

S12345678A@connect.np.edu.sg

LinkedIn

https://www.linkedin.com/in/username/

Personal Website

https://mypersonalwebsite.com

Mentor Group	Course Enrolled
22Z1	IT

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

Self Description

300 characters remaining

Accolades ⓘ   ➕

2015 Certificate of Participation in 3rd Annual Jamboree   ✖

2016 Active volunteer and participant award_ Red Cross   ✖
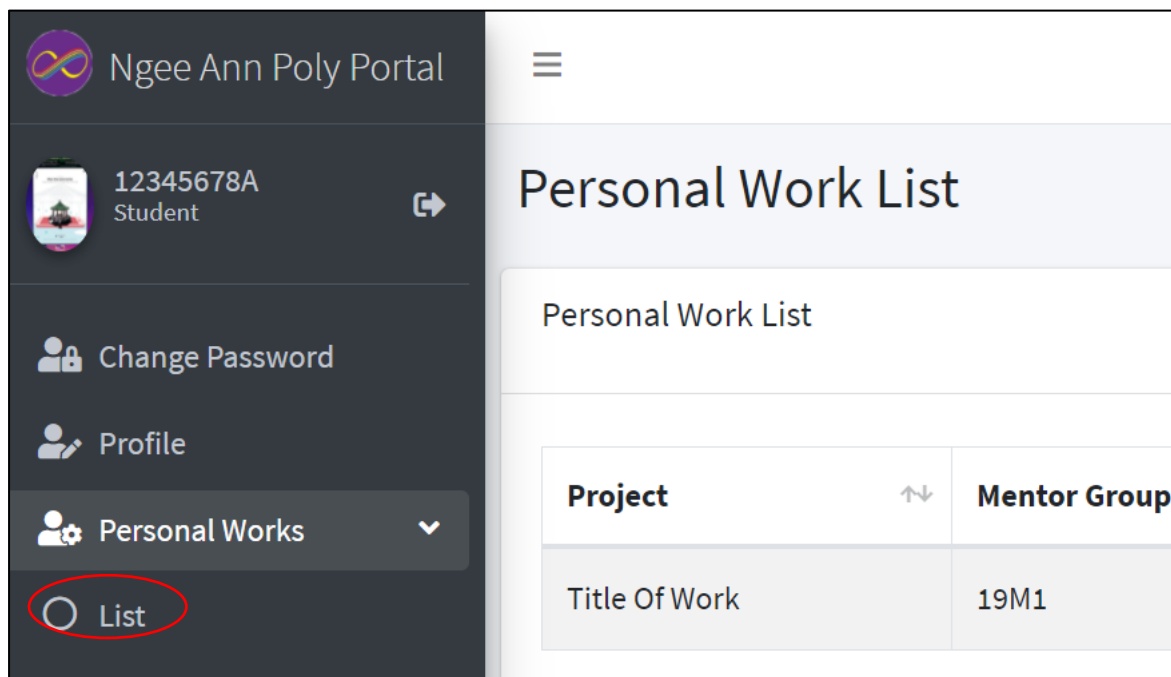
6. **Skills:** Click "+"to add; "x" to delete
7. **Software Proficiency:** Click "+"to add; "x" to delete

Skills ⓘ   ➕

Written and Spoken Burmese   ✖

Written and Spoken English   ✖

Software Proficiency ⓘ   ➕

Word   ✖

Excel   ✖

Software Proficiency ⓘ   ➕

Word   ✖

UiPath   ✖

Save

Part D – Creating Personal Works

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

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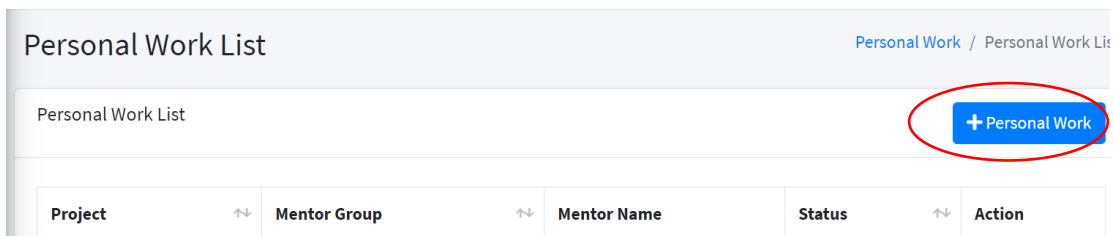
3. There are three type of personal works available:
    a. **Personal work with one or more images** - Multiple images with project description, tools used and medium of art work
    b. **External** - Website with one mandatory image
    c. **YouTube** - YouTube with one mandatory image

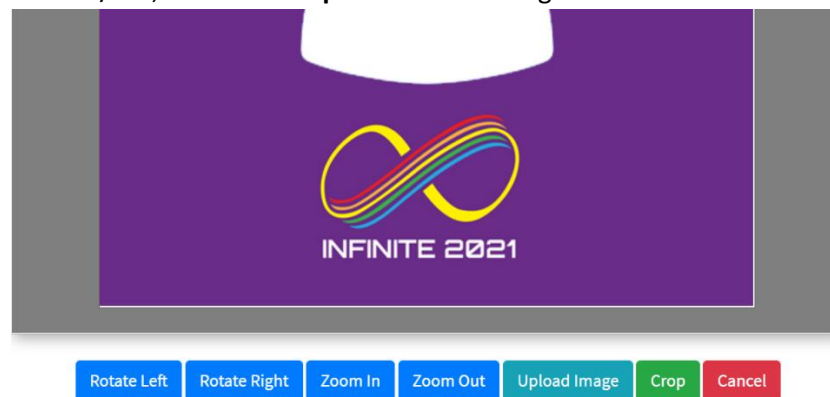(a) <u>Personal work with one or more images</u>
    (1) Click "Upload Image" to upload image.

    (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)**

    (6) Click "X" to delete an image
    (7) Title of Work: enter title
    (8) Category of Work: enter category

Title of Work

Category of Work

(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
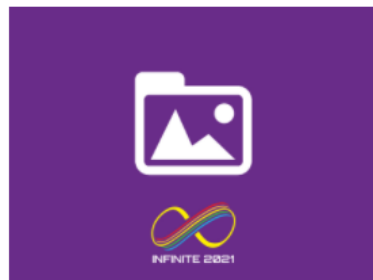
50 characters remaining

Short Description

200 characters remaining

Save

(b) External

URL Type (only if applicable)

External

INFINITE 2021

Required*

Upload Image

Title of Work

50 characters remaining

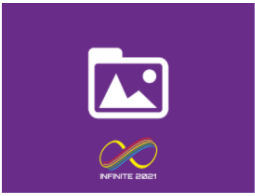**Main Description**

200 characters remaining

Category of Work

External URL

Save

(c) <u>YouTube</u>

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:
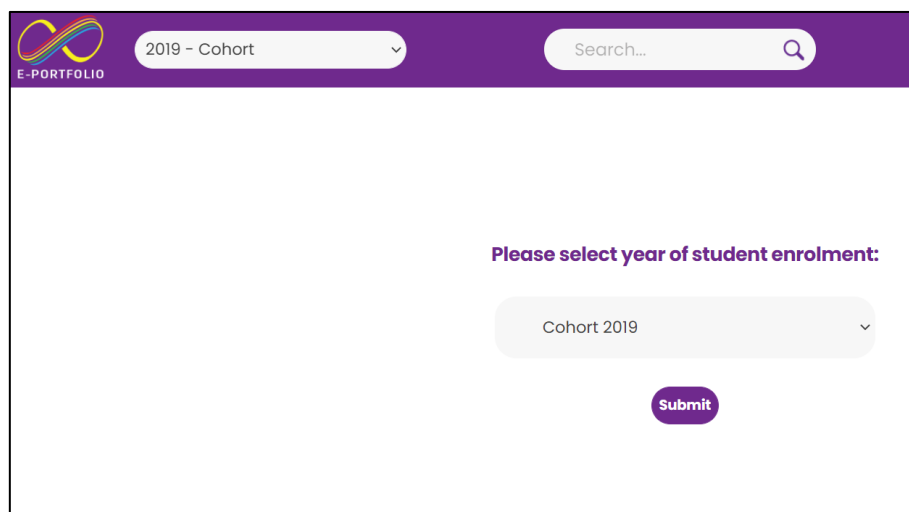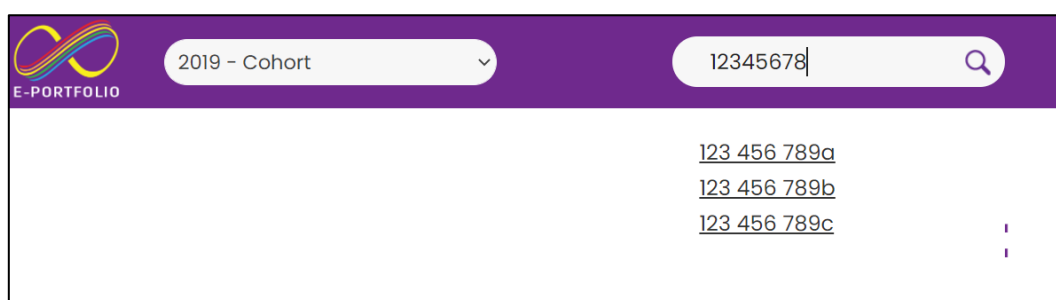
Part E – Preview Your ePortfolio Profile

1. Access the cohort Link: https://eportfolio.ict.np.edu.sg/cohort/
2. Select cohort from dropdown list and click "Submit" button.
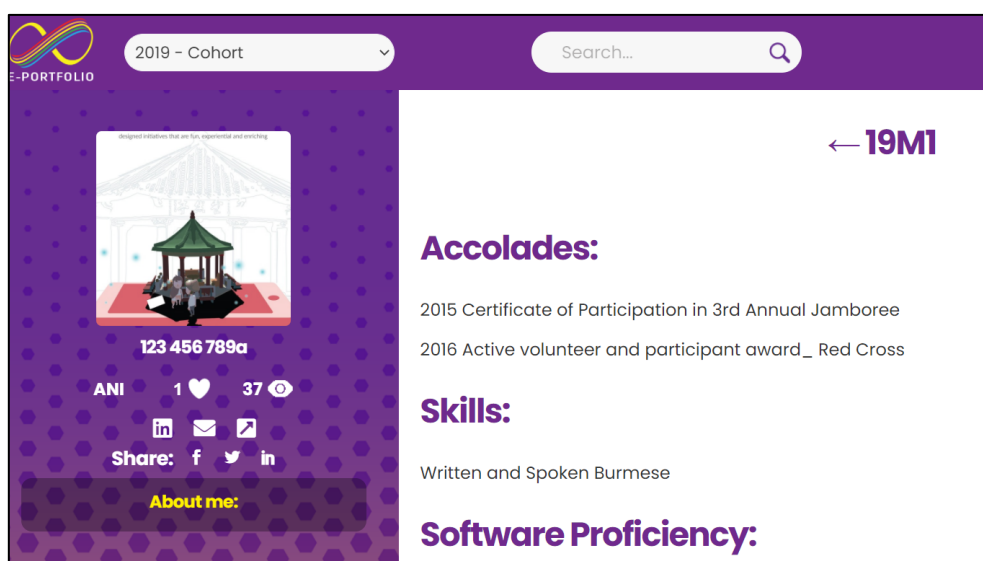
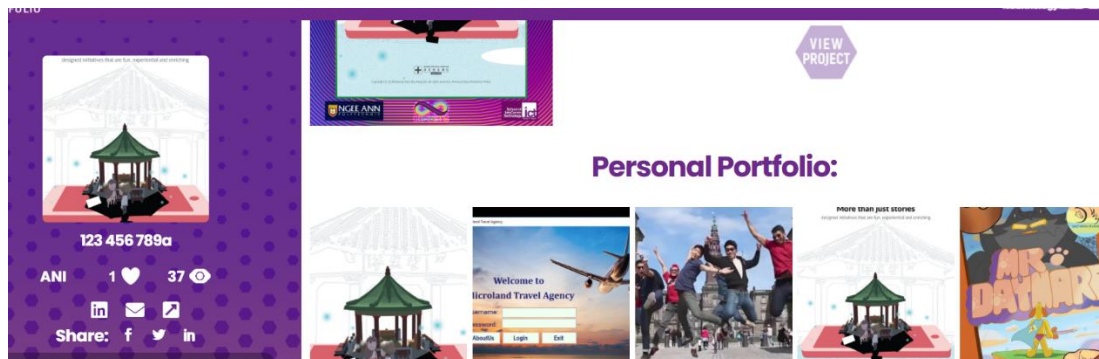3. Enter your full or partial name or student ID from the "Search" option, and select from the display name.

4. Your student profile will display.

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:
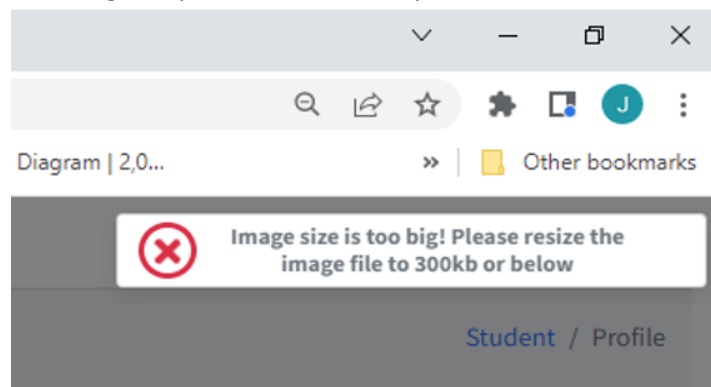
2.

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