

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 NUS-ID 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.

© 2001-2024 National University of Singapore. This website is best viewed on modern browsers.

Legal Privacy Non-discrimination

Home Contact

Last modified on May 2nd, 2024 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**.



Change NUS-ID Password

Please enter your NUS-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

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.

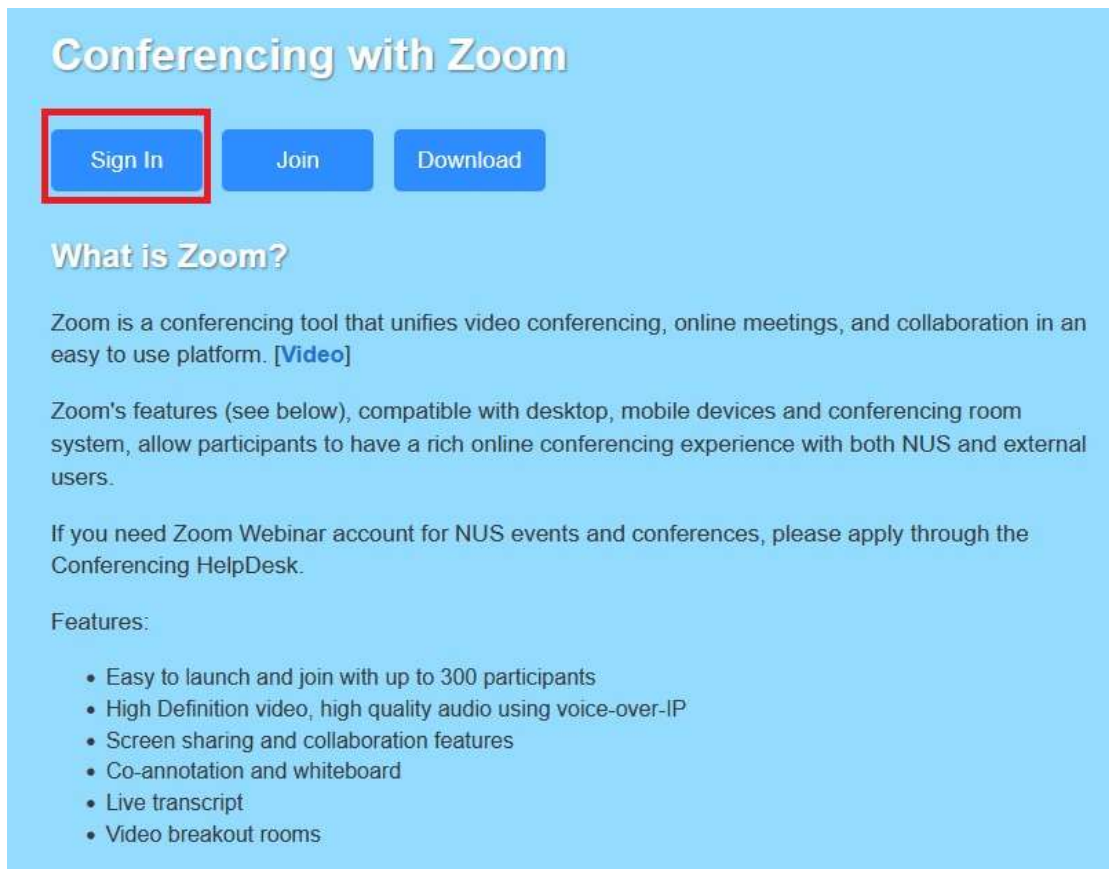
2 – Zoom

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***.



The screenshot shows the 'Conferencing with Zoom' web portal. At the top, there are three buttons: 'Sign In', 'Join', and 'Download'. The 'Sign In' button is highlighted with a red rectangular border. Below the buttons, the heading 'What is Zoom?' is followed by a paragraph describing Zoom as a conferencing tool. Below this, there is a paragraph about Zoom's features and compatibility. Further down, a paragraph mentions the need for a Zoom Webinar account for NUS events. At the bottom, a section titled 'Features:' lists several bullet points: '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', and 'Video breakout rooms'.

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. [\[Video\]](#)

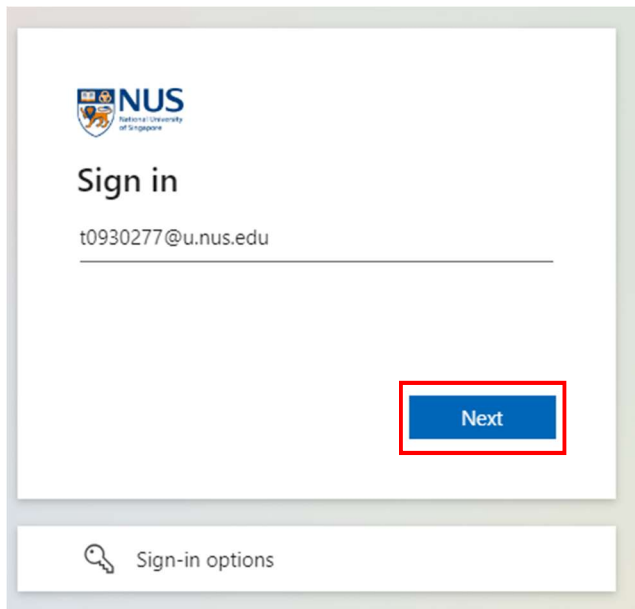
Zoom's features (see below), compatible with desktop, mobile devices and conferencing room system, allow participants to have a rich online conferencing experience with both NUS and external users.

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

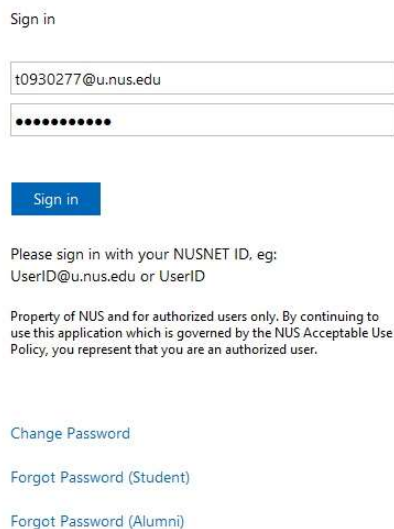
Features:

- 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. You can key in your UserID email and select next. For example: t0930277@u.nus.edu

A screenshot of the NUS sign-in interface. At the top left is the NUS logo. Below it, the text "Sign in" is displayed. Underneath, the email address "t0930277@u.nus.edu" is entered into a text field. A blue button labeled "Next" is highlighted with a red rectangular border. At the bottom left, there is a magnifying glass icon and the text "Sign-in options".

4. This will bring you to the screen below. In the **User ID** field below, enter your NUS email or your NUSNET ID, for example: t0930277@u.nus.edu or t0930277
In the **Password** field, enter your password.
Finally, check that you have entered all the fields correctly and click **Sign in**.

A screenshot of the NUS sign-in interface. At the top left is the NUS logo. Below it, the text "Sign in" is displayed. Underneath, there are two text input fields. The first field contains the email address "t0930277@u.nus.edu". The second field contains a series of dots, representing a password. Below these fields is a blue button labeled "Sign in". Underneath the button, there is a line of text: "Please sign in with your NUSNET ID, eg: UserID@u.nus.edu or UserID". Below this, there is a line of text: "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." At the bottom, there are three links: "Change Password", "Forgot Password (Student)", and "Forgot Password (Alumni)".

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

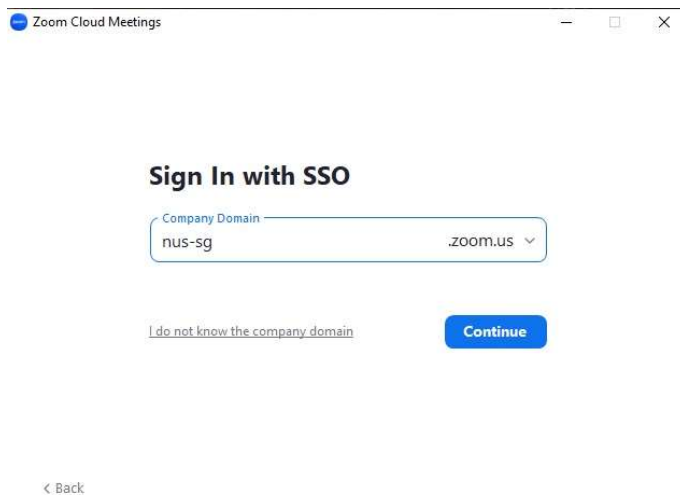
2.2 – Sign in to Zoom

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

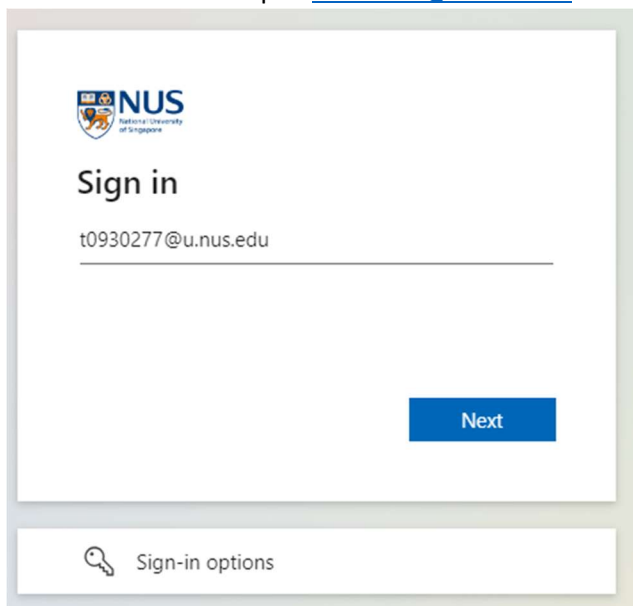
Company Domain


nus-sg .zoom.us

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

[< Back](#)

- Follow the instructions to sign in with your NUSNET ID. You can key in your UserID email and select next. For example: t0930277@u.nus.edu




 **NUS**
National University of Singapore

Sign in

t0930277@u.nus.edu

Next

 Sign-in options

- This will bring you to the NUS Sign-in page below. In the **User ID** field below, enter your NUS email or your NUSNET ID, for example: t0930277@u.nus.edu or t0930277
In the **Password** field, enter your password.
Finally, check that you have entered all the fields correctly and 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

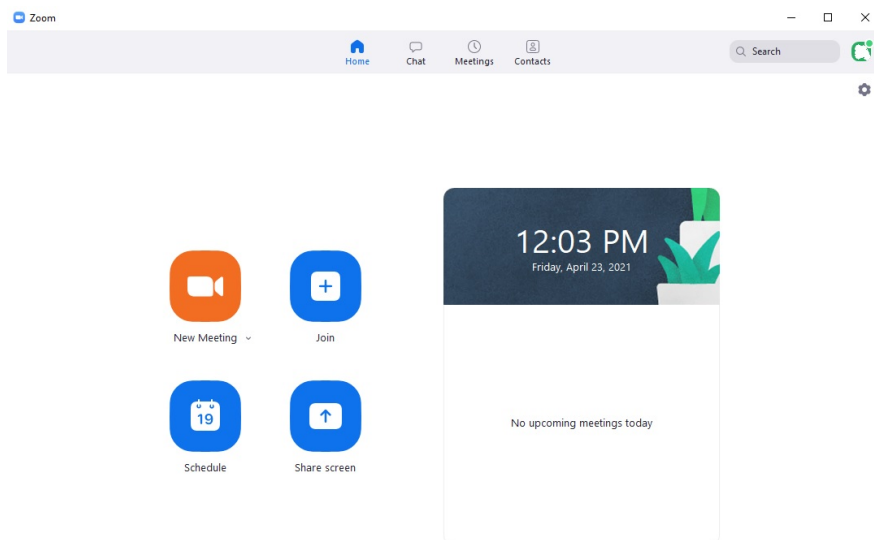
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

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

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

6. 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>

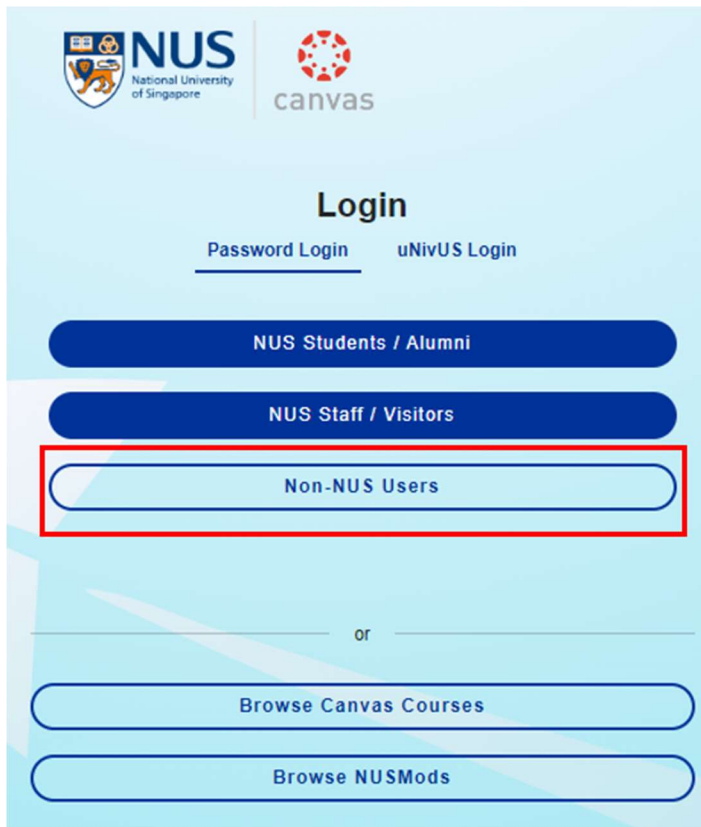
3 – Canvas

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.

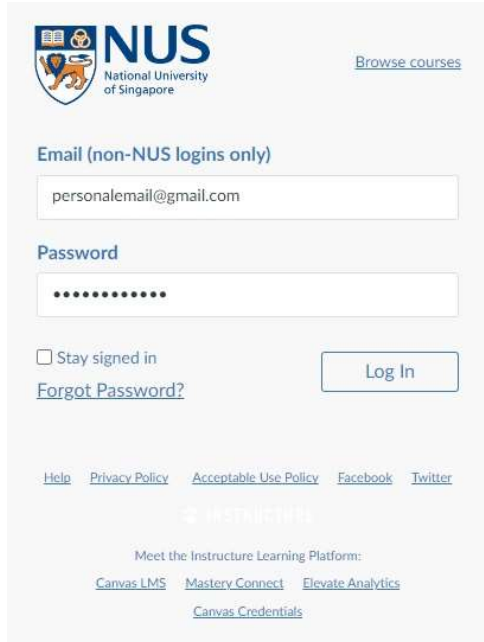
Note that the **Canvas account is a separate account from your NUSNET account**. Your Canvas account will be **the personal email that you used to register for the Summer Workshop**. You would not be able to log in to Canvas using the NUSNET account (txxxxx).

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



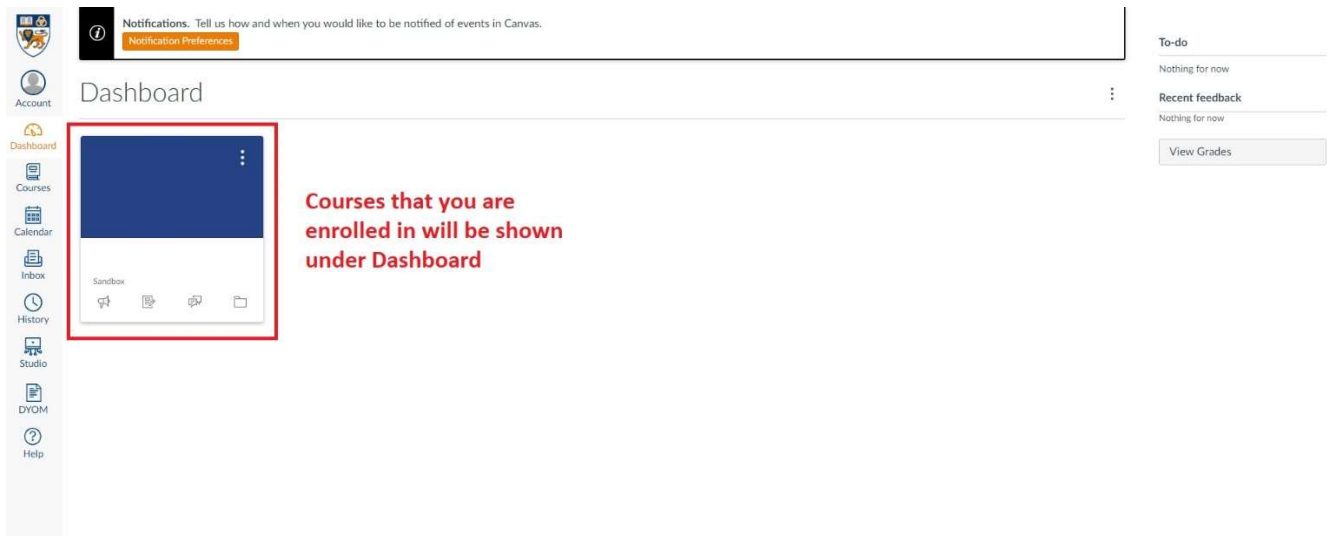
The image shows the Canvas login page for NUS. At the top left is the NUS logo (National University of Singapore) and at the top right is the Canvas logo. Below the logos, the word "Login" is centered. Under "Login", there are two tabs: "Password Login" (which is selected and underlined) and "uNivUS Login". Below the tabs are three large blue buttons: "NUS Students / Alumni", "NUS Staff / Visitors", and "Non-NUS Users". The "Non-NUS Users" button is highlighted with a red rectangular border. Below these buttons, there is a horizontal line with the word "or" in the center. At the bottom, there are two more buttons: "Browse Canvas Courses" and "Browse NUSMods".

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 (National University of Singapore). To the right is a link "Browse courses". Below the logo is the "Email (non-NUS logins only)" field with the text "personalemail@gmail.com" entered. 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 titled "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, DYOM, and Help. The main content area is titled "Dashboard". At the top of the main area is a notification bar. Below the notification bar is a large blue box with a white border, which is highlighted by 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.

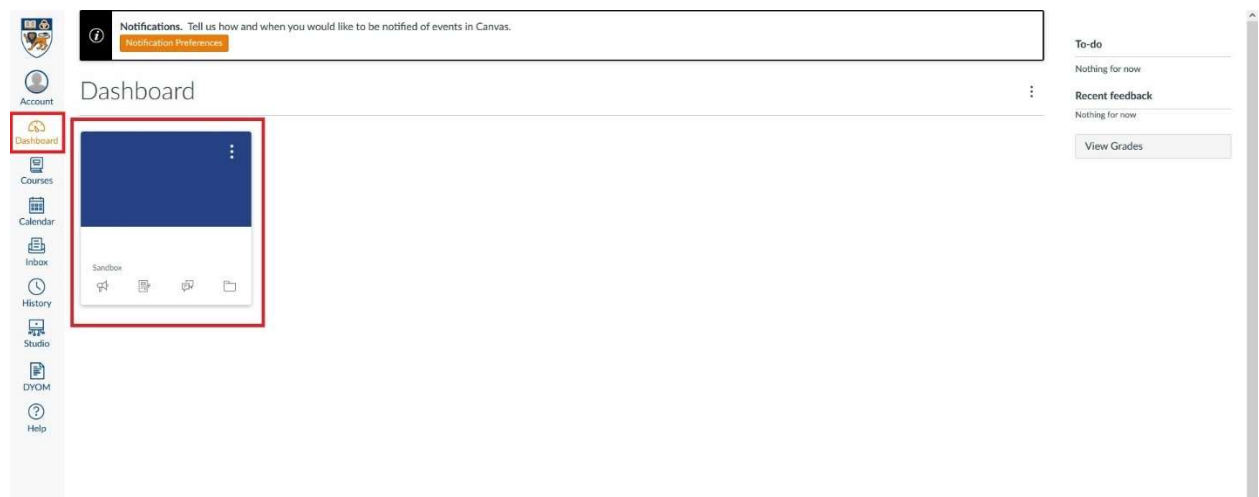
After you have been allocated a course in June, you will only have access to the course allocated to you and *SWS_ALL*. Therefore, please ensure that you have saved all the files needed from all the courses in your cluster before June to avoid losing access to those files.

3.2 – Canvas Announcements

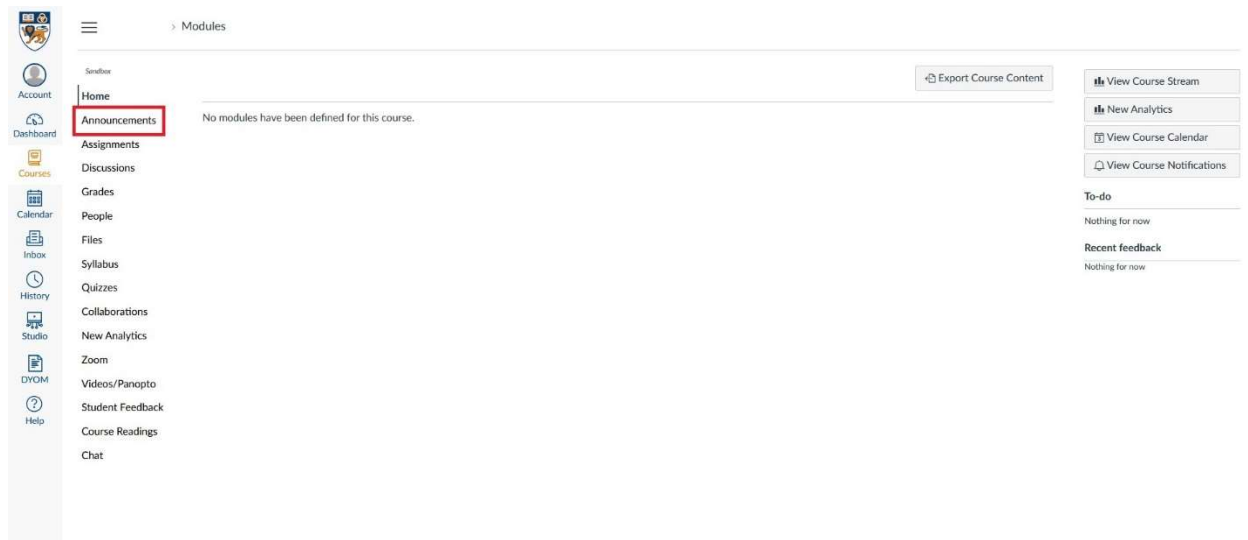
Your course instructor will communicate the important information to you using the Announcement function in Canvas. Note that **all Canvas Announcements will be automatically sent to your personal email**, which is **the email that you used to create your Summer Workshop application**. Hence, please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

To view the announcements in Canvas:

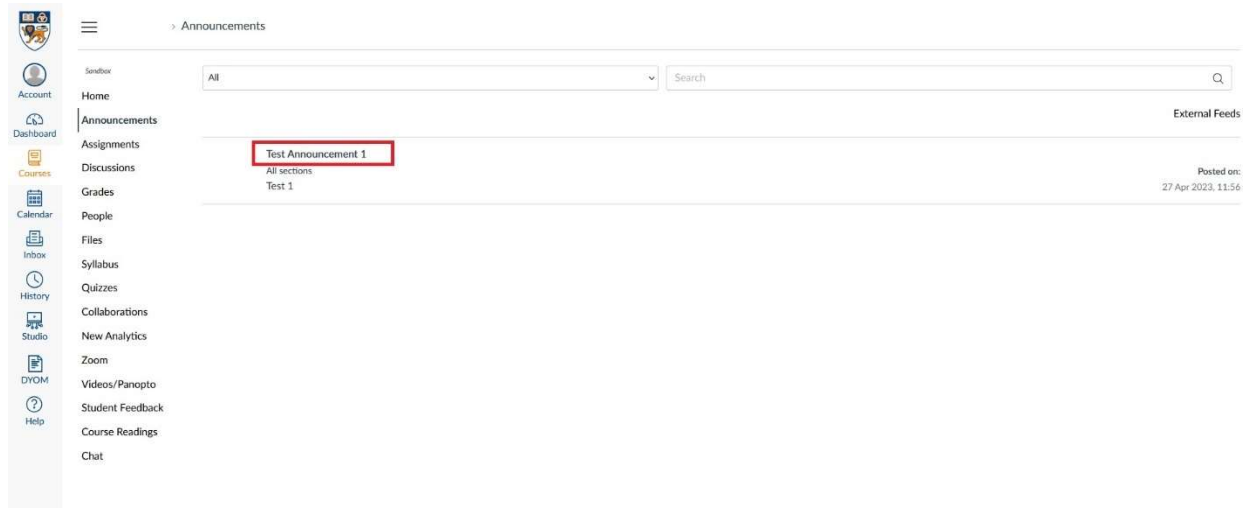
1. Log in to Canvas: <https://canvas.nus.edu.sg/>
2. Under ***Dashboard***, click the course that you wish to view.



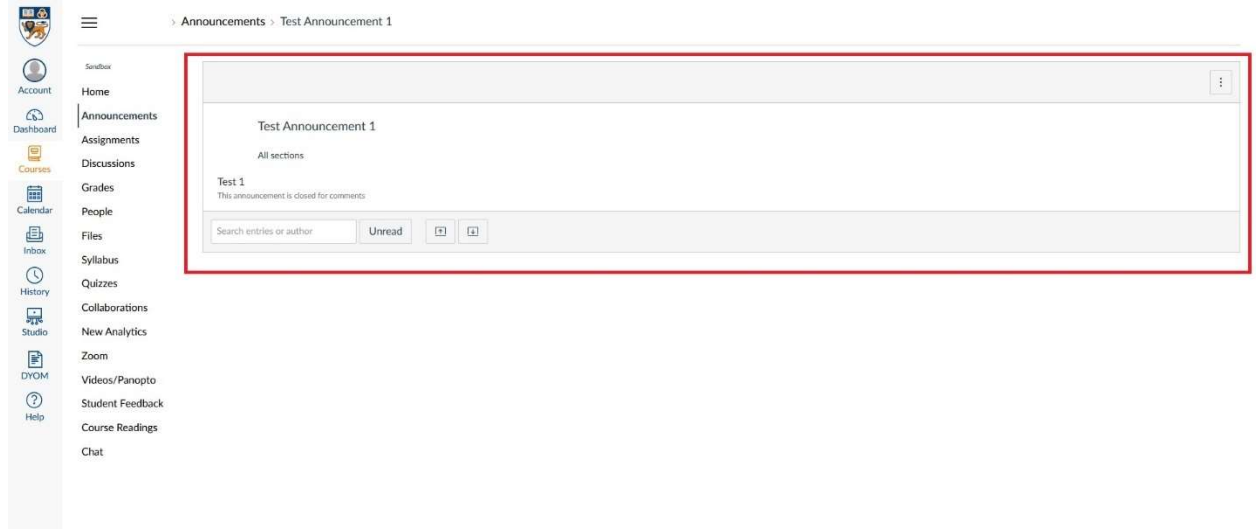
3. Click **Announcements**.



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:

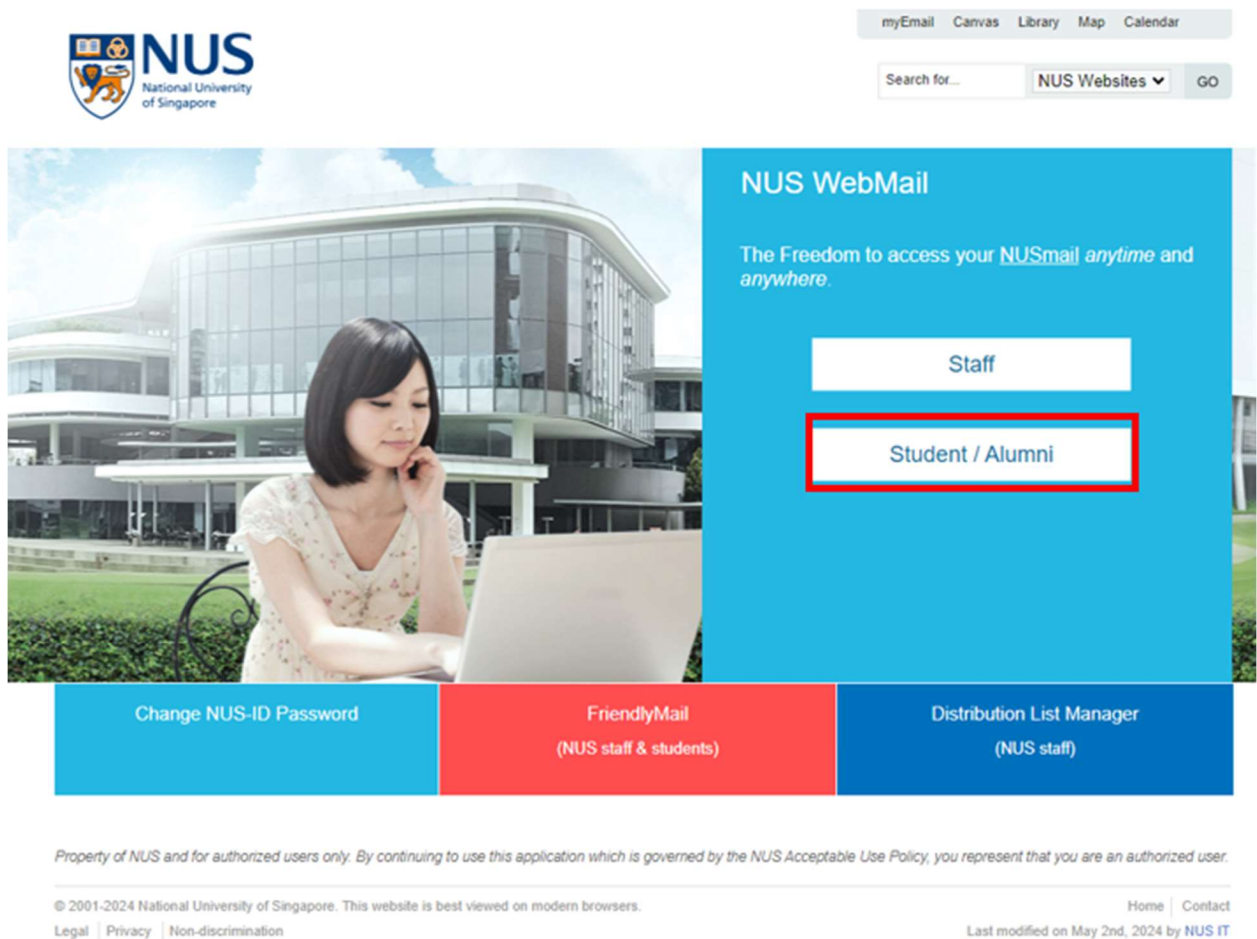
<https://wiki.nus.edu.sg/display/canvasstudent/Canvas+Student+Guide>

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**.



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

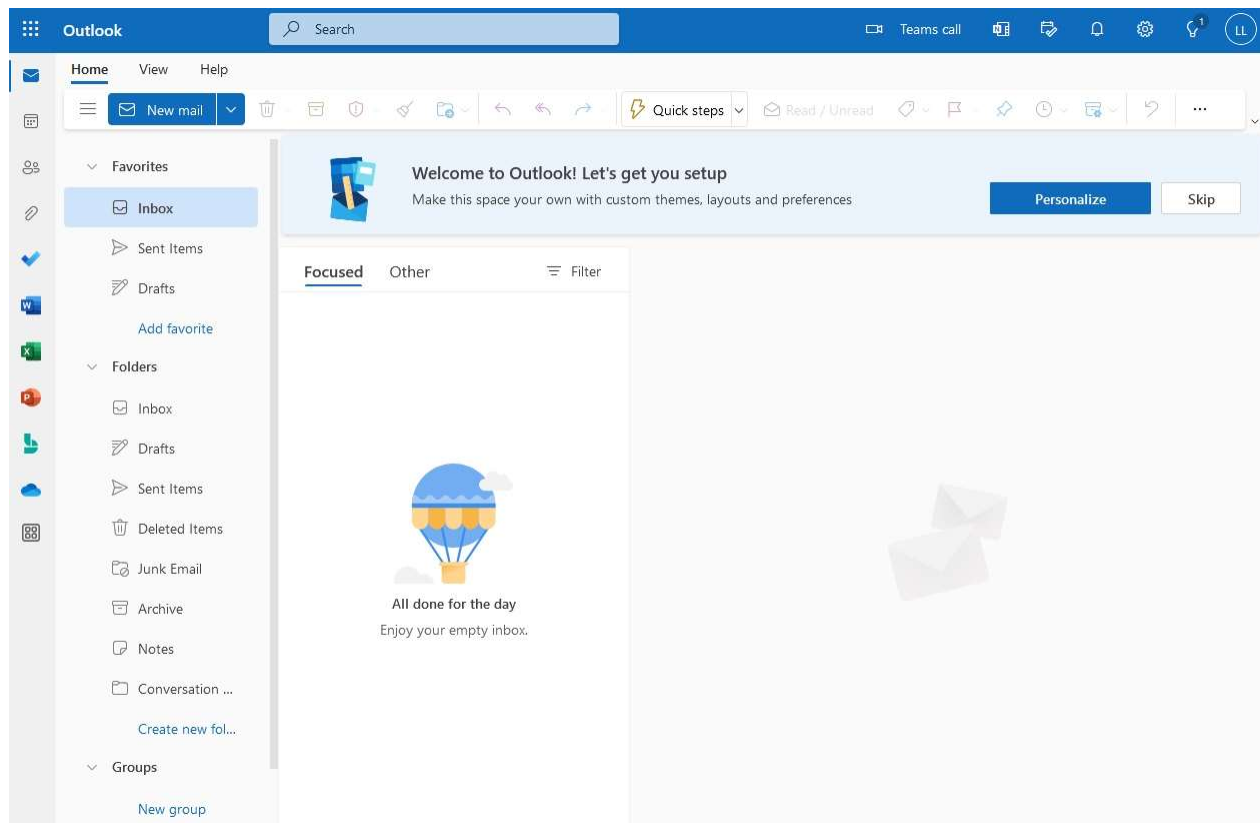
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

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

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

4. You are now signed into your NUS email.

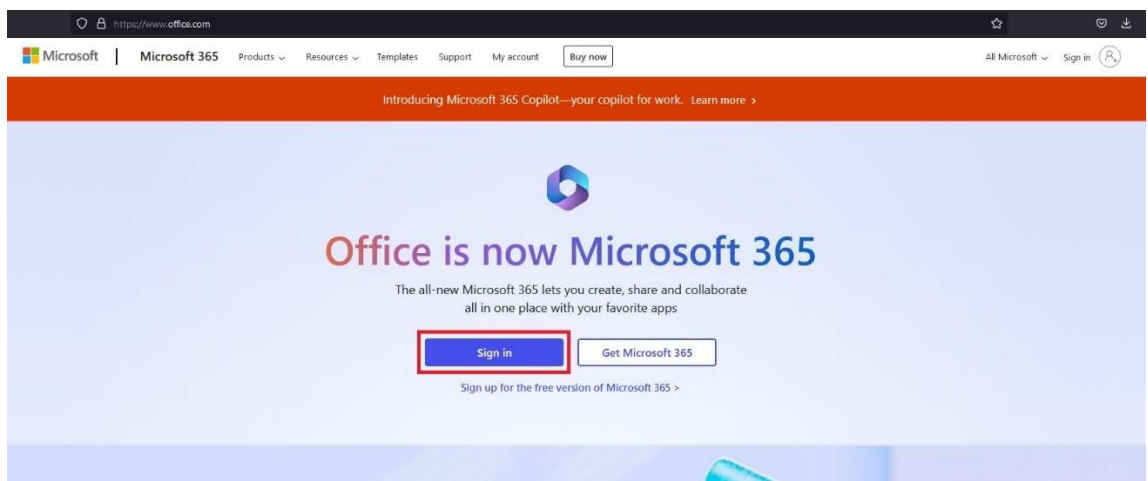


5 – Microsoft Teams

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 [txxxxx@u.nus.edu](mailto: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

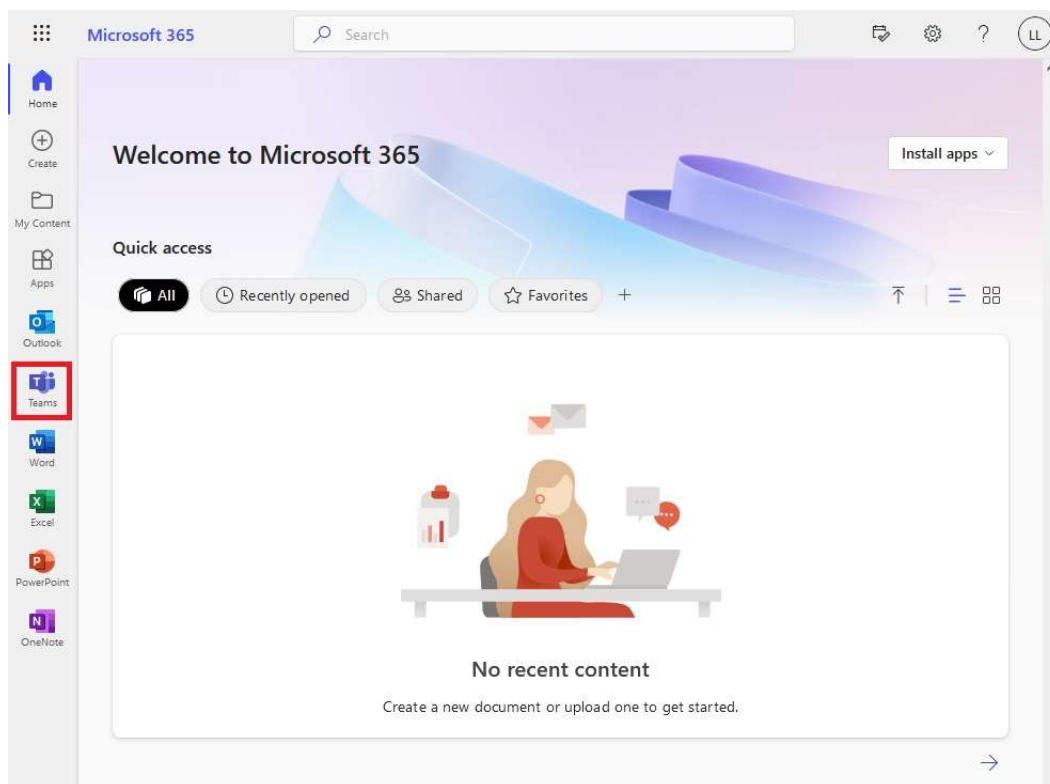
Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

[Change Password](#)

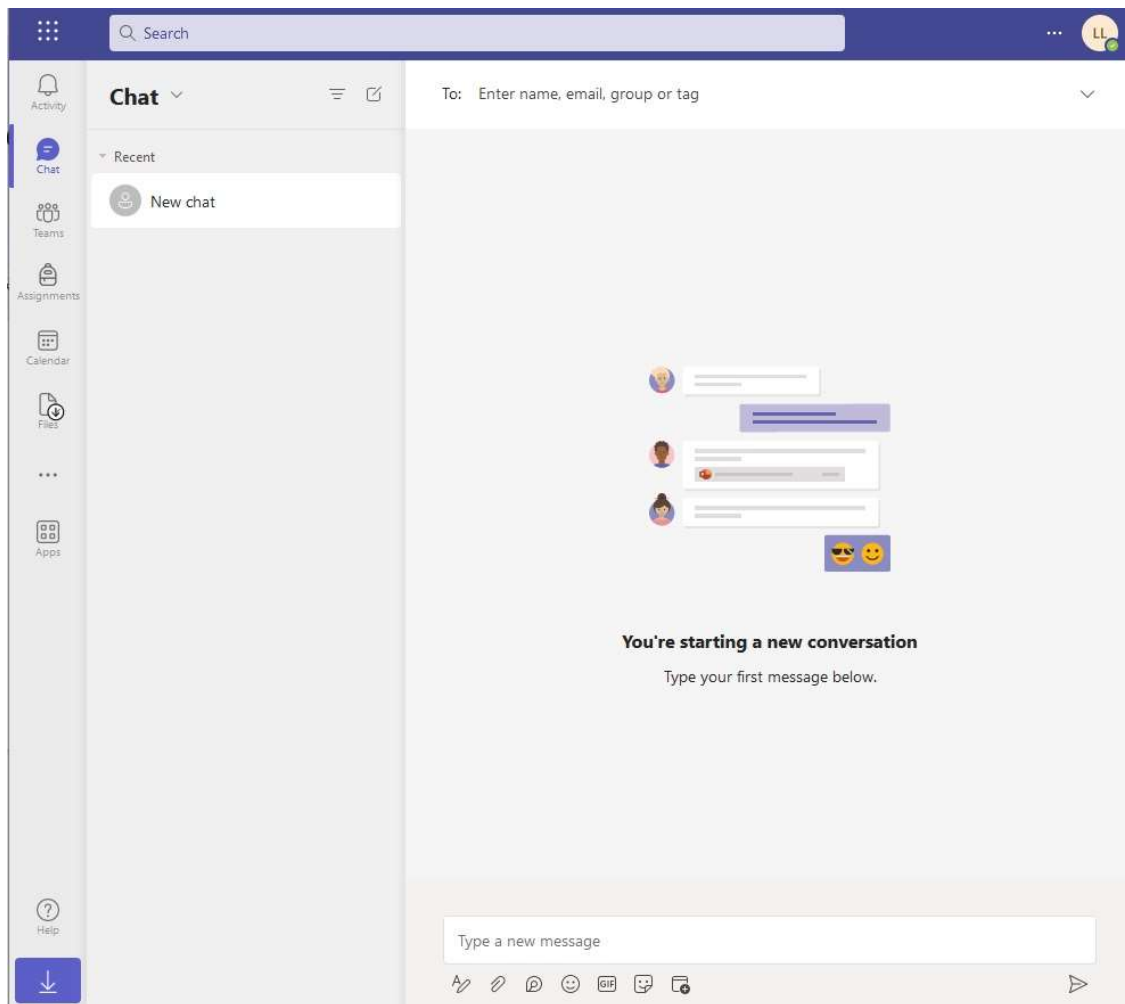
[Forgot Password \(Student\)](#)

[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**.

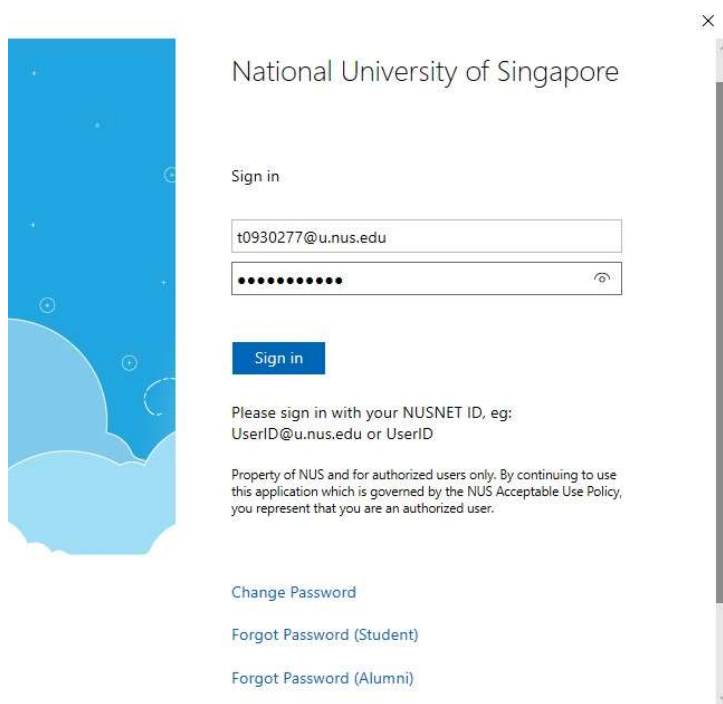


**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

- 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**.



National University of Singapore

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 \(Alumni\)](#)

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

