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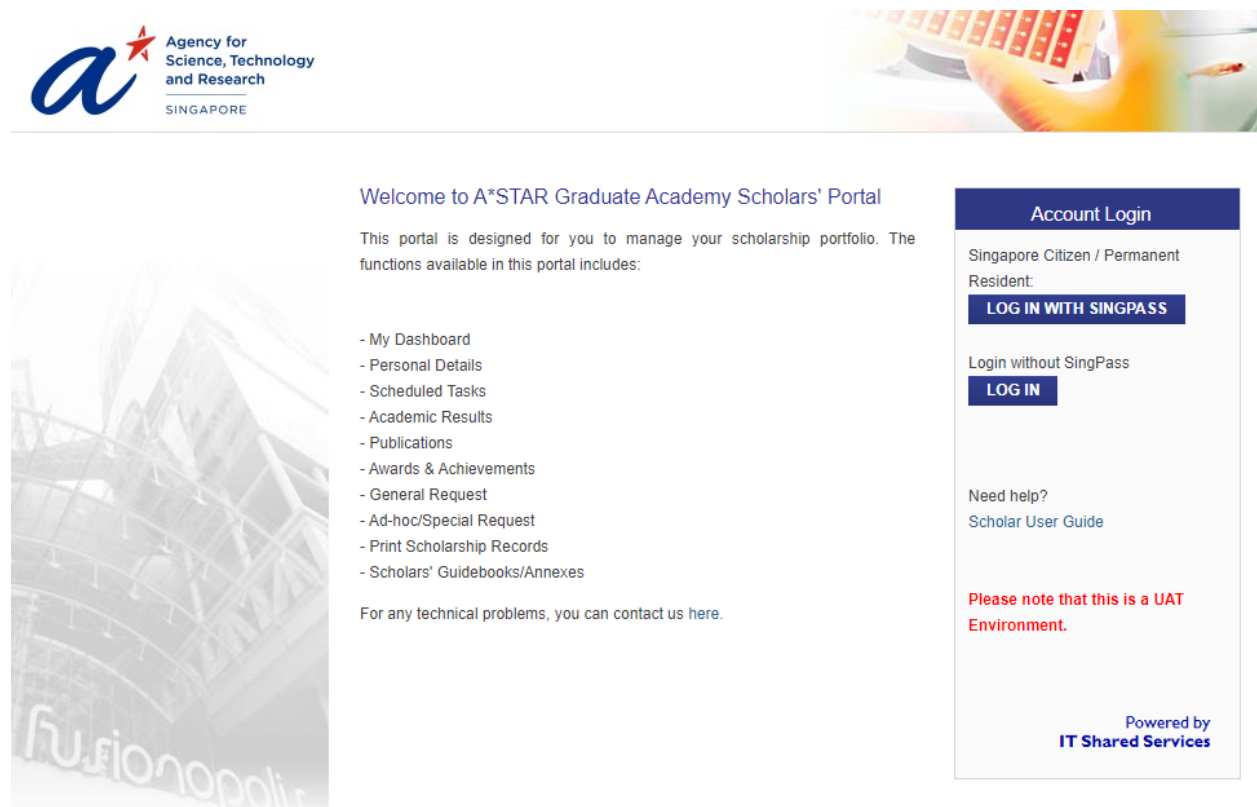
User Guide for Scholars

1 LAUNCH THE WEBSITE AND LOGIN

To launch the website type in the URL:

<https://sms-scholar-app.a-star.edu.sg/>

This will load the login page as shown below:



Agency for Science, Technology and Research
SINGAPORE

Welcome to A*STAR Graduate Academy Scholars' Portal

This portal is designed for you to manage your scholarship portfolio. The functions available in this portal includes:

- My Dashboard
- Personal Details
- Scheduled Tasks
- Academic Results
- Publications
- Awards & Achievements
- General Request
- Ad-hoc/Special Request
- Print Scholarship Records
- Scholars' Guidebooks/Annexes

For any technical problems, you can contact us [here](#).

Account Login

Singapore Citizen / Permanent Resident:

LOG IN WITH SINGPASS

Login without SingPass

LOG IN

Need help?
[Scholar User Guide](#)

Please note that this is a UAT Environment.

Powered by
IT Shared Services

For non- Singapore Citizen (non-SC) or non-Singapore Permanent Residence (non-SPR):

- To login to the portal click on  button, you will be redirect to login page as shown below



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For any technical problems, you can contact us [here](#).

Account Login

Email:

Password:

LOG IN

* Required Fields

Did you forget your password?
[Recover it here](#)

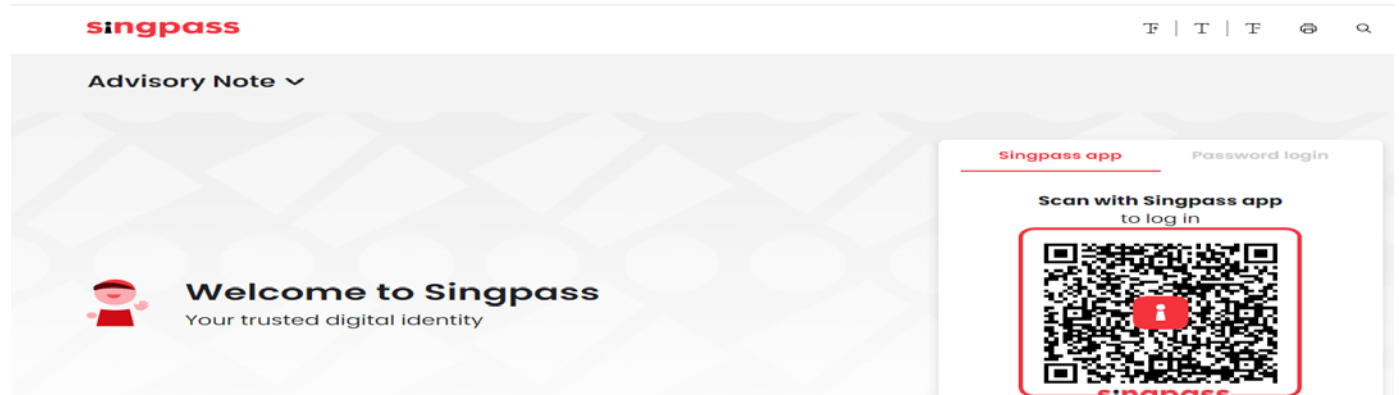
Need help?
[Scholar User Guide](#)

[Admin User Guide](#)

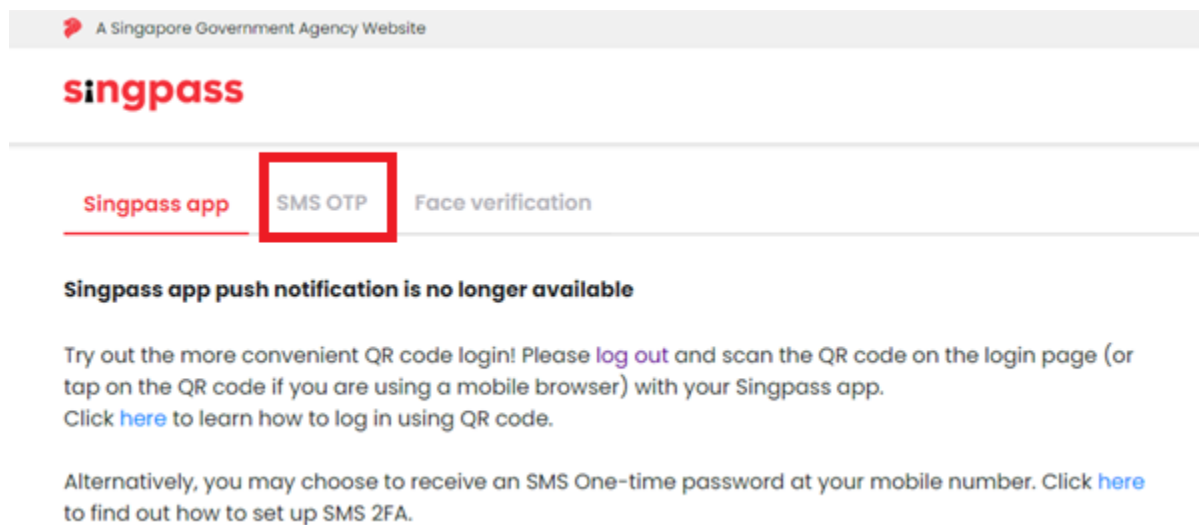
[Admin User Guide \(Claim\)](#)

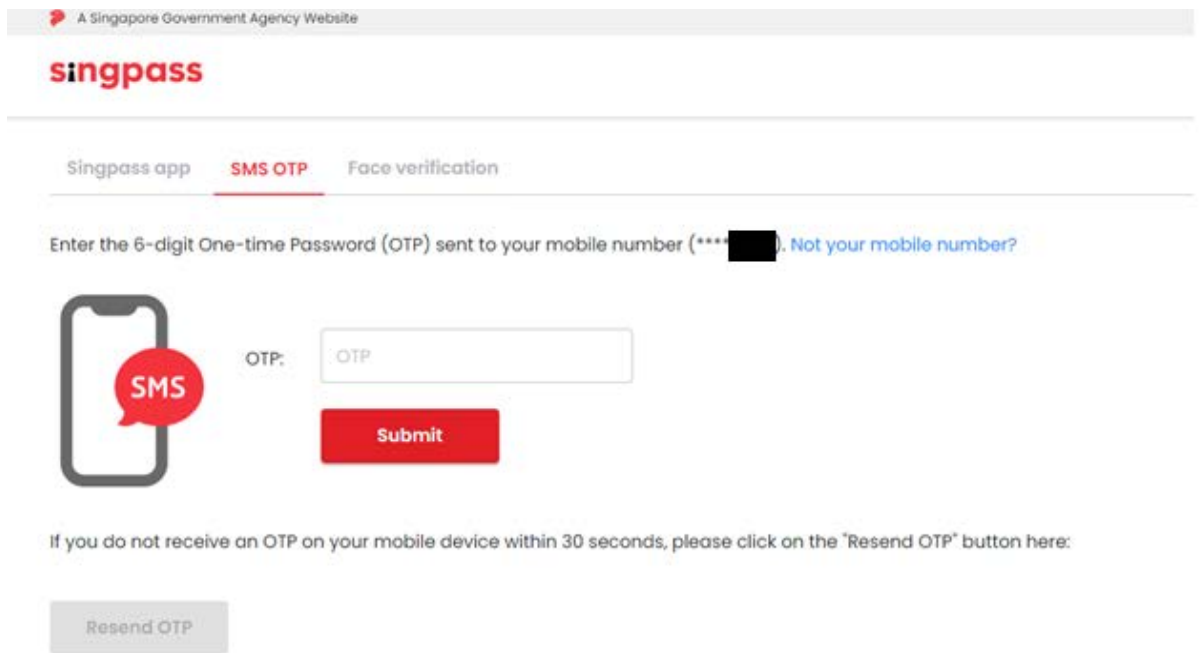
For Singapore Citizen (SC) or Singapore Permanent Residence (SPR):

- Please login using SingPass, click on **LOG IN WITH SINGPASS** button, you will be redirect to login page as shown below
- You will be redirected to the SingPass page as shown below.

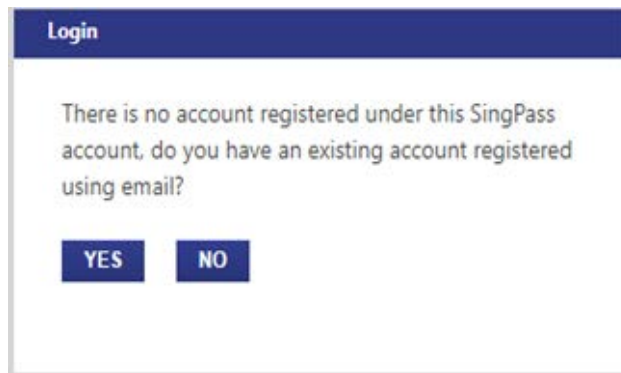


- You can log to SingPass using QR code scanning using SingPass App or Password login
- *Note: if you login using **Password Login**, you are required to enter SMS OTP for additional verification. Click on SMS OTP






- Upon successful SingPass Login, you will be redirected back to Scholar Portal and System will display the below popup if system could not find any account tied to your SingPass account



For existing scholar with email login account

- If you have an existing Scholar Portal account, Click on Yes to link your account to your SingPass account (One time setup)
- You will be redirect to email login page as shown below





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For any technical problems, you can contact us [here](#).

Account Login

Email:

Password:

LOG IN

* Required Fields

Did you forget your password?
[Recover it here](#)

Need help?
[Scholar User Guide](#)

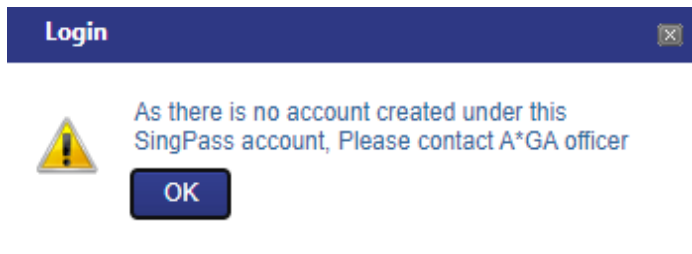
[Admin User Guide](#)

[Admin User Guide \(Claim\)](#)

- Upon successful email login, you will be redirected to My Dashboard page of Scholar Portal

For new scholar with no existing account

- If you do not have an existing Scholar Portal Account, please contact A*GA officer.
If you click on No, system prompt the below message



2 2FA INITIAL SETUP (FOR NON- SINGAPORE CITIZEN (NON-SC) OR NON-SINGAPORE PERMANENT RESIDENCE (NON-SPR))

- After login to the portal, system will ask you to setup Two Factor authentication for the account if 2FA is not setup before.



- Click OK, you will be redirected to 2FA Setup page in Scholar Portal.
- Click on Generate QR Code button to load the 2FA setup QR code.


2FA Setup

Two Factor Authenticator

Please download and use your preferred 2FA authenticator apps such as Authy , Microsoft Authenticator etc on your phone to generate verification codes.

GENERATE QR CODE

1. Open 2FA Authenticator of your choice to scan the QR code generated or enter manual setup code in 2FA Authenticator Scan QR Code



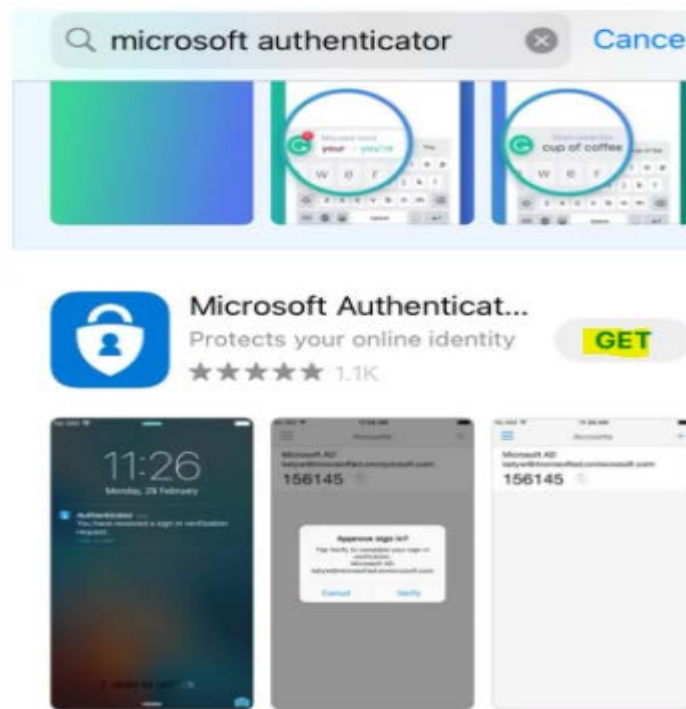
If you are unable to view/ scan the above qr code, enter Manual Setup Code below (Backup)
GBTGMYZQHEYWCOBT

Enter the 6 digit code generated by 2FA Authenticator App for this portal
6-Digit Validate Code:

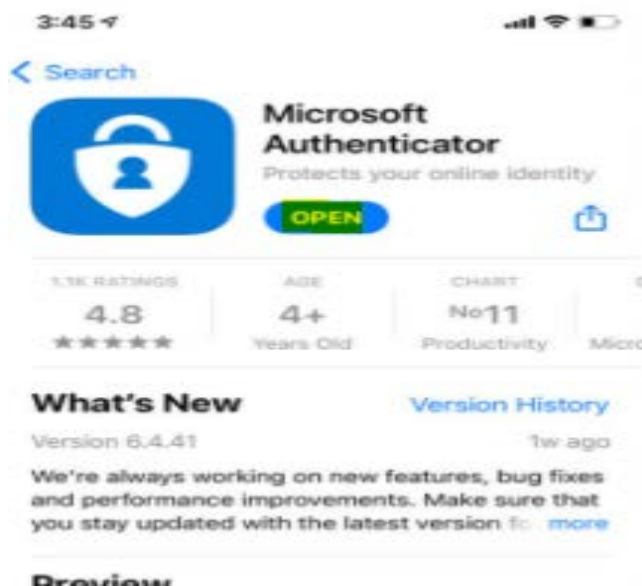
VALIDATE CODE **BACK**

3 DOWNLOAD 2FA AUTHENTICATOR (FOR NON- SINGAPORE CITIZEN (NON-SC) OR NON-SINGAPORE PERMANENT RESIDENCE (NON-SPR))

Please download the 2FA Authenticator of your choice (Microsoft Authenticator, Authy etc.) in your mobile from App Store/ Google play Store as shown below.

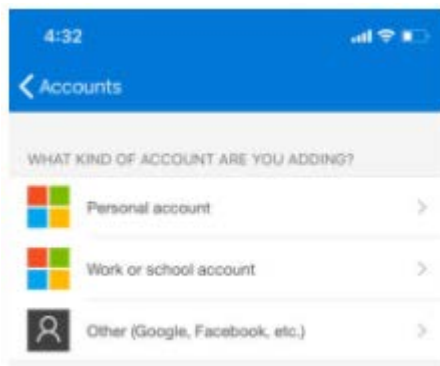


After download, open the authenticator app

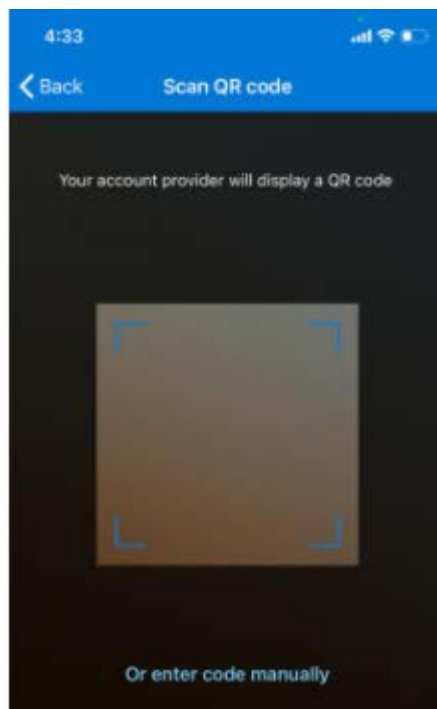


4 SETUP 2FA ACCOUNT (MICROSOFT AUTHENTICATOR) FOR NON-SINGAPORE CITIZEN (NON-SC) OR NON-SINGAPORE PERMANENT RESIDENCE (NON-SPR):

- ***Note: If you do not have mobile phone or unable to download mobile authenticator application, please download desktop version of authenticator application of your choice instead.**
- After opening the 2FA authenticator (Microsoft Authenticator), click on “Add Account” and choose “Other (Google, Facebook, etc)”.



- Scan the QR Code on 2FA setup page on Scholar Portal.



- The app will display 6-digit code which you need to enter in the 6 digit validate code textbox shown in step 2 in the Scholar Portal.

Unable to load QR code, enter manual setup code instead

- If you are unable to scan the QR code or if QR code cannot be displayed on the browser, you can enter manual setup code in the mobile by clicking on “Or enter code manually” link.
- The manual setup code is shown on the 2FA setup page in Scholar Portal as shown below.


2FA Setup

Two Factor Authenticator

Please download and use your preferred 2FA authenticator apps such as Authy , Microsoft Authenticator etc on your phone to generate verification codes.

GENERATE QR CODE

1. Open 2FA Authenticator of your choice to scan the QR code generated or enter manual setup code in 2FA Authenticator Scan QR Code

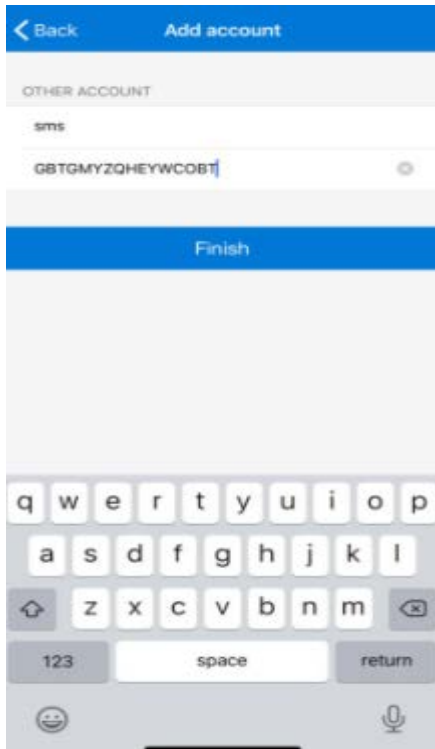


If you are unable to view/scan the above qr code, enter Manual Setup Code below (Backup)
GBTGMYZQHEYWCOBT

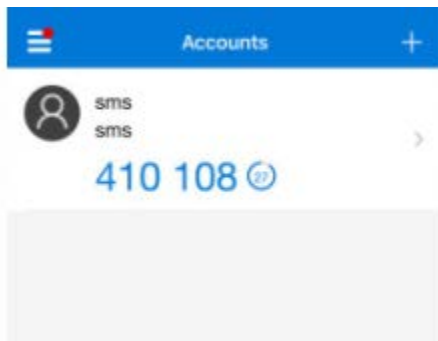
Enter the 6 digit code generated by 2FA Authenticator App for this portal
6-Digit Validate Code:

VALIDATE CODE **BACK**

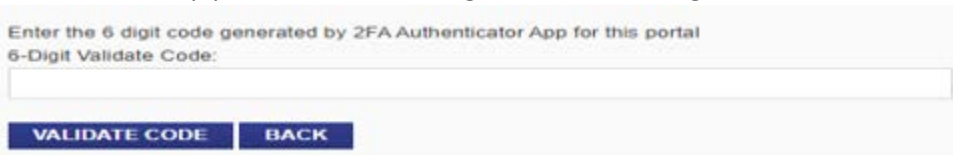
- Enter the Manual Setup Code manually in their mobile as shown below and Click on Finish button.



- You will get 6 digit generated code in the authenticator app




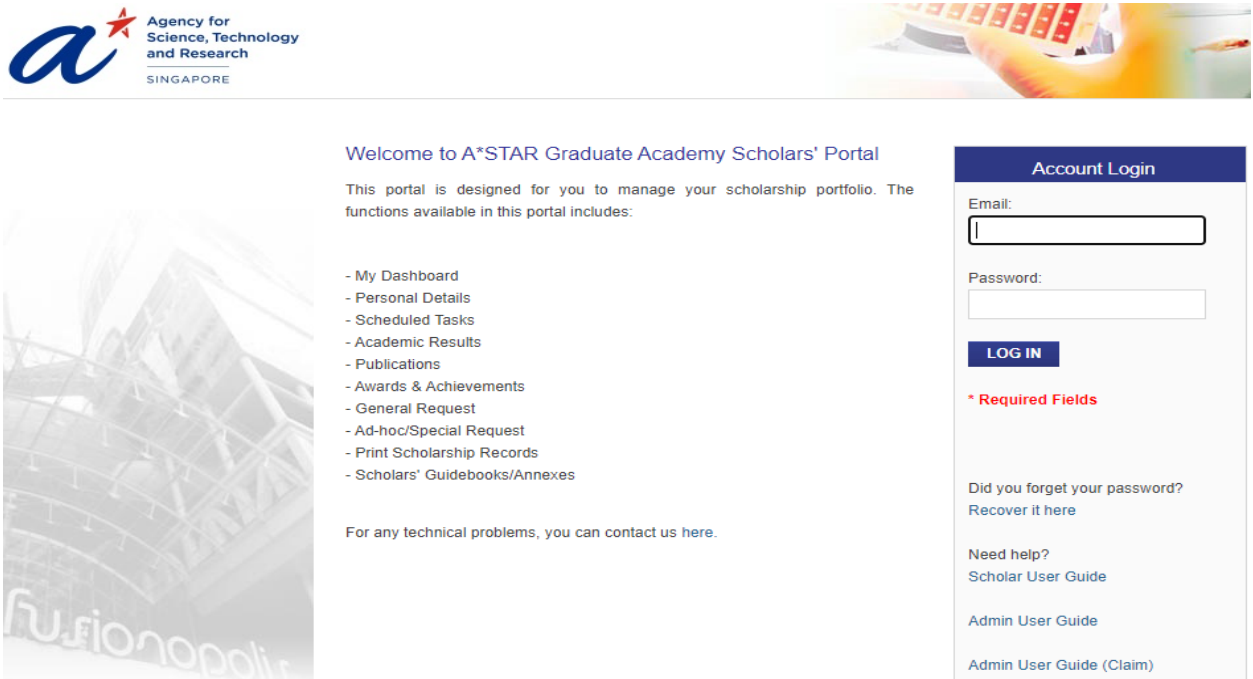
- In the scholarship portal, enter this 6 digit code in the 6-Digit Validate Code textbox provided.



- Click on “Validate Code” button.
- 2FA setup has been completed for your account.

5 SUBSEQUENT 2FA LOGIN FOR INITIAL 2FA SETUP COMPLETED (FOR NON-SINGAPORE CITIZEN (NON-SC) OR NON-SINGAPORE PERMANENT RESIDENCE (NON-SPR))

- User need to use the below URL to login.
<https://sms-scholar-app.a-star.edu.sg/>
- To login to the portal click on  button, you will be redirect to login page as shown below



Agency for Science, Technology and Research SINGAPORE

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For any technical problems, you can contact us [here](#).

Account Login

Email:

Password:

LOG IN

* Required Fields

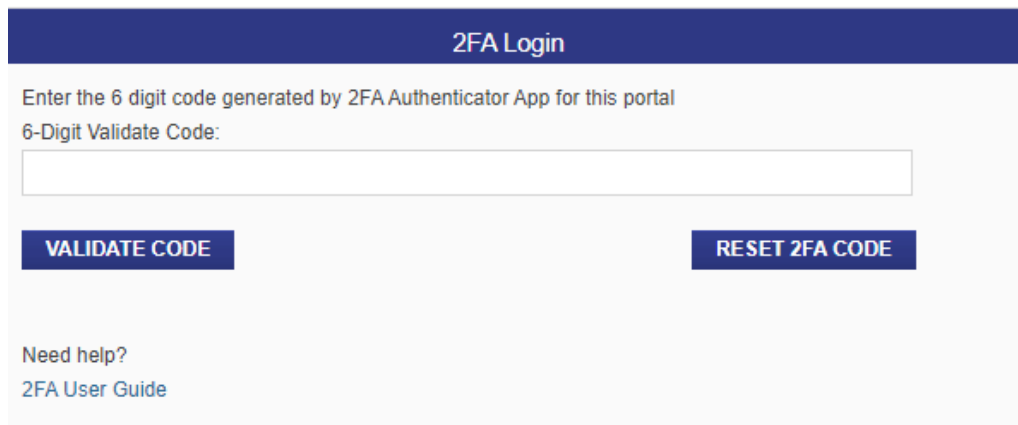
Did you forget your password?
[Recover it here](#)

Need help?
[Scholar User Guide](#)

[Admin User Guide](#)

[Admin User Guide \(Claim\)](#)

- Enter email ID, password and click on Login button.
- After successful email login, you will be redirected to 2FA login page.



2FA Login

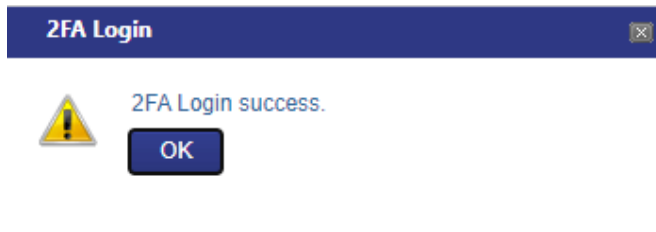
Enter the 6 digit code generated by 2FA Authenticator App for this portal

6-Digit Validate Code:

VALIDATE CODE **RESET 2FA CODE**

Need help?
[2FA User Guide](#)

- Open 2FA authenticator app on your mobile to get the generated 6 digit code.
- Enter the 6 digit generated code in the above textbox in the portal.
- Click on “Validate Code” button.
- System will prompt 2FA Login success message if 2FA login is successful.



- Upon clicking OK, you will be redirected to Applicant Home Page

6 RE-SETUP 2FA CODE IF THE SCHOLAR LOST OLD QR CODE OR WANT TO SETUP ON NEW DEVICE (FOR NON- SINGAPORE CITIZEN (NON-SC) OR NON-SINGAPORE PERMANENT RESIDENCE (NON-SPR))

- Upon login to Scholar Portal <https://sms-scholar-app.a-star.edu.sg/> using email login, you will be routed to 2FA Login page.
- If you have lost your 2FA code generator, you can click on the **RESET 2FA CODE** button at the 2FA Login to re-setup the 2FA code

2FA Login

Enter the 6 digit code generated by 2FA Authenticator App for this portal

6-Digit Validate Code:

VALIDATE CODE **RESET 2FA CODE**

Need help?
[2FA User Guide](#)

- You will be redirected to verify page (only if you have yet to verify identity after email login), enter all details and click on submit button.

Verify Your Identity

Identity Card No. *
(Last 4 characters of NRIC for Singaporeans & Permanent Residents.
Full Passport Number for others)

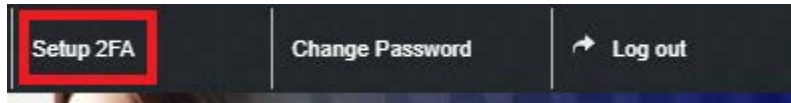
Date of Birth *

SUBMIT **CANCEL**

Notes
* Mandatory Field

- You will be redirected to 2FA setup page upon successful verification
- Refer to step 4 Setup 2FA Account (Microsoft Authenticator) on how to set up QR code

- Alternatively, under successful login to the portal, you can click on 2FA Setup on the top menu bar to rescan or re-setup the 2FA QR code on your mobile



7 ISSUE IN SETTING UP 2FA OR SINGPASS LOGIN

- If you have any issue in setting up 2FA authenticator or login using SingPass, please send an email to the below email ID.
- scholartechhelp@hq.a-star.edu.sg with error screenshot.