



TITLE	User Guide for Scholars
PROJECT	Scholarships Management System – Scholars’ Portal
DATE & VERSION	31 <sup>st</sup> Mar 2021, Version: 1.0

---

## TABLE OF CONTENTS

---

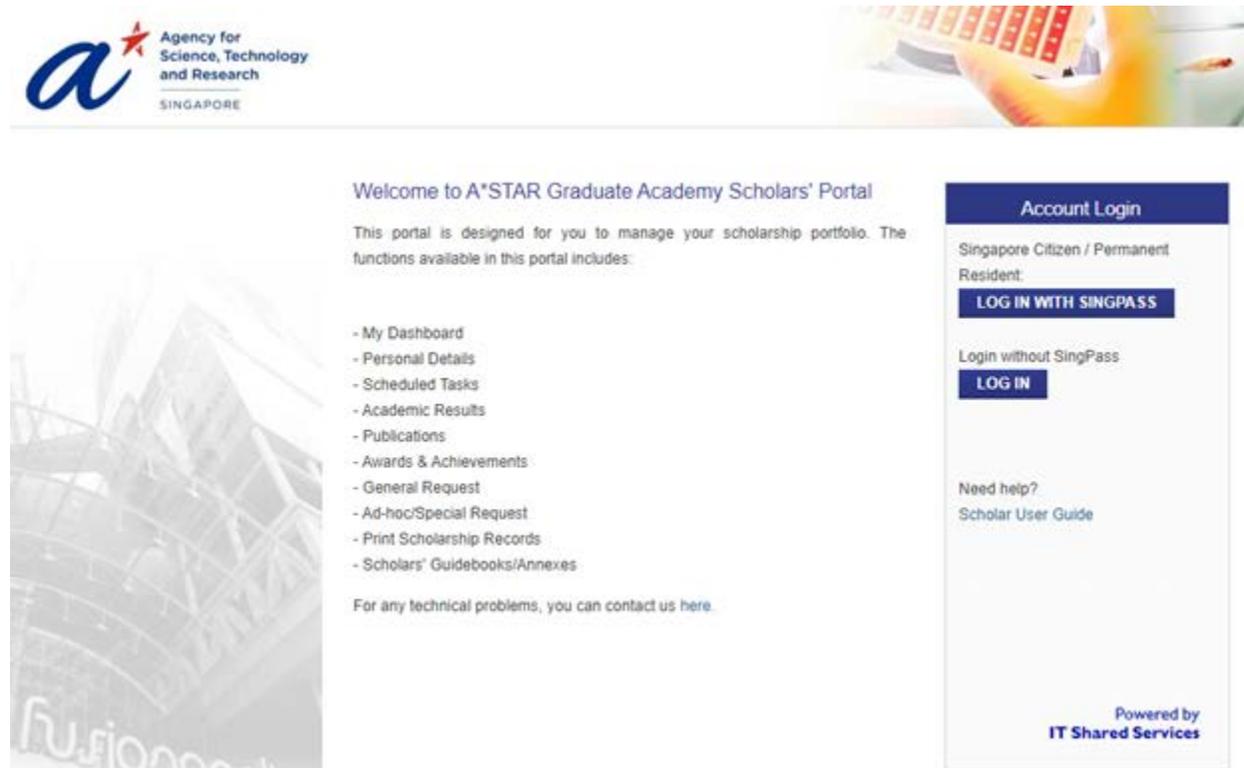
1	Launch the website .....	3
2	Login page .....	8
3	Design Overview .....	9
4	Change Password (Only applicable to Non-Singapore Citizens and Non- Singapore Permanent Resident) .....	12
5	Recover password (Only applicable to Non-Singapore Citizens and Non- Singapore Permanent Resident) .....	13
6	My Dashboard.....	15
7	Update and Verify Personal Details .....	16
8	Update /Verify/Print Scholarship Record .....	17
9	View Schedule Tasks .....	18
10	Update Publications.....	19
11	Update Awards and Achievements.....	21
12	View /Submit Claims .....	22
13	View/Submit Requests.....	24
14	Scholar’s Guidebook and Video sharing .....	25

# User Guide for Scholars

## 1 LAUNCH THE WEBSITE

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:



The screenshot shows the login page for the A\*STAR Graduate Academy Scholars' Portal. At the top left is the A\*STAR logo with the text "Agency for Science, Technology and Research SINGAPORE". To the right is a decorative image of a hand typing on a keyboard. The main content area is titled "Welcome to A\*STAR Graduate Academy Scholars' Portal" and includes a brief description of the portal's purpose and a list of available functions: My Dashboard, Personal Details, Scheduled Tasks, Academic Results, Publications, Awards & Achievements, General Request, Ad-hoc/Special Request, Print Scholarship Records, and Scholars' Guidebooks/Annexes. A link for technical support is also provided. On the right side, there is an "Account Login" section with two options: "Singapore Citizen / Permanent Resident" with a "LOG IN WITH SINGPASS" button, and "Login without SingPass" with a "LOG IN" button. At the bottom right, there is a link for "Need help? Scholar User Guide" and a footer that says "Powered by IT Shared Services".



Please read the "Terms of Use" and "Privacy Statement" before you proceed any further.

**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





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

Email:

Password:

LOG IN

\* Required Fields

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

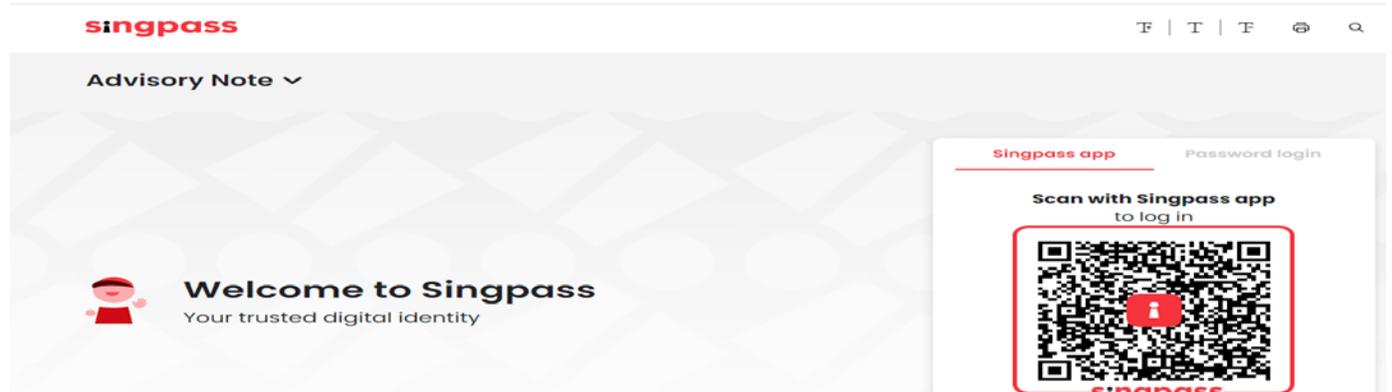
Need help?  
[Scholar User Guide](#)

[Admin User Guide](#)

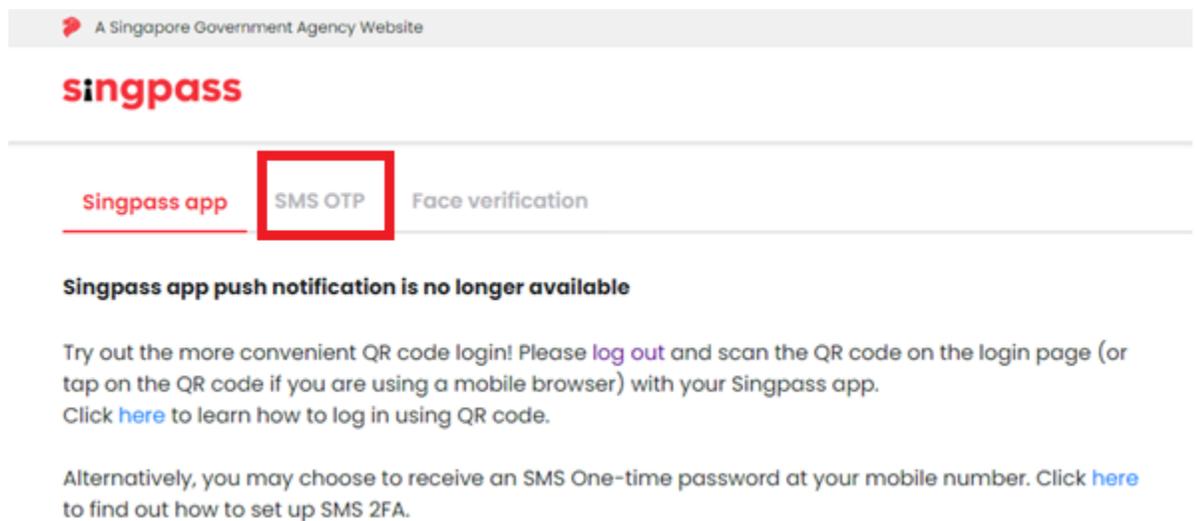
[Admin User Guide \(Claim\)](#)

## 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



A Singapore Government Agency Website

**singpass**

Singpass app **SMS OTP** Face verification

Enter the 6-digit One-time Password (OTP) sent to your mobile number (\*\*\*\*[REDACTED]). [Not your mobile number?](#)

 OTP:

If you do not receive an OTP on your mobile device within 30 seconds, please click on the "Resend OTP" button here:

- 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

**Login**

There is no account registered under this SingPass account, do you have an existing account registered using email?

- 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





**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**

Email:

Password:

**LOG IN**

\* Required Fields

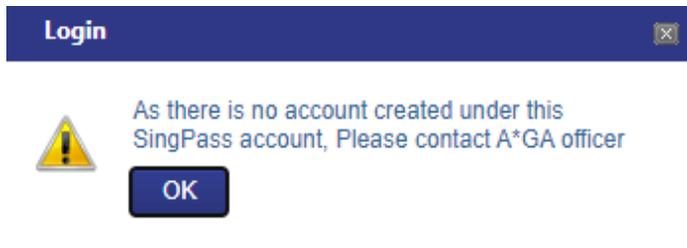
Did you forget your password?  
[Recover it here](#)

Need help?  
[Scholar User Guide](#)

[Admin User Guide](#)

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

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

1. Key in your email and password to log in to the Scholars’ Portal.
2. Upon first login, the scholar will be prompted to give consent on the use of their Personal Data.

**PART 1. TERMS AND CONDITIONS OF USE OF A\*STAR SCHOLARSHIPS WEBSITE**

**General**

1. Thank you for visiting this website, a\*star scholar (this web site). By accessing and using this Web Site, you shall be deemed to have accepted to be legally bound by these Terms of Use and the privacy policy which can be accessed here. If you do not agree to these Terms of Use, please do not use this Web Site and discontinue your access immediately.
2. These Terms of Use may be changed from time to time by A\*STAR in its sole discretion and without prior notice. Any changes will be posted on this page and upon your use of this Web Site after such changes have been posted, you shall be deemed to be aware of such changes and your use of this Web Site shall constitute your agreement to be bound by the Terms of Use as modified.
3. In addition to these terms and conditions, additional terms and conditions may apply for access to certain parts of this Web Site. By accessing such parts of this Web Site, you are deemed to have accepted and agreed to be bound by such additional terms and conditions as stated in the parts of this Web Site where such access is made available. Where there is any inconsistency between these terms and conditions and the additional terms and conditions, the additional terms and conditions shall to the extent of such inconsistency prevail.
4. A\*STAR does not guarantee continuous accessibility or uninterrupted operation of this Web Site.
5. We provide this Web Site as a general information source only and we are not involved in giving professional advice here. This Web Site may not cover all information available on a particular issue. Before relying on this Web Site, you should do your own checks or obtain professional advice relevant to your particular circumstances.
6. There are currently no fees for using any part of this Web Site. We reserve the right to introduce new fees from time to time. We are not responsible for any fees charged by any other Internet site (not provided by us).

**Security**

7. Where appropriate, we use available technology to protect the security of communications made through this Web Site. However, we do not accept liability for the security, authenticity, integrity or confidentiality of any transactions and other communications made through this Web Site. Internet communications may be susceptible to interception or misappropriation by third parties. Despite our best efforts, we make no warranties that this Web Site is free of infection by computer viruses or other unauthorized software.

**Proprietary Rights**

8. The materials located in this web site including but not limited to the web site, text, images, photographs, video, audio, graphics, software programs and the lists (the "Contents"), are protected by copyright, trademark and other forms of proprietary rights. All rights, title and interest in the Contents are owned by, licensed to or controlled by A\*STAR.

**Restrictions on use of Contents**

9. You shall not reproduce, publish, upload, post, transmit, edit, modify or otherwise display, distribute or exhibit in any way, without the prior written permission of A\*STAR this Web Site or any part thereof including the Contents or any part thereof.

**Disclaimer of Warranties and Liability**

10. The Contents of this Web Site are provided on an "as is" basis without warranties of any kind. To the fullest extent permitted by law, A\*STAR does not warrant and hereby disclaims any warranty, express or otherwise implied to the fullest extent of the applicable law:
  - as to the accuracy, correctness, completeness, reliability, timeliness, non-infringement, file, merchantability or fitness for any particular purpose or satisfactory quality of the Web Site;
  - that the Web Site, Contents or any part thereof or any functions associated therewith will be uninterrupted or error free, or that defects will be corrected or that this Web Site and the server is and will be free of all viruses, worms and/or other harmful or invasive elements. A\*STAR assumes no responsibility for the consequences of any errors or omissions.
11. In no event shall A\*STAR be liable to you or anyone else for any injury, damage, loss or expense of any kind, direct and indirect, including but without limitation, special or consequential damage, loss of profits or economic loss arising from or in connection with the use of this Web Site, the Contents or any part thereof, including but not limited to any injury, damage or loss suffered as a result of reliance on the Contents or any part thereof contained in or made available from this web site.
12. In no event shall A\*STAR have any responsibility or liability for any injury, damage, loss or expense caused by any negligence, omission or factor of its agents, advisors, consultants or contractors in connection with this Web Site including the Contents or any part thereof.

**Links from this Web Site to other web sites**

13. This site may contain links to non-Government sites whose data protection and privacy practices may differ from ours. We are not responsible for the content and privacy practices of these other websites and encourage you to consult the privacy notices of those sites. A\*STAR shall not be liable for any injury, damages, loss or expense howsoever arising from access to those web sites. Use of the hyperlinks and access to such web sites are entirely at your own risk.
14. Hyperlinks to other web sites are provided solely for the convenience of the users. The contents of the other web sites, services or goods are not maintained or controlled by A\*STAR. A\*STAR is therefore not responsible for the availability, accuracy or reliability of the contents of the other web sites. In no circumstances shall A\*STAR be considered to be associated or affiliated with any trade or service marks, logos, insignia or other devices used or appearing on web sites to which this Web Site is linked.

**Links to this Web Site from other web sites**

15. Except as set forth below, linking and links to, and framing of this Web Site or the Contents or any part thereof are prohibited.
16. You must secure prior permission from A\*STAR prior to hyperlinking to, or framing, this Web Site or the Contents or any part thereof, or otherwise engaging in similar activities. A\*STAR reserves the right to impose in its sole discretion any terms and conditions when permitting any hyperlinking to, or framing of this Web Site or the Contents or any part thereof and you agree to be bound and shall observe all such terms and conditions.
17. A\*STAR reserves all rights to disable any links to, or frames of any site containing inappropriate, offensive, defamatory, infringing, obscene, indecent or unlawful topics, names, material or information, or material or information that violates any written law, any applicable intellectual property, proprietary, privacy or public rights.
18. A\*STAR reserves the right to enable any unauthorised links or frames and disclaims any responsibility for the content available on any other site searched by links to or from this Web Site or any of the Contents.

**Right of Access**

19. A\*STAR reserves all rights at its sole discretion to deny or restrict access to this Web site to any particular person or to block access from a particular internet address to this Web Site, at any time.

**Data Protection and Privacy**

20. Information about you is subject to our Privacy Policy Statement. Click [here](#) to review this.

**Modification**

21. We may vary these terms and conditions at any time without notice to you.

**Governing Law**

22. By accessing this Web Site, you agree that the laws of the Republic of Singapore shall govern such access as well as the application of these terms and conditions. Further, you agree to submit to the non-exclusive jurisdiction of the Singapore courts regarding any and all disputes relating to these terms and conditions and/or use of this Web Site.
23. If you have any queries regarding your personal data (if any) being held by A\*STAR, you may contact A\*STAR's Quality Service Manager at Tel: 1800-7770314 or Email: [center@star.edu.sg](mailto:center@star.edu.sg)

**PART 2. TERMS AND CONDITIONS FOR A\*STAR SCHOLARSHIPS WEBSITE**

**Your Obligations**

24. Follow and accept all instructions and information in this Web Site when making a scholarship application.
25. Provide information which is true, current, complete and accurate when making a scholarship application.

**Parents' Consent**

26. If you are under 21 years old, you confirm that you have obtained your parents' / guardians' consent to make the scholarship application.

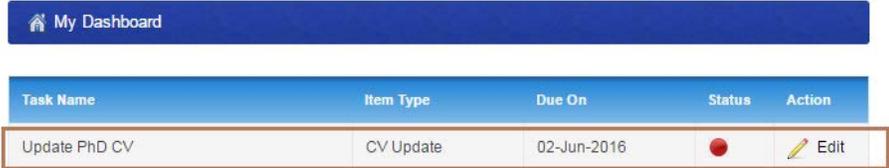
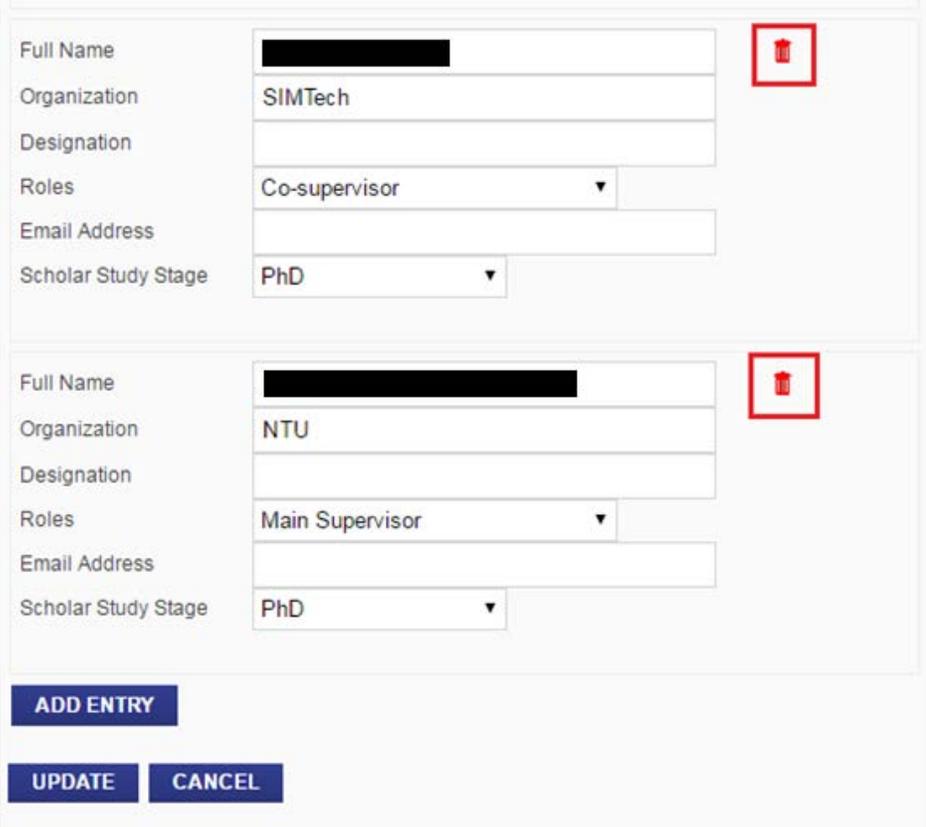
Please check on the checkbox and click on "Accept" button to continue.

**ACCEPT    DISAGREE**

3. The login page also contains the following sections to:
  - a. Recover your password (Only applicable to Non-Singapore Citizens and Non- Singapore Permanent Resident)
  - b. Submit technical problems
  - c. Download this user guide

### 3 DESIGN OVERVIEW

This part will explain the user interface design and navigation tools used in the system.

Icon	Description
 Edit	<p><b><u>To Update Information</u></b></p> <p>In “Schedule Tasks” listing or “My Dashboard” listing, there is a “Edit” button, which when clicked, will link you to the page to update the necessary Information.</p> 
	<p><b><u>To Delete a Section or Row</u></b></p> <p>The “Trash Can” icon is used for deletions. This is used in places where a “section” or “row” can be deleted. Sample screen shots are provided below:</p> <p><b><u>Deleting an optional section:</u></b></p> 

<b>ADD ENTRY</b>	<b><u>To Add New Entry</u></b> “Add Entry” button, which when clicked, creates a new section of the fields for you.
*	An asterisk denotes mandatory fields. Data entry for fields marked with * is a must.
<b>SAVE AS DRAFT</b>	Clicking the “Save as Draft” button will save the scholar’s Information, but lets you stay on the same page.
<b>UPDATE</b>	<b><u>To Update/Save</u></b> “Update” or “Save” button, which when clicked, saves and updates the information into the system.
<b>SUBMIT</b>	<b><u>To Submit to A*GA officer for approval</u></b> “Submit” button, which when clicked, submits the information to the A*GA officer to approve or verify.
<b>CANCEL</b>	<b><u>To Cancel</u></b> “Cancel” button, which when clicked, cancels or resets all information changed within this session.
<b>UPLOAD</b>	<b><u>To Upload attachment document</u></b> “Upload” button, which when clicked, leads user to attach document into the system. Uploaded documents are limited to DOC, DOCX, PDF, JPG, PNG format and file size not exceeding 3 Mbytes.
	The “Info” icon denotes that there is additional information available for the user. You can have the mouse cursor over the blue icon to read the tool tips text.



This is the calendar icon. Clicking this will launch the date picker calendar as shown in the screen shot below:

**Example of Calendar Icon:**

Expiry Date of Passport: 09-Jan-2013  Click the Calendar Icon to open the Calendar.

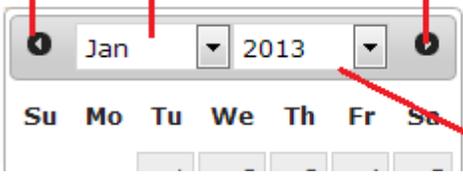
**Example of Date Picker Calendar:**

Expiry Date of Passport: 09-Jan-2013 

**Date Picker Calendar**

Jan		2013				
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Change Month & Year:**

 Change Month

Change Year

## 4 CHANGE PASSWORD (ONLY APPLICABLE TO NON-SINGAPORE CITIZENS AND NON- SINGAPORE PERMANENT RESIDENT)

1. Click the “**Personal Details - Change Password**” on the left menu, to go the change password page shown below:

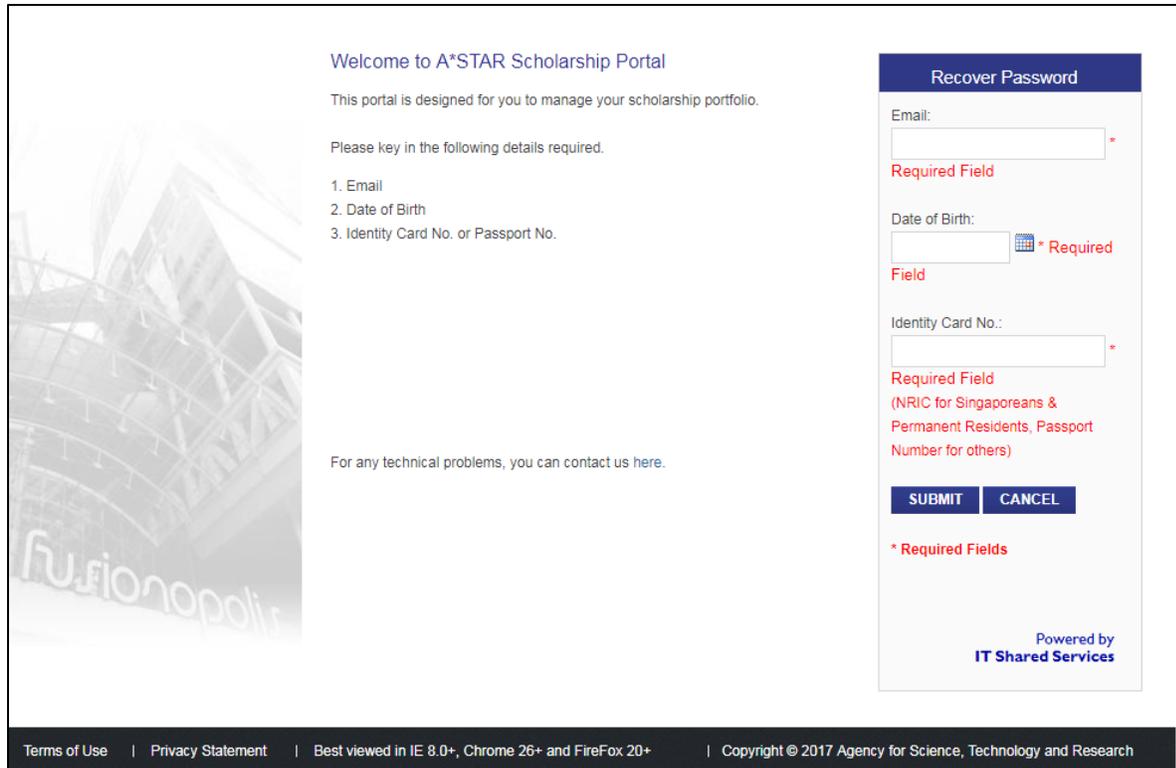
The screenshot shows a web interface for changing a password. At the top, a blue navigation bar contains the breadcrumb path: Home > Personal Details > Change Password. Below this, the form contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field is followed by a red asterisk and the text '\* Required Field'. A green message below the fields states: 'Password must consist of 8 or more characters, including one capital letter, one lower case letter and a number'. At the bottom of the form area, there are two blue buttons: 'SUBMIT' and 'CANCEL'. Below the buttons, there is a red asterisk and the text '\* Required Fields'. In the bottom left corner, there is a section titled 'Notes' with a red asterisk and the text '\* Mandatory Field'.

## 5 RECOVER PASSWORD (ONLY APPLICABLE TO NON-SINGAPORE CITIZENS AND NON- SINGAPORE PERMANENT RESIDENT)

1. Click the **“Recover it here”** hyperlink in the email login page (<https://sms-scholar-app.a-star.edu.sg/LoginPage.aspx>)

The screenshot shows a web browser window with the URL [sms-scholar-app.a-star.edu.sg/LoginPage.aspx](https://sms-scholar-app.a-star.edu.sg/LoginPage.aspx). The page header includes the A\*STAR logo and the text "Agency for Science, Technology and Research SINGAPORE". The main content area is titled "Welcome to A\*STAR Graduate Academy Scholars' Portal" and lists various functions available in the portal, such as "My Dashboard", "Personal Details", "Scheduled Tasks", "Academic Results", "Publications", "Awards & Achievements", "General Request", "Ad-hoc/Special Request", "Print Scholarship Records", and "Scholars' Guidebooks/Annexes". A "LOG IN" button is present, along with a link to "Recover it here" which is highlighted with a red box. The page also includes a "Need help? Scholar User Guide" link and is powered by "IT Shared Services".

to go to the Recover Password page as shown below:-



Welcome to A\*STAR Scholarship Portal

This portal is designed for you to manage your scholarship portfolio.

Please key in the following details required.

1. Email
2. Date of Birth
3. Identity Card No. or Passport No.

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

**Recover Password**

Email:  \*

Required Field

Date of Birth:  \*

Required Field

Identity Card No.:  \*

Required Field  
(NRIC for Singaporeans & Permanent Residents, Passport Number for others)

**SUBMIT** **CANCEL**

\* Required Fields

Powered by  
**IT Shared Services**

Terms of Use | Privacy Statement | Best viewed in IE 8.0+, Chrome 26+ and FireFox 20+ | Copyright © 2017 Agency for Science, Technology and Research

2. To recover password, provide the Email, Date of Birth, and Identity Card No. or Passport No., and click on the “**SUBMIT**” button.
3. This information should match the information provided during the registration process. The password will be emailed to the email address provided.

## 6 MY DASHBOARD

1. Upon successful login, scholars will be directed to the My Dashboard page as shown below:

Task Name	Item Type	Due On	Status	Action
Update PhD CV	CV Update	02-Jun-2016	Overdue Task	Edit

Legend :

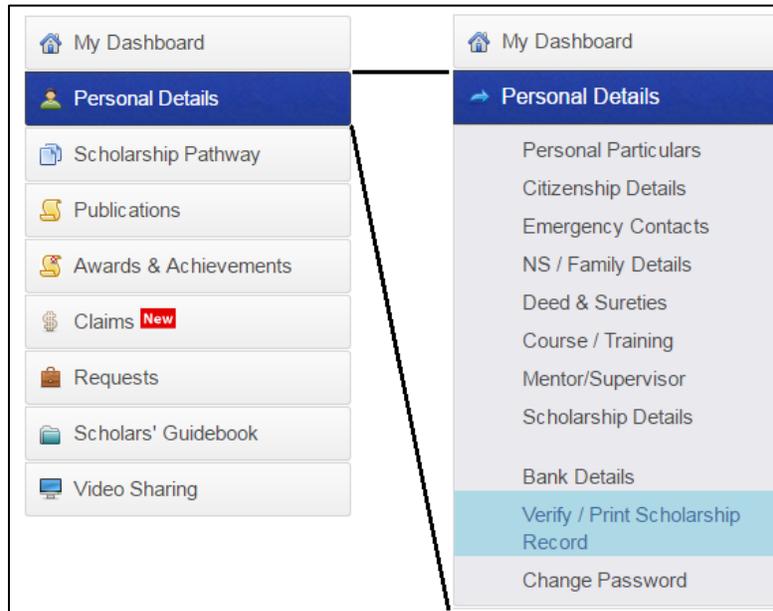
- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

Terms of Use | Privacy Statement | Best viewed in IE 8.0+, Chrome 26+ and FireFox 20+ | Copyright © 2016 Agency for Science, Technology and Research

2. “My Dashboard” will display the outstanding tasks, as well as when it is due. Scholars can click on the respective “Edit” buttons in order to directly access and perform the specific task.
3. Scholars can also view and access the following tabs on the left hand navigation menu:
  - a. Personal Details
  - b. Scheduled Tasks
  - c. Publications
  - d. Awards & Achievements
  - e. Claims
  - f. Requests
  - g. Scholars’ Guidebook
  - h. Video Sharing

## 7 UPDATE AND VERIFY PERSONAL DETAILS

1. Click on the “Personal Details” tab on the left hand navigation menu to update your personal details.



2. Scholars should review the information listed in each tab and update if there are any changes required.

3. The tabs under “Personal Details” are listed below:-

- a) Personal Particulars
- b) Citizenship Details (limited fields are enable for change, but some fields will need A\*GA Officer to help for the changes)
- c) Emergency Contacts
- d) NS/Family Details
- e) Deed & Sureties
- f) Course/Training (limited fields are enable for change, but some fields will need A\*GA Officer to help for the changes)
- g) Mentor/Supervisor
- h) Scholarship Details (view only)
- i) Bank Details (view only, If any change, please submit request)
- j) Verify /Print Scholarship Records
- k) Change Password (see section 4)

Please refer the Annex for detailed screenshots of these tabs, as well as additional instructions if required.

## 8 UPDATE /VERIFY/PRINT SCHOLARSHIP RECORD

### Verify / Print Scholarship Record

1. After reviewing the “Personal Details” section, the scholar should click on “Verify/Print Scholarship Record”.
2. Scholars should check the “Verified Status’ checkbox and click the “Update” button below to confirm all personal details have been reviewed and verified.
3. If the scholars wish to view and print their scholarship record, they may indicate the required sections on the left, before clicking “View and Print Scholarship Record” as shown below.

Return to Scholar Main Page > Update Scholarship Record

Scholarship Record Declaration View and Print Scholarship Record

Scholarship Record Verification Date

Verified   
Status

\* Please select the required sections for Print Scholarship Record.

- Scholarship Details
- Personal Details
- NS Details
- Contacts Details
- Family Background Details
- Combine Income Details
- Education Qualification Details (Exam Result)
- Education Qualification (Pre-University)
- Education Other Qualification (Pre-University)
- Course Details
- PhD Qualifying Exam Details
- PhD Thesis Details
- Extra Curricular Activities
- Attachment Details
- Publication Details
- Actual Deployment Details

Select All Details

Officer Remarks (Viewable by Admin Only)

**UPDATE** **RESET**

**Click to view / print Scholarship Records**

## 9 VIEW SCHEDULE TASKS

1. “Schedule Tasks” displays a list of tasks to be completed by the scholar throughout the tenure of the scholarship. To directly access or update a specific task, scholars may click on the respective “Edit” buttons displayed in the right-hand column on the list.
2. Only tasks indicated as “Overdue” (red) and “Task Due WithinThe Month” (amber) are editable. “Task Pending A\*GA Officers Action” and “Future Task” are NOT editable.

The screenshot shows a user interface for 'Scholarship Pathway'. On the left is a navigation menu with options like 'My Dashboard', 'Personal Details', 'Scholarship Pathway', 'Publications', 'Awards & Achievements', 'Claims', 'Requests', 'Scholars' Guidebook', and 'Video Sharing'. The main content area displays a table of tasks:

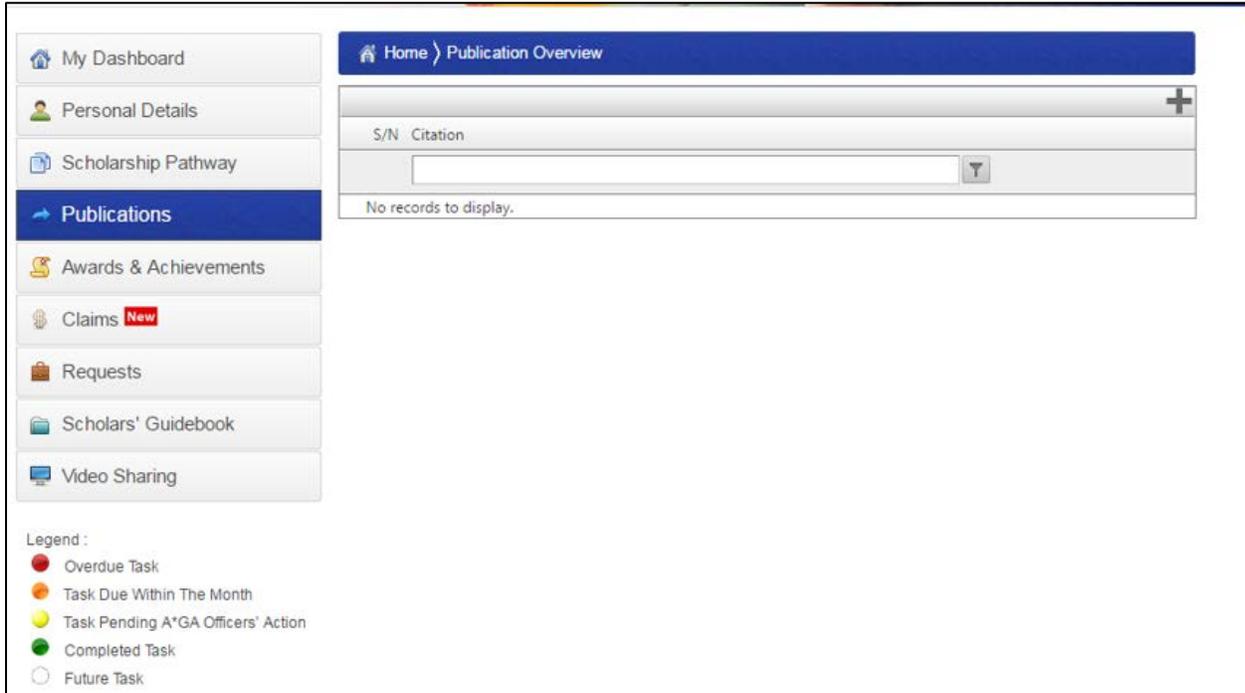
Task Name	Due On	Status	Action
Update Scholarship Records	02-Jun-2016	Overdue Task (Red)	Edit
Update QE Status	31-Dec-2110	Future Task (White)	Edit
Submit Thesis Submission (Final Year)	31-Dec-2110	Future Task (White)	Edit
Update Workplan	31-Dec-2110	Future Task (White)	Edit
Submit Final Inbound Flight	31-Dec-2110	Future Task (White)	Edit

Legend:

- Overdue Task (Red circle)
- Task Due Within The Month (Orange circle)
- Task Pending A\*GA Officers' Action (Yellow circle)
- Completed Task (Green circle)
- Future Task (White circle)

# 10 UPDATE PUBLICATIONS

1. In order to add a new publication, click the  icon from the right side of the screen, you will be lead to a publication form.



My Dashboard

Personal Details

Scholarship Pathway

**Publications**

Awards & Achievements

Claims **New**

Requests

Scholars' Guidebook

Video Sharing

Home > Publication Overview

S/N Citation

No records to display.

Legend :

- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

Scholars should complete this publication form (shown below) and click the “Update” button. The relevant A\*GA officer will receive a notification for approval.

- [My Dashboard](#)
- [Personal Details](#)
- [Scholarship Pathway](#)
- [Publications](#)
- [Awards & Achievements](#)
- [Claims New](#)
- [Requests](#)
- [Scholars' Guidebook](#)
- [Video Sharing](#)

Legend :

- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

Home > Publication

Publication(s)

Type of Publication ▼

Author(s) . . .

ADD AUTHOR

(e.g. Chan, A. B. C. )

Note : Please insert First Author first. Order of all authors will be published in the same order as entered. If you are using manual key in, please ensure only 1 author per line.

First / Main Author

Title of Paper/Book

Impact Factor

No. of Citations

Permits A\*STAR to publicize

Please Upload Institution/Organization Acceptance.

Upload Publication Document  
 (attach a file in .DOC / .DOCX / .PDF / .JPG / .PNG format and file size not exceeding 3 MBytes)

UPLOAD

UPDATE
DELETE
CANCEL

\* Required Fields

# 11 UPDATE AWARDS AND ACHIEVEMENTS

1. In order to add a new “Award or Achievement”, scholars should complete this Awards and Achievements form, and click the “Submit” button. The relevant A\*GA officer will receive notification for acknowledgement.

My Dashboard

Personal Details

Scholarship Pathway

Publications

**Awards & Achievements**

Claims New

Requests

Scholars' Guidebook

Video Sharing

Legend :

- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

Home > Awards & Achievements

PRIZES / AWARDS / PATENTS

Permits A\*Star to publicise       Date

Monetary reward received       Amount awarded

Amount Currency

Type

Prize / Award / Patent Name

Description

Supporting Document

**UPLOAD**

(attach a file in .DOC / .DOCX / .PDF / .JPG / .PNG format and file size not exceeding 3 MBytes)

**ADD ENTRY**

CO-CURRICULAR ACTIVITIES (CCA)

Institution       Position Held

From       To

CCA / Activity Name

Description of Activity

Achievement(s)

Supporting Document

**UPLOAD**

(attach a file in .DOC / .DOCX / .PDF / .JPG / .PNG format and file size not exceeding 3 MBytes)

**ADD ENTRY**

ATTACHMENTS

RIs / University

Attachment Start Date

Attachment End Date

Type / Description

Supporting Document

**UPLOAD**

(attach a file in .DOC / .DOCX / .PDF / .JPG / .PNG format and file size not exceeding 3 MBytes)

**ADD ENTRY**

**SUBMIT**   **CANCEL**

\* Required Fields

---

## 12 VIEW /SUBMIT CLAIMS

---

1. Click on the “Claims” tab on the left hand navigation menu and either the “Conference Claims” or “Other Claims” to view or submit claims. This page will display a list of claims submitted by the scholar. The types of claims under “Other Claims” include:

- a. Annual Return
- b. Bank Charges/Wired Transfer,
- c. CARE Trip,
- d. Deposit/Matriculation Fees,
- e. Excess Baggage/Shipping,
- f. Final Inbound,
- g. First Outbound,
- h. Fly-in Visit,
- i. Hostel Fee (AUS),
- j. JCRC Fee,
- k. Medical Report,
- l. Medical/Health Insurance,
- m. Registration Fee,
- n. Scholars’ ASN Claims,
- o. Scholars’ Gathering/Networking,
- p. Summer School (NSS(BS)),
- q. Thesis Allowance, and
- r. Tuition Fees

2. Scholar may submit a new claim by clicking on the “Add Entry” button, and after completing the Claim form, and click the “Update” button. The relevant A\*GA officer will receive a notification of the scholar’s claim for approval. Please refer to Annex for more details screenshot of the various claims that can be submitted via the Scholars’ Portal.

My Dashboard

Personal Details

Scholarship Pathway

Publications

Awards & Achievements

**Claims New**

Conference Claims

Other Claims

Requests

Scholars' Guidebook

Video Sharing

Legend :

- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

Home > Conference Claims

Drag a column header and drop it here to group by that column

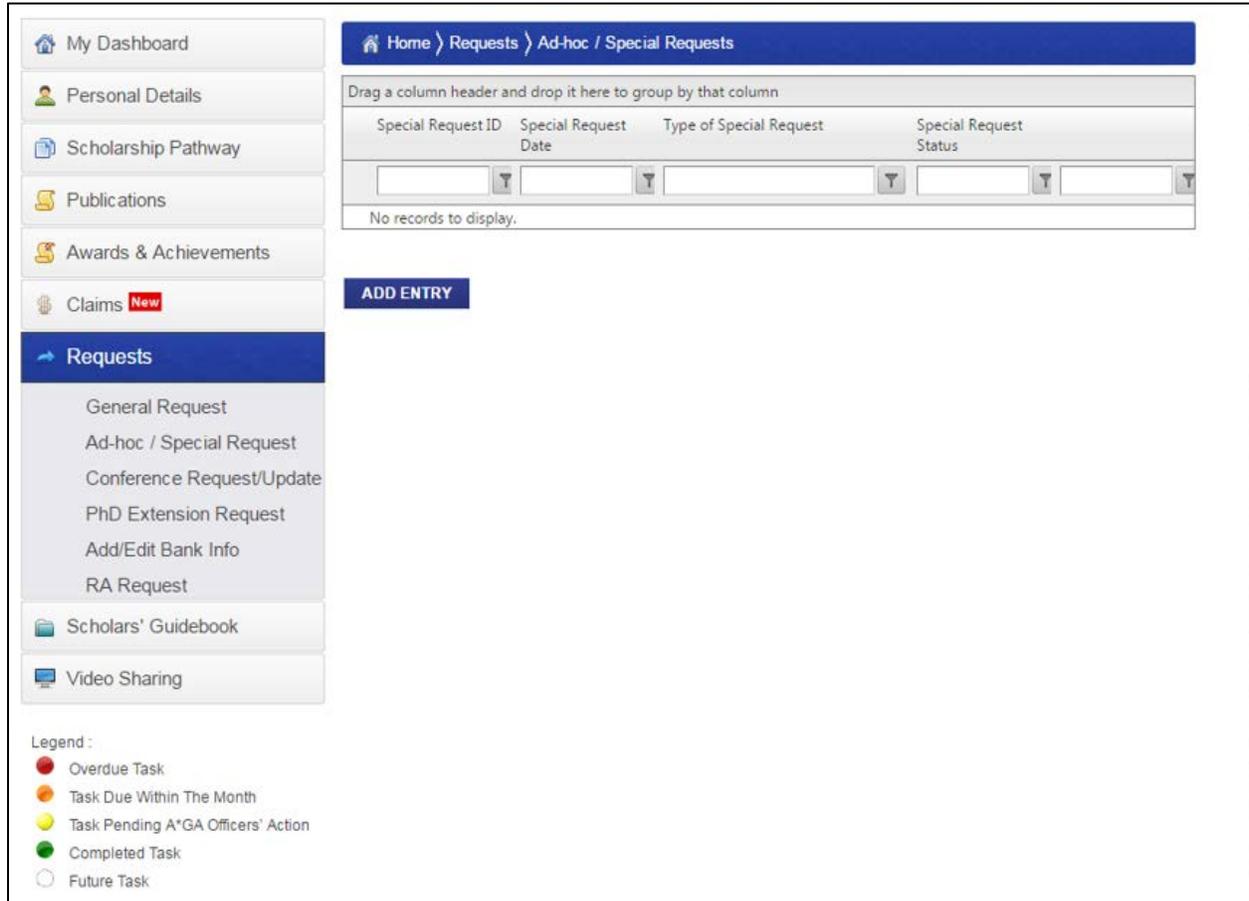
Claim ID	Created Date	Submit Date	Currency	Amount	Claim Status	SAP Status	SAP Payment Date

No records to display.

ADD ENTRY

## 13 VIEW/SUBMIT REQUESTS

1. Click on the “Requests” tab on the left hand navigation menu to expand the detailed list of the types of requests, before selecting the relevant request type to view or submit requests. The page will display a list of requests submitted by the scholar.



My Dashboard

Personal Details

Scholarship Pathway

Publications

Awards & Achievements

Claims **New**

**Requests**

- General Request
- Ad-hoc / Special Request
- Conference Request/Update
- PhD Extension Request
- Add/Edit Bank Info
- RA Request

Scholars' Guidebook

Video Sharing

Home > Requests > Ad-hoc / Special Requests

Drag a column header and drop it here to group by that column

Special Request ID	Special Request Date	Type of Special Request	Special Request Status

No records to display.

**ADD ENTRY**

Legend :

- Overdue Task
- Task Due Within The Month
- Task Pending A\*GA Officers' Action
- Completed Task
- Future Task

2. Scholar may submit a new request by clicking on the “Add Entry” button, and after completing the form, click the “Update” button. The relevant A\*GA officer will receive a notification of the scholar’s request for approval. Please refer to the Annex for more detailed screenshots of the various requests that can be submitted via the Scholars’ Portal.

## 14 SCHOLAR'S GUIDEBOOK AND VIDEO SHARING

---

Scholar's Guidebook will display a Guidebook (with the relevant Annexes) pertaining to scholar's

scholarship type for scholars to refer to.

 Scholars' Guidebook

When there is video to be shared for all scholars, the video sharing will be enabled for scholars from this

 Video Sharing

tab.