



TITLE	User Guide for Applicants
PROJECT	Scholarships Management System – Applicant Portal
DATE & VERSION	31 st Mar 2021, Version: 2.2

TABLE OF CONTENTS

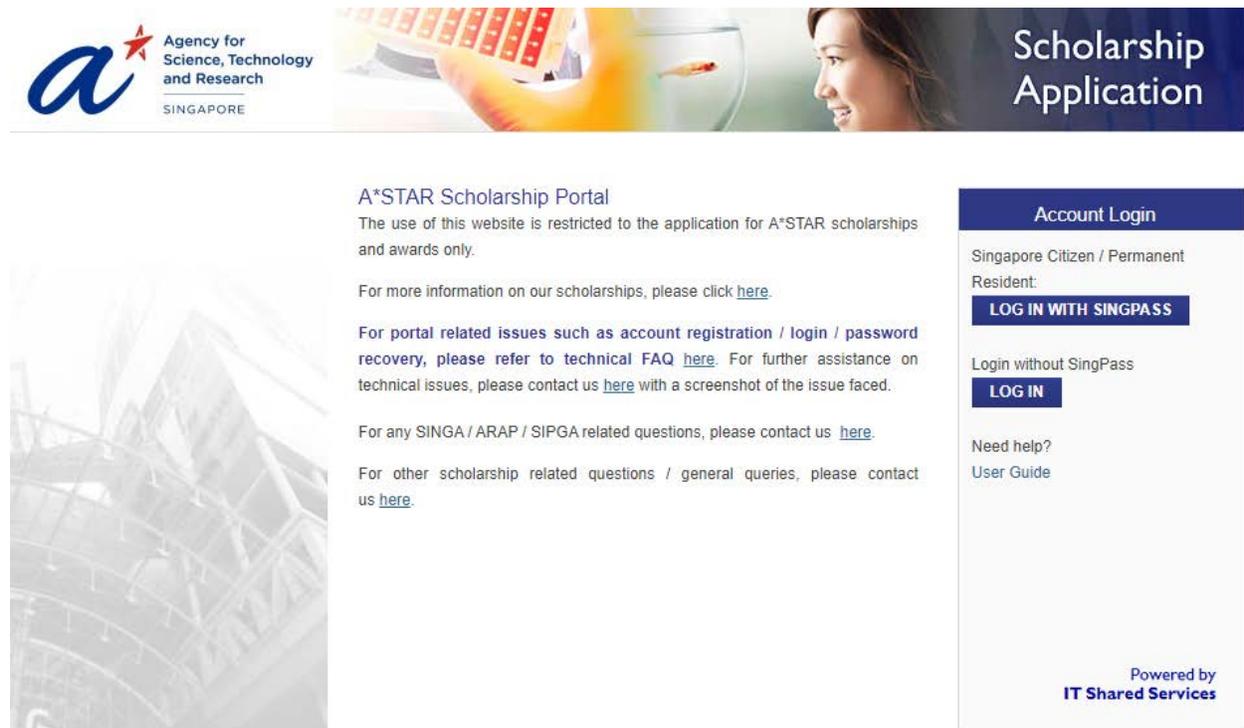
1	Launch the website	3
2	Login page	8
3	Design Overview	9
4	Registration	12
5	Recover password (Only applicable to Non-Singapore Citizens and Non- Singapore Permanent Resident)	13
6	Home.....	14
7	Scholarship Application.....	15
8	My Applications & Message History	18

User Guide for Applicants

1 LAUNCH THE WEBSITE

To launch the website type in the URL <https://sms-applicant-app.a-star.edu.sg/>

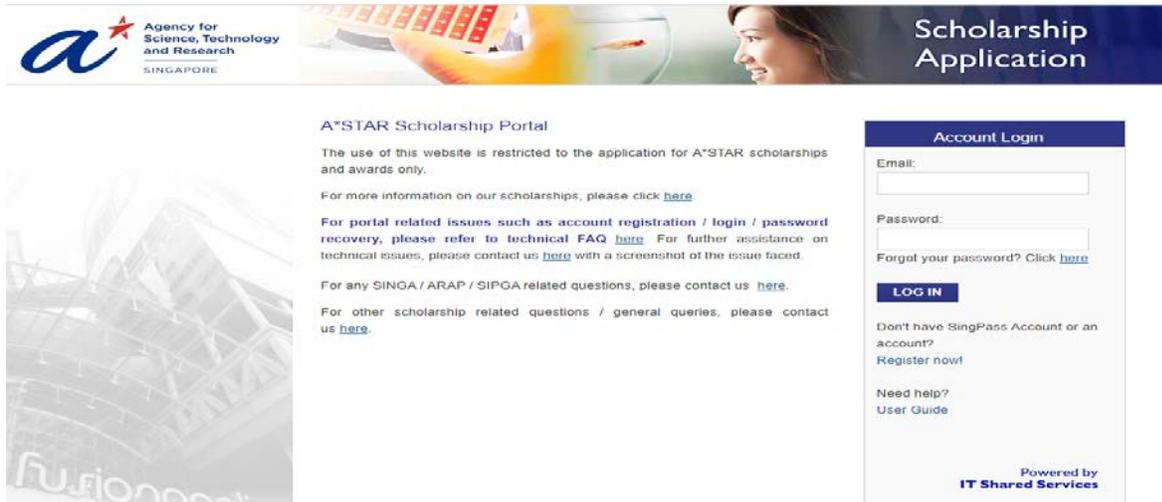
This will load the login page as shown below:



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

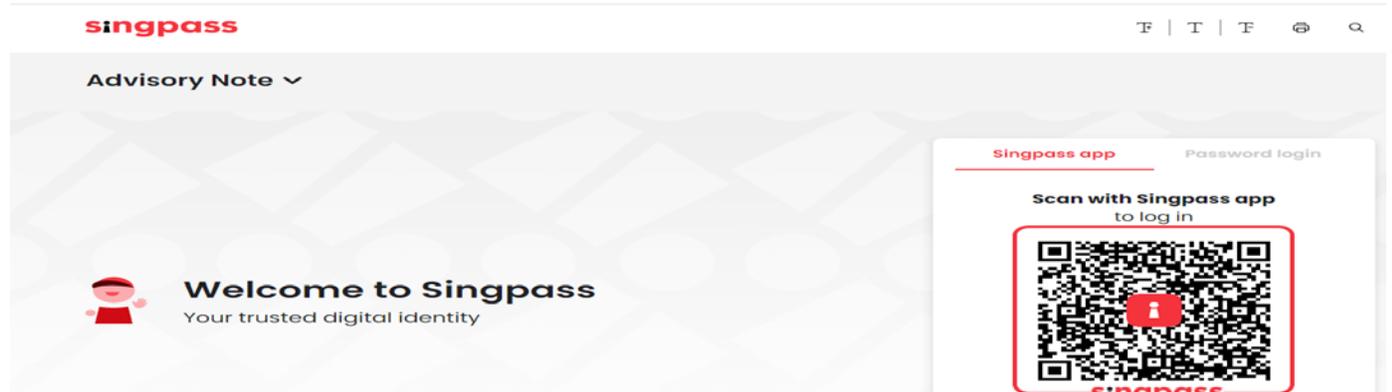
For non- Singapore Citizen (non-SC) or non-Singapore Permanent Residence (non-SPR):

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

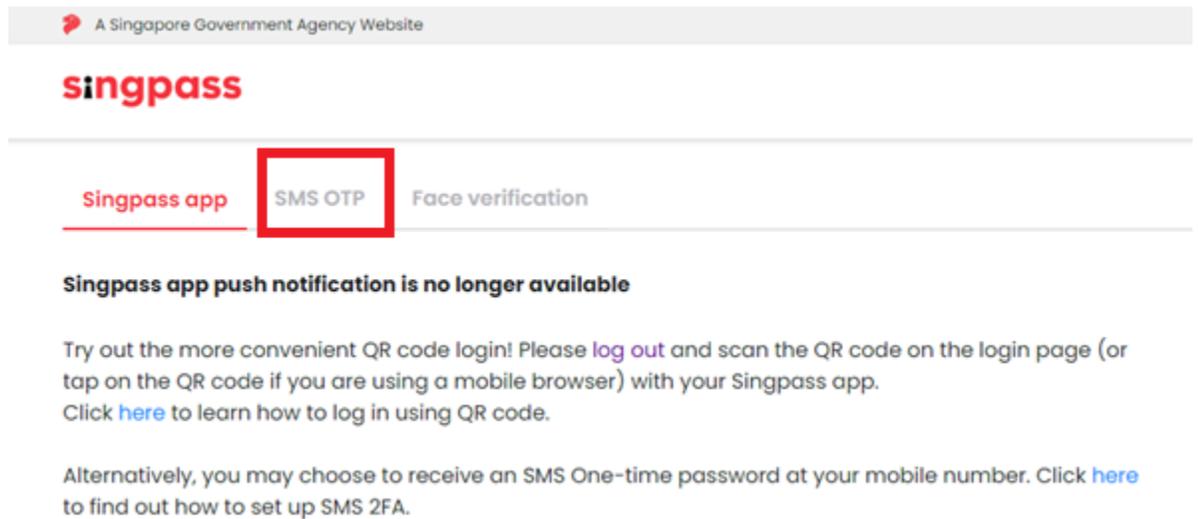


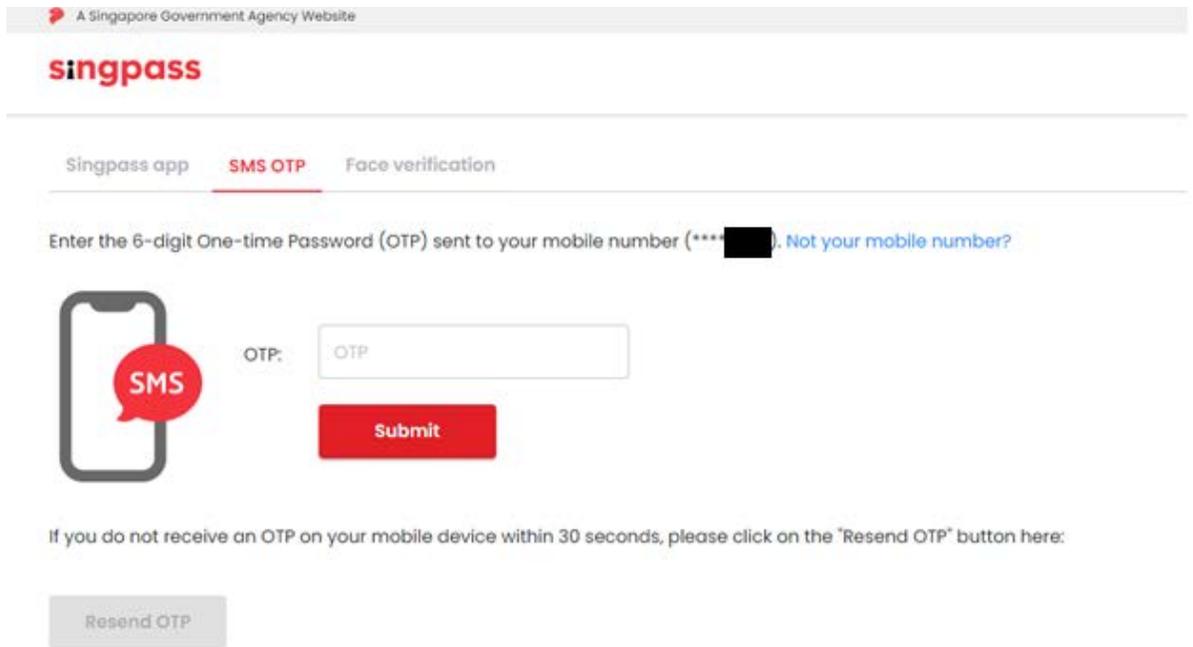
For Singapore Citizen (SC) or Singapore Permanent Residence (SPR):

- 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.

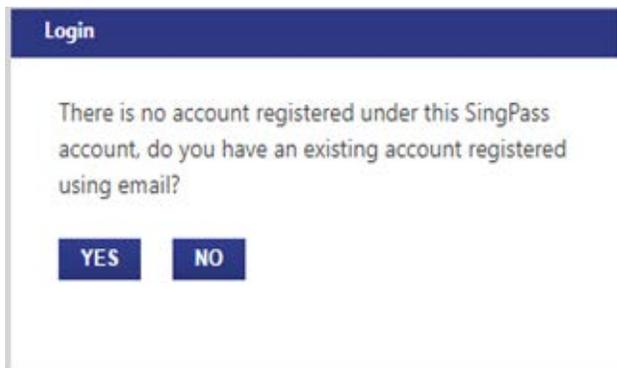


- You can log to SingPass using QR code scanning using SingPass App or Password login
- *Note: if you login using **Password Login**, you are required to enter SMS OTP for additional verification. Click on SMS OTP





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



- If you have an existing Applicant 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

A*STAR Scholarship Portal

The use of this website is restricted to the application for A*STAR scholarships and awards only.

For more information on our scholarships, please click [here](#).

For portal related issues such as account registration / login / password recovery, please refer to technical FAQ [here](#). For further assistance on technical issues, please contact us [here](#) with a screenshot of the issue faced.

For any SINGA / ARAP / SIPGA related questions, please contact us [here](#).

For other scholarship related questions / general queries, please contact us [here](#).

Account Login

Email:

Password:

Forgot your password? Click [here](#)

LOG IN

Don't have SingPass Account or an account?
Register now!

Need help?
User Guide

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- Upon successful email login, you will be redirected to Applicant Home page
- If you do not have an existing Applicant Portal Account, click on No. System will redirect you to Registration Page

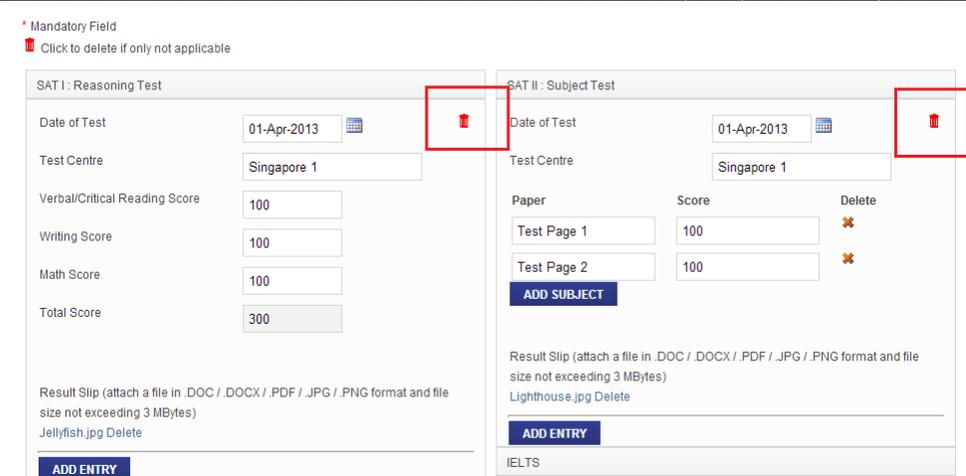
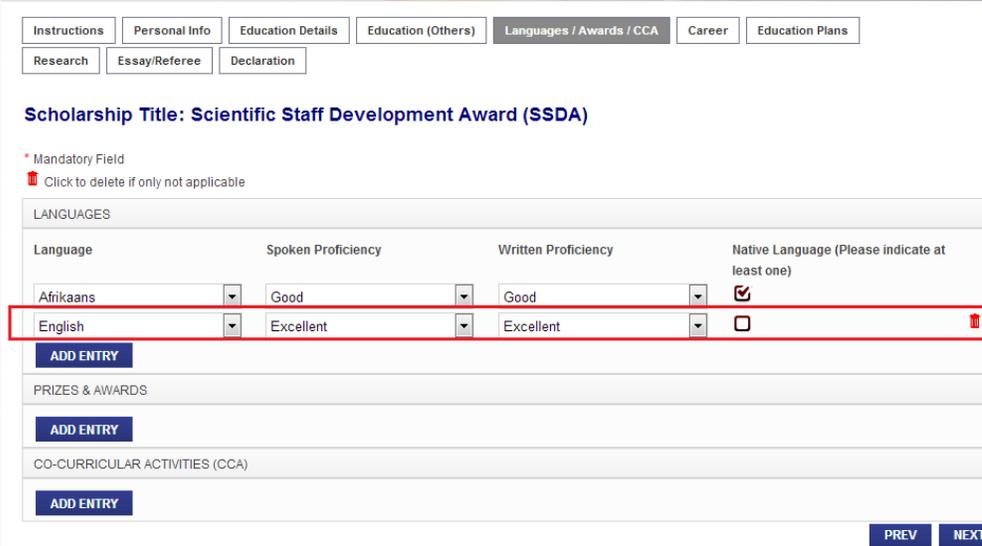
2 LOGIN PAGE

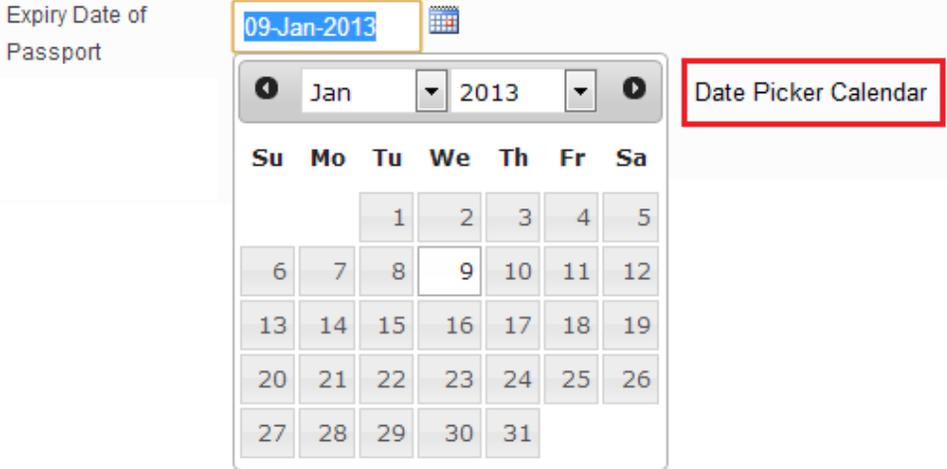
Apart from the option to key in Email and Password, the login page also contains the following sections to:

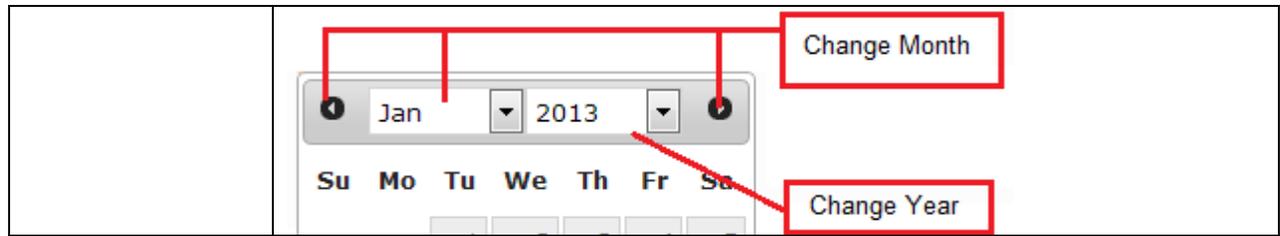
- Register a new account
- Recover your password
- Submit Queries
- Download this user guide

3 DESIGN OVERVIEW

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

Icon	Description
	<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><u>Deleting an optional section:</u></p>  <p><u>Deleting a row/line:</u></p> 
<p>*</p>	<p>An asterisk denotes mandatory fields. Data entry for fields marked with * is a must.</p>

<p>NEXT</p>	<p>At the bottom right corner of each application submission page, there is a “Next” button, which when clicked, saves the current page information and moves to the next page. <u>Please note that all mandatory fields must be filled for the information on the page to be saved successfully.</u></p>
<p>PREV</p>	<p>At the bottom right corner of each application submission page, there is a “Prev” button, which when clicked, saves the current page information and moves to the previous page. The previous button will appear only when there is a previous page available. <u>Please note that all mandatory fields must be filled for the information on the page to be saved successfully.</u></p>
<p>SAVE AS DRAFT</p>	<p>This button can be found at the bottom right corner of the page, placed between the “Prev” and “Next” buttons. Clicking the “Save as Draft” button will save the scholarship application, but lets you stay on the same page. Also, when the “Save as Draft” button is clicked, you should see a “Draft Saved Successfully” message confirmation.</p>
	<p>The “Info” icon denotes there is additional information available for the user. You can hover the mouse cursor over the blue icon to read the tool tips text.</p>
	<p>This is the calendar icon. Clicking this will launch the date picker calendar as shown in the screen shot below:</p> <p><u>Example of Calendar Icon:</u></p>  <p><u>Example of Date Picker Calendar:</u></p>  <p><u>Change Month & Year:</u></p>



4 REGISTRATION

Click the “**Register Now**” to go the registration page shown below:

Please ensure that your Name, Gender, Date of Birth and Email address are entered correctly as they cannot be amended after registration is completed.

Register New Account

* Mandatory Field

Full Name (As in NRIC/Passport) *

First Name * (Given Name)

Middle Name

Last Name * (Surname / Family Name)

Gender * Male Female

Citizenship Type * -Select-

Nationality * -Select-

Singapore NRIC *
e.g: S1234567C or T1234567J

Passport

Date of Birth *

Email Address *
(Any correspondences will be sent to this email address)

Confirm Email *

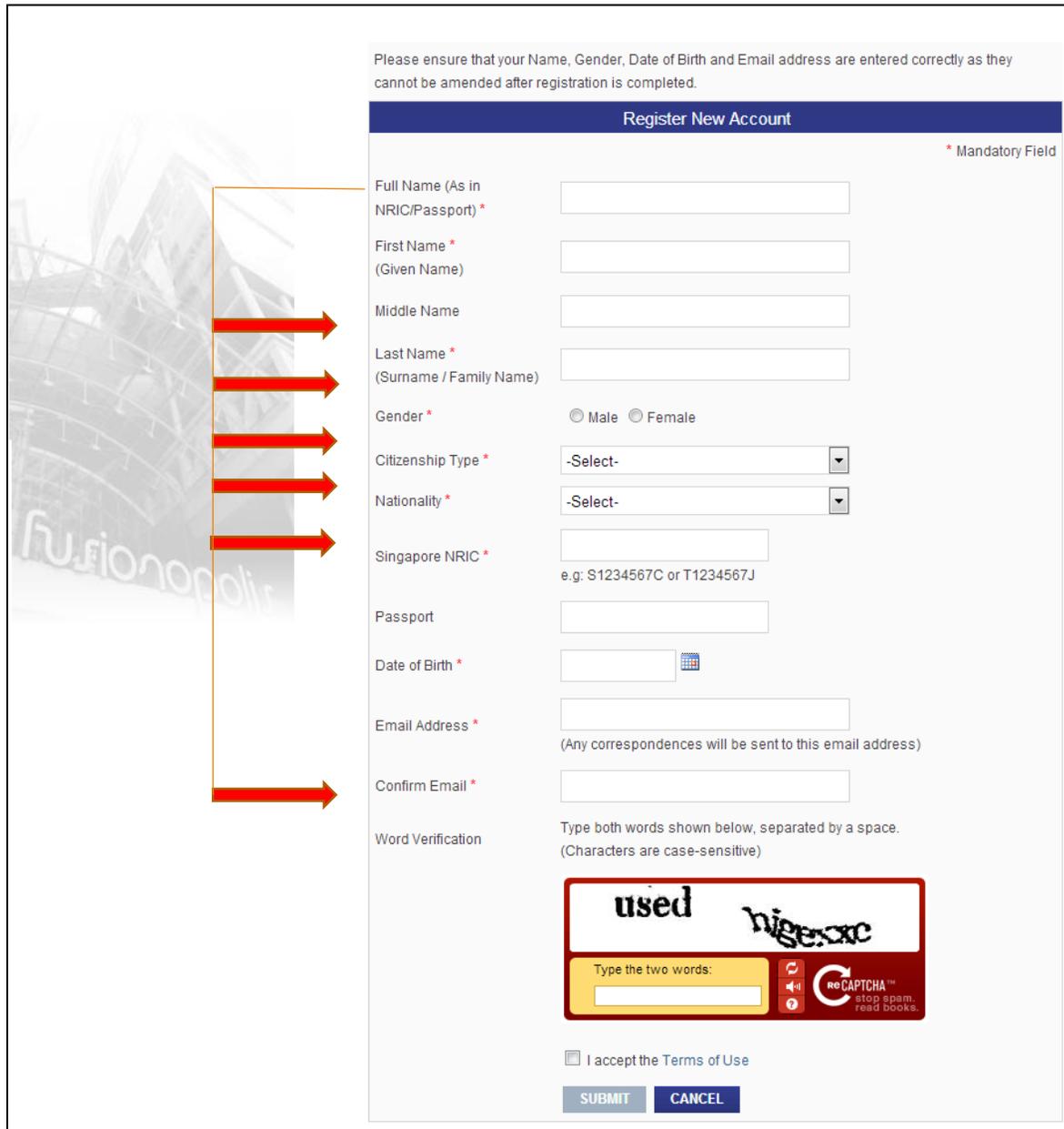
Word Verification
Type both words shown below, separated by a space.
(Characters are case-sensitive)

used nigesxc

Type the two words:

I accept the Terms of Use

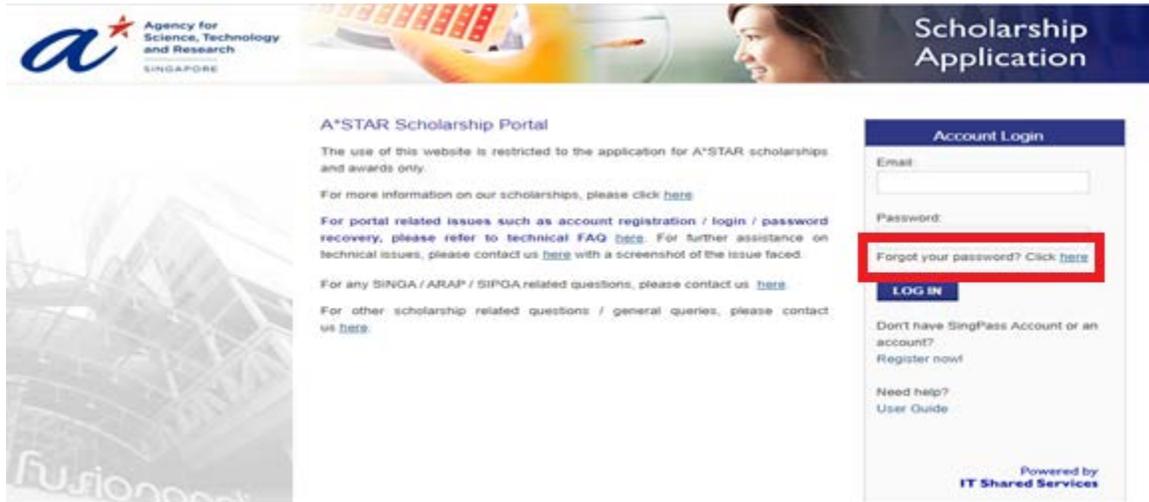
SUBMIT CANCEL

A screenshot of a web registration form titled "Register New Account". The form contains several input fields and a CAPTCHA. Red arrows on the left side of the form point to the following fields: Full Name (As in NRIC/Passport), First Name, Middle Name, Last Name, Gender, Citizenship Type, Nationality, Singapore NRIC, Date of Birth, Email Address, and Confirm Email. The form also includes a "Word Verification" section with a CAPTCHA image showing the words "used" and "nigesxc". At the bottom, there is a checkbox for "I accept the Terms of Use" and two buttons: "SUBMIT" and "CANCEL".

Provide the required information in the above form and accept the terms of use before submitting the registration form. Upon successful submission you will receive an email with the user id and password to login.

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

Please click the “Forgot your password? Click [here](#)” hyperlink in the email login page to go to the Recover Password page.



A*STAR Scholarship Portal

The use of this website is restricted to the application for A*STAR scholarships and awards only.

For more information on our scholarships, please click [here](#).

For portal related issues such as account registration / login / password recovery, please refer to [technical FAQ](#) [page](#). For further assistance on technical issues, please contact us [here](#) with a screenshot of the issue faced.

For any SINGA / ARAP / SIFQA related questions, please contact us [here](#).

For other scholarship related questions / general queries, please contact us [here](#).

Account Login

Email:

Password:

Forgot your password? Click [here](#)

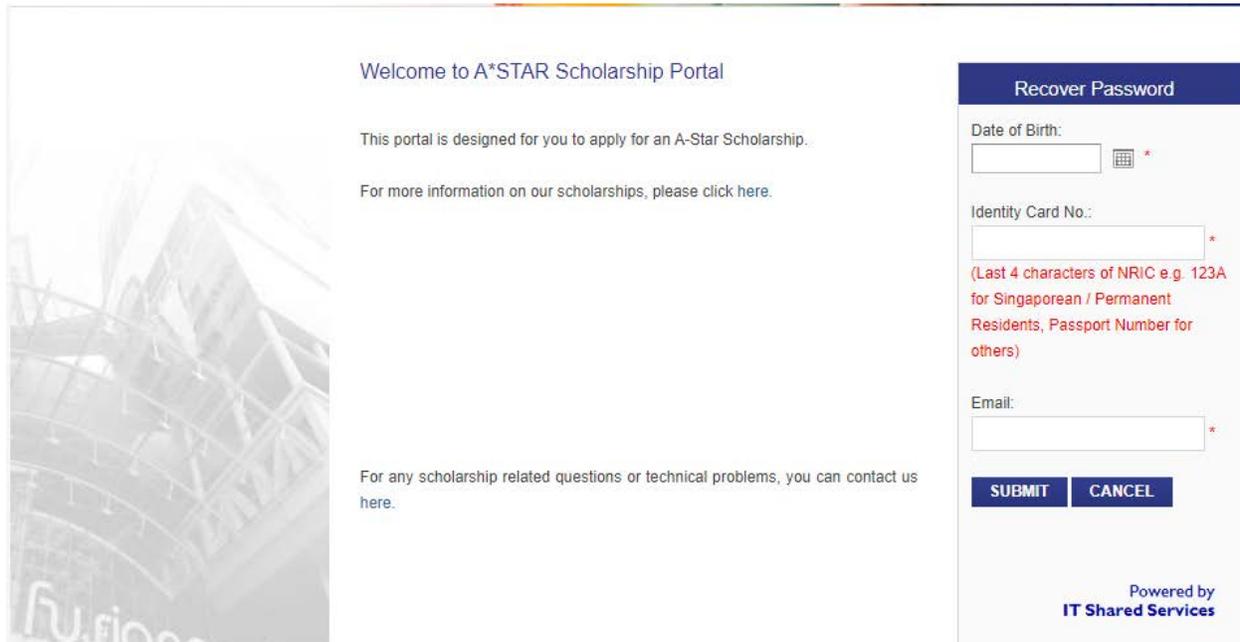
LOG IN

Don't have SingPass Account or an account?
Register now!

Need help?
User Guide

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To recover password, provide the “Date of Birth”, NRIC or Passport No. and Email, and click on the “**SUBMIT**” button.



Welcome to A*STAR Scholarship Portal

This portal is designed for you to apply for an A-Star Scholarship.

For more information on our scholarships, please click [here](#).

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

Recover Password

Date of Birth: *

Identity Card No.: *

(Last 4 characters of NRIC e.g. 123A for Singaporean / Permanent Residents, Passport Number for others)

Email: *

SUBMIT **CANCEL**

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IT Shared Services

These information should match the information provided during the registration process. The password will be emailed to the email address provided.

6 HOME

Upon successful login, the applicant will be directed to the home page as shown below:

The screenshot shows the A*STAR Scholarship Portal Home page. On the left is a navigation menu with four items: Home, Apply Scholarships, My Applications, and Account. The main content area has a blue header with a Home icon and the word 'Home'. Below this is a 'To Do List' section with a table containing four rows of tasks. Each row has a 'Task Name', 'Scholarship Name', 'Due On' date, and an 'Action' button. Below the 'To Do List' is a 'Message History' section with a table containing two rows of messages, each with a 'Message Date', 'Subject', and 'Action' buttons.

Task Name	Scholarship Name	Due On	Action
Submit Application Form	Scientific Staff Development Award (SSDA)	31-Jul-2013	Continue
Submit Application Form	A*STAR Graduate Scholarship (Overseas)	31-Jul-2013	Continue
Submit Application Form	A*STAR International Fellowship (AIF)	31-Jul-2013	Continue
Submit Application Form	A*STAR Graduate Scholarship (Local)	31-Jul-2013	Continue

Message Date	Subject	Action
17-Dec-2012 05:51:21 PM	ASTAR Scholarship Portal :: Application is not successful	Download Remove
30-Nov-2012 07:37:35 PM	A*STAR Scholarship Portal :: Successful Registration	Download

The left navigation has the following options:

1. Home : Brings you back to the Home screen from other screens.
2. Apply Scholarships: Shows all the scholarships that are available for application.
3. My Applications
Shows all the applications created under the logged in account.
4. Account
 - a. Update Account: To update your Citizenship Type, Nationality and Passport number use this option. The page is similar to User Registration page. However, only the above mentioned three fields can be edited.
 - b. Change Password: This is to change the current password to a new password.
 - c. Setup 2FA: This is to re-setup 2FA code on new mobile authenticator device upon successful login

7 SCHOLARSHIP APPLICATION

Clicking on the “Apply Scholarships” will show a list of scholarships you can apply for:

The screenshot shows a user interface for applying for scholarships. At the top, there is a navigation bar with 'Hello', '(Last Login: 08 May 2013, 14:42)', '10 May 2013, 10:45', and a 'Log out' button. On the left, there is a sidebar with three menu items: 'Apply Scholarships', 'My Applications', and 'Account'. The main content area is titled 'Available Scholarships' and includes a dropdown menu for 'Scholarship Group' set to '- ALL -'. Below this is a table with three columns: 'Description', 'Opening Period', and 'Action'.

Description	Opening Period	Action
Pre-Universities		
A*STAR Science Awards (JC)	01-Aug-2012 to 31-Jul-2013	Nomination Only
A*STAR Science Awards (Polytechnic)	01-Aug-2012 to 31-Jul-2013	Nomination Only
A*STAR Science Awards (Upper Secondary)	01-Aug-2012 to 31-Jul-2013	Nomination Only
Undergraduate Studies		
A*STAR Undergraduate Scholarship Mid-term (Mid-Term AUS)	01-Aug-2012 to 31-Jul-2013	Nomination Only
A*STAR Undergraduate Scholarship(AUS)	01-Aug-2012 to 31-Jul-2013	Apply
National Science Scholarship (BS)	01-Aug-2012 to 31-Jul-2013	Apply
National Science Scholarship (MBBS-PhD)	01-Aug-2012 to 31-Jul-2013	Apply

Some scholarships / awards are by nomination only. You can only apply for these scholarships / awards if you have been notified of the nomination via email.

To apply for the other scholarships, click the “**Apply**” hyperlink under the Action column.

The selected scholarship application page will be loaded. The first page is the instruction page:

The screenshot shows a web application interface for the A*STAR Graduate Scholarship (Local). At the top, there is a navigation bar with several tabs: "Instructions" (which is highlighted), "Personal Info", "Education Details", "Education (Others)", "Languages / Awards / CCA", "Career", and "Education Plans". Below this, there are three smaller tabs: "Research", "Essay/Referee", and "Declaration". The main content area is titled "Scholarship Title: A*STAR Graduate Scholarship (Local)". Underneath, there is a section labeled "INSTRUCTIONS" containing two main parts: "Important Notes" and "A: Terms and Conditions". The "Important Notes" section states that the estimated time to complete the form is about 30 minutes and asks the user to read the following sections before proceeding. The "A: Terms and Conditions" section is further divided into "A: Terms and Conditions" and "B: Relevant Documents Needed to Submit Your Application Online". Under "B", it lists the documents/information needed, including an identity card/passport.

After reading the instructions page, click the **“NEXT”** button to move to the next tab. (Note: The options shown in the above screenshot may not be applicable to all scholarships. The page layout will change depending on the scholarship applied for.)

At the bottom of every page there is a **“NEXT”** / **“PREVIOUS”** button to move between the application pages.

The last page is the declaration page, after which the application form can be previewed and submitted.

You have the option to save the application as a draft. This is to enable you to continue the application from where you left off the last time in cases where your application could not be filled out in one session.

Hello (Last Login: 08 May 2013, 14:42) Home 10 May 2013, 10:59 Log out

7. Do you have siblings who have received a scholarship from Singapore? * Yes No
If YES, please provide name, relationship, scholarship awarding body and the year scholarship was awarded.

8. Have you ever applied to A*STAR scholarship before? * Yes No
If YES, please specify it in the education plan section.

9. Have you renounced Singapore Citizenship or Singapore PR status before? * Yes No
If YES, please elaborate

10. Are you willing to convert to Singapore Citizenship if you are awarded the A*STAR scholarship/fellowship? *

11. How did you find about this Scholarship Programme? *

If "Other" is selected, please specify:

If "A*STAR Scholars, Friends or Family" is selected, please specify:

Terms of Use | Privacy Statement | Best viewed at 1024 x 768 resolution with IE 8.0+ Copyright © 2012 Agency for Science, Technology and Research

8 MY APPLICATIONS & MESSAGE HISTORY

Applications saved as draft and completed & submitted are listed under the To Do List in the applicant's home page.

The screenshot shows the user interface of the A*STAR Scholarship Application portal. At the top, there is a navigation bar with 'Hello', 'Last Login: 08 May 2013, 14:42', the date '10 May 2013, 11:03', and a 'Log out' link. On the left, there is a sidebar menu with 'Home', 'Apply Scholarships', 'My Applications', and 'Account'. The main content area is divided into two sections: 'To Do List' and 'Message History'.

To Do List

Task Name	Scholarship Name	Due On	Action
Submit Application Form	Scientific Staff Development Award (SSDA)	31-Jul-2013	Continue
Submit Application Form	A*STAR Graduate Scholarship (Overseas)	31-Jul-2013	Continue
Submit Application Form	A*STAR International Fellowship (AIF)	31-Jul-2013	Continue
Submit Application Form	A*STAR Graduate Scholarship (Local)	31-Jul-2013	Continue

Message History

Message Date	Subject	Action
17-Dec-2012 05:51:21 PM	ASTAR Scholarship Portal :: Application is not successful	Download Remove
30-Nov-2012 07:37:35 PM	A*STAR Scholarship Portal :: Successful Registration	Download Remove

Click the “**Continue**” hyperlink next to the Scholarship name to continue with the application.

The Message History below the To Do List keeps track of all the activities in the applicant portal relevant to your application(s).

Finally, to exit the applicant portal, click the “**Log out**” hyperlink in the top right corner.

The screenshot shows the user interface of the A*STAR Scholarship Application portal. At the top, there is a navigation bar with 'Hello', 'Last Login: 29 Jan 2020, 10:09', 'Version : AP 1.0.0.1', '05 Feb 2020, 13:59', and a 'Log out' link. Below the navigation bar is a banner for the 'Agency for Science, Technology and Research SINGAPORE' and 'Scholarship Application'. On the left, there is a sidebar menu with 'Home', 'Apply to Scholarships', 'My Applications', and 'Account'. The main content area is divided into two sections: 'To Do List' and 'Message History'.

To Do List

Task Name	Scholarship Name	Due On	Action
Submit Application Form	National Science Scholarship (BS)	31-Mar-2020	Continue