GUIDE TO YOUR NUSNET ID

1. **Introduction**

This guide serves to provide a quick step-by-step instruction on activating your NUSNet ID (for first time users only) and resetting your password.

The NUSNet ID is your access gateway to a spectrum of systems within NUS. It is essential for you to acknowledge the NUS IT Acceptable Use Policy (AUP) within **30 days** from the creation of your NUSNet ID. If the AUP is not accepted within 30 days, the NUSNet ID will be disabled and access to NUS systems and resources such as the NUS e-Journals will ceased.

2. **Activating your NUSNet ID: Acknowledgement of AUP**

The policy prescribes the appropriate behavior and use of IT resources in an effective, ethical and lawful manner. Going through the AUP ensure that you have the knowledge on the appropriate use of the resources and enable you to protect yourself in the governance of the usage. You may access this link to find out more: https://comcen.nus.edu.sg/services/it_security/acceptable-use-policy-aup/

Steps to accept the policy terms:

Step 1: Go to AUP acceptance webpage at http://www.tinyurl.com/nuspolicy2

Step 2: Click "Acceptable Use Policy (AUP) Online Acceptance"
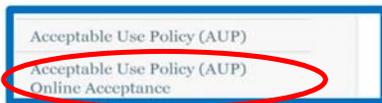
Step 3: At the login window, enter "nusstf\" followed by your user name.
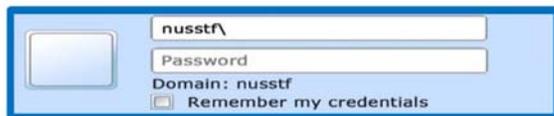
Step 4: A new window will appear. Please read through the policy. Check ☑ the box next to "I have read, understood…" and click "Accept".

Step 5: A confirmation message will appear to indicate that you have successfully accepted the AUP.

3. **Reset of password for your NUSNet ID**

   If you have forgotten your password or want to change your password for security reason, please follow the steps below.

   Forget Password

   If you do not know your NUSNet ID password, follow these steps to create a new one.

   i.   Go to https://myaces.nus.edu.sg/passwordreset/index.html
   ii. Enter your NUSNet ID, NRIC/FIN (last 5 characters), mobile number and follow the instructions on the screen.

   Change Password
   You can change your NUSNet ID password with the following steps.

   i.   Sign in to https://exchange.nus.edu.sg/passwordportal/
   ii. Enter your NUSNet ID.
   iii. Enter your old and new password and select "OK".

4. **Forget your NUSNet ID**

   Please contact som_educators@nus.edu.sg or 6772 5111 to retrieve your NUSNet ID.

5. **Contact**

   If you encounter any difficulty after going through the steps in point 2 & 3 above, please contact NUS IT Care at 6516 2080 or itcare@nus.edu.sg for assistance.

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