Freshmen 101 Guide

Proudly brought to you by the:
43rd National University of Singapore Students’ Union
Executive Committee

Freshmen Orientation Central Committee
Introduction

The Education Records System (EduRec) is a student administrative system that integrates key activities of a student academic life cycle from admissions, module registration, student financials and progression to graduation. It can be accessed anywhere and is only for current students.

Link: [https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login](https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login)

Quick Guide

<table>
<thead>
<tr>
<th>S/N</th>
<th>Screenshot</th>
<th>Activity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1.png" alt="Screenshot" /></td>
<td>Go to EduRec login page &gt;&gt; click current student login</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><img src="image2.png" alt="Screenshot" /></td>
<td>Sign in with NUSNET ID: nusstu\userid and password</td>
<td></td>
</tr>
</tbody>
</table>
3. **Edurec Homepage**
   - Featuring the respective tabs

4. 
   - Click **“Announcements”** to view latest notices eg. To-dos, Holds, Alerts

5. 
   - Click **“Personal Info”** to view and update personal details

6. 
   - Click **“Verify my critical data”** to update personal details and verify critical data (e.g. Official Name, modules enrolled) every semester.
Click "Academics" to get to Academics homepage.

**Titles under Academics:**
- Registration & declaration to register for university entry
- Academic Records to view current academic status and apply for LOA
- Module Registration for module bidding and appeals
- Global education for applications for exchange programmes and module mapping
- Examinations to view exam schedule, exam results, S/U declarations and request unofficial transcripts
- Acad Plan Appln/Declaration to declare, verify academic plan records are reflected accurately and apply for
| 9 | Restricted academic plans (e.g. Second Majors, Restricted Minors).
Design your own module to apply for ‘Design–Your–Own–Module (DYOM)’ or ‘edX Massive Open Online Courses (MOOCs)’.

Click “Financials” to get to financials homepage.

**Titles under Financials:**
Manage Student Financials for payments of bills/charges, refunds and update of bank accounts.
View Financial Aid for verifying financial aid disbursed.

| 10 | To return to homepage, click on home icon or select “My Homepage” from drop down menu. |
Click on this box for more useful guides/links

Click on this icon to sign out

**Troubleshooting:**
If you encounter issues logging into EduRec, try the following:

A) try clearing the cache of your browser and log in again using a fresh browser

B) Check that you keyed in the right NUSNET ID and password. If you have forgotten your password, click “forgot password” at the bottom of the page

C) Contact ITcare for assistance

**Further Information**
More comprehensive user guides & links:

- Access from Student Portal: [https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html](https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html)
For more queries or clarifications, kindly write in to us through our communication platforms:

feedback@nussu.org.sg  
www.nussu.org.sg