



NUSSU
National University of Singapore
Students' Union

Freshmen 101 Guide

EDUREC

**Proudly brought to you by the:
42nd National University of Singapore Students' Union
Executive Committee**

Freshmen Orientation Central Committee



NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

NUSSU Secretariat, Yusof Ishak House, 31 Lower Kent Ridge Road, #05-01, Singapore 119078

Phone: 6601 1345 | Website: www.nussu.org.sg | Email: feedback@nussu.org.sg

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>

Quick Guide

S/N	Screenshot	Activity	Remarks
1		Go to Edurec login page >> click current student login	
2		Sign in with NUSNET ID: nusstu\userid and password	



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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. <i>Official Name, modules enrolled</i>) every semester.	



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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


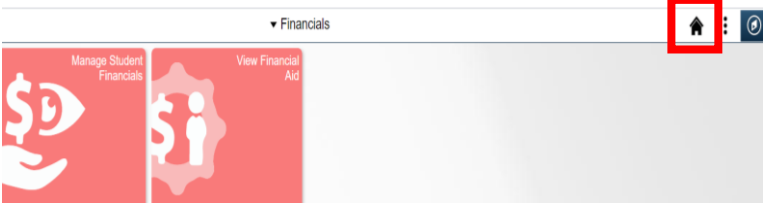
Acad Plan
Appln/Declaration
to declare, verify
academic plan
records are
reflected accurately
and apply for



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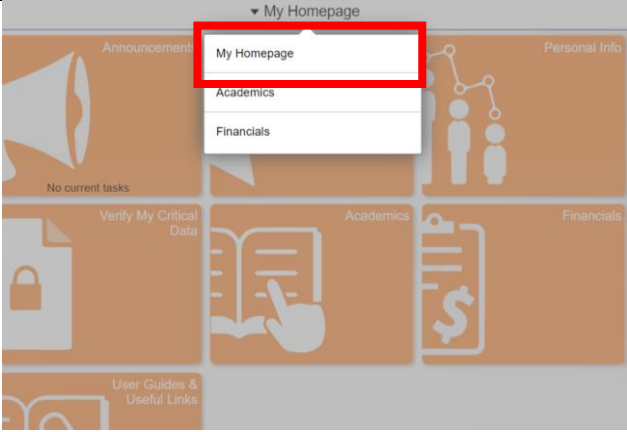

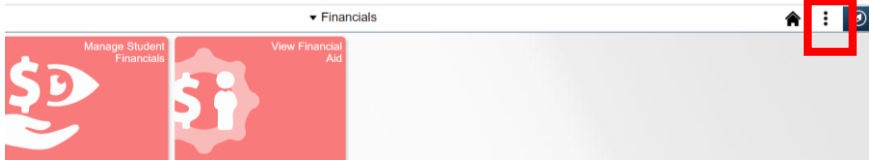
		<p>restricted academic plans (e.g. Second Majors, Restricted Minors).</p> <p><u>Design your own module</u> to apply for 'Design-Your-Own-Module (DYOM)' or 'edX Massive Open Online Courses (MOOCs)'.</p>	
9		<p>Click "Financials" to get to financials homepage</p> <p>Titles under Financials: <u>Manage Student Financials</u> for payments of bills/charges, refunds and update of bank accounts</p> <p><u>View Financial Aid</u> for verifying financial aid disbursed</p>	
10		<p>To return to homepage, click on home icon or select "My Homepage" from drop down menu</p>	



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11		Click on this box for more useful guides/links	
12		Click on this icon to sign out	
13	<p>Troubleshooting: If you encounter issues logging into EduRec, try the following:</p> <ul style="list-style-type: none">A) try clearing the cache of your browser and log in again using a fresh browserB) 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 pageC) 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>
- Access from myEduRec: https://myedurec.nus.edu.sg/psc/cs90prd/EMPLOYEE/SA/c/N_CAMPUS_COMMUNITY.N_CC_EXT_URL_FL.GBL?





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For more queries or clarifications, kindly write in to us through our communication platforms:



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