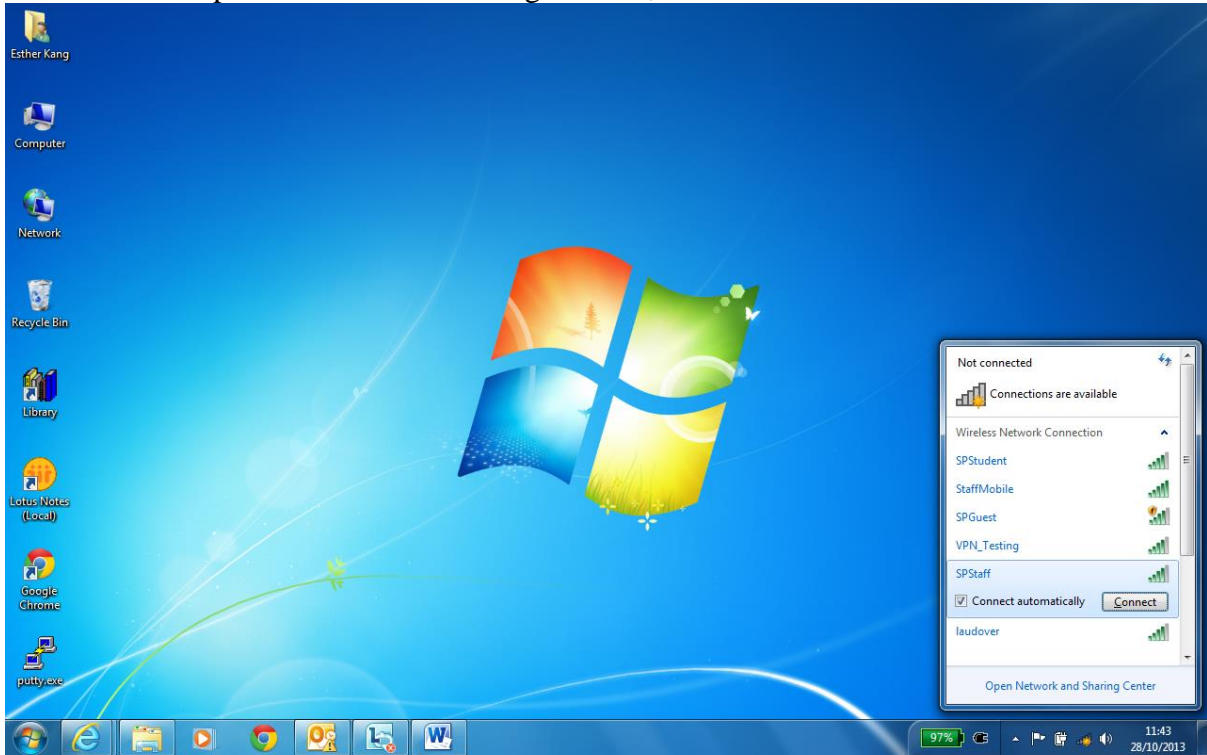
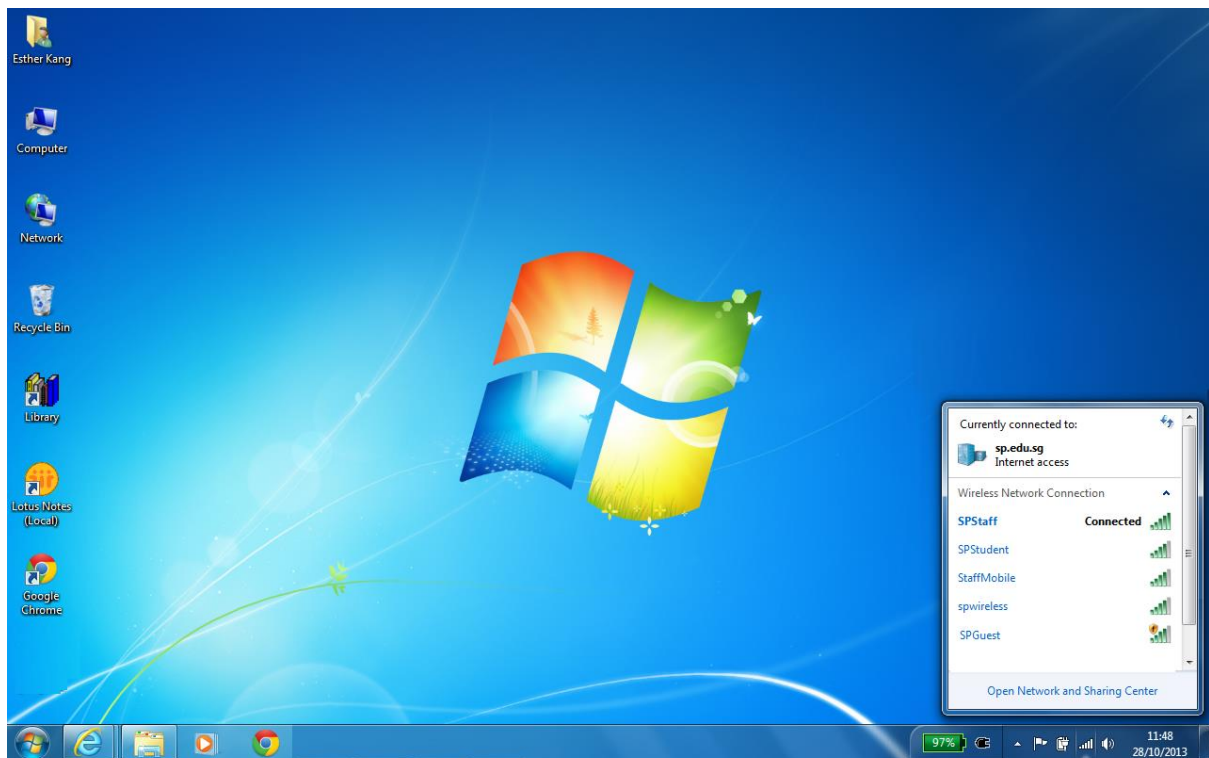


Procedure on how to connect your Win7 OS Notebook to join Staff Secure (SPStaff) Profile

1. Before you could connect to SPStaff profile, your staff notebook is required to join SF domain. Please approach Spice Service Desk at T1711 for assistance.
2. Click on “Open Network and Sharing Center”, select “SPStaff” and click “Connect”.



3. Click on “Open Network and Sharing Center” again and “SPStaff” should shows Connected.

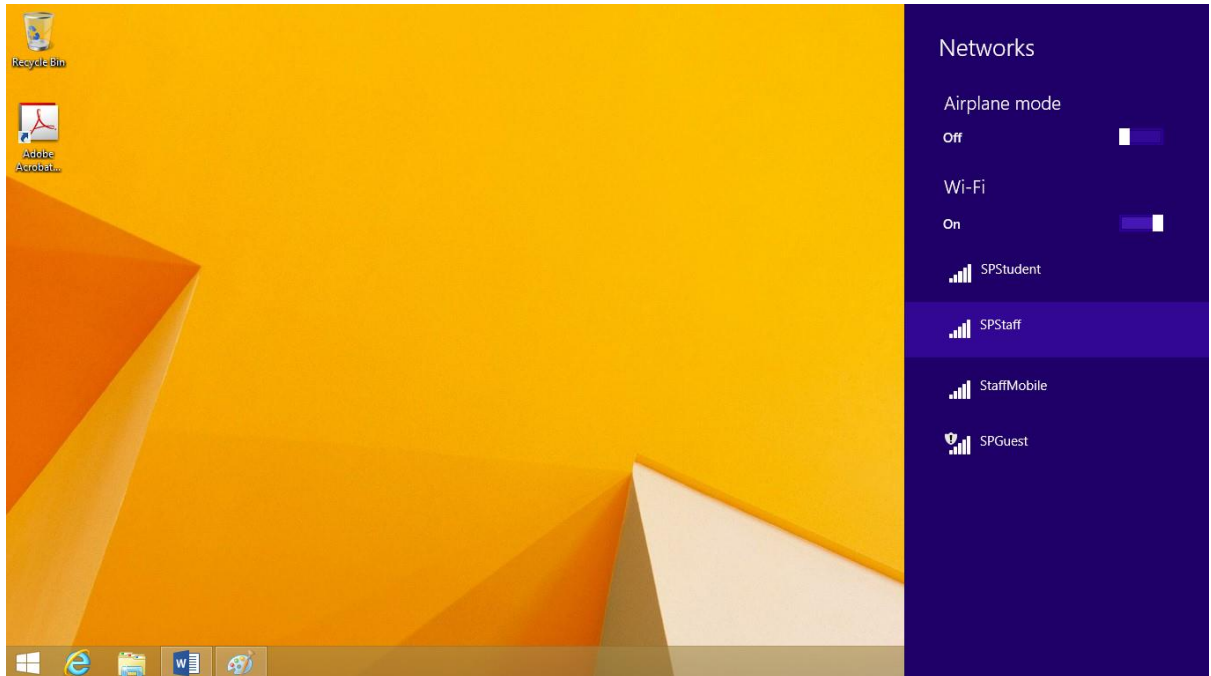


4. Open the Internet Explorer and you will be able to access the Internet.

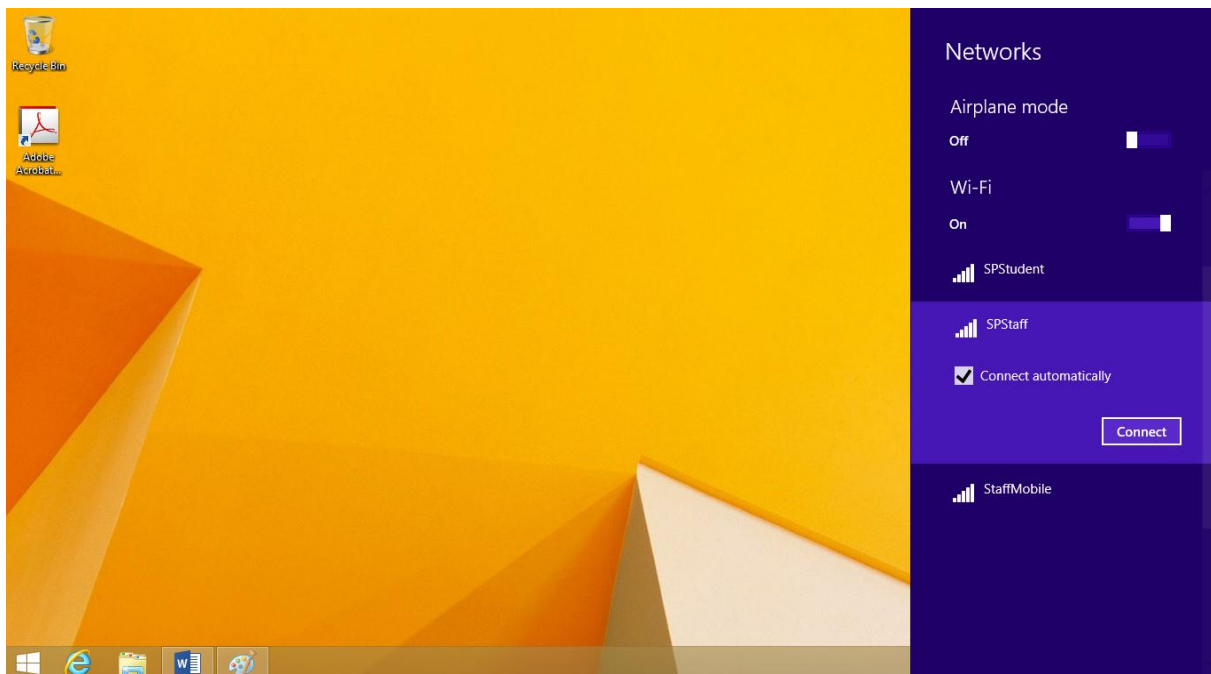
The screenshot shows the Singapore Polytechnic (SP) website in Internet Explorer. The browser's address bar displays the URL <http://www.sp.edu.sg/wps/portal/vp-spws>. The website header includes the SP logo, navigation links (About SP, FAQs, Media Room, Contact Us, Campus Map, Student Login, Staff Login, eServices), and a search bar. A main navigation menu lists categories: FUTURE STUDENTS, TEACHERS, PARENTS, ALUMNI, INDUSTRY, and CONTINUING EDUCATION. The central banner features a cartoon character with blue hair and the text: "I AM ATLANTA. WE ARE GONNA SAVE THE SEVEN SEAS. KNOW MORE ABOUT ME. CLICK HERE!" Below this, the word "ESCAPADE" is displayed, along with dates and times: "15 Nov '13 2pm-10pm" and "16 Nov '13 9.30am-10pm". A sub-section titled "Escapade" describes it as "An exclusive SP Day Camp for 2013 O-Level Students". Below the banner are three columns: "SP BUZZ" with an article "Sweet Amusement" (What do "Monday Blues" and "Angmoh" have to do with desserts?), "HIGHLIGHTS" with "A Well-Rounded Approach at SP" (We develop our students socially, physically, intellectually and emotionally.), and "UPCOMING EVENTS" listing "SP Science Spelling Bee", "Arts Fiesta 2013", "Escapade 2013", "SP Business School Experience", and "Human Resource & Tourism Experience". The Windows taskbar at the bottom shows the system tray with a 97% battery level and the date 28/10/2013 at 11:52.

Procedure on how to connect your Win8 OS Notebook to join Staff Secure (SPStaff) Profile

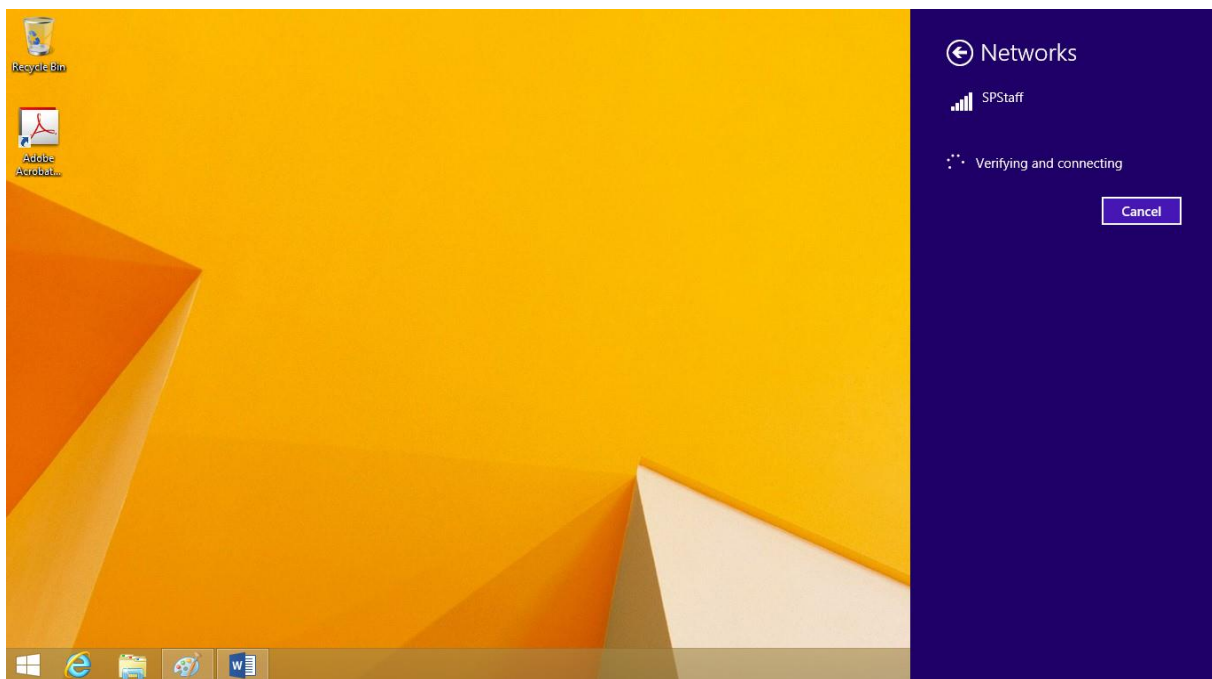
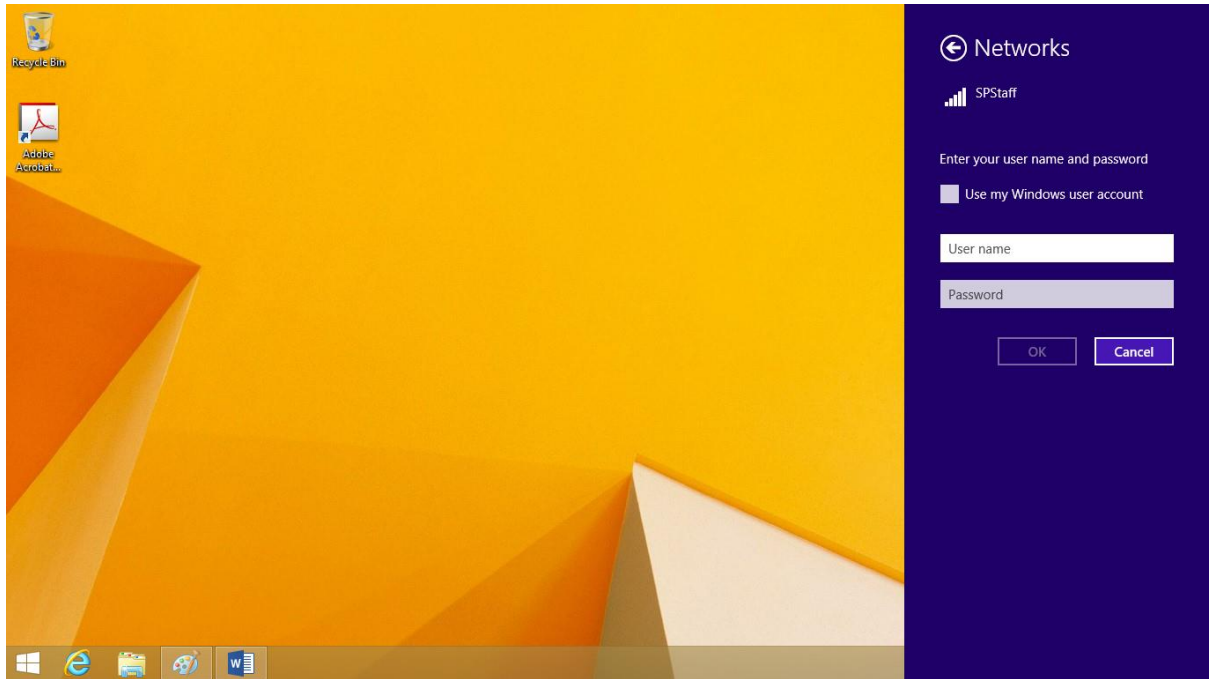
1. Before you could connect to SPStaff profile, your staff notebook is required to join SF domain. Please approach Spice Service Desk at T1711 for assistance.
2. Click on “Open Network and Sharing Center”.



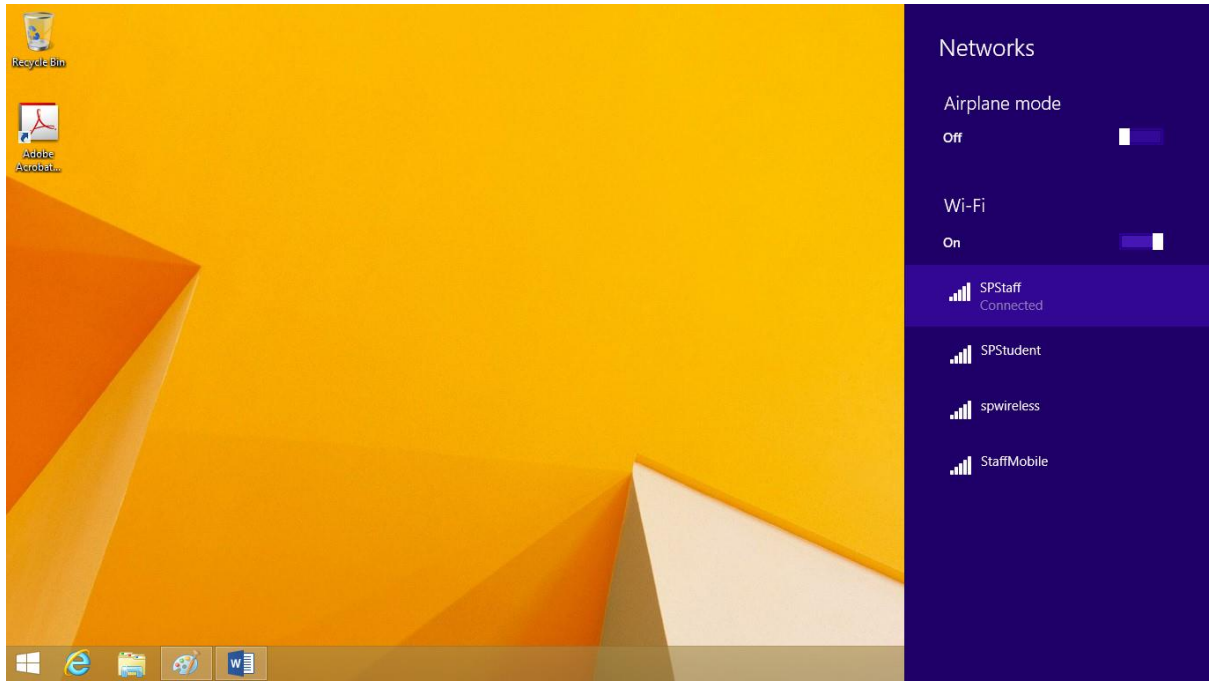
3. Select “SPStaff” and click “Connect”.



4. Connecting to SPStaff



5. Connected to SPStaff



6. Open the Internet Explorer and you will be able to access the Internet.

The screenshot shows the Singapore Polytechnic (SP) website in Internet Explorer. The browser's address bar displays the URL <http://www.sp.edu.sg/wps/portal/vp-spws>. The website header includes the SP logo, navigation links (About SP, FAQs, Media Room, Contact Us, Campus Map, Student Login, Staff Login, eServices), and search and quick links boxes. The main navigation menu lists: FUTURE STUDENTS, TEACHERS, PARENTS, ALUMNI, INDUSTRY, and CONTINUING EDUCATION. A large banner features the text "SP+U" and "Welcome Freshmen! Freshmen Orientation Programme 2013" with an image of two students. Below the banner are three content sections: "SP BUZZ" with a sub-header "Emerging Researchers Showcase Top Projects", "SPOTLIGHT" with "Scholarships@SP", and "UPCOMING EVENTS" listing "Materials Superstar", "Clean Water Challenge 2013", "National Earthquake Competition 2013", and "Freshmen Orientation Programme 2013". The Windows taskbar at the bottom shows the time as 4:24 PM on 25/3/2013.