Tuition Grant Briefing at SP Convention Centre: 18 April 2017 (Tue) 10am

Account Activation Guide - TGonline

1. Before application for the Tuition Grant Scheme, you will need to activate your TGonline account.

   You will need the following information to activate your user account:
   a. UIN / FIN
   b. SP Admission Number (7-digit number e.g. '17xxxxx' without the prefix 'p')
   c. Date of birth

2. Open your web browser and proceed to the following website https://tgonline.moe.gov.sg. The following page will be displayed:

   [Image of the TGonline website]

   The Tuition Grant Scheme (TGS) was introduced by the Government to subsidise the high cost of tertiary education in Singapore. The TGS is currently open to students enrolled for full-time undergraduate/diploma courses (subject to guidelines under existing policy). In exchange for government subsidy received under the TGS, all non-Singaporean students (including Singapore Permanent Residents) are required to sign a TG agreement in which they will be contractually obliged to work in Singapore for a minimum period of 2 years upon graduation.

3. Click on the "Student Login" link. The portal will bring you to the following page:

   [Image of the TGonline login page]
4 Click the “Click here” link next to the “New student?” The following page will be displayed:

You will need to enter your UIN/FIN, SP Admission Number and Date of Birth. Once done, click “Submit”.

5 At this page, you will need to provide a valid email address and a new password for your TGonline account. Once you have entered all the fields, click “Activate”.

6 You will be shown the following page. An activation email will be sent to your email account. Please check your email account to activate your TGonline account.
7 Open the activation email sent by TGonline system. A sample email is shown below:

```
From: root@tgis.moe.edu.sg
To: me

Hi Online F1100198W,

This email was sent to your email address registered with us. You must activate your account before you can login.

Please click the following link to directly access the Account Activation page:

http://123.100.262.22/tgis/secure/activateUser.action?userId=F1100198W&activationCode=1m1318gzu6wx
```

Click on the activation link in the email.

8 You will be directed to the TGonline portal to log in to your account on TGonline. The following page will be displayed:

![TG Online portal](image)

Click on the "Student Login" link and you will be automatically logged in. The following page will be displayed:

![Student Home](image)

You have successfully activated your account on TGonline. You may now proceed to submit an online application.
1. You will need the following information to submit an online application:
   a. Sureties' UIN / FIN (If applicable)
   b. Sureties' Passport or Foreign ID number
   c. Sureties' Date of Birth
   d. Sureties' Postal Address (local and overseas)
   e. Sureties' Email address and contact numbers

   If your sureties are overseas or unable to present themselves during the signing exercise at the institution, you may choose the Notary Public option.

2. Open your web browser and proceed to the following website https://tgonline.moe.gov.sg. The following page will be displayed:

3. Click on the "Student Login" link. The portal will bring you to the following page: Enter your UIN/FIN number and our password. Make sure you have activated your account beforehand. If not, please go to 'TGonline Account Activation Guide' for the step-by-step guide on how to activate your account. If you have already activated your account earlier, click "Login". It will bring you to the Student Home page.
4 Once you are at this page, click on "Apply Grant" link.

5 You will be shown the following page. You will need to verify the details, and make amendments if necessary.

6 Once you have verified your details, click "Next" button. At this juncture, you will need to decide if you wish to opt for Notary Public option. By selecting "Yes", you will need to print out a copy of the agreement and send a copy to your sureties overseas for signing in the presence of Notary Public. Both sureties must sign on the same agreement. You may click on this link to read more about the Notary Public option.
7 You are now required to enter the details of your first surety. Once completed, click "Next". All mandatory fields (*) will need to be filled before you can proceed to the next step. Repeat this step for the second surety.

8 Once you have completed entering all the details for the sureties, you will be shown a confirmation page.
9 At this confirmation page, you will need to make a declaration that all the information entered is true and correct. Check the declaration checkbox and click "Confirm Grant Application".

10 You will be shown the following page. At this page, you may print out a copy of the application made by clicking on the printer icon. Click on 'Home' to view your latest summarised grant application.
11 You are able to make edits to the sureties' details before the online application period closes. To do so, click on "Grant Portfolio". The below page will be shown: To proceed with the edit, you will need to click on the pencil (Edit) icon.

12 You will be shown the following page which will allow you to make edits on the application which you have submitted earlier:
13 Once you have completed amending the details, click on the "Update" button. The following page will be displayed:

14 You will need to confirm the changes you have made. Check the declaration checkbox and then click on the "Confirm Application Update" button to confirm your changes.
The following page will be displayed to show the new details you have submitted:

**Grant Application Details**

![Grant Application Details](image)

You have completed making changes to your application. You may wish to print out the details of the application by clicking on the print icon.