# STUDENT PORTAL GUIDE

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### **View and Make Payment**

### 1. Please login to CEMS Student Portal

	Sign In User ID
	Password Sign In Enable Accessibility Mode
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### 2. Click on View/Make Payment



### 3. Choose the Payment Mode and click Make Payment button.

Favorites Main Menu > View/Make Payment View/Make Payment Student ID: T7304503 Student Name: MUHAMMAD SHAFIQ BIN ABDULLAH 2017 Semester 2 Term: Charges and Subsidies First 1-12 of 12 Last Find | **Item Description** Item Amount (S\$) Certificate in Business Fundamentals 432.00 GST 30.24 Other Fees: Insurance Fee 0.79 Miscellaneous Fee 7.00 Statutory Licence Fee (CLASS) 0.88 GST 0.61 Student Union Fees (Not subjected to GST) Student Union Entrance Fee 5.00 Student Union Subscription Fee 4.50 Total Fee Payable (S\$) 481.02 Prevailing GST Rate is 7%. Payments First 1 of 1 Last Find | | Date Paid Payment Type Paid Amount (S\$) Total Paid Amount (S\$) First 1 of 1 Last Refunds Find | **Refund Number Refund Status** Refund Amount (S\$) Total Refund Amount (S\$) Account Balance (S\$) 481.02 Make Payment Net Balance (S\$): 481.02 Payment Mode: 1 Credit/Debit Card Make e-Payment 2 eNets Debit (Internet Banking) Back to Main Menu

# View My Class Timetable

# 1. Please login to CEMS Student Portal

(<u>https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login)</u> using your SPICE ID and Password.

https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	V C Q Search	口 日	Ø	+	î	9	=
	SINGAPORE SP						
	I Continuing Education Management System						
	Sign In						
	User ID						
	Password						
	Sign In						
	Enable Accessibility Mode						
Privacy Statement	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.						

### 2. Click View My Class Timetable

Menu	0 0 🗸
Search:	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
- View/Make Payment	
<ul> <li>View My Class Timetable</li> </ul>	
- Submit Student Feedback	
- View My Exam Timetable	
- View My Results	
- View My Course History	
- View/Update My Information	
- Apply Leave of Absence (LOA)	
- Request Un-official Transcript	
- Request Official Transcript	
- Request Student Card	
- Student Form and Handbook	

# 3. You can view your timetable by Current Month, Current Week, Date Range or Today

View My	y Class	s Timotable		etable					
View by:		Current Month Current Week Date Range Today GO							
Back to Mair	n Menu								
Favorites Main Menu	> View My C	lass Timetable							
View My Class	Timetable								
View by:	Current Week	×							
	GO								
							1	First 1	Lof1 Last
Date 1 07/08/2018	Day	5:30 PM - 9:30 PM	SB612	Module BA4121	Class Section	Description Introduction to Electronic Business			
How to read venue : *If you have register	T1A5	FG Room Level Teach hort courses (duration of less	1 6 5 hing Block T1 than 3 month	A ns), the teachin	g schedule will not be	reflected here.			
Back to Main Menu									

# Submit Student Feedback

1. Please login to CEMS Student Portal

	SINGAPORE SP
	Continuing Education Management System
	Sign In
	User ID
	Password
	Sign In
	Enable Accessibility Mode
Privacy Statement	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.

### 2. Click Submit Student Feedback

Menu	0 🗸
Search:	
(>)	
- View/Make Payment	
<ul> <li>View My Class Timetable</li> </ul>	
- Submit Student Feedback	
<ul> <li>View My Exam Timetable</li> </ul>	
- View My Results	
<ul> <li>View My Course History</li> </ul>	
<ul> <li>View/Update My Information</li> </ul>	
- Apply Leave of Absence (LOA)	
<ul> <li>Request Un-official Transcript</li> </ul>	
<ul> <li>Request Official Transcript</li> </ul>	
<ul> <li>Request Student Card</li> </ul>	
<ul> <li>Student Form and Handbook</li> </ul>	

### 3. Click on the Module Title to submit your feedbacks.

ıbmit Stı	ident Feedback		
Singapore P mproving ou	olytechnic would like to gather your feedback on your Ir services further.	experience in	attending a course at SP. Your feedback is important to us and will help
mportant li	structions:		
<ul> <li>There</li> <li>You v</li> </ul>	may be one or more modules in your course. You are ill only view module (s) for which survey is currently o	pen.	omplete feedback for each module by clicking the link (s) listed below.
There     You v     You r     subm     Once	may be one or more modules in your course. You are ill only view module (s) for which survey is currently on any save your response at any point and log in later to itted before the survey end date. you submit the survey for a module, the survey link w	survey	omplete feedback for each module by clicking the link (s) listed below. survey using the link in feedback mail you received. Survey must be ed and you cannot go back and update the survey.
There     You v     You r     subm     Once     Course     Type	may be one or more modules in your course. You are ill only view module (s) for which survey is currently on any save your response at any point and log in later to itted before the survey end date. you submit the survey for a module, the survey link w Module Title	Survey	omplete feedback for each module by clicking the link (s) listed below. survey using the link in feedback mail you received. Survey must be ed and you cannot go back and update the survey.
There     You v     You r     subm     Once      Course     Type      Diploma     Diploma	may be one or more modules in your course. You are ill only view module (s) for which survey is currently on hay save your response at any point and log in later to itted before the survey end date. you submit the survey for a module, the survey link w Module Title Introduction to Electronic Business Essential of Financial and Management Accounting	Survey	omplete feedback for each module by clicking the link (s) listed below. survey using the link in feedback mail you received. Survey must be ed and you cannot go back and update the survey.

# View My Exam Timetable

# 1. Please login to CEMS Student Portal

(https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login) using your SPICE ID and Password.

https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	₹8 Q 3	zarch	+	r 9	=
	SINGAPORE SP				
	Continuing Education Management System				
	Sign In				
	User ID				
	Password				
	Sign In				
	Enable Accessibility Mode				
De norse Odationer at	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.				
Privacy Statement					

### 2. Click View My Exam Timetable

This is only applicable to exam conducted during the exam weeks.

Menu			÷	0 -		
Search:						
	»					
– View/Make Payme	ent					
- View My Class Tir	netable					
<ul> <li>Submit Student F</li> </ul>	eedback					
<ul> <li>View My Exam Tir</li> </ul>	<u>metable</u>					
- View My Results	linter					
- <u>View/Update My Ir</u>	aformation					
- Apply Leave of Ab	isence (LOA)					
- Request Un-offici	al Transcript					
- Request Official 1	Transcript					
- Request Student	Card					
- Student Form and	Handbook					
My Exam Ti Course Diple 2017 Semeste	metable oma in Business Practice (Bu er 2   Singapore Polytee	siness Manage <del>n</del> chnic	ient)			
Module	Module Name	Exam Date	Time	Room	Seat Nbr	
BA4111	Business Statistics	02/07/2018	10:00AM - 11:00AM	AC111	2	
Do note th have to su days of yo Back to Main Me	nat should you be absen abmit supporting docum aur absence from the da	it from any ex ients to PACE te of examina	xamination paper, y Academy, within 2 ation.	ou will working		

### View My Results

# 1. Please login to CEMS Student Portal

Continuing Education Management System Sign In User ID Password Sign In Enable Accessibility Mode Privacy Statement	SINGAPORE SP	
Sign In User ID Password Sign In Enable Accessibility Mode fracy Statement	Continuing Education Management System	
User ID Password Sign In Enable Accessibility Mode	Sign In	
Password         Sign In         Enable Accessibility Mode         Copyright © 2000, 2014, Oracle and/or its affinites. All rights reserved.	User ID	
Sign In Enable Accessibility Mode Copyright © 2000, 2014, Oracle and/or rts affiliates. All rights reserved.	Password	
Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.	Sign In Enable Accessibility Mode	
Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved		
	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.	rivacy Statement

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View/Make P	avment	-			
View My Clas	s Timetable	2			
Submit Stude	ent Feedbac	<u>-</u> k			
View My Exa	<u>m Time</u> table	<u>e</u>			
View My Res	ult <u>s</u>				
View My Cou	rse History				
View/Update	My Informat	tion			
Apply Leave	of Absence	(LOA)			
Request Offi	cial Transcr	script			
Request Stu	dent Card	<u>ipc</u>			
Student Forn	n and Hand	book			
avorites Main	Menu > Vie	w My Results			
	-				
View My R	esults				
View My R	esults				
View My F Student ID:	esults				
View My F Student ID: Student Nan	esults ie:				
View My F Student ID: Student Nan NRIC/FIN/F	esults ne: assport:				
View My F Student ID: Student Nan NRIC/FIN/P You can refe	esults ne: assport: to Section 4.3	Grading System in t	he Student Handbook for GPA com	putation.	
View My F Student ID: Student Nam NRIC/FIN/P You can refer How to calcu	esults e: assport: to Section 4.3 ate your GPA	Grading System in t	he Student Handbook for GPA com	putation.	
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu	esults e: assport: to Section 4.3 ate your GPA	3 Grading System in t	he Student Handbook for GPA com	putation.	
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu	esults escience escie	3 Grading System in t	he Student Handbook for GPA com	putation.	
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu	esults esults assport: to Section 4.3 late your GPA 1720 2017	3 Grading System in t	he Student Handbook for GPA com	putation.	
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu	e: assport: to Section 4.3 late your GPA	3 Grading System in t Semester 2	he Student Handbook for GPA com	putation.	1
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu	esults esults assport: to Section 4.3 late your GPA 1720 2017 lemic Plan	3 Grading System in t Semester 2 Module Code	he Student Handbook for GPA com	putation. Credit Unit	l Grade
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu Term:	esults es	3 Grading System in t Semester 2 Module Code BA4121	he Student Handbook for GPA com Module Title Introduction to Electronic Business	putation. Credit Unit 4	l Grade A
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu Term: Acau 1 DBBI 2 DBBI	esults assport: to Section 4.3 late your GPA 1720 2017 lemic Plan 13A 13A	3 Grading System in t Semester 2 Module Code BA4121 BA4122	he Student Handbook for GPA com Module Title Introduction to Electronic Business Essential of Financial and Management Accounting	Credit Unit 4 4	l Grade A B
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu Term: Acau 1 DBBI 2 DBBI 3 DBBI	esults es	3 Grading System in t Semester 2 Module Code BA4121 BA4122 BA4126	he Student Handbook for GPA com Module Title Introduction to Electronic Business Essential of Financial and Management Accounting Service Quality	putation. Credit Unit 4 4 4 4	l Grade A B DIS
View My F Student ID: Student Nan NRIC/FIN/P You can refer How to calcut Term: Acau 1 DBBI 2 DBBI 3 DBBI	esults es	3 Grading System in t Semester 2 Module Code BA4121 BA4122 BA4126	he Student Handbook for GPA com Module Title Introduction to Electronic Business Essential of Financial and Management Accounting Service Quality	Credit Unit 4 4 4	Grade A B DIS
View My F Student ID: Student Nan NRIC/FIN/P You can refe How to calcu Term: Acau 1 DBBI 2 DBBI 3 DBBI	esults es	3 Grading System in t Semester 2 Module Code BA4121 BA4122 BA4126	he Student Handbook for GPA com Module Title Introduction to Electronic Business Essential of Financial and Management Accounting Service Quality	Credit Unit 4 4 5em GPA:	Grade A B DIS 3.667

# View My Course History

### 1. Please login to CEMS Student Portal

(<u>https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login)</u> using your SPICE ID and Password.

A https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	▼ C ] Q. Search	☆自	◙	ŧ	î	9	≡
	Sign In						
	User ID						
	Password						
	Sign In						
	Enable Accessibility Mode						
Privacy Statement	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.						
							•

# 2. Click on *View My Course History*

You can view all the courses that you had taken in SP PACE.

Menu	0	0 🔻
Search:		
- <u>View/Make Payment</u>		
- View My Class Timetable		
<ul> <li>Submit Student Feedback</li> </ul>		
- <u>View My Exam Timetable</u>		
- View My Results		
- View My Course History		
<ul> <li>View/Update My Information</li> </ul>		
- Apply Leave of Absence (LOA)		
- Request Un-official Transcript		
- Request Official Transcript		
- Request Student Card		
- Student Form and Handbook		

# 3. Click on *View Details* to see the results.

Favorites Main Menu > V	iew My Cour	se History						
My Course Histor	у		_					
Student ID	T7304503							
Student Name	MUHAMMAE	SHAFIQ BIN ABDULLAH						
NRIC/FIN/Passport	SXXXX911A	L.						
Program/Course Title		Registration Number	Term	Run Number	Start Date	End Date	Status	View Details
Diploma in Business Practio Management)	e (Business	R1700001996	1720	1	01/10/2017		In Progress	View Details
Back to Main Menu								

# View/ Update My Information

# 1. Please login to CEMS Student Portal

(<u>https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login)</u> using your SPICE ID and Password.

https://mycems. <b>sp.edu.sg</b> /psp/ppct_public/?cmd=login	V C    Q Search	
	SINGAPORE SP	
	Continuing Education Management System	
	Sign In	
	User ID	
	Password	
	Sign In	
	Enable Accessibility Mode	
	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved	
rivacy Statement		

# 2. Click on View/Update My Information

Menu	0	0 -
Search:		
(w)		
- <u>View/Make Payment</u>		
- <u>View My Class Timetable</u>		
- Submit Student Feedback		
- View My Exam Timetable		
- View My Results		
- View My Course History		
- View/Update My Information		
<ul> <li>Apply Leave of Absence (LOA)</li> </ul>		
<ul> <li>Request Un-official Transcript</li> </ul>		
<ul> <li>Request Official Transcript</li> </ul>		
<ul> <li>Request Student Card</li> </ul>		
<ul> <li><u>Student Form and Handbook</u></li> </ul>		

### a. Personal Information

Favorites Main Menu >	View/Update	My Information	
Personal Information	Addresses	Phone Numbers	Email Addresses
Personal Informa	tion		
Please write to pace@sp.e	du.sg to update	any of following inform	mation.
Name	MUHAMMAD S	SHAFIQ BIN ABDULLAH	4
National ID Type	NRIC		
National ID	SXXXX911A		
Student ID	T7304503		
Citizenship	Singapore		
Gender	Male		
Date of Birth	07/12/1995		
Back to Main Menu			

# b. Residential and Mailing Addresses

Favorites Main Menu	> View/Update My Information			
Personal Information	Addresses Phone Numbers	Email Addresses		
			_	
Addresses				
Please click 'Save' b	utton after updating your addresse	s.		
*Mailing Address				
*Block/House No:	Blk 123	Storey - Unit No:	#01-01	
(e.g. Blk 01)		(e.g. #01-01)		
Building Name:				
*Street Name:	ABC street			
*Country:	Singapore V			
*Postal Code:	654321			
*Home Address				
Please check if	the home address is the same as mail	ing address		
*Block/House No:	Blk 123	Storey - Unit No:	#01-01	
(e.g. Blk 01)		(e.g. #01-01)		
Building Name:				
*Street Name:	ABC street			
*Country:	Singapore 🗸			
*Postal Code:	654321			
	,			
SAVE				
Back to Main Menu				

### c. Phone Numbers

Favorites Main Menu > View/Update My Information	
Personal Information Addresses Phone Numbers	Email Addresses
Phone Numbers	
Please click 'Save' button after updating your phone nu	mbers.
Phone Type	*Telephone
Mobile	98765432
SAVE	
* President Field	
~ Requirea Fiela	
Back to Main Menu	

### d. Email Addresses

Favorites Main Menu > View/Update M	y Information			
Personal Information Addresses F	Phone Numbers Email Addresses			
Email Addresses				
You can only update your personal email a	address.			
Please note that all official correspondence	es will be sent to your campus e-mail address(ichat).			
Please click 'Save' button after updating ye	our e-mail addresses.			
	*Email Address			
Personal	test@test.com.sg			
Campus	PTESTT1234567@ICHAT.SP.EDU.SG			
<b>2</b>				
SAVE				
* Required Field				

# Apply for Leave of Absence (LOA)

You can apply for LOA with supporting if you are absence from assessment/test/examination. LOA for lessons are not applicable and will be rejected.

# 1. Please login to CEMS Student Portal

(<u>https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login)</u> using your SPICE ID and Password.

+	https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	∀ C <sup>4</sup>	Q, Search	☆ 自	+	î	9	=
		Continuing Education Management System Continuing Education Management System Sign In User ID Password Sign In Bign In Bign In Bign In Bign In						
Priva	acy Statement	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights rest	nved					

2. Click on Apply Leave of Absence (LOA) to apply LOA or check LOA status

Menu	0	0 -
Search:		
$\otimes$		
- <u>View/Make Payment</u>		
- <u>View My Class Timetable</u>		
- Submit Student Feedback		
- <u>View My Exam Timetable</u>		
- <u>View My Results</u>		
- <u>View My Course History</u>		
- View/Update Mv Information		
<ul> <li>Apply Leave of Absence (LOA)</li> </ul>		
- Request Un-official Transcript		
- Request Official Transcript		
- Request Student Card		
<ul> <li><u>Student Form and Handbook</u></li> </ul>		

### 3. Click on Apply LOA

Favorites Main Menu > Apply Leave of Absence (LOA)

Leave of Absence	Leave of Absence(LOA) Application			
Student ID:				
Program:	Diploma in Engineering (Power Engineering)			
Current Term:	1810			
APPLY LOA				
Back to Main Menu				

4. Enter *Leave Type, LOA duration and submit supporting document* to submit a LOA. You will receive an notification in your iChat

Leave of Abse	nce(LOA) Application
Student ID:	
Academic Program:	Diploma in Engineering (Power Engineering)
Term:	1810
Important Note: Students who are un to apply LOA. Howev (MST)/End Semeste document within 3 w It is the student's res missed during their le assignment, test or et tests or examinations Students are respons sponsored students i You must upload one for uploading. The up Word, BMP and JPE	able to attend classes (include lectures, tutorials and practical sessions, etc.) are NOT required ver, students, who are unable to take the Class Assessment (CA)/ Mid Semester Test r Test (EST)/Examination, must submit the Leave of Absence (LOA) application with supporting orking days for approval. ponsibility to arrange for any make-up assignments, tests or examinations they may have eave of absence with their respective lecturers. Failure to do so will result in them failing that examination. Approved LOA should not be used as an excuse or reason for poor performance is sible to ensure they meet the minimum attendance for each module (50% for non-company and 75% for company sponsored students).
Leave Details	
*Leave Type:	1
*From Date:	2
*To Date:	3
Total Leave Days (B	Based on class Date): 0 shows the number of days with class
*Upload Supporting	Document 4 UPLOAD DELETE FILE VIEW FILE
SUDMIT	

### 5. Check LOA status

Favorites Main Menu > App	ly Leave of Absence (LOA)						
Leave of Absence(I	Leave of Absence(LOA) Application						
Student ID:							
Program:	Diploma in Engineering (Powe	er Engineering)					
Current Term:	1810						
Leave Details							
Leave Request Leave Type Number	From Date	To Date	Total Leave Days	LOA Reason	Leave Status	Supporting Document	Leave Details
2892 Business Trip	17/04/2018	18/04/2018	1		Completed	LOA.jpg	Leave Details
2894 Business Trip	27/04/2018	28/04/2018	2		Pending	LOA_2.jpg	Leave Details
1							
APPLY LUA							

# 6. View Details of the LOA

Leave of Absence(I								
Student ID:	T7302676							
Program:	Diploma in Engineering (Po	wer Engineering)						
Current Term:	1810							
Leave Details								
Leave Request Leave Type Number	From Date	To Date	Total Leave Day	ys LOA	Reason	Leave Status	Supporting Document	Leave Details
2892 Business Trip	17/04/2018	18/04/2018		1		Completed	LOA.jpg	Leave Details
2894 Business Trip	27/04/2018	28/04/2018		2		Pending	LOA_2.jpg	Leave Details
				Find   View	AII	First 1-2 of	2 Last	
Student ID Name		Module(Class D	ate) S	tatus	Remarks			
1 T7302676 FADHLA	N BIN KAMIS	ET0806 (17/04/2	018) A	pproved				
2 T7302676 FADHLA	N BIN KAMIS	ET0804 (18/04/2	018) R	ejected				
APPLY LOA								

# **Request for Un-official Transcript**

You can request for an unofficial transcript without SP logo before the transcript is ready for collection.

# 1. Please login to CEMS Student Portal

(https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login) using your SPICE ID and Password.

https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	V C Q Search	☆ ■	Ø	+	îî (	9	=
	SINGAPORE SP POLYTECHNIC SISTEM						
	Sign In						
	User ID						
	Password						
	Sign In						
	Enable Accessibility Mode						
Privacy Statement	opyright © 2000, 2014, Oracle and/or its affiliales. All rights reserved.						

2. Click on *Request for Un-official Transcript* 

Menu	0 0 🗸
Search:	
(>)	
- <u>View/Make Payment</u>	
<ul> <li>View My Class Timetable</li> </ul>	
- Submit Student Feedback	
- View My Exam Timetable	
- View My Results	
- View My Course History	
<ul> <li>View/Update My Information</li> </ul>	
<ul> <li>Apply Leave of Absence (LOA)</li> </ul>	
<ul> <li>Request Un-official Transcript</li> </ul>	
<ul> <li>Request Official Transcript</li> </ul>	
- Request Student Card	
<ul> <li>Student Form and Handbook</li> </ul>	
Click on <i>Generate Unofficial Transcript</i>	

Favorites Main Menu > Request Un-official Transcript	
View Unofficial Transcript	
Click Generate Unofficial Transcript button to generate and view you Requested Unofficial Transcript' button to view past requests submi **this process may take a few minutes to complete. please do n other buttons or links while processing is taking place	ur unofficial transcript. You may click 'View All itted by you through Self Service. Iot press any e <sup>**</sup>
Academic Institution Singapore Polytechnic	GENERATE UNOFFICIAL TRANSCRIPT
VIEW ALL REQUESTED UNOFFICIAL TRANSCRIPTS	

# **Request Official Transcript**

You can request for an additional transcript with SP logo after you collected the transcript. It is chargeable.

# 1. Please login to CEMS Student Portal

(<u>https://mycems.sp.edu.sg/psp/ppct\_public/?cmd=login)</u> using your SPICE ID and Password.

https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login	V C Q Search	☆ 🗉	Ø	+	<b>A</b> 6	9 =
	Sign In Sign In Sign In Lasword					
Privacy Statement	Copyright © 2000, 2014, Oracle and/or its affiliates All rights reserved					

2. Click on *Request Official Transcript* 

Menu	0 -
Search:	
>>>	
- <u>View/Make Payment</u>	
<ul> <li>View My Class Timetable</li> </ul>	
<ul> <li>Submit Student Feedback</li> </ul>	
- <u>View My Exam Timetable</u>	
- <u>View My Results</u>	
- <u>View My Course History</u>	
<ul> <li>View/Update My Information</li> </ul>	
<ul> <li>Apply Leave of Absence (LOA)</li> </ul>	
- Request Un-official Transcript	
<ul> <li><u>Request Official Transcript</u></li> </ul>	
<ul> <li>Request Student Card</li> </ul>	
<ul> <li><u>Student Form and Handbook</u></li> </ul>	

# 3. Key in the number of transcripts you need. Click *submit*.

Favorites Main Menu > Request Official Transcript
Request Official Transcript
Institution Singapore Polytechnic
- You can request for additional up to 20 official transcript per semester. If you require more copies, please write to ptenquiry@sp.edu.sg
- The official transcript is chargeable at S\$10.70 (inclusive of GST). Payment must be made prior to official transcript
collection. Payment can be paid using e-payment (credit card), NETS at PACE office or cheque by post.
- We will contact you when the transcript is ready for collection.
- If you have any outstanding payment, please settle the amount before you request for the official transcript.
Number of transcripts: 0 Total Amount: \$0.00
submit
Back to Main Menu

# **Request Student Card**

You can request for a replacement of your student card. It is chargeable.

### 1. Please login to CEMS Student Portal

	Sign In     Varsword     Sign In     Lign In     Bign In     Bign In     Bign Accessibility Mode
Privacy Statement	Copyright € 2000, 2014, Oracle and/or its affiliates. All rights reserved.

2. Click on *Request Student Card* 

Menu 🗢 💽	-
Search:	
- View/Make Payment	
- <u>View My Class Timetable</u>	
- Submit Student Feedback	
- View My Exam Timetable	
- <u>View My Results</u>	
- View My Course History	
- View/Update My Information	
- Apply Leave of Absence (LOA)	
- Request Un-official Transcript	
- Request Official Transcript	
- Request Student Card	
<ul> <li>Student Form and Handbook</li> </ul>	