

# **STUDENT PORTAL GUIDE**

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## View and Make Payment

1. Please login to CEMS Student Portal

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

and Password.

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  
**Term:** 2017 Semester 2

Charges and Subsidies		Find	First 1-12 of 12	Last
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			
<b>Total Fee Payable (S\$)</b>	<b>481.02</b>			
Prevailing GST Rate is 7%.				

Payments		Find	First 1 of 1	Last
Date Paid	Payment Type	Paid Amount (S\$)		

**Total Paid Amount (S\$)**

Refunds		Find	First 1 of 1	Last
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:**

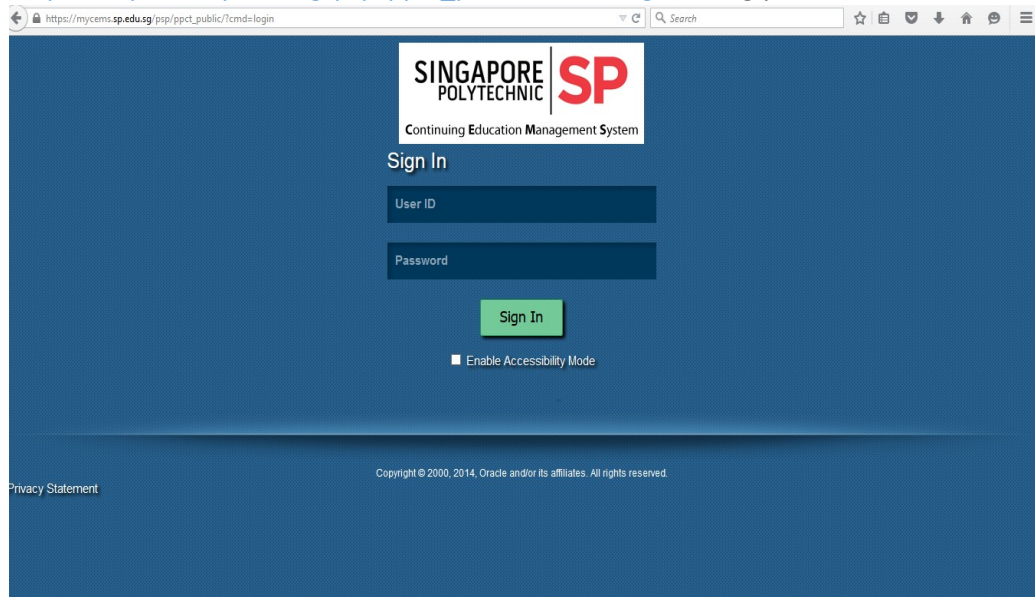
Make e-Payment <sup>2</sup>
Credit/Debit Card <sup>1</sup>  
eNets Debit (Internet Banking)

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## View My Class Timetable

1. Please login to CEMS Student Portal

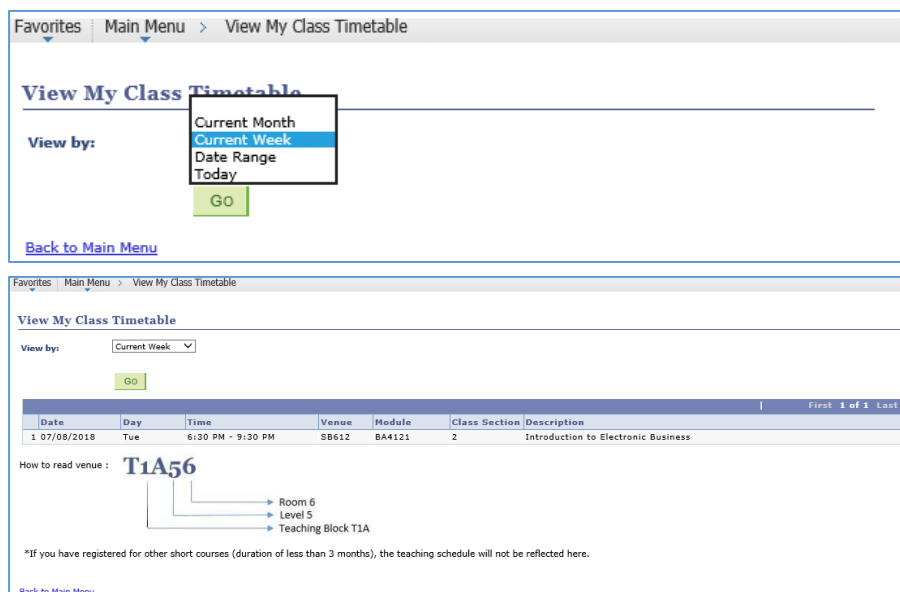
([https://mycems.sp.edu.sg/psp/ppct\\_public/?cmd=login](https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login)) using your SPICE ID and Password.



2. Click *View My Class Timetable*



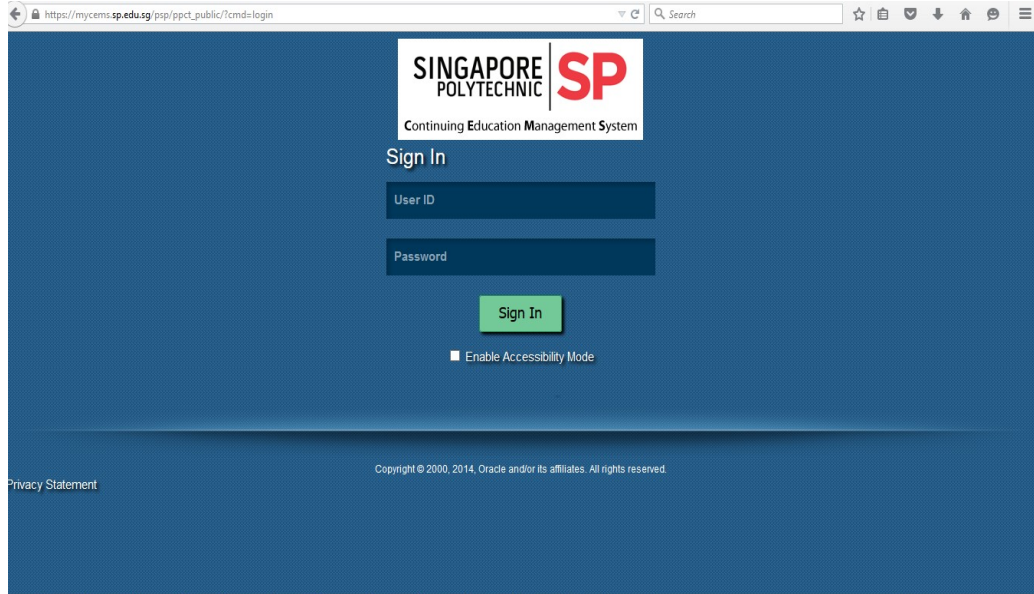
3. You can view your timetable by Current Month, Current Week, Date Range or Today



## Submit Student Feedback

1. Please login to CEMS Student Portal

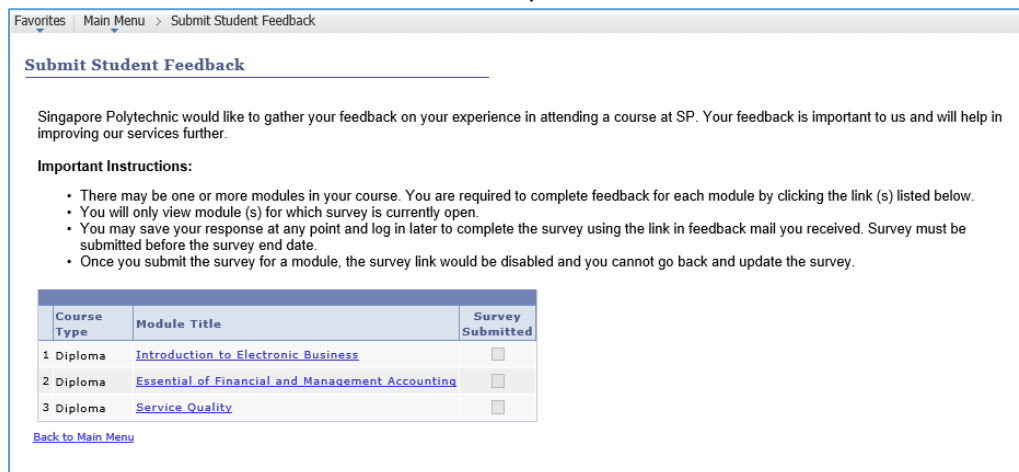
([https://mycems.sp.edu.sg/psp/ppct\\_public/?cmd=login](https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login)) using your SPICE ID and Password.



2. Click *Submit Student Feedback*



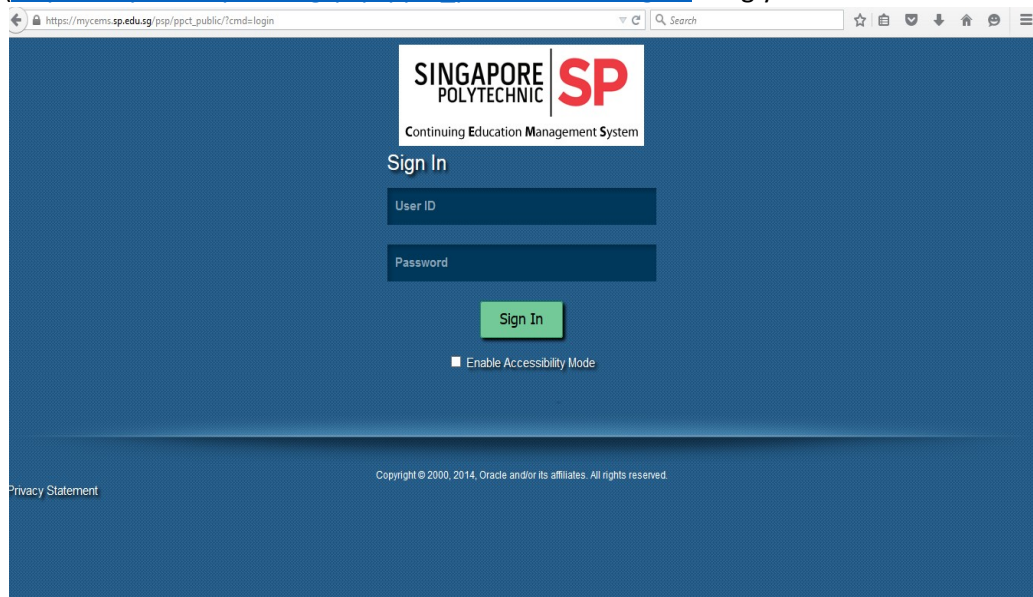
3. Click on the Module Title to submit your feedbacks.



## View My Exam Timetable (Not applicable to SGUS participants)

1. Please login to CEMS Student Portal

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



2. Click *View My Exam Timetable*

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

A screenshot of the CEMS Student Portal. The top part shows a 'Menu' section with a search bar and a list of links. The link 'View My Exam Timetable' is highlighted with a red box. Below the menu is a 'Favorites' section with a breadcrumb trail: 'Main Menu > View My Exam Timetable'. The main content area is titled 'My Exam Timetable'. It shows the course 'Diploma in Business Practice (Business Management)' for '2017 Semester 2 | Singapore Polytechnic'. Below this is a table with exam details.

Module	Module Name	Exam Date	Time	Room	Seat Nbr
BA4111	Business Statistics	02/07/2018	10:00AM - 11:00AM	AC111	2

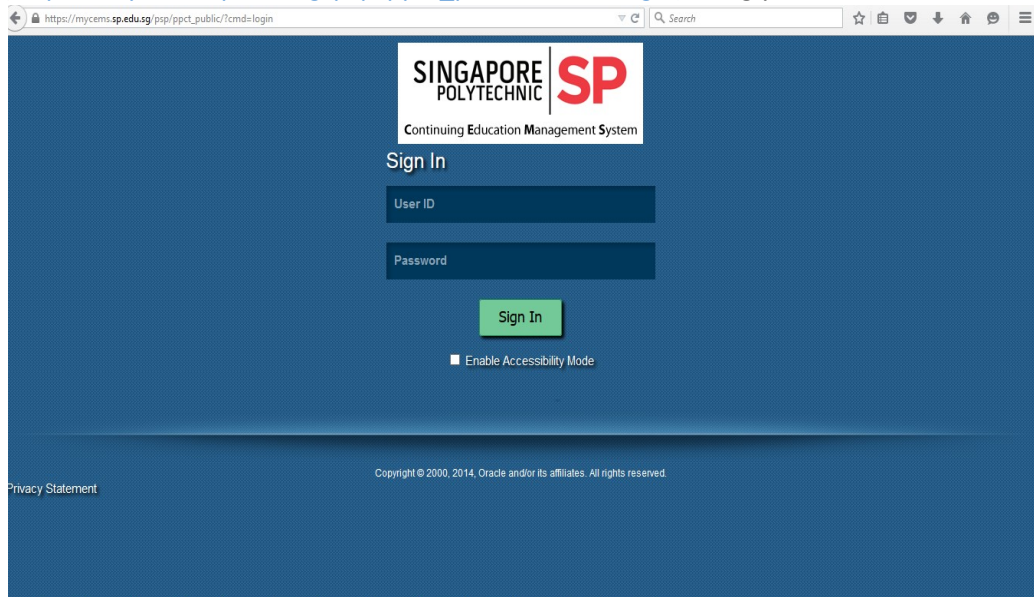
Do note that should you be absent from any examination paper, you will have to submit supporting documents to PACE Academy, within 2 working days of your absence from the date of examination.

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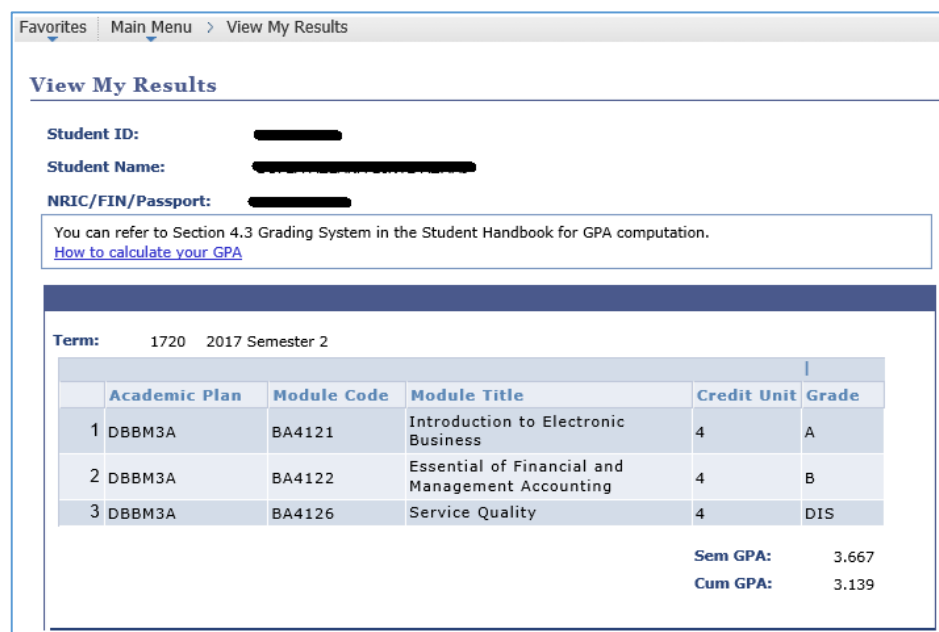
## View My Results

1. Please login to CEMS Student Portal

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



2. Click on *View My Results*



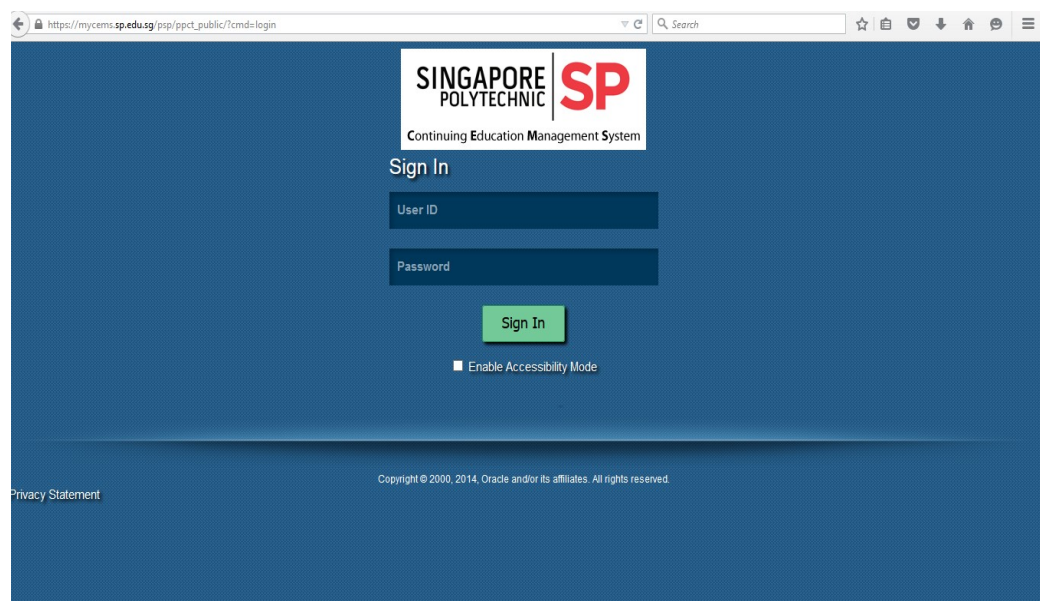
	Academic Plan	Module Code	Module Title	Credit Unit	Grade
1	DBBM3A	BA4121	Introduction to Electronic Business	4	A
2	DBBM3A	BA4122	Essential of Financial and Management Accounting	4	B
3	DBBM3A	BA4126	Service Quality	4	DIS

**Sem GPA:** 3.667  
**Cum GPA:** 3.139



## View My Course History

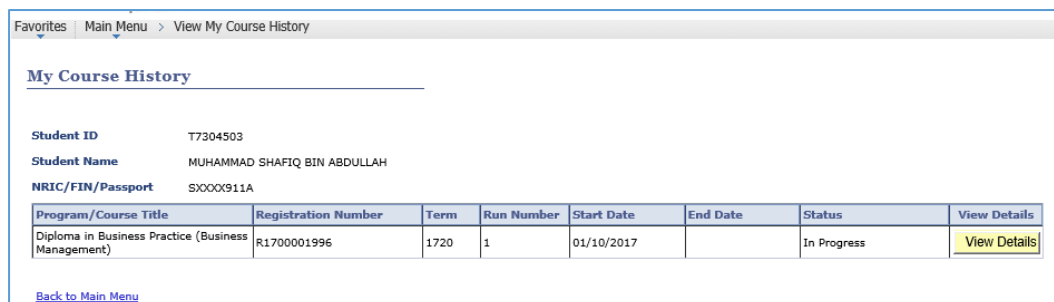
1. Please login to CEMS Student Portal ([https://mycems.sp.edu.sg/psp/ppct\\_public/?cmd=login](https://mycems.sp.edu.sg/psp/ppct_public/?cmd=login)) using your SPICE ID and Password.



2. Click on *View My Course History*  
You can view all the courses that you had taken in SP PACE.



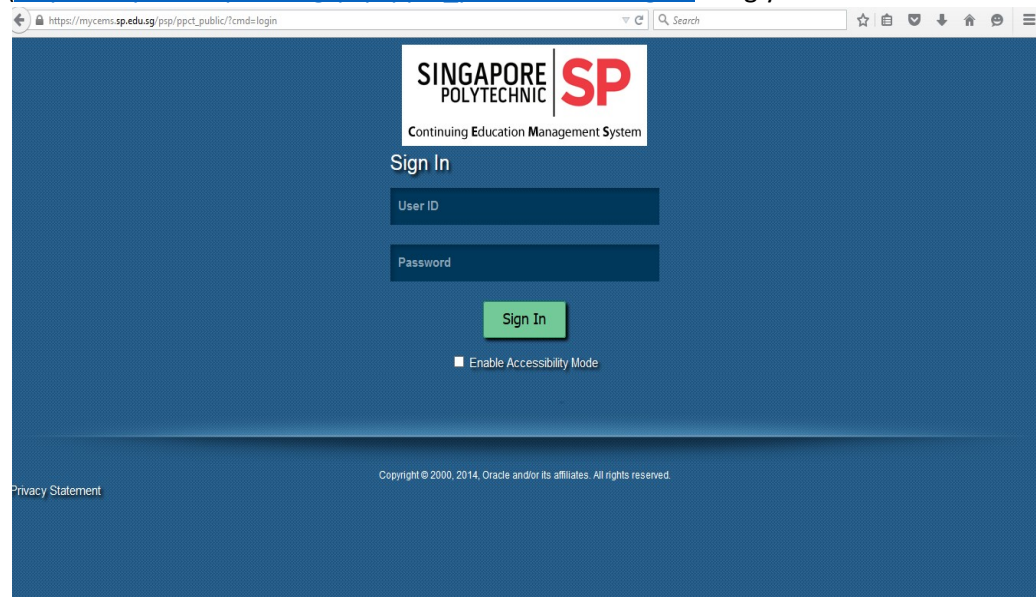
3. Click on *View Details* to see the results.



## View/ Update My Information

1. Please login to CEMS Student Portal

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



2. Click on *View/Update My Information*



a. Personal Information

Favorites | Main Menu > View/Update My Information

Personal Information | Addresses | Phone Numbers | Email Addresses

### Personal Information

Please write to [pace@sp.edu.sg](mailto:pace@sp.edu.sg) to update any of following information.

<b>Name</b>	MUHAMMAD SHAFIQ BIN ABDULLAH
<b>National ID Type</b>	NRIC
<b>National ID</b>	SXXXX911A
<b>Student ID</b>	T7304503
<b>Citizenship</b>	Singapore
<b>Gender</b>	Male
<b>Date of Birth</b>	07/12/1995

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b. Residential and Mailing Addresses

Favorites | Main Menu > View/Update My Information

Personal Information | **Addresses** | Phone Numbers | Email Addresses

### Addresses

Please click 'Save' button after updating your addresses.

**\*Mailing Address**

*Block/House No: (e.g. Blk 01)	<input type="text" value="Blk 123"/>	Storey - Unit No: (e.g. #01-01)	<input type="text" value="#01-01"/>
Building Name:	<input type="text"/>		
*Street Name:	<input type="text" value="ABC street"/>		
*Country:	<input type="text" value="Singapore"/>		
*Postal Code:	<input type="text" value="654321"/>		

**\*Home Address**

Please check if the home address is the same as mailing address

*Block/House No: (e.g. Blk 01)	<input type="text" value="Blk 123"/>	Storey - Unit No: (e.g. #01-01)	<input type="text" value="#01-01"/>
Building Name:	<input type="text"/>		
*Street Name:	<input type="text" value="ABC street"/>		
*Country:	<input type="text" value="Singapore"/>		
*Postal Code:	<input type="text" value="654321"/>		

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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 numbers.

Phone Type	*Telephone
Mobile	<input type="text" value="98765432"/>

\* Required Field

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d. Email Addresses

Favorites | Main Menu > View/Update My Information

Personal Information | Addresses | Phone Numbers | **Email Addresses**

### Email Addresses

You can only update your personal email address.  
Please note that all official correspondences will be sent to your campus e-mail address(ichat).  
Please click 'Save' button after updating your e-mail addresses.

	*Email Address
Personal	<input type="text" value="test@test.com.sg"/>
Campus	PTESTT1234567@ICHAT.SP.EDU.SG

\* Required Field

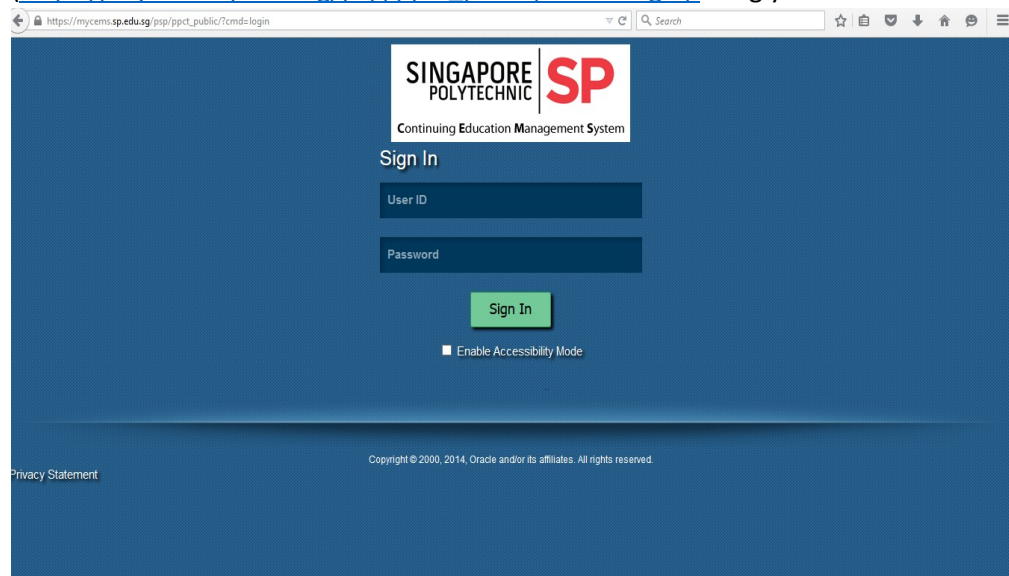
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## Apply for Leave of Absence (LOA) (Not applicable to SGUS participants)

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

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

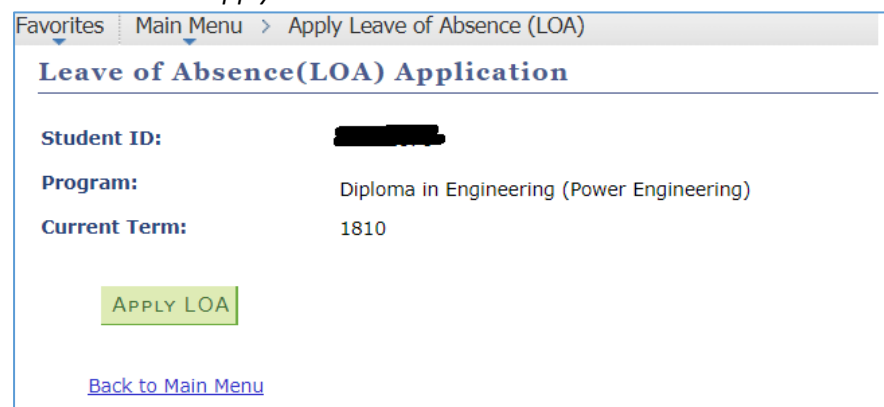


2. Click on *Apply Leave of Absence (LOA)* to apply LOA or check LOA status



- View/Make Payment
- View My Class Timetable
- 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. Click on *Apply LOA*



Favorites Main Menu > Apply Leave of Absence (LOA)

### Leave of Absence(LOA) Application

**Student ID:** [REDACTED]

**Program:** Diploma in Engineering (Power Engineering)

**Current Term:** 1810

[APPLY LOA](#)

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

### Leave of Absence(LOA) Application

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**Student ID:** ██████████

**Academic Program:** Diploma in Engineering (Power Engineering)

**Term:** 1810

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**Important Note:**  
 Students who are unable to attend classes (include lectures, tutorials and practical sessions, etc.) are NOT required to apply LOA. However, students, who are unable to take the Class Assessment (CA)/ Mid Semester Test (MST)/End Semester Test (EST)/Examination, must submit the Leave of Absence (LOA) application with supporting document within 3 working days for approval.

It is the student's responsibility to arrange for any make-up assignments, tests or examinations they may have missed during their leave of absence with their respective lecturers. Failure to do so will result in them failing that assignment, test or examination. Approved LOA should not be used as an excuse or reason for poor performance in tests or examinations.

Students are responsible to ensure they meet the minimum attendance for each module (50% for non-company sponsored students and 75% for company sponsored students).

You must upload one supporting document for your LOA application. You may combine all your document into one for uploading. The uploaded document must not be more than 3MB in size. The supported formats are PDF, MS Word, BMP and JPEG. Uploaded document must be clear.

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**Leave Details**

\*Leave Type: **1**

\*From Date: **2**

\*To Date: **3**

**Total Leave Days (Based on class Date):** 0 shows the number of days with class

\*Upload Supporting Document **4**

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**5**

- Check LOA status

Favorites | Main Menu > Apply Leave of Absence (LOA)

### Leave of Absence(LOA) Application

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**Student ID:** ██████████

**Program:** Diploma in Engineering (Power Engineering)

**Current Term:** 1810

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**Leave Details**

Leave Request Number	Leave Type	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	<a href="#">LOA_1.jpg</a>	<a href="#">Leave Details</a>
2894	Business Trip	27/04/2018	28/04/2018	2		Pending	<a href="#">LOA_2.jpg</a>	<a href="#">Leave Details</a>

## 6. View Details of the LOA

**Leave of Absence(LOA) Application**

Student ID: T7302676  
 Program: Diploma in Engineering (Power Engineering)  
 Current Term: 1810

Leave Details								
Leave Request Number	Leave Type	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	<a href="#">Leave Details</a>
2894	Business Trip	27/04/2018	28/04/2018	2		Pending	LOA_2.jpg	<a href="#">Leave Details</a>

Find   View All   First 1-2 of 2 Last				
Student ID	Name	Module(Class Date)	Status	Remarks
1 T7302676	FADHLAN BIN KAMIS	ET0806 (17/04/2018)	Approved	
2 T7302676	FADHLAN BIN KAMIS	ET0804 (18/04/2018)	Rejected	

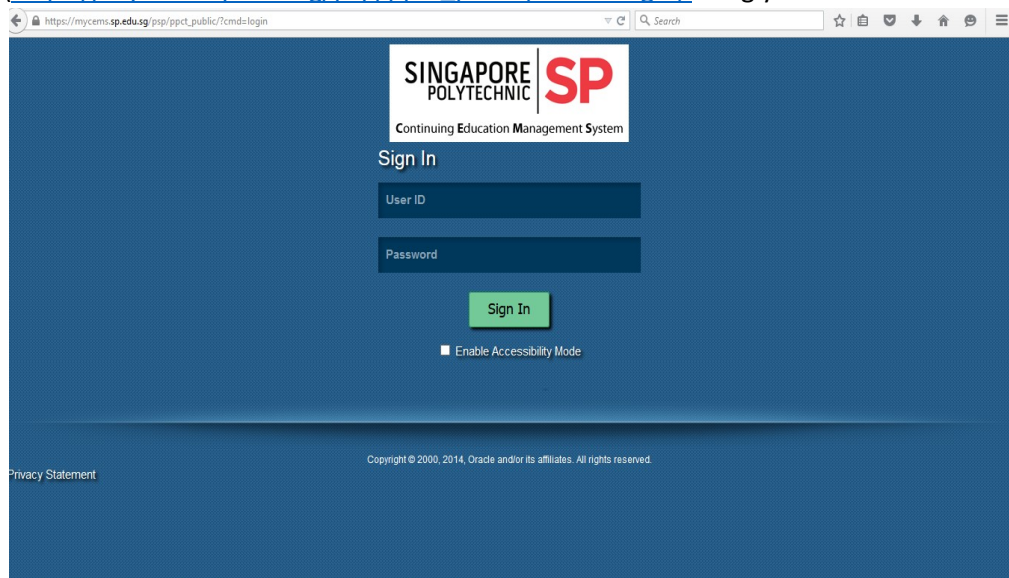
[APPLY LOA](#)

## Request for Un-official Transcript (Not applicable to SGUS Participants)

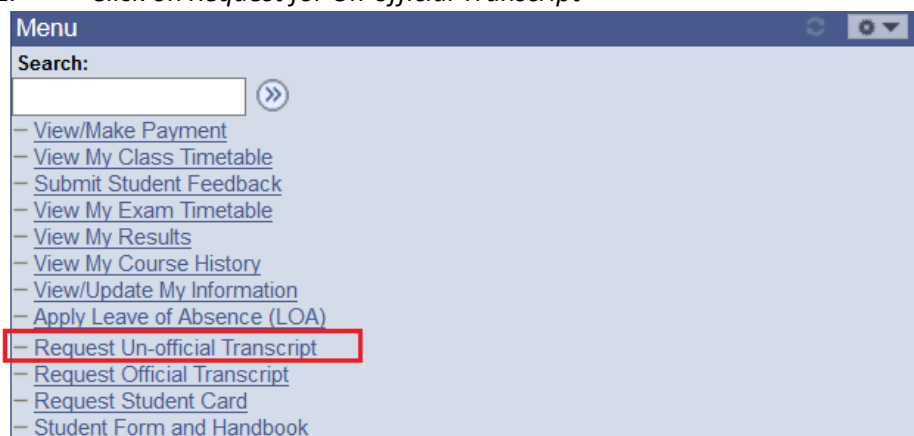
You can request for an unofficial transcript without SP logo before the transcript is ready for collection.

1. Please login to CEMS Student Portal

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



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



3. Click on *Generate Unofficial Transcript*



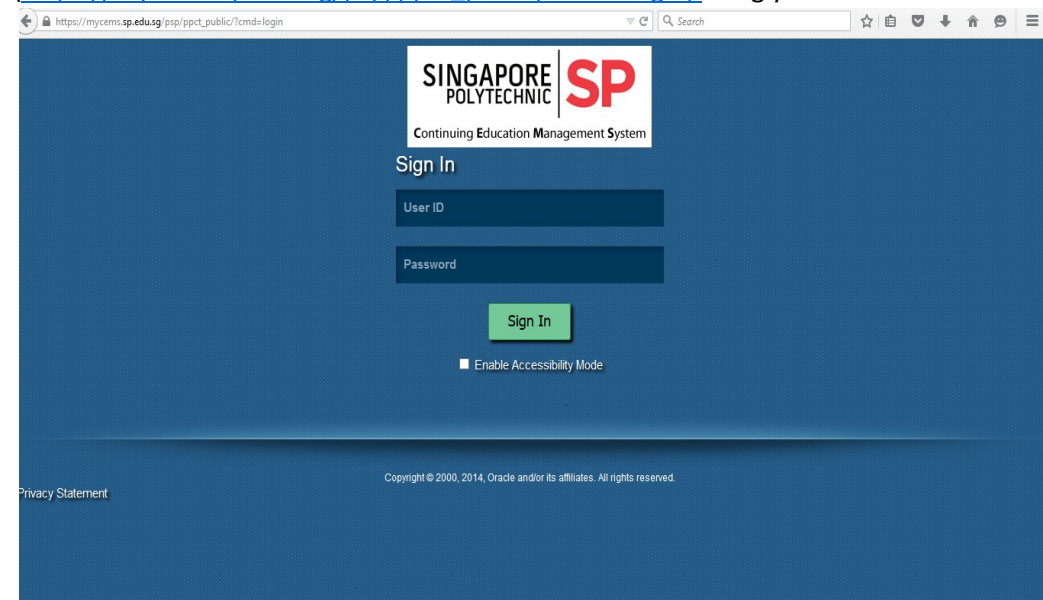


## Request Official Transcript (Not applicable to SGUS Participants)

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

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



2. Click on *Request Official Transcript*



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

Favorites | Main Menu > Request Official Transcript

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## 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:**  **Total Amount:** \$0.00

[submit](#)

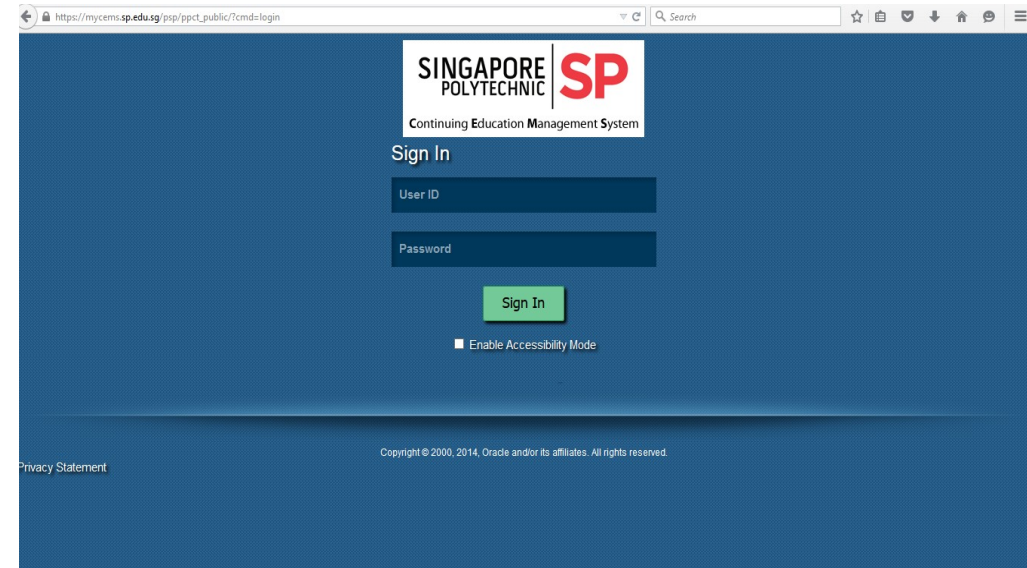
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## Request Student Card

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

1. Please login to CEMS Student Portal

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



2. Click on *Request Student Card*



### Student Card Replacement Request

- You can only request for one replacement of student card per semester. If you need to request for another replacement, please write to ptenquiry@sp.edu.sg.
- The student card is chargeable at S\$10.70 (inclusive of GST). Payment must be made prior to student card collection. Payment can be paid using e-payment (credit card), NETS at PACE office or cheque by post.
- We will contact you when the card is ready for collection.
- if you have any outstanding payment, please settle the amount before you request for the student card.

**Please click [Submit] button if you wish to request for a replacement of student card.**

**Total Amount:**

10.70

**Submit**

E-Payment

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