This guide shows the step by step instructions on how to access Staff Portal eServices from outside of NUS Campus.

1. Open your web browser and go to [http://www.nus.edu.sg/staff](http://www.nus.edu.sg/staff). Please note the supported browsers as indicated below.

2. Click on click here under Public Computer Access.
3. You will see the following login page - enter your NUSNET User ID and Password. Then click on the Log On button.

![Login page](image)

**Note:** If you are unable to logon at this point, please contact NUS IT Care (6516-2080 / itcare@nus.edu.sg) personally to check your account status. This may be due to wrong password or you have not completed the AUP (Acceptance User Policy) online acceptance: [https://inetapps.nus.edu.sg/aup](https://inetapps.nus.edu.sg/aup)

If you had forgotten your password and your mobile phone has been registered in Staff Portal (eServices > More > my Contact > Update address & contact), you can reset your password via your smartphone by visiting the following website: [https://aces01.nus.edu.sg/passwordreset](https://aces01.nus.edu.sg/passwordreset)

4. Once inside the NUS Staff Portal, you could click on the eService from the left panel.
5. If you encounter the following prompt, enter your NUSNET User ID and Password. Then click **Continue** to access the eService.

6. If you encounter any technical issues, please capture screenshots of the issue and email to IT Care (itcare@nus.edu.sg) for assistance.