Student Self Help System (S3)

1 Getting Started

1.1 How to Login to S3

1.1.1. Student can log into S3 Web using Single Sign On (SSO) with their email address and password: URL: <u>https://appcentral.nafa.edu.sg/S3Web/</u>





1.1.2. Student can also log into S3 Mobile application with their email address and password (download links for Apple and Android devices as follows):

iOS: https://itunes.apple.com/us/app/nafa-s3/id1442443823?ls=1&mt=8

Android: <u>https://play.google.com/store/apps/details?id=com.nafa.s3.prod</u>

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	For login/password issues, please email to: ithelpdesk@nafa.edu.sg iLEARN@NAFA 24hr Student Online Helpdesk: 800 492 2378 Email: edtech@nafa.edu.sg	Sign in For login/password issues, please email to: ithelpdesk@nafa.edu.sg iLEARN@NAFA 24hr Student Online Helpdesk: 800 492 2378 Email: edtech@nafa.edu.sg

1.1.3. Upon login, student will be directed to the One Time password (OTP) page. Student shall receive the OTP via NAFA email and SMS. Enter the OTP received for verification

Pleas	e enter the 6 digit One-Time
Pass A One-Tim	word to verify your account ne Password has been sent to your NAFA email and mobile number.
OTP	
	VERIFY

1.1.4. A 30-day expiry shall be set to the browser/device upon logged in. When the expiry date expires, the browser/device that was previously logged in will be regarded as a foreign browser/device again. The expiry date browser/device will be extended by 30 days every time the user logs in.

2 S3 Web

2.1 Change Password

2.1.1. At the left sidebar menu, click on [My Profile] followed by [Change Password] to access the Change Password page.

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MAFFA Instrument Filt off My Prefile	FOAD AAAAA BBBBB A00300000 Diploma in Fine Art			
Contact Details	Change Password			
My Course Outstanding Payment	Admission Number	A003D0000		
NAFA Email	Old Password		۲	
Learn	New Password		۲	
	Confirm New Password		۲	
		Your new password MUST meet the below criteria: Minimum password length is 8 Second a physic (e.g. +2) English lower case alphabet (e.g. +2) English upper case alphabet (e.g. +2) Second characters (e.g. +0, #, 7, S) Second characters (e.g. +0, #, 7, S) Cannot contain the user's login name or exceed 2 consect No reusing of last 3 password set	utive login characters	
		Password will expire every 90 days upon last password CHANGE PASSWORD	Ichange	

- 2.1.2. Enter the old password followed by the new password twice. Click on [Change Password] to save changes.
- 2.1.3. Please follow the password policy below:
 - Password must be at least eight (8) characters long
 - Password must contain both uppercase and lowercase letters (e.g. A-Z and a-z)
 - Password must contain at least one numbers (e.g. 0-9),
 - Password must contain at least one special characters (\$, #, !, @)
 - Password must not contain your name or admission number

3 S3 Mobile

3.1 Login

3.1.1 The login page of the S3 mobile has the [Touch ID] option, the students will have the option to enable their next login authentication through Face ID or Touch ID.



The student can log in via his admission number and password or with his biometrics (with the fingerprint icon in the login page as shown below).

3.2 Settings

3.2.1 Tab on [Settings] to change password and biometrics login



3.2.2 User will be able to enable or disable the biometric login via the settings under [Enable Face/Touch ID]. When the student enables the Face/Touch ID in settings, the student will be allowed to use biometrics login function.

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Change Password		•
Enable Fa	ace/Touch ID	

3.2.3 To change password, tab on [Change Password] to access the Change Password page.

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Old Password	
New Password	
Confirm Passwor	d
• Your new passw criteria:	ord MUST meet the below
• Minimum passw	ord length is 8
• 1 English lower	case alphabet (eg. a-z)
• 1 English upper	case alphabet (eg. A-Z) _9\
 1 Special charac 	ters (eg. !, @, #, ?, \$)
• Cannot contain	the user's login name or exceed
2 consecutive logi	n characters
No reusing of las	st 3 password set
• Password will e password change	xpire every 90 days upon last
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3.2.4 Enter the old password followed by the new password twice. Click on [Change Password] to save changes.

Note: If password is changed outside of S3 application, login via biometrics will be unsuccessful.