

MHA NS PORTAL USER GUIDE: MANAGE MY PROFILE

2024



Contents

Introduction	2
Available e-Services.....	2
Log In.....	2
Log In Process.....	2
Main Dashboard.....	3
Navigating the main dashboard	3
Manage My Profile.....	6
Accessing 'Manage My Profile' Landing Page	6
Edit Your Personal Information	6

Introduction

Available e-Services

Manage My Profile	Manage Call-Ups	Manage IPPT/NS FIT	Manage NSmen Payments	Apply/Manage Exit Permit
- View profile information (Personal Information, Emergency Contact, Employment, Bank Account details) - Edit profile information	- View call-up details - Download Recall Order - View upcoming, past and cancelled activities	- View progress to fulfill IPPT obligations - Book IPPT/NS FIT - View, amend and cancel upcoming bookings - View previous attendances and IPPT results - Access IPPT Score Calculator	- View latest updates to claims, and which claims require action - Submit Make-Up Pay claim for self-employed NS men - Track the status of claims, allowances and payments	- View Exit Permit Details - Apply for Exit Permit - Amend Exit Permit

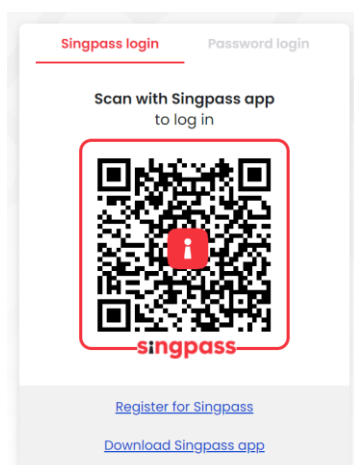
Log In

Log In Process

1. Head to <http://ns.mha.gov.sg>.
2. Click on 'Singpass' at the top right of the screen to log into your account.



3. You will be redirected to the Singpass log-in page. You may choose to log in by scanning the QR code, or entering your NRIC and password via the password log-in.



Main Dashboard

Navigating the main dashboard

1. Upcoming Call Up Acknowledgement Pop-up

a. Overview of all your upcoming call-ups.

Action Required

You have **2** new Call-Ups.
Please acknowledge to continue.

ICT Amended	
START Sun, 27 Oct 2024, 05:30 pm	END TIME Mon, 28 Oct 2024, 12:00 am
REPORTING Lima HQ	ATTIRE Full uniform

ICT New	
START Thu, 26 Sept 2024, 05:59 pm	END TIME Thu, 26 Sept 2024, 11:59 pm
REPORTING Lima HQ	ATTIRE Full uniform

Acknowledge

- b. You will have to acknowledge your upcoming call-ups to close the pop-up and view your main dashboard page.
- c. You will also receive SMS and email notifications when there is a new recall. When you amend your recall, you will receive an SMS notification.

2. Main Dashboard

A Singapore Government Agency Website: [View all sites](#)

NS PORTAL HOME You are now viewing: My Dashboard Last login at 06 Jul 2024, 16:30

My Dashboard

Hello, Alan Lim
*****040A | SPF NSMEN | Police (HQ), MHA
Enlistment Date: 02 Feb 2020 | ORD: 02 Feb 2022

eServices

- Manage my Profile
- Manage IPPT/NS FIT
- Manage NSmen Payment
- Manage Call-Ups
- Shop at eMart
- Apply/Manage Exit Permit

Other eServices

- Access ePREP
- Prepare for ORNG
- Submit Security Clearance
- MHA Career
- Manage Scholarship/ Sponsorship Awards
- Endorse Medical Questionnaire

Help Desk

- FAQ

Due to ongoing system maintenance, your IPPT/NS FIT completion status may not be displayed accurately at this juncture. If you have attempted and passed your RPT or completed 10 sessions of NS FIT from 1 Apr 2022, you are deemed to have fulfilled your IPPT/NS FIT requirements for FQ23.

You've got 2 upcoming activities

Date	Activity	Reporting Venue	Attire
10 NOV 1400	Call-up: In-camp Training	Woodlands Div LVL 5 Event Hall	Full Uniform
10 NOV 1400	Call-up: In-camp Training	Woodlands Div LVL 5 Event Hall	Full Uniform

[View details >>](#)

Pending Your Action

These submissions require your immediate attention.

- Exit Permit - Overseas Employment has been returned to you for your action. Your action required by 04 July 2024.
- A Claim has been auto-generated for you. ICT/Deployment, 01 June 2024 - 10 June 2024. Your action required by 04 July 2024.

[Load more >>](#)

You are currently on the IPPT/NS FIT Track

IPPT Status	Gold Awarded
You've cleared your IPPT requirement	86 / 100 points obtained

[View details >>](#)

Current ORNS Status

High Key ICT Completed
0

[View details >>](#)

f. Proficiency

Latest Results (FY 2024)
Shooting - Marksmen

[View details >>](#)

g. Awards

Awards
1st Clasp to The S'pore Police Long Service & Good Conduct (10 years) Medal 2024, Gazetted Award

[View details >>](#)

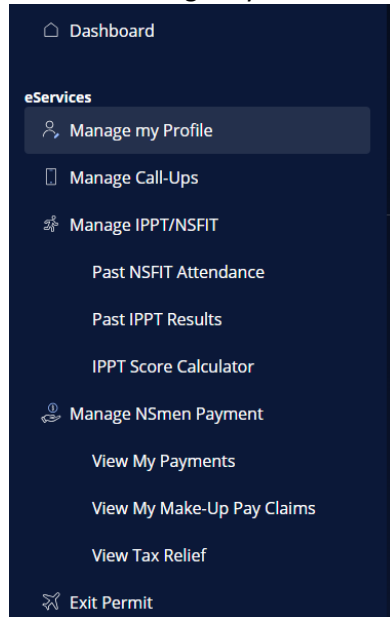
[Logout](#)

- a. Notification: Any important message from MHA will be broadcasted in this blue banner.
- b. Upcoming Activities: Timeline overview of your upcoming call-ups and IPPT/NS FIT sessions.
- c. Pending Actions: Tasks requiring your action.
- d. IPPT: Overview of your IPPT obligation(s) and status.
- e. ORNS Status: Number of High Key ICT completed.
- f. Proficiency: Latest proficiency attained during ORNS.
- g. Awards: Latest award attained during ORNS.

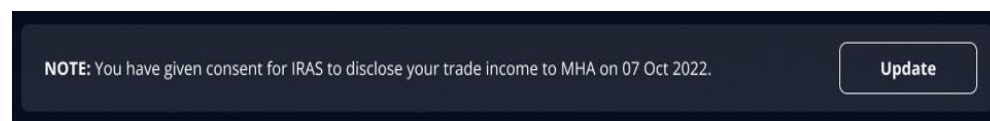
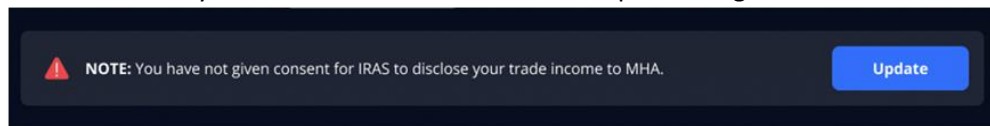
Manage My Profile

Accessing 'Manage My Profile' Landing Page

1. Accessing 'Manage My Profile'
 - a. Click on 'Manage My Profile' in the navigation pane to access the page.



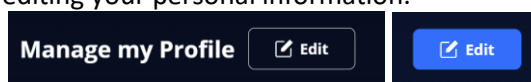
2. 'Manage My Profile' Landing Page
 - a. Note on IRAS Consent: You will be notified if you have or have not yet given consent for IRAS to disclose your trade income to MHA. Click 'Update' to give consent.



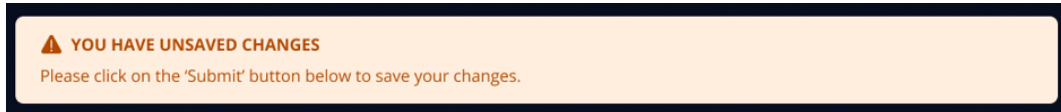
- b. Personal Information: View and manage your personal information on this page. Click on the 'Edit' button at the top and bottom of the page to begin editing your personal information.

Edit Your Personal Information

3. Click the 'Edit' button at the top or bottom of the 'Manage My Profile' landing page to begin editing your personal information.



4. Unsaved Changes Note: An error message will appear on the top of the page if unsaved changes to your profile have been made.



5. Edit Personal Information

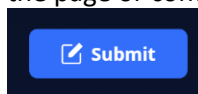
- a. Once you have clicked 'Edit', a green dot will appear beside the tab to indicate that the information on that tab is currently being edited. You will also be prompted to click 'Submit' if you have unsaved changes.



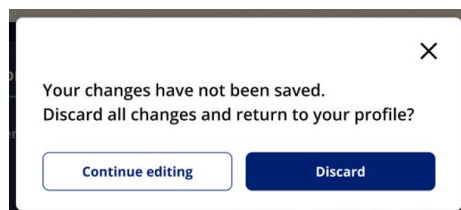
- b. Once you begin filling up your personal information, an error message may appear if details have been input incorrectly.

A dark blue form with two phone number fields. The first field, "Alternate Phone No.", has a dropdown menu set to "+65" and a text input containing "9049 3021", with a green checkmark icon on the right. The second field, "Office Phone No.", has a dropdown menu set to "+65" and a text input containing "Input", with a red "X" icon on the right. Below the fields is a red error message box that says "Error Message".

- c. You may choose to save your changes by clicking the 'Submit' button at the bottom right of the page or continue to the 'Emergency Contacts' page.



- Do note that if you exit the page without saving your changes, an error message will appear notifying you that your changes have not been saved. Click on 'Continue Editing' to continue your edits, or 'Discard' to revert all the edits that have been made in this session.



6. Edit Emergency Contacts: Click on the 'Next Page' button from the 'Personal Information' page, or 'Emergency Contacts' tab to view and edit your emergency contacts' details.
 - a. Click on the 'Delete Contact' button to delete the contact.
 - b. Click on 'Add another contact' to add a new contact. Do note that it is mandatory to provide two contacts. If three contacts have been added, a delete button will appear to prompt you to delete one contact.

- c. You may choose to save your changes by clicking the 'Submit' button or continue to the 'Employment' page when done.
7. Edit Bank Account Information: Click on the 'Next Page' button from the 'Employment' page, or 'Bank Account' tab to view your bank account details.
 - a. To edit your bank account details, you will be redirected to HRP and prompted to log in via Singpass.
 - b. You may select the link for further instructions on how to update your bank account details in HRP.
 - c. Click on the 'Submit' button to submit your changes.
 - d. If you would like to return to the other profile pages to continue editing, click on the relevant tab or 'Previous Page' button.
8. Verify your changes: After clicking 'Submit', you will be prompted to verify your changes. The fields that have been edited are highlighted in blue for easy reviewing.

House/Block

523

Floor

12

Unit

219

Your Recall Order will only be sent to your Residential Address (as per NRIC).

Email*

user10@gmail.com

Mobile No.*

RES 9049 3021

Home Phone No.

RES 9049 3021

Alternate Phone No.

RES 9049 3021

Office Phone No.

RES 9049 3021

- a. Click on the 'Submit' button to verify that the changes you have made are correct before submitting your details.
 - b. Click the checkbox to acknowledge that the changes you have made to your profile are correct. Click the submit button to confirm your changes.

Acknowledgement

☒ I hereby declare that the above information given by me have been verified correct on 23/02/2023.

Next page

Cancel

Submit

- c. Confirm your changes: Once submitted, you will see a confirmation message that your profile has been successfully updated. You may choose to click 'View Profile' to return to 'Manage My Profile' or 'Back to Dashboard' to return to the Dashboard page. You will receive an SMS notification when your personal particulars have been updated successfully.

You have successfully updated your profile as of 23/02/2023

Your changes will be updated in MHA's HR database within 3 working days.

Back to dashboard

View profile