Guide to register for Student events via Student Portal

**Step 1:** Retrieve your Student Portal login details. You should have received your Personal Identification (PI) and Student Portal login details via email within 3 days after you have accepted your offer and made course fee payment.

**Step 2:** Log in to the Student Portal using the given User ID (eg. Johntan001) and password.

![Login to Student Portal](Image)

*Note:* For first time login or password expired, please change your password at MyMail Password Changer before logging in to the Portal.
- Please email MyMail Support if you have problems logging in as Associate/Student/Alumnus/CEX Applicant.
- For alumni, please click here if you have not received the user ID and password sent to your address.
- Portal is best viewed with the below Internet Browsers:
  - Internet Explorer 8.0
  - Internet Explorer 9.0
  - Internet Explorer 10.0
Step 3: Go into e-Services as highlighted in the screenshot below. A new window will pop up. Please ensure that you have allowed pop-ups on your browser. (you may refer to this link http://www.wikihow.com/Disable-Popup-Blockers on steps to allow pop-ups)

Step 4: Go into Event Service Online as shown in the screenshot below.
Step 5: Click on the Event ID as circled in the screenshot below and proceed to register.

Step 6: Registration is only complete when your Registration Status is REGISTERED.