# Checklist on how to access the Faculty Profile System (FPS)



**Get Ready Your NUSNET Account Credentials**  →  **Connect to nVPN**  →  **Launch the FPS**

| 1 | Get Ready Your NUSNET Account Credentials |
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☐  Your NUSNET UserID & password

- – If you are unsure of your active NUSNET UserID, please contact your respective ACP administrator
- – If you do not have a NUSNET UserID, please contact Duke-NUS HR at hr@duke-nus.edu.sg
- – If you have forgotten your password, reset it here
- – If you have not used your NUSNET account for a long period of time, your account may have been disabled. To re-activate your account, please email NUS IT Care at itcare@nus.edu.sg providing your (i) NUSNET UserID; (ii) NUS staff number; and (iii) scanned copy or photo of a valid identification proof, if you do not have a NUS staff card

☐  Your 2FA token

- – The 2FA registration can only be set up within the NUS network. Please ensure that you are connected to the NUS network, your NUSNET UserID is active and you have access to your NUS email. The one-time password will be sent to your NUS mailbox for setting up of the 2FA
- – If you are not based in Duke-NUS* or any other NUS Campuses (e.g. Kent Ridge Campus, Bukit Timah Campus and UTown), you can provide your VIP Access Credential ID and send a scanned copy or photo of your NUS staff card to NUS IT Care at itcare@nus.edu.sg. Please provide your NUSNET UserID, staff number and valid identification proofs if you do not have a NUS staff card.

  * including Duke-NUS spaces at Academia, NHCS and SGH that have NUS network extended.

| **2** | **Connect to nVPN** (NUS Web-based Virtual Private Network) |
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**For Personal laptops/desktops**, you can either:

– follow the self-guided instructions at the nVPN portal.

or

– download the nVPN Installer and install the nVPN Client software on your personal machine. Then, follow the instructions here to connect to nVPN

**For Duke-NUS issued laptops that have CyberArk installed**, you can only:

– download the nVPN Installer and install the nVPN Client software on the Duke-NUS issued machine. Then, follow the instructions here to connect to nVPN

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For more information on nVPN, access here

| **3** | **Launch the FPS** |
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☐  Open a browser

☐  Access the FPS URL at : https://inetapps.duke-nus.edu.sg/fps/home/#/

## Helpline

1. You can call the Duke-NUS IT Care at 6516-5932

2. If you prefer face-to-face assistance, kindly make an appointment with Mr Htike Lin Win Maung (6601-2585 / htike.linwinmaung@duke-nus.edu.sg) before visiting the IT Department at #04-38 (Duke-NUS, 8 College Road, Singapore 169857)