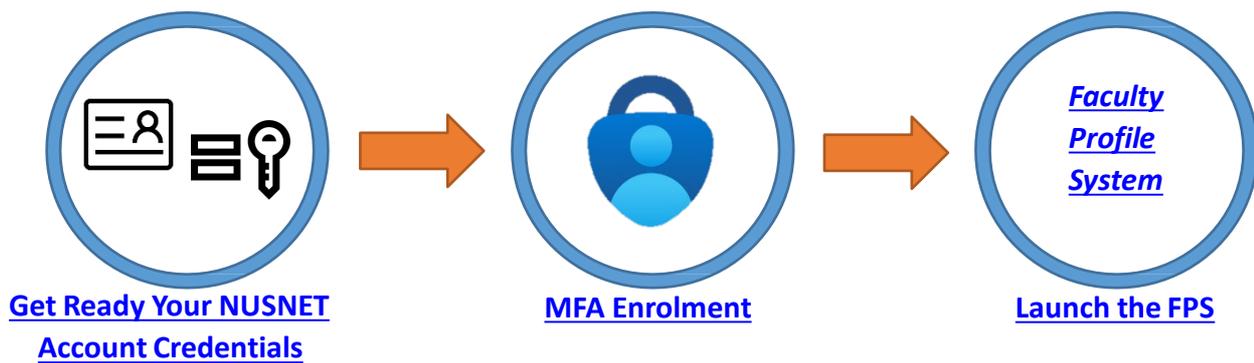


Checklist on how to access the Faculty Profile System (FPS)



1 Get Ready Your NUSNET Account Credentials

- 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
- MFA Enrolment
 - Kindly follow the instructions over [here](#) for MFA Enrolment.

2 Launch the FPS

- 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)