

# AMgrants USER GUIDE



## Guide to Self-Registration for Local Account

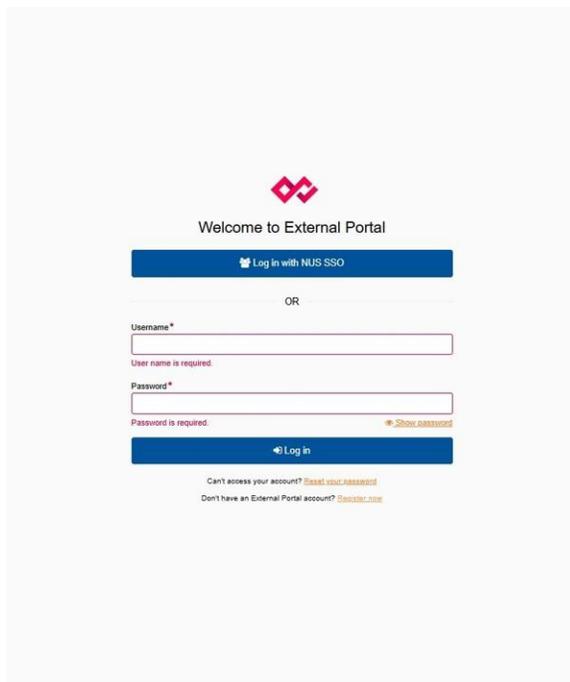
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### User Guide for: New users

#### **Important Note:**

Before proceeding, please take a moment to review the [Acceptable Use Policy \(AUP\)](#). By accessing this system, you are deemed to have read, understood, and agreed to comply with the policy.

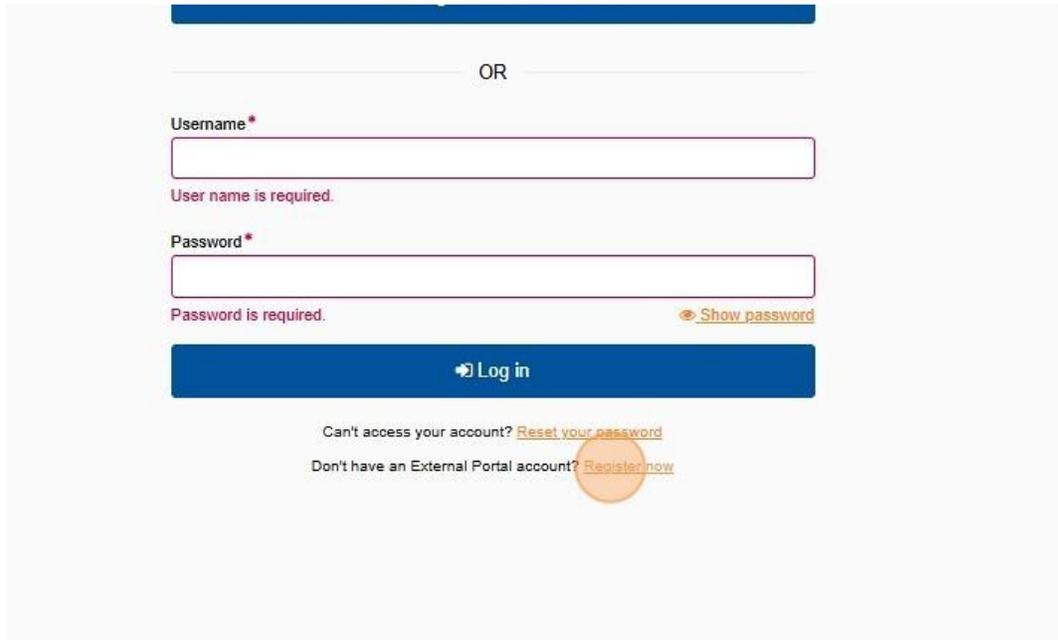
1. Navigate to [AMgrants.duke-nus.edu.sg](http://AMgrants.duke-nus.edu.sg)



The screenshot shows the login interface for the External Portal. At the top, there is a red diamond logo and the text "Welcome to External Portal". Below this is a blue button labeled "Log in with NUS SSO". Underneath, the word "OR" is centered. There are two input fields: "Username\*" and "Password\*". The "Username\*" field has a red error message "User name is required." below it. The "Password\*" field has a red error message "Password is required." below it and a "Show password" link to its right. At the bottom of the form is a blue button labeled "Log in". Below the button, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an External Portal account? [Register now](#)".



2. Click "Register now".



OR

**Username\***  
  
User name is required.

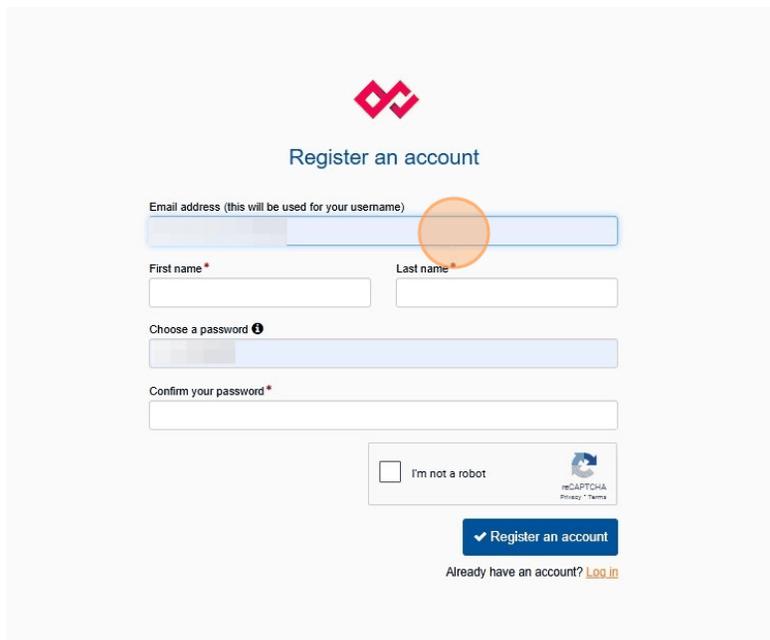
**Password\***  
  
Password is required. [Show password](#)

[Log in](#)

Can't access your account? [Reset your password](#)

Don't have an External Portal account? [Register now](#)

3. Enter your email address.



  
**Register an account**

Email address (this will be used for your username)

**First name\***  **Last name\***

**Choose a password** 

**Confirm your password\***

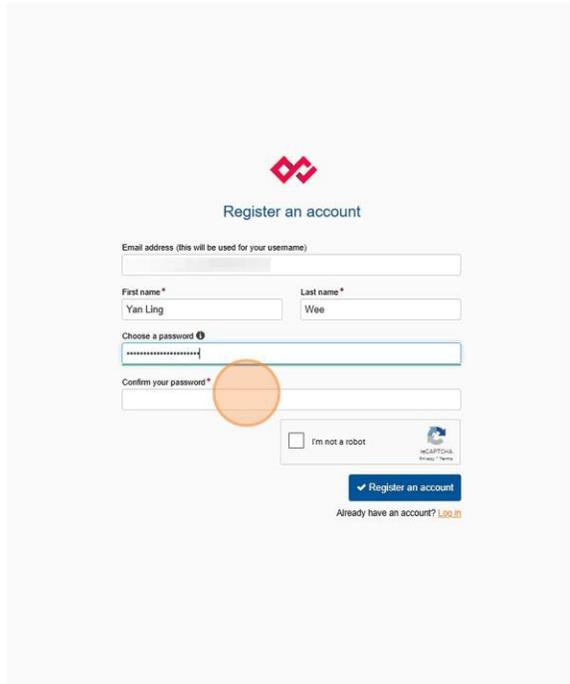
I'm not a robot   
reCAPTCHA  
Privacy Terms

[Register an account](#)

Already have an account? [Log in](#)



4. Enter your password.

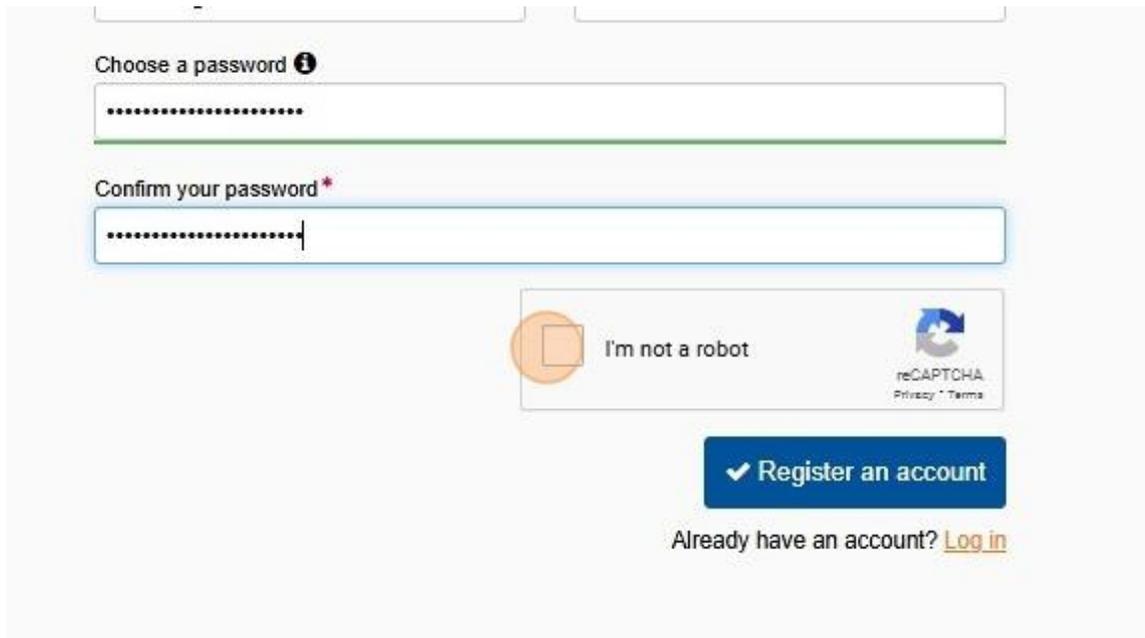


The screenshot shows the 'Register an account' form with the following fields and elements:

- Email address (this will be used for your username): [Empty text box]
- First name\*: Yan Ling
- Last name\*: Wee
- Choose a password: [Password field with a red circle highlighting it]
- Confirm your password\*: [Empty text box]
- I'm not a robot
- reCAPTCHA logo and text: reCAPTCHA Privacy Terms
- Register an account button (blue)
- Already have an account? [Log in](#)



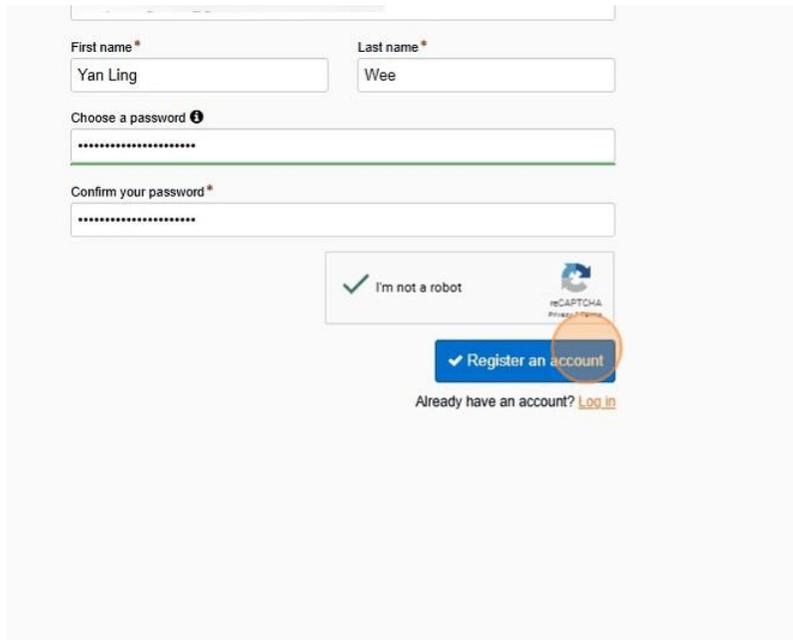
5. Check the box for "I'm not a robot".



This close-up screenshot shows the following elements:

- Choose a password: [Filled password field with a green underline]
- Confirm your password: [Filled password field]
- I'm not a robot
- reCAPTCHA logo and text: reCAPTCHA Privacy Terms
- Register an account button (blue)
- Already have an account? [Log in](#)

6. Click "Register an account".



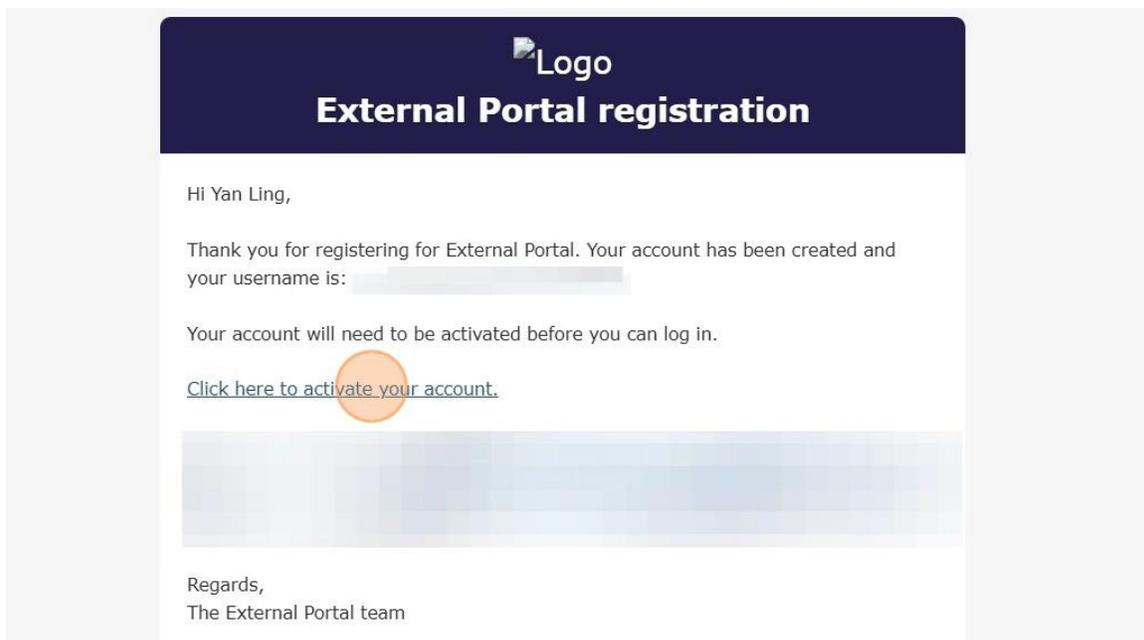
A registration form with the following fields and elements:

- First name\*: Yan Ling
- Last name\*: Wee
- Choose a password: [Redacted]
- Confirm your password\*: [Redacted]
- I'm not a robot: [Checked] (with reCAPTCHA logo)
- Register an account: [Blue button with white checkmark]
- Already have an account? [Log in](#)

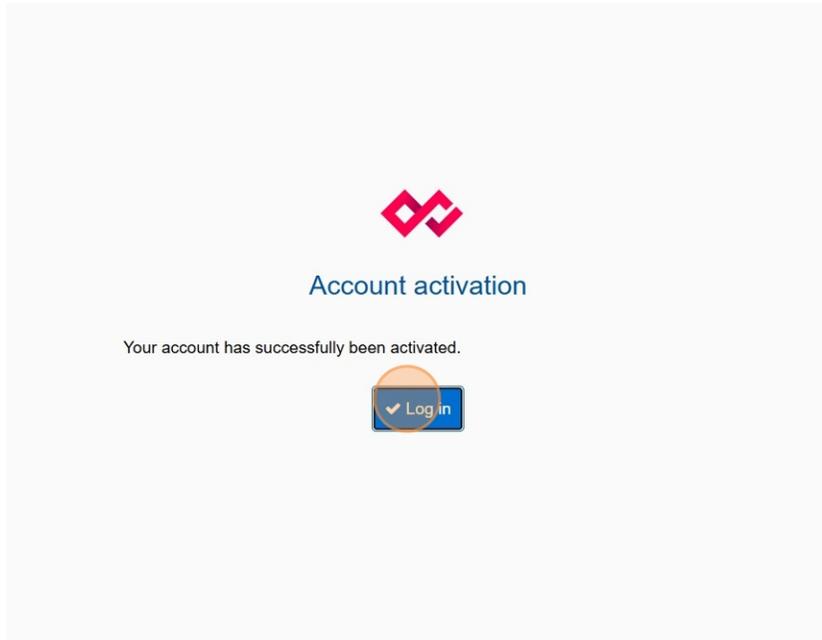


7. Go to your Inbox and open the email from the External Portal Registration.

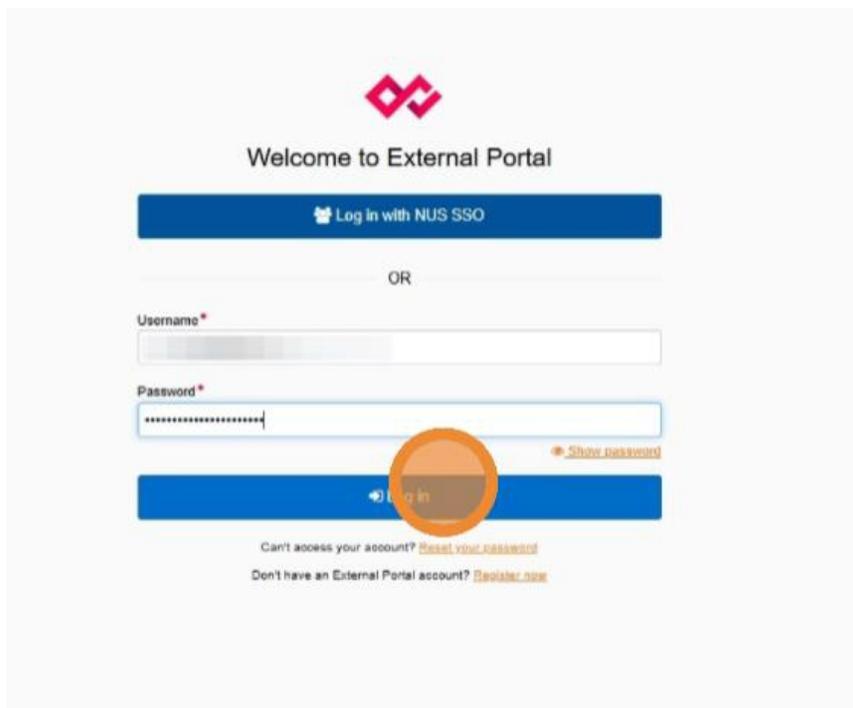
8. Click "Click here to activate your account."



9. Click "Log in".



10. Enter your Username and Password and click "Log in".



11. Set up your multifactor authentication and enter the one time password.

**Manage multifactor authentication**

To enable multifactor authentication:

1. Install the Google or Microsoft Authenticator app on your Android or iPhone
2. Open the Google or Microsoft Authenticator app and scan the QR code below
3. Find the one time password for the newly added account
4. Enter the one time password in the text box below and click submit

One time password\*

Cancel Submit



12. Click "Submit".

**Manage multifactor authentication**

To enable multifactor authentication:

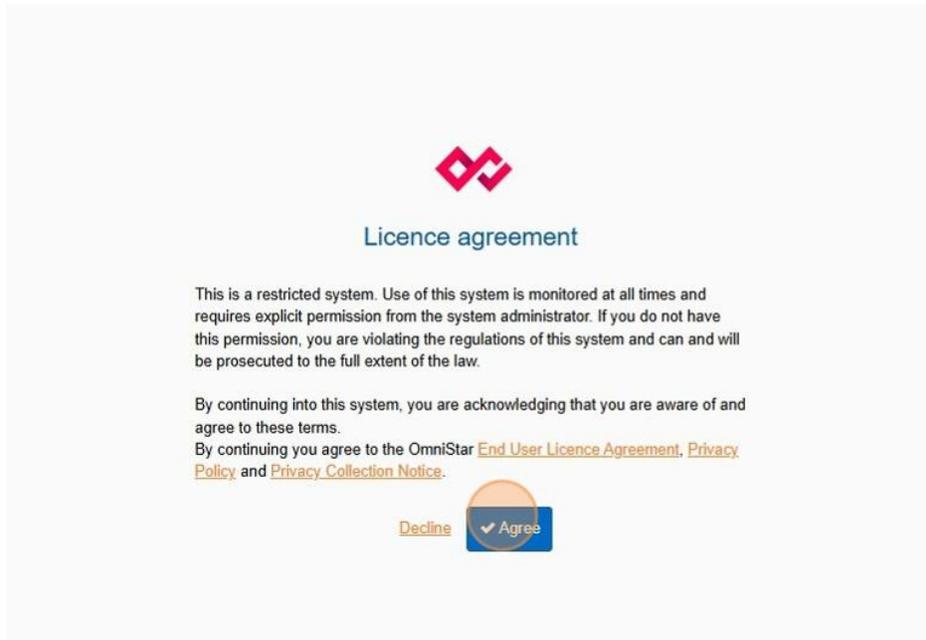
1. Install the Google or Microsoft Authenticator app on your Android or iPhone
2. Open the Google or Microsoft Authenticator app and scan the QR code below
3. Find the one time password for the newly added account
4. Enter the one time password in the text box below and click submit

One time password\*

Cancel Submit



13. Click "Agree".



14. Once you enter the portal, go through the tutorial. Click "Next" to continue until you complete the tutorial.

