Submission of Programmes through AIMS

Proceed to AIMS@NTU [http://www.ntu.edu.sg/opawww/aims/]

<table>
<thead>
<tr>
<th>User ID</th>
<th>Your email address</th>
</tr>
</thead>
</table>
| Password| - For users with existing accounts, password would remain the same. Otherwise, please retrieve from [Forget your password?]
- For first time users, you will have to register at [New User? Register Here!] before access is granted

If you require further assistance, please contact me at elchua@ntu.edu.sg

Once you have logged in, please do the following to submit the programme:

Step 1: Select (PA Co-ordinator) under Professional Attachment (PA) for Accountancy & Business students or/and Professional Attachment (PA) for Humanities and Social Sciences (HSS) students and “Proceed”

![Selection of Orgn Code for this login session](image)

Update the Organisation and Internship Allowance

Step 2: Under “General Info & Admin” at the top Menu bar, select “Update Organisation Information” or click on the highlighted text as seen below.

You are invited to participate in our HPAP programme by offering us the relevant training placements. HPAP is scheduled from 14 May to 21 July 2018 (10 weeks) for Year 3 Humanities and Social Sciences students to meet the course requirement.

Before you submit your programmes to NTU, please update your organisation information and the coordinator’s details by clicking on the respective links:

1. Update the organisation and internship allowance information
2. Update the coordinator’s details

To submit the programmes to NTU, please follow the below steps by clicking on the respective links:
**Update Co-ordinator’s Information**

Step 3: Under “General Info & Admin” at the top Menu bar, select “Update Co-ordinator’s Information” or click on the highlighted text as seen below.

<table>
<thead>
<tr>
<th>General Info &amp; Admin</th>
<th>Programme Submission</th>
<th>Students’ Applications &amp; Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>My AIMS@NTU</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>View Information on Attachment/Internship</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>View Information on Organisation</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>Update Organisation Information</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>Update Co-ordinator’s Information</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>Administrator Sign-up Supervisor’s Account</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>Input Reporting Instructions</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
<tr>
<td>Organisation Feedback on Attachment</td>
<td></td>
<td>My AIMS@NTU</td>
</tr>
</tbody>
</table>

You are invited to participate in our HPAP programme by offering us the relevant training placements. HPAP is scheduled from 14 May to 21 July 2018 (10 weeks) for Year 3 Humanities and Social Sciences students to meet the course requirement.

Before you submit your programmes to NTU, please update your organisation information and the coordinator’s details by clicking on the respective links:

1. Update the organisation and internship allowance information
2. Update the coordinator’s details

**Input Programme on Behalf of Supervisors and Submission**

Step 4: Under “Programme Submission” at top menu bar, select “Input Programme on behalf of Supervisors” or click on the highlighted text as seen below.

<table>
<thead>
<tr>
<th>General Info &amp; Admin</th>
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<th>Students’ Applications &amp; Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NTU Humanities and Social Sciences Professional Attachment Programme (HPAP) - 14 May to 21 July 2018 (10 weeks) for Humanities and Social Sciences Students</td>
</tr>
</tbody>
</table>

You are invited to participate in our HPAP programme by offering us the relevant training placements. HPAP is scheduled from 14 May to 21 July 2018 (10 weeks) for Year 3 Humanities and Social Sciences students to meet the course requirement.

Before you submit your programmes to NTU, please update your organisation information and the coordinator’s details by clicking on the respective links:

1. Update the organisation and internship allowance information
2. Update the coordinator’s details

To submit the programmes to NTU, please follow the below steps by clicking on the respective links:

a. Input programme on behalf of supervisors
b. View and submit programme to NTU
Step 5: Select / Add a new supervisor record and click “Next Step >>” to complete the necessary fields.

Step 6: Once Programme has been keyed into system, go to “Programme Submission” and click “View and Submit Programme to NTU”. Then, select “Submit to NTU” on the programme created and click on “Proceed.”
Step 7: Click “Submit” to complete submission of your programme to NTU.

Input Reporting Instruction

Step 8: Under “General Info & Admin” at top menu bar, select “Input Reporting Instructions”.

Step 9: Click on “Submit” once the reporting instruction is entered.

Note: If you are submitting programme for both Business and Humanities and Social Sciences Students, please repeat steps 1 to 9 for the respective internship programme.