

AIMS@NTU
(<http://www.ntu.edu.sg/opawww/aims/>)

I. Information for Organisation Co-ordinator

Currently, the following features are available at AIMS@NTU for Organisation Co-ordinator:

- Update information on organisation
- Update co-ordinator's information
- Approve registration by organisation supervisor
- Submit programmes on behalf of supervisors
- Forward programmes to NTU for processing
- View status of submitted programmes

How to use AIMS?

1. Log-on to the system to with the user email and password provided by us. Update organisation and co-ordinator's information.
2. You are advised to change your password.

Login for AIMS@NTU

User ID: (Key in your email ID here)

Password: [masked]

Go Reset

1.

Welcome to Attachment & Internship Management System

AIMS

(NTU)

[New User? Register Here!]

[Forgot Password?]

Update Co-ordinator's Information

Organisation : [selected]

Attachment Type : **Industrial Attachment (IA)**

Name : Dr Mr Ms Mrs

[Name Field]

2.

Handphone No. : [Field] (optional)

Microsoft Internet Explorer

You must change your initial password, which is previously assigned to you when you signed up. You may access the other options in the site once you have done so.

OK

- Advise organisation supervisors who are interested to submit programmes to do a one-off registration at aims@NTU. Alternatively, you can choose to submit programmes on behalf of the supervisors.

General Info & Admin **Programme Submission**

Programme Submission

Note:

- Input Programme on behalf of Supervisors
- View / Edit and Submit Programme to NTU
- View Summary of Placements for Programme submitted to NTU

This is the initial IA programme proposal form. It should be filled up by the person who proposed the IA programme. The programme listed here will be listed for students' selection.

Once there is/are student(s) taking up this programme, the organisation supervisor will have to provide more technical details, using DPA/30 (Part II). The form will be given to the organisation supervisor by the student(s) during the 1st week of attachment.

Attachment Type : Industrial Attachment (IA)

Attachment Period : Academic Year 2003 Semester 1 (21-Jul-2003 - 31-Dec-2003) . 24 weeks

Organisation : _____

Supervisor's Name / Department : (Please select supervisor record) or: click here to enter programmes for other supervisors

Course of Study & No. of Student
Please select the course and state the number of students required for this programme:

Course :

- Civil & Environmental Engineering
- Computer Engineering
- Electrical & Electronic Engineering

- Approve the one-off registration by organisation supervisor. The supervisor will receive a system-generated message and can then log-on to submit programmes.

My AIMS@NTU

You have 1 supervisor's registration pending approval. [Click here to proceed.](#)

Administer Supervisors' Accounts

Click on Supervisor's Name to view full details of Supervisor's Registration Information. You can also update the supervisor's e address here, if necessary.

Select "Approve" or "Reject" and click submit to process the supervisor's registration. An email message will be sent to the sup inform him of the status. [See message here.](#)

Supv Name / Designation (Department)	Status	Action
Mr SK C test designation / test department's	Pending	<input type="button" value="Reset"/> <input type="button" value="Submit"/> <input type="radio"/> Approve <input type="radio"/> Reject

5. Forward programmes submitted by organisation supervisor to NTU

The screenshot shows the 'My AIMS@NTU' interface. At the top, a message states 'You have 1 programme(s) pending submission to NTU. Click here to proceed.' The phrase 'Click here to proceed.' is circled in red. Below this is a section titled 'View / Edit and Submit Programmes to NTU' containing two instructions: 1. Click on Programme title to view or edit programme. However, once the programme has been forwarded to NTU, you would not be able to edit here. Please email to aims@ntu.edu.sg to inform NTU-OPA of the changes. 2. Click the appropriate action button to submit the programme to NTU or to reject the programme and then click [PROCEED]. Click here for sample email message which will be sent to supervisor at the end of today. Below the instructions is a table with columns: Programme ID, Programme Title, Date Received, Status, and Action. The table contains one row with Programme ID 'NTU/2003/1/204/584', Programme Title 'test', Date Received '15-FEB-2003', and Status 'Pending'. To the right of the table are two buttons: 'Reset' and 'Proceed'. Below these buttons are two radio buttons: 'Submit to NTU' and 'Reject'. The 'Submit to NTU' and 'Reject' radio buttons are circled in red.

Programme ID	Programme Title	Date Received	Status	Action
NTU/2003/1/204/584	test	15-FEB-2003	Pending	<input type="button" value="Reset"/> <input type="button" value="Proceed"/> <input type="radio"/> Submit to NTU <input type="radio"/> Reject

With AIMS, co-ordinator can enjoy the following benefits:

- Reduce paperwork, with the programmes information submitted online, all records will be kept online without the need to have hard copies. In the near future, co-ordinators will be able to print data and information for past attachment programmes.
- View programmes submitted by supervisors' real time.
- Aims will automatically generate emails to supervisors for outstanding tasks eg. submission of assessment etc.

For enquiries or technical problems, please email aims@ntu.edu.sg.

AIMS@NTU
(<http://www.ntu.edu.sg/opawww/aims/>)

II. Information for Organisation Supervisor

Currently, the following features are available at AIMS@NTU for Organisation Co-ordinator:

- Online registration (one-off) as supervisor for AIMS
- Update supervisor information
- Submit programmes online to organisation co-ordinator
- View status of submitted programmes

How to use AIMS?

1. Please click "New User? Register Here" to proceed
2. Do a one-time registrate as user of AIMS.
3. Do take note of your password entered.

The screenshot shows the AIMS@NTU login interface. On the left, there is a 'Login for AIMS@NTU' box with fields for 'User ID:' and 'Password:', and buttons for 'Go' and 'Reset'. Below these are links for '(New User? Register Here)' and '(Forgot your password?)'. A red circle labeled '1' highlights the 'Register Here' link. In the center, there is a 'Welcome to AIMS@NTU' message and a 'Register as Organisation Supervisor' link, which is circled in red and labeled '2'. Below this, there is a definition of an 'Organisation Co-ordinator' as 'A person who proposes the attachment program, supervises and assesses student during attachment'. A red circle labeled '3' highlights the 'Go' button in the login box.

Organisation Supervisor's Registration

Email **

NOTE: Please ensure that you have entered a valid and unique company email address as this email address. All online correspondences from our system will be sent to this email address.

Enter Password :

Verify Password :

3.

4. When your registration is accepted by your co-ordinator, you will receive an email notification.
5. Log-on to the system with your email and password. You can then submit the programmes for attachment online.



With AIMS, supervisor can enjoy the following benefit:

- More convenience in terms of online submission of programmes, monitoring status of submitted programmes.
- Retrieve information on students assigned readily and real time.
- Evaluate performance of students online (near future).

For enquiries or technical problems, please email aims@ntu.edu.sg.