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

I. **Information for Organisation Co-ordinator**

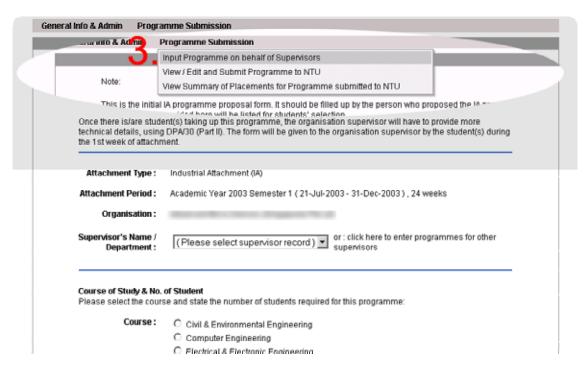Currently, the following features are available at AIMS@NTU for Organisation Co-ordinator:

- 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.

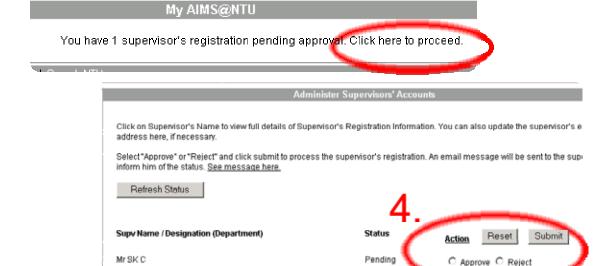2. You are advised to change your password.

3. 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.
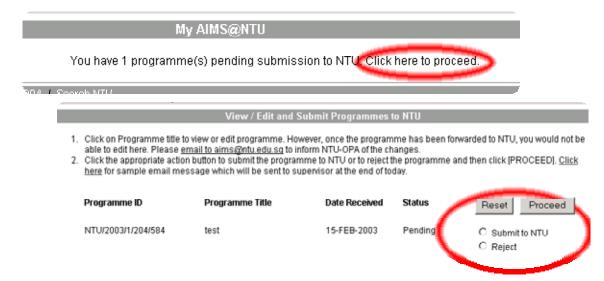

4. Approve the one-off registration by organisation supervisor. The supervisor will receive a system-generated message and can then log-on to submit programmes.

5. Forward programmes submitted by organisation supervisor to NTU

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.

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.

Organisation Supervisor's Registration

Email [   ] **

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

Enter Password : [   ]

Verify Password : [   ] **3.**

Register | Clear |

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.