



GUIDES

**CREATING
ACCOUNTS**

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NUSync Account Types

The following students will automatically be granted access to NUSync:

1. All undergraduate students
2. All postgraduate students (coursework and research)
3. All non-graduating students — exchange and non-exchange, coursework and research

If you fall under one of the categories above but are unable to access NUSync, and an error message appears on your screen, please contact nusync@nus.edu.sg. We appreciate your patience as this will be attended to within 3–5 working days.

Please note that if you are an incoming NUS student, your NUSync account may take some time to be activated. This depends on whether you have created your NUS ID and gained access to your NUS email inbox.

NUS Staff Account

NUS staff members who need a NUSync account should email nusync@nus.edu.sg. If you are a Staff Advisor for a student group, please indicate this in your request.

As NUSync is a platform for managing student life and student organisations, we need to understand the purpose of your request if you are not a Staff Advisor. Please share this with us when you write in.

Please note that the NUSync Administrative Team reserves the right to approve or decline staff account requests at its discretion.

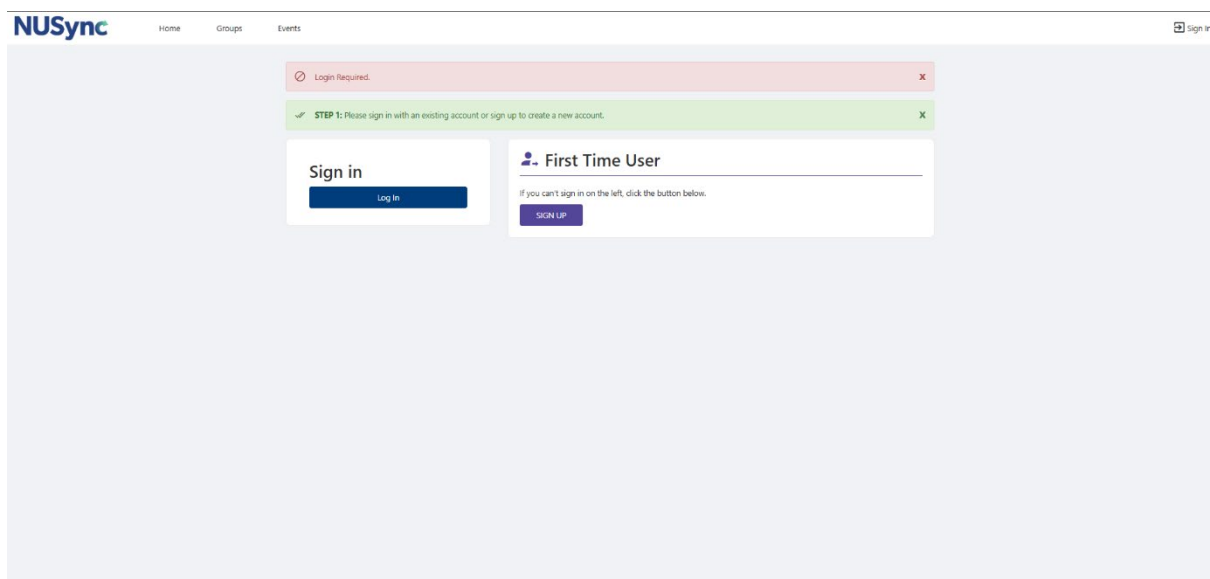
Create Guest Accounts

Non-NUS Students and Staff

If you're a member of the public wishing to create a guest account so you can purchase store items or register for events, here are two ways event organisers can enable this for you:

1. Event Registration

If an event link is shared with you and the event is open to everyone, clicking on the link will bring you to a page where you can create an account.



 Tips for group officers:

Under Event Settings, go to (6) Access & Display Options, select "Everyone" to allow guest accounts to register for the event.

6 Access & Display Options

Who is allowed to register?

- ☒ Everyone
 - ☐ National University of Singapore NUSync users only
 - ☐ Some National University of Singapore users only ([select account types or year of graduation](#))
 - ☐ Some National University of Singapore tagged users only ([select user tag categories](#))
 - ☐ Group members only
 - ☐ Some group members only ([select group members](#))
 - ☐ Tagged members only ([select members tags](#))
 - ☐ Sub-Group members only ([select sub-group member tags](#))
 - ☐ Invited people only ([invited by email from NUSync, view instructions](#))
 - ☐ Group Officers only
- ☐ Prevent users who are already registered to another event at the same time from registering to this event

2. Forms Submission

If a form link is shared and the form requires respondents to sign in, you'll be prompted to create an account.

The screenshot shows the NUSync web application interface. At the top, there is a navigation bar with the NUSync logo and links for Home, Groups, and Events. A 'Sign in' link is visible in the top right corner. Below the navigation bar, there are two main sections: 'Sign in' and 'First Time User'. The 'Sign in' section has a 'Log In' button. The 'First Time User' section has a 'SIGN UP' button. Above these sections, there are two notification banners: a red one that says 'Login Required.' and a green one that says 'STEP 1: Please sign in with an existing account or sign up to create a new account.'



Tips for group officers:

Under Form Settings go to Access Rights, set "Login Required" to "Yes" and "Privacy" to "Everyone" to allow guest accounts to submit the form.

Settings [X]

Basic Information Instructions Open/Close/Cap **Access Rights** Notifications Approval Field Binding

Login required ☒ Yes ☐ No
If you want to know who is answering to your survey, we can require people to sign in.

Anonymous answers ☐ Yes ☐ No
Anonymous answers are not supported when single submission is enabled.

Disable editing ☐ Yes ☐ No
If activated, users will not be able to edit their answer after submission

Single submission ☐ Yes ☐ No
If activated, users will not be able to submit this survey more than once. Single submission requires login.

Access selection
☐ Aw Yong Zhuang Yun
☐ Ho Ritchell

Save

Settings [X]

Basic Information Instructions Open/Close/Cap **Access Rights** Notifications Approval Field Binding

Disable editing ☐ Yes ☒ No
If activated, users will not be able to edit their answer after submission

Single submission ☒ Yes ☐ No
If activated, users will not be able to submit this survey more than once. Single submission requires login.

Access selection
☐ Aw Yong Zhuang Yun
☐ Ho Ritchell
☐ Ohata Jun
☐ Wong Kai Sin
Select who can modify and review results for this form.

Privacy ☒ Access Rights
Choose who is allowed to answer this survey.

Set the Access Rights to "Everyone"

Save

Note (Limitations of Store link):

Store links do not allow members of the public to create a guest account directly. A workaround is to embed the store link within a form page instead. This way, members of the public will be prompted to create an account before they can access the form and its contents.

Form suggestions:

- **Easiest:** Simply include the store link in the form description.
- **For more purposeful use:** Create a short questionnaire, or include a PDPA clause or media acknowledgement alongside the link.