JPAE Application: A Step-by-Step Guide
STEP 1: ACCESS JPAE

You may access the JPAE Application at jpaе.polytechnic.edu.sg

You will be able to see a different welcome page depending on the period you access the page:
- Site opened: Create/Sign in buttons will be shown (Image 1)
- Site closed: Site closed message will be shown (Image 2)
STEP 2: CREATE ACCOUNT

a. When JPAE is open for application, you must first create a JPAE Account before you can submit a JPAE Application. Click “Create JPAE Account” button.

b. You can use either SingPass or JPAE Password account.

c. To use SingPass account, you must have a registered SingPass account. Please create JPAE Password account if you do not have existing SingPass account.

d. To use JPAE Password account, you will need to activate the account after creation. An email will be sent to you with instructions to activate the account. (See Step 2c on how to activate a JPAE Password account)
STEP 2A: CREATE SINGPASS ACCOUNT

Once you click on “Create JPAE Account” button, follow these steps to create a JPAE Account using your SingPass:

- Select SingPass radio button
- Enter the required information
- Click “Create Account” button
Once you click on “Create JPAE Account” button, these are the steps you need to do to create JPAE Password account:

1. Select JPAE Password radio button
2. Enter the required information. Password must have at least 8 characters containing upper case letters, lower case letters, numbers and symbols.
3. Click “Create Account” button
Once you have created an account successfully, you will receive an email with the activation link in your registered email inbox that you have used to create the account.

To activate your JPAE Password account, go to your email and click on the link in the email.
STEP 3: LOGIN

You can login using the account you have created in the previous step.

a) For SingPass login, click “Sign in with SingPass” button

b) For JPAE Password login, click “Sign in with JPAE Password” button. Do note that your account will be locked after several failed login attempts.
Once you click on “Sign in with SingPass” button, you will be directed to the SingPass Page. Click on Login button, you can either enter your SingPass ID and SingPass Password to login or login using Singtel Mobile app.
STEP 3B: LOG IN WITH JPAE PASSWORD

a. Once you click on “Sign in with JPAE Password” button, a Sign In window will pop up. Enter your **NRIC/FIN, Password** and **Captcha code** (shown on your browser). Then click Sign In.

b. To obtain a new Captcha code, you may click on the Captcha image to request for a new code.

c. In case you have forgotten your password, you may click on the ‘Forgot Password’ link to obtain a new password (Refer to Step 3c for more info)
STEP 3C: FORGOT PASSWORD

Once you click on “Forgot Password” link, follow these steps to reset your password:

a. Enter the required information (You must enter the same information which was completed when you created your JPAE Account (refer to Step 2b))
   Click “Reset Password” button.

b. A system generated password will be sent to your registered email account. Use the password given in the email to login. After logging in for the first time, you will be requested to change your password (refer to Step 5).
Once you have successfully signed in, you will see the landing page. You are required to complete the 5 steps to successfully submit your application.

If you have not submitted any application, you may click on “Apply Now” now to begin (see image 1 below).

If you have already submitted an application, you may click on “Edit Application” to amend and re-submit your application. Or you may click on "View / Print Your Application" to view or print your submitted application (see image 2 below).

For login using JPAE Password, you may at any time change your password by clicking on the “Change Password” link above (Refer to Step 5 on how to change password).
Before you begin, do read the instructions carefully in every step to ensure a smooth application process.

If you sign in via JPAE password, proceed to enter your personal information such as, Name, Address, NS status, and ITE Student Profile.

If you sign in via Singpass and,
1. click “Apply Now” (i.e. you have not submitted the application earlier)
   • system will display the message as shown in image 1
• click “OK” in the message popup. System will proceed to retrieve your personal information from MyInfo automatically so as to pre-fill the application form (see image 2).

2. click “Edit Application” (i.e. you have submitted the application earlier)
• you can click on the “Retrieve MyInfo” button to retrieve your personal information from MyInfo if needed (see image 3).

• when click “Retrieve MyInfo” button, system will display a message as shown in image 1. click “OK” to proceed.

Proceed to enter the other required information to complete the form.
Use the ‘Previous’ or ‘Next’ buttons at the bottom of the page to navigate between pages in the online application

or by simply clicking on the relevant step number.

Any changes made to the page will not be saved if you sign out or did not click on “Next” to proceed.

**Note:** Your login session will expire if you have left the session idle for more than 20 minutes.
STEP 4B: SUBMIT APPLICATION (ACADEMIC DETAILS)

Enter your completed ITE course, and provide details of selected ITE modules and GCE subjects.
STEP 4C: SUBMIT APPLICATION (CHOICE OF COURSES)

a Select the respective Polytechnic(s) and course(s) that you are eligible to apply for. Read the notes below for your understanding.

b You are allowed to select up to 8 choices.
View the summary of all your entries before proceeding to submit.

If you wish to amend any information provided in one of the sections, click on ‘Edit’ and you will be directed to that section to make changes.

Otherwise, click on “Next” to proceed to the final step.
STEP 4E: SUBMIT APPLICATION (DECLARATION)

Read the terms and conditions, check the box, then select your decision for the application of Tuition Grant and click on ‘Submit’.
You will see this page after you have successfully submitted your application. An acknowledgement email will also be sent to you to confirm your submission of the application.

Click on "Print Friendly" if you would like to print a copy of your submission.

Click on "Home" if you would like to return to the landing page.
STEP 4G: PRINT FRIENDLY PAGE

Once you click on “Print Friendly” button, this page will be displayed.

This is the page that contains your submission. Click "Print" to keep a copy of your submitted application for reference.
STEP 5: CHANGE PASSWORD

Once you click on the “Change Password” link, this page will be displayed. You can change your password to a new password here with the following steps:

a. Enter the required information. Password must have at least 8 characters containing upper case letters, lower case letters, numbers and symbols.

b. Click on “Change Password” button

![Image of Change Password page]

- **a**
  - NRIC / FIN
  - Current Password
  - New Password
  - Confirm New Password

- **b**
  - Verification Code: Enter the Above Text
  - Change Password
  - Cancel
STEP 6: RESULT RELEASE

- Once you have successfully submitted your application, you will be able to view your result during the period of release of posting results.

- To view your application result, you may access the same site at jpaе.polytechnic.edu.sg and login using your created JPAE Account.
STEP 6A: RESULT RELEASE PAGE

Once you have logged in, you will be able to view your posting result and the instructions to enroll for the course if you are successful in your application. Remember to sign out after viewing the results.