For Exchange and Non-graduating students

**Network Account and Email Account**

Each non-graduating/exchange student is issued with the following user accounts:

1. Network account (for all NTU e-services which require user login or authentication, including INTU Intranet portal, e-Learning portal, StudentLink e-services for undergraduate students, Library databases, campus network and computers)

2. Office 365 email account (Your email mailbox is hosted on Office 365 EDU)

### Activate your network account

You would need to first activate your **NTU network account** by changing your password. ([https://pwd.ntu.edu.sg](https://pwd.ntu.edu.sg))

Username : [Your NTU student’s matriculation number]
Password : [Default password will be your date of birth in the numeric format DDMMYYYY]

### Activate your email account

Then, you activate your **Office 365 email account** separately. For first-time logon, you will be prompted to change the default password.

Username : [Yourmatriculationnumber@e.ntu.edu.sg]
Password : [Default password will be your date of birth in the numeric format DDMMYYYY]

Your NTU email account is yourmatriculationnumber@e.ntu.edu.sg (for example: N1012345A@e.ntu.edu.sg)

We will like to remind you to check your NTU e-mail account regularly and ensure that it can accept new e-mails and is not full. All official e-mails will be sent to this e-mail account and the University will communicate with you via this account.

Please contact the *IT Service Desk* if you encounter any problem: [http://www.ntu.edu.sg/cits/gettinghelp/Pages/helpdesk.aspx](http://www.ntu.edu.sg/cits/gettinghelp/Pages/helpdesk.aspx)