

## HOW TO ACTIVATE YOUR SPICE ACCOUNT

1. Go to <https://idms.sp.edu.sg/idms/>
2. Click on “To activate your SPICE account (for new user only), please click [here](#)”

SINGAPORE POLYTECHNIC **SP** SP - Identity Management System (IDMS)

SP IDMS Home SP Home

**Managing Your Identity**

- Overview of IDMS
- Getting a SPICE Account
- Protecting Your SPICE Account
- Choosing a Password
- Protecting Your Password
- Select Security Questions
- How to change my SPICE Account Password
- Forgot Your Password
- Password Expiry
- Change Your Library PIN
- Change Your Conference and Voicemail PIN

**User Guides**

- SPICE Account FAQ
- User Guides
- Unlocking Your SPICE Account (SP Account)
- Reasons for a Locked Account
- Unlocking Your Account
- Unlocking vs. Resetting
- Security Info
- SP ICT Acceptable Use Policy
- Importance of Logging Off
- Known Errors
- Known Errors

**Login to IDMS**

(Please prefix alphabet for User ID)

User ID

Password

(Password is case sensitive)

To activate your SPICE account (for new user only), please click [here](#).

**Login to use the following features**

- Change My SPICE User ID Password
- Unlock My Account
- Change My Security Question Answers
- Change SMS Alert Settings
- Change My Library PIN
- Change My Conference PIN
- Change My VoiceMail PIN

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3. You can either activate your account by mobile phone (a SMS containing a code be send to your phone) or SingPass. Please remember to add a prefix “p” to your student ID (e.g. p1234567)

### Activate Account

Please include the prefix alphabet for your User ID when typing in your SP User ID below. Example: p1231231 (for student) and s193854 (for staff).

If you remember your SPICE Account password, please click on Cancel and log on to IDMS home page using your SPICE Account.

**Challenge:** 

Click on Captcha to Refresh

**Enter the Challenge:**

**User ID:**

Reset your password through one of the following channels. Call help desk before using 'Activate via help desk'.

If you don't have SingPass and mobile number, please fill in the above information and click [here](#)

## Official (Open), Non-Sensitive

- If you click on the SMS, you will be brought to the following screen. You need to click on the "Click to receive OTP via SMS" to receive the OTP code. Key in the OTP code and click submit.

### Activate Account

If you have forgotten your SPICE Account password, you can reset your password with SMS. The SMS will contain a one-time password (OTP) for you to reset your password.

Your OTP will be sent to mobile no.

**1** [Click to receive OTP via SMS](#)  **(Last 4 digits of your Mobile number.)**

**Please update your mobile number (??) if the last 4 digits shown above are not correct.**

**2** Enter the **6-digit OTP**

  
  

**Tip:** If the mobile no. is not your mobile no, please contact the Administration Office to make the necessary update.

- If you select SingPass, he will be brought to the Singpass page for login



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## Welcome

to SingPass Authentication Service

**Security Advisory**

For better protection of your SingPass account, all users are advised to use strong passwords that are alphanumeric with 8-24 characters, preferably with caps and symbols. Also remember to reset your passwords regularly.

You can visit the GoSafe Online website at [www.gosafeonline.sg](http://www.gosafeonline.sg) to learn more about how to protect yourself against cyber threats

**SingPass ID**  (Enter your **Identification Number**)  
e.g. S1234567G, G1234567G

**SingPass**  (8-24 characters, CASE-SENSITIVE)

**By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.**

- You will be brought to the page to setup your security questions and password after the above steps.