

Submit your SGC CCA Achievement entries at <http://www.nanyangjc.org/newapps/sgc> by May 27. *(Note: The website will be fully operational on 4 May 2011 from 2.30 pm onwards. Do NOT submit anything before that.)*

### Step 1

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online student submission

:: login ::

NRIC / FIN  NYX PASSWORD

If you have forgotten your NYXchange password, click [here](#) to reset.

- ❖ Enter your NRIC/FIN and NYX Password
- ❖ Click 'Login'

### Step 2

:: YOUR SGC CCA ENTRIES ::

**You have not submitted any entries.**

- ❖ Click 'Submit New Entry' to, well, submit a new entry

### Step 3

:: SELECT CCA GROUP ::

If your entry is related to a CCA Group,

If your entry is NOT related to a CCA Group,

ONLY for non-CCA Group related entries. Please specify the Class Committee position/College Committee or the title of the event/project.

If your entry is related to a CCA,

- ❖ Click on 'Select a CCA Group' from the top drop-down menu
- ❖ Select your CCA
- ❖ Click 'Save'
- ❖ Note: There is NO NEED to fill in the blank field in the next line for CCA-related entries.

If your entry is NOT related to a CCA (that is, it is related to a Class Committee, College Committee, College Event/Project, External Event/Project, Local/Overseas Service-Learning Project, Overseas Learning Trip or Others)

- ❖ Click on "Select a category" from the bottom drop-down menu
- ❖ Select the most appropriate category
- ❖ Enter a short title in the blank field next to it\*

#### \* Examples

If you select 'Class Committee', enter your **role in the class committee**, for instance, "Chairperson" or "General Paper Representative".

If you select 'College Committee', enter the **name of the college committee**, for instance, "Student Management Committee".

If you select 'College Event/Project' or 'External Event/Project', 'Local or Overseas Service-Learning Project' or 'Overseas Learning Trip', enter the **title of the event/project/trip**, for instance, "Orientation", "Youth Olympic Games" or "International Service-Learning Expedition to India".

*Note: If you plan to write on MORE than ONE event/project/trip in the same entry, leave the field BLANK.*

- ❖ Click 'Save'

#### Step 4

**:: SELECT VERIFYING TUTOR ::**  
 Your entry must be verified by your CCA Tutor (for CCA Groups and related activities) or a teacher in-charge (for other adhoc activities).

Select a verifying tutor

- ❖ Click on 'Select a verifying tutor' from the drop-down menu
- ❖ Select your verifying tutor
- ❖ Click 'Save'

#### Step 5

**:: TYPE IN YOUR ENTRY ::**  
 Enter a description of your CCA achievement.  
 You are advised to keep it succinct and under 100 words.

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- ❖ Enter your CCA Achievement
- ❖ Click Save

Notes:

To ensure consistency, please stick to the title of the event/project as given in the lists of 2010/11 CCA Events and Service-Learning Projects on Litespeed. When in doubt, always seek clarification with the teacher in charge.

Do NOT worry if the event or project that you participated in is NOT reflected in either of the lists. You can still include it in your entry, but please approach your teacher in-charge for the official title of the event/project.

Acronyms can be used ONLY IF they are spelt out when used for the first time, for example, "Peter was actively involved in his **co-curricular activities (CCAs)**... Despite his hectic schedule, he still managed to strike a balance between his studies and his **CCAs**..."

Symbols like @, #, & and % are NOT to be used.

Use 'at' instead of '@'

Use 'and' instead of '&'

Use 'percent' instead of '%'

Lastly, be concise. Keep each entry to **about 100 words**.

## Step 6

:: CONFIRM YOUR ENTRY ::

Select a rank number for this entry  1  2  3

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- ❖ Rank the CCA Achievement you have just submitted ('1' being the most important, and '3' being the least important)
- ❖ Click 'Submit Entry'

## Step 7

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References: [CCA Event Titles](#), [Service-Learning Event Titles](#), [Sample Entries](#), [CCA Tutors IC](#) HO KIN ING

:: YOUR SGC CCA ENTRIES ::

RANK	CCA	Teacher I/C	Status	
<input checked="" type="checkbox"/> 1	AUDIO VISUAL AID CLUB	HENG Seok Choo (Mrs)	<input checked="" type="checkbox"/> PENDING	<input type="button" value="View / Edit"/>

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- ❖ You will be brought to the main page again, and you should see the entry that you have just submitted
- ❖ Click 'Submit New Entry' to submit your second and third entries

### WHAT IF I NEED TO REVIEW/EDIT MY ENTRIES?

- ❖ If you need to review or edit your earlier entries, click 'View/Edit' to make the necessary amendments

CCA GROUP / TITLE	<input type="button" value="Edit"/>
<b>Audio Visual Aid Club</b>	
VERIFYING TUTOR	<input type="button" value="Edit"/>
<b>HENG Seok Choo (Mrs)</b>	
YOUR ACHIEVEMENT	<input type="button" value="Edit"/>
<b>This is my CCA Achievement.</b>	
<input type="button" value="Show Log"/>	<input type="button" value="Delete"/> <span style="float: right;"><input type="button" value="Done"/></span>

- ❖ Click on the 'Edit' button of the section that you wish to amend
- ❖ After all the changes are made, click 'Done'
- ❖ If you want to delete the entry, click 'Delete'

Click 'Logout' after you have submitted your entries.