**ns.**
**sg**

**Prepare for ORNS**

**User Manual**

## 1.    INTRODUCTION

The Prepare for ORNS (previously known as MyORD) eService is used by MINDEF service personnel to:
- Understand policy information to help them transit to life as an Operationally Ready National Serviceman
- Test their knowledge of their responsibilities via quizzes

**Dashboard Cards**
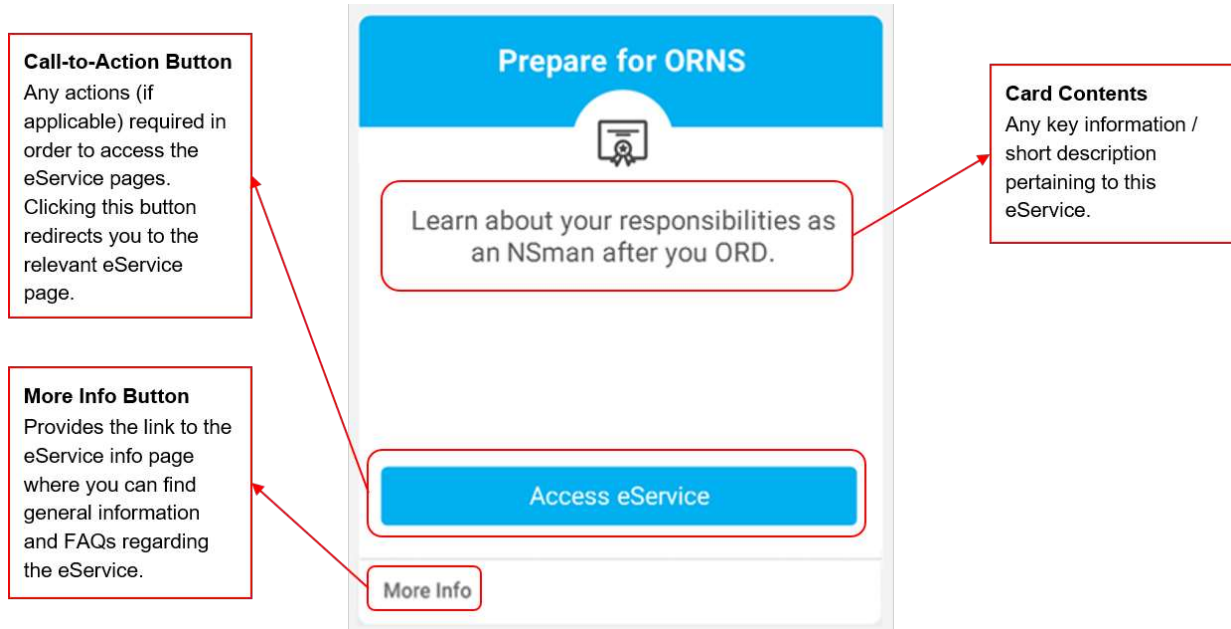
There will be a unique Dashboard Card for each eService.

**Call-to-Action Button**
Any actions (if applicable) required in order to access the eService pages. Clicking this button redirects you to the relevant eService page.

**More Info Button**
Provides the link to the eService info page where you can find general information and FAQs regarding the eService.

**Prepare for ORNS**

Learn about your responsibilities as an NSman after you ORD.

Access eService

More Info

**Card Contents**
Any key information / short description pertaining to this eService.

**Figure 1: Prepare for ORNS Dashboard Card**

## 1.1     Prepare for ORNS Landing Page

The Prepare for ORNS Landing Page provides you with a list of relevant content on the responsibilities of an Operationally Ready National Serviceman. Read up on ORNS related information on the NSmen microsite by clicking here before taking your ORD quizzes to ensure that you are ready for ORNS.

The Landing Page has 3 sections:
1. Status Panel
2. Forms
3. Modules

**Figure 2: Prepare for ORNS Landing Page (User has not completed all Modules)**
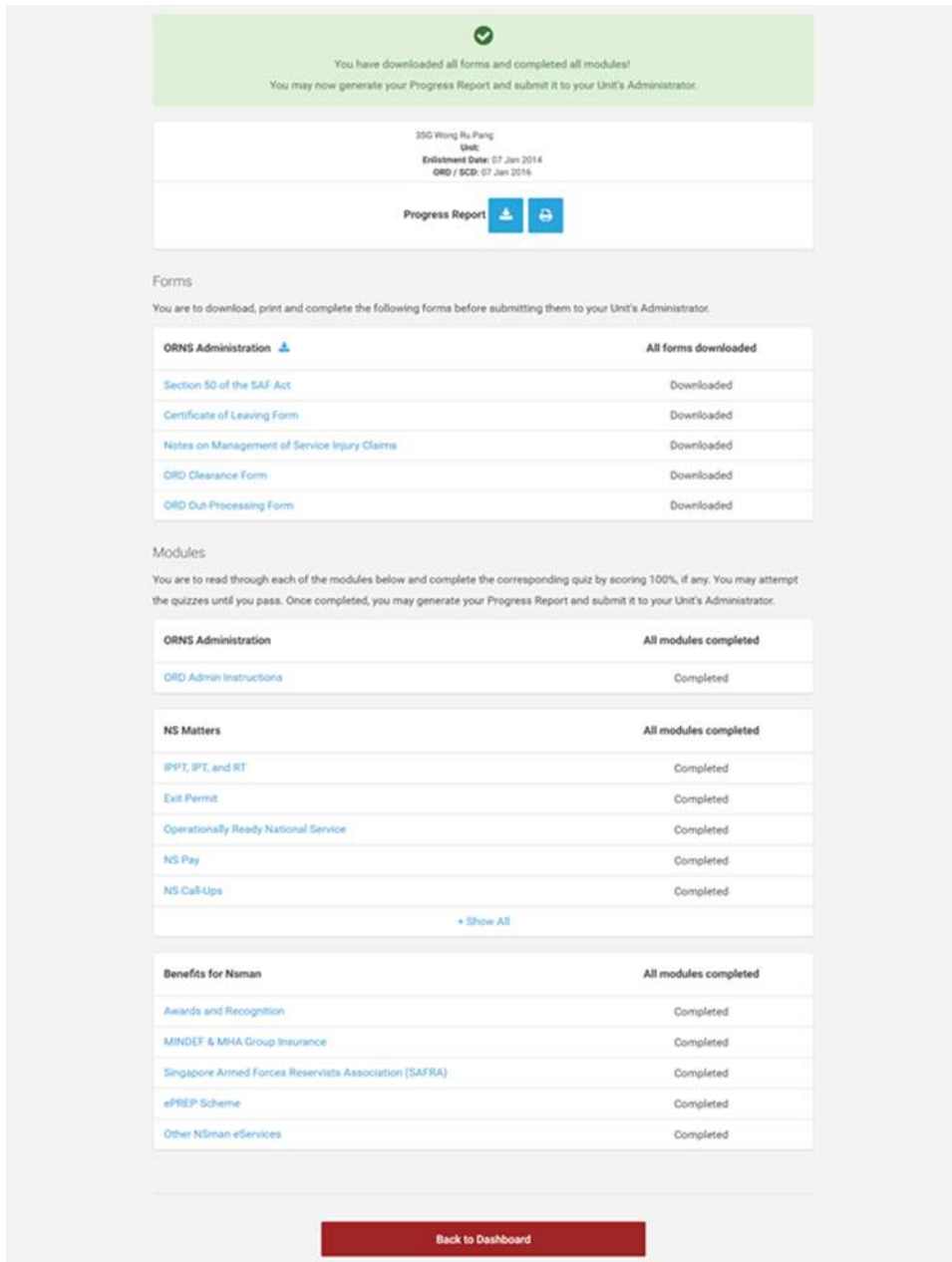
**Figure 3: Prepare for ORNS Landing Page (User has completed all Modules)**
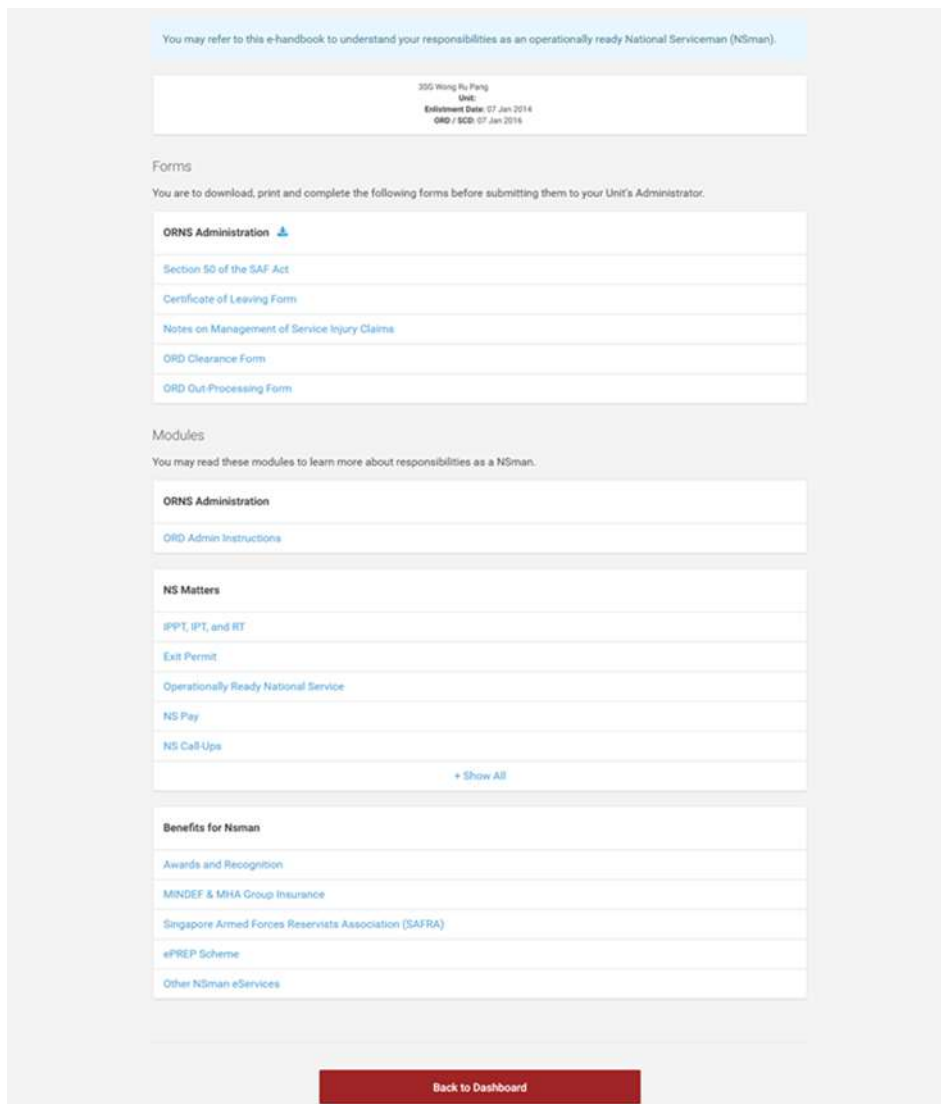
**Figure 4: Prepare for ORNS Landing Page (User is not eligible to take quizzes)**

### 1.1.1 Status Panel

At the top of the Prepare for ORNS Landing Page, there is a Status Panel which will state the following:

- Your Rank
- Your Full Name (as in NRIC)
- Your NRIC
- Your Unit
- Your Enlistment Date
- Your Operationally Ready Date (ORD) / Service Completion Date (SCD)
- The number of forms / modules left to be completed (if applicable)

If you have downloaded all the forms and completed all the modules, there will be a message at the top of the page saying: "You have downloaded all forms and completed all modules! You may now generate your Progress Report and submit it to your Unit's Administrator.".

To download the Progress Report, please click the 'Download Report' [⬇] Button.

You may also print out the Progress Report by clicking the 'Print' [🖨] Button.

If you still have forms left to download / modules left to complete, the status bar will indicate the number of forms that you have yet to download / modules that you will still need to complete. The modules can be found in the Module section of the Landing Page.
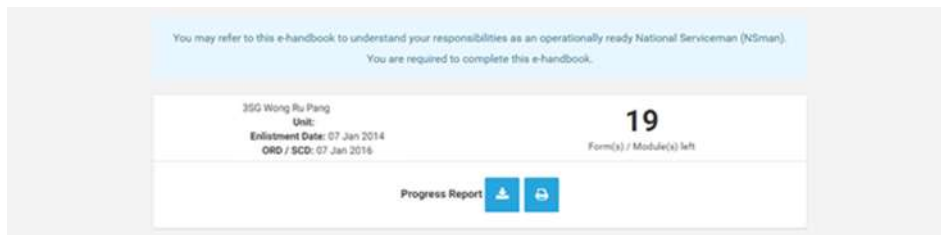


**Figure 5: Prepare for ORNS Status Panel (User has not downloaded / completed all Forms / Modules)**
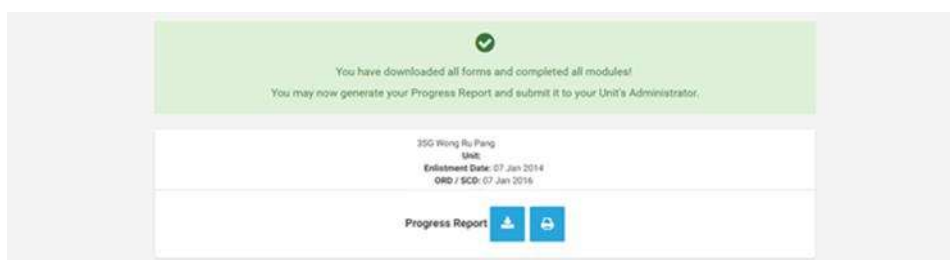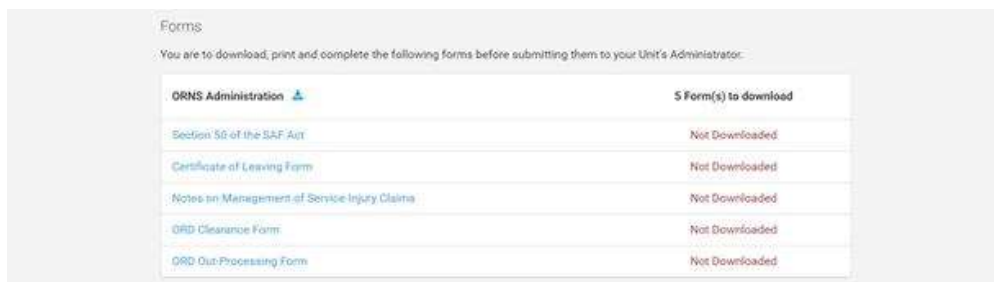


**Figure 6: Prepare for ORNS Status Panel (User has downloaded / completed all Forms / Modules)**

## 1.1.2      Forms

The next section is the Forms section (Only applicable for Army personnel). You will need to download the forms, print and submit them to your Unit's Administrator.

To access each form, please click on the specific form you wish to access and the form will be downloaded in PDF format to your computer.

To download all forms, please click on ' ⬇ ' . A zip file of all the listed forms will be downloaded to your computer.



**Figure 7: Prepare for ORNS Forms**

### 1.1.3    Modules

The next section is the Modules section. The modules section is made up of different categories – ORNS Administration, NS Matters and Benefits for NSman. Each category is then made up of different modules.

If you wish to view all the modules of a particular category, please click the '+ Show All' button found at the bottom of each collapsed category and the full list of modules will be shown. Similarly, if you wish to hide some of the modules for a particular category, please click the '- Show Less' button found at the bottom of each expanded category and the list of modules will collapse, showing only some of the modules.

The number of modules you have left to complete for a category can be found next to the category title. If all modules for that category has been completed, the status will display 'All modules completed'.

The following statuses will be displayed next to each module (where applicable):
-    **Not Read:** Module has yet to be read
-    **Take Quiz:** Module has been read, but the quiz has yet to be attempted
-    **Retake Quiz:** Module quiz attempted but you did not pass the quiz
-    **Completed:** Module quiz has been attempted and you have passed the quiz

If you are not eligible to attempt the quizzes, no statuses will be displayed.

**Figure 8: Prepare for ORNS Modules (User has not completed all Modules)**



**Figure 9: Prepare for ORNS Modules (User has completed all Modules)**
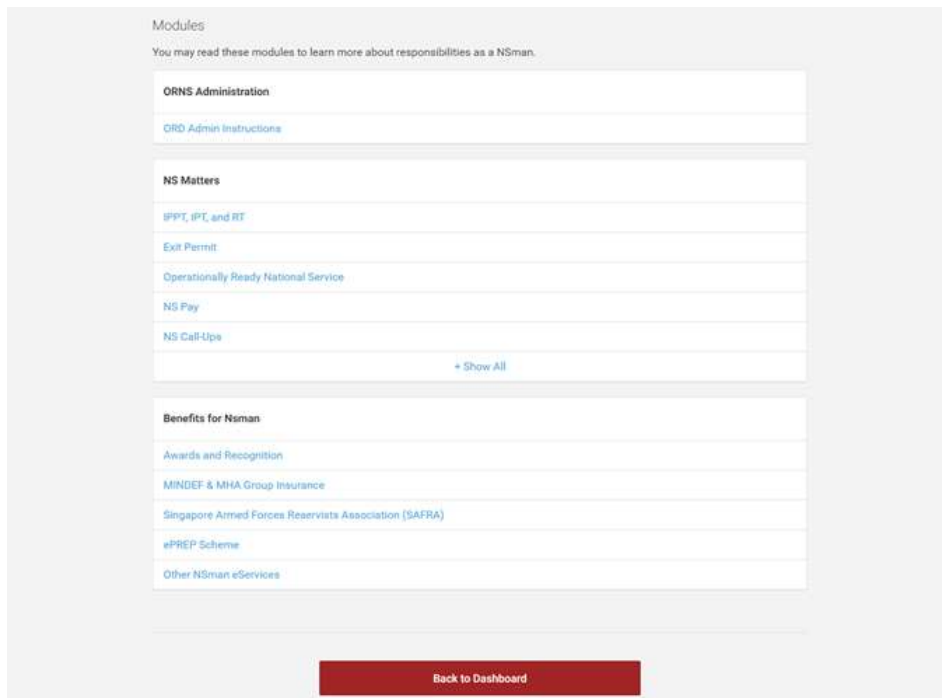
**Figure 10: Prepare for ORNS Modules (User is not eligible to take quizzes)**

**Step 1**

The first step to completing a category is to read all the modules under that particular category. To access a module, please click on the module name to launch the NSmen microsite in a new tab / window where you can then read up on the relevant module before going back to the NS Portal to take the quiz.

To begin taking the quiz, simply click on the 'Take Quiz' button.
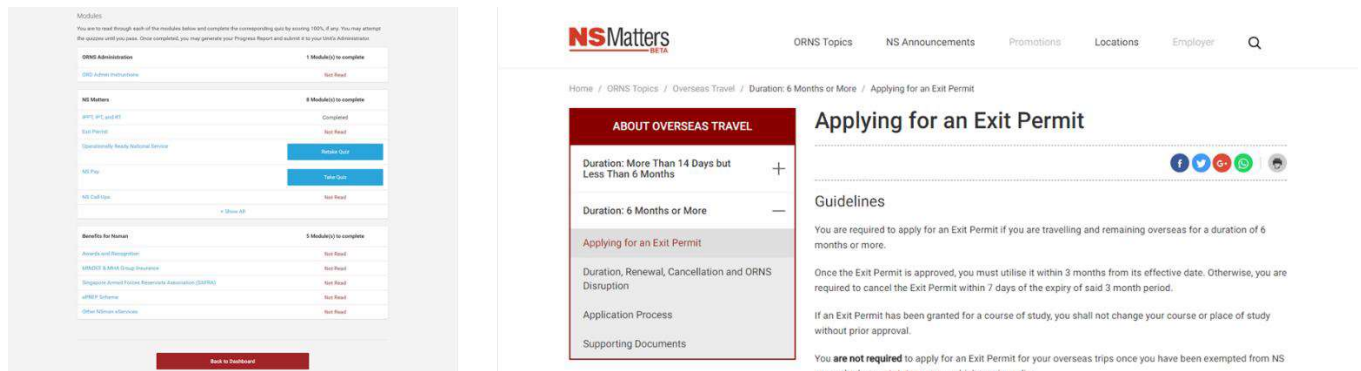


**Figure 11: Left: User clicks on 'Exit Permit' module; Right: NSmen microsite**

**Step 2**

Once you have completed the quiz, please click 'Submit' to receive the results.



**Figure 12: Quiz Page**

**Step 3**

Once you click 'Submit', you will be directed to the results page. In order to pass the quiz, you need to answer all questions correctly.

On the Quiz Results page, you will see the outcome of the quiz, your score and the number of forms / modules left to be downloaded / completed.

If you passed the quiz, the status of the module on the Prepare for ORNS Landing Page will be changed to 'Completed'. If you failed, 'Retake Quiz' will be shown instead.
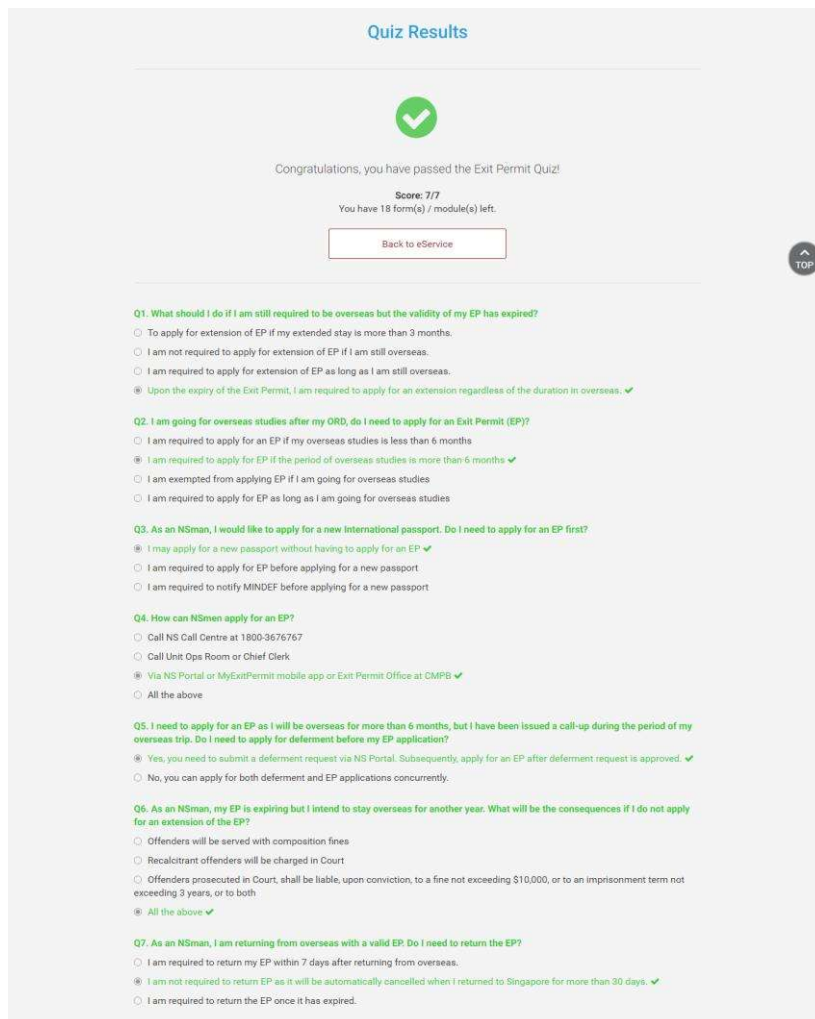


**Figure 13: Quiz Results Page (Pass)**

**Figure 14: Quiz Results Page (Fail)**

#### 1.1.3.1 Retake Quiz

If you failed the quiz, there are 2 ways to retake the quiz:

1.  Retake the quiz immediately from the Quiz Results Page
    Please click on the 'Retake Quiz' Button at the top of the page and you will be directed back to the Quiz page to take the quiz

2.  Retake the quiz from the Prepare for ORNS Landing Page
    Please click on the 'Retake Quiz' Button next to the module and you will be directed back to the Quiz page to take the quiz

**Figure 15: Retake Quiz (From Quiz Results Page)**

**Figure 16: Retake Quiz (From Prepare For ORNS Landing Page)**