

Learn

Transact Online

Scan the QR code below
to learn more about
Transact Online competency:



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Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

The DSL skills are grouped into 5 competency areas as shown in the diagram.

Learning Outcomes:

This guidebook focuses on the 'Transact Online' competency, where you will learn:

- The common digital library apps, their icons and identify them using their logos.
- The common features (UI) and common steps (UX) to read, borrow and purchase reading materials on digital library apps.
- Useful cybersecurity tips to stay safe online.

To help you acquire the learning outcome, this guidebook uses different digital learning apps as examples to demonstrate the common steps to search for and read eBooks, eNewspapers and other resources.

DSL



The guidebook is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.



Cyber Security Tips

To stay safe while using digital learning apps, please keep to the following:



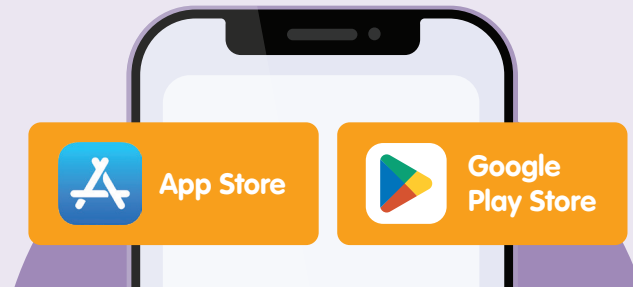
Do not disclose your Singpass login details to others as it can lead to unauthorised access to your accounts and personal information.



Do not share personal or financial details, passwords or one-time password (OTP) with anyone.



Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

Understanding Common Digital Library Apps

About Digital Learning Apps

Page 5

The Common Features found across Digital Learning Apps

Page 6



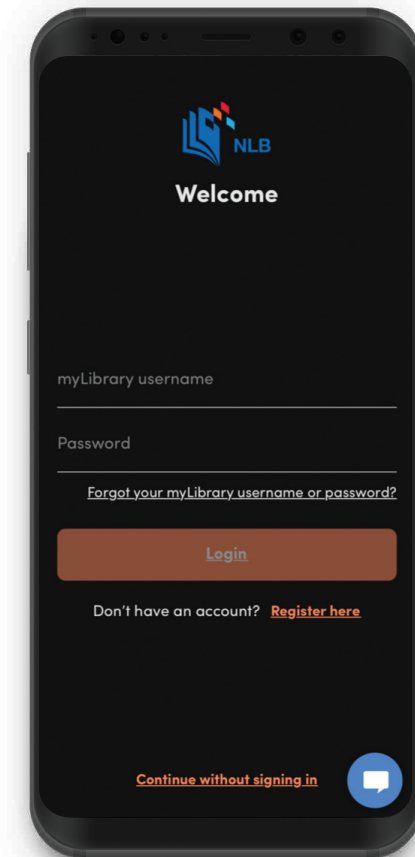
About Digital Learning Apps

Digital learning apps offer users easy access to a variety of educational resources, including e-books, e-newspapers, and audiobooks—all at their fingertips.

Pre-requisites to learning the app:

Check if:

- Your mobile device has a working camera.
- Your mobile device is connected to cellular network or Wi-Fi.
- You know how to download an app.
- You have set up your Singpass.



NLB Mobile App



Common Features Across Different Digital Learning Apps



Home Icon
Access the app's main homepage.



Search Icon
Find eBook and Audiobook titles.



More Icon
Enable access to other services available within the app.



Heart Icon
Bookmark your favourite eBooks and audiobooks for easy access in your Favorites list.



Share Icon
Share eBooks and Audiobooks.



Settings Icon
Customize your app features by adjusting your preferences.

Step-by-step Guide to Use NLB Mobile App

How to Set up NLB Mobile App Page 8

How to Search and Borrow Reading Materials Page 14

How to Make Payment for Fines Page 19

How to Log out of your Account Page 21



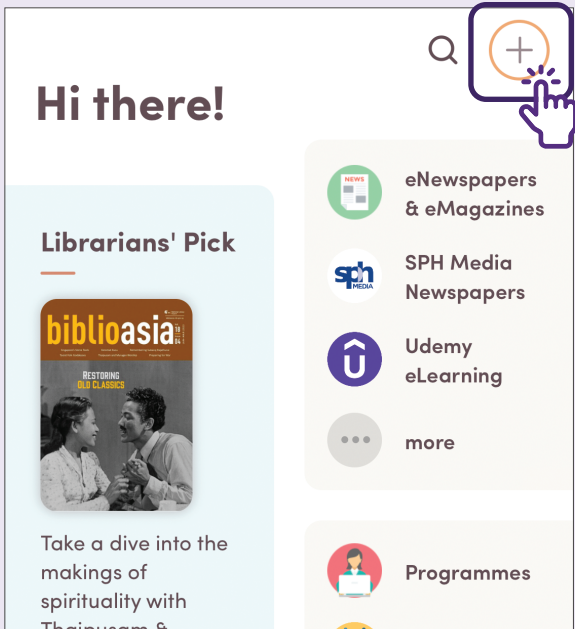
Set up your NLB Account

1 Launch NLB Mobile

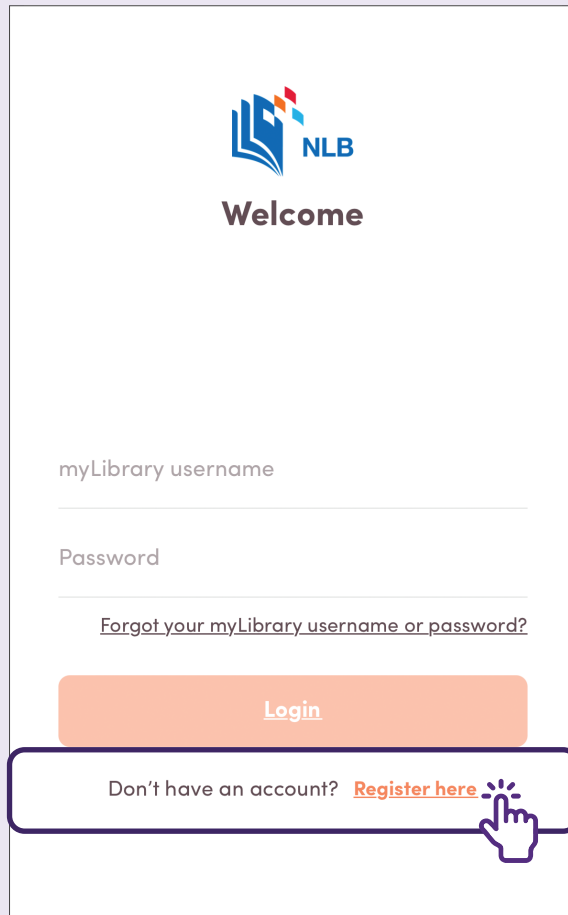


Download "NLB Mobile" app from Apple App Store or Google Play Store and launch it.

2 Tap on the + icon

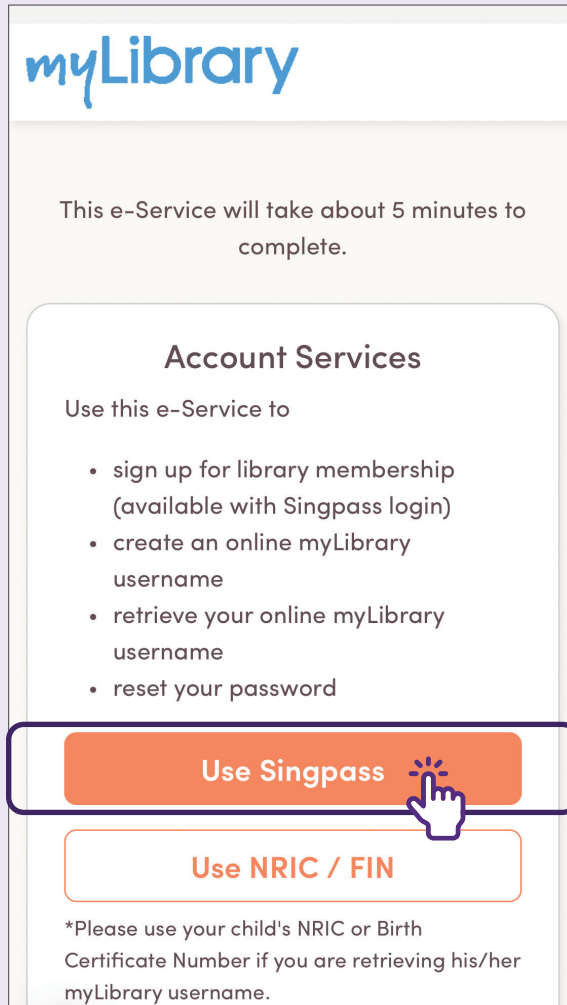


3 If you do not have an account, tap Register here



Register for your NLB Account - via Singpass

1 Tap on Use Singpass



myLibrary

This e-Service will take about 5 minutes to complete.

Account Services

Use this e-Service to


- sign up for library membership (available with Singpass login)
- create an online myLibrary username
- retrieve your online myLibrary username
- reset your password

Use Singpass

Use NRIC / FIN

*Please use your child's NRIC or Birth Certificate Number if you are retrieving his/her myLibrary username.

2 Tap the Singpass icon to sign in to Singpass



Log in with Singpass
Your trusted digital identity

Singpass app Password login

Tap QR code
to log in with Singpass app



singpass

[Register for Singpass](#)

[Download Singpass app](#)



Register for your NLB Account - via NRIC/FIN

1 Tap on Use NRIC/FIN

myLibrary

This e-Service will take about 5 minutes to complete.

Account Services

Use this e-Service to

- sign up for library membership (available with Singpass login)
- create an online myLibrary username
- retrieve your online myLibrary username
- reset your password

Use Singpass

Use NRIC / FIN

*Please use your child's NRIC or Birth Certificate Number if you are retrieving his/her myLibrary username.

2 Fill in your NRIC/FIN number and Date of Birth

myLibrary

Account Services

This e-Service will take about 5 minutes to complete.

Please fill in the following information for verification.

NRIC / FIN

Date of Birth

Next

3 Fill in your particulars

Account Services

You are already an existing library member. Please fill in the following information to create your myLibrary username in order to access our online services.

myLibrary username

Min. 6 characters.

Password

Min. 8 characters including 1 number.

Email

Mobile Number

We will send you an OTP for verification.

I agree to the [Terms of Use](#)

Next

Cancel

Register for your NLB Account

4 Agree to Terms of Use

Min. 6 characters.

Password
5678loremtan

Min. 8 characters including 1 number.

Email
loremtan@gmail.com

Mobile Number
12345678

We will send you an OTP for verification.

I agree to the Terms of Use

Next

Cancel

All items must be filled in.

5 Tap on Proceed

Please confirm to proceed with the creation of your myLibrary username.

Cancel Proceed

Password
5678loremtan

Min. 8 characters including 1 number.

Email
loremtan@gmail.com

Mobile Number
12345678

We will send you an OTP for verification.

I agree to the Terms of Use

Next

Cancel

6 Enter your OTP

Account Services

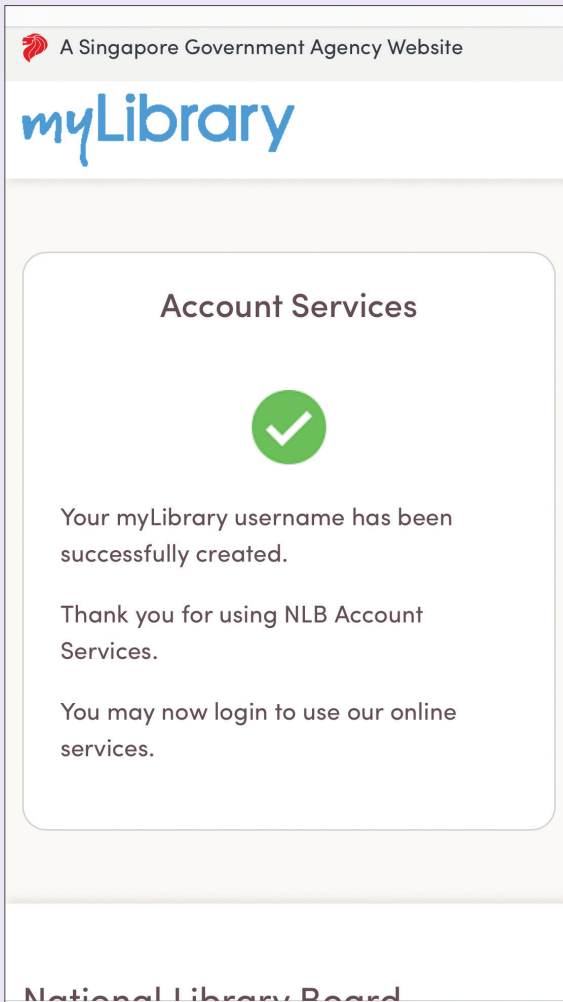
Please enter the One-Time PIN (OTP) which has been sent to ****5678

Resend OTP

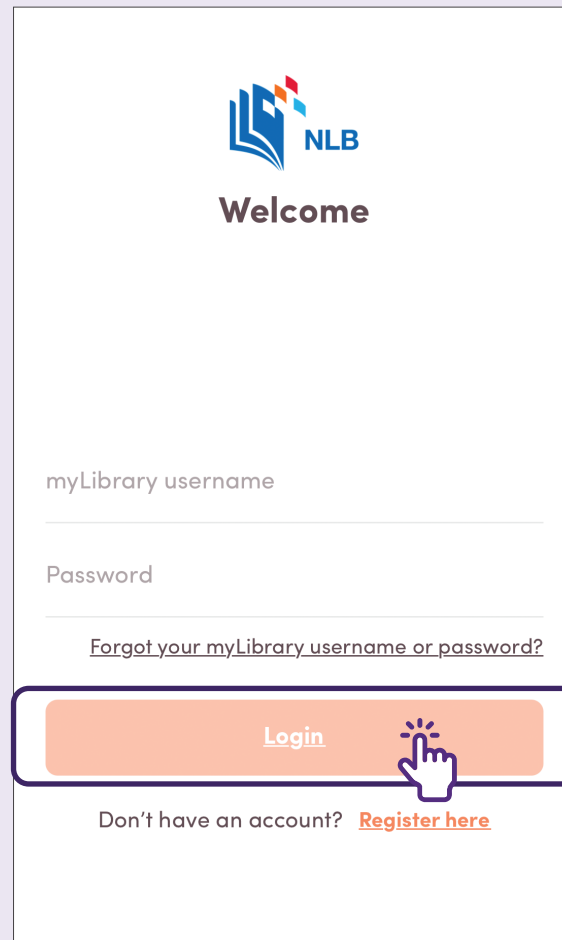
Next

Cancel

7 Your account has been set up




8 To log in, fill in your username and password





Set up your App Preferences

1 Fill in your name




Hi Lorem!

How should we address you?

Set your preferred name

Next

2 Select your preferred libraries



Hi Lorem!


Please select up to 3 preferred libraries. We will prioritise them in your transactions and also show you highlights from these branches.

No Preference

Ang Mo Kio Public Library
4300 Ang Mo Kio Avenue 6 Singapore 569842

Next

3 Select your preferred language



Hi Lorem!

Select your language filters to enhance content discovery, applied to Discover Tab's new arrivals and curated reads.

English

Chinese

Tamil

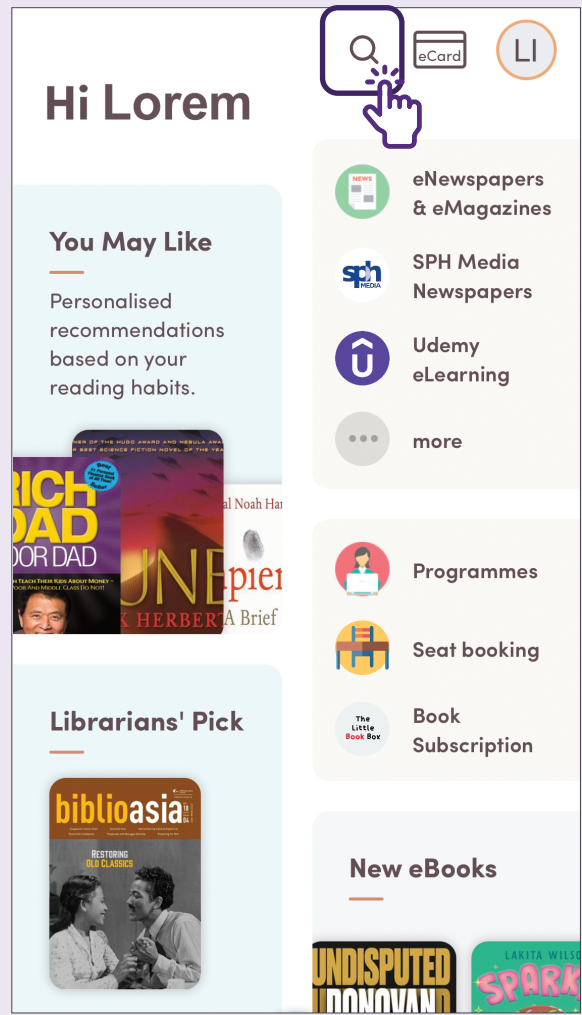
Malay

Next

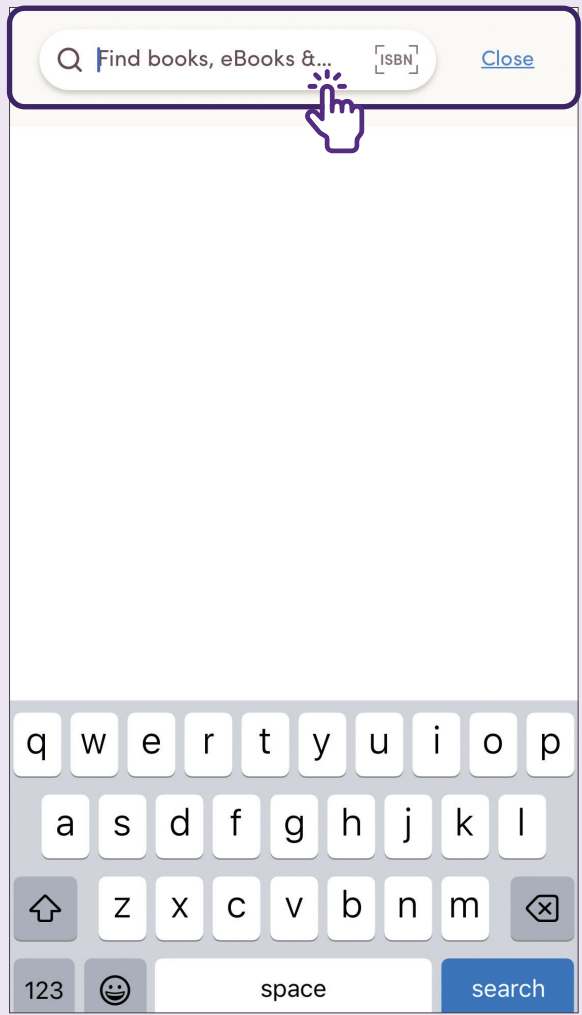


Search for and Reserve eBooks

1 Tap on the search icon



2 Search for the item you want to borrow

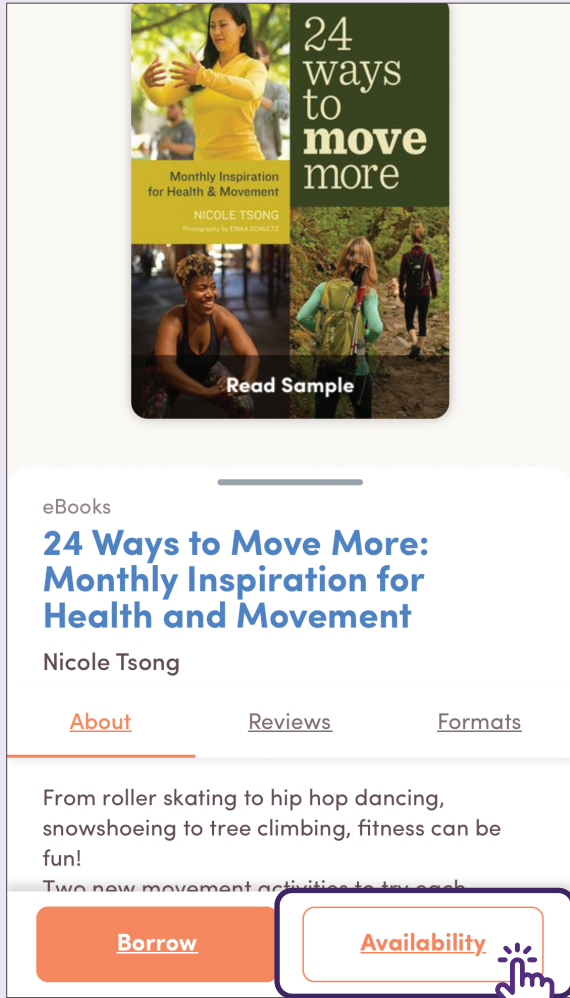


3 Select the book

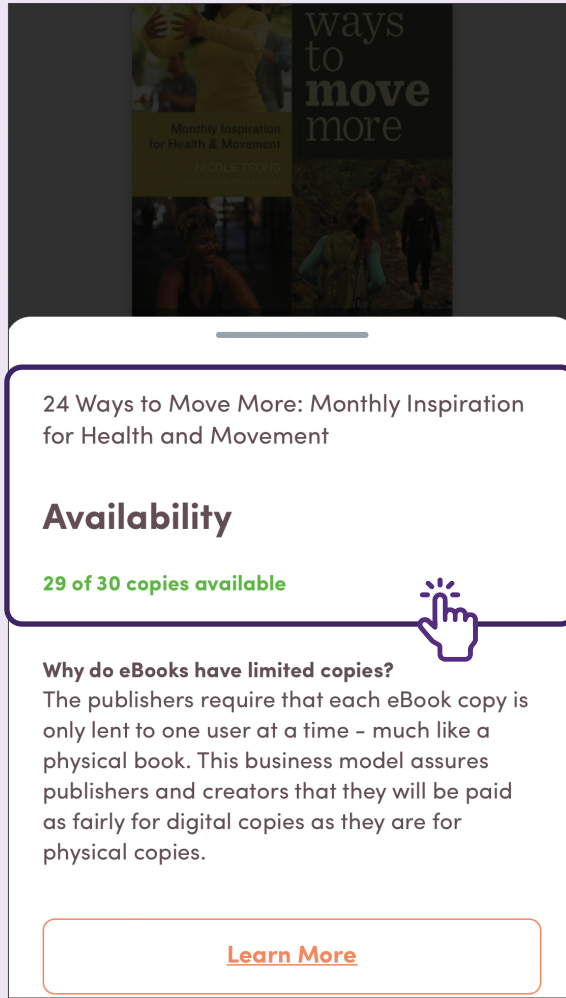


Search and Reserve eBooks

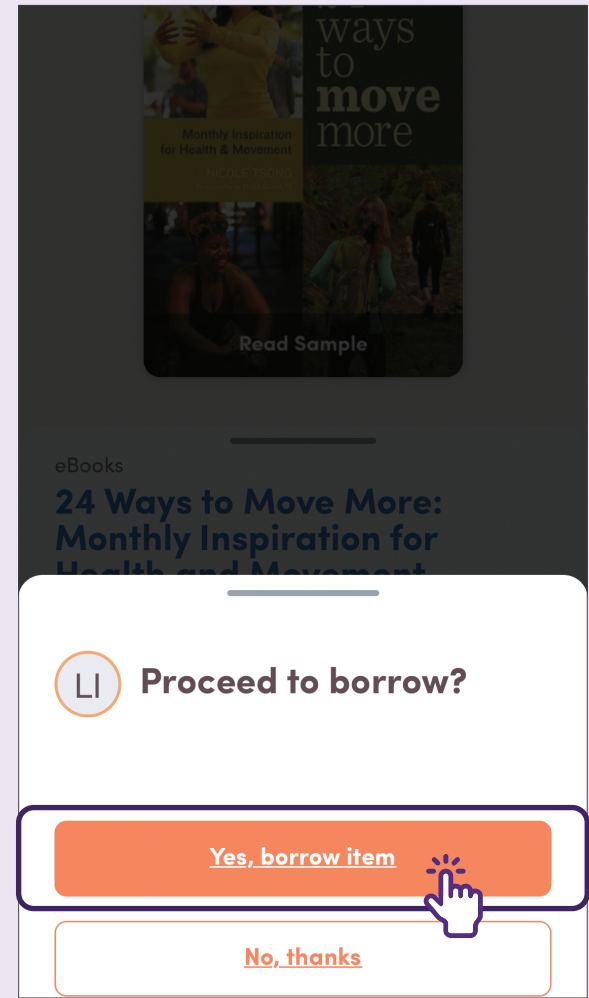
4 Tap on Availability



5 View Availability details



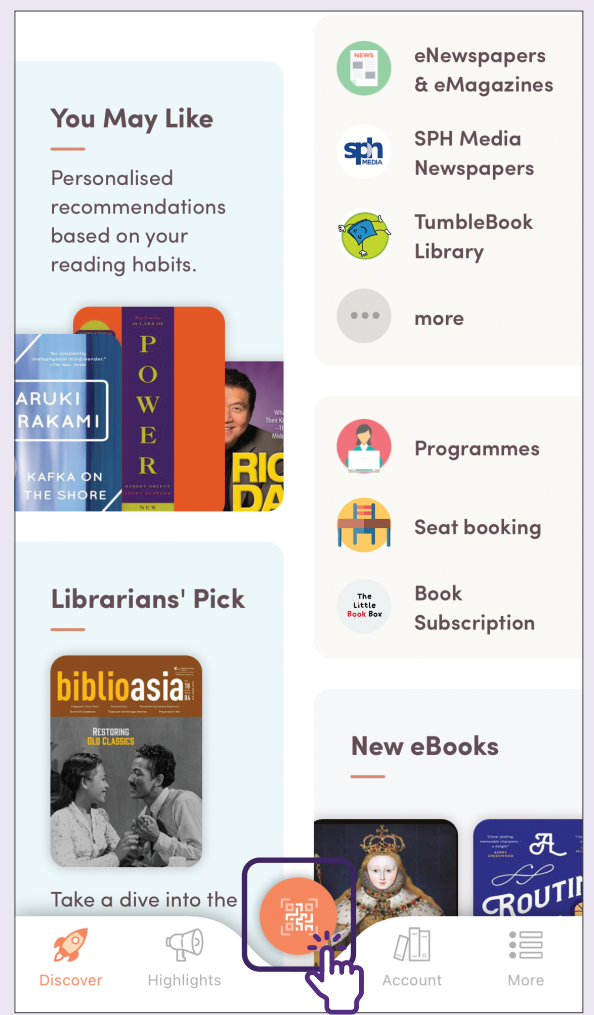
6 Tap on Yes to borrow item



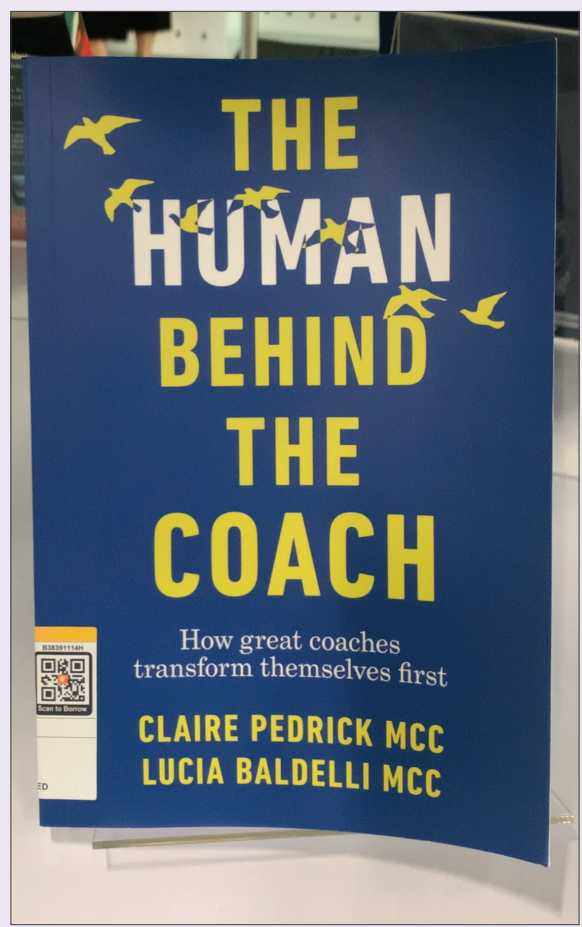


Scan-to-Borrow Physical Books

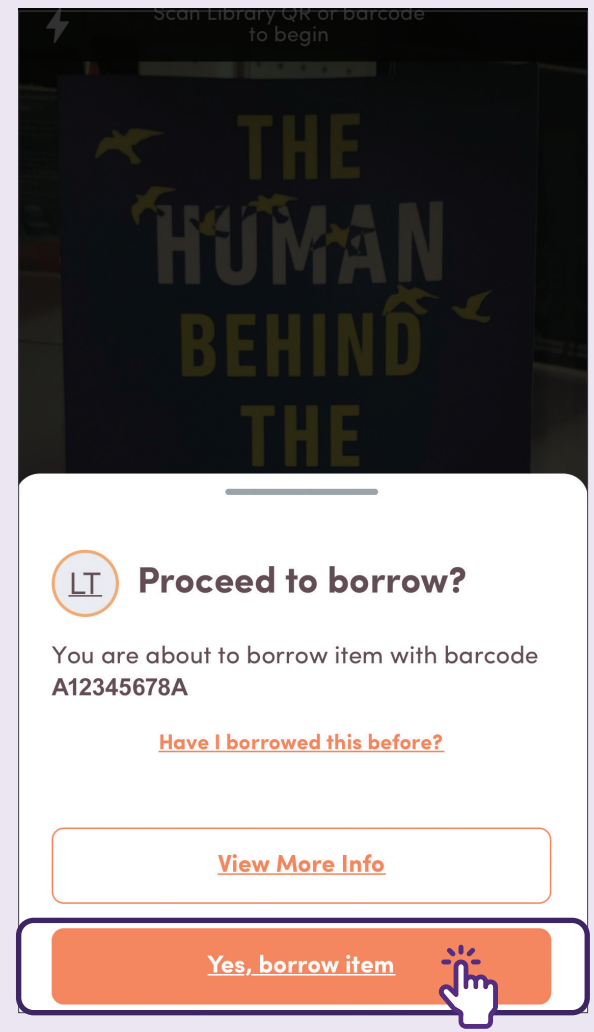
1 Tap on the Scan icon



2 Point your device's camera at the library book

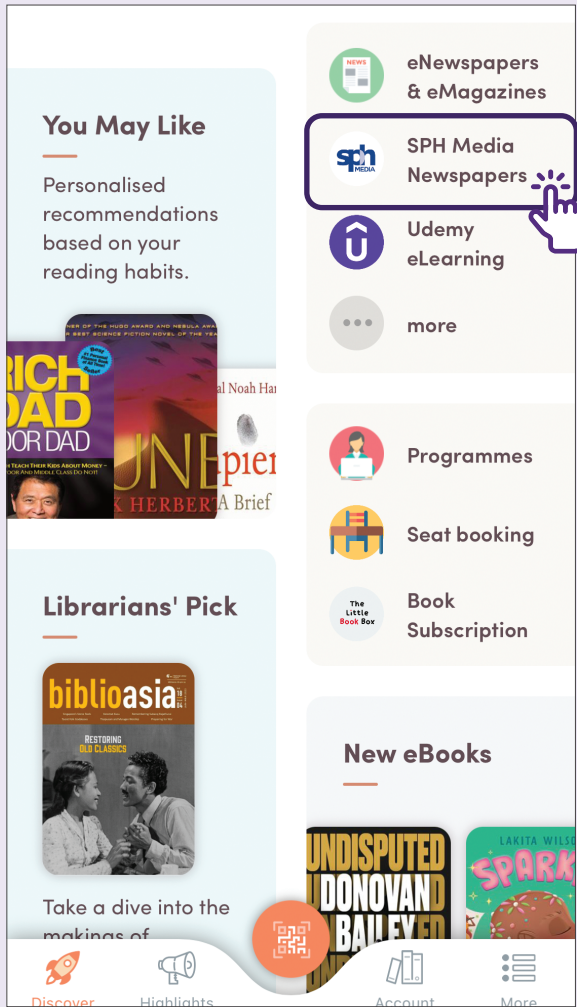


3 Select Yes to borrow the book



Search for eNewspapers

1 Tap on SPH Media Newspapers



2 Tap on Proceed



3 Choose the eNewspaper you wish to read



Pay Outstanding Charges

1 Tap on Account

You May Like
Personalised recommendations based on your reading habits.

- eNewspapers & eMagazines
- SPH Media Newspapers
- TumbleBook Library
- more

Programmes

- Seat booking
- Book Subscription

Librarians' Pick

Take a dive into the

New eBooks

Discover Highlights **Account** More

2 Tap on Outstanding Charges

Outstanding Charges: S\$2.87
Tap to pay

Loans Reservations

eBook Loans eBook Reservations

Favourites Recently Viewed

Past Loans Past Reservations

Discover Highlights **Account** More

3 Tap to Pay Outstanding Charges

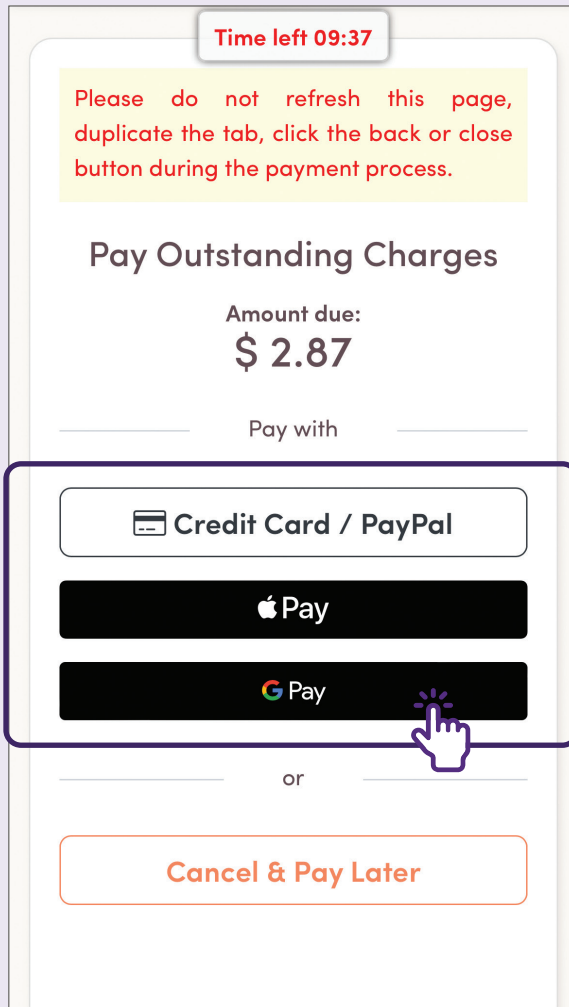
LT

Fines Mailer Admin Fee	S\$1.07 07 Jun 2018
Overdue Item	S\$0.60 24 Oct 2017
Thirteen chairs Overdue Item	S\$0.60 24 Oct 2017
Anne Frank Overdue Item	S\$0.60 24 Oct 2017

Total Amount **S\$2.87**

Pay Outstanding Charges

4 Select your preferred payment method



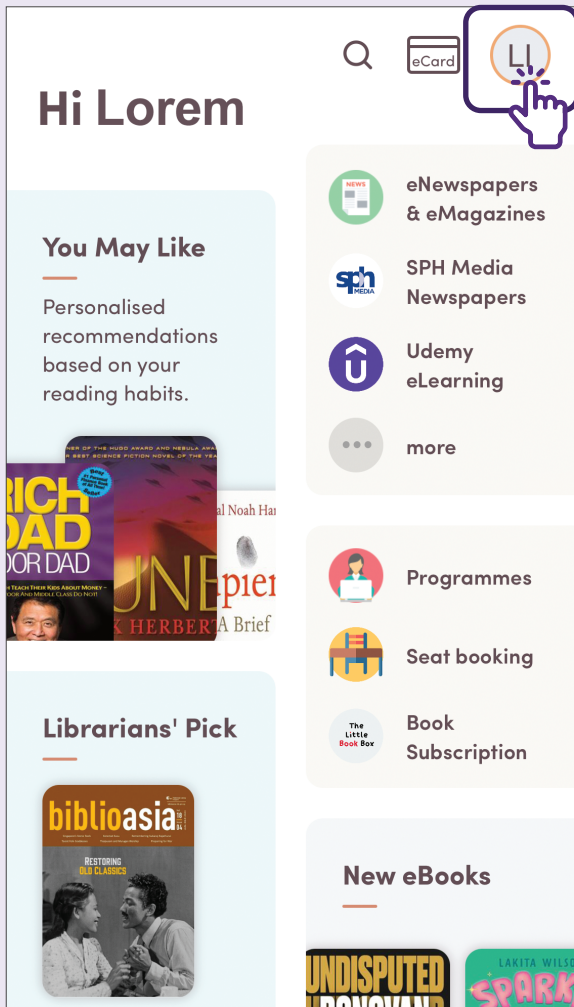
You can choose to pay by:

- Credit/Debit card
- PayPal
- Apple Pay
- Google Pay

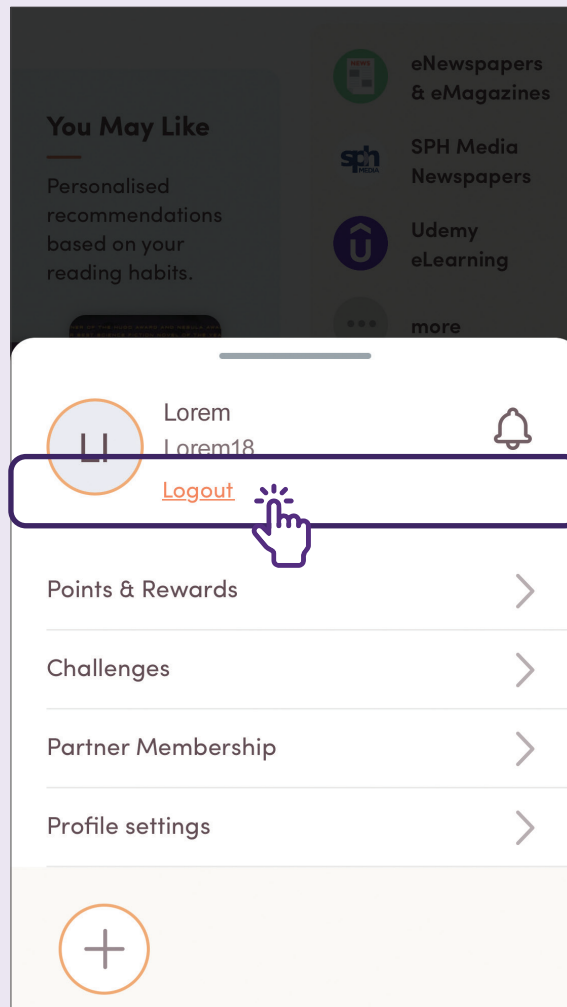
Note: You must complete your payment within a 10-minute time limit.

Log out of NLB Mobile App

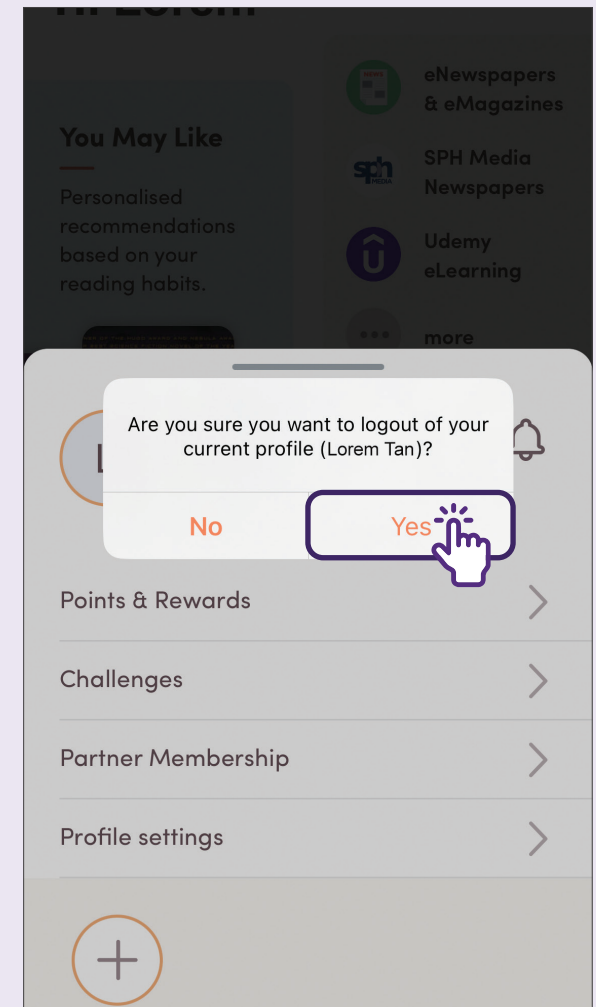
1 Tap on Profile Icon



2 Tap on Logout



3 Tap on Yes to log out



**For more information and
to find your nearest SG
Digital community hubs:**

IMDA Contact Centre

Hotline: +65 6377 3800

Feedback: go.gov.sg/imda-feedback

Website: digitalforlife.gov.sg



**Scan QR code to
visit the Digital for
Life Portal.**

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