INFOCOMM MEDIA DEVELOPMENT AUTHORITY

DIGITAL SKILLS for LIFE

Transact Online

Learn

SCAN & PAY

BUY

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

GO.gov.sg

In support of

DIGITAL FOR LIFE
PLAY IT FORWARD

SMART NATION SINGAPORE

Content

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

Be Safe, Smart & Kind Online
Safeguard against cyber threats; Protect personal information; Develop a positive online presence.

Explore Information Online
Search, view and retrieve information online.

Communicate Online
Connect with others online.

Transact Online
Carry out online transactions.

Set up & Use Smart Devices
Set up and operate the basic hardware and software functions of your mobile device.

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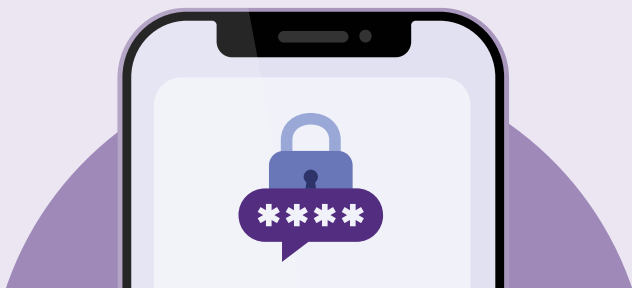
Do not disclose your Singpass login details to others as it can lead to unauthorised access to your accounts and personal information.

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.
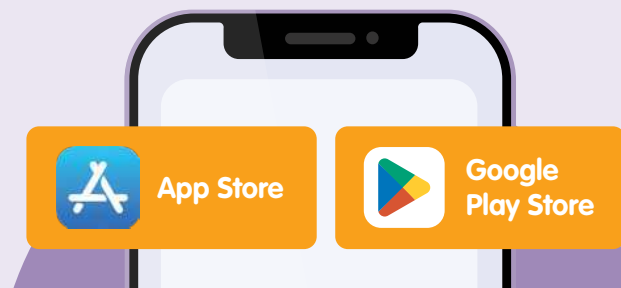
Download apps from **official** sources.

# Understanding Common Digital Library Apps

4

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.
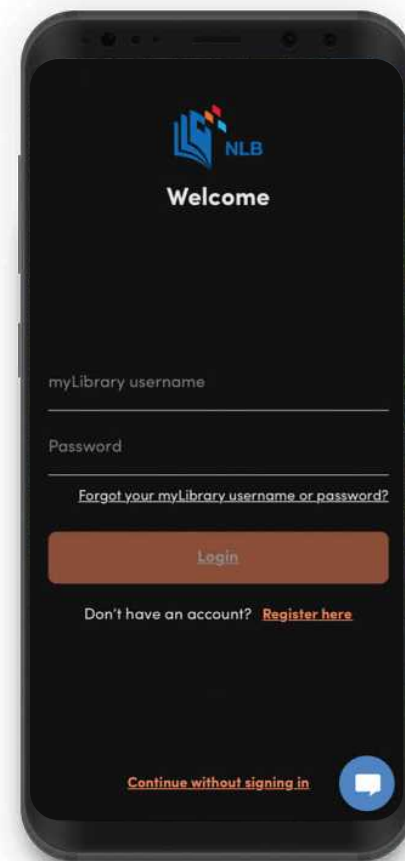
NLB Mobile App

Common Features Across Different Digital Learning Apps

Home Icon
Access the app's
main homepage.

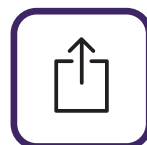**Search Icon**
Find eBook and
Audiobook titles.

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.

Discover

Profile settings

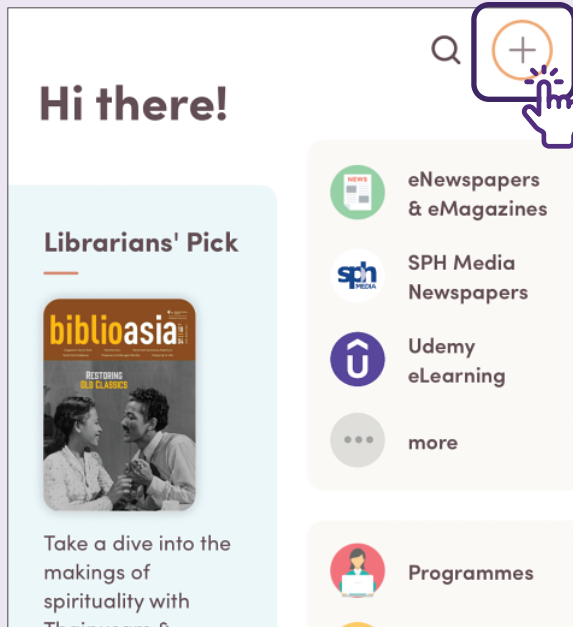# Step-by-step Guide to Use NLB Mobile App

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

Hi there!

Librarians' Pick

Take a dive into the makings of spirituality with Thaipusam &

eNewspapers & eMagazines

SPH Media Newspapers

Udemy eLearning

more

Programmes

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

NLB

Welcome

myLibrary username

Password

Forgot your myLibrary username or password?

Login

Don't have an account? **Register here**
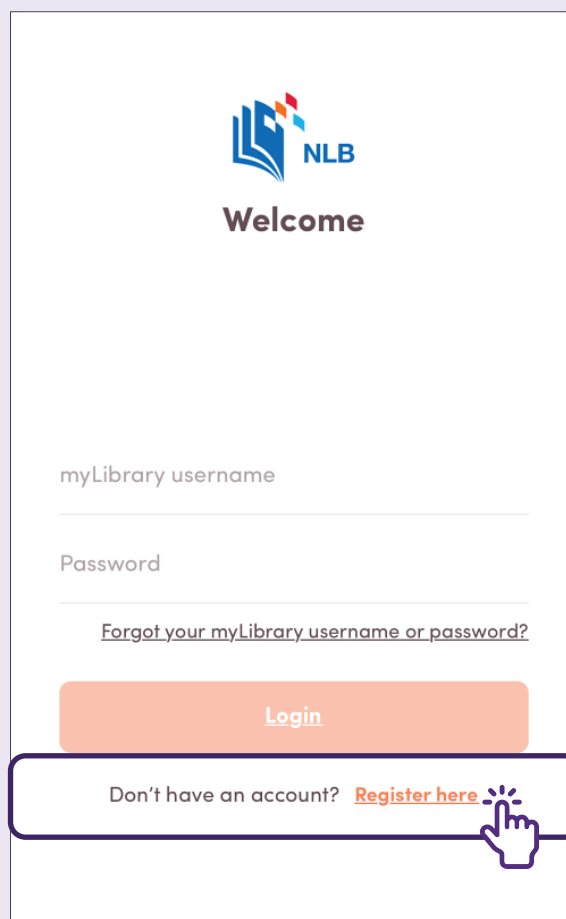
Register for your NLB Account - via Singpass

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

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
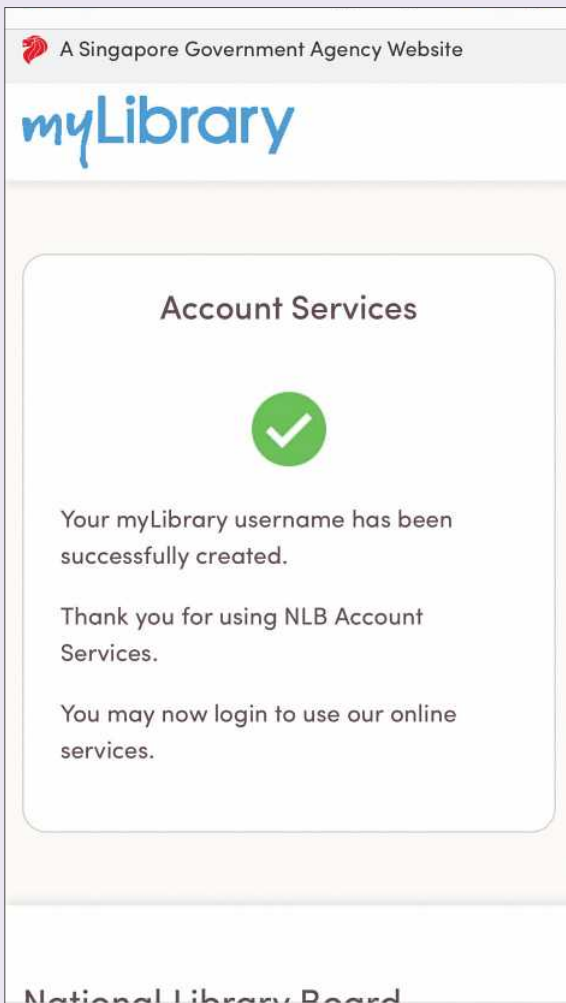
Next

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**

A Singapore Government Agency Website

myLibrary

Account Services

✓

Your myLibrary username has been successfully created.

Thank you for using NLB Account Services.

You may now login to use our online services.

National Library Board

8 **To log in, fill in your username and password**

NLB

Welcome

myLibrary username

Password

Forgot your myLibrary username or password?

Login

Don't have an account? **Register here**

Set up your App Preferences

1 Fill in your name

Welcome!

How should we address you?
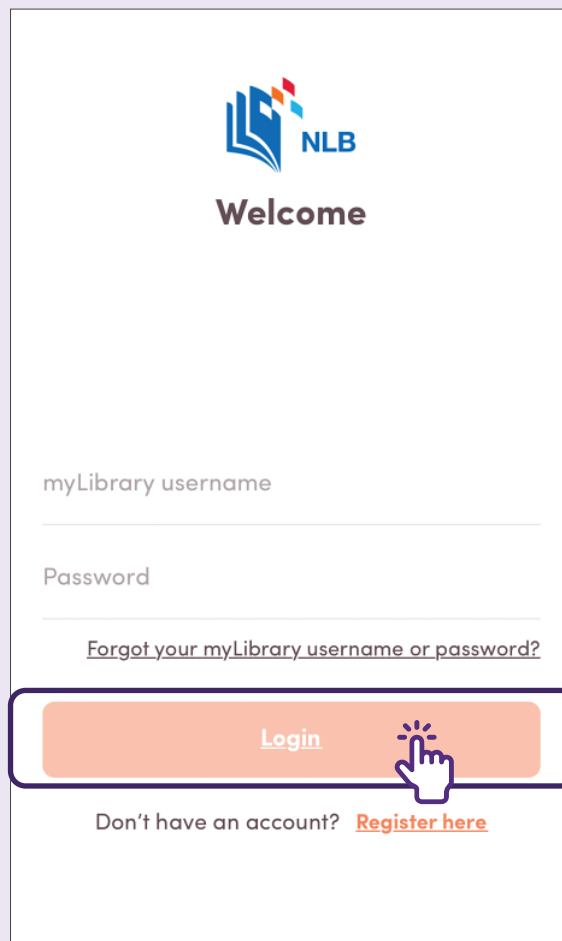
Set your preferred name

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

Hi Lorem

You May Like

Personalised recommendations based on your reading habits.

eNewspapers & eMagazines

SPH Media Newspapers

Udemy eLearning

more

Programmes

Seat booking

Book Subscription

Librarians' Pick

New eBooks
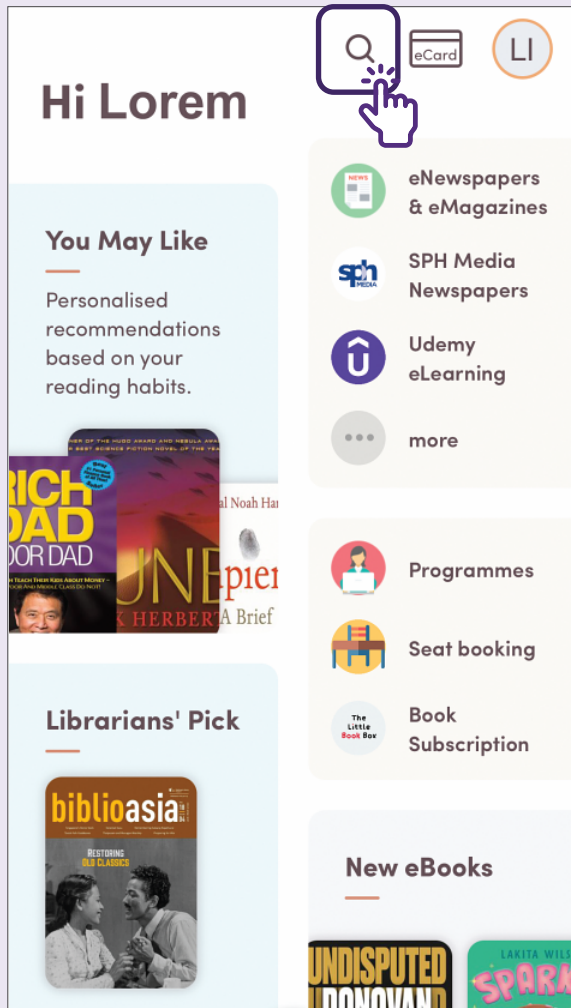
2   Search for the item you want to borrow

Find books, eBooks &... [ISBN] Close

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123 space search

3   Select the book

eBooks   Audiobooks   Books

202 result(s) found

24 Ways to Move More: Monthly Inspiration for Health and Movement
Nicole Tsong
Published 2020

The hunger games [electronic resource] : The Hunger Games Series, Book 1. Suzanne Collins.
Collins, Suzanne.
Published 2009

Guide to the hunger games [electronic resource] : The World of The Hunger Games. Caroline...
Carpenter, Caroline.
Published 2014

The unofficial recipes of the hunger games [electronic resource] : 187 Recipes Inspired...
Rockridge University Press.
Published 2012

The unofficial hunger games cookbook [electronic resource] : From... to "Groosling"...
Baine...

Filter

14

4 Tap on Availability

eBooks

24 Ways to Move More: Monthly Inspiration for Health and Movement

Nicole Tsong

About   Reviews   Formats

From roller skating to hip hop dancing, snowshoeing to tree climbing, fitness can be fun!
Two new movement activities to try each

Borrow   **Availability**

5 View Availability details

24 Ways to Move More: Monthly Inspiration for Health and Movement

Availability

29 of 30 copies available

Why do eBooks have limited copies?
The publishers require that each eBook copy is only lent to one user at a time – much like a physical book. This business model assures publishers and creators that they will be paid as fairly for digital copies as they are for physical copies.

Learn More

6 Tap on Yes to borrow item

eBooks

24 Ways to Move More: Monthly Inspiration for Health and Movement

LI **Proceed to borrow?**

Yes, borrow item

No, thanks

Notes

7 **Reservation is successful**

Reservation successful!

You will receive an email
(**loremtan@gmail.com**) once this
book is ready to be borrowed.

9 people waiting in total
1 person waiting per copy
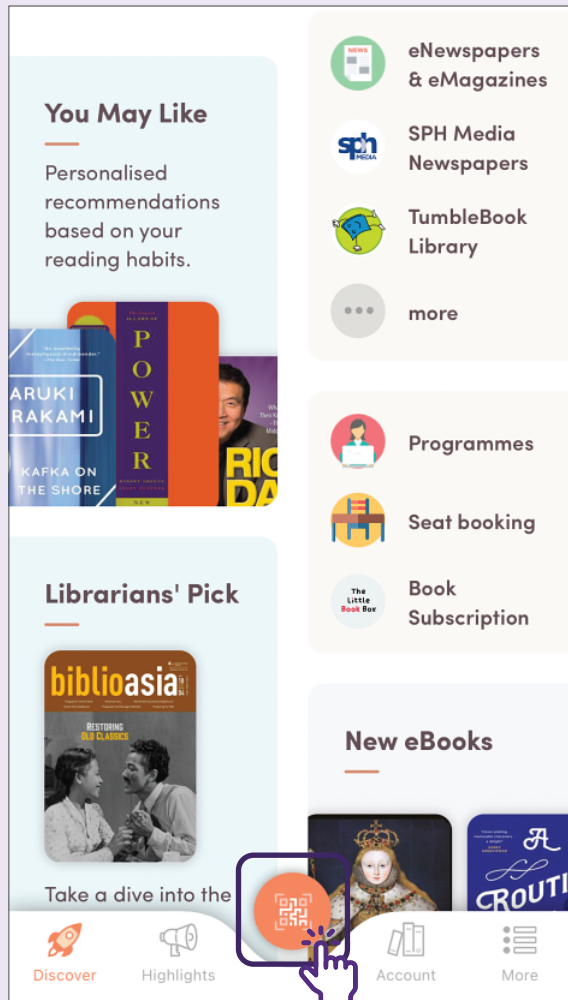Estimated waiting time of 1 week
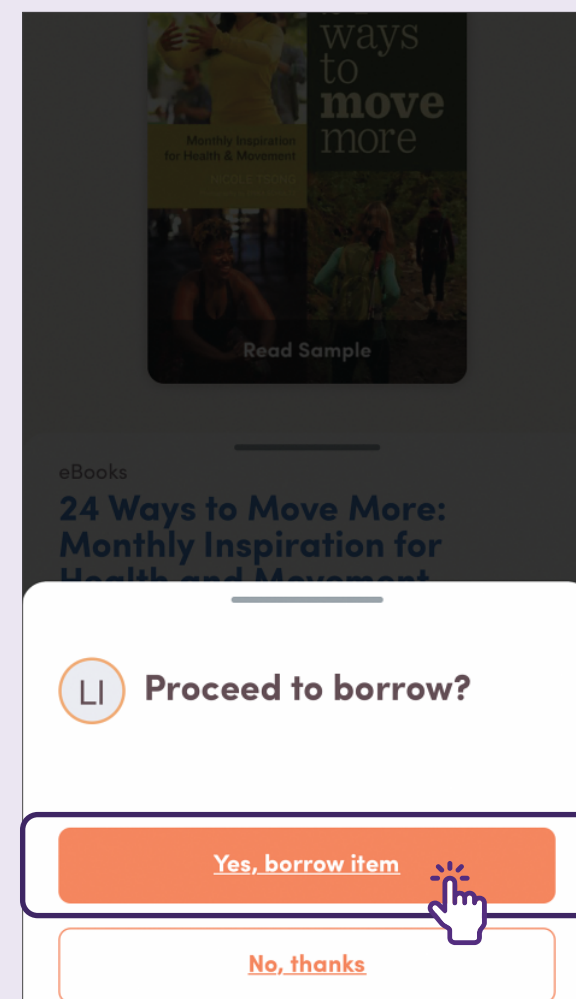
Once you see this screen,
you have successfully reserved
the eBook. You will receive
notification once the eBook is
ready for reading.

Scan-to-Borrow Physical Books

1 Tap on the Scan icon

2 Point your device's camera at the library book
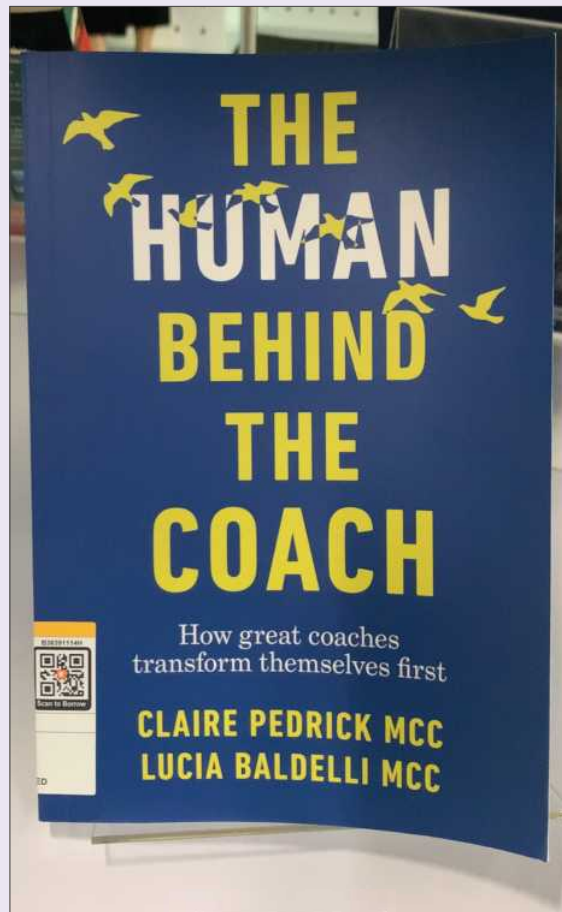
3 Select Yes to borrow the book

Proceed to borrow?

You are about to borrow item with barcode A12345678A

Have I borrowed this before?

View More Info

Yes, borrow item
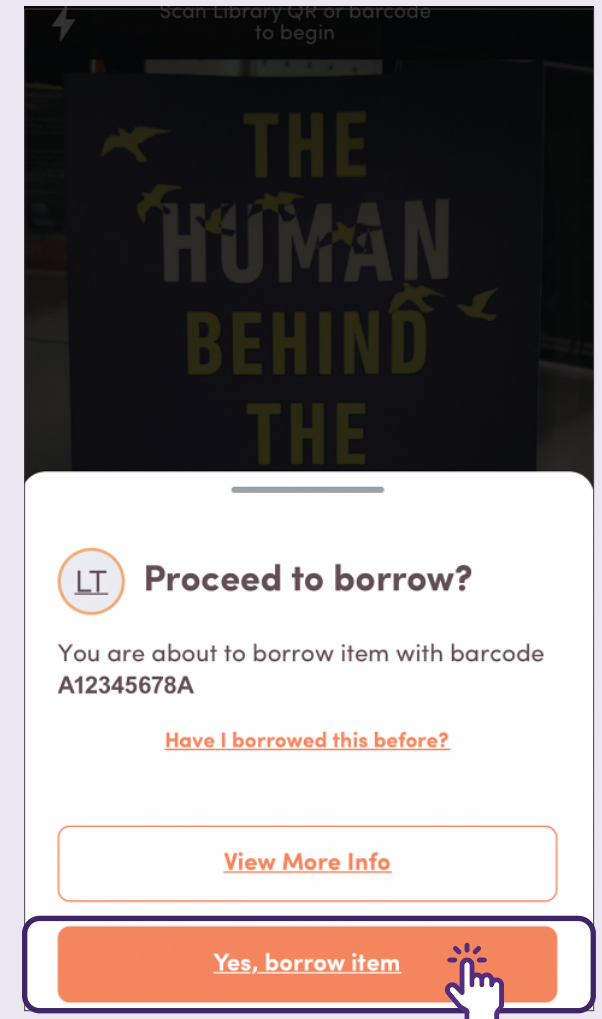
Search for eNewspapers

1   Tap on SPH Media Newspapers

You May Like
—
Personalised recommendations based on your reading habits.

Librarians' Pick
—

biblioasia

Take a dive into the makings of

New eBooks

eNewspapers & eMagazines

SPH Media Newspapers

Udemy eLearning

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Programmes

Seat booking

Book Subscription

Discover   Highlights   Account   More

2   Tap on Proceed

sph MEDIA

SPH Media Newspapers

Read the current issues of these SPH Media newspapers including The Straits Times, The Business Times, etc.
You will be redirected to a website to access the content.

Proceed

3   Choose the eNewspaper you wish to read

Interested in international newspapers? Sign in with your myLibrary username at PressReader or launch PressReader from the NLB Mobile app.

THE STRAITS TIMES

THE BUSINESS TIMES

联合早报 LIANHE ZAOBAO

SHIN MIN 新明日報

Berita Harian

தமிழ் முரசு

18

Pay Outstanding Charges

1 Tap on Account

You May Like

Personalised recommendations based on your reading habits.

ARUKI RAKAMI — POWER — KAFKA ON THE SHORE — RIC DA

Librarians' Pick

biblioasia — RESTORING OLD CLASSICS

Take a dive into the

New eBooks

CROUTIN

eNewspapers & eMagazines

SPH Media Newspapers

TumbleBook Library

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Programmes

Seat booking

Book Subscription

Discover | Highlights | Account | More
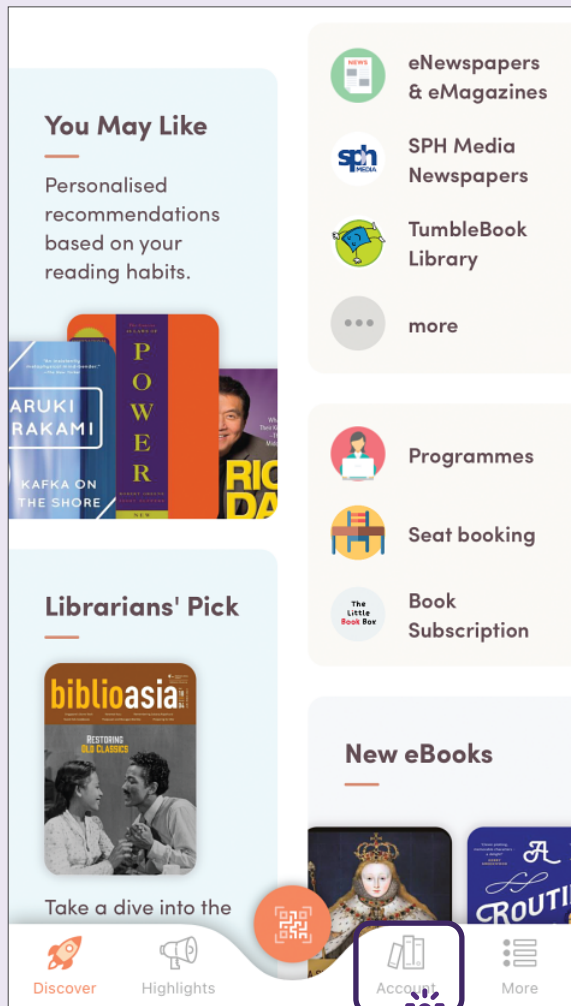
2 Tap on Outstanding Charges

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
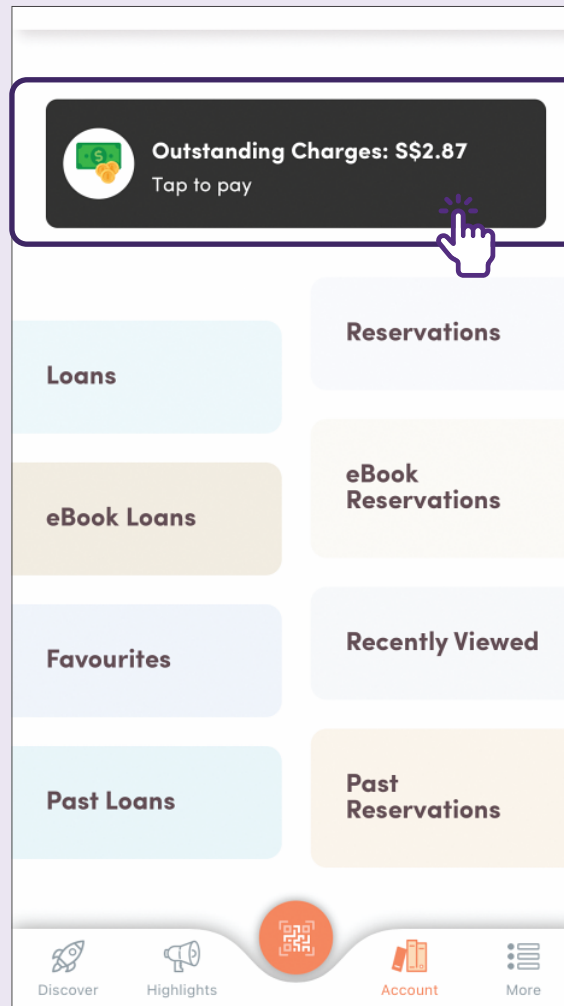
3 Tap to Pay Outstanding Charges

Outstanding Charges: S$2.87
Tap to pay

LT

Fines Mailer Admin Fee	S$1.07
	07 Jun 2018
Overdue Item	S$0.60
	24 Oct 2017
Thirteen chairs	S$0.60
Overdue Item	24 Oct 2017
Anne Frank	S$0.60
Overdue Item	24 Oct 2017
Total Amount	S$2.87

Pay Outstanding Charges
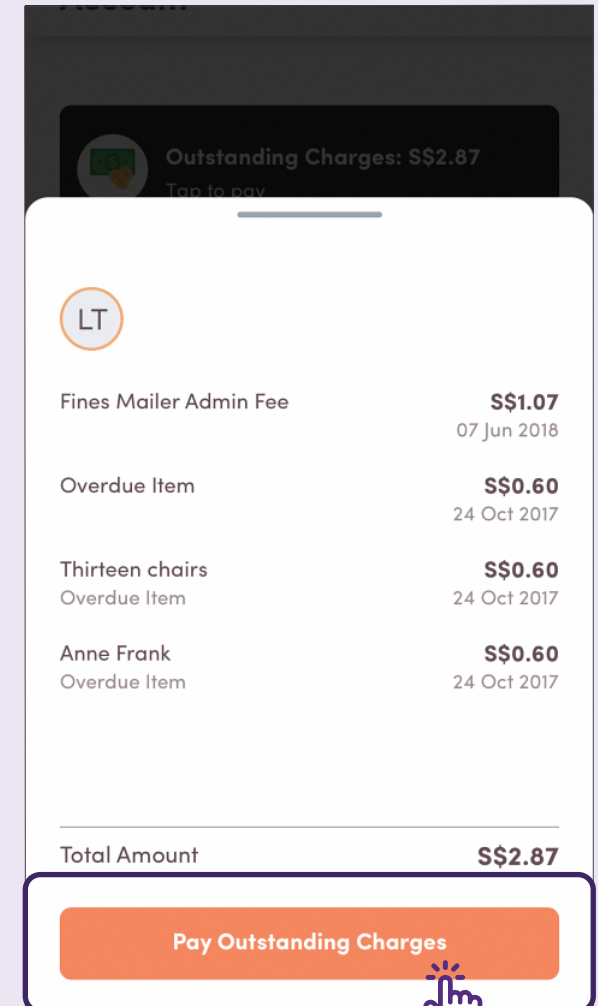
4 **Select your preferred payment method**

Time left 09:37

Please do not refresh this page, duplicate the tab, click the back or close button during the payment process.

Pay Outstanding Charges

Amount due:
$ 2.87

Pay with

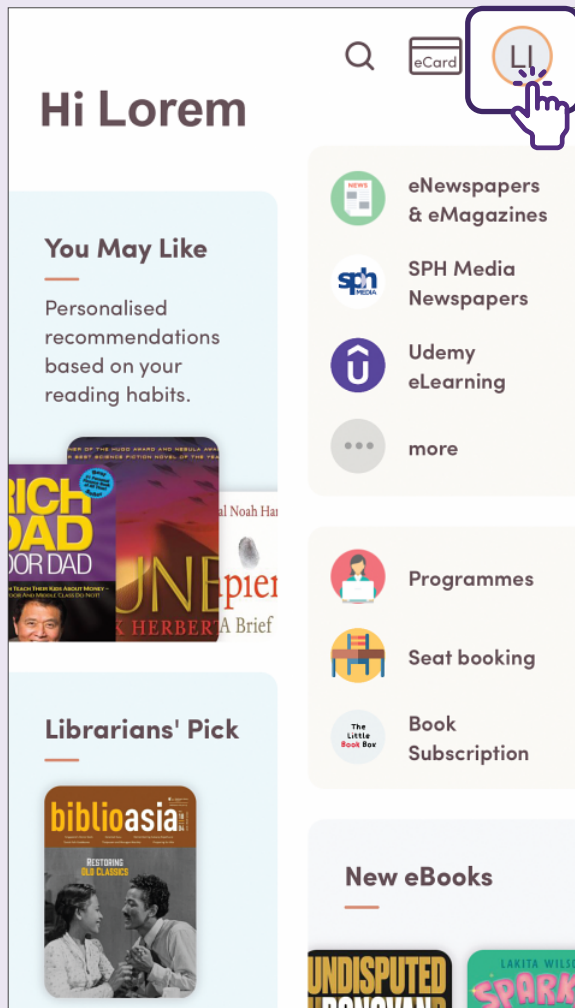☐ Credit Card / PayPal

 Pay

G Pay

or

Cancel & Pay Later

You can choose to pay by:
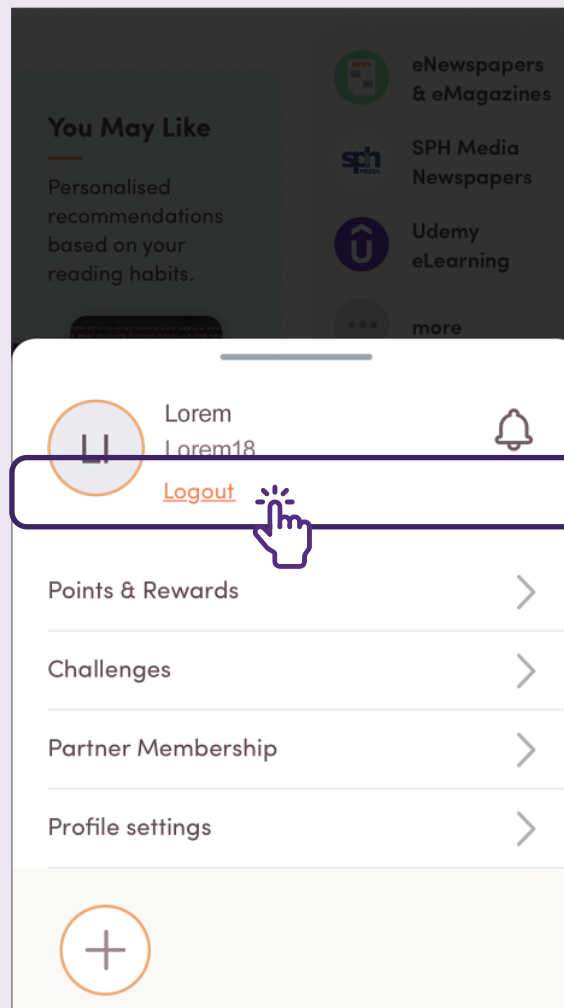
- Credit/Debit card
- PayPal
- Apple Pay
- Google Pay

Note: You must complete your payment within a 10-minute time limit.
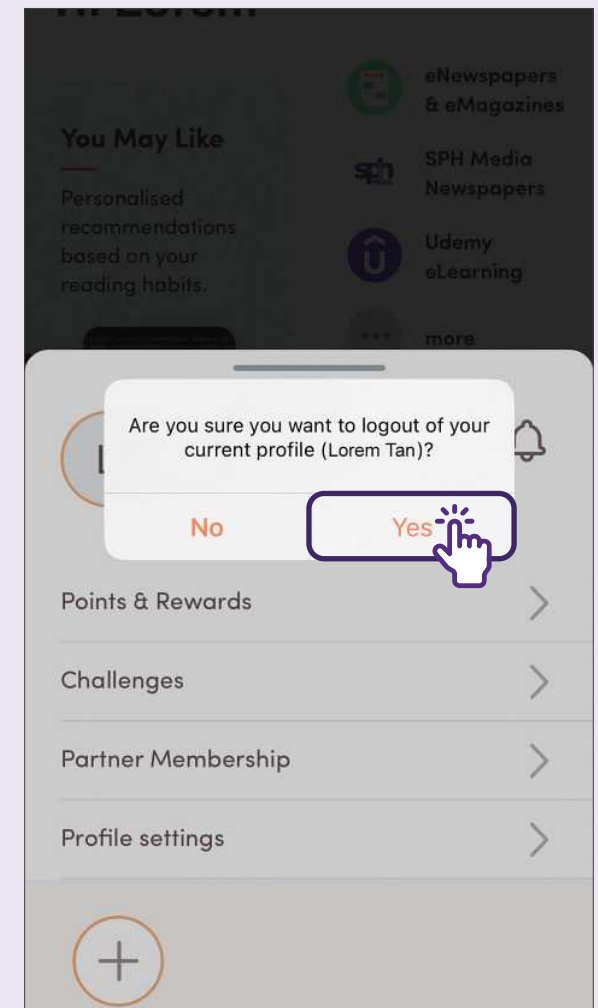
Log out of NLB Mobile App

1 Tap on Profile Icon

Hi Lorem

eCard

eNewspapers & eMagazines

You May Like

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Personalised recommendations based on your reading habits.

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biblioasia
RESTORING OLD CLASSICS

New eBooks

2 Tap on Logout

You May Like

eNewspapers & eMagazines

Personalised recommendations based on your reading habits.

SPH Media Newspapers

Udemy eLearning

more

Lorem
Lorem18

Logout

Points & Rewards

Challenges

Partner Membership

Profile settings

3 Tap on Yes to log out

You May Like

eNewspapers & eMagazines

Personalised recommendations based on your reading habits.

SPH Media Newspapers

Udemy eLearning

more

Are you sure you want to logout of your current profile (Lorem Tan)?

No   Yes

Points & Rewards

Challenges

Partner Membership

Profile settings

21

Notes

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

IMDA Contact Centre

Hotline: +65 6377 3800
Email: info@imda.gov.sg
Website: digitalforlife.gov.sg

Scan QR code to visit the Digital for Life Portal.