

# Learn



Transact Online

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# Introduction

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

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

## Learning Outcome of Transact Online competency:

Able to make online transactions with goods and services provider using e-payment (where applicable).

**DSL**

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

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

The Digital Skills for Life (DSL) guide is a series of booklets which comprise of:

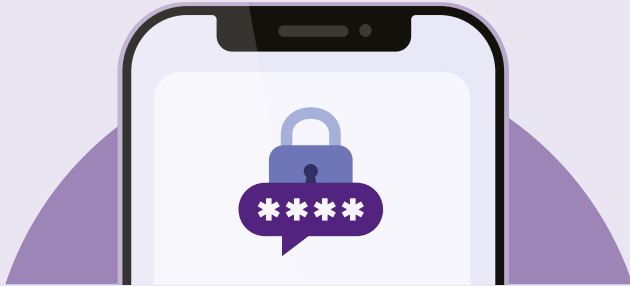
- step-by-step instructions and
- quick tips

to help you get online confidently and safely.



# Cyber Security Tips

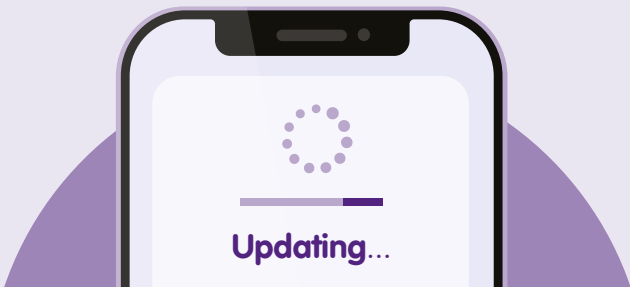
To stay safe while using digital learning apps, please keep to the following:



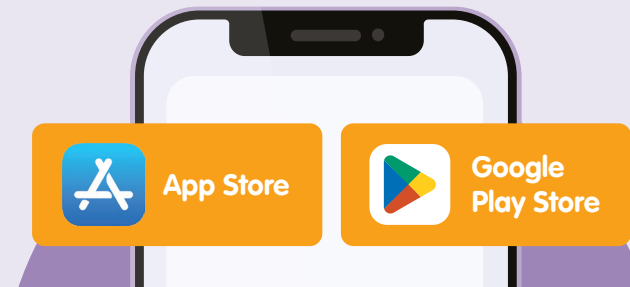
**Do not** disclose your Singpass login details to others as it can lead to unauthorised access to your accounts and personal information.



**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.



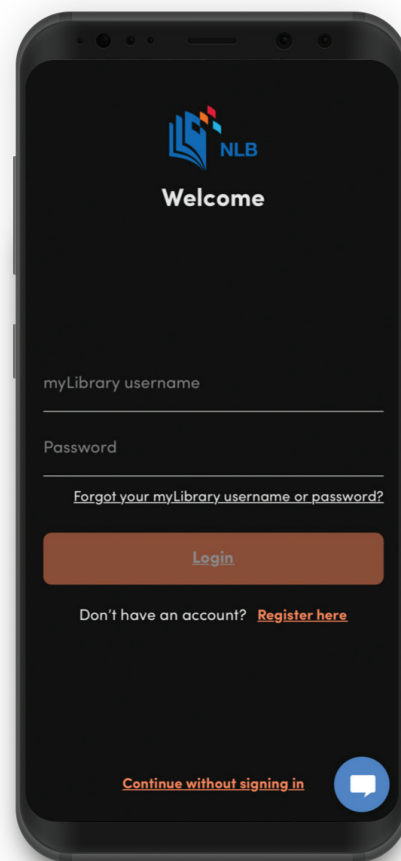
# What are Digital Learning Apps?

Digital Learning Apps give users access to countless educational resources such as 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

Brings you to the homepage of the app.



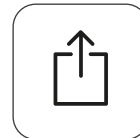
## Heart icon

Save the eBooks and Audiobooks that you like in your Favourites list.



## Search icon

Find eBook and Audiobook titles.



## Share icon

Share eBooks and Audiobooks.



## More icon

Access other services on the app.



## Settings icon

Change your preferences of features on the app.

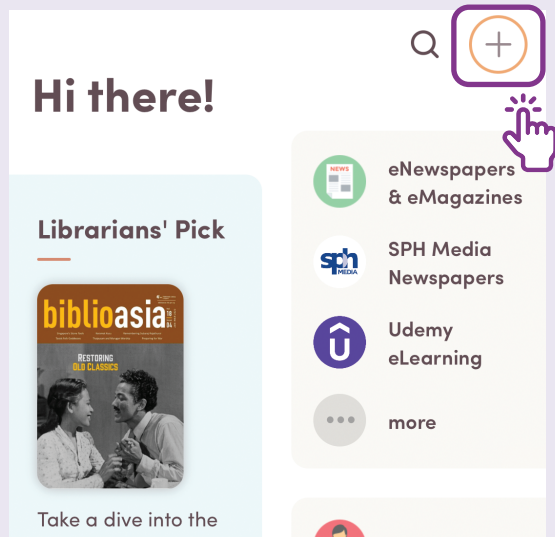
# Set up your NLB Account

- 1 Launch the NLB Mobile app on your home screen

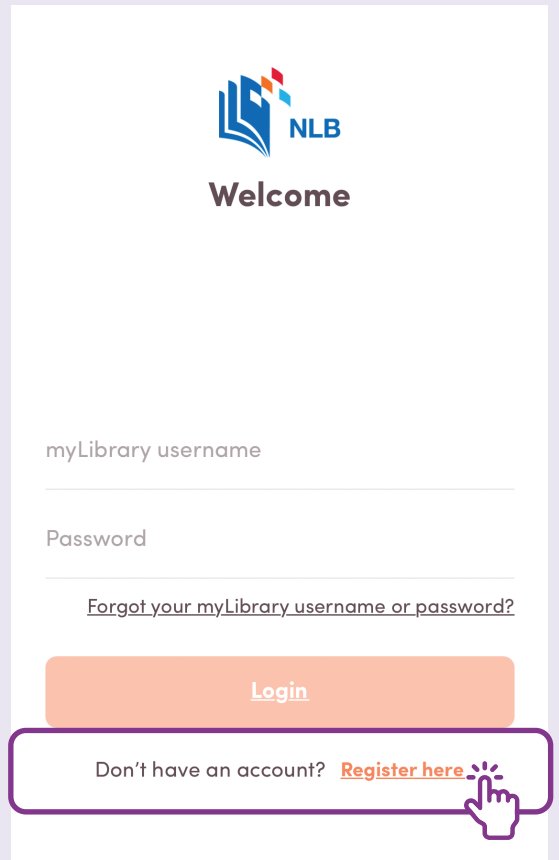


Download "NLB Mobile" app from Apple App Store or Google Play Store and launch it.

- 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

A Singapore Government Agency Website

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

## 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



[Register for Singpass](#)

[Download Singpass app](#)

# Register for your NLB Account - via NRIC/FIN

## 1 Tap on Use NRIC/FIN

A Singapore Government Agency Website

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

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

A Singapore Government Agency Website

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

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.

**8** To login, fill in your registered name and password



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 language



Hi Lorem!

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

English



Chinese

Tamil

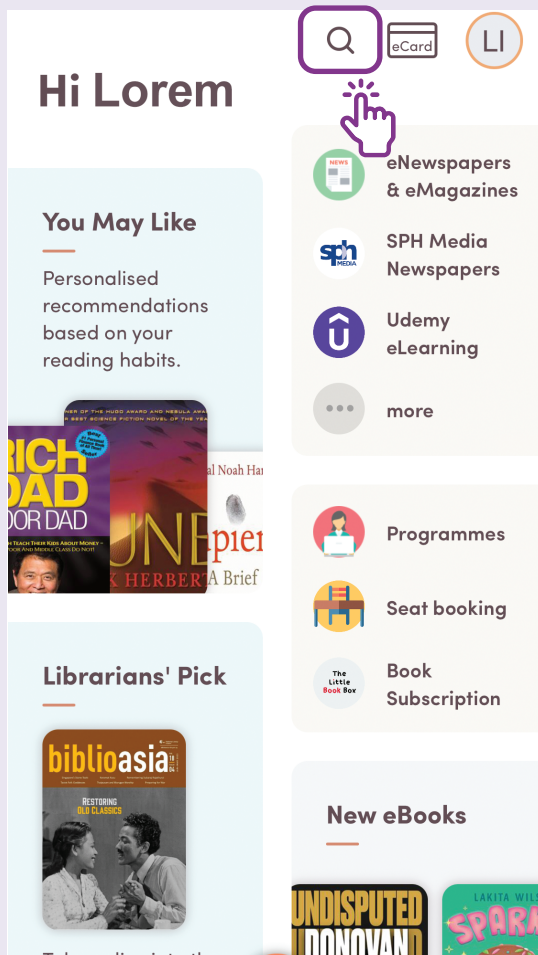
Malay

Next

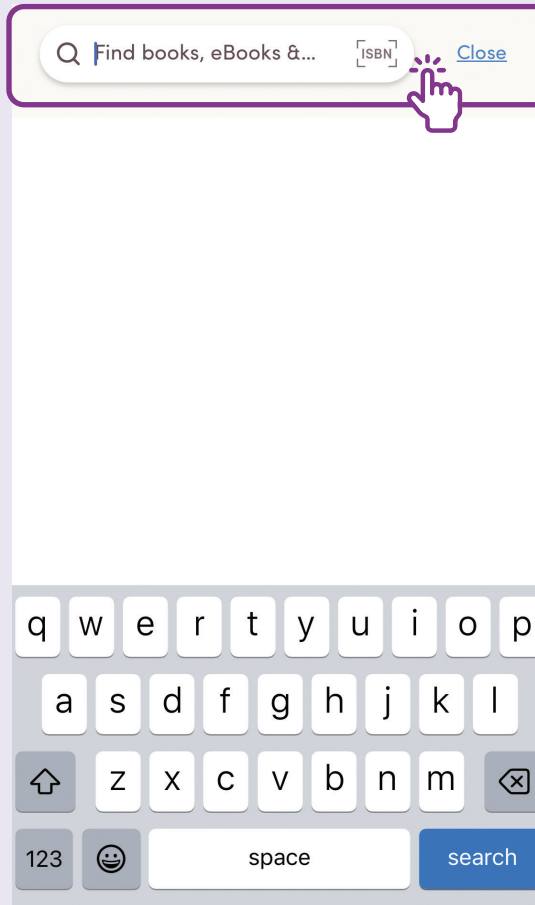


# Search and Reserve eBooks

## 1 Tap the search icon



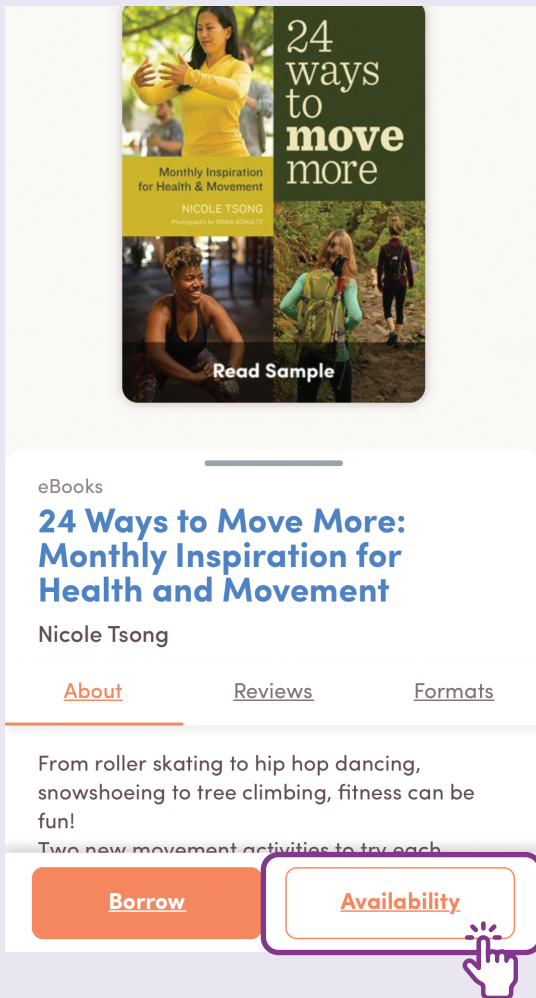
## 2 Search for the item you want to borrow



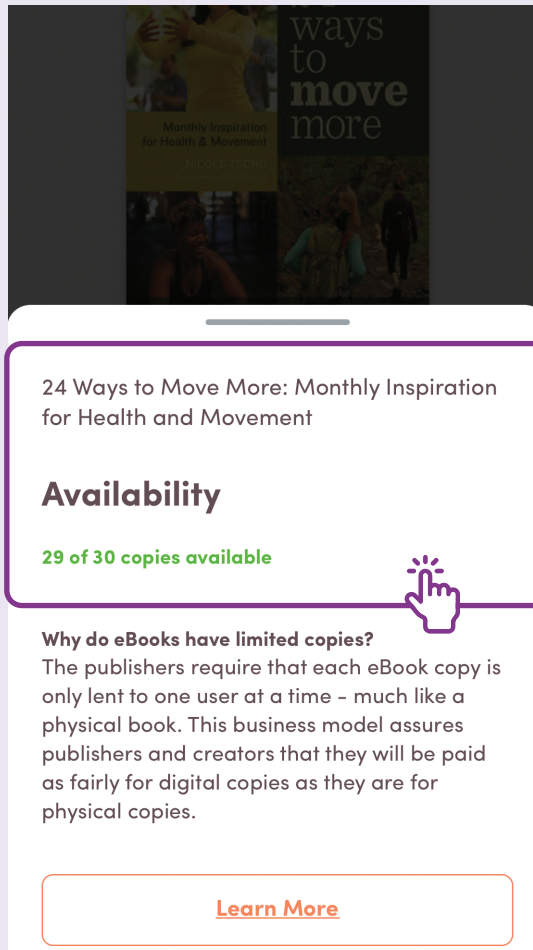
## 3 Select the book



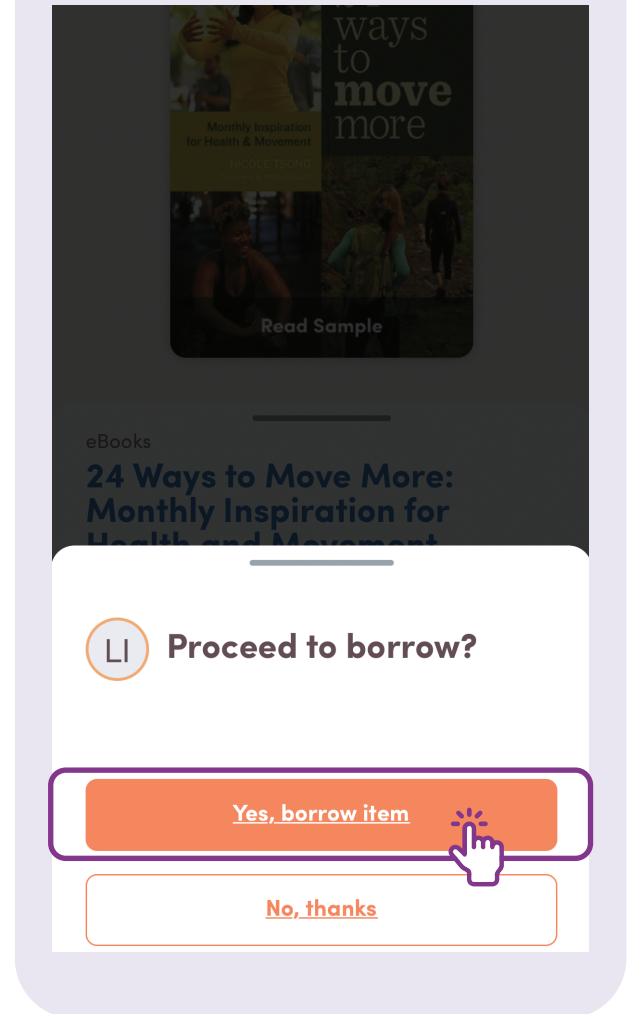
#### 4 Tap on Availability



#### 5 View Availability details



#### 6 Tap on Yes to borrow item



# Notes

### 7 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

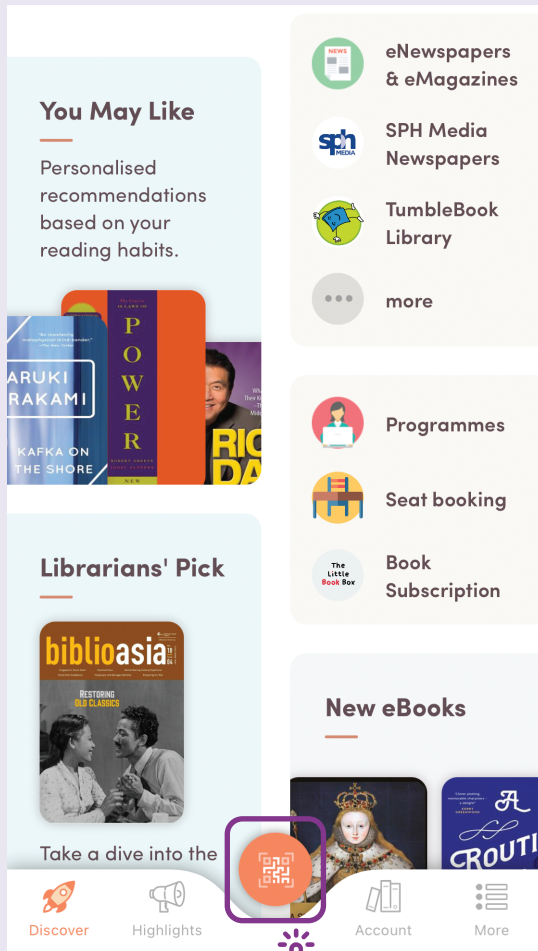
Once you see this screen, you have successfully reserved the eBook.

You will receive notification once the eBook is ready for reading.

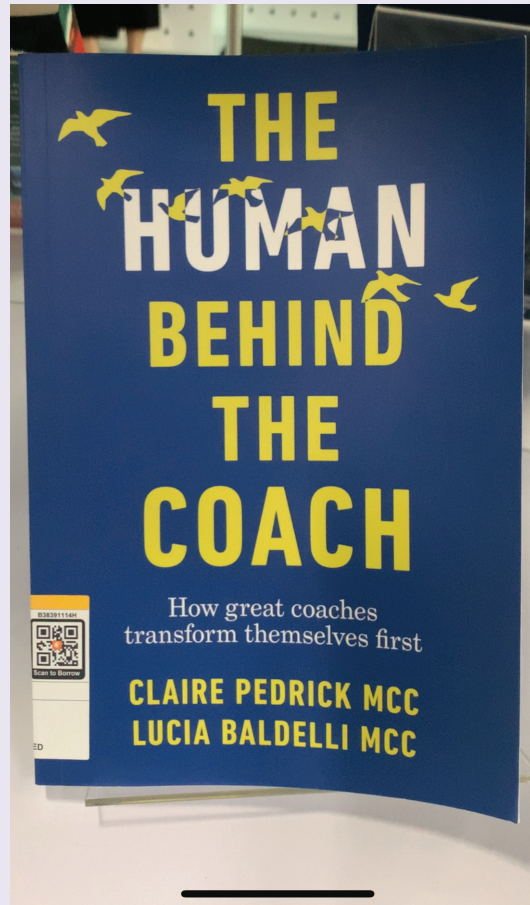
A large rectangular area with a light gray background and rounded corners, containing 15 horizontal lines for taking notes.

# Scan-to-Borrow Physical Books

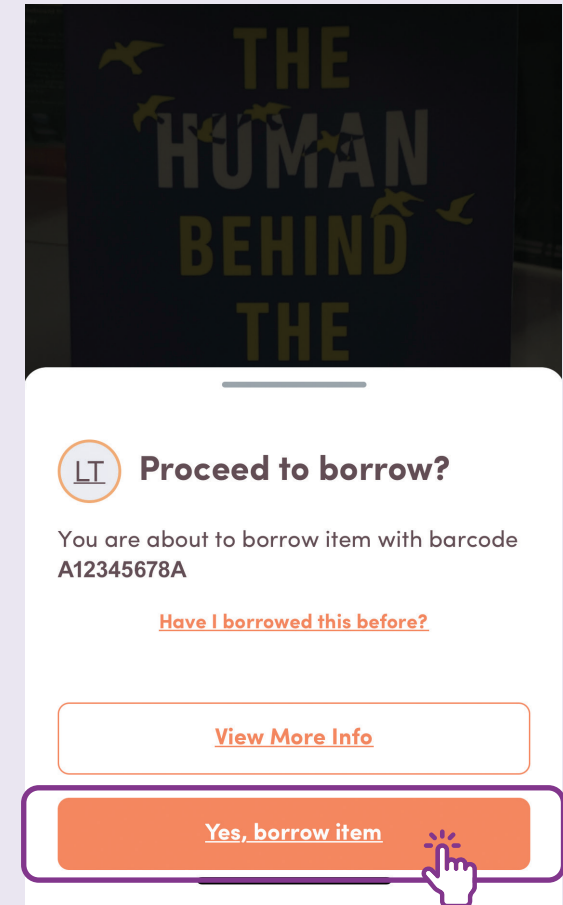
## 1 Tap on the Scan icon



## 2 Aim your device's camera on the library book



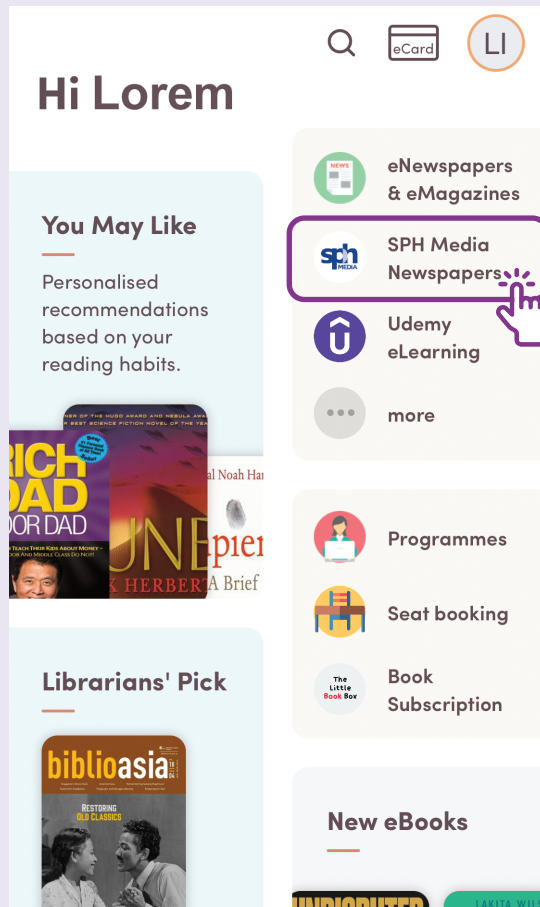
## 3 Select Yes to borrow the book





# Search for eNewspapers

## 1 Tap on SPH Media Newspapers

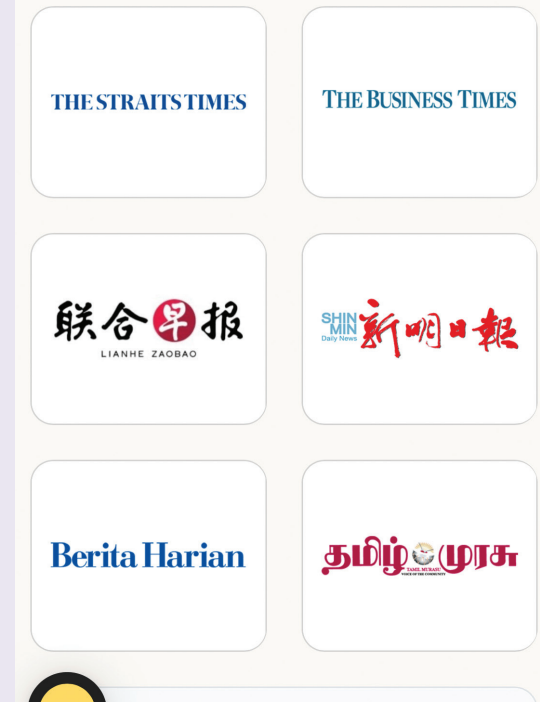


## 2 Tap on Proceed



## 3 Select the eNewspaper you want to read

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



# Pay Outstanding Charges

## 1 Tap on Account

The screenshot shows the library app's home screen. At the top, there's a 'You May Like' section with personalized recommendations. Below that is 'Librarians' Pick' featuring a 'biblioasia' magazine. The bottom navigation bar has five icons: Discover, Highlights, Account (highlighted with a hand icon), and More. On the right side, there are several menu items: eNewspapers & eMagazines, SPH Media Newspapers, TumbleBook Library, more, Programmes, Seat booking, and Book Subscription.

## 2 Tap on Outstanding Charges on the top

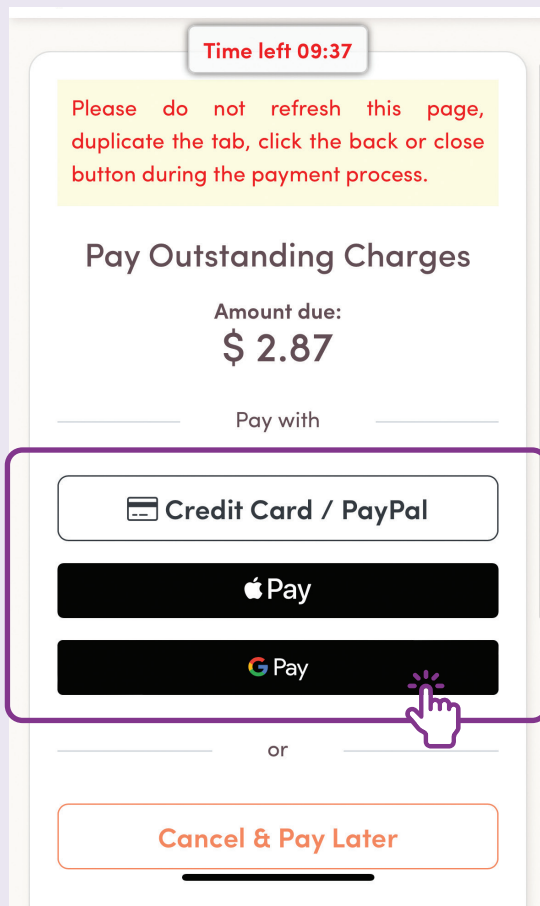
The screenshot shows the account page. At the top, there's a notification box for 'Outstanding Charges: S\$2.87' with a 'Tap to pay' link, highlighted by a hand icon. Below this are several menu items: Loans, eBook Loans, Favourites, Past Loans, Reservations, eBook Reservations, Recently Viewed, and Past Reservations. The bottom navigation bar is the same as in the previous screenshot, with the Account icon highlighted.

## 3 Tap to Pay Outstanding Charges

The screenshot shows the 'Outstanding Charges' page. At the top, there's a notification box for 'Outstanding Charges: S\$2.87' with a 'Tap to pay' link. Below this is a table of charges with a total amount of S\$2.87. At the bottom, there's a large orange button labeled 'Pay Outstanding Charges', highlighted by a hand icon.

Item	Amount	Due Date
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
<b>Total Amount</b>	<b>S\$2.87</b>	

#### 4 Select your preferred payment method



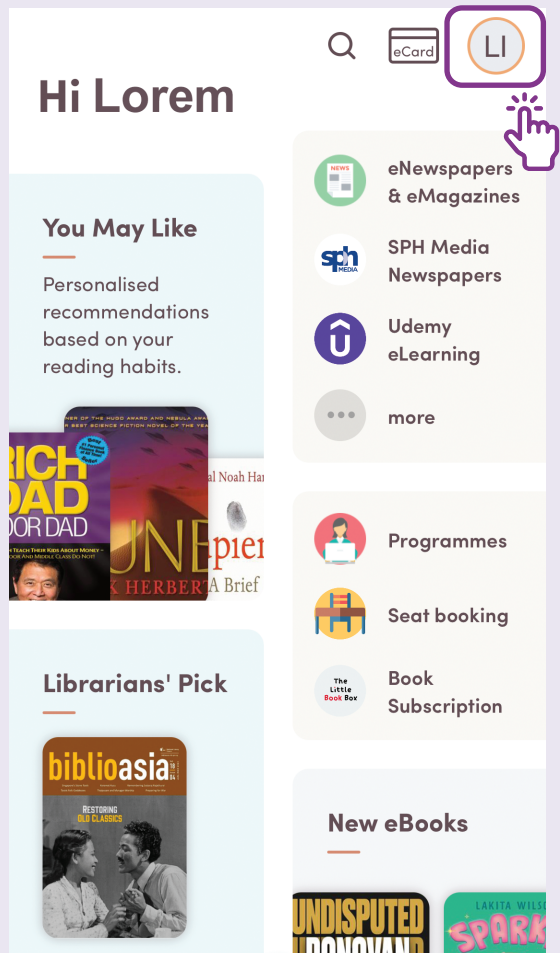
#### You can choose to pay by:

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

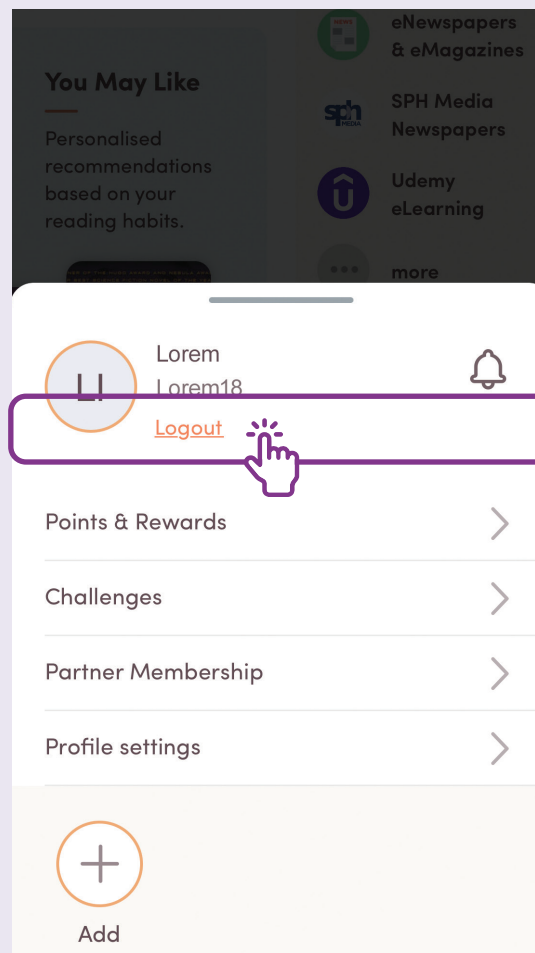
**Note:** You have a 10 minutes time limit to make your payment.

# Logout of NLB Mobile App

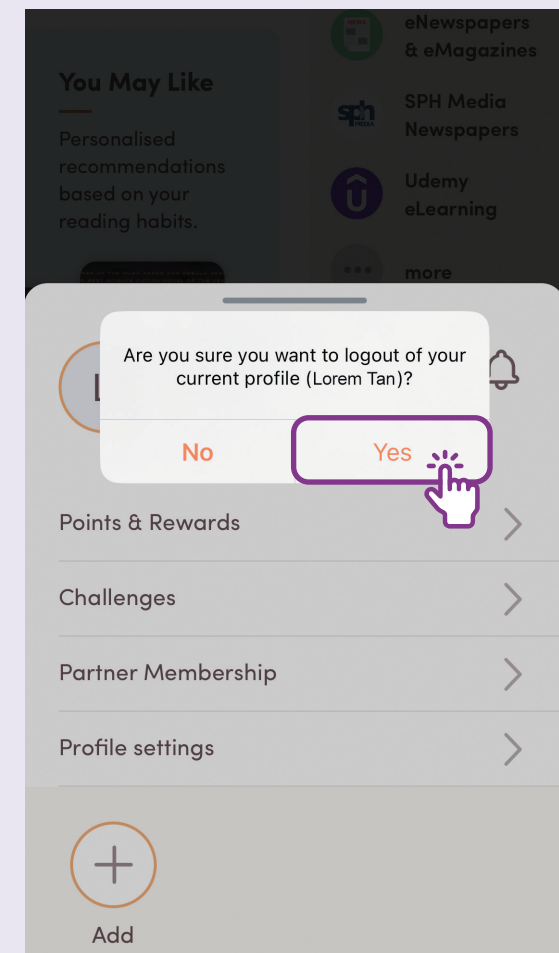
## 1 Tap on Profile Icon



## 2 Tap on Logout



## 3 Tap on Yes to logout









# Notes



A large, light gray rounded rectangle containing 15 horizontal lines for writing notes. The lines are evenly spaced and span the width of the rectangle.

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

**IMDA Contact Centre**

Hotline: +65 6377 3800

Email: [info@imda.gov.sg](mailto:info@imda.gov.sg)

Website: [digitalforlife.gov.sg](https://digitalforlife.gov.sg)

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