

Dear «Name»

A very warm welcome to PACE Academy, Singapore Polytechnic!

Below are information that you will need before you start your learning journey with us.

1. Orientation video

We have prepared a short [orientation video](#) to walk you through some important information.

2. Student ID and SPICE Account

Your student ID is P«SID».

SPICE account is a SP computer account that enables students to access SPICE services provided by SP including wireless network, Student Portal (PACE), library, etc.

Your student ID is also your SPICE account ID.

Action required from you:

Please setup your SPICE account password at IDMS (<https://idms.sp.edu.sg/>) by clicking on “New User”.

To reset the password of your SPICE account, please do to IDMS (<https://idms.sp.edu.sg/>), and click “Forgot Password”.

3. iChat Email Account

All SP official emails will be sent to this email account.

Your iChat email account is «iChat_Email».

Your iChat email’s password is the same as your SPICE account’s password.

You can access to your iChat email via <https://outlook.office365.com/mail/inbox>

You may use the “e-mail Forwarding” feature in iChat email to forward incoming emails to another email account of your choice (e.g. your office email account or your personal email) to avoid missing of important announcements from us. Please refer to [how to forward your iChat emails](#).

4. SP Wireless

To use the SP wireless service in campus, please connect to SPStudent using your SPICE account.

5. Student Portal (PACE) & Timetable