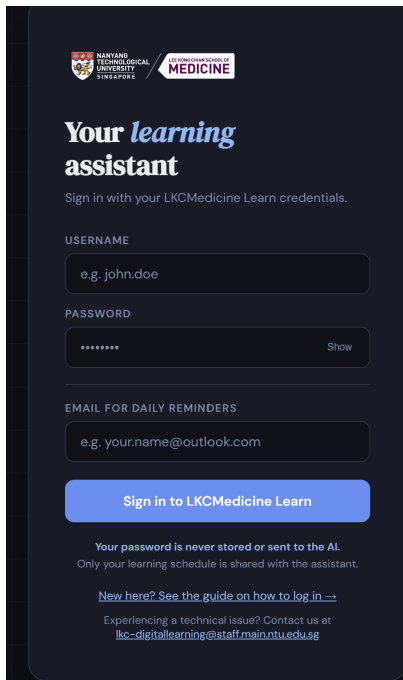


Getting Started Guide

How to log in and use the assistant — step by step.

1. Logging In

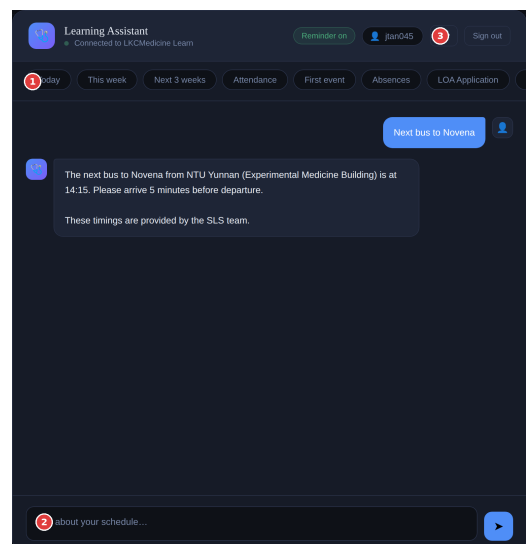


The login page features the NTU LKCMedicine logo at the top. Below it, the heading "Your learning assistant" is followed by the instruction "Sign in with your LKCMedicine Learn credentials." The form includes three input fields: "USERNAME" with the placeholder "e.g. john.doe", "PASSWORD" with a masked field and a "Show" toggle, and "EMAIL FOR DAILY REMINDERS" with the placeholder "e.g. your.name@outlook.com". A blue "Sign in to LKCMedicine Learn" button is positioned below the email field. At the bottom, a disclaimer states: "Your password is never stored or sent to the AI. Only your learning schedule is shared with the assistant." A link "New here? See the guide on how to log in ->" and a contact email "lkcdigitalllearning@staff.main.ntu.edu.sg" are also present.

- 1 **Username** — same as LKCMedicine Learn
- 2 **Password** — sent directly to LKCMedicine Learn, the AI never sees it
- 3 **Email** - add it to get reminders
- 4 Tap **Sign in** to enter the assistant

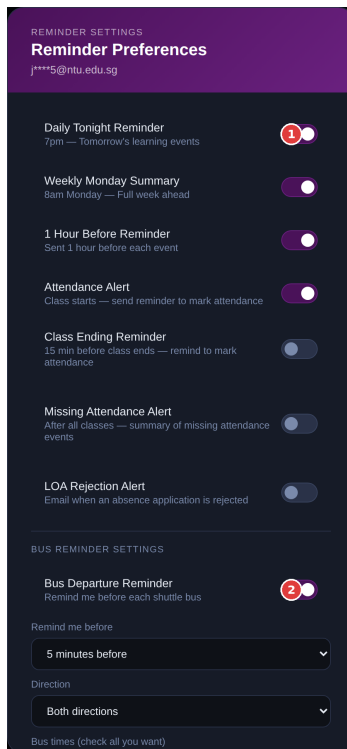
2. Asking the Assistant Questions

- 1 **Quick-action buttons** — Today, This week, Attendance, Absences, LOA, Grant/Subsidy, Next bus
- 2 **Type your own question** — e.g. "What time is my first class tomorrow?"
- 3 **Settings** — manage your reminders (see step 3)



3. Managing Your Reminders (■■ Settings)

■■ **Before configuring:** wait for the welcome message (with your email shown) to appear in the chat first — the assistant needs a moment to fetch your details. If you open Settings and configure before that loads, your changes won't save.



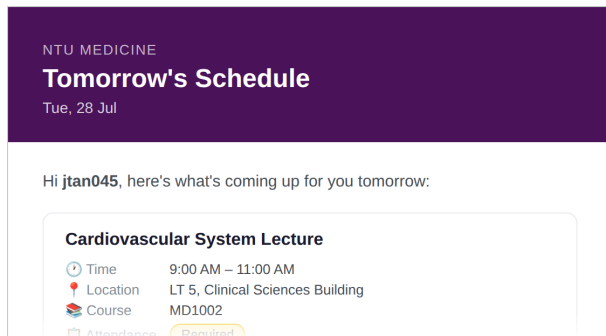
- 1 **Reminder toggles** — turn daily/weekly/class-start/class-end/attendance/LOA-rejection reminders on or off
- 2 **Bus reminder settings** — pick bus times, direction, and minutes before departure
- 3 Tap **Save** after making changes — unsaved changes won't be applied

4. Signing Out

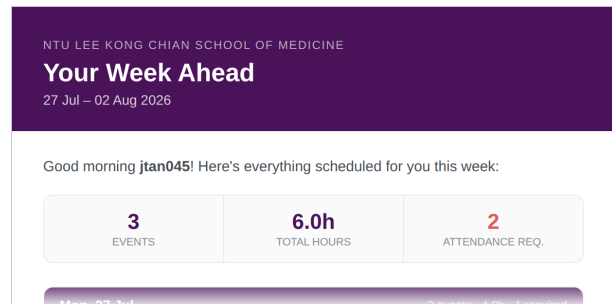
Tap “Sign out” at the top of the page when you're done. If you're ever signed out unexpectedly, just sign back in with the same credentials — your settings and reminders are saved.

5. Types of Reminder Emails You'll Receive

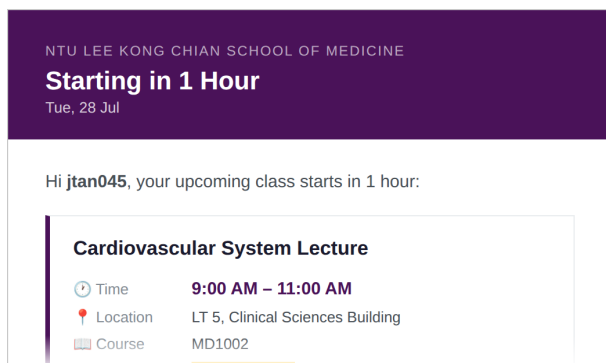
If you added your email, here's roughly what each reminder looks like (previews shown — actual emails include your real schedule details):



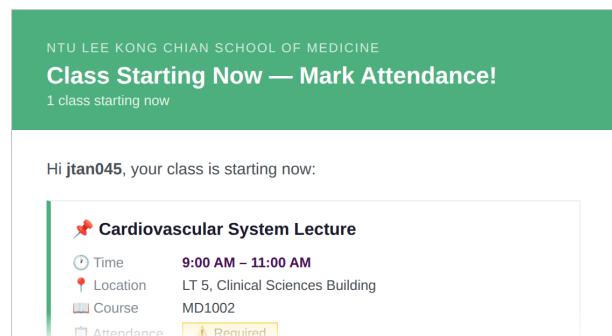
Tonight, 7pm
Tomorrow's Learning Events
Your full schedule for the next day



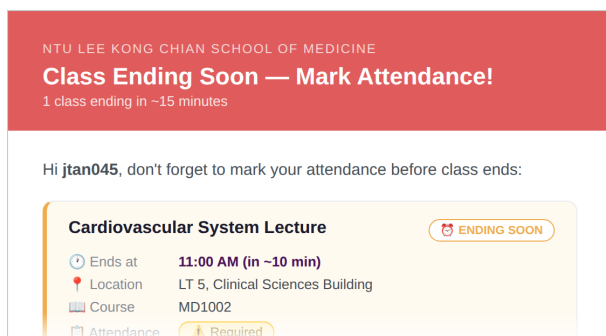
Monday, 8am
Weekly Summary
Your full week ahead, grouped by day



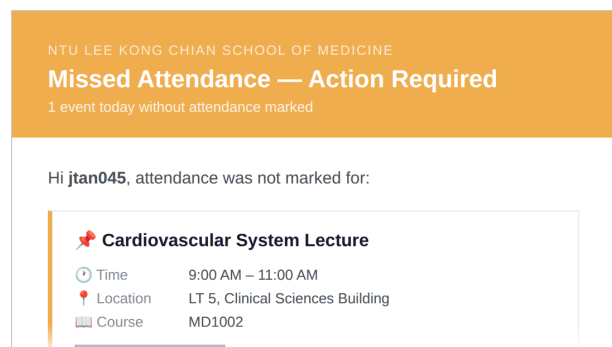
1 hour before class
Starting in 1 Hour
Heads-up before each class begins



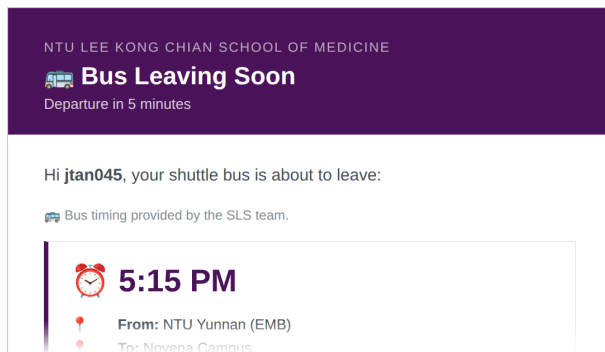
When class starts
Class Starting Now
Reminder to mark attendance



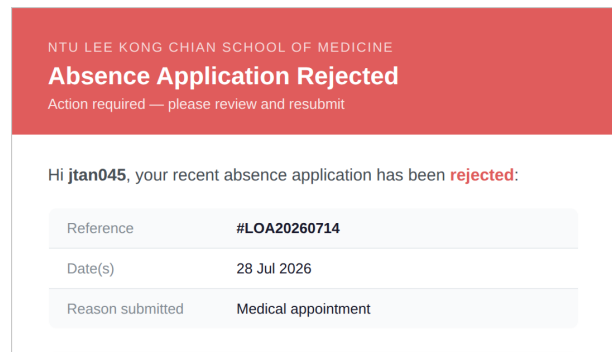
~15 min before class ends
Class Ending Soon
Last call to mark attendance



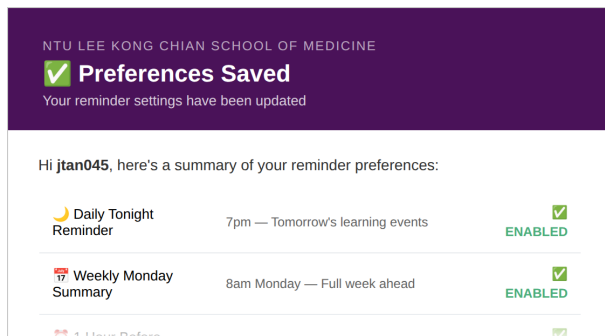
After class ends
Missed Attendance?
If attendance wasn't marked



Before bus departs
Bus Leaving Soon
SLS team shuttle bus reminder



On rejection
Absence Application Rejected
If your LOA/MC is rejected



After saving Settings
Preferences Updated
Confirms your reminder & module choices