

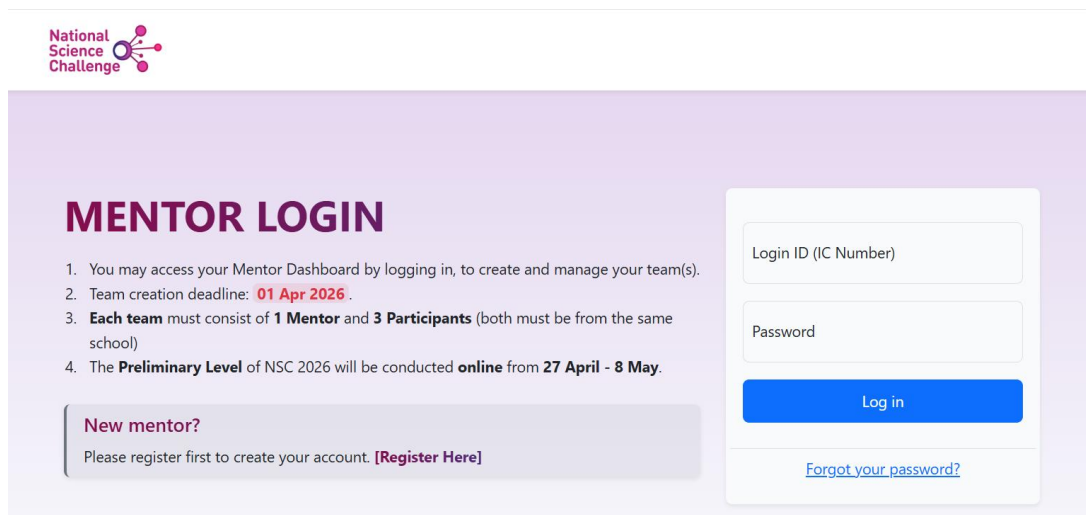
Guide to Using the Bulk Upload Function for National Science Challenge (NSC) 2026 Registration

The bulk upload function is provided to make it easier for mentor teachers to register more than three (3) student teams at the same time. Mentor teachers can still register teams manually if needed.

Please refer to the steps below for a detailed guide on registering using the bulk upload function.

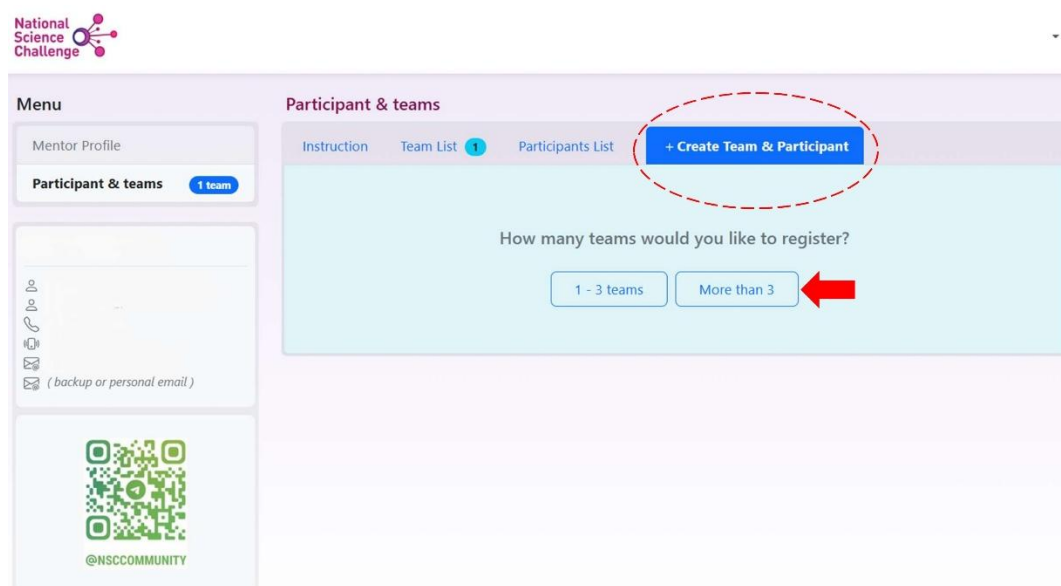
If you have any further questions, please contact ASM officers at 03-6203 0633 or via email nsc@akademisains.gov.my.

1. Log in to your Mentor Teacher account at <https://nsc.my/login>.



The screenshot shows the 'MENTOR LOGIN' page. On the left, there are instructions: 1. You may access your Mentor Dashboard by logging in, to create and manage your team(s). 2. Team creation deadline: **01 Apr 2026**. 3. **Each team** must consist of **1 Mentor** and **3 Participants** (both must be from the same school). 4. The **Preliminary Level** of NSC 2026 will be conducted **online** from **27 April - 8 May**. Below the instructions is a box for 'New mentor?' with the text 'Please register first to create your account. [Register Here]'. On the right, there is a login form with fields for 'Login ID (IC Number)' and 'Password', a blue 'Log in' button, and a link for 'Forgot your password?'.

2. Navigate to “Create Team & Participant” and select the “More than 3 teams” option.



The screenshot shows the 'Participant & teams' dashboard. On the left is a 'Menu' with 'Mentor Profile' and 'Participant & teams' (with a '1 team' indicator). The main area has tabs for 'Instruction', 'Team List' (with a '1' indicator), and 'Participants List'. A blue button '+ Create Team & Participant' is circled in red. Below this, a question asks 'How many teams would you like to register?' with two buttons: '1 - 3 teams' and 'More than 3'. A red arrow points to the 'More than 3' button. At the bottom left, there is a QR code and the text '@NSCCOMMUNITY'.

5. Upload the completed Excel file using the Bulk Upload function.



The screenshot shows the 'Participant & teams' section of the application. On the left is a 'Menu' with options like 'Mentor Profile' and 'Participant & teams'. The main area has tabs for 'Instruction', 'Team List' (with a '1' badge), and 'Participants List'. A blue button '+ Create Team & Participant' is at the top right. In the center, there are two buttons: '+ New Participant' and 'Bulk Upload'. A red arrow points to the 'Bulk Upload' button. Below these buttons is a link: 'Download bulk sample (Excel)'. At the bottom left of the main area is a QR code with the handle '@NSCCOMMUNITY'.

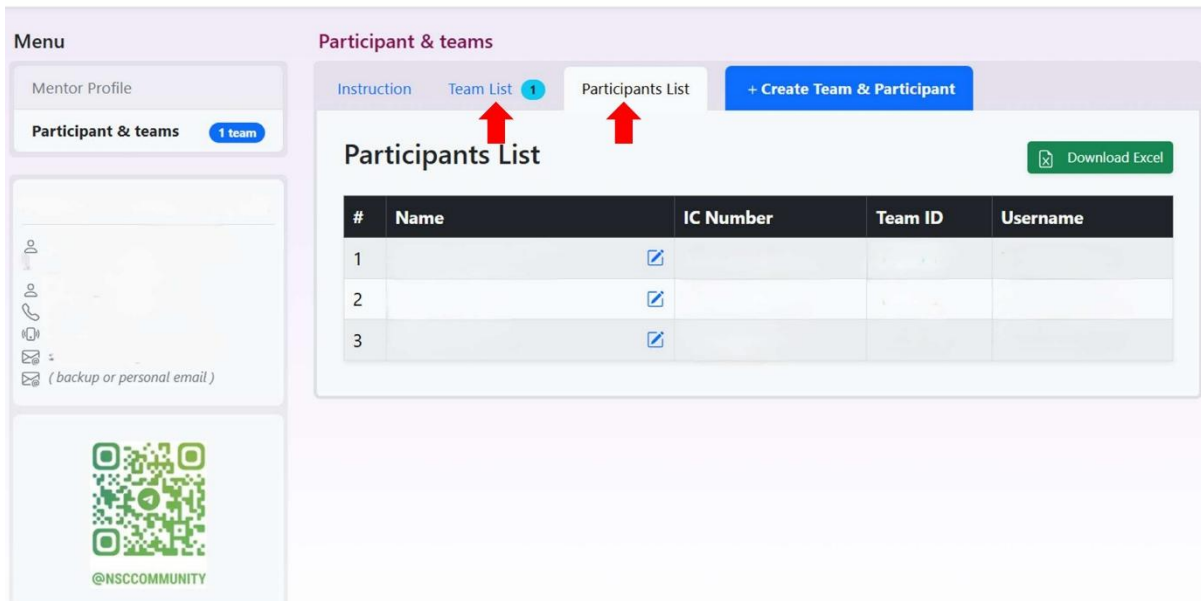
6. Review the submitted details and click “Save.”

The screenshot shows a 'Confirm Save?' dialog box. At the top is a question mark icon. Below it is the title 'Confirm Save?'. The text says: 'Please confirm the participant list grouped into teams (3 per team) before saving.' The dialog lists four teams:

- 1. **Team 1**
 - o Ali Bin Abu (100101401270)
 - o Siti Binti Abu (100101401271)
 - o Ali Bin Abu (100101401272)
- 2. **Team 2**
 - o Ali Bin Abu (100101401273)
 - o Siti Binti Abu (100101401274)
 - o Ali Bin Abu (100101401275)
- 3. **Team 3**
 - o Ali Bin Abu (100101401276)
 - o Siti Binti Abu (100101401277)
 - o Ali Bin Abu (100101401278)
- 4. **Team 4**
 - o Ali Bin Abu (100101401279)
 - o Siti Binti Abu (100101401280)
 - o Ali Bin Abu (100101401281)

At the bottom of the dialog are two buttons: 'Save' (in blue) and 'Cancel' (in grey).

7. Congratulations, your teams have been successfully registered! You may view them under the “Team List” and “Participant List” tabs.

Participant & teams

Instruction **Team List** 1 **Participants List** [+ Create Team & Participant](#)





Participants List [Download Excel](#)

| # | Name | IC Number | Team ID | Username |
|---|------|-------------------|---------|----------|
| 1 | | ✎ | | |
| 2 | | ✎ | | |
| 3 | | ✎ | | |


Menu

Mentor Profile

Participant & teams 1 team

 (backup or personal email)



 @NSCCOMMUNITY

- END -