Ministry of Education

DSA-SEC PORTAL USER GUIDE FOR PREFERENCE SUBMISSION

(FOR STUDENTS IN MOE MAINSTREAM SCHOOLS)

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1. School Preference Submission using DSA-Sec Portal

1.1. Applicants who have been given a Confirmed Offer (CO) or Wait List (WL) offer by at least one DSA-Sec School (including SOTA) can access the DSA-Sec Portal to submit the DSA-Sec school preference.

Note:

i) If you do not wish to take up any DSA-Sec offer, you need not submit any school preference. Your child will be deemed to have withdrawn from the DSA-Sec.

ii) If you do not submit the school preference by end of school preference submission period, your child will be deemed to have withdrawn from the DSA-Sec.

1.2. The DSA-Sec School Preference Submission (SPS) period is typically around end October.

1.3. You may submit, update and withdraw your child's school preference during this period.

1.4. Please refer to https://www.moe.gov.sg/dsa-sec for exact dates for this year.

1.5. To submit the school preference, **both parents are required to log in to DSA-Sec Portal using their Singpass with Two-Factor Authentication (Singpass 2FA)**. One parent is to first log in to submit the school preferences. Following this, the other parent is to log in at a separate session to confirm. Refer to **Sections 2 to 4**.

> **Important Note:**
> The school preference is only partially completed after the 1st parent has submitted. The other parent is required to log in to confirm and complete the submission. If the other parent does not confirm by end of SPS, your child will be deemed to have withdrawn from the DSA-Sec.

1.6. If you are a single parent, refer to **Sections 5 to 7**.

2. Submit DSA-Sec School Preference

Submission by 1st Parent

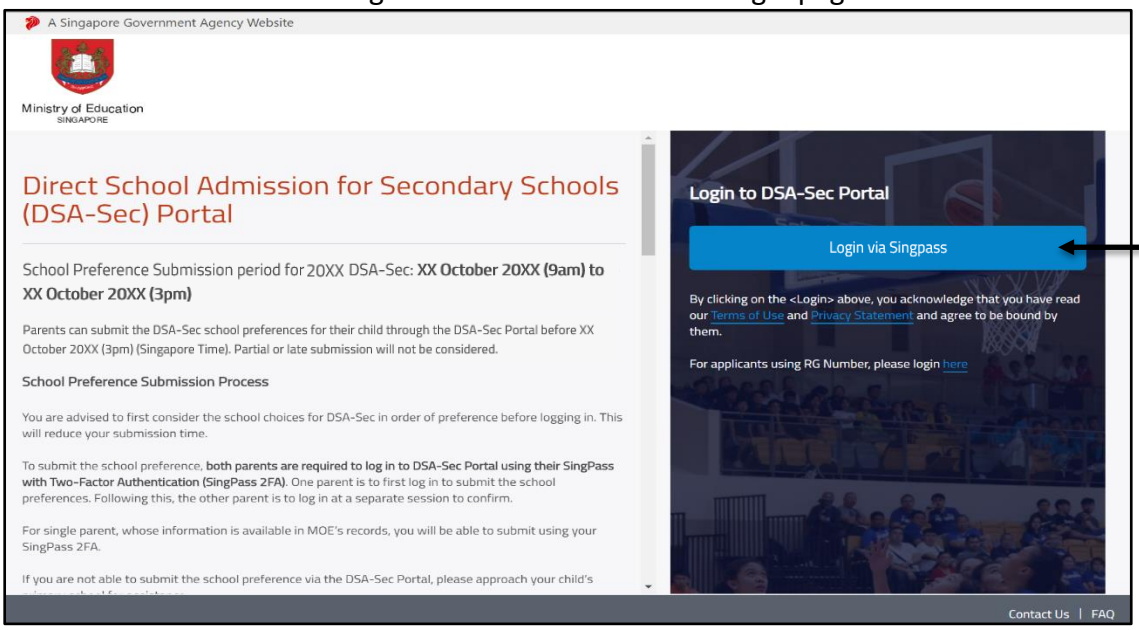
Step 1: Login by 1st Parent's using Singpass

2.1. Either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to indicate your child's school preference,

2.2. Enter the website at https://go.gov.sg/dsa-secschpref. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 1).

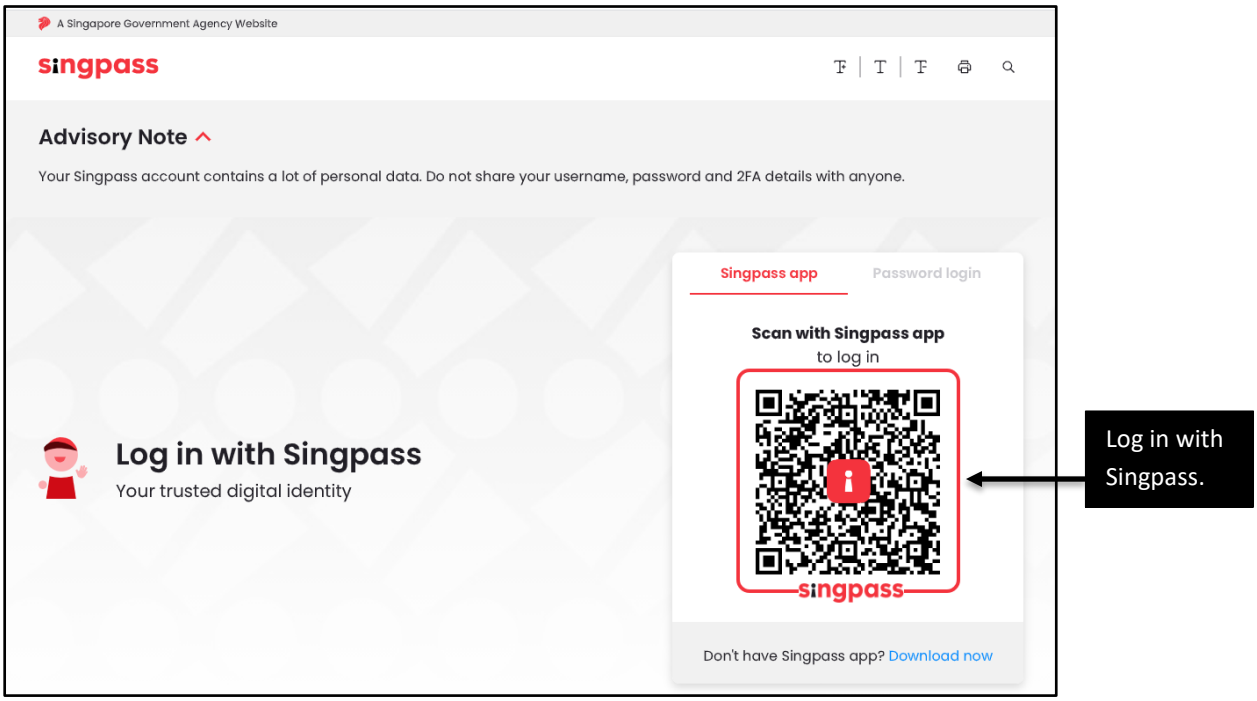
2.3. Click <Login via Singpass> to start.

Figure 1: DSA-Sec Portal SPS login page



2.4. The Singpass login page will appear (Figure 2). Login using Singpass with 2FA.

Figure 2: Singpass login page

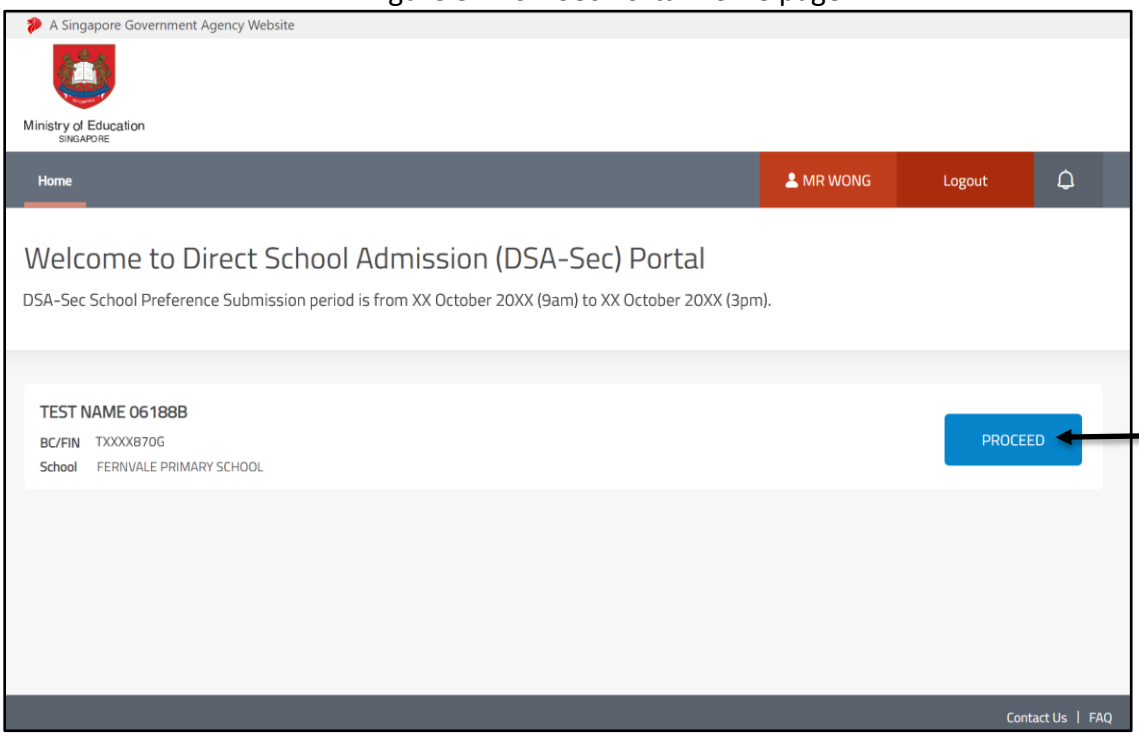


Step 2: Home page for DSA-Sec Portal

2.5. The DSA-Sec Portal School Preference Home page will appear (Figure 3).

2.6. Click <PROCEED> to indicate your child's school preference.

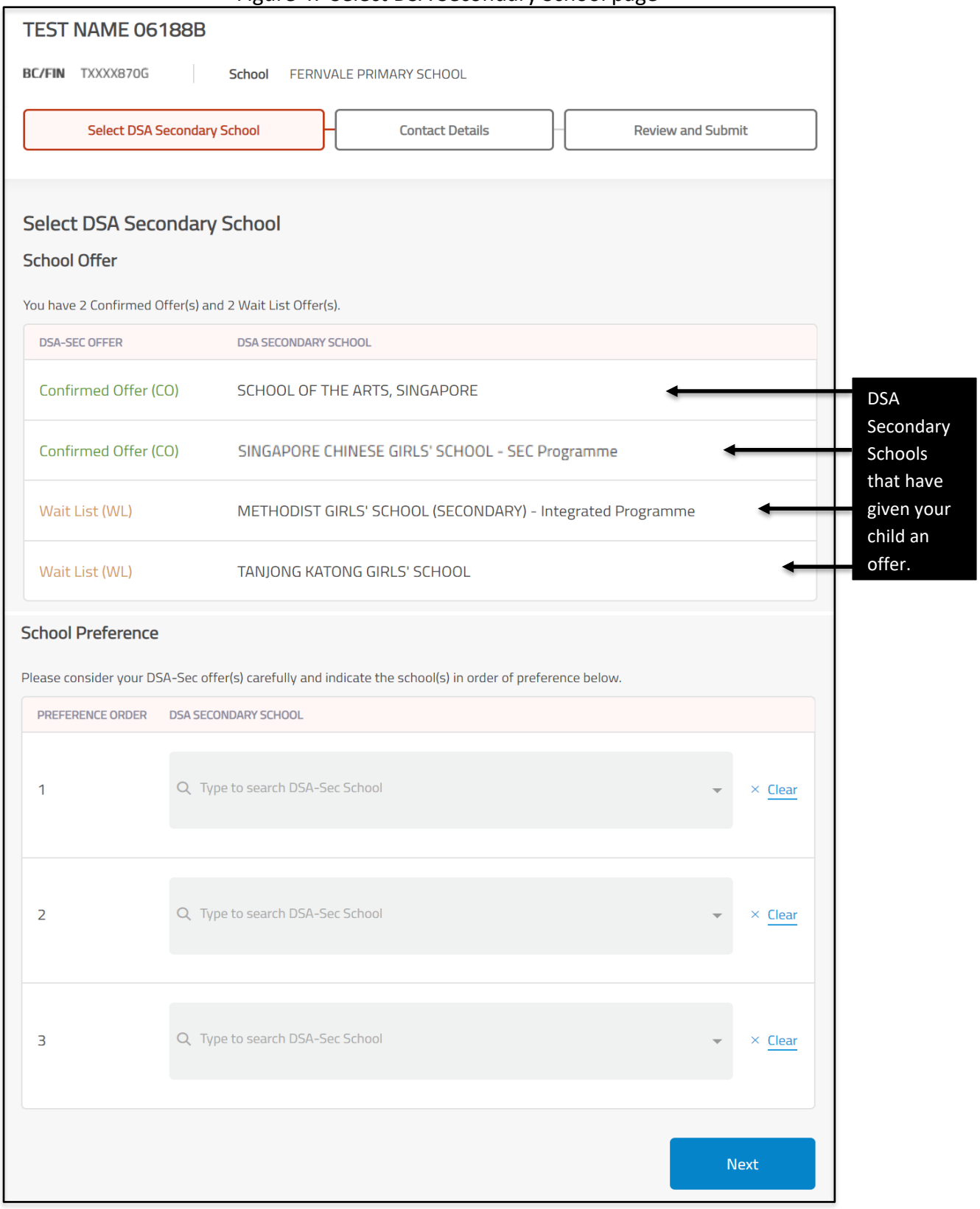
Figure 3: DSA-Sec Portal Home page



Step 3: Indicate School Preference

2.7. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 4).

Figure 4: Select DSA Secondary School page



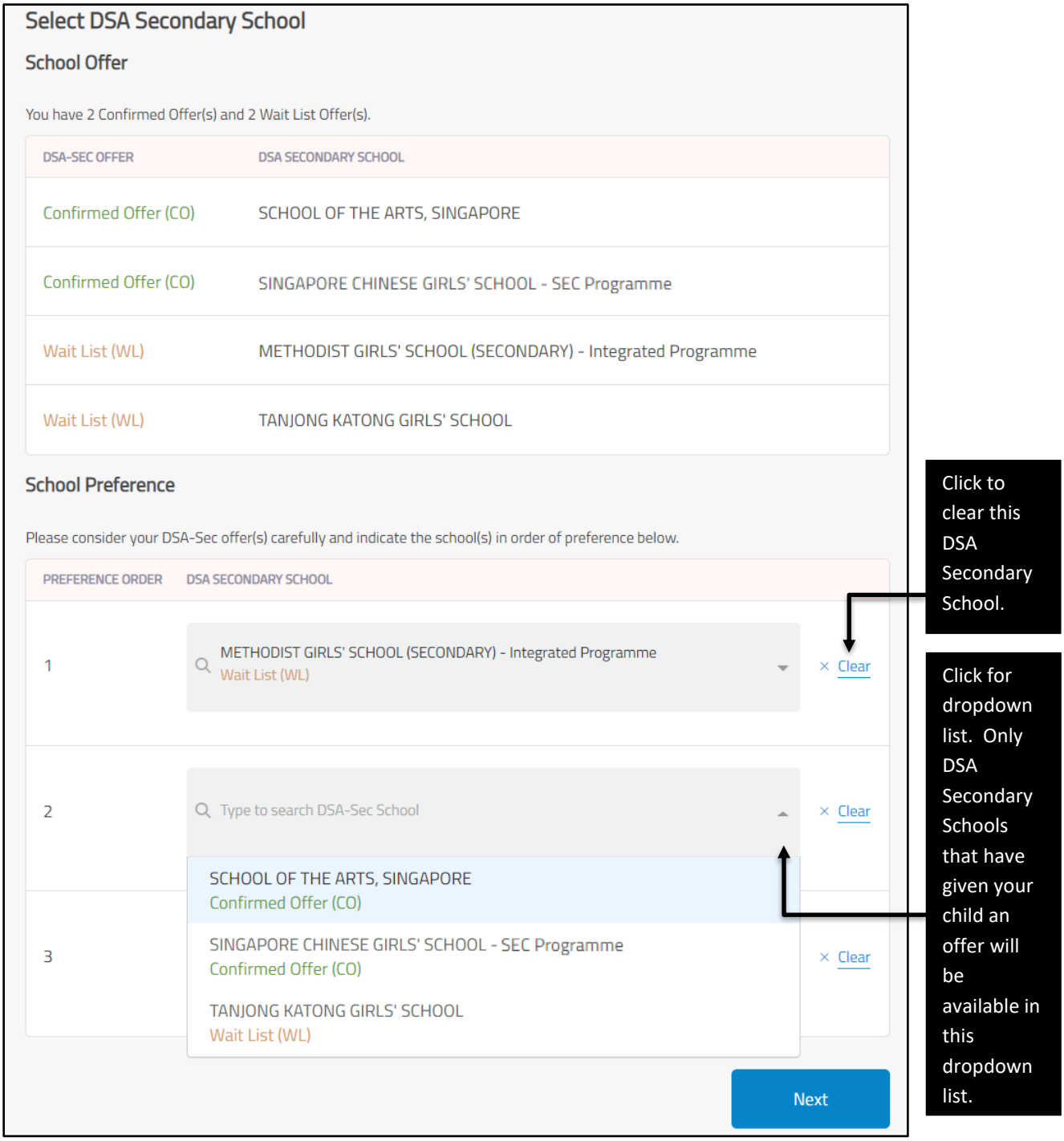
2.8. You may indicate up to a maximum of 3 choices, in order of preference.

2.9. The **preference order** for the choices is **important**. If your child has received more than 1 offer (i.e. offers given by more than 1 DSA-Sec school), you are advised to consider the order of preference for the school choices carefully, before submitting.

- **CO** means that a place is reserved for your child in that school. Your child will be successful in DSA-Sec if you choose a school which has given your child a CO and your child has achieved a PSLE Score that qualifies them for the posting group offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.
- **WL** means that your child has a chance to enter that school if those who have CO do not opt for that school during the SPS period. Your child will need to achieve a PSLE Score that qualifies them for the posting group offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.

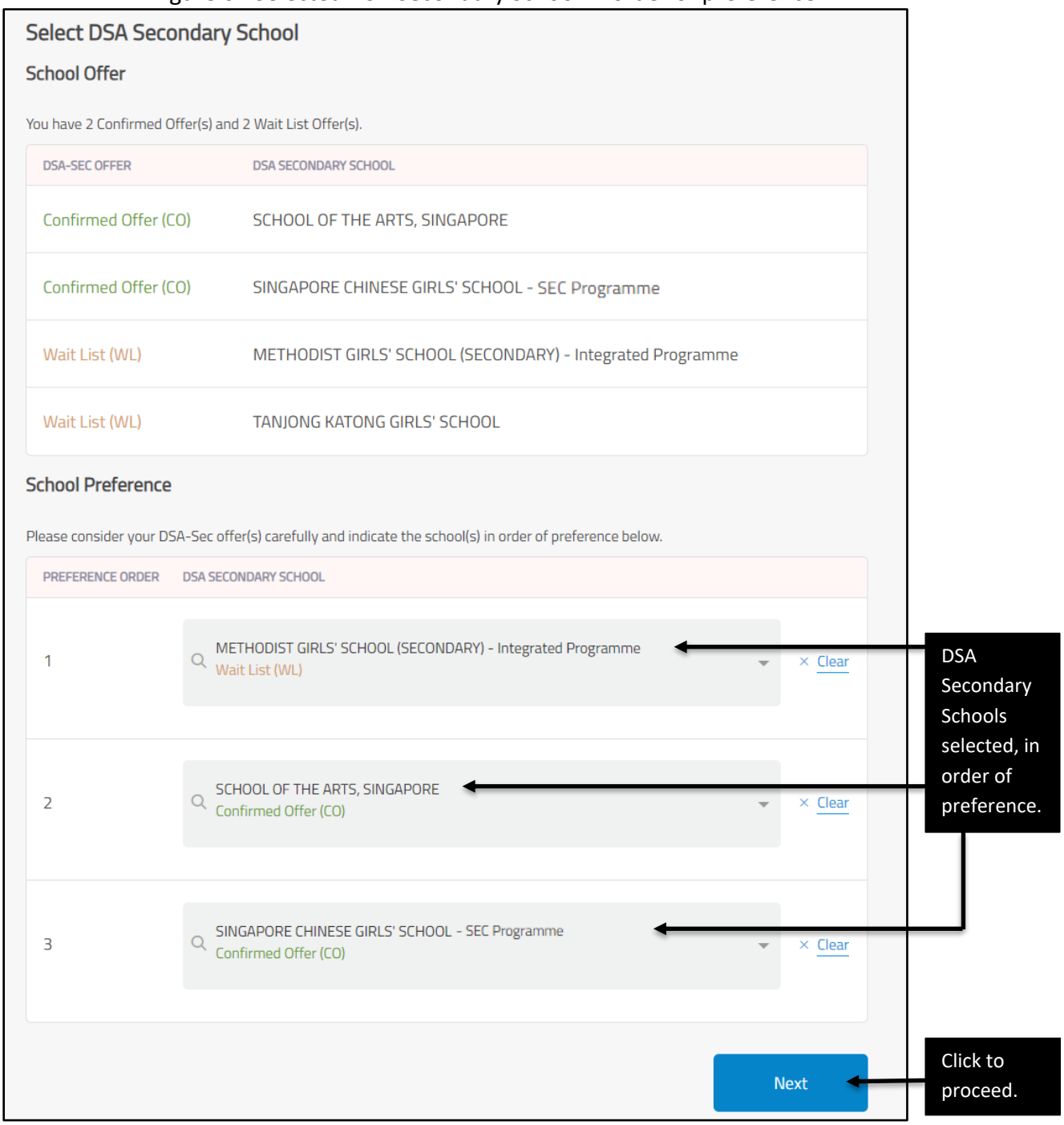
2.10. To select the DSA-Sec school, click the dropdown list (Figure 5).

Figure 5: Select DSA Secondary School in order of preference



2.11. After you have indicated choices of the DSA-Sec schools (up to a maximum of 3 choices, in order of preference), click <Next> to proceed (Figure 6).

Figure 6: Selected DSA Secondary School in order of preference



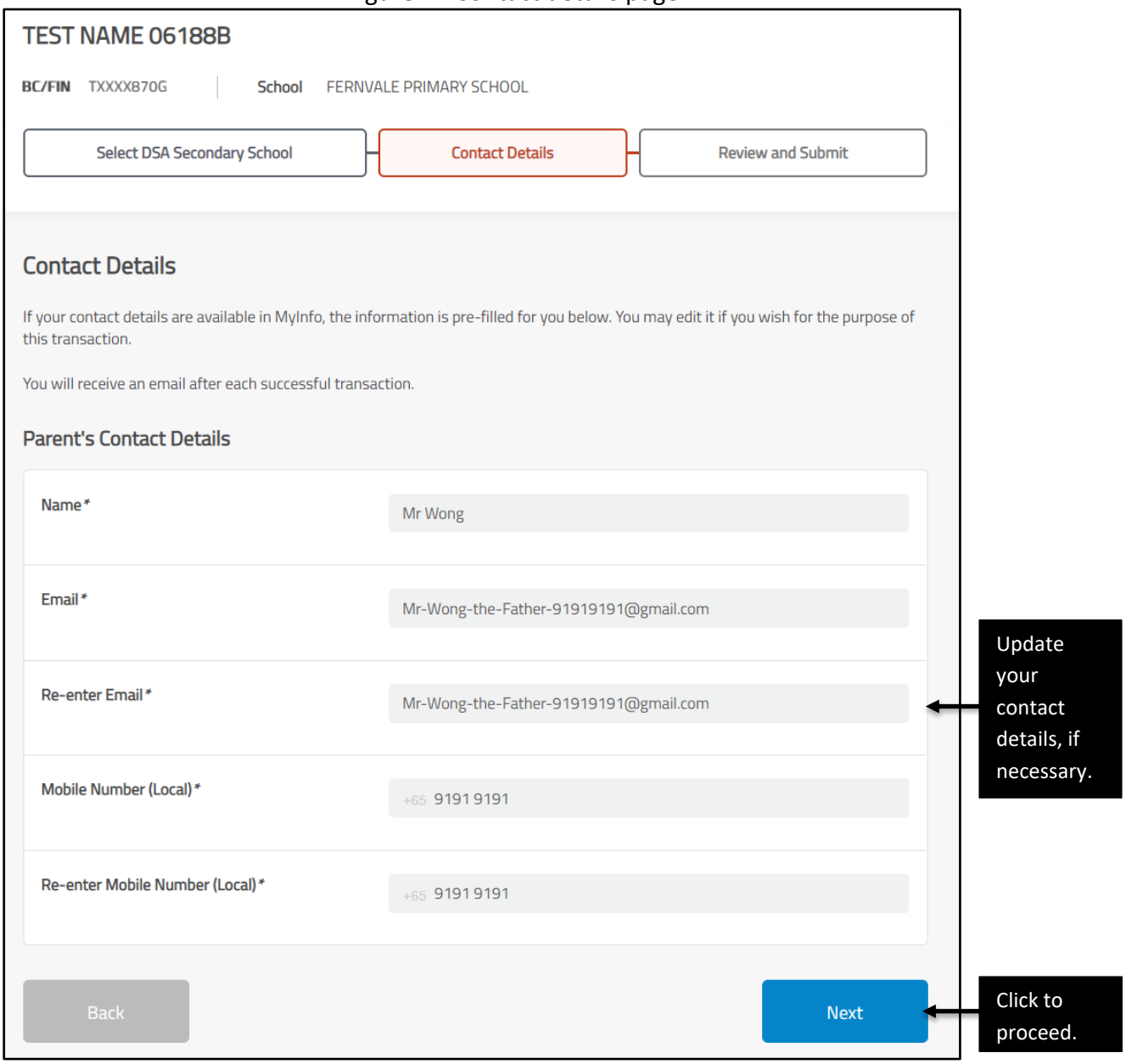
Step 4: Edit Contact Details

2.12. Your contact details will be pre-filled if information is available in MyInfo.

2.13. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 7).

2.14. Click <Next> to proceed.

Figure 7: Contact details page



Step 5: Verify information and Submit DSA-Sec School Preference

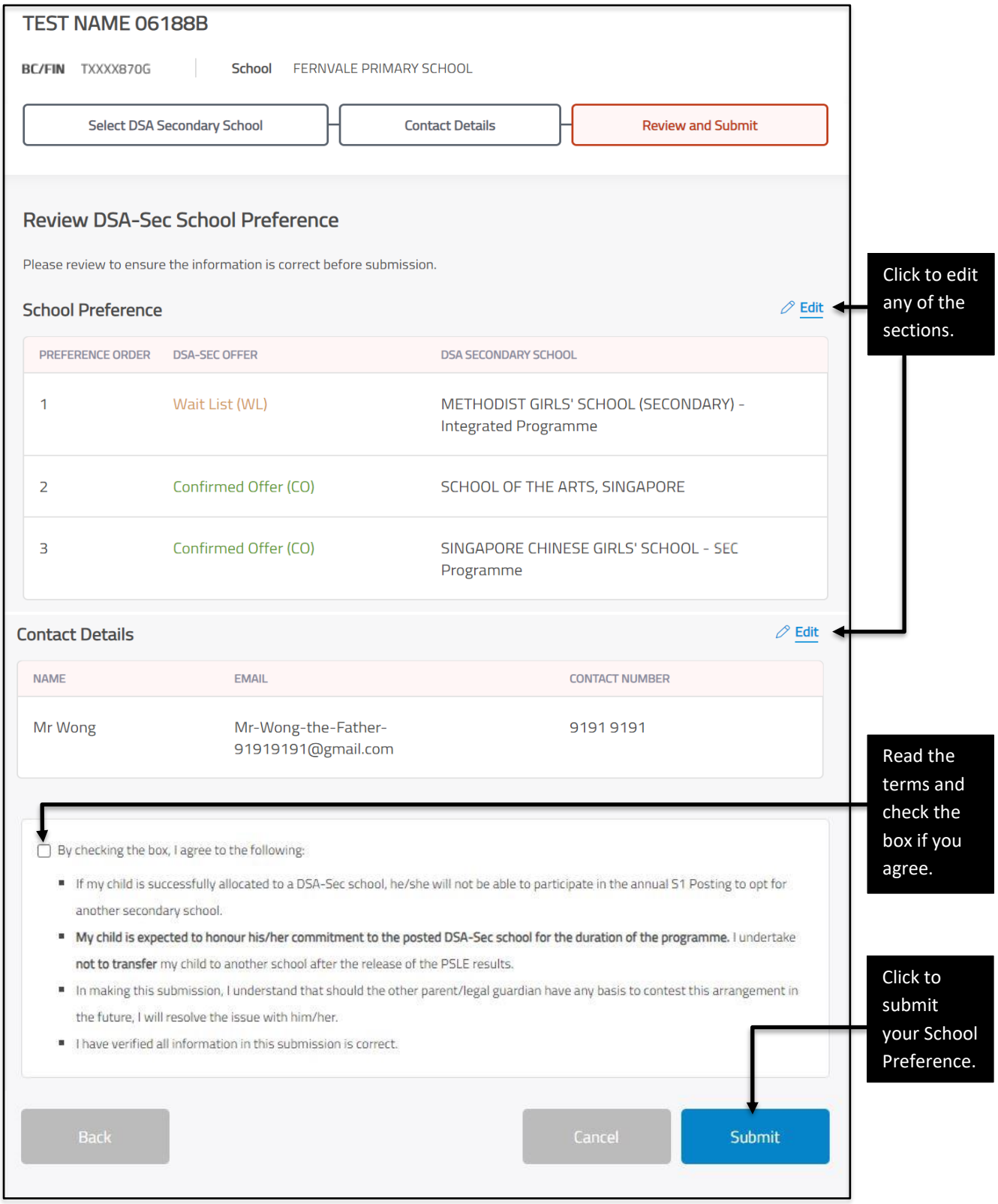
2.15. Verify all the information you have entered is correct (Figure 8).

2.16. Click <Edit> to update any of the sections.

2.17. After you have verified that all the information is correct, read the terms and check the box if you agree.

2.18. Click <Submit> to submit your DSA-Sec school preference.

Figure 8: Verification and submission page for 'Partial Submission'



Step 6: Download PDF copy for 'Partial Submission' of DSA-Sec School Preference Submission

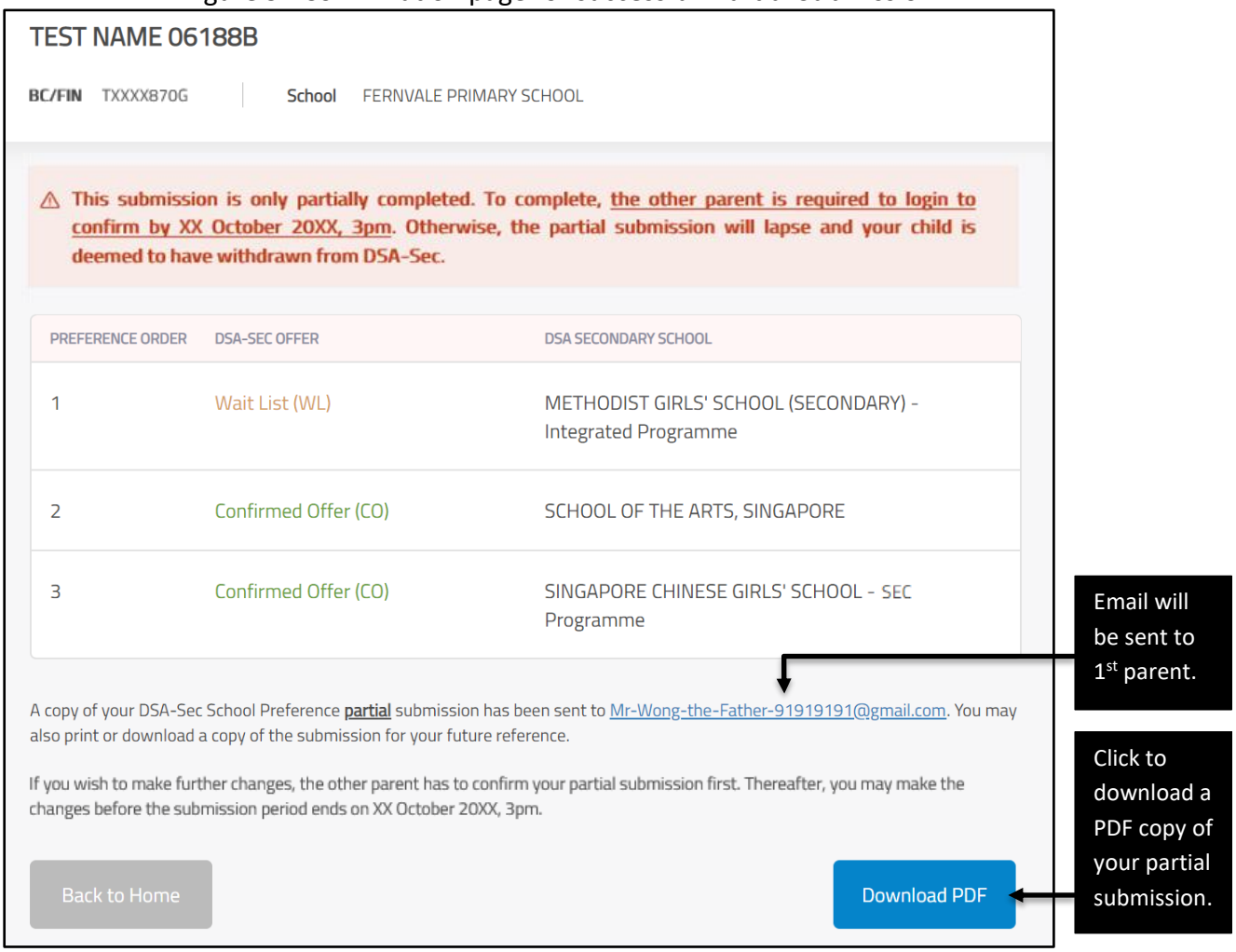
2.19. This submission is **only partially completed** after the 1st parent has submitted (Figure 9). To complete the school preference submission, **the other parent must log in** to confirm the school choices before the DSA-Sec SPS deadline. Otherwise, this '**Partial Submission**' will lapse, and your child will be deemed to have withdrawn from the DSA-Sec.

2.20. An email of the DSA-Sec school preference '**Partial Submission**' (including the PDF of the '**Partial Submission**') will be sent to the email address provided.

2.21. Click <Download PDF> to download the '**DSA-Sec: Partial Submission of School Preference**' as a PDF document, for your reference.

2.22. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

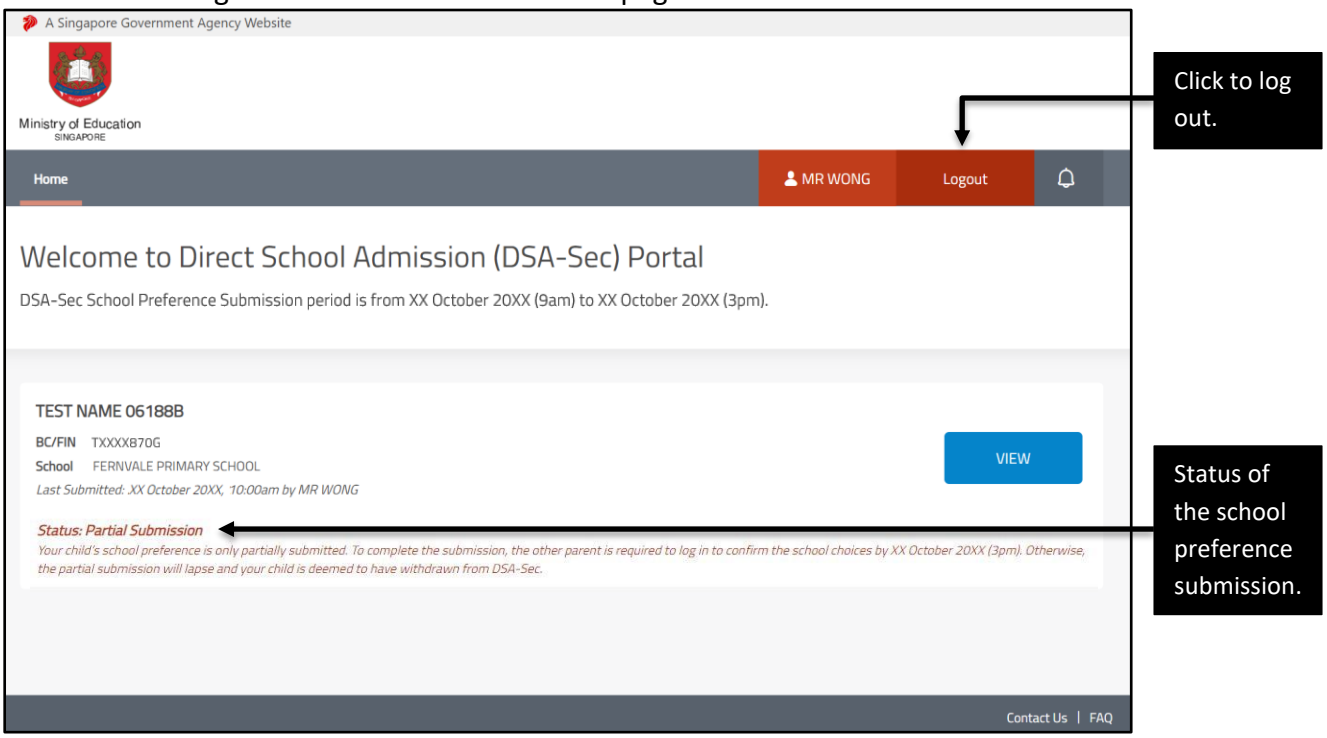
Figure 9: Confirmation page for successful 'Partial Submission'



Step 7: Log out

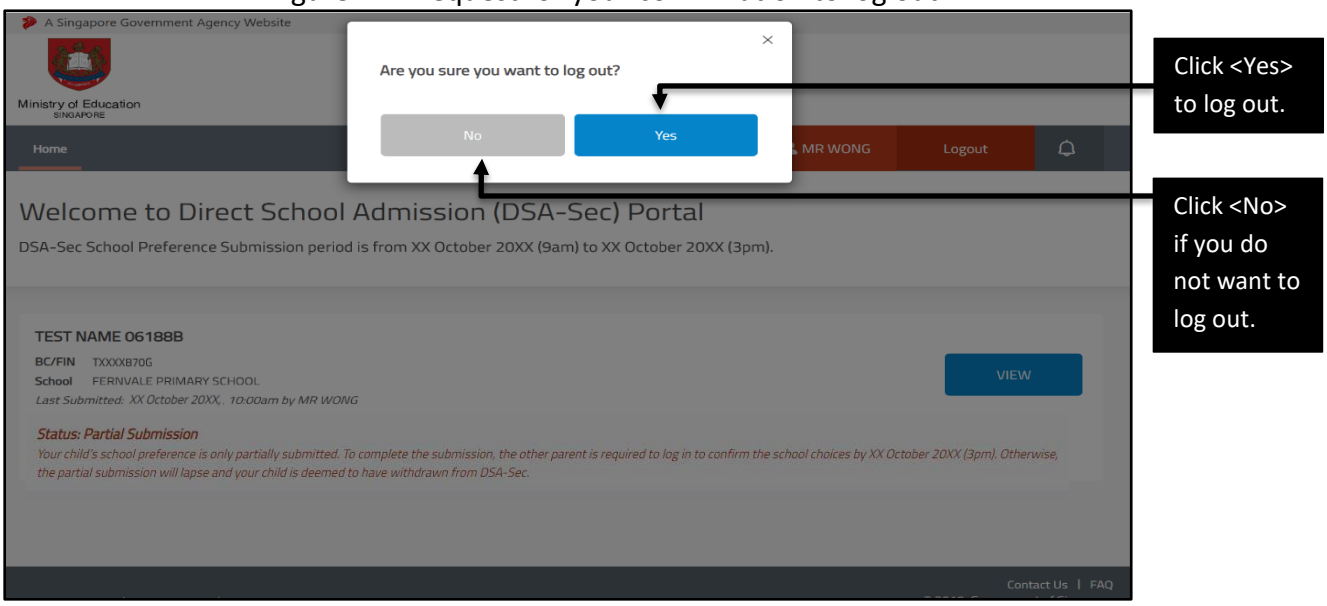
2.23. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 10).

Figure 10: DSA-Sec Portal Home page after 'Partial Submission'



2.24. A window will appear to request your confirmation to log out (Figure 11). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 11: Request for your confirmation to log out



Confirmation by 2nd Parent

Step 8: Login by 2nd Parent using Singpass

2.25. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at https://go.gov.sg/dsa-secschpref.

Note: Ensure that the 1st Parent had logged out from the Portal before 2nd Parent login to confirm.

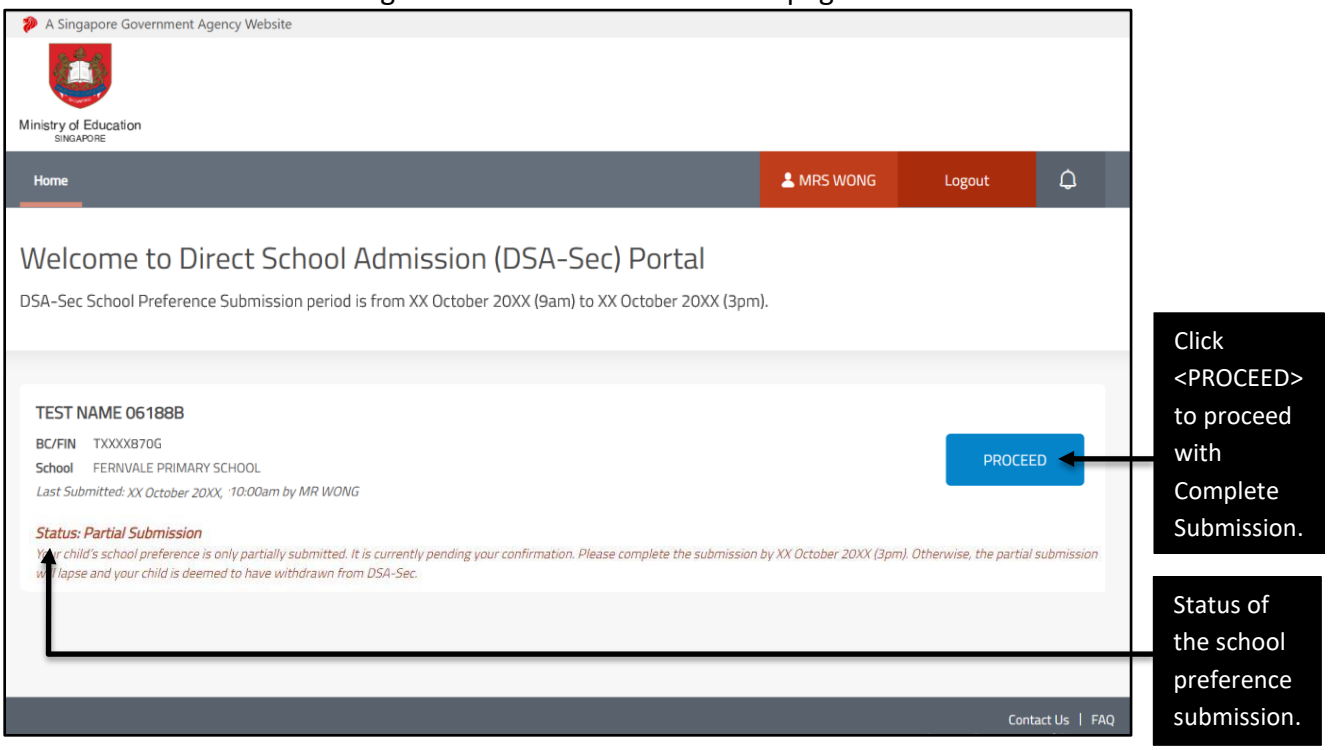
Step 9: Home page for DSA-Sec Portal

2.26. The DSA-Sec Portal School Preference Home page will appear (Figure 12).

2.27. Currently, your child's school preference is only partially submitted, pending your confirmation to complete the submission before the DSA-Sec SPS deadline. Otherwise, the '**Partial Submission**' will lapse, and your child will be deemed to have withdrawn from the DSA-Sec.

2.28. Click <PROCEED> to start the **'Complete Submission'** process of the DSA-Sec school preference.

Figure 12: DSA-Sec Portal Home page



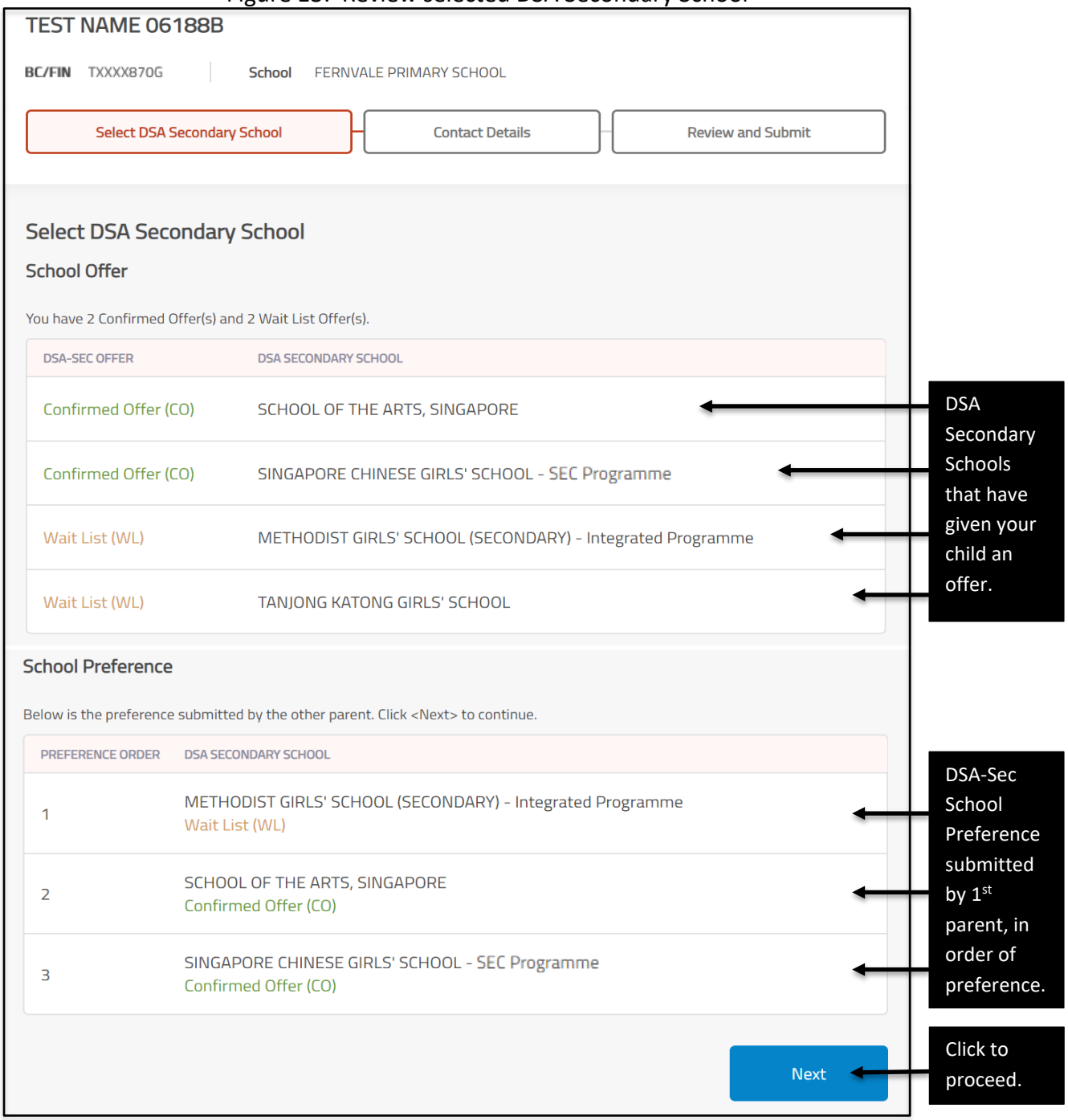
Step 10: Review DSA Secondary School Preference submitted by 1st Parent

2.29. Review the DSA-Sec school choices submitted by the 1st parent (Figure 13).

2.30. After you have reviewed the DSA-Sec school choices submitted by the 1st parent (up to a maximum of 3 choices, in order of preference), click <Next> to proceed.

Note: *If you wish to change the choices submitted by the 1st parent, you must complete this partial submission first. After that, both parents may proceed to update and confirm the changes, before the DSA-Sec SPS deadline.*

Figure 13: Review selected DSA Secondary School



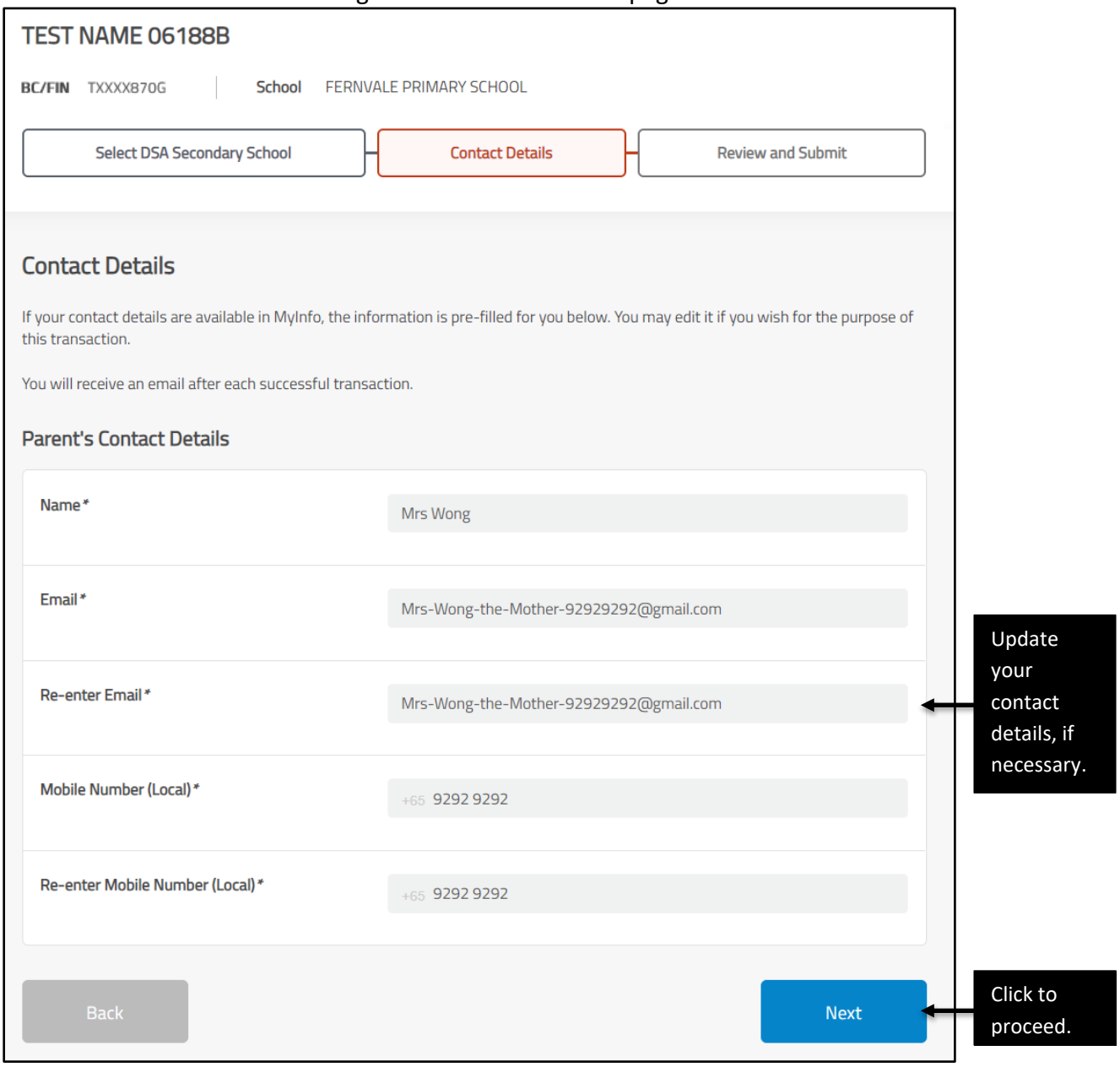
Step 11: Edit Contact Details

2.31. Your contact details will be pre-filled if information is available in MyInfo.

2.32. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 14).

2.33. Click <Next> to proceed.

Figure 14: Contact details page



Step 12: Verify information and Submit DSA-Sec School Preference

2.34. Verify the contact details you have entered is correct (Figure 15).

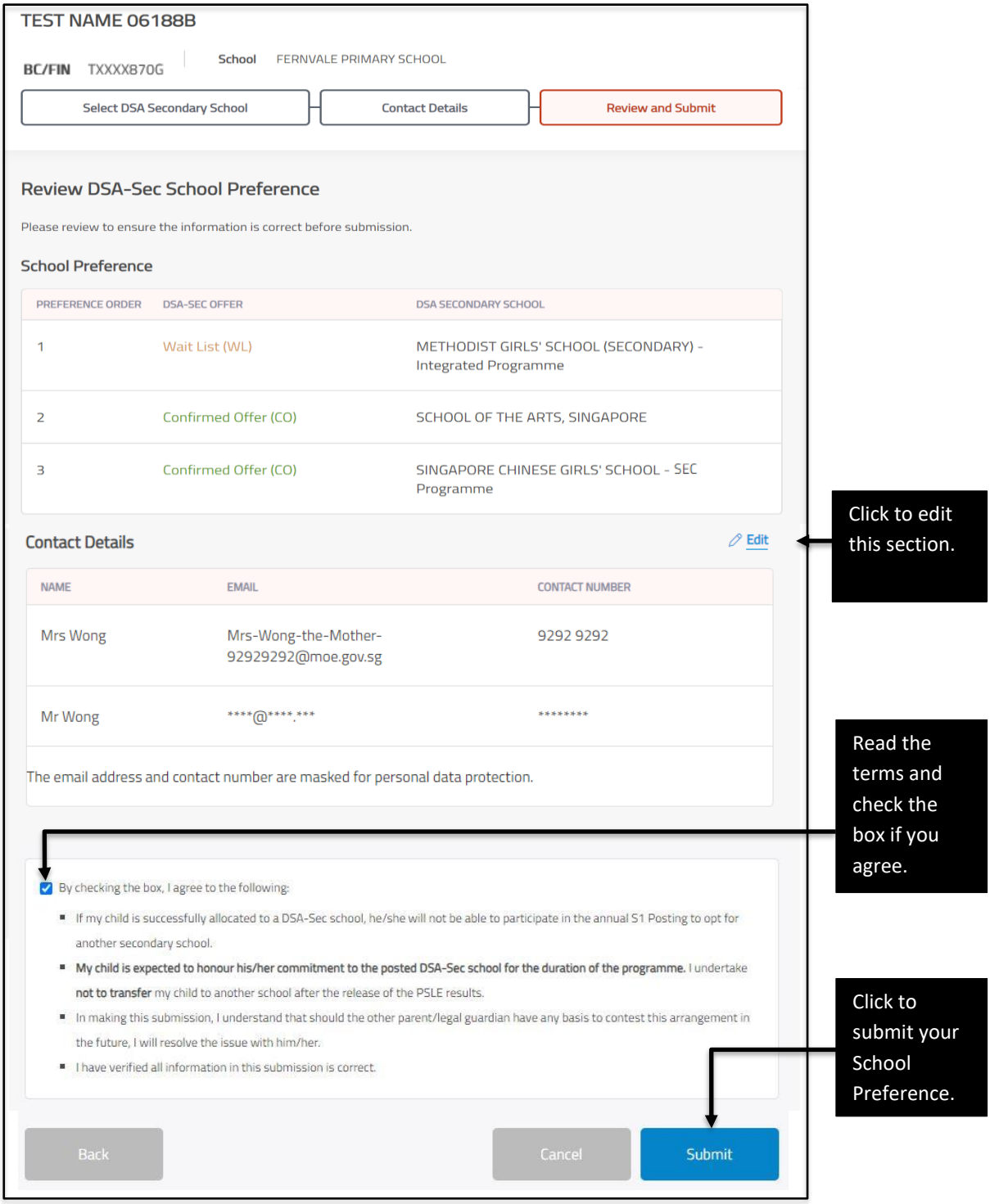
2.35. Click <Edit> to update your contact details, if needed.

2.36. After you have verified that your contact details are correct, read the terms and check the box if you agree.

2.37. Click <Submit> to submit your DSA-Sec school preference.

2.38. After you (i.e. the 2nd parent) submit, the DSA-Sec school preference submission is completed.

Figure 15: Verification and submission page for 'Complete Submission'



Step 13: Download PDF copy for successful 'Complete Submission' of DSA-Sec School Preference Submission

2.39. This submission is completed, after both parents (1st and 2nd parent) have logged in to submit the DSA-Sec school preference (Figure 16).

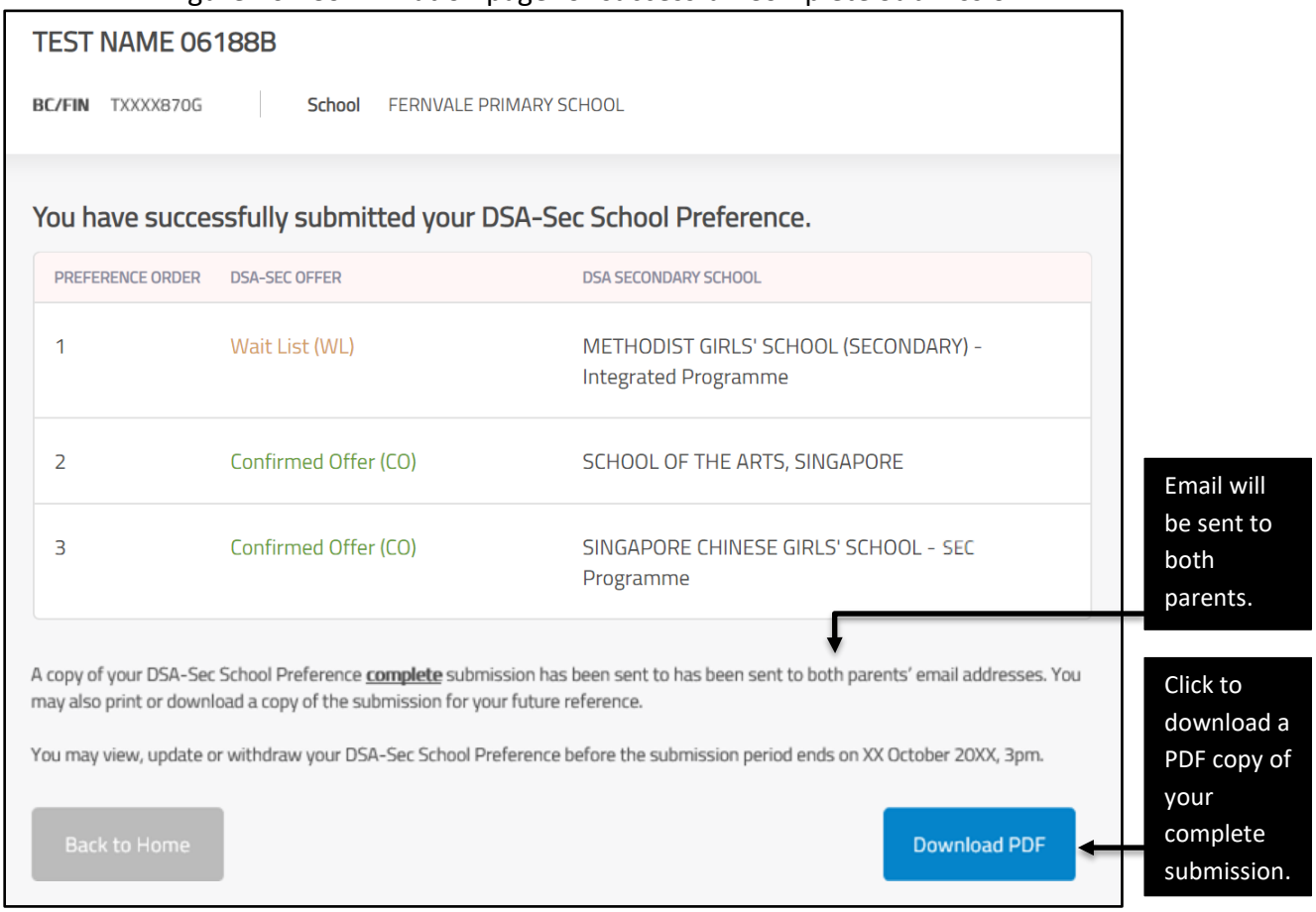
2.40. An email of the DSA-Sec school preference '**Complete Submission**' (including the PDF of the '**Complete Submission**') will be sent to the email addresses provided by both parents (1st and 2nd parent).

2.41. Click <Download PDF> to download the '**DSA-Sec: Confirmation of Successful Submission of School Preference**' as a PDF document, for your reference.

2.42. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

2.43. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

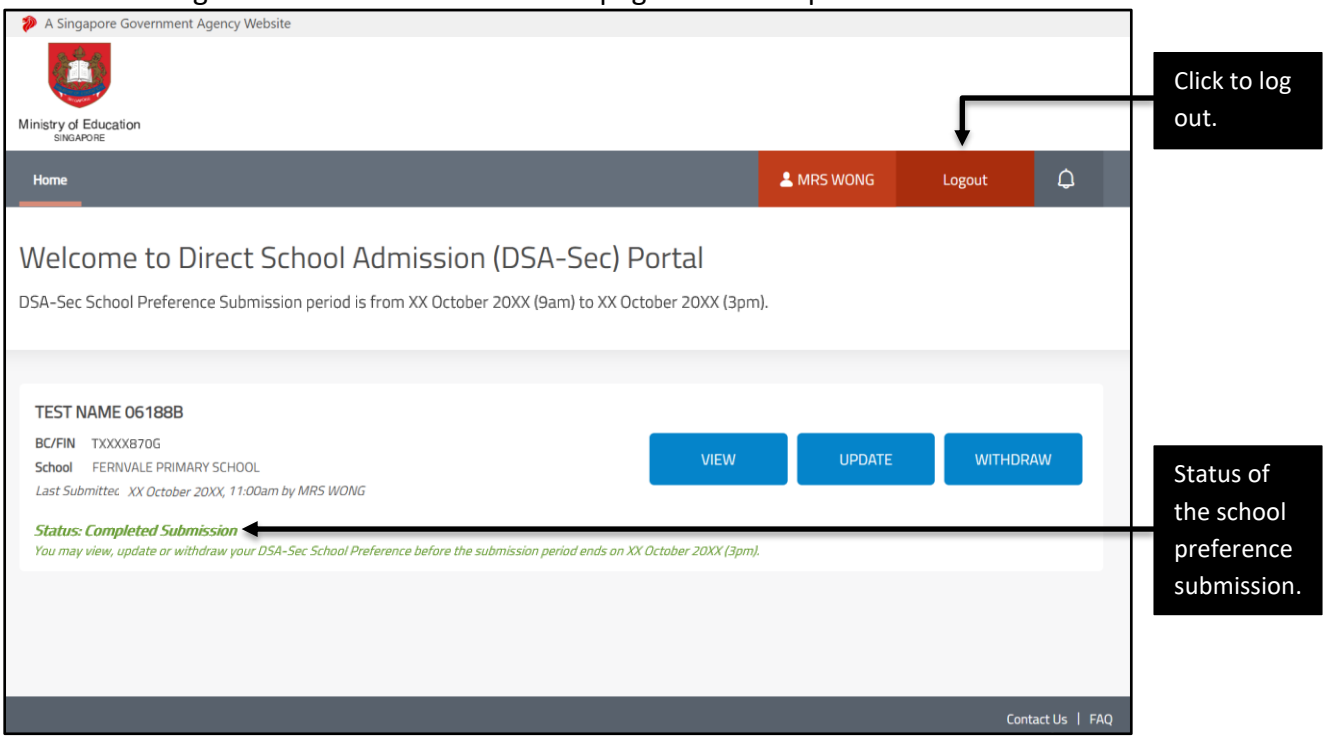
Figure 16: Confirmation page for successful 'Complete Submission'



Step 14: Log out

2.44. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 17).

Figure 17: DSA-Sec Portal Home page after 'Complete Submission'



2.45. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

3. Update DSA-Sec School Preference

Update by 1st Parent

Step 1: Login by 1st Parent's using Singpass

3.1. After a '**Complete Submission**', either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to update your child's school preference.

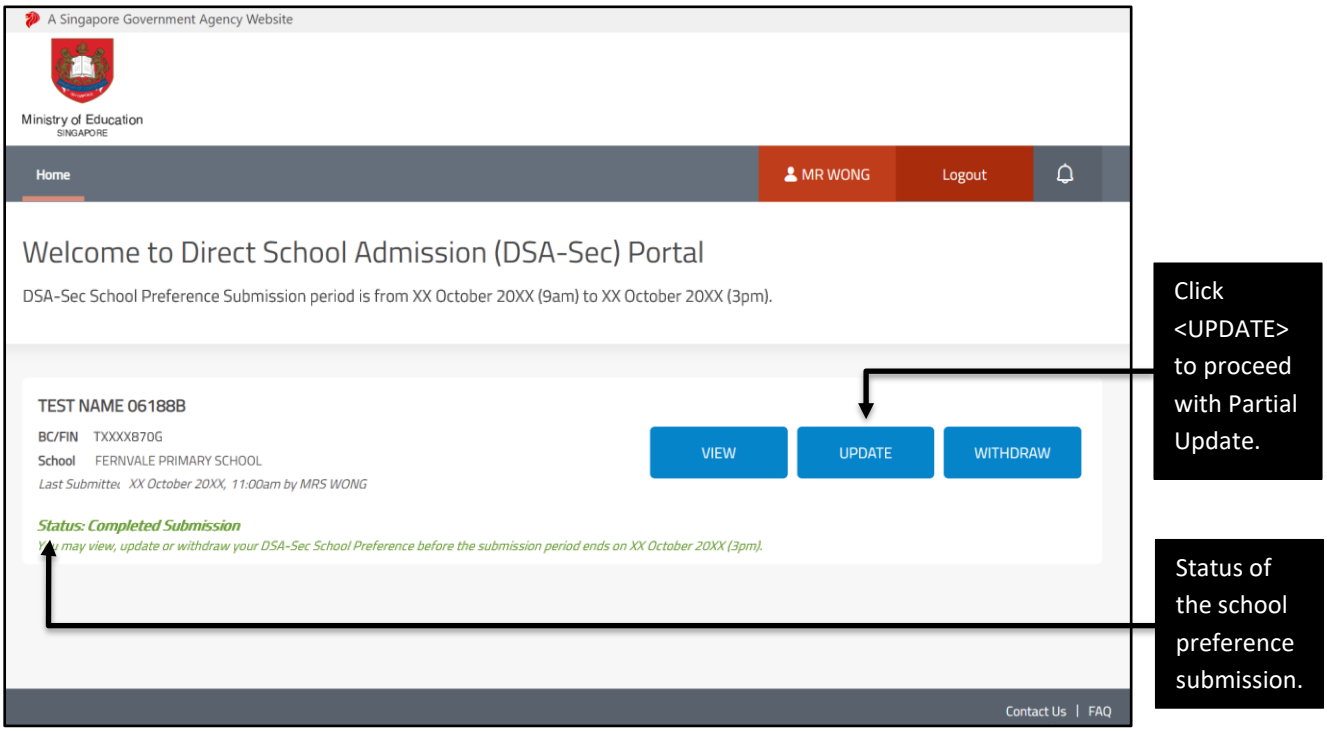
3.2. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at https://go.gov.sg/dsa-secschpref.

Step 2: Home page for DSA-Sec Portal

3.3. The DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 18).

3.4. Click <UPDATE> to update your child's school preference.

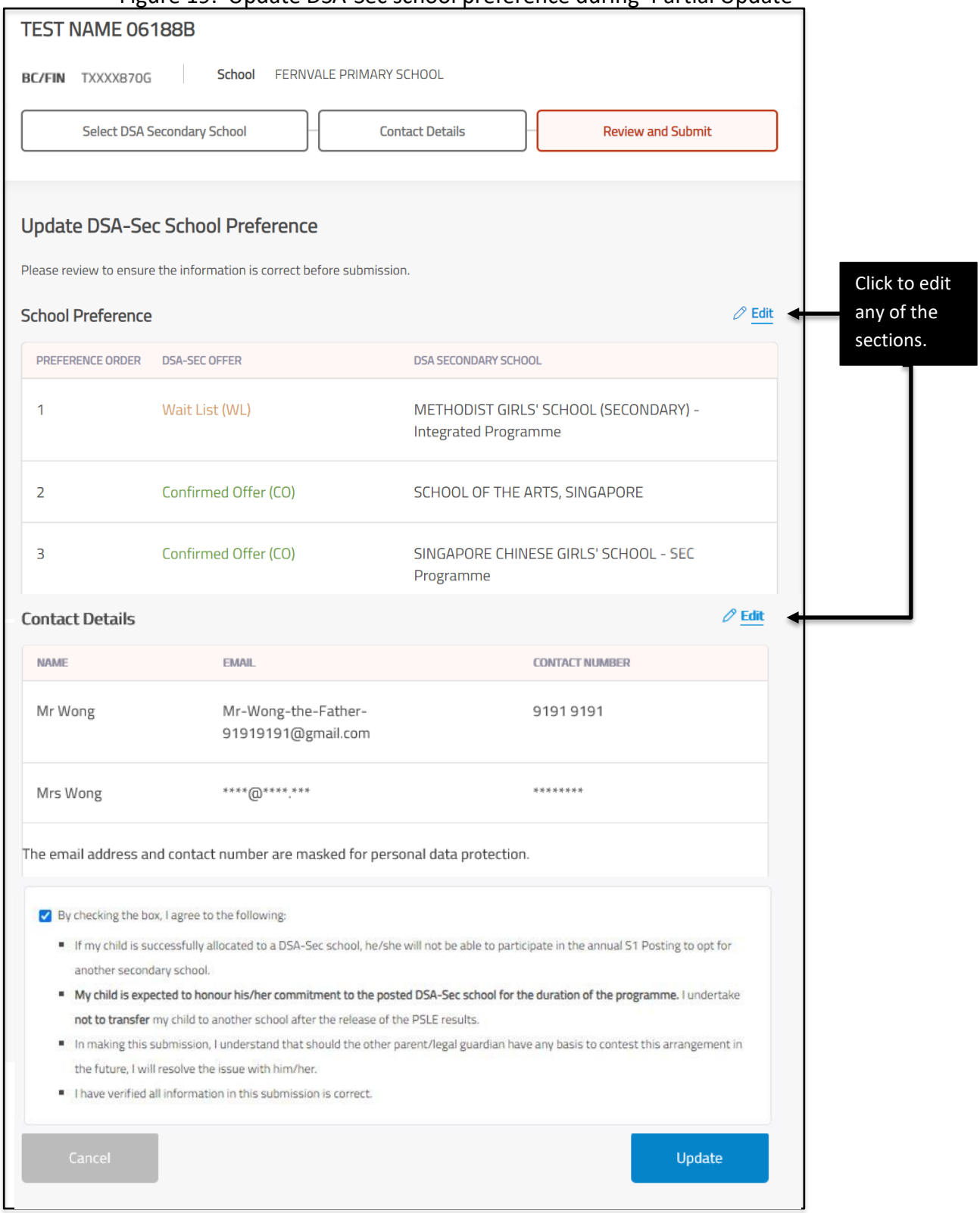
Figure 18: DSA-Sec Portal Home page



Step 3: Update DSA-Sec School Preference

3.5. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 19). Click <Edit> to update the relevant section.

Figure 19: Update DSA-Sec school preference during 'Partial Update'

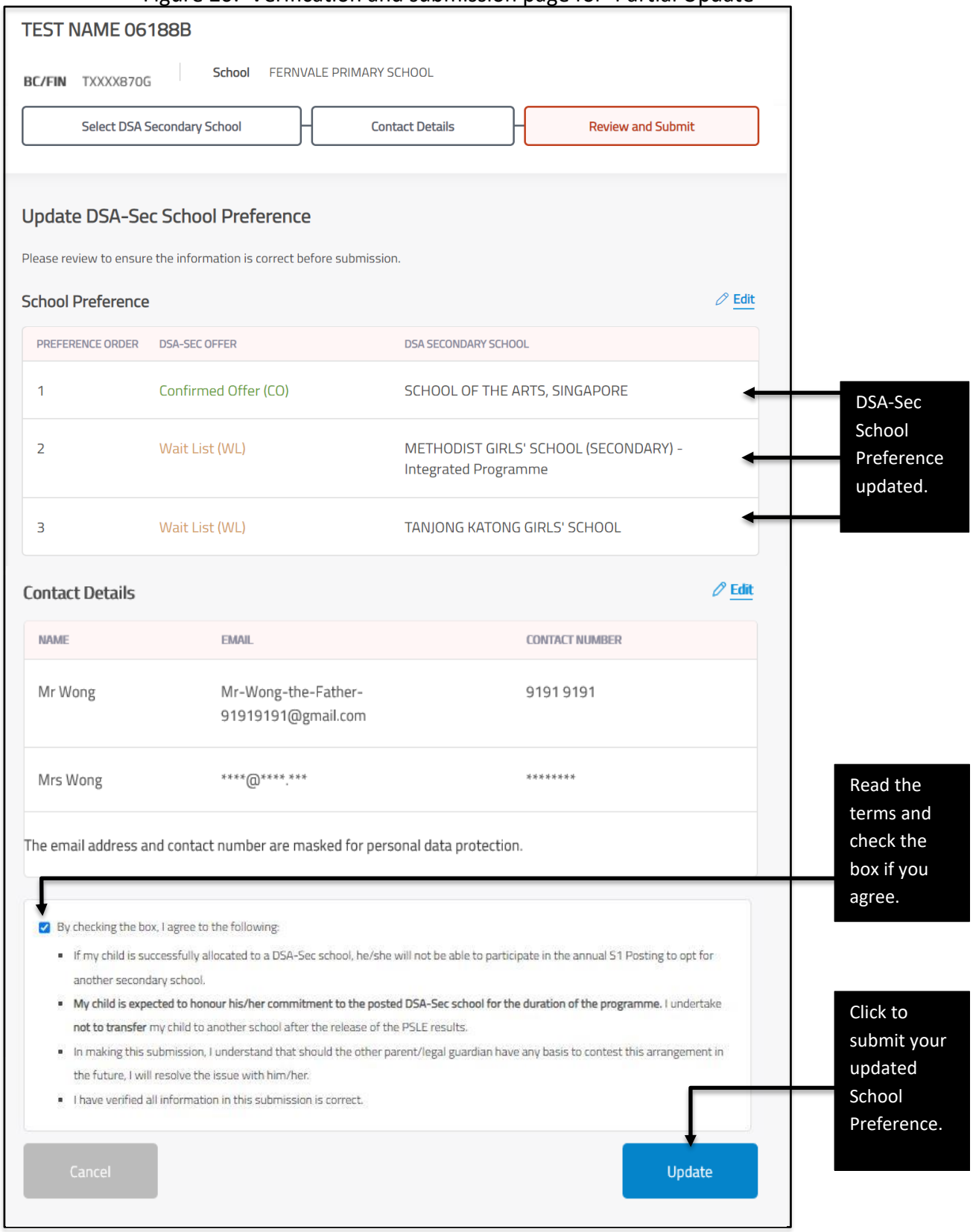


3.6. Once you have completed all your updates, verify all the information that you have updated is correct, in the "Verification and submission" page (Figure 20).

3.7. After you have verified that all the information is correct, read the terms and check the box if you agree.

3.8. Click <Update> to submit your updated DSA-Sec school preference.

Figure 20: Verification and submission page for 'Partial Update'



Step 4: Download PDF copy for 'Partial Update' of DSA-Sec School Preference Submission

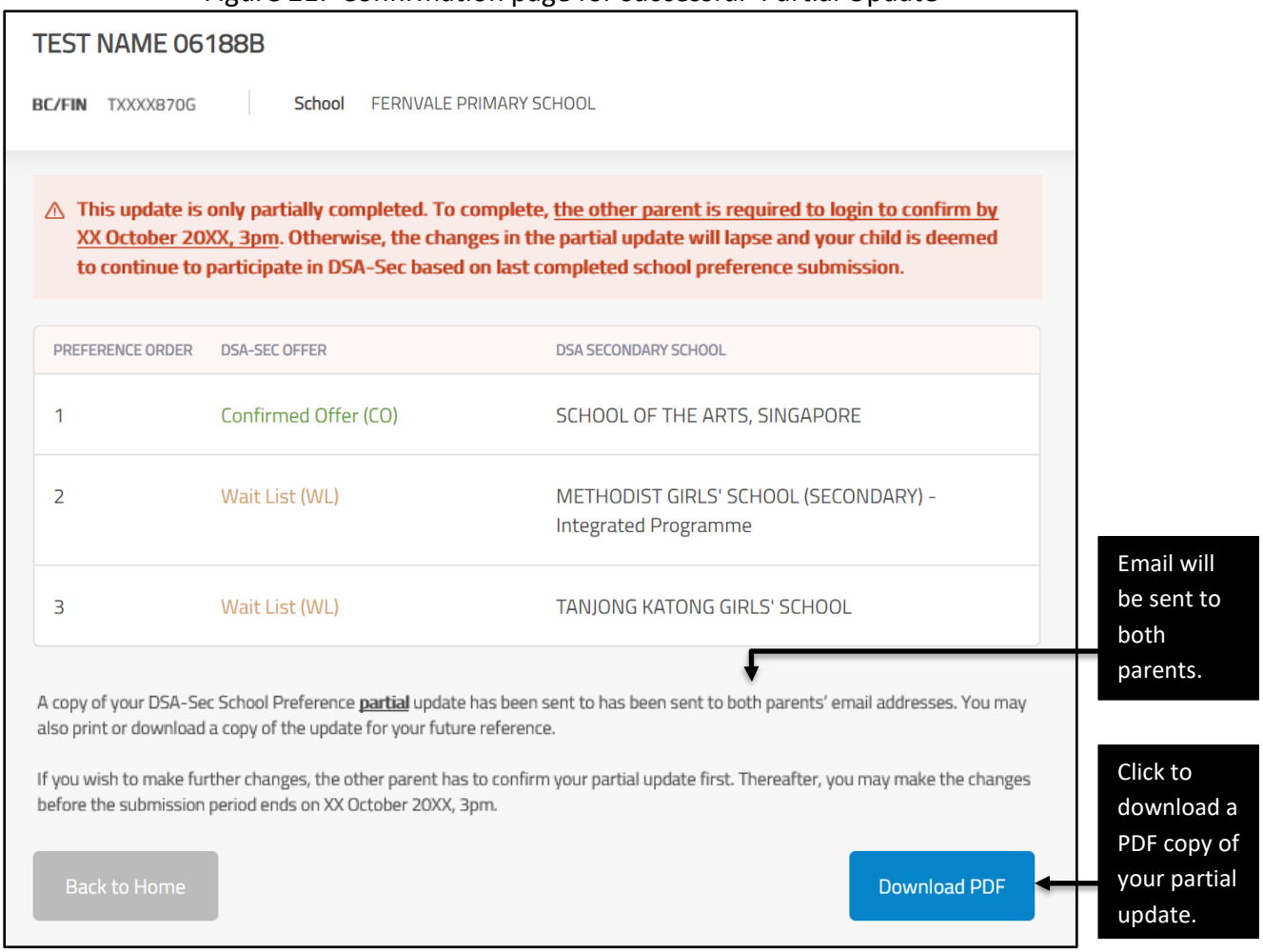
3.9. The school preference update is **only partially completed** after the 1st parent has updated (Figure 21). To complete the school preference update, **the other parent must log in** to confirm the school choices before the DSA-Sec SPS deadline. Otherwise, the changes made in this '**Partial Update**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.

3.10. An email of the DSA-Sec school preference '**Partial Update**' (including the PDF of the '**Partial Update**') will be sent to the email addresses provided by both parents (1st and 2nd parent).

3.11. Click <Download PDF> to download the "**DSA-Sec: Partial Update of School Preference**' as a PDF document, for your reference.

3.12. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

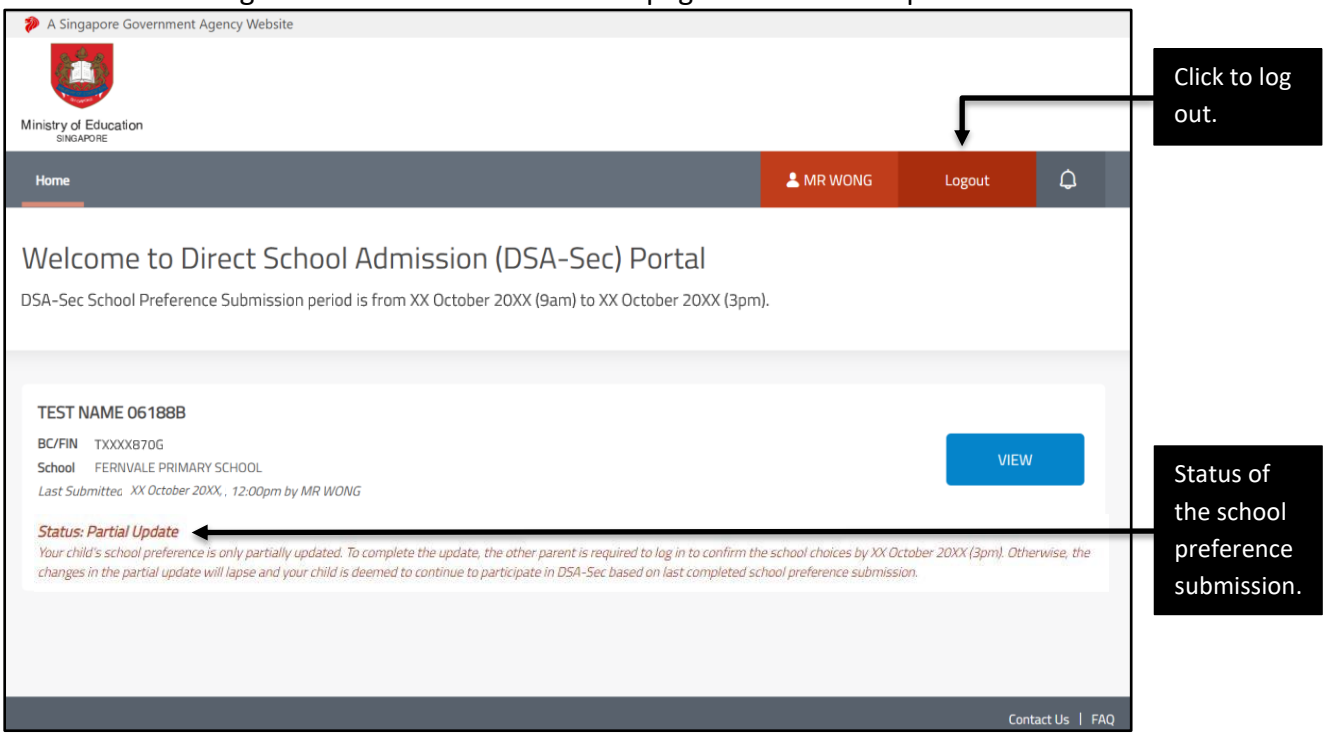
Figure 21: Confirmation page for successful 'Partial Update'



Step 5: Log out

3.13. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 22).

Figure 22: DSA-Sec Portal Home page after 'Partial Update'



3.14. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

Confirmation by 2nd Parent

Step 6: Login by 2nd Parent using Singpass

3.15. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at https://go.gov.sg/dsa-secschpref.

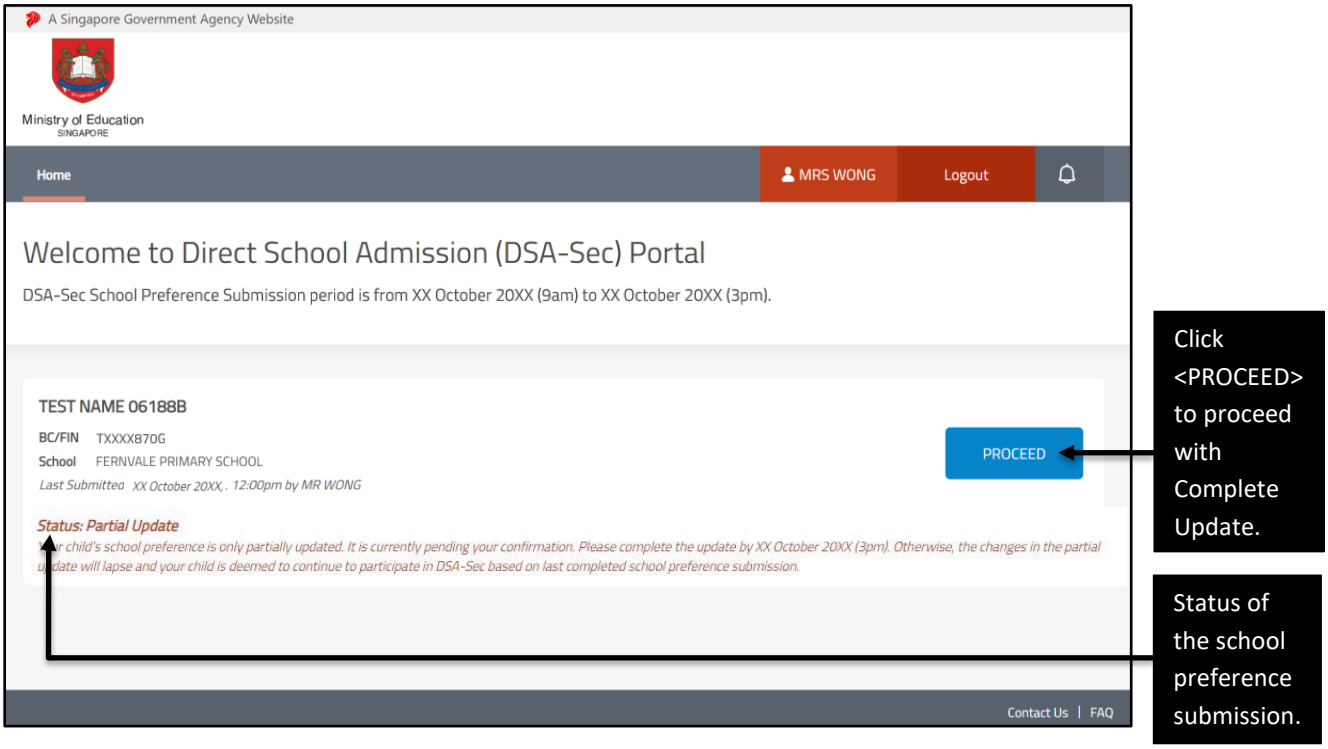
Step 7: Home page for DSA-Sec Portal

3.16. The DSA-Sec Portal School Preference Home page will appear (Figure 23).

3.17. Currently, your child's school preference is only partially updated, pending your confirmation to complete the update before the DSA-Sec SPS deadline. Otherwise, the changes made in the '**Partial Update**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission confirmed by both parents.

3.18. Click <PROCEED> to start the **'Complete Update'** process of the DSA-Sec school preference.

Figure 23: DSA-Sec Portal Home page



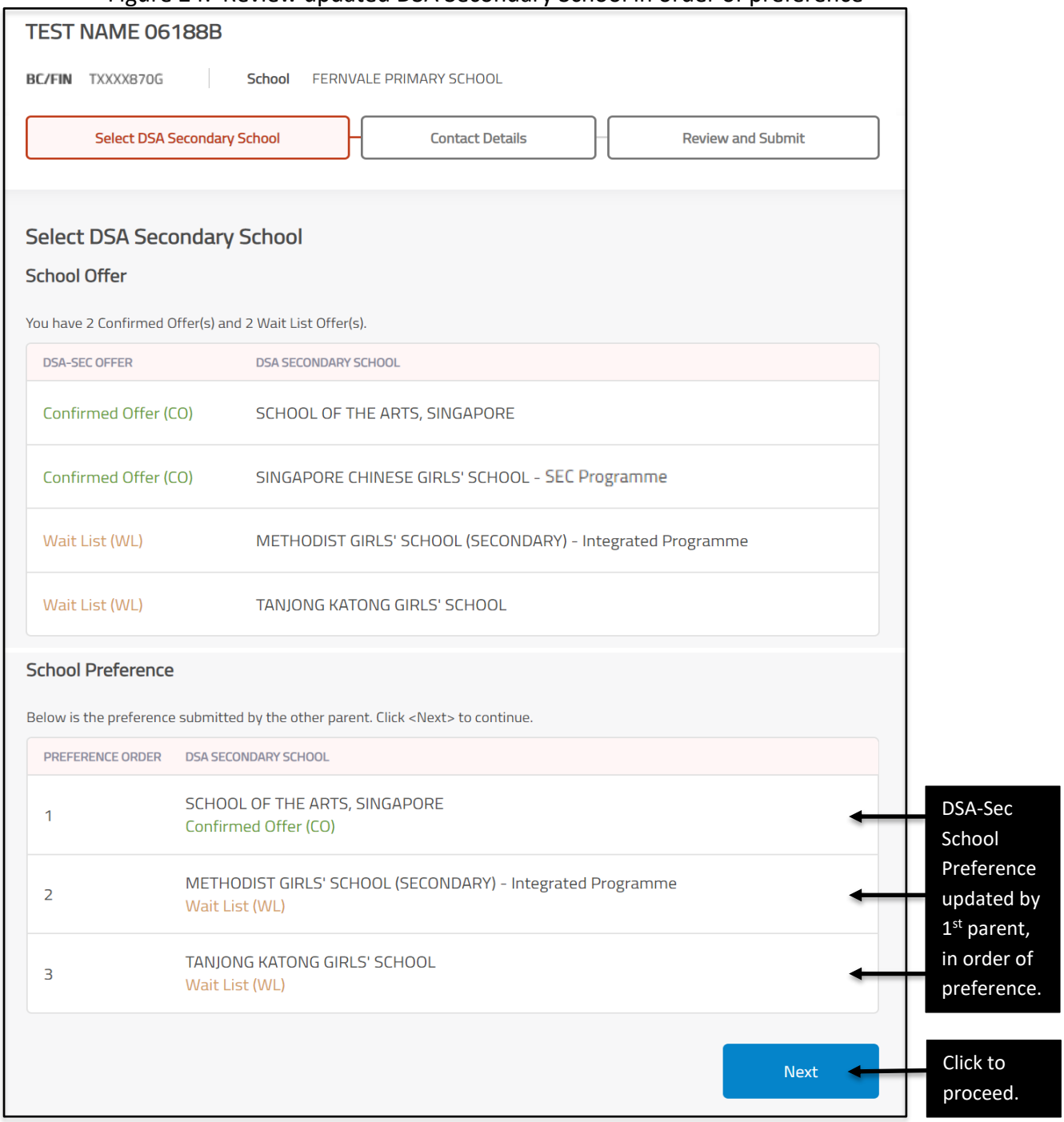
Step 8: Review DSA Secondary School Preference updated by 1st Parent

3.19. Review the DSA-Sec school choices updated by the 1st parent (Figure 24).

3.20. After you have reviewed the DSA-Sec school choices updated by the 1st parent (up to a maximum of 3 choices, in order of preference), click <Next> to proceed.

Note: *If you wish to make further changes, you must complete this partial update first. After that, both parents may proceed to further update/withdraw and confirm the changes, before the DSA-Sec SPS deadline.*

Figure 24: Review updated DSA Secondary School in order of preference



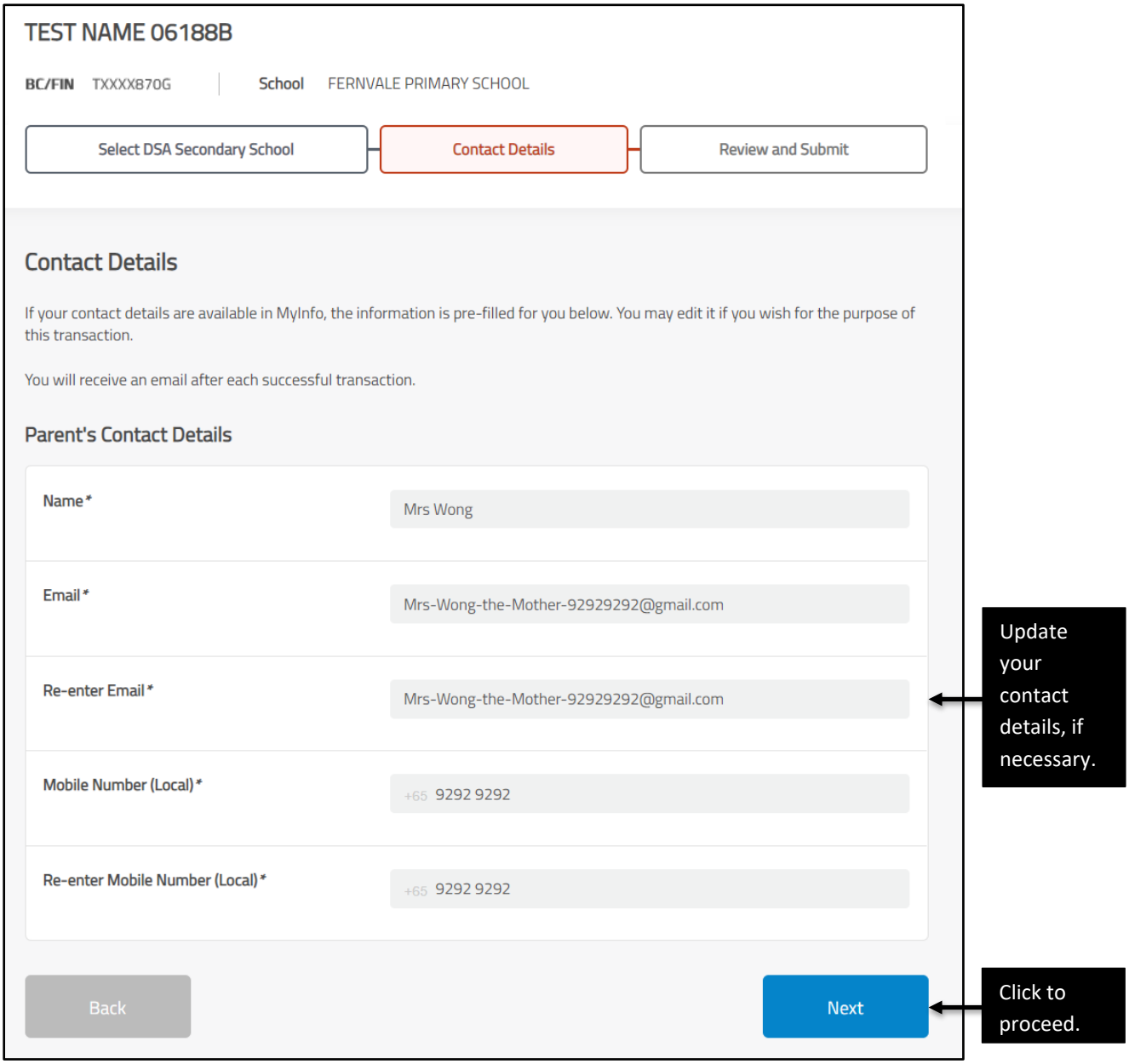
Step 9: Review Contact Details

3.21. Your contact details will be pre-filled, based on the **latest** information that you had submitted previously via the DSA-Sec Portal.

3.22. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction, if needed (Figure 25).

3.23. Click <Next> to proceed.

Figure 25: Contact details page



Step 10: Verify information and update DSA-Sec School Preference

3.24. Verify that your contact details are correct, in the "Verification and submission" page (Figure 26).

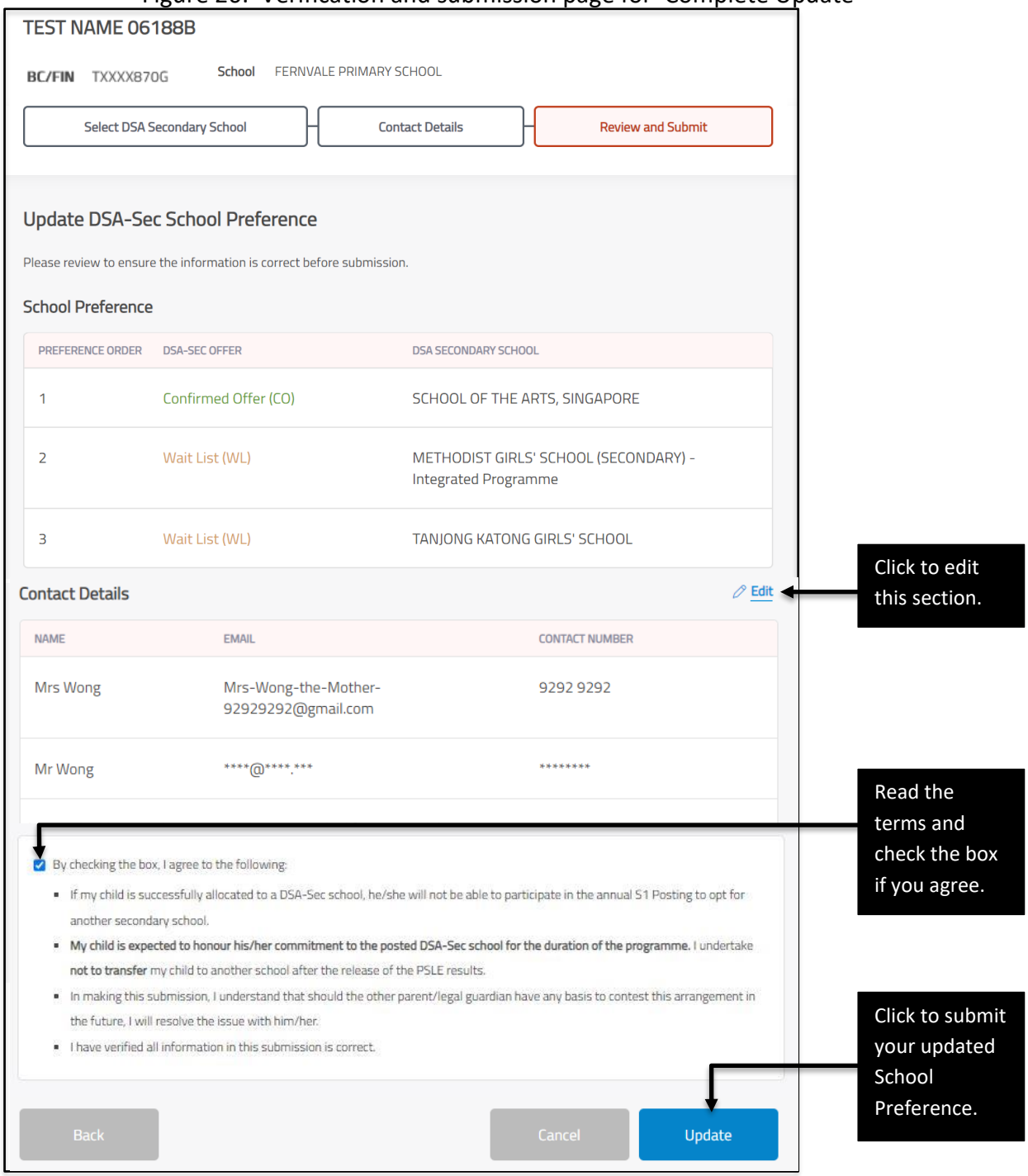
3.25. Click <Edit> to update your contact details, if needed.

3.26. After you have verified that your contact details are correct, read the terms and check the box if you agree.

3.27. Click <Update> to submit your updated DSA-Sec school preference.

3.28. After you (i.e. the 2nd parent) submit the update, the DSA-Sec school preference update is completed.

Figure 26: Verification and submission page for 'Complete Update'



Step 11: Download PDF copy for successful 'Complete Update' of DSA-Sec School Preference Submission

3.29. This submission is completed, as both parents (1st and 2nd parent) had login to update the DSA-Sec school preference (Figure 27).

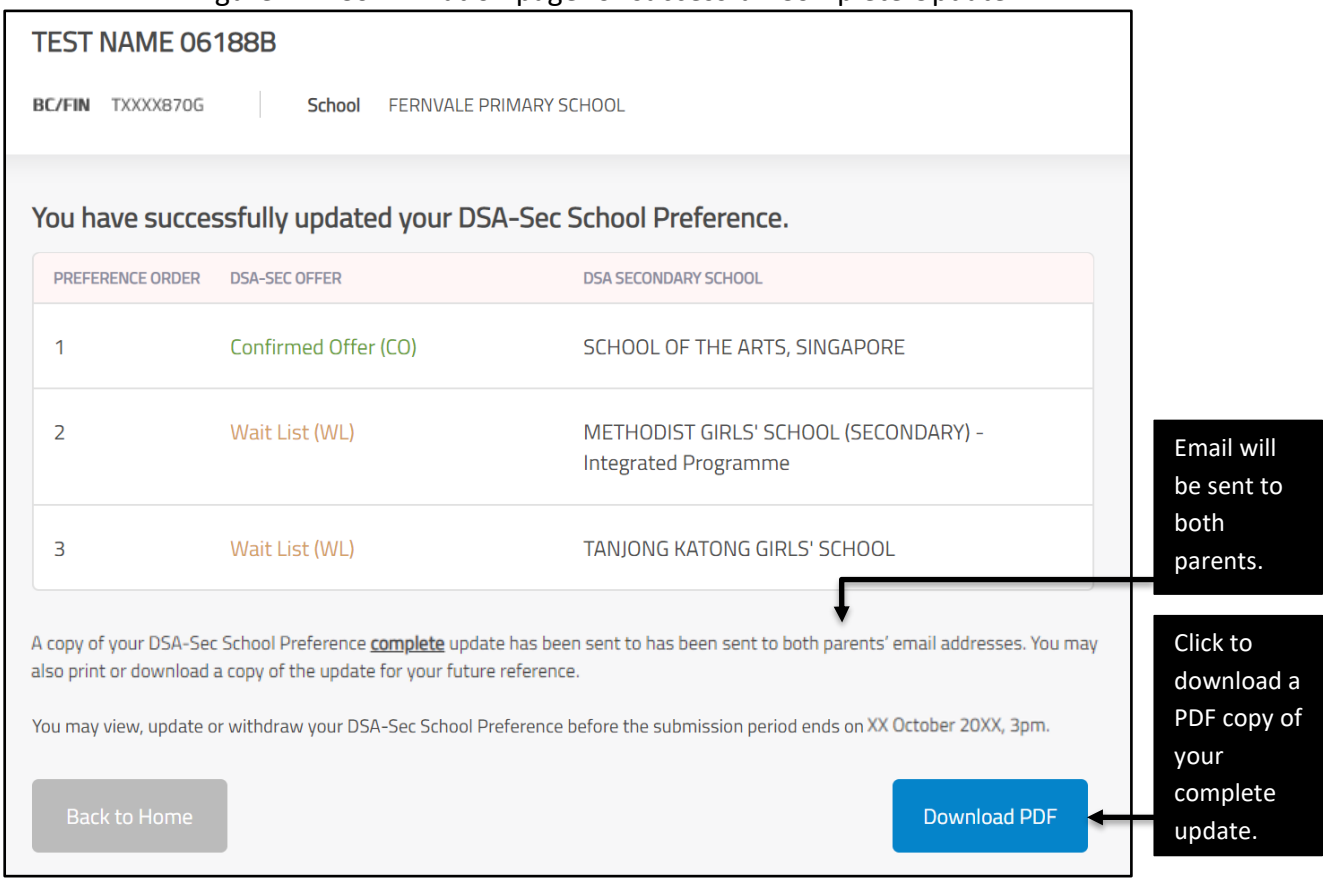
3.30. An email of the DSA-Sec school preference '**Complete Update**' (including the PDF of the '**Complete Update**') will be sent to the email addresses provided by both parents (1st and 2nd parent).

3.31. Click <Download PDF> to download the '**DSA-Sec: Confirmation of Successful Update of School Preference**' as a PDF document, for your reference.

3.32. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

3.33. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

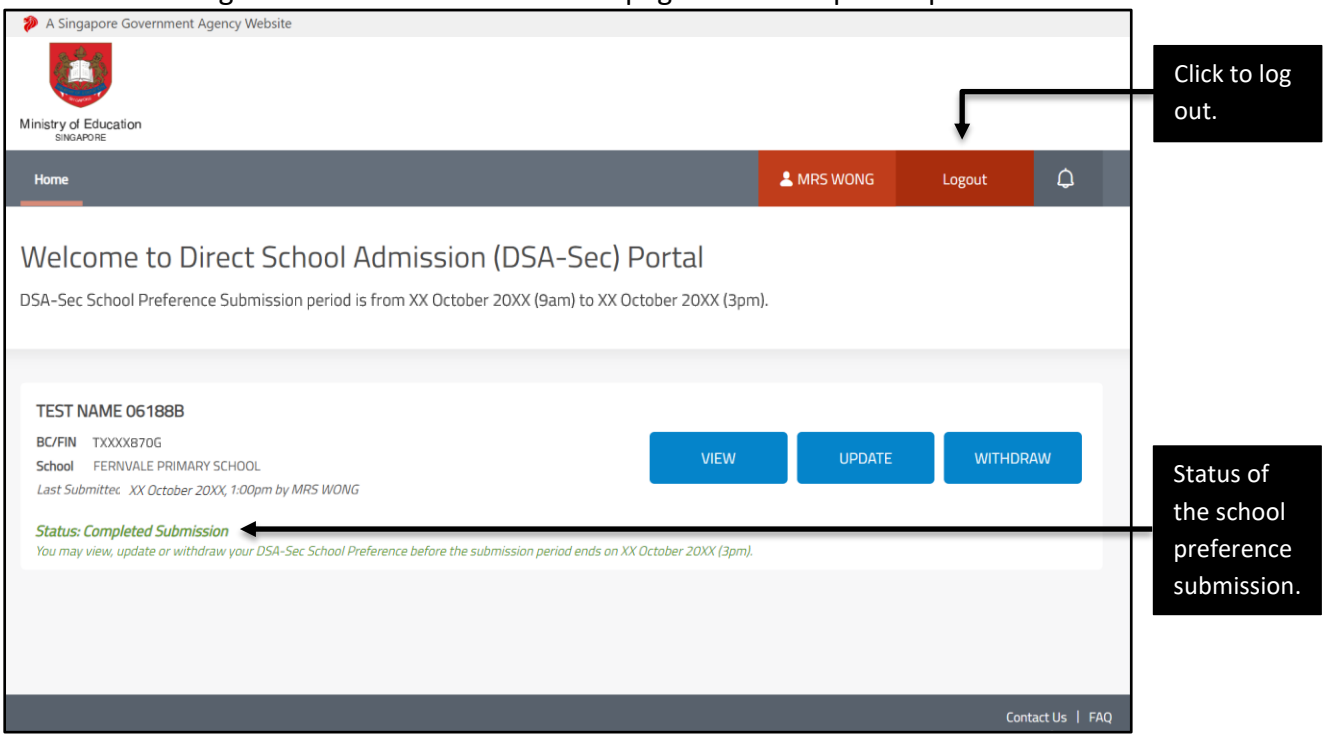
Figure 27: Confirmation page for successful 'Complete Update'



Step 12: Log out

3.34. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 28).

Figure 28: DSA-Sec Portal Home page after 'Complete Update'



3.35. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

4. Withdraw DSA-Sec School Preference

Withdrawal by 1st Parent

Step 1: Login by 1st Parent's using Singpass

4.1. After a '**Complete Submission**' or '**Complete Update**', either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to withdraw your child's school preference.

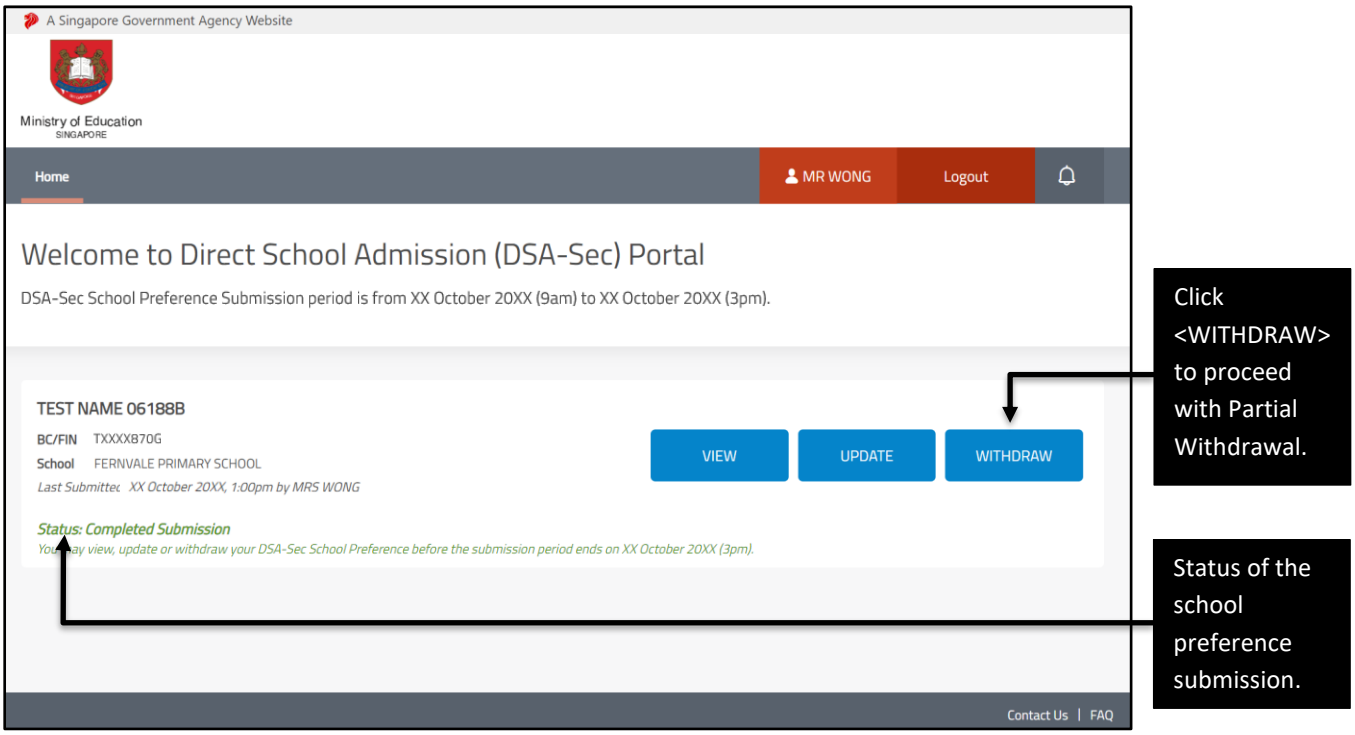
4.2. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at https://go.gov.sg/dsa-secschpref.

Step 2: Home page for DSA-Sec Portal

4.3. The DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 29).

4.4. Click <WITHDRAW> to withdraw your child's school preference.

Figure 29: DSA-Sec Portal Home page



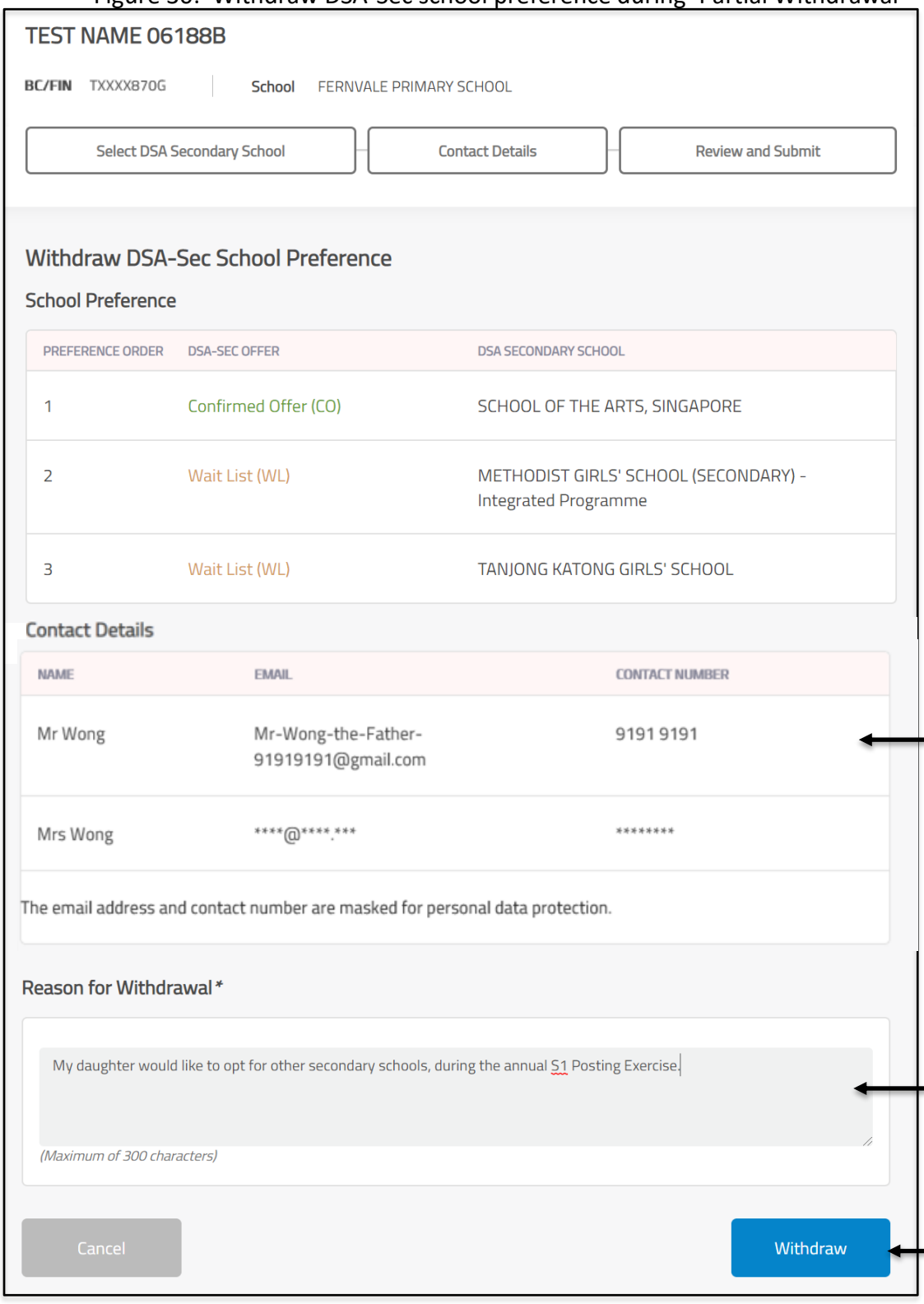
Step 3: Withdraw DSA-Sec School Preference

4.5. You will see the page with the DSA-Sec school preference details (Figure 30).

4.6. Fill in the reason for withdrawal with a limit of 300 characters.

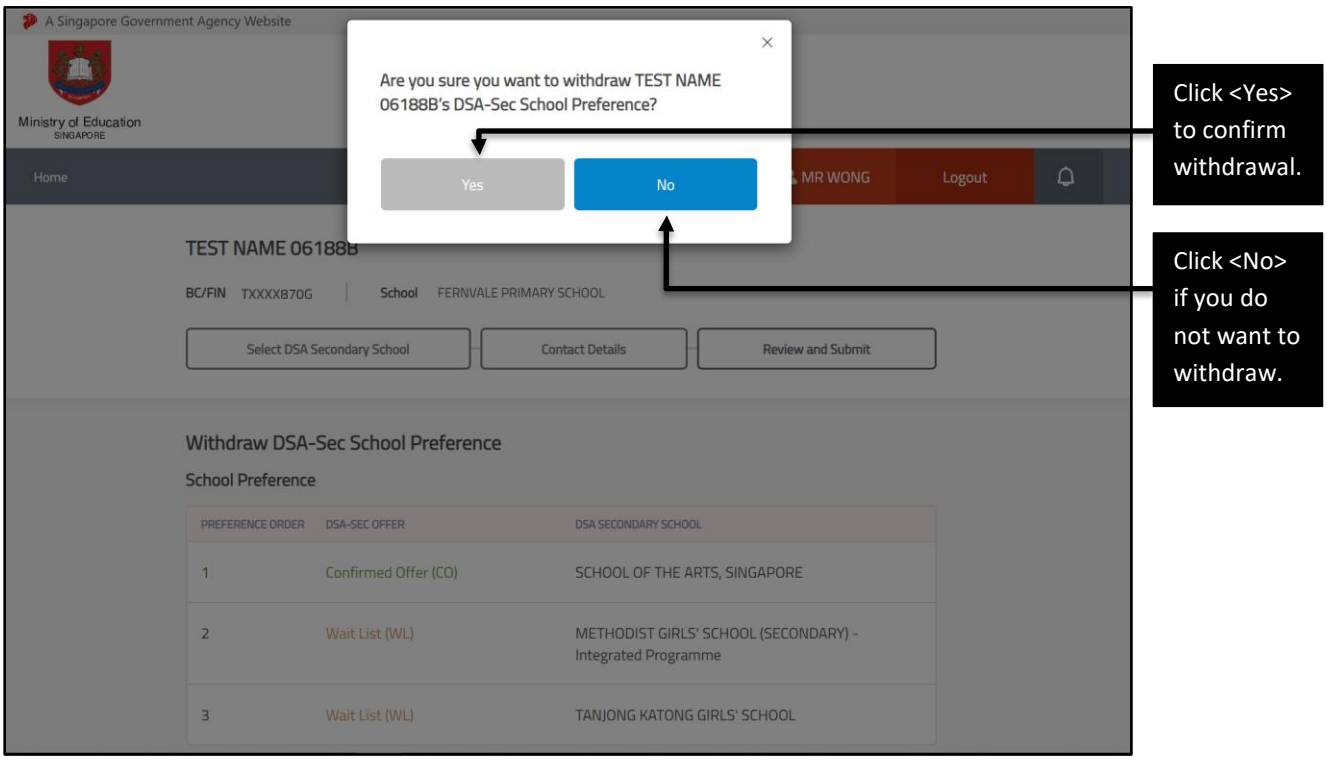
4.7. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 30: Withdraw DSA-Sec school preference during 'Partial Withdrawal'



4.8. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 31). Click <Yes> to confirm the partial withdrawal of your child's DSA-Sec school preference submission. Otherwise, click <No>.

Figure 31: Request for your confirmation of DSA-Sec school preference withdrawal during 'Partial Withdrawal'



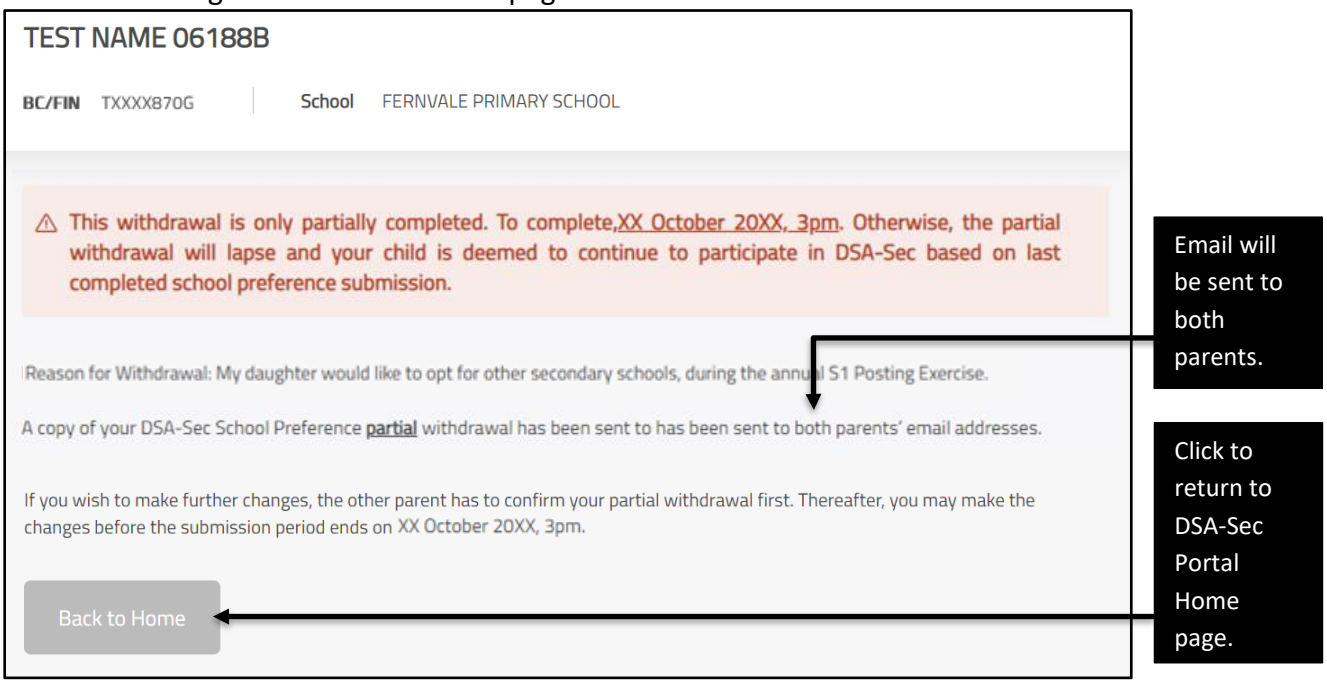
Step 4: Receive Email for 'Partial Withdrawal' of DSA-Sec School Preference

4.9. The withdrawal for the school preference submission is **only partially completed** after the 1st parent has withdrawn (Figure 32). To complete the withdrawal of the school preference submission, **the other parent must log in** to confirm the withdrawal before the DSA-Sec SPS deadline. Otherwise, this '**Partial Withdrawal**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.

4.10. An email of the DSA-Sec school preference '**Partial Withdrawal**' will be sent to the email addresses provided by both parents (1st and 2nd parent).

4.11. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

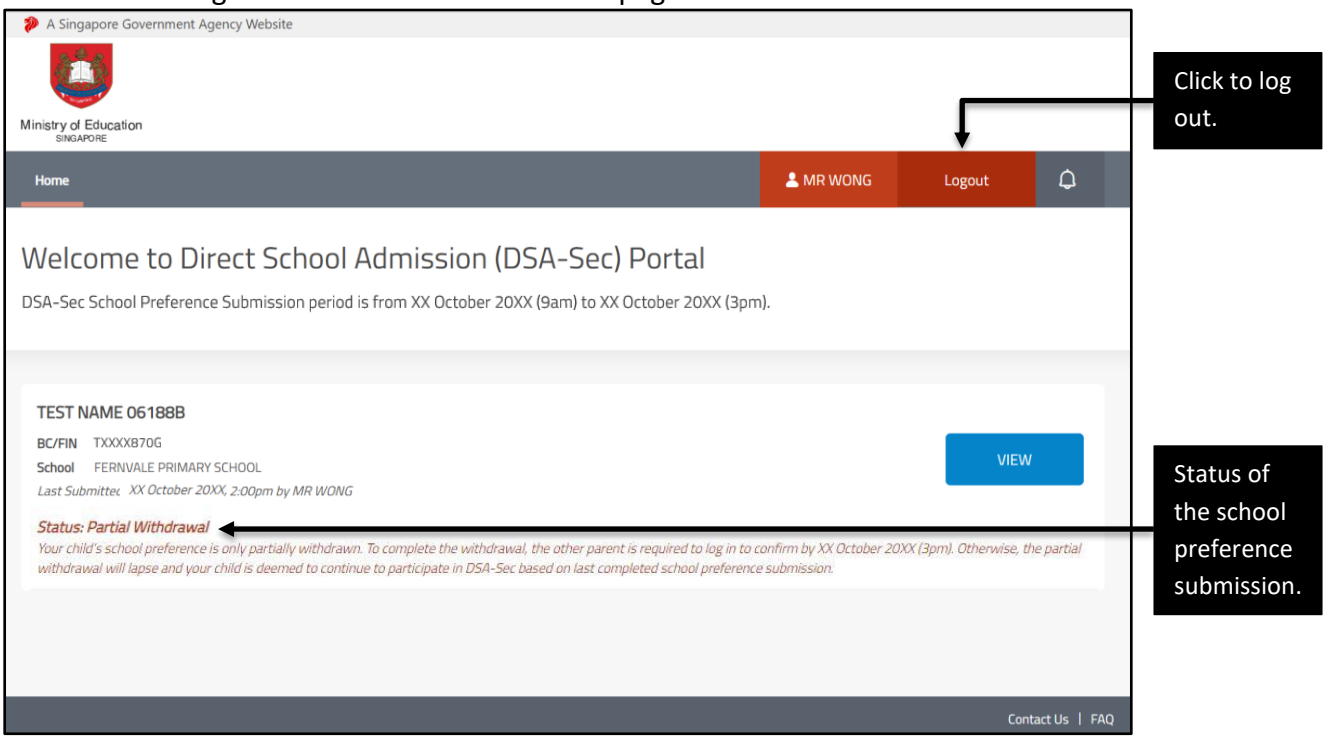
Figure 32: Confirmation page for successful 'Partial Withdrawal'



Step 5: Log out

4.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 33).

Figure 33: DSA-Sec Portal Home page after 'Partial Withdrawal'



4.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

Confirmation by 2nd Parent

Step 6: Login by 2nd Parent using Singpass

4.14. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at https://go.gov.sg/dsa-secschpref.

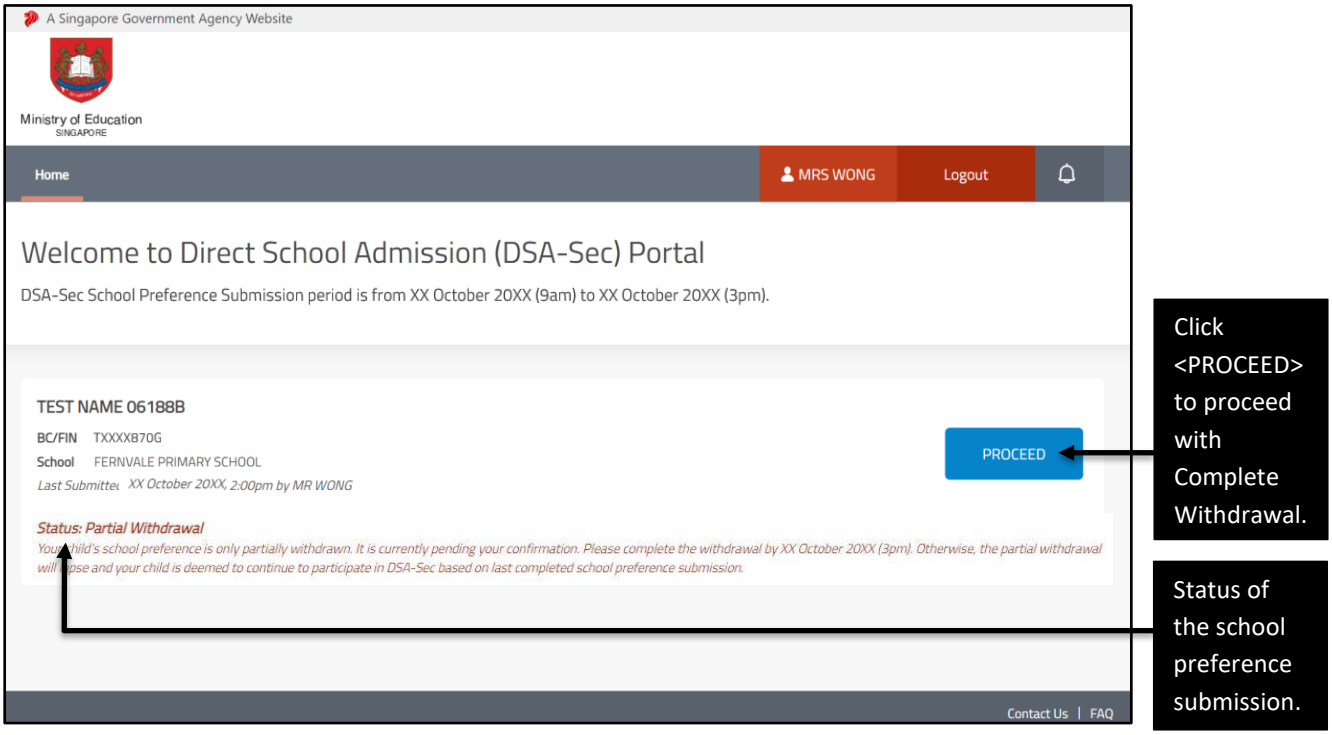
Step 7: Home page for DSA-Sec Portal

4.15. The DSA-Sec Portal School Preference Home page will appear (Figure 34).

4.16. Currently, your child's school preference is only partially withdrawn, pending your confirmation to complete the withdrawal before the DSA-Sec SPS deadline. Otherwise, the changes made in the '**Partial Withdrawal**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.

4.17. Click <PROCEED> to start the **'Complete Withdrawal'** process of the DSA-Sec school preference.

Figure 34: DSA-Sec Portal Home page



Step 8: Review DSA Secondary School Preference Withdrawal submitted by 1st Parent

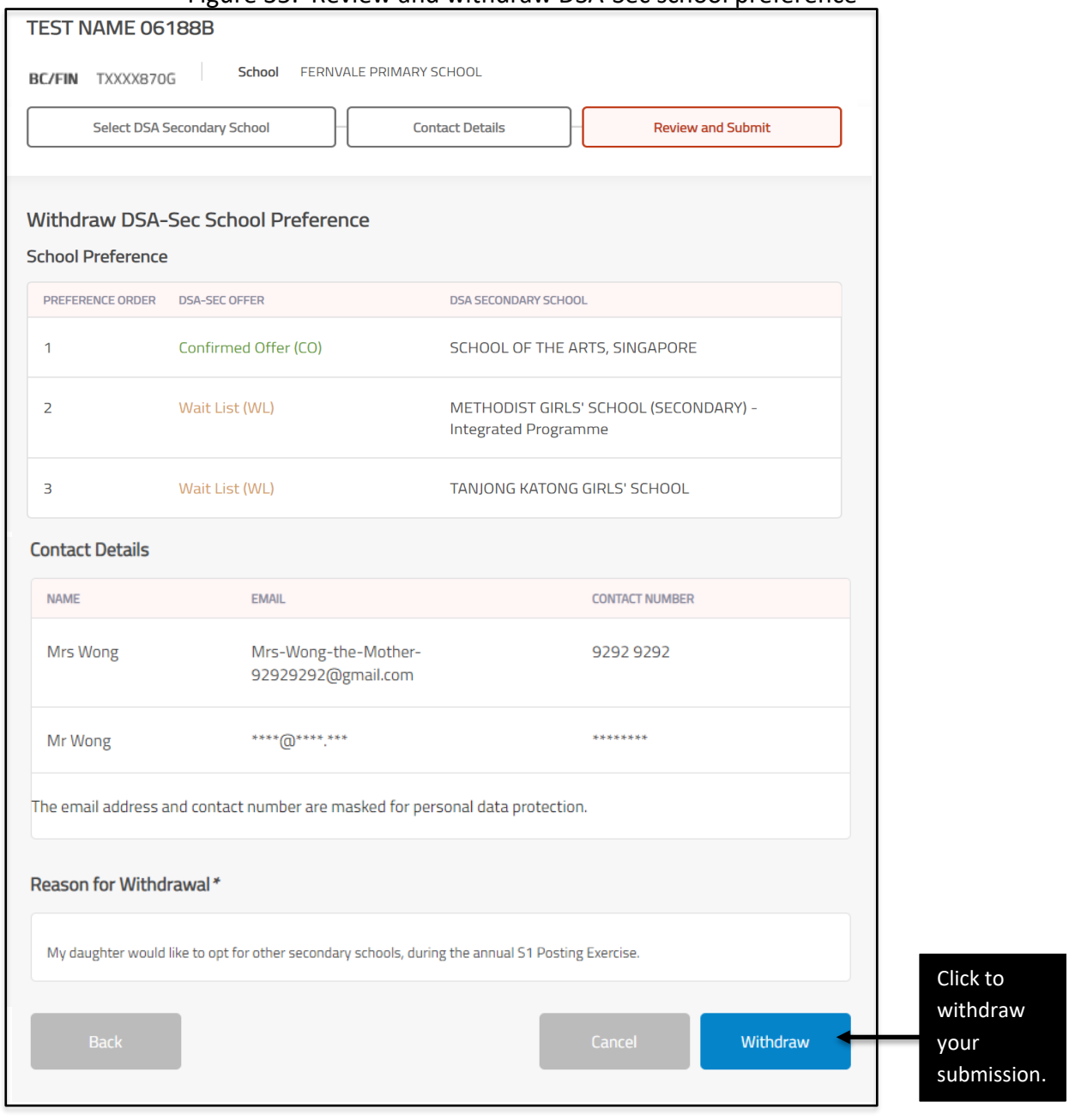
4.18. Review the DSA-Sec school preference withdrawal that was submitted by the 1st parent (Figure 35).

Note: *If you wish to make further changes, you still must complete this partial withdrawal first. After that, both parents may proceed to re-submit and confirm the changes, before the DSA-Sec SPS deadline.*

Step 9: Withdraw DSA-Sec School Preference

4.19. Click <Withdraw> to withdraw your DSA-Sec school preference.

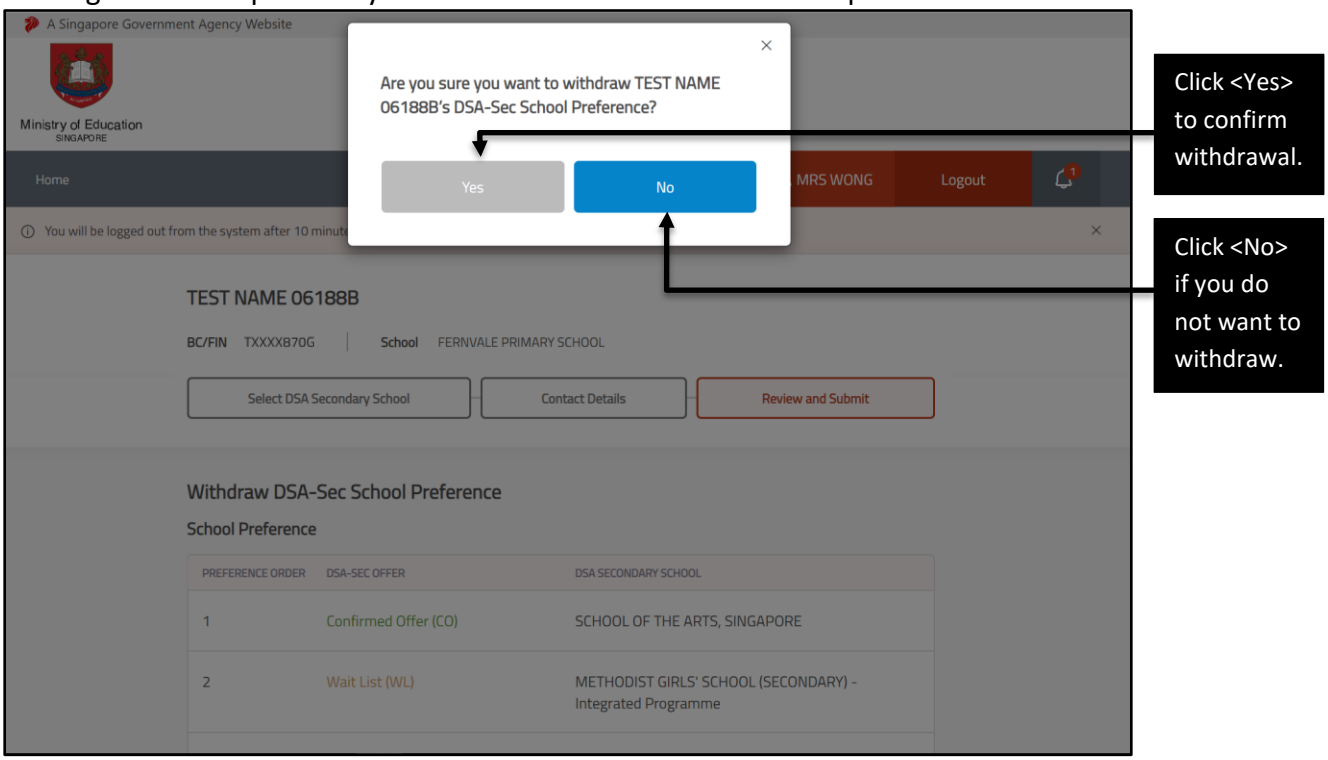
Figure 35: Review and withdraw DSA-Sec school preference



4.20. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 36). Click <Yes> to confirm the withdrawal of your child's DSA-Sec school preference submission. Otherwise, click <No>.

4.21. After you (i.e. the 2nd parent) withdraw, the DSA-Sec school preference withdrawal is completed.

Figure 36: Request for your confirmation of DSA-Sec school preference withdrawal



Step 10: Receive Email for successful 'Complete Withdrawal' of DSA-Sec School Preference

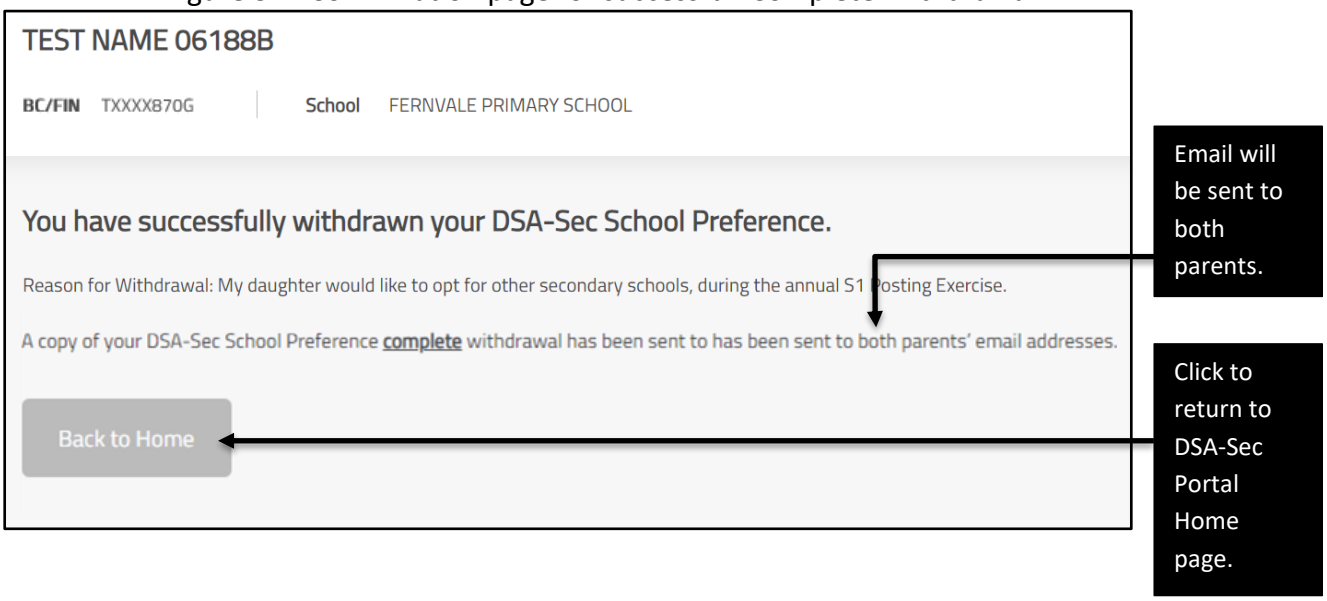
4.22. This withdrawal is completed, as both parents (1st and 2nd parent) had login to withdraw the DSA-Sec school preference (Figure 37).

4.23. An email of the DSA-Sec school preference '**Complete Withdrawal**' will be sent to the email addresses provided by both parents (1st and 2nd parent).

4.24. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

4.25. You may re-submit your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 37: Confirmation page for successful 'Complete Withdrawal'



Step 11: Home page for DSA-Sec Portal

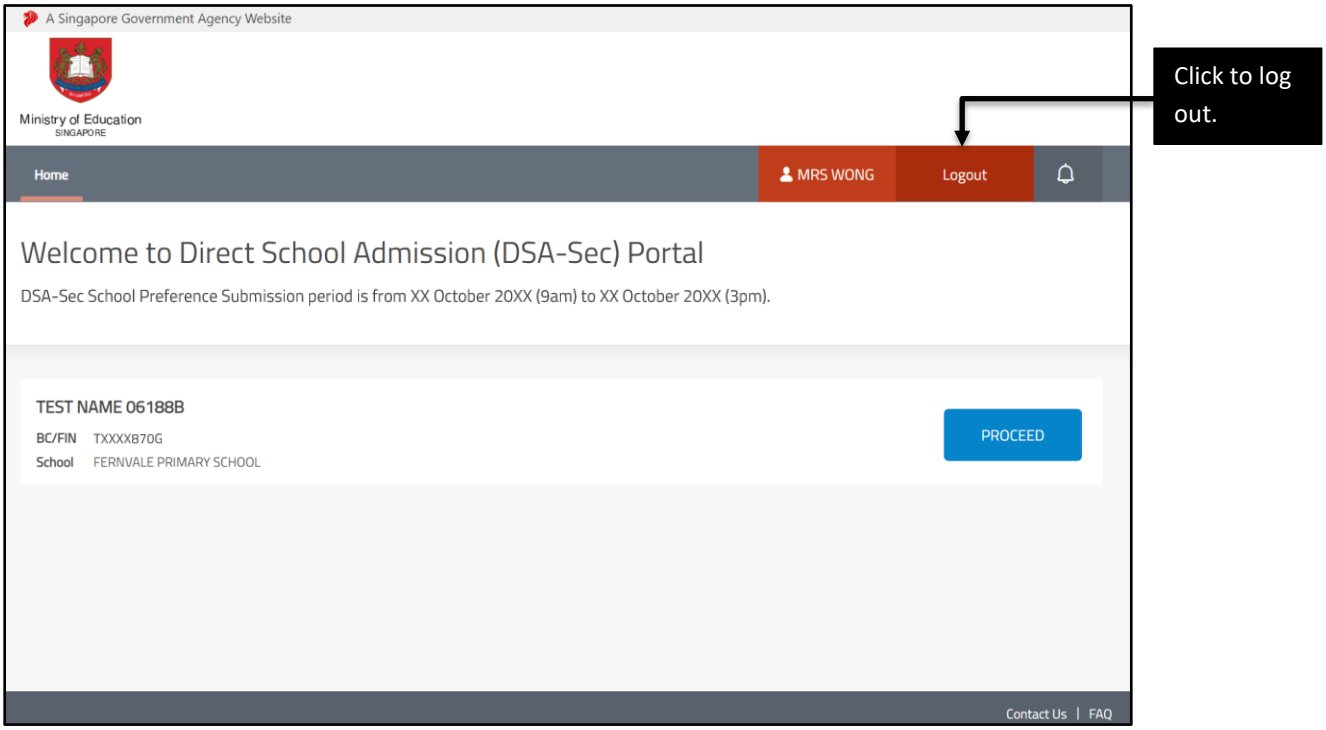
4.26. After completing the withdrawal of the DSA-Sec school preference successfully, the DSA-Sec Portal Preference Submission Home page will show <PROCEED> button (Figure 38).

4.27. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 2**.

Step 12: Log out

4.28. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal.

Figure 38: DSA-Sec Portal Home page after 'Complete Withdrawal'



4.29. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

4.30. After a complete withdrawal, either parent can log into the DSA-Sec Portal using Singpass to start a new submission process before the DSA-Sec SPS deadline.

School Preference Submission (Single Parent)

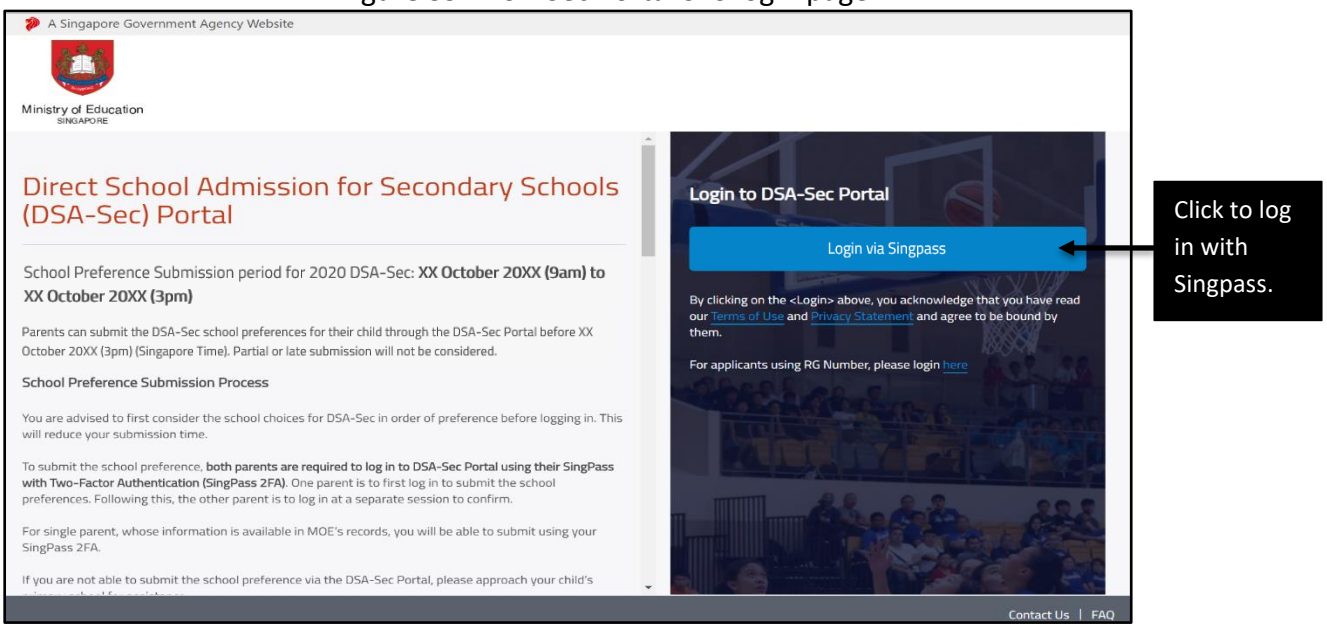
5. Submit DSA-Sec School Preference

Step 1: Login by Parent using Singpass

5.1. Enter the website at https://go.gov.sg/dsa-secschpref. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 39).

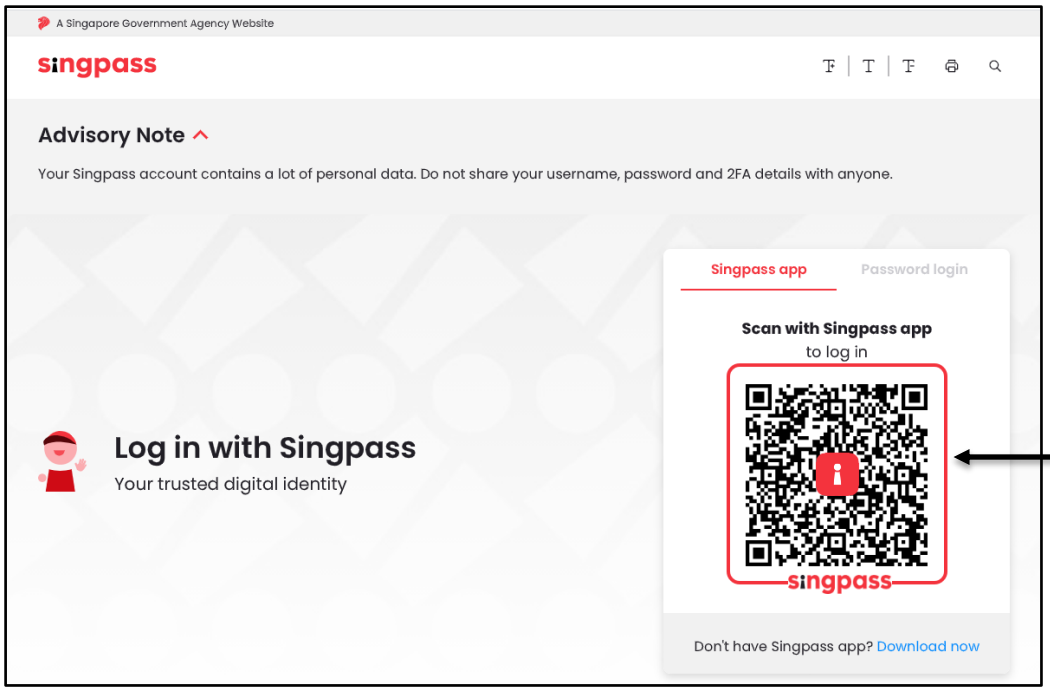
5.2. Click <Login via Singpass> to start.

Figure 39: DSA-Sec Portal SPS login page



5.3. The Singpass login page will appear (Figure 40). Login using Singpass with 2FA.

Figure 40: Singpass login page

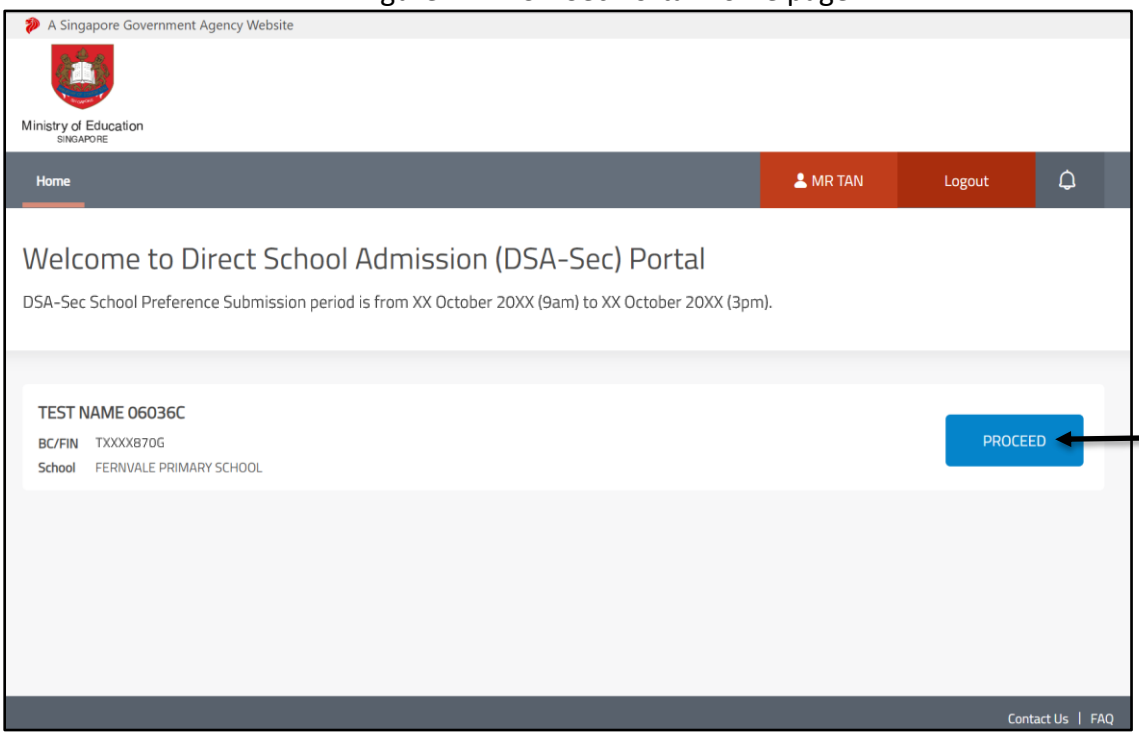


Step 2: Home page for DSA-Sec Portal

5.4. The DSA-Sec Portal School Preference Home page will appear (Figure 41).

5.5. Click <PROCEED> to indicate your child's school preference.

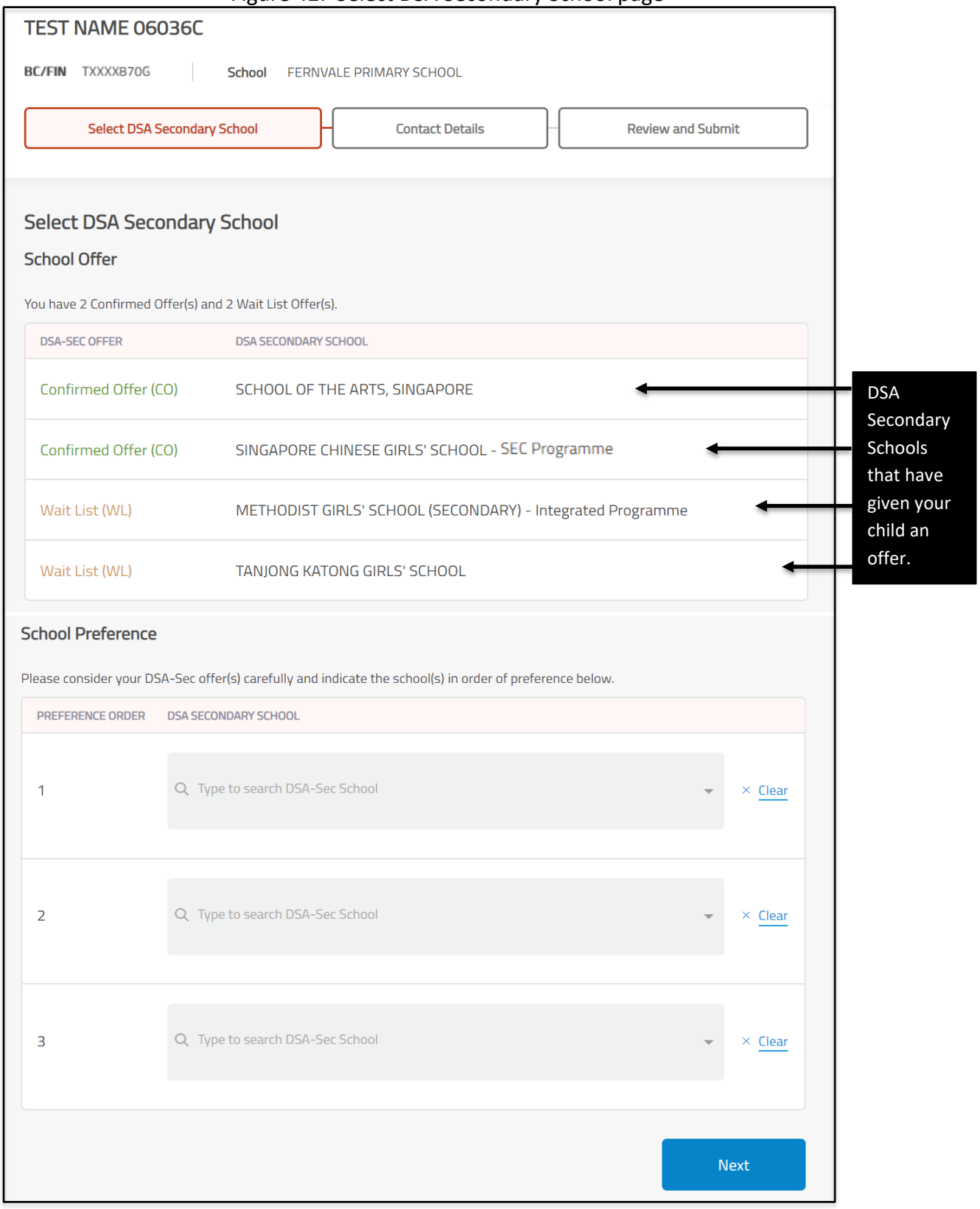
Figure 41: DSA-Sec Portal Home page



Step 3: Indicate School Preference

5.6. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 42).

Figure 42: Select DSA Secondary School page



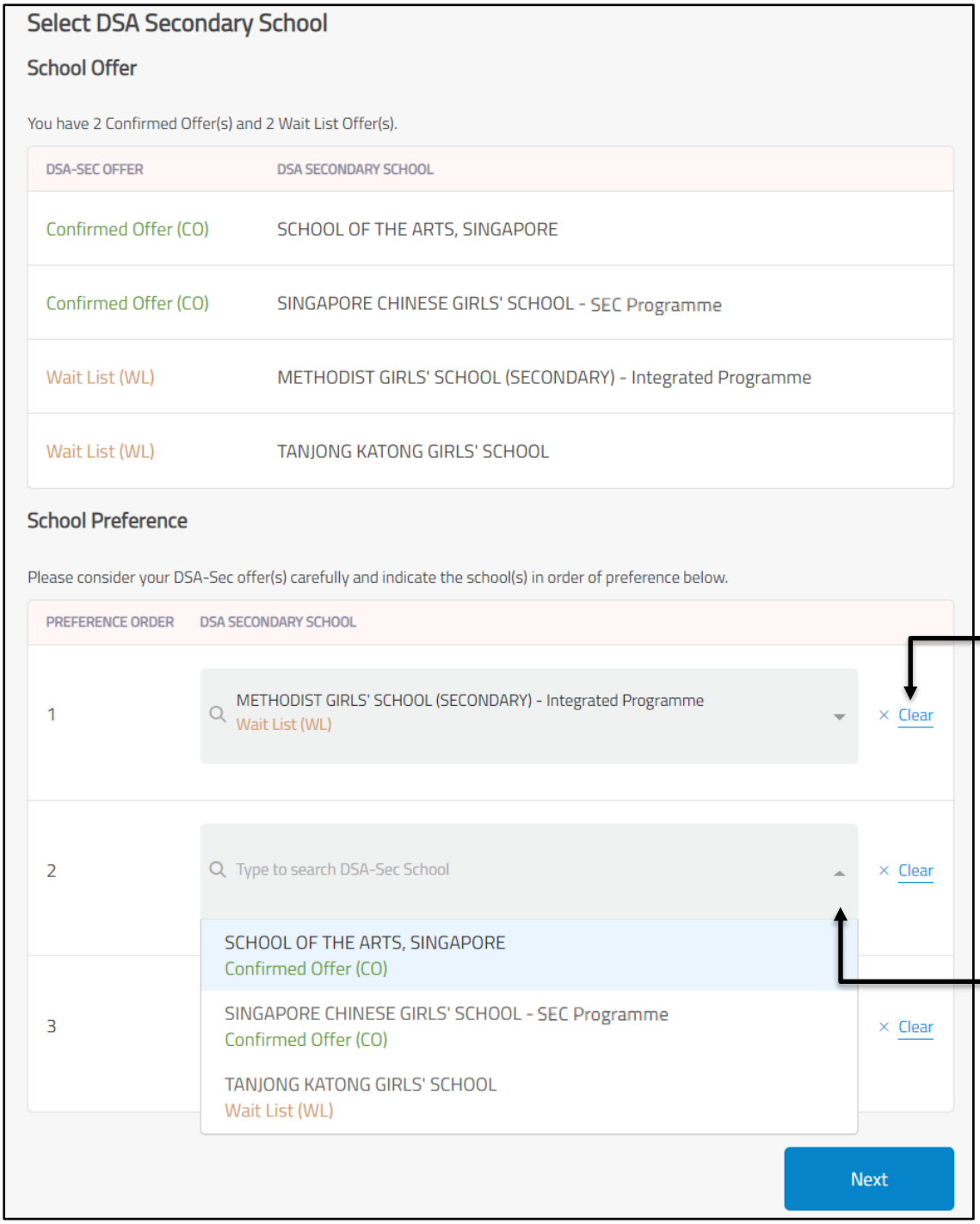
5.7. You may indicate up to a maximum of 3 choices, in order of preference.

5.8. The **preference order** for the choices is **important**. If your child has received more than 1 offer (i.e. offers given by more than 1 DSA-Sec school), you are advised to consider the order of preference for the school choices carefully, before submitting.

- **CO** means that a place is reserved for your child in that school. Your child will be successful in DSA-Sec if you choose a school which has given your child a CO and your child has achieved a PSLE Score that qualifies them for the posting group offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.
- **WL** means that your child has a chance to enter that school if those who have CO do not opt for that school during the SPS period. Your child will need to achieve a PSLE Score that qualifies them for the posting group offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.

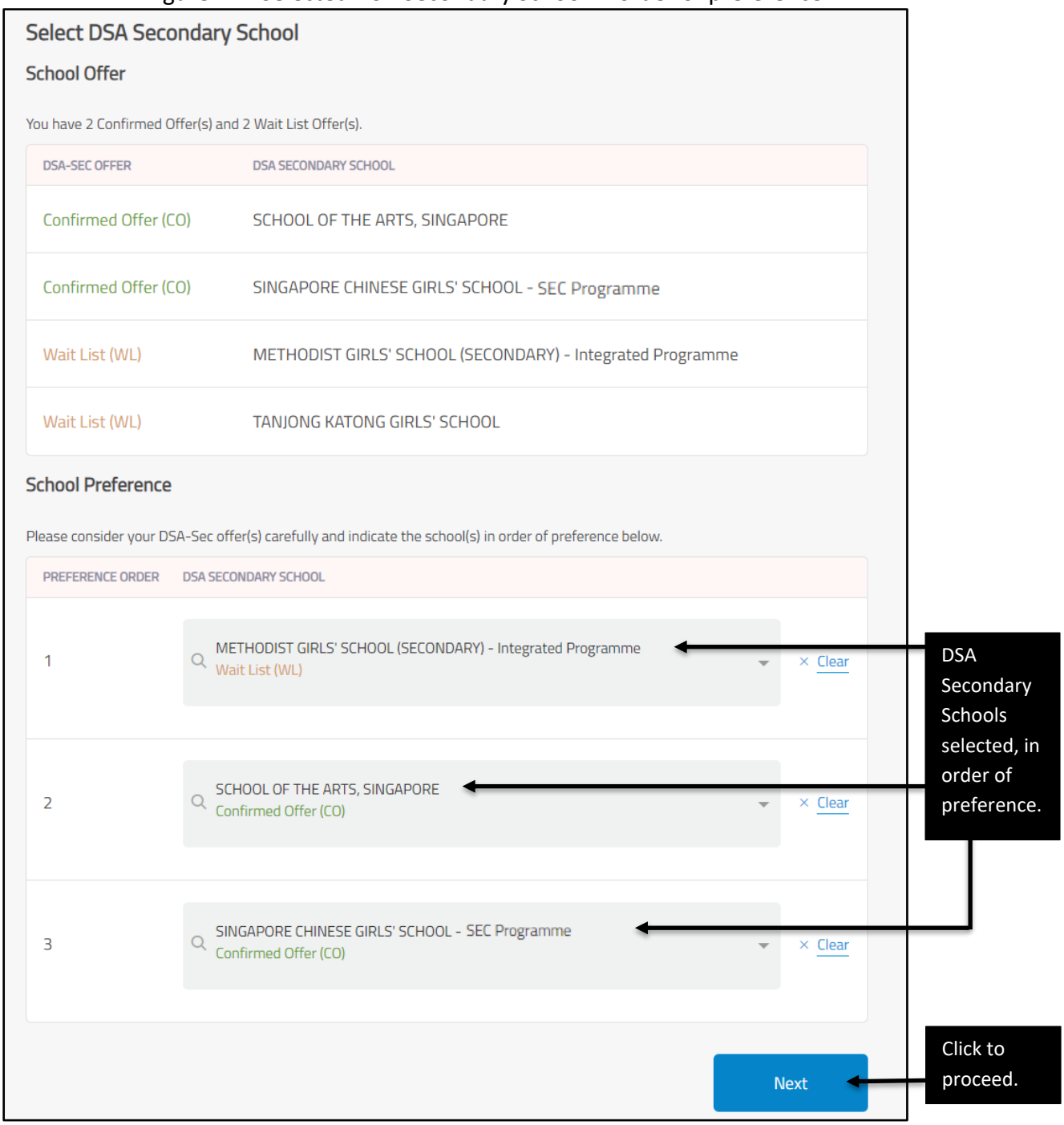
5.9. To select the DSA-Sec school, click the dropdown list (Figure 43).

Figure 43: Select DSA Secondary School in order of preference



5.10. After you have indicated choices of the DSA-Sec schools (up to a maximum of 3 choices, in order of preference), click <Next> to proceed (Figure 44).

Figure 44: Selected DSA Secondary School in order of preference



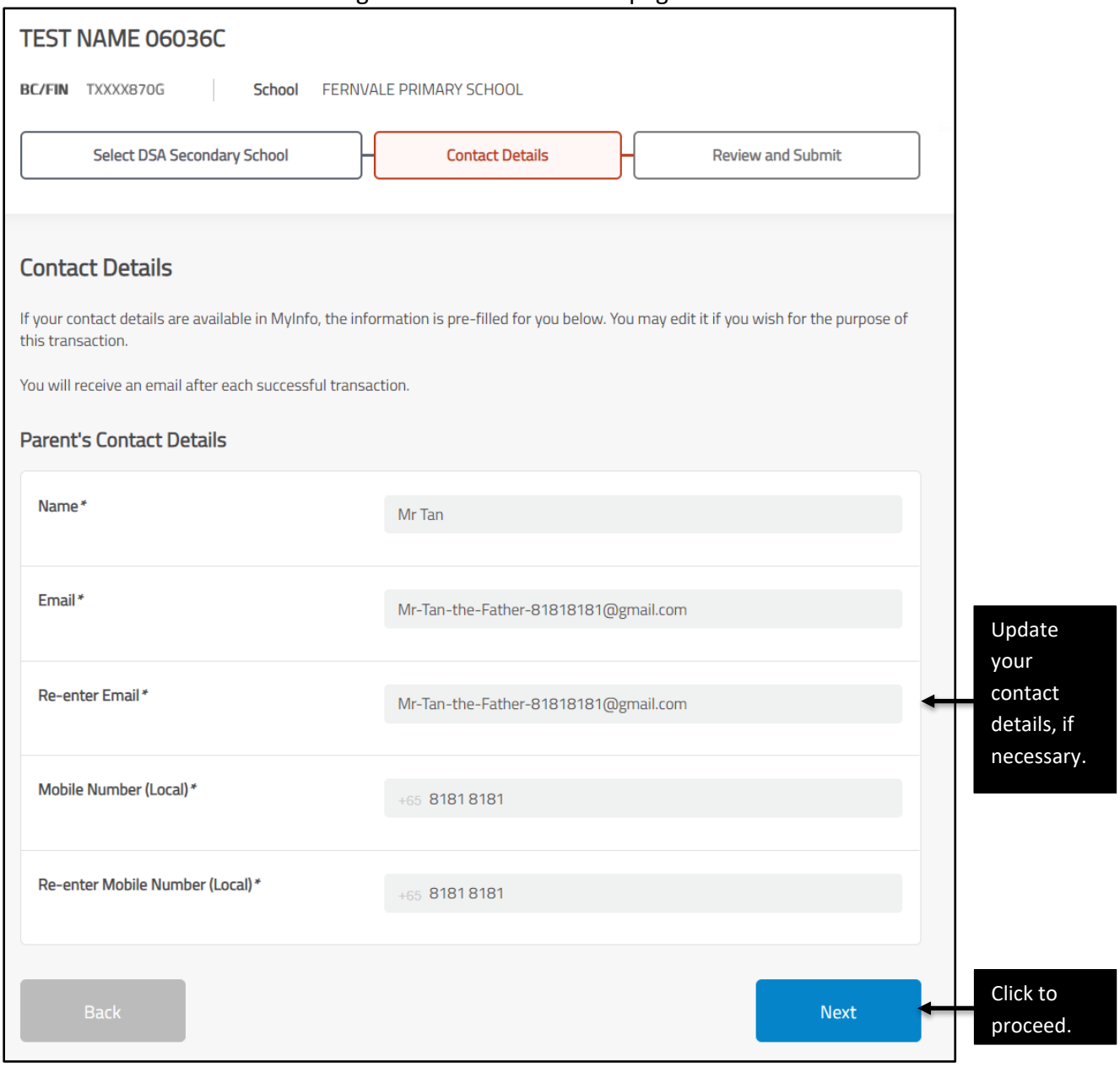
Step 4: Edit Contact Details

5.11. Your contact details will be pre-filled if information is available in MyInfo.

5.12. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 45).

5.13. Click <Next> to proceed.

Figure 45: Contact details page



Step 5: Verify information and Submit DSA-Sec School Preference

5.14. Verify all the information you have entered in this DSA-Sec school preference submission is correct (Figure 46).

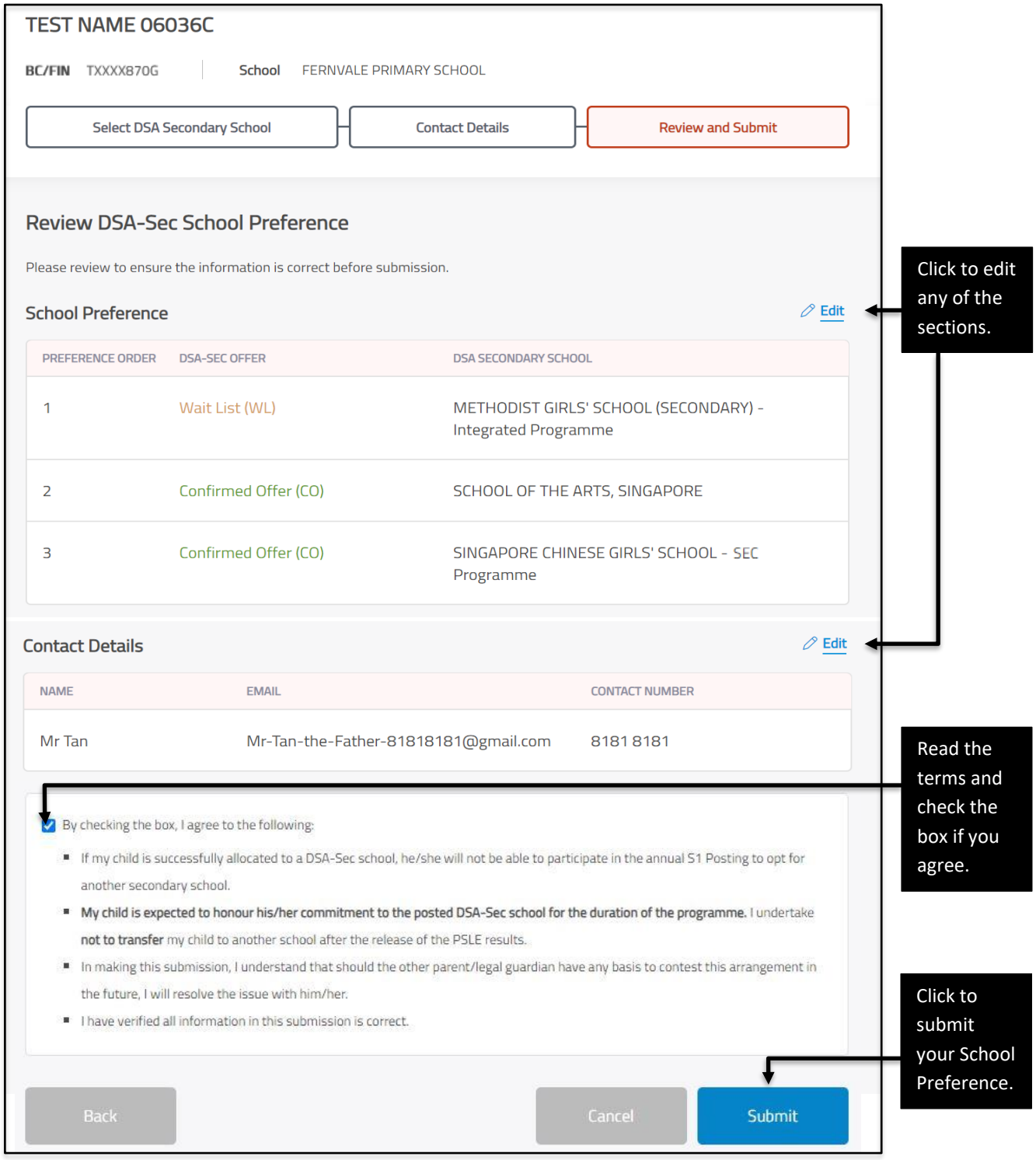
5.15. Click <Edit> to update any of the sections.

5.16. After you have verified that all the information is correct, read the terms and check the box if you agree.

5.17. Click <Submit> to submit your DSA-Sec school preference.

5.18. After you submit, the DSA-Sec school preference submission is completed.

Figure 46: Verification and submission page



Step 6: Download PDF copy of DSA-Sec School Preference Submission

5.19. The DSA-Sec school preference is submitted successfully (Figure 47).

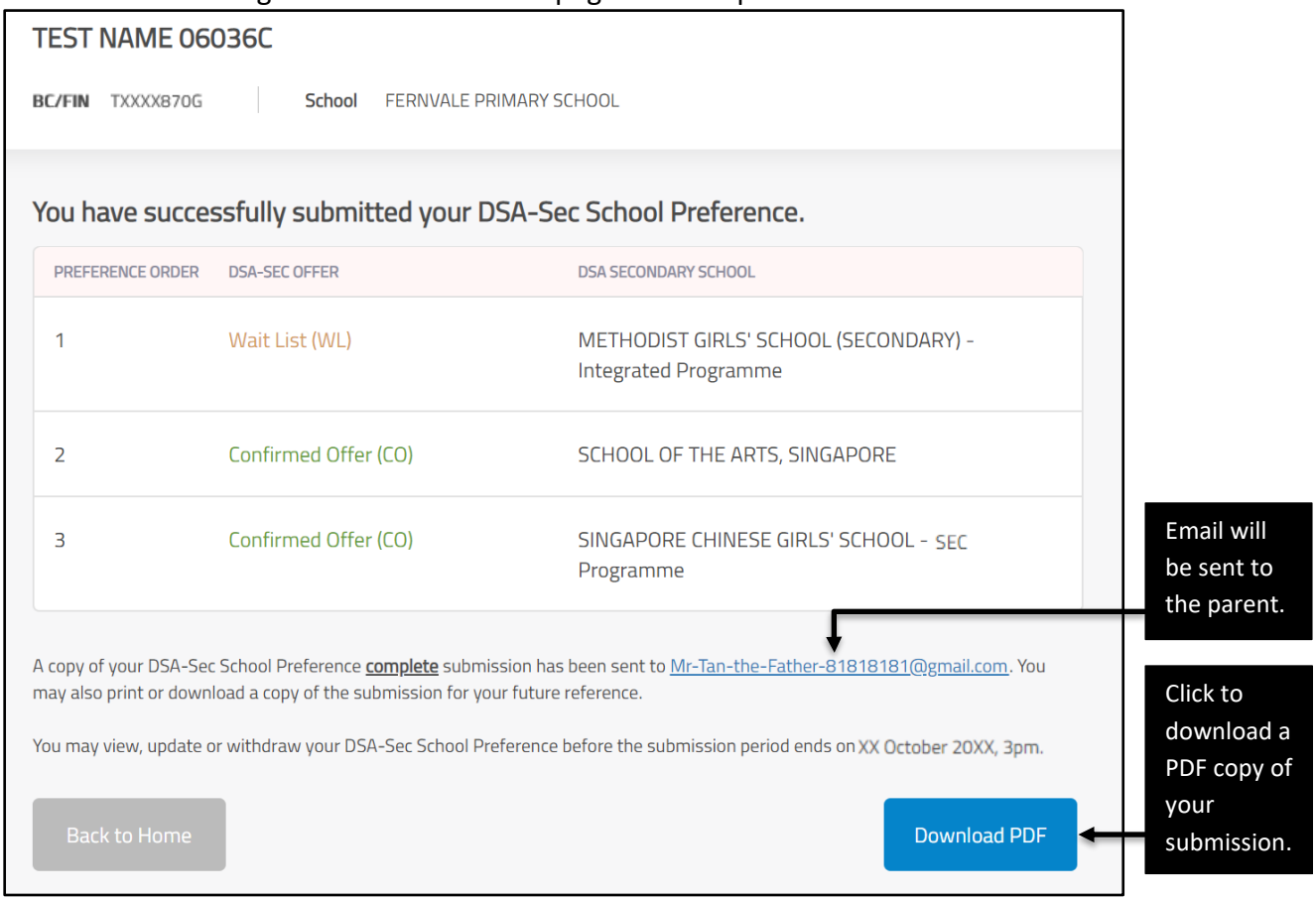
5.20. An email will be sent to the email address provided, including the PDF of the submission.

5.21. Click <Download PDF> to download the school preference submission as a PDF document for your reference.

5.22. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

5.23. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

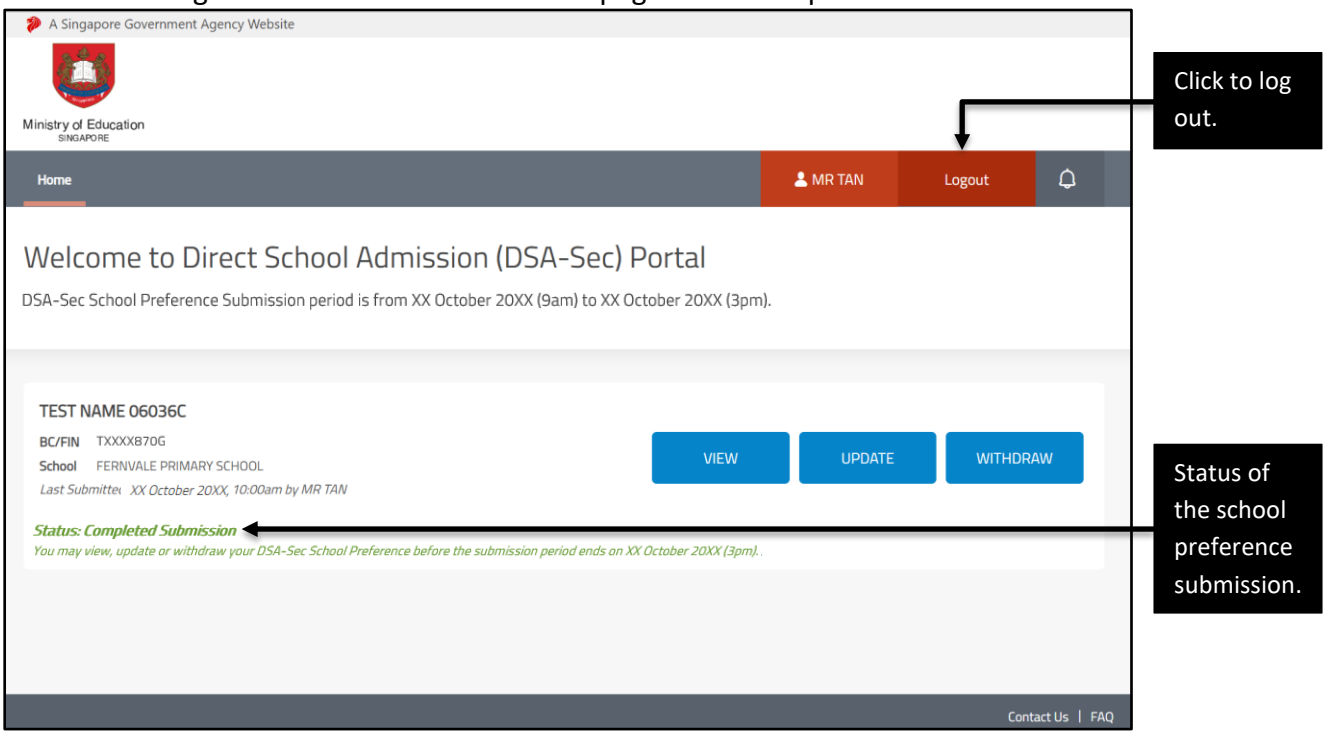
Figure 47: Confirmation page for 'Complete Submission'



Step 7: Log out

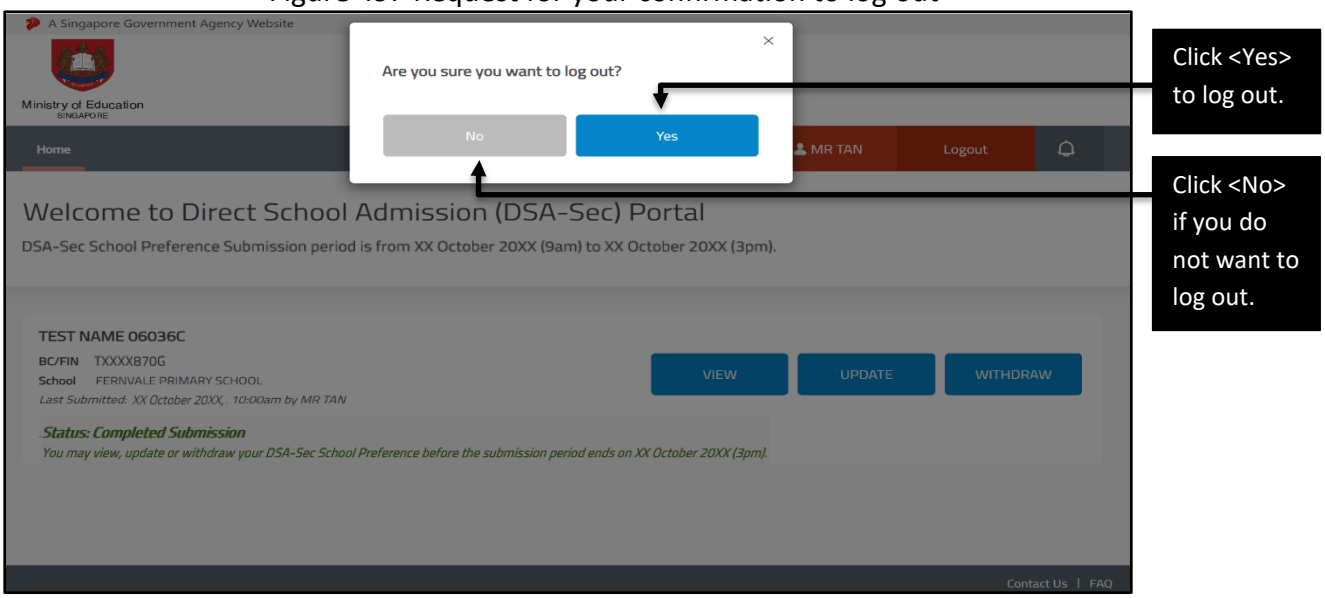
5.24. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 48).

Figure 48: DSA-Sec Portal Home page after 'Complete Submission'



5.25. A window will appear to request your confirmation to log out (Figure 49). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 49: Request for your confirmation to log out



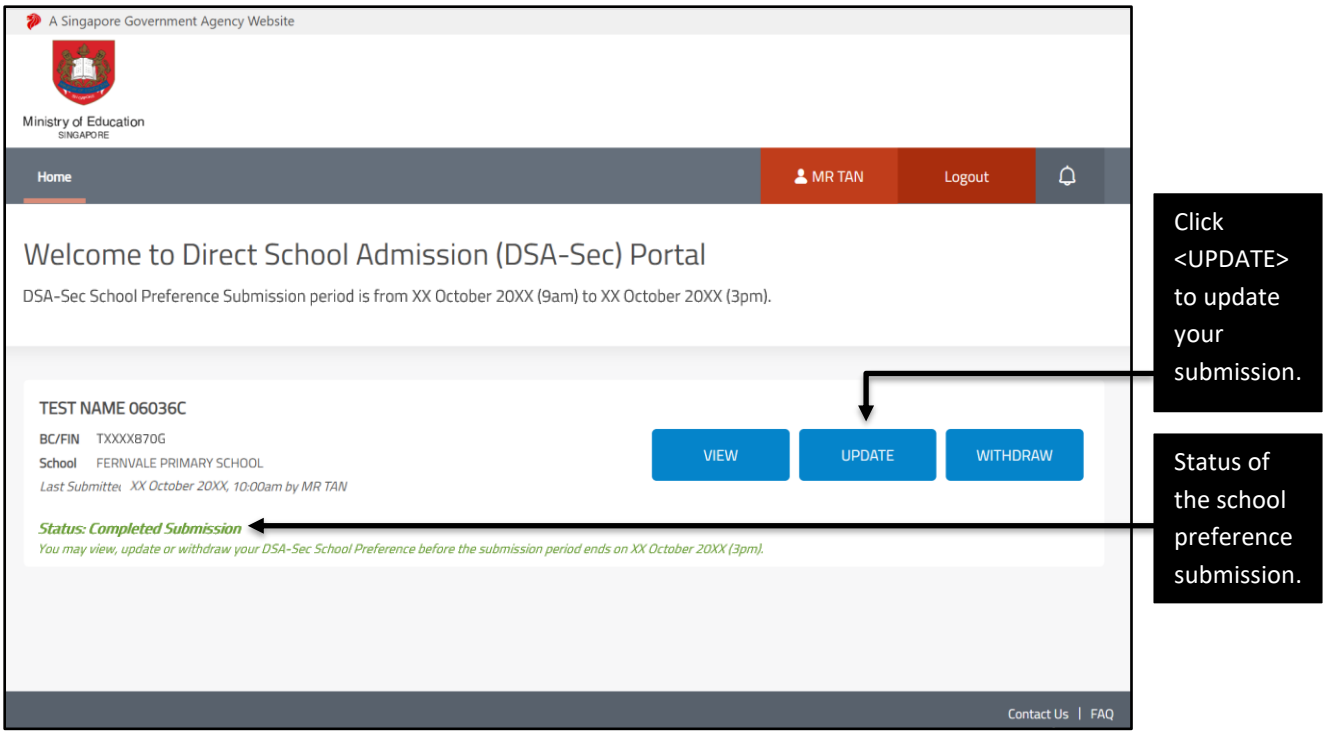
6. Update DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

6.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 50).

6.2. Click <UPDATE> to update your child's school preference.

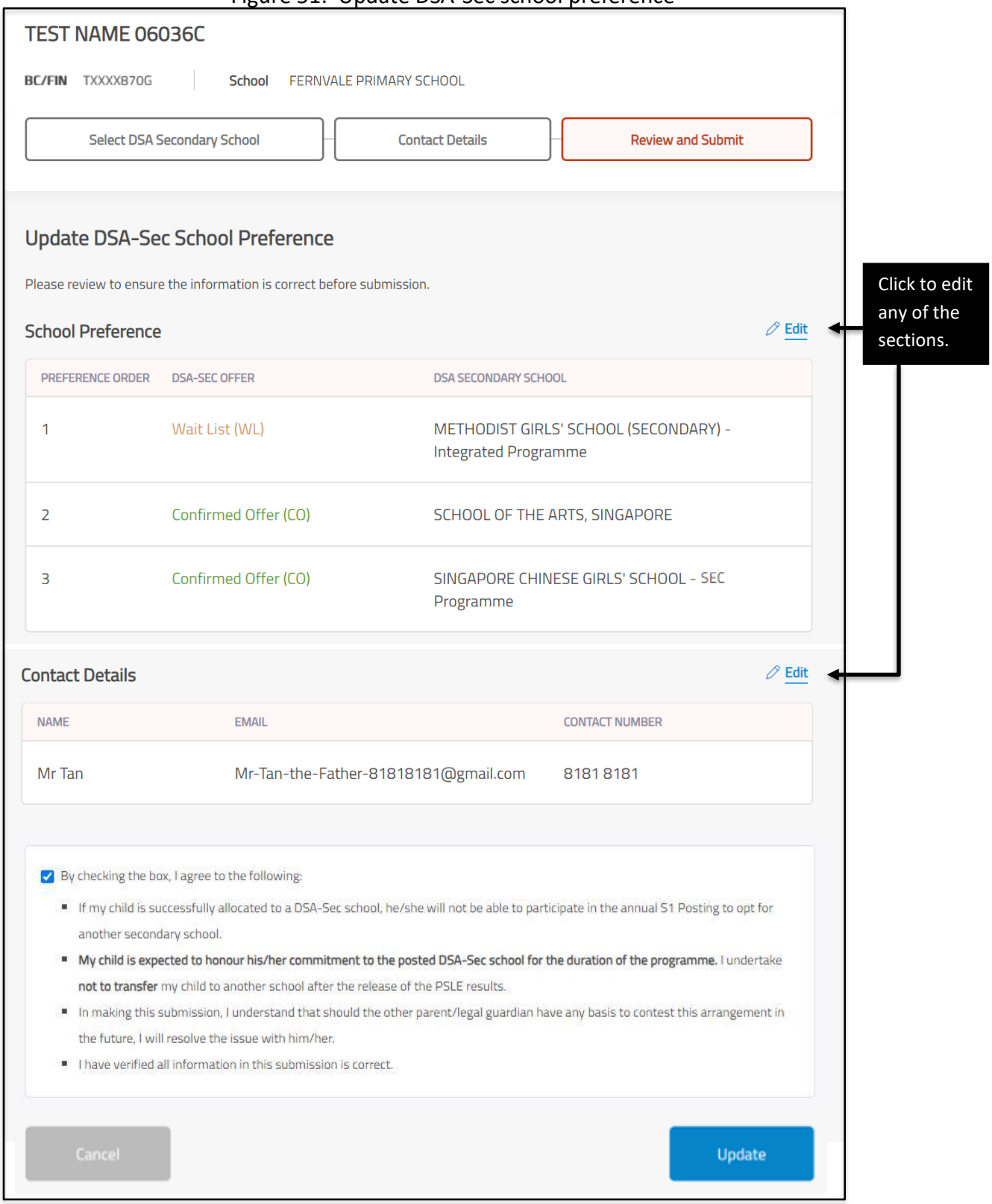
Figure 50: DSA-Sec Portal Home page



Step 2: Update DSA-Sec School Preference

6.3. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 51). Click <Edit> to update the relevant section.

Figure 51: Update DSA-Sec school preference

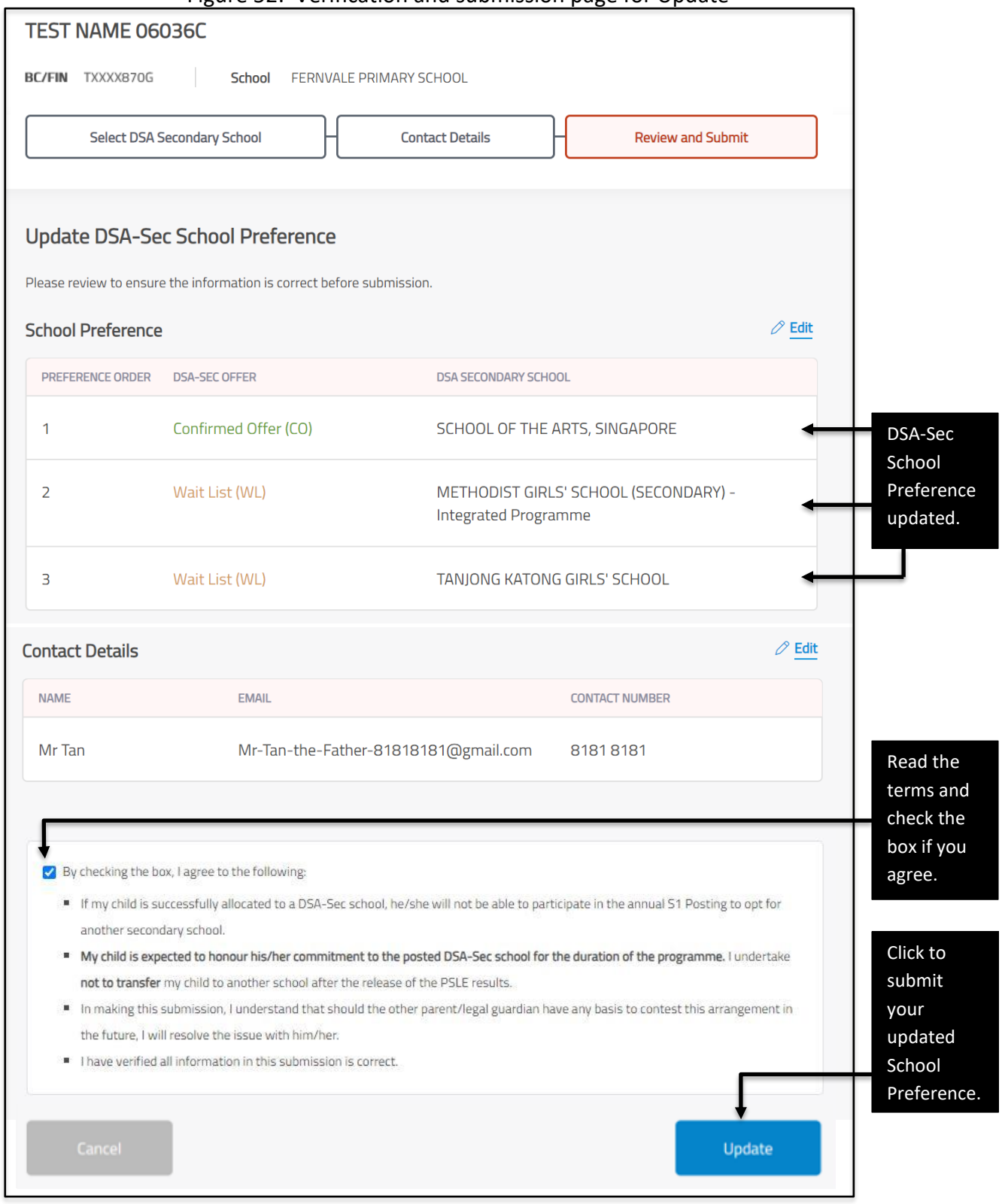


6.4. Once you have completed all your updates, verify all the information that you have updated is correct, in the "Verification and submission" page (Figure 52).

6.5. After you have verified that all the information is correct, read the terms and check the box if you agree.

6.6. Click <Update> to submit your updated DSA-Sec school preference.

Figure 52: Verification and submission page for Update



Step 3: Download PDF copy of updated DSA-Sec School Preference Submission

6.7. The DSA-Sec school preference is updated successfully (Figure 53).

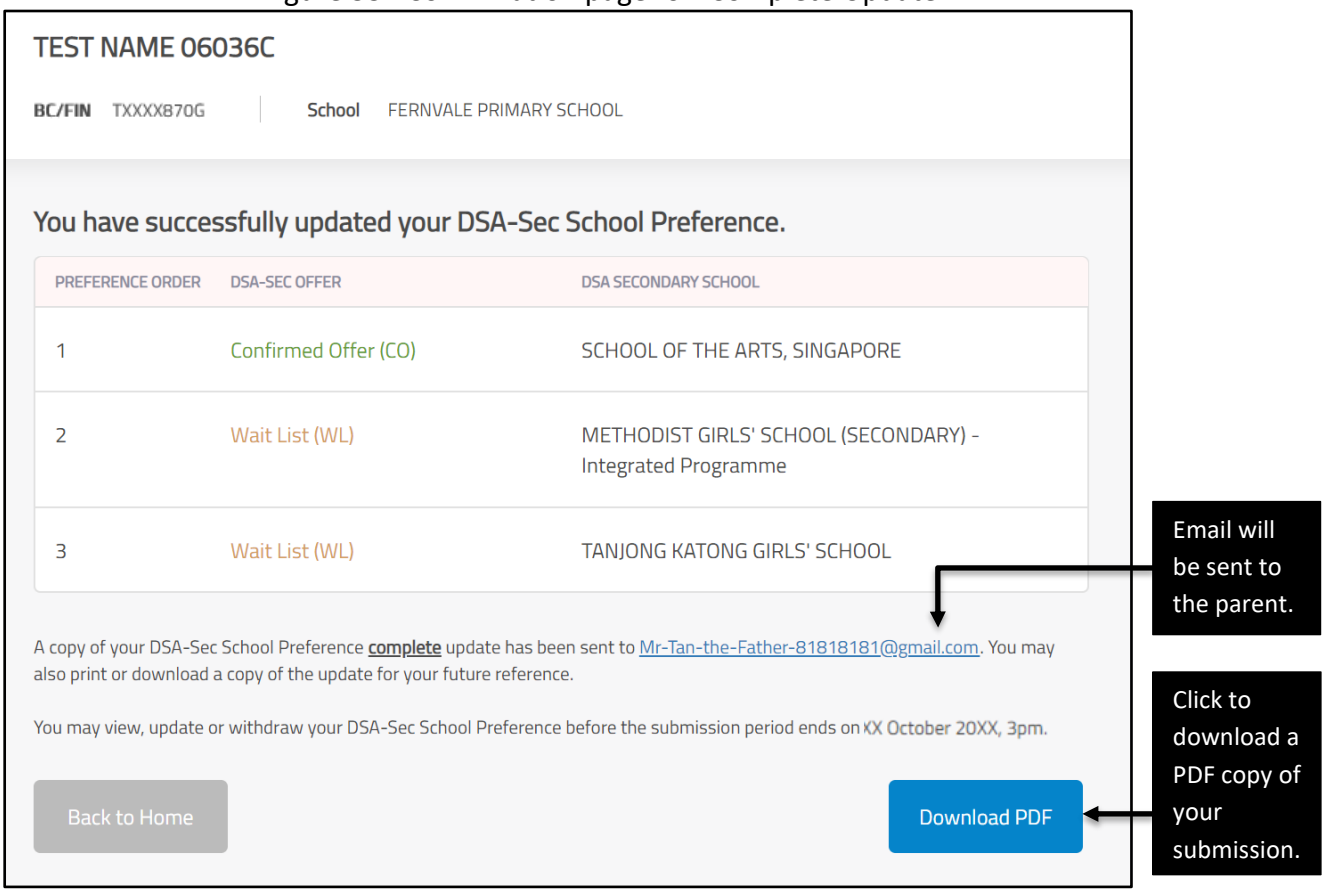
6.8. An email will be sent to the email address provided, including the PDF of the updated submission.

6.9. Click <Download PDF> to download the school preference submission as a PDF document for your reference.

6.10. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

6.11. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

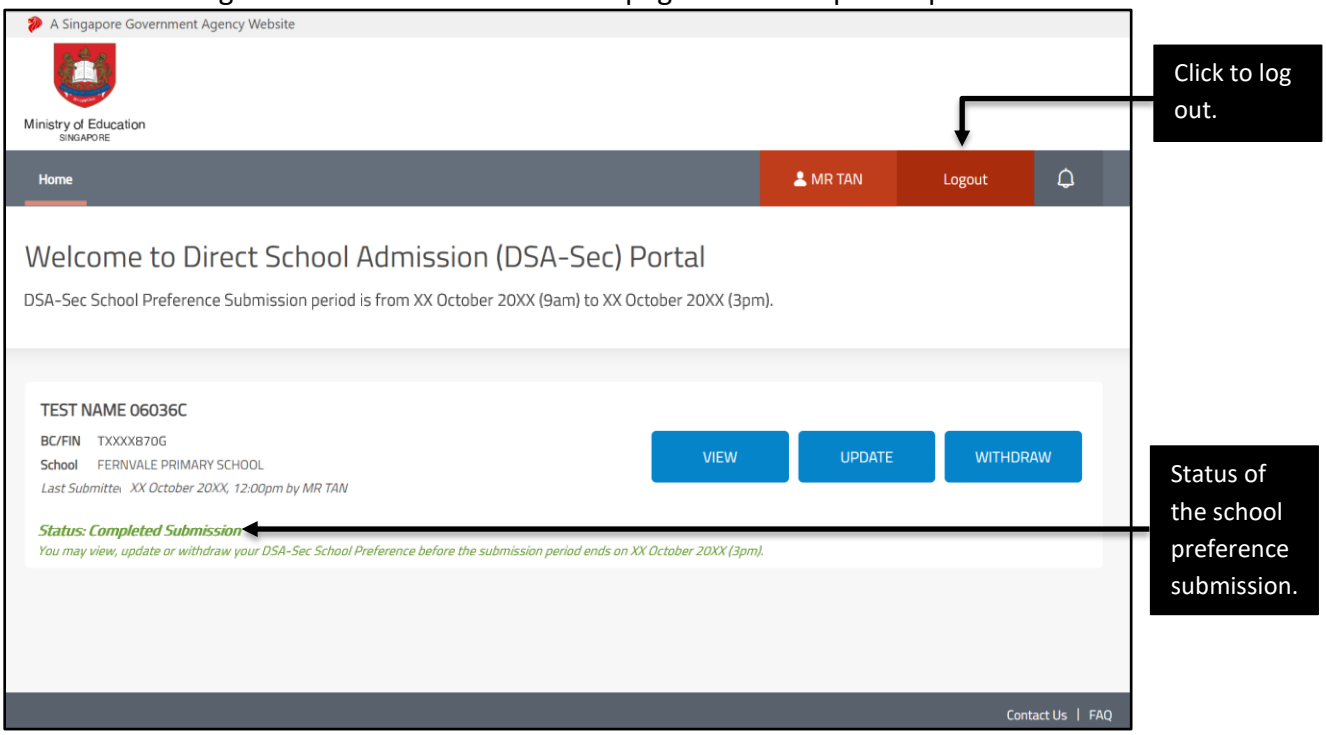
Figure 53: Confirmation page for 'Complete Update'



Step 4: Log out

6.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 54).

Figure 54: DSA-Sec Portal Home page after 'Complete Update'



6.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

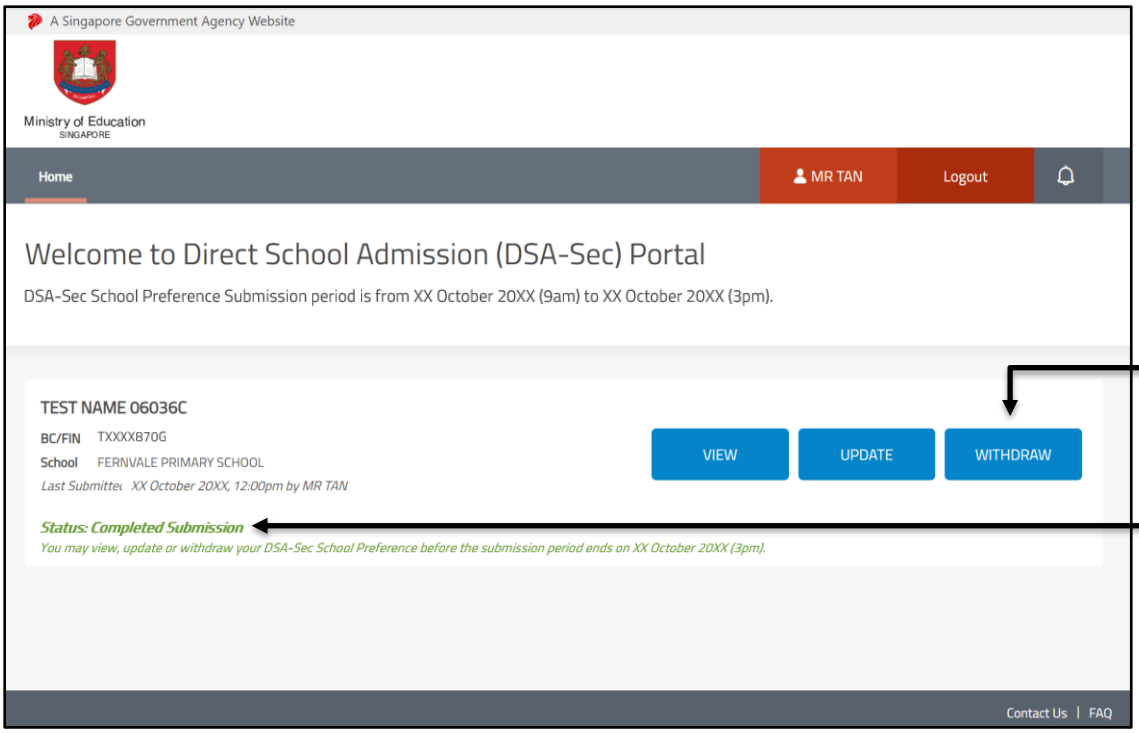
7. Withdraw DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

7.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 55).

7.2. Click <WITHDRAW> to withdraw your child's school preference.

Figure 55: DSA-Sec Portal Home page



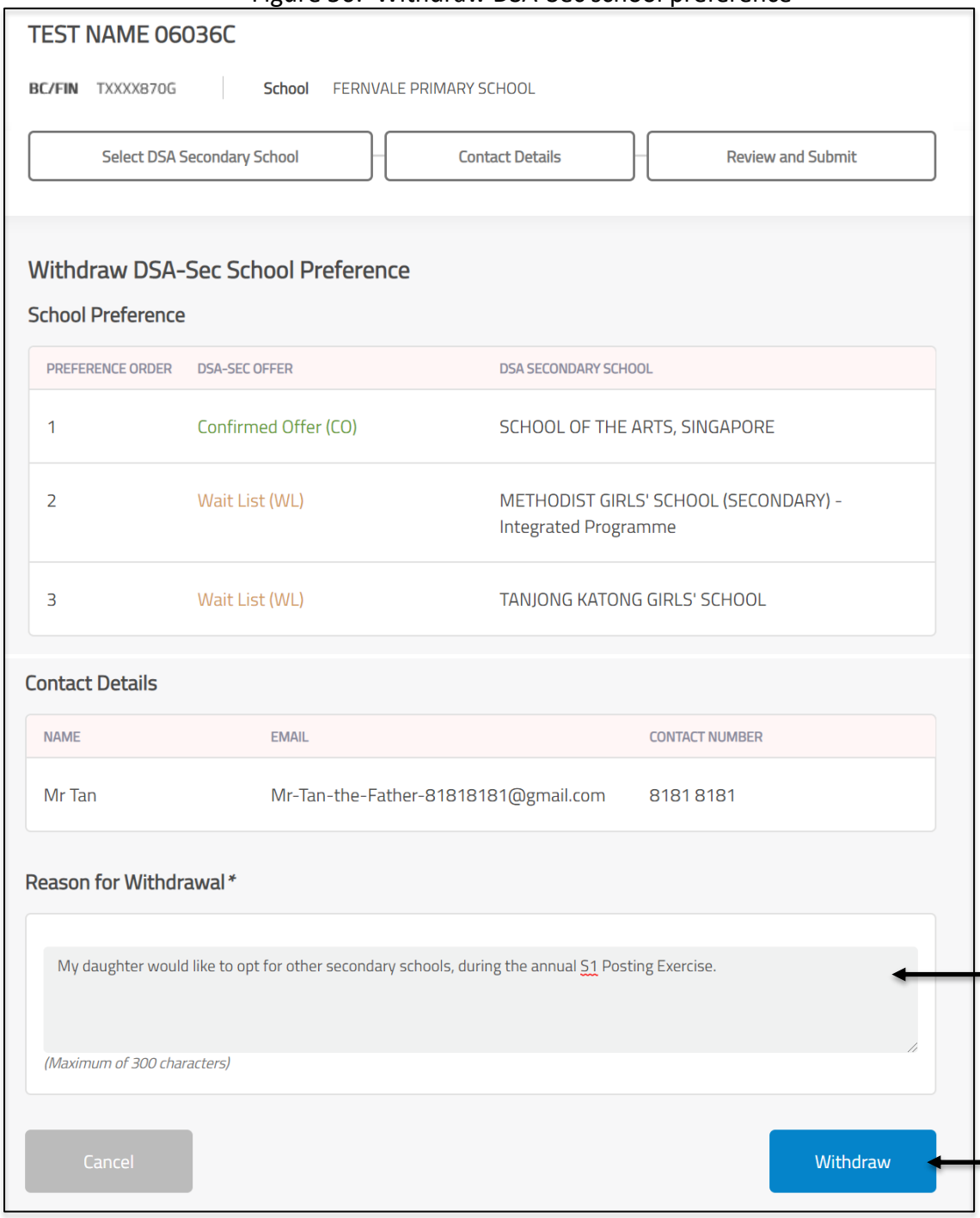
Step 2: Withdraw DSA-Sec School Preference

7.3. You will see the page with the DSA-Sec school preference details (Figure 56).

7.4. Fill in the reason for withdrawal with a limit of 300 characters.

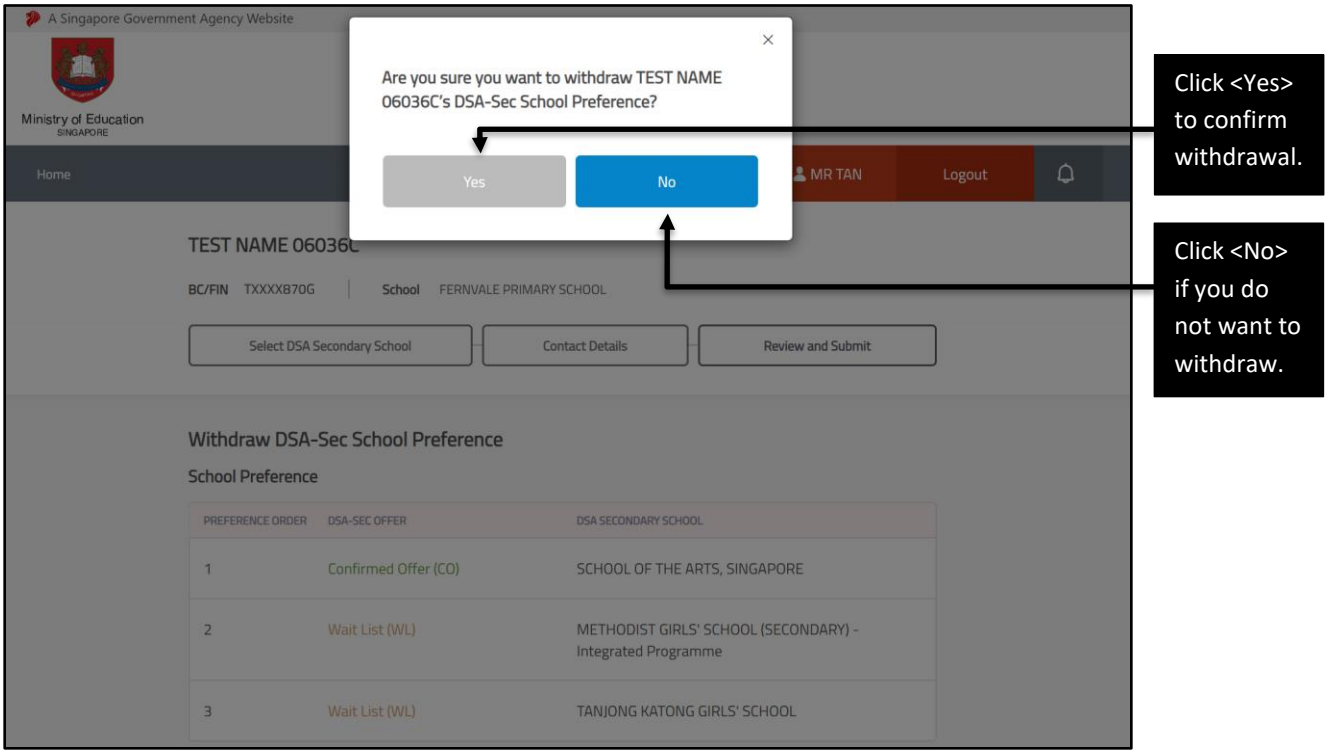
7.5. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 56: Withdraw DSA-Sec school preference



7.6. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 57). Click <Yes> to confirm the withdrawal. Otherwise, click <No>.

Figure 57: Request for confirmation of DSA-Sec school preference withdrawal



Step 3: Successful Withdrawal of DSA-Sec School Preference

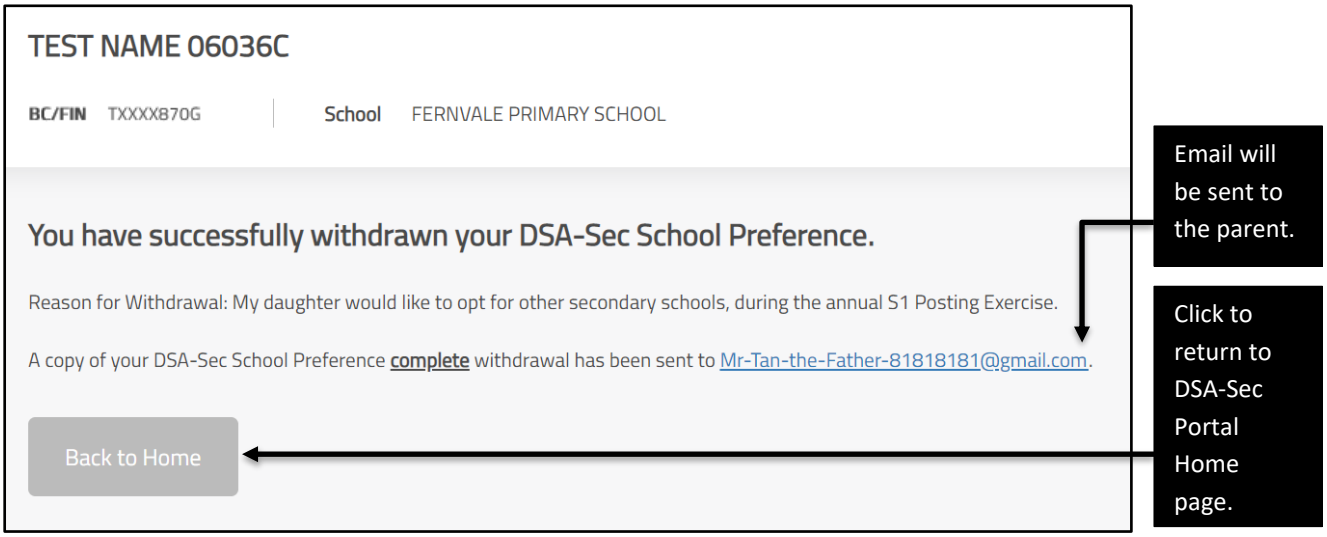
7.7. The DSA-Sec school preference is withdrawn successfully (Figure 58).

7.8. An email will be sent to the email address provided.

7.9. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

7.10. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 5**.

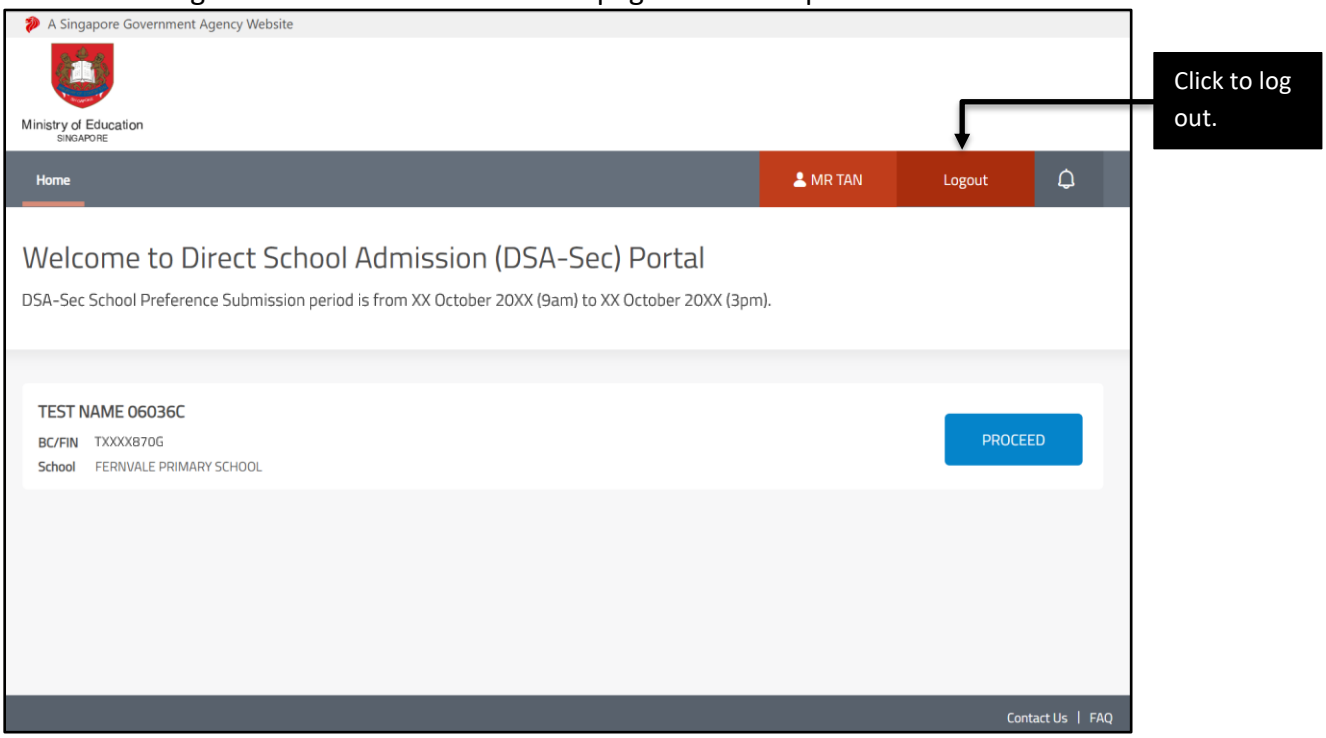
Figure 58: Confirmation page for 'Complete Withdrawal'



Step 4: Log out

7.11. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 59).

Figure 59: DSA-Sec Portal Home page after 'Complete Withdrawal'



7.12. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.