



Ministry of Education

**DSA-SEC PORTAL USER GUIDE
FOR PREFERENCE SUBMISSION
(FOR STUDENTS NOT 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not wish to take up any DSA-Sec offer, you need not submit any school preference, and your child will be deemed to have withdrawn from the DSA-Sec.*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do not submit the school preference by end of school preference submission period, your child will be deemed to have withdrawn from the DSA-Sec.*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, **you are required to log in to DSA-Sec Portal using the RG Number and Password that were used during the DSA-Sec Application.**

2. Submit DSA-Sec School Preference

Step 1: Login using RG Number and Password

- 2.1. Enter the website at <https://go.gov.sg/nmsdsa-secschpref>. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 1).
- 2.2. Login with your RG Number and Password. Click <Login> to start.

Figure 1: DSA-Sec Portal SPS login page

The screenshot shows the DSA-Sec Portal SPS login page. On the left, there is a sidebar with the Ministry of Education Singapore logo and the title "Direct School Admission for Secondary Schools (DSA-Sec) Portal". Below the title, there is information about the school preference submission period for 2020 DSA-Sec: XX October 20XX (9am) to XX October 20XX (3pm). There is also a section for the "School Preference Submission Process" which advises users to first consider school choices in order of preference before logging in. At the bottom of the sidebar, there is a "STEP 1: Login" section with a bullet point: "Access the DSA-Sec portal using your child's RG number and password used during application. Reset your password, if necessary."

On the right side of the page, there is a "Login to DSA-Sec Portal" form. It has two input fields: "RG Number" and "Password". The "RG Number" field contains the text "RG190001H". Below the input fields is a blue "Login" button. There are also links for "Forgot your password? Please click here to reset." and "For login via SingPass, please click here".

Three callout boxes on the right side of the page point to the form fields and button:

- A black box with white text "Key in your RG Number." has an arrow pointing to the "RG Number" input field.
- A black box with white text "Key in your password." has an arrow pointing to the "Password" input field.
- A black box with white text "Click to log in." has an arrow pointing to the "Login" button.

At the bottom right of the page, there are links for "Contact Us" and "FAQ".

Step 2: Reset your Password

2.3. If you have forgotten your password, click <here> to reset your password (Figure 2).

Figure 2: Reset your password

The screenshot shows the DSA-Sec Portal login interface. On the left, there is a sidebar with the Ministry of Education logo and the title 'Direct School Admission for Secondary Schools (DSA-Sec) Portal'. The main content area contains information about the school preference submission period and a 'Login to DSA-Sec Portal' form. The form includes fields for 'RG Number' (with the example 'RG190001H') and 'Password', followed by a blue 'Login' button. Below the button, there is a link for 'Forgot your password? Please click [here](#) to reset.' and a link for 'For login via SingPass, please click [here](#).' A blue arrow points from a black callout box on the right to the 'here' link in the 'Forgot your password?' text.

A Singapore Government Agency Website

Ministry of Education
SINGAPORE

Direct School Admission for Secondary Schools (DSA-Sec) Portal

School Preference Submission period for 2020 DSA-Sec: **XX October 20XX (9am) to XX October 20XX (3pm)**

Parents can submit the DSA-Sec school preferences for their child through the DSA-Sec Portal before XX October 20XX (3pm) (Singapore Time). Partial or late submission will not be considered.

School Preference Submission Process

You are advised to first consider the school choices for DSA-Sec in order of preference before logging in. This will reduce your submission time.

To submit the school preference, you will need to **log in to DSA-Sec Portal using the RG number and password used during the DSA-Sec application.**

The submission has to be done in one sitting and will take about 5 minutes to complete.

STEP 1: Login

- Access the DSA-Sec portal using your child's RG number and password used during application. Reset your password, if necessary.

Login to DSA-Sec Portal

RG Number
RG190001H

Password

Login

By clicking on the <Login> above, you acknowledge that you have read our [Terms of Use](#) and [Privacy Statement](#) and agree to be bound by them.

Forgot your password? Please click [here](#) to reset.

For login via SingPass, please click [here](#).

Contact Us | FAQ

Click to reset your password.

- 2.4. The “RESET PASSWORD” page will appear (Figure 3).
- 2.5. Enter your **RG Number** and the **email address provided during RG Number application**.
- 2.6. Click <RESET PASSWORD> to reset your password.

Figure 3: RESET PASSWORD page

- 2.7. A notification page will appear to inform you that the password reset link has been sent to the email address (provided during RG Number application) (Figure 4). Click <OK>.

Figure 4: Password reset link notification page

2.8. Click on the link in your email to set up your new password (Figure 5).

Figure 5: Email with link to set up new password

The screenshot shows an email interface. At the top, it says "20XX DSA-Sec: DSA Registration Number (RG Number)". Below that is the sender information: "MOE_DSA-Sec_Portal@moe.gov.sg <MOE_DSA-Sec_Portal@moe.gov.sg>" and "To: Mr-Chong-the-Father-93333333@gmail.com". The main body of the email starts with "Dear Parent", followed by "Please set your password through the link below." and a blue hyperlink: "https://stg-dsa-is.moe.gov.sg/auth/nms/password/reset/78c152f6-e686-4088-9373-2405ded61484". Below the link are the closing remarks: "Best regards", "Student Placement and Services Division", "Ministry of Education", and "(This is a computer generated email. Please do not reply to this email.)". On the right side, a black callout box with white text says "Click on link to set up new password." with an arrow pointing to the hyperlink.

2.9. The "RESET PASSWORD" page will appear (Figure 6).

2.10. Enter a new password and re-type to confirm your new password.

2.11. Click <UPDATE> to set up your new password.

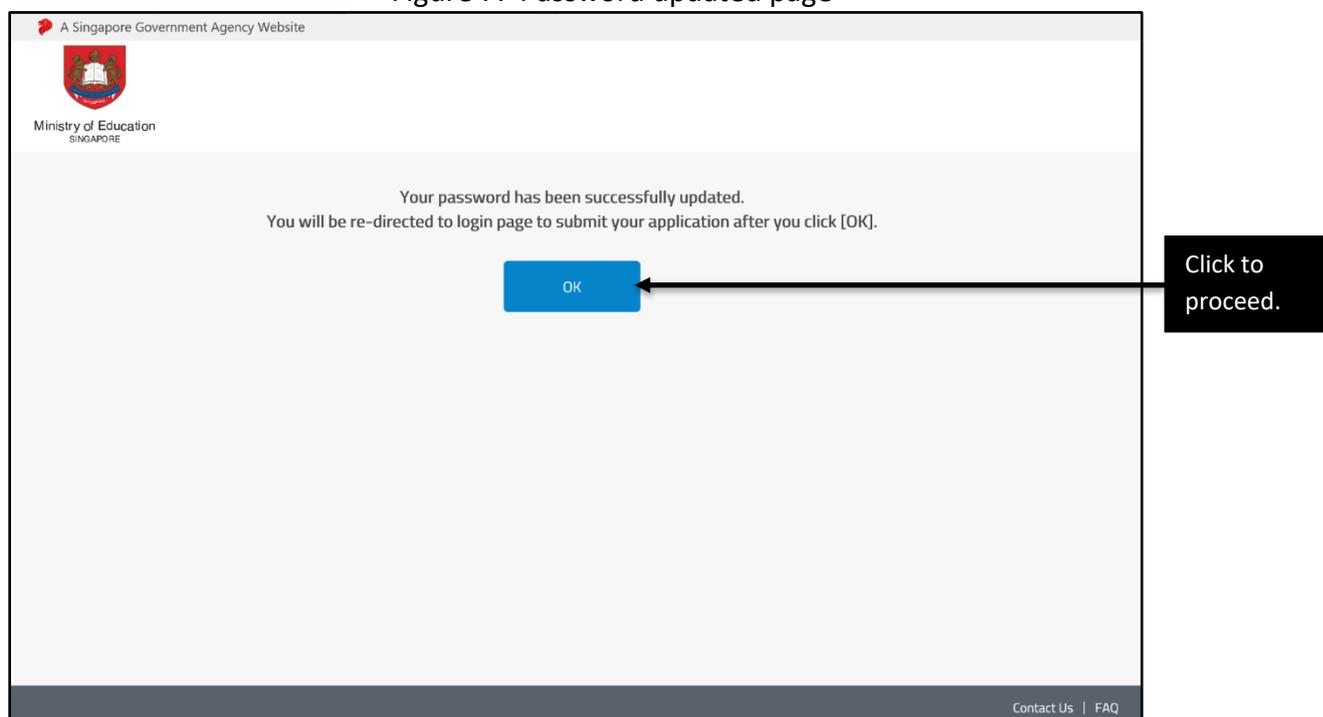
Figure 6: RESET PASSWORD page

The screenshot shows a web page titled "RESET PASSWORD" on the "Ministry of Education SINGAPORE" website. The page has a light pink header with the title. Below the header, there is a message: "Please enter a new password with minimum of twelve alphanumeric characters, containing at least one letter and one numeral. The password cannot be the same as the RG number." There are two input fields: "Enter New Password" and "Confirm New Password", both with masked characters (dots). Below the input fields is a blue button labeled "UPDATE". On the right side, there are three black callout boxes with white text and arrows pointing to the input fields and the button. The first box says "Key in your new password." with an arrow pointing to the "Enter New Password" field. The second box says "Key in your new password again." with an arrow pointing to the "Confirm New Password" field. The third box says "Click to set up your new password." with an arrow pointing to the "UPDATE" button. At the bottom right of the page, there are links for "Contact Us" and "FAQ".

2.12. The page showing that your password has been successfully updated will appear (Figure 7).

2.13. Click <OK> to proceed. You will be re-directed back to the DSA-Sec Portal SPS login page.

Figure 7: Password updated page

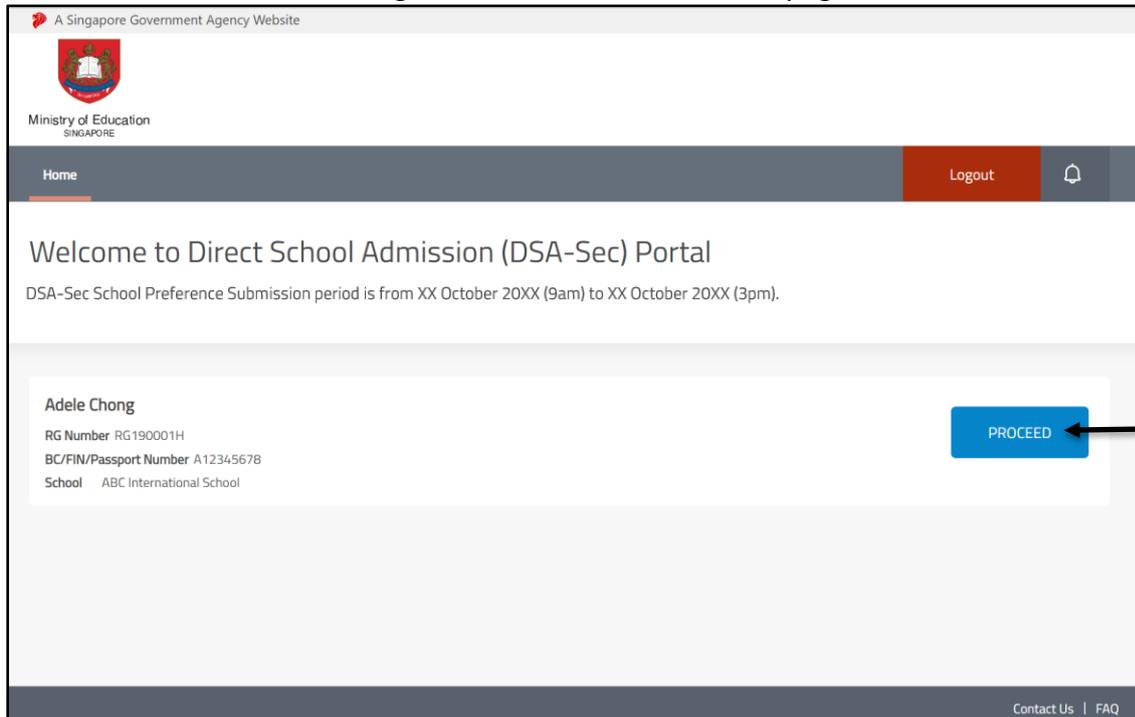


Step 3: Home page for DSA-Sec Portal

2.14. After logging in, the DSA-Sec Portal School Preference Home page will appear (Figure 8).

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

Figure 8: DSA-Sec Portal Home page



Click
<PROCEED>
to start
submission.

Step 4: Indicate School Preference

2.16. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 9).

Figure 9: Select DSA Secondary School page

Adele Chong

RG Number RG190001H | School ABC International School

Select DSA Secondary School | Contact Details | Review and Submit

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<input type="text" value="Type to search DSA-Sec School"/> Clear
2	<input type="text" value="Type to search DSA-Sec School"/> Clear
3	<input type="text" value="Type to search DSA-Sec School"/> Clear

[Next](#)

DSA Secondary Schools that have given your child an offer.

- 2.17. You may indicate up to a maximum of 3 choices, in order of preference.
- 2.18. 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. If your child has taken the PSLE, your child will need to achieve a PSLE Score that qualifies them for the posting group in 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. If your child has taken the PSLE, your child will need to achieve a PSLE Score that qualifies them for the posting group in 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.

2.19. To select the DSA-Sec school, click the dropdown list (Figure 10).

Figure 10: Select DSA Secondary School in order of preference

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<input type="text" value="METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme"/> Wait List (WL) × Clear
2	<input type="text" value="Type to search DSA-Sec School"/> × Clear
3	<input type="text" value="SCHOOL OF THE ARTS, SINGAPORE"/> Confirmed Offer (CO) × Clear

Next

Click to clear this DSA Secondary School.

Click for dropdown list. Only DSA Secondary Schools that have given your child an offer will be available in this dropdown list.

2.20. 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 11).

Figure 11: Selected DSA Secondary School in order of preference

The screenshot displays the 'Select DSA Secondary School' interface. It is divided into two main sections: 'School Offer' and 'School Preference'.

School Offer: This section shows a summary of offers. It states, 'You have 2 Confirmed Offer(s) and 2 Wait List Offer(s)'. Below this is a table with two columns: 'DSA-SEC OFFER' and 'DSA SECONDARY SCHOOL'. The offers are as follows:

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference: This section asks the user to 'Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.' It features a table with 'PREFERENCE ORDER' and 'DSA SECONDARY SCHOOL' columns. Three schools are listed in order of preference:

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL)
2	SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO)
3	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme Confirmed Offer (CO)

Annotations on the right side of the image include:

- A black box with the text 'DSA Secondary Schools selected, in order of preference.' with arrows pointing to the three preference rows.
- A black box with the text 'Click to proceed.' with an arrow pointing to the blue 'Next' button at the bottom right.

Step 5: Enter Contact Details

- 2.21. Enter the 1st parent's/guardian's contact details (Name, Email address and Mobile Number) under the section "Parent's/Guardian's Contact Details (1st)", for the purpose of this transaction (Figure 12).
- 2.22. Enter the 2nd parent's/guardian's contact details (Name, Email address and Mobile Number), if available, under the section "Parent's/Guardian's Contact Details (2nd)".
- 2.23. Click <Next> to proceed.

Figure 12: Contact details page

Adele Chong
RG Number RG190001H | School ABC International School

Select DSA Secondary School | **Contact Details** | Review and Submit

Contact Details

Please provide your contact details.
If you wish to provide another contact, you may enter under the 'Parent's/Guardian's Contact Details (2nd)' below.
Both contact persons will receive an email after each successful transaction.

Parent's/Guardian's Contact Details (1st)

Name *	Mr Chong
Email *	Mr-Chong-the-Father-93333333@gmail.com
Re-enter Email *	Mr-Chong-the-Father-93333333@gmail.com
Mobile Number (Local) *	+65 9333 3333
Re-enter Mobile Number (Local) *	+65 9333 3333

Parent's/Guardian's Contact Details (2nd)

Name	Mrs Chong
Email	Mrs-Chong-the-Mother-94444444@gmail.com
Re-enter Email	Mrs-Chong-the-Mother-94444444@gmail.com
Mobile Number (Local)	+65 9444 4444
Re-enter Mobile Number (Local)	+65 9444 4444

Back | Next

Enter the 1st parent's/guardian's contact details.

Enter the 2nd parent's/guardian's contact details (if any).

Click to proceed.

Step 6: Verify information and Submit DSA-Sec School Preference

- 2.24. Verify all the information you have entered in this DSA-Sec school preference submission is correct (Figure 13).
- 2.25. Click <Edit> to update any of the sections.
- 2.26. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 2.27. Click <Submit> to submit your DSA-Sec school preference.
- 2.28. After you submit, the DSA-Sec school preference submission is completed.

Figure 13: Verification and submission page

Adele Chong
 RG Number RG190001H | School ABC International School

Select DSA Secondary School | Contact Details | **Review and Submit**

Review DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference [Edit](#)

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme

Contact Details [Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mr Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she **will not be allowed to transfer** to another school.
- **My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.**
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this submission is correct.

[Back](#) [Cancel](#) **Submit**

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your School Preference.

Step 7: Download PDF copy of DSA-Sec School Preference Submission

- 2.29. The DSA-Sec school preference is submitted successfully (Figure 14).
- 2.30. An email will be sent to the email addresses provided, including the PDF of the submission.
- 2.31. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 2.32. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 2.33. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 14: Confirmation page for 'Complete Submission'

Adele Chong

RG Number RG190001H | School ABC International School

You have successfully submitted your DSA-Sec School Preference.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme

A copy of your DSA-Sec School Preference **complete** submission has been sent to Mr-Chong-the-Father-93333333@gmail.com and Mrs-Chong-the-Mother-94444444@gmail.com. You may also print or download a copy of the submission for your future reference.

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX, 3pm.

[Back to Home](#) [Download PDF](#)

Email will be sent to the 2nd parent/guardian (if any).

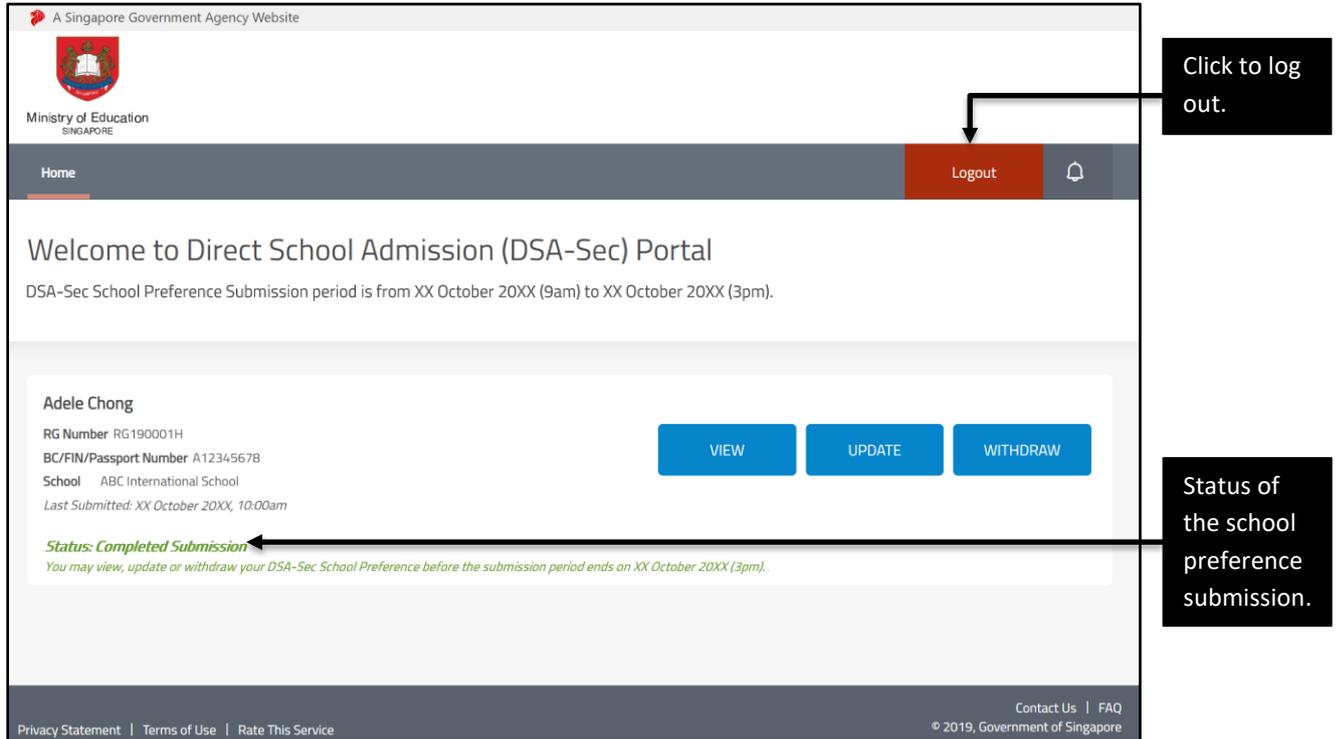
Email will be sent to the 1st parent/guardian.

Click to download a PDF copy of your submission.

Step 8: Log out

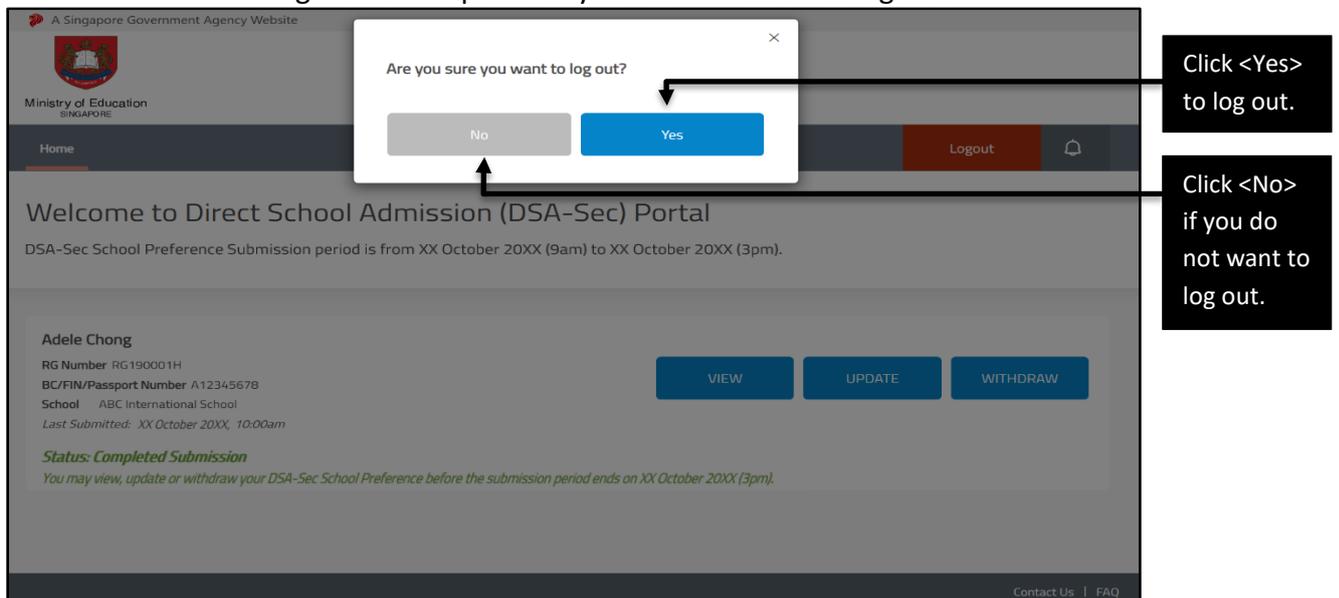
2.34. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 15).

Figure 15: DSA-Sec Portal Home page after 'Complete Submission'



2.35. A window will appear to request your confirmation to log out (Figure 16). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 16: Request for your confirmation to log out

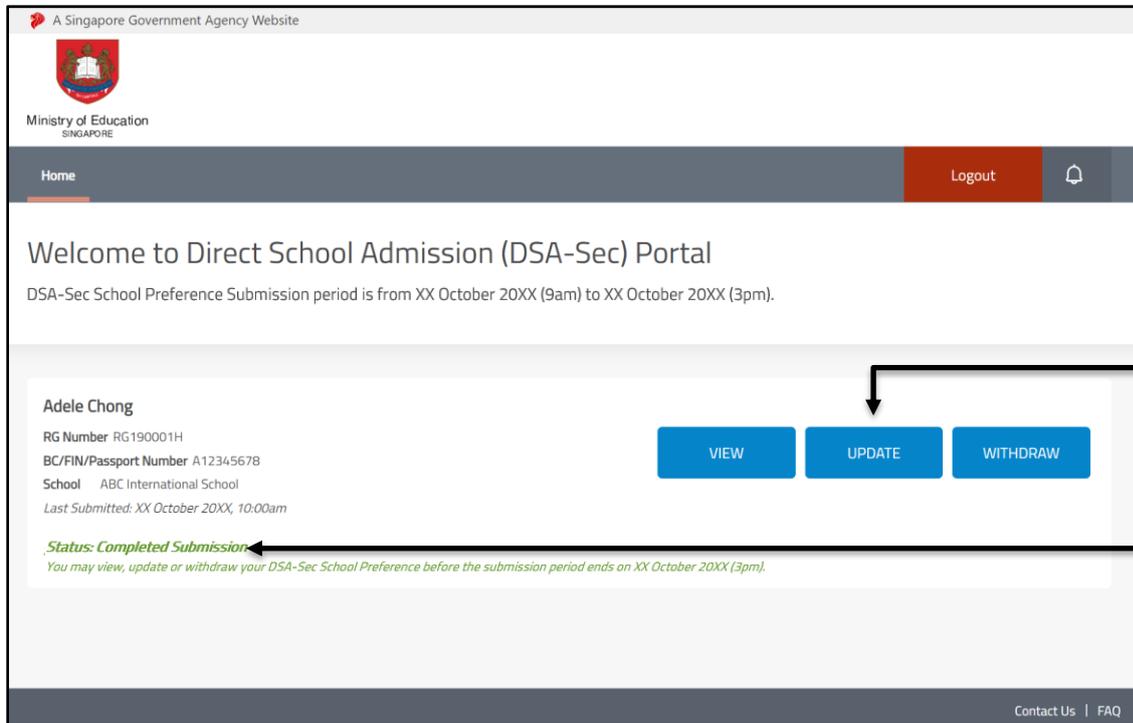


3. Update DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 3.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 17).
- 3.2. Click <UPDATE> to update your child's school preference.

Figure 17: DSA-Sec Portal Home page



Click <UPDATE> to update your submission.

Status of the school preference submission.

Step 2: Update DSA-Sec School Preference

3.3. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 18). Click <Edit> to update the relevant section.

Figure 18: Update DSA-Sec school preference

Adele Chong

RG Number RG190001H | School ABC International School

Select DSA Secondary School
Contact Details
Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

[Edit](#)

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - SEC Programme

Contact Details

[Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mr Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she **will not be allowed to transfer** to another school.
- **My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.**
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this submission is correct.

Cancel
Update

Click to edit any of the sections.

- 3.4. Once you have completed all your updates, verify all the information that you have updated is correct, in the “Verification and submission” page (Figure 19).
- 3.5. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 3.6. Click <Update> to submit your updated DSA-Sec school preference.

Figure 19: Verification and submission page for Update

Adele Chong

RG Number RG190001H | School ABC International School

Select DSA Secondary School |
 Contact Details |
 Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference [Edit](#)

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

← DSA-Sec School Preference updated.

Contact Details [Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mr Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she **will not be allowed to transfer** to another school.
- **My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.**
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this submission is correct.

← Read the terms and check the box if you agree.

Cancel
Update

← Click to submit your updated School Preference.

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

Submission

- 3.7. The DSA-Sec school preference is updated successfully (Figure 20).
- 3.8. An email will be sent to the email addresses provided, including the PDF of the updated submission.
- 3.9. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 3.10. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 3.11. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 20: Confirmation page for 'Complete Update'

The screenshot shows a confirmation page for Adele Chong, RG Number RG190001H, at ABC International School. The page states: "You have successfully updated your DSA-Sec School Preference." Below this is a table with three rows of preferences:

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Below the table, a message states: "A copy of your DSA-Sec School Preference **complete** update has been sent to Mr-Chong-the-Father-93333333@gmail.com and Mrs-Chong-the-Mother-94444444@gmail.com. You may also print or download a copy of the update for your future reference." Below this is another message: "You may view, update or withdraw your DSA-Sec School Preference before the submission period ends or XX October 20XX, 3pm." At the bottom, there are two buttons: "Back to Home" and "Download PDF".

Callout boxes on the right side of the screenshot provide additional information:

- Top callout: "Email will be sent to the 2nd parent/guardian (if any)." with an arrow pointing to the second email address in the message.
- Middle callout: "Email will be sent to the 1st parent/guardian." with an arrow pointing to the first email address in the message.
- Bottom callout: "Click to download a PDF copy of your submission." with an arrow pointing to the "Download PDF" button.

Step 4: Log out

3.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 21).

Figure 21: DSA-Sec Portal Home page after 'Complete Update'

The screenshot shows the DSA-Sec Portal Home page. At the top left, there is a logo for the Ministry of Education Singapore. The page title is 'Welcome to Direct School Admission (DSA-Sec) Portal'. Below the title, it states 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's name 'Adele Chong' is displayed, along with their RG Number (RG190001H), BC/FIN/Passport Number (A12345678), and School (ABC International School). The last submitted time is 'XX October 20XX, 12:00pm'. There are three buttons: 'VIEW', 'UPDATE', and 'WITHDRAW'. The status is 'Status: Completed Submission' with a green checkmark. A note below the status says 'You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX (3pm)'. At the top right, there is a 'Logout' button. Two callout boxes are present: one pointing to the 'Logout' button with the text 'Click to log out.' and another pointing to the status text with the text 'Status of the school preference submission.'

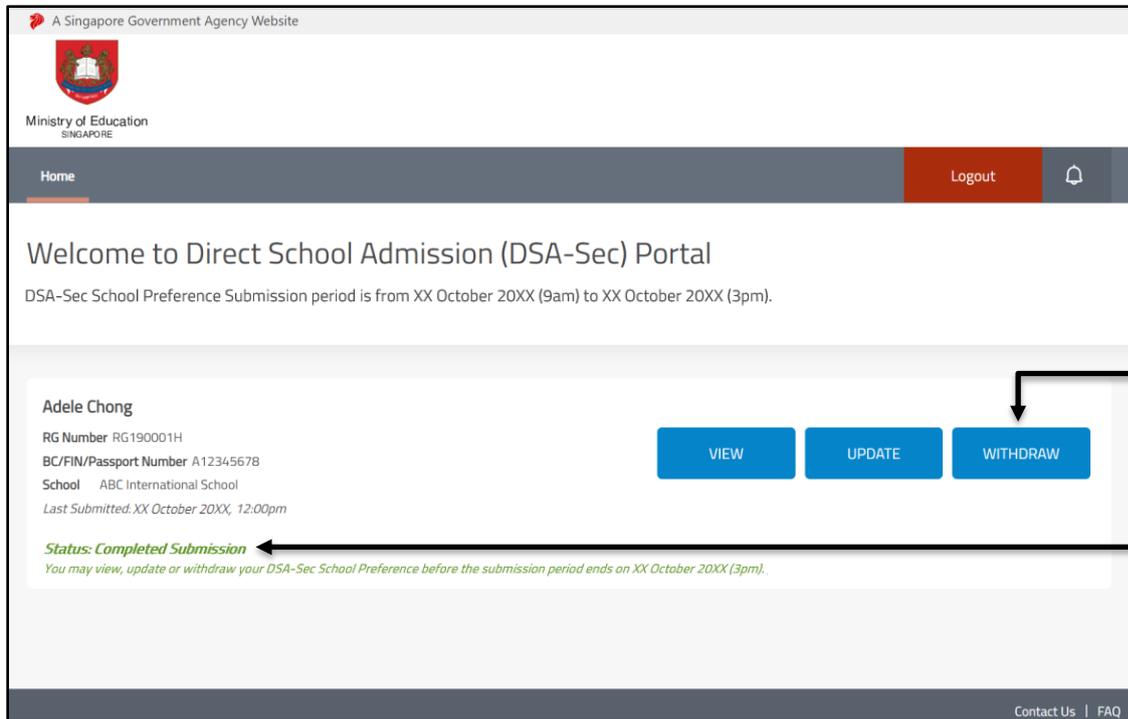
3.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

4. Withdraw DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 4.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 22).
- 4.2. Click <WITHDRAW> to withdraw your child's school preference.

Figure 22: DSA-Sec Portal Home page



Click <WITHDRAW> to withdraw your submission.

Status of the school preference submission.

Step 2: Withdraw DSA-Sec School Preference

- 4.3. You will see the page with the DSA-Sec school preference details (Figure 23).
- 4.4. Fill in the reason for withdrawal with a limit of 300 characters.
- 4.5. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 23: Withdraw DSA-Sec school preference

Adele Chong

RG Number RG190001H | School ABC International School

Select DSA Secondary School
Contact Details
Review and Submit

Withdraw DSA-Sec School Preference

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

NAME	EMAIL	CONTACT NUMBER
Mr Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

Reason for Withdrawal *

My daughter is going to study in an international school for her secondary education.

(Maximum of 300 characters)

Cancel
Withdraw

Enter the reason for withdrawal.

Click to withdraw your submission.

- 4.6. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 24). Click <Yes> to confirm the withdrawal. Otherwise, click <No>.

Figure 24: Request for confirmation of DSA-Sec school preference withdrawal

The screenshot shows a confirmation dialog box overlaid on the DSA-Sec Portal interface. The dialog box contains the text: "Are you sure you want to withdraw Adele Chong's DSA-Sec School Preference?" and two buttons: "Yes" (grey) and "No" (blue). The background interface shows the user's profile for Adele Chong, with RG Number RG190001H and School ABC International School. Below the profile, there are buttons for "Select DSA Secondary School", "Contact Details", and "Review and Submit". A table titled "Withdraw DSA-Sec School Preference" shows the user's current preferences:

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Annotations on the right side of the image provide instructions: "Click <Yes> to confirm withdrawal." points to the "Yes" button, and "Click <No> if you do not want to withdraw." points to the "No" button.

Step 3: Successful Withdrawal of DSA-Sec School Preference

- 4.7. The DSA-Sec school preference is withdrawn successfully (Figure 25).
- 4.8. An email will be sent to the email addresses provided.
- 4.9. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 4.10. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 2**.

Figure 25: Confirmation page for 'Complete Withdrawal'

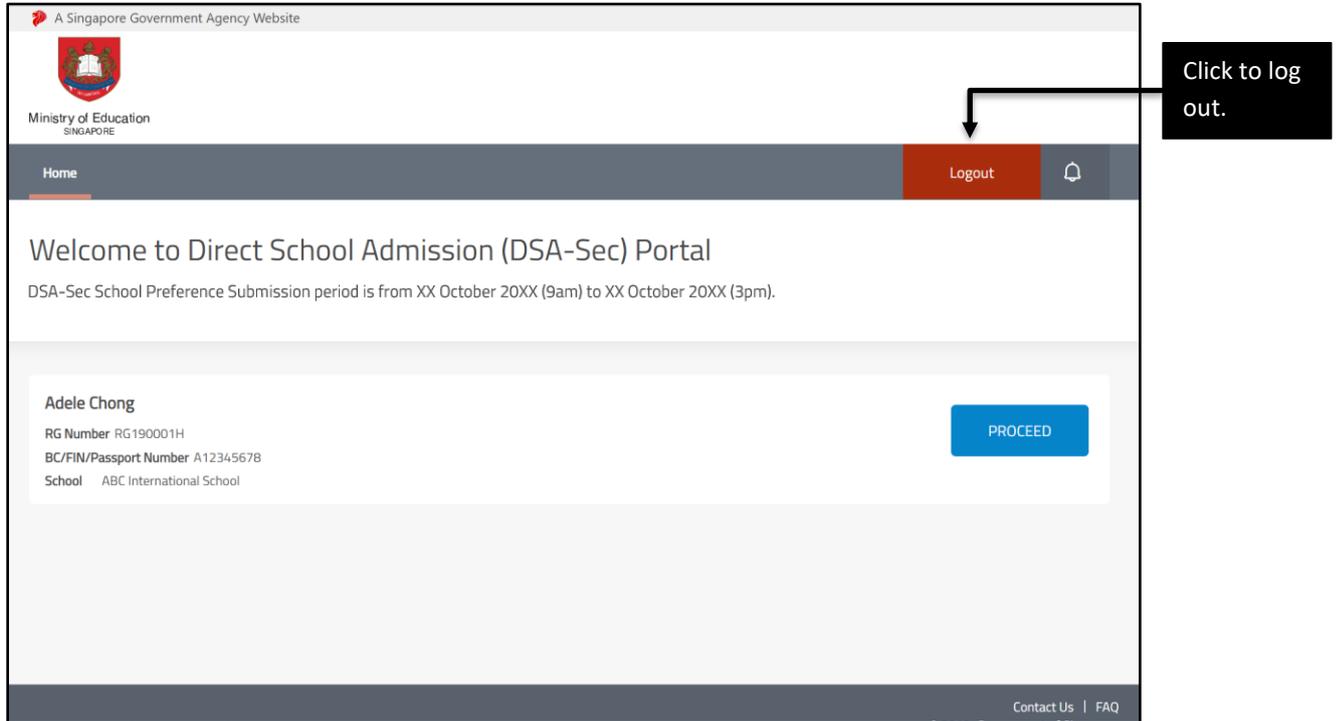
The screenshot shows the confirmation page for a successful withdrawal. The page displays the user's name, Adele Chong, and their RG Number (RG190001H) and School (ABC International School). The main message is: "You have successfully withdrawn your DSA-Sec School Preference." Below this, the reason for withdrawal is provided: "Reason for Withdrawal: My daughter is going to study in an international school for her secondary education." It also states: "A copy of your DSA-Sec School Preference **complete** withdrawal has been sent to Mr-Chong-the-Father-93333333@gmail.com and Mrs-Chong-the-Mother-94444444@gmail.com." At the bottom, there is a "Back to Home" button.

Annotations on the right side of the image provide instructions: "Email will be sent to the 2nd parent/guardian (if any)." points to the email address for the father, "Email will be sent to the 1st parent/guardian." points to the email address for the mother, and "Click to return to DSA-Sec Portal Home page." points to the "Back to Home" button.

Step 4: Log out

4.11. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 26).

Figure 26: DSA-Sec Portal Home page after 'Complete Withdrawal'



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