



SUPPLEMENTARY PLACEMENT EXERCISE

USER GUIDE ON ACCOUNT CREATION





IMPORTANT NOTES

1. SEAB has launched a new registration system known as Candidates Portal (CP). It is a self-help portal for Returning Singaporeans (RS) to keep track of their registration status and to receive test-related documents and notices in preparation to sit for the SPE.
2. All first-time applicants must first create an individual account in CP using their full personal particulars before they are able to register for the SPE. They should provide the following information for account creation:
 - a. Applicant's personal particulars i.e., **NRIC/BC No.** and Date of Birth
 - b. **A valid e-mail address** (This email is required for 2FA.)
 - c. Local or Overseas contact number of self and Next-of-Kin.
3. Upon successful account creation, applicants can log into CP via Singpass (for Singpass users) or Account Username and password (for non-Singpass users).
4. Account creation does not guarantee a place in the SPE. However, **applicants' personal details** provided in account creation will be used for registration for the SPE and **should not be amended**.
5. Each applicant can only create ONE account. **When multiple accounts of the same person are detected by the system, the applicant will not be able to enter the registration phase** to secure a place for the SPE when registration commences on 3 October 2022.





Instructions to create an account

1. Use only the child's **NRIC Number or Birth Certificate Number** and a **valid email address** to complete the following steps to create an account. Do not use passport number.
2. Access the Candidates Portal via <https://myexams.seab.gov.sg/auth/login>
3. From the Candidates Portal login page,
 - A. click on **Log in with Singpass** for applicants with a Singpass Account: or
 - B. click on **Create an Account** for applicants who do not have a Singpass Account.

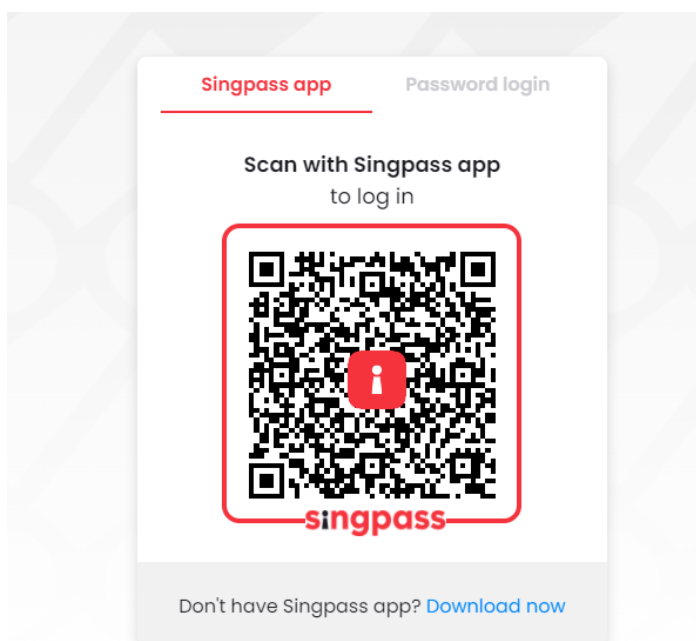
The screenshot shows the SEAB Singapore Examinations and Assessment Board login page. The page title is "Log in to Candidates Portal". There are two main options: "Log in with Singpass" (highlighted with a red box and an arrow pointing to a callout box that says "Click on Log in with Singpass.") and "Create an Account" (highlighted with a red box and an arrow pointing to a callout box that says "Click on Create an Account."). Below the "Log in with Singpass" option, there is a section for logging into an existing account with fields for "Username" (containing "candidateNric1") and "Password". There are also links for "Forgot Username / Unlock Account", "Forgot Password", and "Activate Account". At the bottom left, there is a link for "Not registered yet" with a "Create an Account" button next to it. On the right side of the page, there is an illustration of a person sitting on a stack of books, reading, with a lightbulb above them, symbolizing learning and knowledge.



A. For applicants with a Singpass Account, you can only create an account using Singpass.

If you are eligible for Singpass, you must register for the SPE with your Singpass credentials. Please visit the Singpass website for details on how to register or activate your Singpass account before registering for the SPE.

1. You will be redirected to the [Singpass login page](#). Launch your Singpass app and tap on the **Scan** button.
2. You will be prompted to use either of the following to verify your identity:
 - Fingerprint (for selected smartphones)
 - 6-digit passcode



User will be directed to **Singpass** login page

Login with **Singpass**

- Fingerprint or
- 6-digit passcode



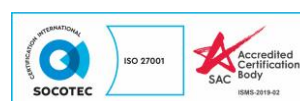


A. For applicants with a Singpass Account.

3. Provide your details with one click on **Retrieve Myinfo** to save time and avoid errors in filling up the application form.
4. Upon successfully logging in using Singpass, you will be automatically directed back to the Candidates Portal login page.

The screenshot shows the Singpass interface with the following text and elements:

- singpass** logo at the top.
- Text: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient."
- Text: "This digital service is requesting the following information from Singpass, for the purpose of form filling."
- A list of data fields to be retrieved:
 - > Name
 - > Hanyu Pinyin Name
 - > NRIC/FIN
 - > Sex
 - > Race
 - > Nationality
 - > Date of Birth
 - > Registered Address
 - > Email
 - > Mobile Number
 - > Residential Status
- A callout box with a blue arrow pointing to the "I Agree" button, containing the text: "User will need to agree to retrieve data from **MyInfo**."
- Text at the bottom: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)."
- Two buttons: "Cancel" (white) and "I Agree" (red).





A. For applicants with a Singpass Account.

Upon successful login, you will be directed to Account Creation page with the profile details pre-filled.

Basic details under Profile Details will be filled with MyInfo.

All Returning Singaporeans, including those who are currently attending immersion programme in MOE mainstream schools, should select "Private Individual" for SPERS-Sec/SPE registration.

Click Verify Candidate for eligibility check before the rest of the editable particulars are enabled.

Fill in the rest of the particulars not populated from MyInfo.

The screenshot shows the 'Create Account' page with sections for Profile Details, Personal Particulars, Contact Information, and Next-of-kin Details. A 'Verify Candidate' button is highlighted in orange. The 'Personal Particulars' section includes fields for Hanyu Pinyin Name, Gender, Race, Citizenship Type, Nationality, PR Status, and Occupation. The 'Nationality Issue Date' field is also present.





All applicants are required to update their residential addresses to ensure that they remain contactable.

^ Contact Information

Email Address *

Enter email address

Re-enter Email Address *

Re-enter email address

Mobile No. *

Select country code

Enter mobile no.

Set as preferred contact

Telephone No.

Select country code

Enter telephone no.

Set as preferred contact

Mailing Address (for addresses in Singapore) *

House/Blk No.

Street Name

Building Name

Floor Number

Unit No.

Postal Code

Set as preferred address

If you do not have a Singapore residential address, please enter 'NA' for all the fields.

^ Next-of-kin Details

Name *

Enter next-of-kin name

Relationship to Candidate *

Select relationship to candidate

Emergency Contact No. *

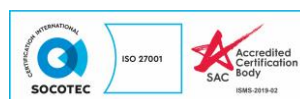
Select country code

Enter emergency contact no.

Cancel

Create Account

Click **Create Account**.



Stage 1

Account Creation

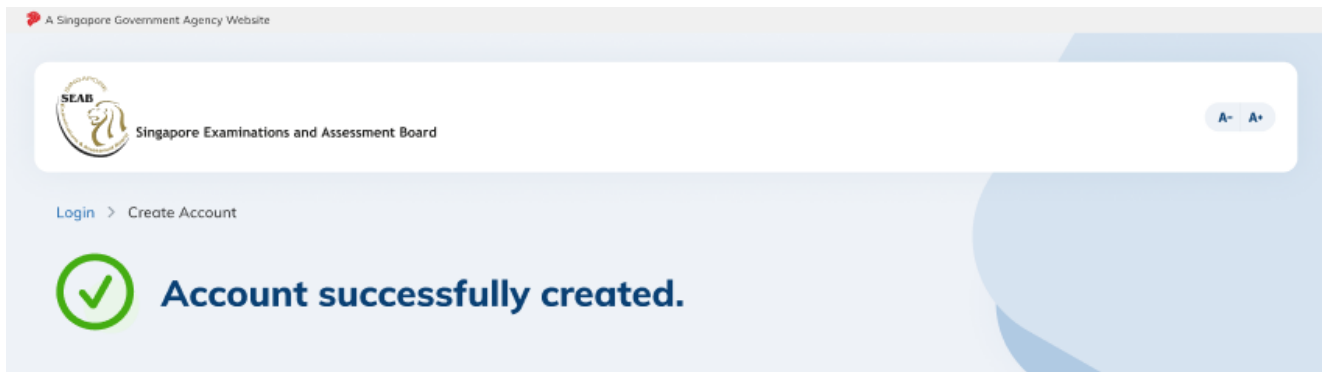
(From 3 October onwards)



10 to 15 minutes
to complete

A. For applicants with a Singpass Account.

Once your account is created, you need to log into the Candidates Portal using Singpass again.



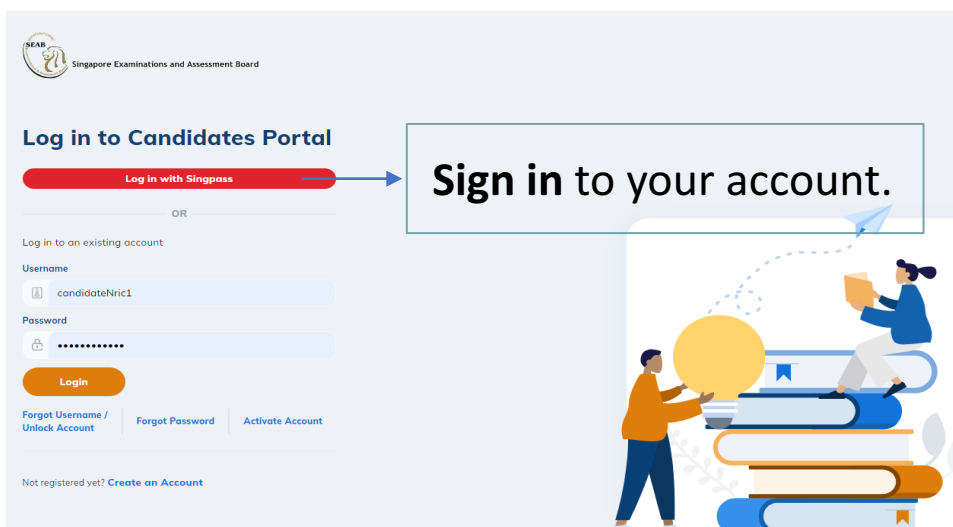
Account Created

Your account has been created. You may proceed to login using your SingPass.

Back to Login

Click **Back to Login** to Candidates Portal login page.

You can now sign in using your **Singpass**.





A. For applicants with a Singpass Account.

Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) to be sent via Email or SMS (only for Singapore-registered mobile number).

Click **Submit** after keying in the OTP in the required field.

One-Time Password

Email

SMS

Enter the 6-digit One-Time Password (OTP) sent to your email tes****@hotmail.com.

OTP

Submit

Click **Submit**.

If you do not receive an OTP on your mailbox within 00:25 , please click on the 'Resend OTP' button here

Resend OTP





B. For applicants without a Singpass Account.

If you are not eligible to hold a Singpass Account, you **MUST** create an account in the Candidates Portal **using your NRIC/BC No.** You will **NOT** be eligible for the SPE if you use your passport details to create an account.

Login > Create Account

Create Account

Profile Details

To verify that the candidate is eligible to create an account, please fill in the fields below and click on 'Verify Candidate'.

Name *

Enter name

ID Type * NRIC/FIN/Passport No. *

Select ID type Enter NRIC/FIN/Passport No.

Date of Birth *

School *

Select school

Verify Candidate

Fill in the basic details under **Profile Details**.

Click **Verify Candidate** for eligibility check before filling in the rest of the particulars.

Please fill up the rest of the fields to complete account creation.

Personal Particulars

Hanyu Pinyin Name

Enter hanyu pinyin name

Gender *

Select gender

Race *

Select race

Citizenship Type *

Select citizenship type

Nationality *

Select nationality Nationality Issue Date

PR Status *

Select PR status

Occupation

Select occupation

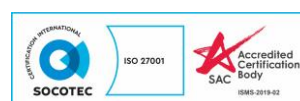
If **eligible**, fill in the remaining details, Contact Information and Next-of-Kin Details.

Contact Information

Next-of-Kin Details

Cancel **Create Account**

Click **Create Account**.





B. For applicants without a Singpass Account.

Once your account is created, an email will be sent to your **valid email address** with the Account Username and instructions to set your password. Please check your spam folder if you do not receive the email.

The Username will be used for all subsequent logins to CP.

SEAB
Singapore Examinations and Assessment Board

An Account Has Been Created in Candidates Portal For You

Dear test,

Your account has been created in the Candidates Portal
The Username provided below is for your access to the portal.
Username: **gypd1929**

Please click on the button below to set your password to complete the account creation process.

Set Password → **Click Set Password.**

If you require any clarification, please contact us via this [link](#).

Open the email that was sent to you and click on **Set Password** to set a password for your account.

Stage 1

Account Creation

(From 3 October onwards)



10 to 15 minutes
to complete

B. For applicants without a Singpass Account.

After setting your password, you can now sign in using your Account Username and Password.

NEAR Singapore Examinations and Assessment Board

Log in to Candidates Portal

Log in with Singpass

OR

Log in to an existing account

Username
candidateNric1

Password

Login

Forgot Username / Unlock Account | Forgot Password | Activate Account

Not registered yet? [Create an Account](#)

Sign in to your account.

Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) sent via Email or SMS (only for Singapore-registered mobile number). Click **Submit** after keying in the OTP in the required field.

One-Time Password

Email

SMS

Enter the 6-digit One-Time Password (OTP) sent to your email tes****@hotmail.com.

OTP

Submit

Click **Submit**.

If you do not receive an OTP on your mailbox within 00:25 , please click on the 'Resend OTP' button here

Resend OTP





Applicants may submit your application from October 2022.

The registration period for the SPE is as follows:

Exercise	Registration Period
SPE	3 October 2022 to 18 November 2022

Important Note:

All vacancies are on a first-come, first-served basis. Registration may close early when all vacancies for the SPE tests are filled. **Applicants are required to complete all the mandatory fields. Incomplete forms and forms with inaccurate information will be void, resulting in ineligible status of registration.**

Useful Contact:

For technical assistance on Candidates Portal, you may contact SEAB at [SEAB AS Document@seab.gov.sg](mailto:SEAB_AS_Document@seab.gov.sg).

For more information, please visit MOE's website at <https://www.moe.gov.sg/returning-singaporeans/secondary/spe> or contact MOE Customer Service Centre at +65 6872 2220.



SPE Journey Map

Important Dates



1

3 October 2022

SPE Application Opens

Applicants can submit their applications starting from SGT 8.30am onwards.



2

18 November 2022

SPE Application Closes



3

6 December 2022

SPE Tests (Secondary levels)

Applicants will sit for the English Language and Mathematics Tests.



4

1 February 2023

Outcome Release

Outcome of the SPE will be released online.

