

DSA-Sec Internet System (DSA-Sec IS) Step By Step Guide

Section A – Exercise School Preference

STEP ONE

- Logon DSA-Sec IS using candidate's BC no. or FIN and DSA-Sec PIN

Screen Shot 1: DSA-Sec-IS Logon Page

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Direct School Admission (Secondary) Exercise (DSA-Sec)

- Exercise School Preference

Please key in the candidate's BC/FIN/Reg. No and DSA-Sec PIN to logon.
*Compulsory field

BC/FIN/Reg. No * : e.g. S8765432A or F1234567B or REG12345A

DSA-Sec PIN * :

Notes:

- 1) The DSA-Sec PIN is printed on the candidate's School Preference Form.
- 2) If you have lost your DSA-Sec PIN, please approach your child's primary school or MOE's Customer Service Centre for assistance.
- 3) By proceeding with the logon, you shall be deemed to have read and agreed to be bound by the [Terms and Conditions](#).
- 4) For authorized use only. Unauthorized use is strictly prohibited.

For enquiries or clarifications, please email contact@moe.gov.sg or call MOE's Customer Service Centre @ 6872 2220

This site is best viewed with IE ver 5.x and Netscape ver 7.x at 800 x 600 pixels

STEP 1c:
Click on the
<Logon> button.
The School
Preference Page
will appear next.

STEP 1a:
Key in your BC/FIN/Reg. No.

STEP 1b:
Key in the DSA-Sec PIN found
in DSA School Preference
Form

- Select DSA Secondary Schools

Screen Shot 2: Select DSA Secondary Schools Page

*Compulsory field

A) Candidate's Particulars
 Name: Bryan Tan Sok See
 BC/FIN/Reg. No.: S5001441J
 Primary School : Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details
 Please provide us with your contact details (to be used solely for this exercise).
 Mobile/Contact No. *:
 Alternate Contact No.:

B) Eligible DSA Secondary School(s)
 You have **1 Confirmed Offer(s)** and **1 Waiting List Offer(s)** from the following school(s):

Confirmed Offer(s)	
Option Code	School Name
7310	Ngee Ann Secondary School

Waiting List(s)	
Option Code	School Name
3030	Temasek Secondary School

C) Indicating School Preference(s)
 Please only select your DSA Secondary School(s) from Section B.

Preference Order	4-Digit Option Code
1st *	<input type="text" value="3030"/>
2nd	<input type="text" value="7310"/>
3rd	<input type="text"/>

Notes:
 1) If you click <Logoff without Saving> button, the above information will not be saved.
 2) To continue to the next step, please click <Next> button.

Click <Logoff without Saving> if you do not wish to continue. Your session will be terminated immediately, and all the changes you have made during this session will **NOT** be saved.

STEP 2a: Enter your contact details

STEP 2b: School(s) that you are eligible to choose will be shown here

STEP 2c: Indicate your school preference(s) according to your preference order.

Step 2d: Click <Next> button to proceed with application.

- Verify all information before submission.

Screen Shot 3: Verify Information Page – Before submission

Verify Information & Submit Application

This is what you have indicated under the current application. If the information is correct and you wish to send in this application, please click <Submit> button below.

Candidate's Particulars

Name: Bryan Tan Sok See
 BC/FIN/Reg. No.: S5001441J
 Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details

Mobile/Contact No.: 92382323
 Alternate Contact No.: 62138223

<u>Order of School Preference(s)</u>	<u>Category</u>
1st: 3030 - Temasek Secondary School	Waiting List
2nd: 7310 - Ngee Ann Secondary School	Confirmed Offer
3rd: NIL	

Notes:

- 1) If you wish to edit any of the above information, please click the <Previous> button.
- 2) If you click <Logoff without Saving> button, the above information will not be saved.
- 3) This is what you have indicated under the current application. If the information is correct and you wish to submit this application, please click <Submit> button.

<< Previous
Logoff without Saving
Submit


Click <Previous> to return to the previous page to make changes, if any.

Step 3a: Please verify ALL the details in this page.

Step 3b: Once confirmed, click <Submit> to complete your application.

- Your application is considered successfully submitted only when the Verification Slip page appears.
- You should print and retain a copy of the Verification Slip for reference.

Screen Shot 4: Verification Slip Page – Submission

 **Your application has been submitted successfully.**

Your confirmation number is **S5001441J-1** ←
Please use this confirmation number for all future correspondence.

This is a copy of the School Preference(s) you have submitted. Please print a copy for future reference.
Submitted Date/Time: 24 SEP 2008 08:28

Candidate's Particulars
Name: Bryan Tan Sok See
BC/FIN/Reg. No.: S5001441J
Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details
Mobile/Contact No.: 92382323
Alternate Contact No.: 62138223

<u>Order of School Preference(s)</u>	<u>Category</u>
1st : 3030 - Temasek Secondary School	Waiting List
2nd : 7310 - Ngee Ann Secondary School	Confirmed Offer
3rd : NIL	

Notes:
1) Please click <Print> button to print a copy of the above for your reference.


STEP 4:
Please note the confirmation number for the submission and use this number for all future correspondence

IMPORTANT
You should print and retain a copy of the Verification Slip for reference.

Section B – Making Amendment to School Preference

- If you have submitted your child's school preference, you will be directed to Verification Slip Page when you re-logon.
- You are only allowed to make ONE-TIME amendment during Exercise School Preference period.

Screen Shot 5: Verification Slip Page – After submission

 **Your application has been submitted successfully.**

Your confirmation number is **S5001441J-1**.
Please use this confirmation number for all future correspondence.

This is a copy of the School Preference(s) you have submitted. Please print a copy for future reference.
Submitted Date/Time: 24 SEP 2008 08:28

Candidate's Particulars
Name: Bryan Tan Sok See
BC/FIN/Reg. No.: S5001441J
Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details
Mobile/Contact No.: 92382323
Alternate Contact No.: 62138223

<u>Order of School Preference(s)</u>	<u>Category</u>
1st : 3030 - Temasek Secondary School	Waiting List
2nd : 7310 - Ngee Ann Secondary School	Confirmed Offer
3rd : NIL	

Notes:

- 1) Please click <Print> button to print a copy of the above for your reference.
- 2) You are only allowed to make **ONE-TIME** amendment to your DSA Secondary School Preference(s). Please click <Amend> button to amend.
- 3) If you wish to withdraw from DSA-Sec Exercise, please click <Withdraw> button.

Click <Amend> button if you want to make any changes to the application you had previously submitted. Follow Section A - STEP TWO to FOUR to amend and submit your revised school preference(s).

Important


Parents/Guardians are only allowed to make **ONE-TIME** amendment to the school preference(s).

Section C – Withdraw from DSA-Sec Exercise

STEP ONE

- If you have submitted your child's school preference(s), you will be directed to Verification Slip Page when you re-login.
- You are only allowed to withdraw your submitted school preference before the Exercise School Preference period ends.

Screen Shot 6: Verification Slip Page – After Submission

 **Your application has been submitted successfully.**

Your confirmation number is **S5001441J-1**.
Please use this confirmation number for all future correspondence.

This is a copy of the School Preference(s) you have submitted. Please print a copy for future reference.
Submitted Date/Time: 24 SEP 2008 08:28

Candidate's Particulars
Name: Bryan Tan Sok See
BC/FIN/Reg. No.: S5001441J
Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details
Mobile/Contact No.: 92382323
Alternate Contact No.: 62138223

<u>Order of School Preference(s)</u>	<u>Category</u>
1st : 3030 - Temasek Secondary School	Waiting List
2nd : 7310 - Ngee Ann Secondary School	Confirmed Offer
3rd : NIL	

Notes:

- 1) Please click <Print> button to print a copy of the above for your reference.
- 2) You are only allowed to make **ONE-TIME** amendment to your DSA Secondary School Preference(s). Please click <Amend> button to amend.
- 3) If you wish to withdraw from DSA-Sec Exercise, please click <Withdraw> button.

STEP 1a: Click <Withdraw> button if you wish to withdraw from DSA-Sec Exercise.

- Verify all information and state the reasons for withdrawal.

Screen Shot 7: Verify Information Page – Withdrawal

Verify your Withdrawal & Submit
Please state reason(s) and click <Submit> button to confirm your withdrawal from DSA-Sec Exercise.

Candidate's Particulars

Name: Bryan Tan Sok See
BC/FIN/Reg. No.: S5001441J
Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details

Mobile/Contact No.: 92382323
Alternate Contact No.: 62138223

Reason(s) :

Study Aboard

Notes:

1) If you wish to edit any of the above information, please click the <Previous> button.
2) If you click <Logoff without Saving> button, the above information will not be saved.

<< Previous Logoff without Saving Submit

STEP 2a: Please verify ALL the details in this page.


STEP 2b: Please state the reason(s) for withdrawal.

STEP 2c: Once confirmed, click <Submit> to complete the application.

Click <Previous> to return to the previous page.

- Your application is considered withdrawn only when the Withdrawal Verification Slip page appears.
- You should print and retain a copy of the Verification Slip for reference.

Screen Shot 8: Verification Slip Page – Withdrawal

 **You have withdrawn from DSA-Sec Exercise.**

Your confirmation number is **S5001441J-3-1-W.** ←
Please use this confirmation number for all future correspondence.

Submitted Date/Time: 24 SEP 2008 08:39

Candidate's Particulars
Name: Bryan Tan Sok See
BC/FIN/Reg. No.: S5001441J
Primary School: Tanjong Katong Primary School (1773)

Parent's/Guardian's Local Contact Details
Mobile/Contact No.: 92382323
Alternate Contact No.: 62138223

Notes:
1) Please click <Print> button to print a copy of the above for your reference.

STEP 3:
Please note the confirmation number for the submission and use this number for all future correspondence.

IMPORTANT
You should print and retain a copy of the Verification Slip for reference.