

STEP-BY-STEP GUIDE FOR STEPS-IS

The Student Transfer Exercise for Primary Schools, or STEPS, serves to facilitate the transfer of pupils who have relocated to another address, to schools nearer to their new residences.

Parents will have an alternative option to register their child/children for STEPS via the internet.

Registration

1. STEPS-IS is accessible 24 hours during the STEPS-IS Registration period from 10.00 am on 18 November 2011 to 12.00 pm on 23 November 2011 (including weekends). You can submit the application online through our MOE homepage at: <http://www.moe.gov.sg>
2. Alternatively, you may approach your child's/ward's current school if you need assistance on the registration, from 21 to 23 November 2011 during office hours (i.e. 8.00 am till 5.00 pm).
3. Please note that both parents' SingPass logons are required for the STEPS-IS application. A Step-by Step Guide is elaborated at **Enclosure 1**

Making Amendment to Application

1. Parents are allowed to amend their submitted application only **ONCE**. Hence, they are advised to consider their child's/children's STEPS-IS application carefully before submission.
2. To make any amendment, parents are to logon to STEPS-IS using their child's BC/UIIN and both parents' NRICs during the STEPS Registration period. The Acknowledgement Page with the previous submitted information will re-appear again.
3. Click on the <Amend> button to make changes to the previously submitted application. Follow the Steps 5 to 6 to amend and submit your revised application.

Withdraw from STEPS-

1. Logon to STEPS-IS using your child's BC/UIIN and both parents' NRICs during the STEPS registration period. The Acknowledgement Page will appear when you re-logon to withdraw the application;
2. Click on the <**Withdraw**> button to proceed with the application for withdrawal
3. Once a withdrawal is completed, you are not allowed to register again via the STEPS-IS. Re-registration must be completed at your child's current school.

Release of STEPS Posting Results

1. The posting results of your application will be released on 13 December 2010. Parents can view the results by logging on to STEPS IS using your child/ward's BC/UIIN and Acknowledgement Number.

How to Use the STEPS-IS - A Step-By-Step Guide

Step 1: MOE Website Logon Page

- 1.1 Enter the STEPS-IS website through our MOE homepage at: <http://www.moe.gov.sg>
- 1.2 Click on the link <Logon to STEPS System>

Screen Shot 1: MOE Homepage

The screenshot shows the MOE Singapore homepage with the following elements:

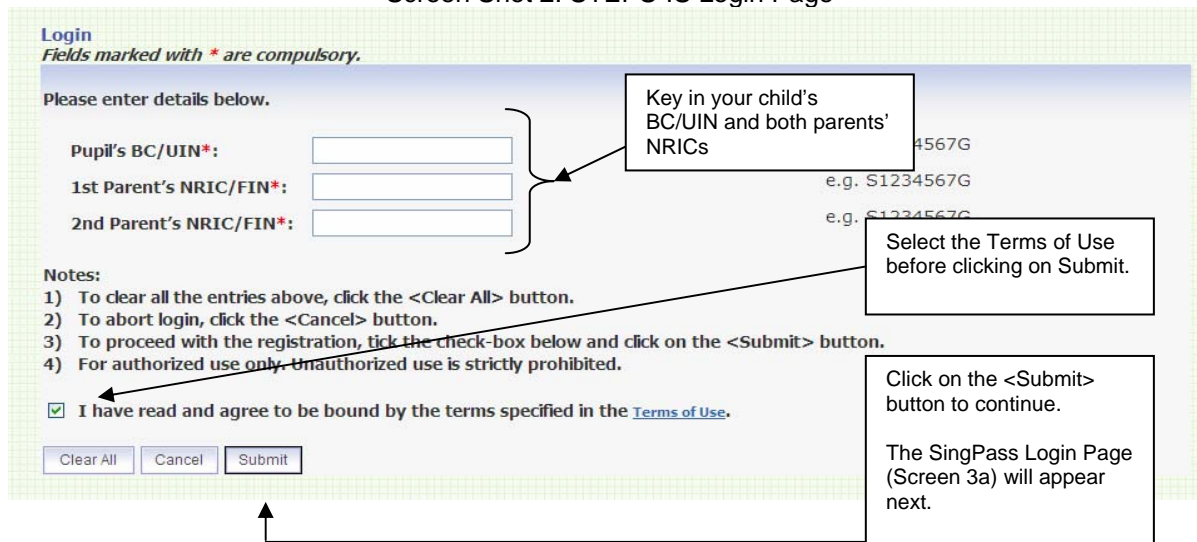
- Header:** Singapore Government logo with the motto "Integrity · Service · Excellence".
- Navigation:** Links for CONTACT US, FEEDBACK, SITEMAP, and FAQs.
- Menu:** Students, Parents, Teachers, Media, Partners, About Us.
- Breadcrumbs:** Home > Education System > Admissions > Student Transfer Exercise for Primary Schools (STEPS)
- Section Title:** 2010 Student Transfer Exercise for Primary Schools (STEPS)
- Content Area:**
 - Overview:** "What is STEPS" section explaining the purpose of the exercise and the registration dates (22 to 24 November 2010).
 - Eligibility criteria, Registration process, Results release:** Additional navigation tabs.
 - Downloads:** Link to "Step-by-step guide for STEPS (PDF)".
 - Tools:** Link to "Register for STEPS online", which is highlighted by a callout box.

Click on this link <Logon to STEPS System> to access the STEPS application system

Step 2: STEPS-IS Logon Page

- 2.1 Enter the child's BC/UIN and both parents' NRICs
 - 2.1.1 Read the Terms of Use and tick on the box provided.
 - 2.1.2 Click on the <Submit> button. The Singpass Login Page will appear next.

Screen Shot 2: STEPS-IS Login Page



Step 3: First Parent's SingPass Login Page

- 3.1 Both parents' SingPass logins are required for the STEPS-IS application. For more information regarding application and reset of SingPass, please refer to www.singpass.gov.sg or call 6887-7377;
- 3.2 There is no sequential order of which parent is required to login first.
- 3.3 Click on the <Submit> Button.

Screen Shot 3: First Parent's SingPass Login Message Page

SingPass Singapore Personal Access

Singapore Personal Access

Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

This is a new SingPass Screen

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

(Click here for tips on [Online Security](#))

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Key in the 1st parent's NRIC/FIN at the SingPass ID.

Key in the 1st parent's SingPass No.

Click on the <Submit> button to be authenticated.

A Login Message Page will appear next.

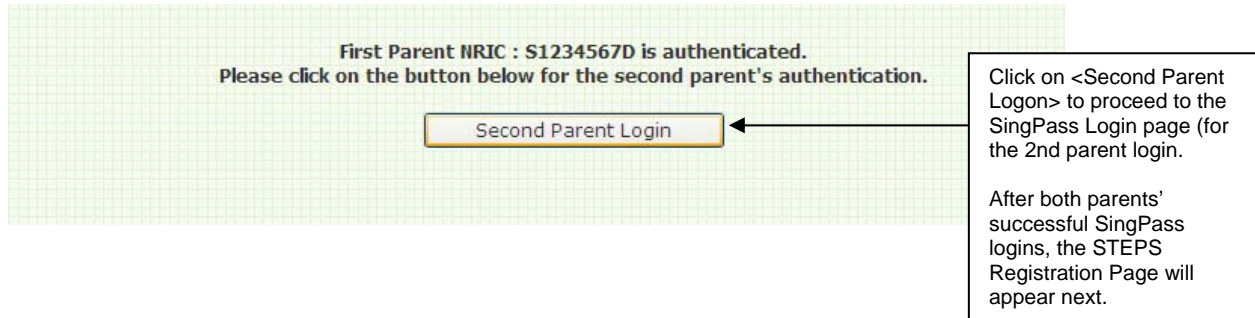
If you encounter any problems with this page, please contact CrimsonLogic SingPass Helpdesk at 68877377 or via [email](#).
You may also give us your comments by using this [feedback](#) form

Copyright 2008 Government of Singapore. All rights reserved.

Step 4: Second Parent's Login Page

- 4.1 The message below will be displayed after successful authentication of the first parent's SingPass.
- 4.2 Click on the <Second Parent Login>button to proceed to the SingPass login page for the second parent.
- 4.3 After successful authentication of the both parents' SingPasses, the Registration Page will appear.

Screen Shot 4: Logon Message Page



Step 5: Registration Page

- 5.1 Parents are advised to complete this page within 15 minutes. If you exceed 15 minutes, you will be automatically logged off from the system.
- 5.2 Parents are to:
 - 5.2.1 Select the child/children applying for STEPS
 - 5.2.2 Enter their current address (the address that the family has been relocated to)
 - 5.2.3 Enter their local mobile contact number and an alternative contact number.
- 5.3 Click on the <Next> Button to proceed with the application. The Confirmation/Declaration Page will appear next.

Screen Shot 5: Registration Page

Step 1 Registration	Step 2 Declaration	Step 3 View/Print Acknowledgement Slip												
<p>Notice:</p> <p>1) You have <u>15 minutes</u> to complete each step. After which, you will be automatically logged out from the system.</p> <p>2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate.</p>														
<p><i>Fields marked with * are compulsory.</i></p>														
<p>PART 1 - PUPIL'S PARTICULARS</p>														
<p>Note:</p> <p>1) Select at least 1 pupil to complete the application. 2) Multiple children application is possible in one application. 3) For child that is not on the list, please approach your child's current school for assistance.</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S/NO.</th> <th style="width: 20%;">PUPIL'S BC/UIIN</th> <th style="width: 70%;">PUPIL'S NAME</th> </tr> </thead> <tbody> <tr> <td>1. <input type="checkbox"/></td> <td>S5050505I</td> <td>LAM YAM CAM</td> </tr> <tr> <td>2. <input type="checkbox"/></td> <td>S5151515I</td> <td>LAM YOM SOM</td> </tr> <tr> <td>3. <input type="checkbox"/></td> <td>S5252525I</td> <td>LAM LEM YEM</td> </tr> </tbody> </table>			S/NO.	PUPIL'S BC/UIIN	PUPIL'S NAME	1. <input type="checkbox"/>	S5050505I	LAM YAM CAM	2. <input type="checkbox"/>	S5151515I	LAM YOM SOM	3. <input type="checkbox"/>	S5252525I	LAM LEM YEM
S/NO.	PUPIL'S BC/UIIN	PUPIL'S NAME												
1. <input type="checkbox"/>	S5050505I	LAM YAM CAM												
2. <input type="checkbox"/>	S5151515I	LAM YOM SOM												
3. <input type="checkbox"/>	S5252525I	LAM LEM YEM												
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Click on the box to select your child/children who are applying for STEPS.</p> </div>														
<p>PART 2 - PARENTS' PARTICULARS</p>														
<table style="width: 100%;"> <tr> <td style="width: 30%;">Father's NRIC/UIIN:</td> <td>S1234567D</td> </tr> <tr> <td>Father's Name:</td> <td>LAM CHIN CHIN</td> </tr> <tr> <td>Mother's NRIC/UIIN:</td> <td>S2345678E</td> </tr> <tr> <td>Mother's Name:</td> <td>LEE MUI MUI</td> </tr> </table>			Father's NRIC/UIIN:	S1234567D	Father's Name:	LAM CHIN CHIN	Mother's NRIC/UIIN:	S2345678E	Mother's Name:	LEE MUI MUI				
Father's NRIC/UIIN:	S1234567D													
Father's Name:	LAM CHIN CHIN													
Mother's NRIC/UIIN:	S2345678E													
Mother's Name:	LEE MUI MUI													
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>You and your spouse's particulars will be shown here.</p> </div>														
<p>PART 3 - CURRENT ADDRESS</p>														
<p>Please enter details as shown in the NRIC.</p>														
<table style="width: 100%;"> <tr> <td style="width: 30%;">Blk/ House No.*:</td> <td><input type="text"/></td> </tr> <tr> <td>Floor - Unit No.:</td> <td># <input type="text"/> - <input type="text"/></td> </tr> <tr> <td>Street Name*:</td> <td><input type="text"/></td> </tr> <tr> <td>Postal Code*:</td> <td><input type="text"/></td> </tr> <tr> <td>Local Mobile/Contact Number*:</td> <td><input type="text"/></td> </tr> <tr> <td>Local Alternate Contact Number:</td> <td><input type="text"/></td> </tr> </table>			Blk/ House No.*:	<input type="text"/>	Floor - Unit No.:	# <input type="text"/> - <input type="text"/>	Street Name*:	<input type="text"/>	Postal Code*:	<input type="text"/>	Local Mobile/Contact Number*:	<input type="text"/>	Local Alternate Contact Number:	<input type="text"/>
Blk/ House No.*:	<input type="text"/>													
Floor - Unit No.:	# <input type="text"/> - <input type="text"/>													
Street Name*:	<input type="text"/>													
Postal Code*:	<input type="text"/>													
Local Mobile/Contact Number*:	<input type="text"/>													
Local Alternate Contact Number:	<input type="text"/>													
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Enter your current address details as per your NRIC .</p> </div>														
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Enter your mobile contact details.</p> </div>														
<p>Notes:</p> <p>1) If you click <Logout without Saving> button, the above information will not be saved. 2) To proceed with this registration, click the <Next> button.</p>														
<table style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;"> <input type="button" value="Logout Without Saving"/> </td> <td style="width: 30%; text-align: center;"> <input type="button" value="Next"/> </td> <td style="width: 40%;"></td> </tr> </table>			<input type="button" value="Logout Without Saving"/>	<input type="button" value="Next"/>										
<input type="button" value="Logout Without Saving"/>	<input type="button" value="Next"/>													
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Click on the <Next> button to proceed with the application.</p> <p>The Confirmation and Declaration Page will appear next</p> </div>														

Step 6: Confirmation/Declaration Page

- 6.1 Parents are to check and confirm all the details in the Confirmation/Declaration Page.
- 6.2 To make changes to the application, click on the <Previous> button and you will return to the Registration Page.
- 6.3 If all details are correct, click on the <Submit> button to complete this application. The Acknowledgement Page will appear next.

Screen Shot 6: Confirmation and Declaration Page

Step 1
Registration

Step 2
Declaration

Step 3
View/Print Acknowledgement Slip

Notice:
1) You have 15 minutes to complete each step. After which, you will be automatically logged out from the system.
2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate.

PART 1 - PUPIL'S PARTICULARS

S/NO.	PUPIL'S BC/UIIN	PUPIL'S NAME
1.	S50505051	LAM YAM CAM
2.	S51515151	LAM YOM SOM

PART 2 - PARENTS' PARTICULARS

Father's NRIC/UIIN: S1234567D
 Father's Name: LAM CHIN CHIN

Mother's NRIC/UIIN: S2345678E
 Mother's Name: LEE MUI MUI

PART 3 - CURRENT ADDRESS

Blk/ House No.: 225
 Floor - Unit No.: #12-09
 Street Name: DAKOTA CLOSE
 Postal Code: 429660

Local Mobile/Contact Number: 91234567
 Local Alternate Contact Number: 67654321

- We declare that we changed our home address between 01 JULY 2009 and 02 JULY 2009.
- We understand that by submitting this application for transfer of our child(ren)/ward(s), our child(ren)'s/ward's/wards' place in the current school will be given up to another pupil. The Ministry of Education will attempt to post our child(ren)/ward(s) to a primary school near to our home but it does not guarantee that it will be a school of our choice. We undertake to accept whatever posting given to our child(ren)/ward(s).
- We declare that all information provided by us in the STEPS application form is correct and true. We understand that application form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore. Any offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine. We accept that any application form will result in our child(ren)/ward(s) having to give up the transfer effected under STEPS and our child(ren)/ward(s) as directed by the Ministry of Education.

We have read and agreed with the above information.

Notes:
 1) If you wish to make changes to the above information, please click <Previous> button.
 2) If you click <Logout Without Saving> button, the above information will not be saved.
 3) If the above information is correct and you wish to submit this application, please ensure the checkbox is ticked. Please click <Submit> button to submit this application.

Previous Logout Without Saving Submit

Step 7: Acknowledgement Page

- 7.1 Your application is considered successfully submitted only when the Acknowledgement Page appears.
- 7.2 Parents are advised to save and/or print and retain a copy of the Acknowledgement Slip for reference.

Screen Shot 7: Acknowledgement Slip Page



Your application has been submitted successfully.
 You will be notified of your application outcome on 30 Sep 2010. For more information, you may visit website at www.moe.edu.sg.





MINISTRY OF EDUCATION
 moulding the future of our nation SINGAPORE

2010 Student Transfer Exercise For Primary Schools (STEPS)

Registration Date/Time: 29/09/2010 17:03:21

PART 1 - PUPIL'S PARTICULARS

S/NO.	PUPIL'S BC/UIIN	PUPIL'S NAME	ACKNOWLEDGEMENT NO.
1.	S9713404I	LAM YUAN CHANG	S9713404I-1766-00
2.	T0014342H	LAM YOU SHENG	T0014342H-1766-00

Note: Please use the Acknowledgement Number for all future correspondence.

PART 2 - PARENTS' PARTICULARS

Father's NRIC/UIIN: S1469566D
 Father's Name: LAM CHIAN POH

Mother's NRIC/UIIN: S1601281E
 Mother's Name: LEE LUI FOON

PART 3 - CURRENT ADDRESS

Blk/House No.: 222
 Floor - Unit No.: #22-22
 Street Name: CHAN CHU CHU
 Postal Code: 530965

Local Mobile/Contact Number: 88888888
 Local Alternate Contact Number: 68888888

We declare that we changed our home address between 01 JANUARY 2010 and 31 DECEMBER 2010.

We understand that by submitting this application for transfer of our child(ren)/ward(s), our child(ren)'s/ward's/wards' place in the current school will be given up to another pupil. The Ministry of Education will attempt to post our child (ren)/ward(s) to a primary school near to our home but it does not guarantee that it will be a school of our choice. We undertake to accept whatever posting given to our child(ren)/ward(s).

We declare that all information provided by us in the STEPS application form is correct and true. We understand that giving false information in the application form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine. We accept that any false information furnished in the application form will result in our child(ren)/ward(s) having to give up the transfer effected under STEPS and our child (ren)/ward(s) being posted to any school as directed by the Ministry of Education.

Note: It is an offence to furnish false information, and persons who do so are liable for prosecution.

Notes:
 1) Please click <Print> button to print a copy of the above for your reference, or click <Save> button to save a copy on your computer.
 2) To exit the system, please click <Logout> button.

For enquiries or clarification, please email contact@moe.edu.sg or call MOE Customer Service Centre at 6872 2220.
 This site is best viewed with Internet Explorer version 6.x.
 Copyright © 2009 Ministry of Education. All rights reserved.

Please note the Acknowledgement Number for the submission and use this number for all future correspondence and checking the pupil's posting result.

IMPORTANT
 You may print and retain a copy of the Acknowledgement Slip for reference.