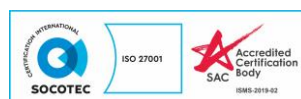




# SUPPLEMENTARY ADMISSIONS EXERCISE FOR INTERNATIONAL STUDENTS (S-AEIS)

## USER GUIDE ON ACCOUNT CREATION

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# IMPORTANT NOTES

1. SEAB has launched a new registration system known as Candidates Portal (CP). It is a self-help portal for international students (IS) to keep track of their registration status and to receive test-related documents and notices in preparation to sit for the 2023 S-AEIS.
2. All applicants **must first create an individual account in CP** using their full personal particulars before they are able to register for the 2023 S-AEIS. They should provide the following information for account creation:
  - a. Applicant's personal particulars (e.g., passport number, Foreign Identification Number (FIN) )
  - 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 a successful account creation, applicants will receive an email with the Account Username and instructions for login. Applicants are to set the password to complete the account creation process. **The Username is unique to the specific applicant and cannot be changed.**
4. Account creation does not guarantee a place in the 2023 S-AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2023 S-AEIS 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 2023 S-AEIS when registration commences on 10 January 2023.





## Instructions to create an account

1. Use a **valid personal email address** to complete the following steps to create an account.
2. Access the Candidates Portal via <https://myexams.seab.gov.sg/auth/login>
3. From the Candidates Portal login page, click on **Create an Account** to setup an account.

The screenshot shows the SEAB (Singapore Examinations and Assessment Board) login page. At the top left is the SEAB logo. The main heading is "Log in to Candidates Portal". Below it is a red button labeled "Log in with Singpass". Underneath is an "OR" separator. The section "Log in to an existing account" contains fields for "Username" (with the placeholder "candidateNric1") and "Password" (masked with dots), followed by an orange "Login" button. Below the login fields are links for "Forgot Username / Unlock Account", "Forgot Password", and "Activate Account". At the bottom left, under "Not registered yet", is a blue link "Create an Account" which is highlighted with a red box. A blue arrow points from this link to a text box on the right that says "Click on **Create an Account**." To the right of the login form is an illustration of two people, one holding a large yellow lightbulb and the other sitting on a stack of books, with a paper airplane flying above them.



How to fill in your particulars in the required fields.

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 \***

Select ID type

**NRIC/FIN/Passport No. \***

Enter NRIC/FIN/Passport No.

**Date of Birth \***

**School \***

Select school

**Verify Candidate**

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

**PR Status \***

Select PR status

**Occupation**

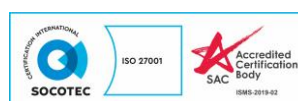
Select occupation

**Contact Information**

**Next-of-kin Details**

**Cancel** **Create Account**

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





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

Postal Code

☒ Set as preferred address

If you do not have a Singapore residential address, please enter the following:

**House/Blk No: '1'**

**Street Name: 'NA'**

**Postal Code: '000000'**

Unit No.

#### ^ 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**.





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



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. You must retain the same Username created by the system.



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

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.

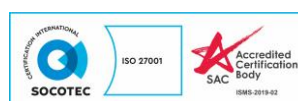
OTP

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





The registration period for the 2023 S-AEIS tests is as follow:

Exercise	Registration Period
S-AEIS - Secondary	10 Jan 2023 to 23 Jan 2023
S-AEIS - Primary	10 Jan 2023 to 23 Jan 2023

IS with a CP account will be able to see the registration site open on the dates above to complete their application.

### Important Note:

All vacancies are on a first-come, first-served basis. Registration may close early when all vacancies for the S-AEIS tests are filled. **Applicants are required to complete all the mandatory fields. Please fill in both parents' details, where applicable. 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 AEIS S-AEIS@seab.gov.sg](mailto:SEAB_AEIS_S-AEIS@seab.gov.sg).



# S-AEIS - Primary Journey Map

## Important Dates



1

**10 January 2023**

**S-AEIS-Primary Application Opens**

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



2

**23 January 2023**

**S-AEIS-Primary Application Closes**



3

**21 February 2023**

**S-AEIS Tests (Primary levels)**

Applicants will sit for the Mathematics Tests.



4

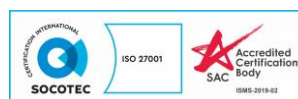
**APRIL 2023**

**Outcome Release**

Outcome of the 2023 S-AEIS will be released online on MOE's Portal.



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



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# S-AEIS - Secondary Journey Map

Important Dates



1

**10 January 2023**

**S-AEIS-Secondary Application Opens**

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



2

**23 January 2023**

**S-AEIS Secondary Application Closes**



3

**22 February 2023**

**S-AEIS Tests (Secondary levels)**

Applicants will sit for the English Language and Mathematics Tests.



4

**APRIL 2023**

**Outcome Release**

Outcome of the 2023 S-AEIS will be released online on MOE's website.



For more information, please visit MOE's website at [www.moe.gov.sg/international-students/s-aeis](http://www.moe.gov.sg/international-students/s-aeis) or contact MOE Customer Service Centre at +65 6872 2220.



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