JAE-IS User Guide for Candidates

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1 Introduction

1.1 <u>Joint Admissions Exercise (JAE)</u>

The Joint Admissions Exercise (JAE) is conducted annually by the Ministry of Education (MOE) to allow holders of Singapore-Cambridge GCE O-Level certificate to apply for admission to courses offered by junior colleges (JC), the Millennia Institute (MI), polytechnics and the Institute of Technical Education (ITE).

For more information, please refer to the JAE website at www.moe.gov.sg/jae.

1.2 JAE Internet System (JAE-IS)

Applications for courses under the JAE should be submitted online through the JAE Internet System (JAE-IS). The JAE-IS is accessible through the JAE website.

The JAE-IS allows candidates to apply for courses under the JAE. It also allows candidates to view the results of their application through JAE-IS, when it is available.

Please refer to Annex A of this document on the system requirements.

2 Registration Requirements

2.1 For students with 2022 GCE O-Level Examination results:

You will need the following before registering online:

- Form A
- Singpass or JAE PIN (Found in your Form A)
- Completed course application worksheet (Found in Form A and JAE Information Booklet).

2.2 <u>For Singapore Citizens/Singapore Permanent Residents without 2022 GCE O-Level</u> Examination results:

You will need the following before registering online:

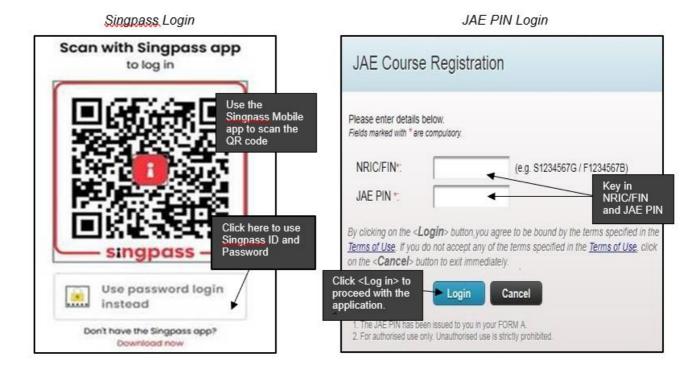
- Singpass
- Completed course application worksheet (Found in JAE website).

If you are unable to register via JAE-IS, you may seek assistance through the < <u>JAE Request Form</u>> during the JAE registration period.

3 Login to JAE-IS

- 3.1 During the JAE registration period, JAE-IS can be accessed via the JAE website at www.moe.gov.sg/jae.
- 3.2 Applicants can select to log in using Singpass or JAE PIN and the Login Page will appear (refer to Screenshot 1).
- 3.3 For **Singpass** Login: Applicants could (a) use **Singpass Mobile app** to scan the **QR** code or (b) enter their **Singpass ID** and **Password**.

For **JAE PIN** Login: Applicants should enter their **NRIC number** or **FIN**, together with the **JAE PIN** (found in Form A). Applicants should then click on the **<Login>** button to get to the next page.



Screenshot 1: JAE Internet System (JAE-IS) Login Page

IMPORTANT NOTE

Applicants are strongly advised to complete each page within 15 minutes, as the system will "time-out" after 15 minutes.

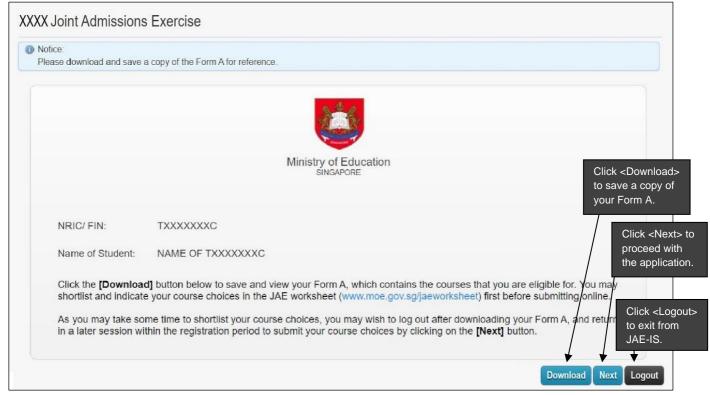
Applicants must click on the **<Submit>** button at the bottom of the **Verify Information Page** (refer to Screenshot 6) to complete the application. Failure to do so would mean that the application is **not** submitted.

The application is considered successfully submitted only when the **Verification Slip Page** (refer to Screenshot 7) appears after clicking the **<Submit>** button.

You will receive the verification slip through the email address you provided. You can also save or print a copy of the verification slip as proof of your course application.

4 Download Form A Page

- 4.1 Applicants can click the **<Download>** button to save a copy of the Form A for reference.
- 4.2 Applicants can click the **Logout>** button after downloading your Form A, if you need time to shortlist your course choices. (You will be automatically logged out from the system after 5 minutes on this page.) You may return in a later session within the registration period and click the **Next>** button to proceed with your application.



Screenshot 2: Download Form A Page

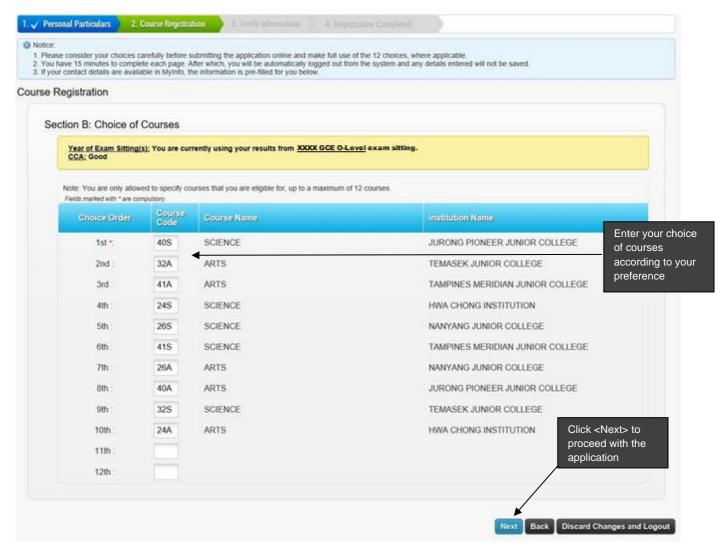
5 Personal Particulars Page



Screenshot 3: Personal Particulars Page

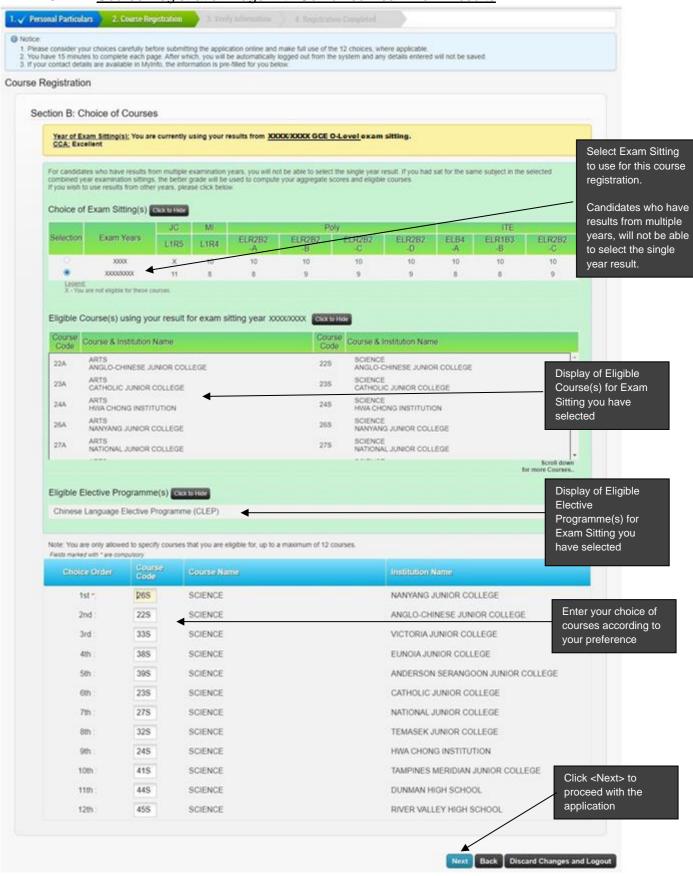
6 Course Registration Page

6.1 Course Registration Page with Single Year Exam Results



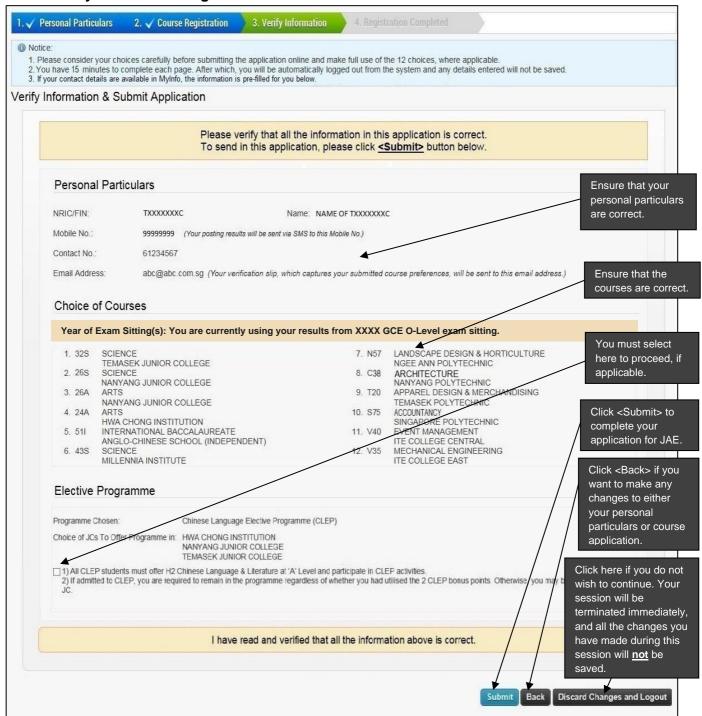
Screenshot 4: Course Registration Page with Single Year Exam Results

6.2 Course Registration Page with Combined Year Exam Results



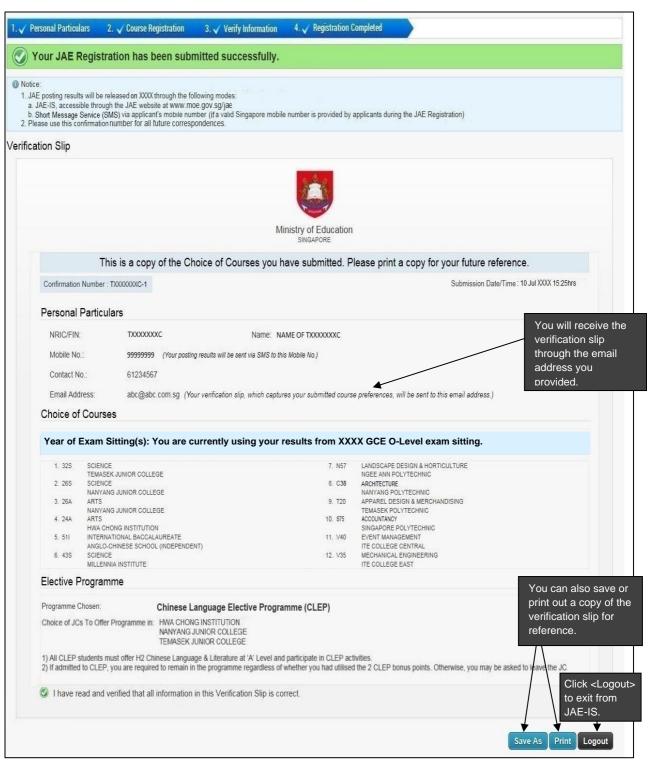
Screenshot 5: Course Registration Page with Combined Year Exam Results

7 Verify Information Page



Screenshot 6: Verify Information Page

8 Verification Slip Page



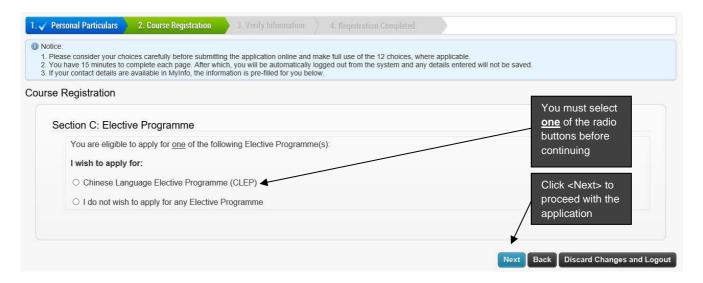
Screenshot 7: Verification Slip Page

9 Elective Programme Pages

Applicants who are eligible for Elective Programmes in selected JCs may be presented with 2 additional screens (Screenshot 8 and 9) after clicking on the **<Next>** button at the **Course Registration Page** (refer to Screenshot 4 or 5).

9.1 <u>Elective Programme Selection Page</u>

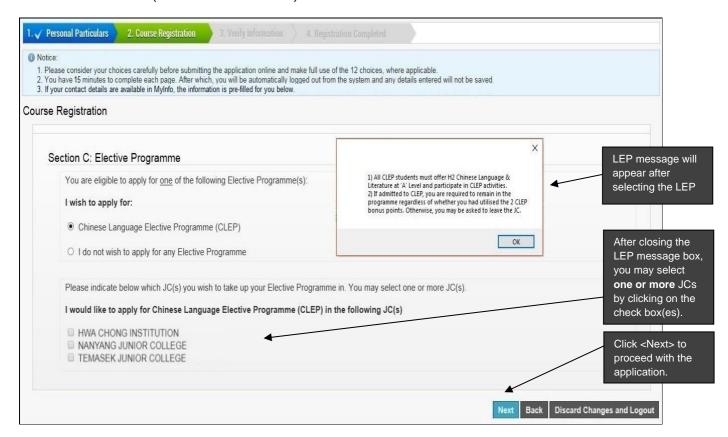
- 9.1.1 This **Elective Programme Selection Page** (refer to Screenshot 8) presents the various Elective Programmes that the applicant is eligible for, taking into account the JC choice(s) that were selected at the **Course Registration Page**.
- 9.1.2 The applicant is allowed to select only **ONE** elective programme. Please note that you must indicate your preference in the appropriate radio button before clicking on the **<Next>** button.
 - a) If you indicate that you do not wish to apply for any Elective Programmes, you will be presented with the **Verify Information Page** (refer to Screenshot 6).
 - b) If you indicate that you wish to apply for one of the Elective Programmes, you will be presented with the **Selection of Institution Page** (refer to Screenshot 9).



Screenshot 8: Elective Programme Selection Page

9.2 <u>Selection of Institution Page</u>

- 9.2.1 This **Selection of Institution Page** (refer to Screenshot 9) presents the various JCs which offer the specific Elective Programme that you have selected. Please note that only JCs that you have indicated in your **Course Registration Page** (refer to Screenshot 4 or 5) will be made available for selection in this page.
- 9.2.2 You may select one or more of the JCs listed. Once done, you must click on the <Next> button. You will next be presented with the Verify Information Page (refer to Screenshot 6).

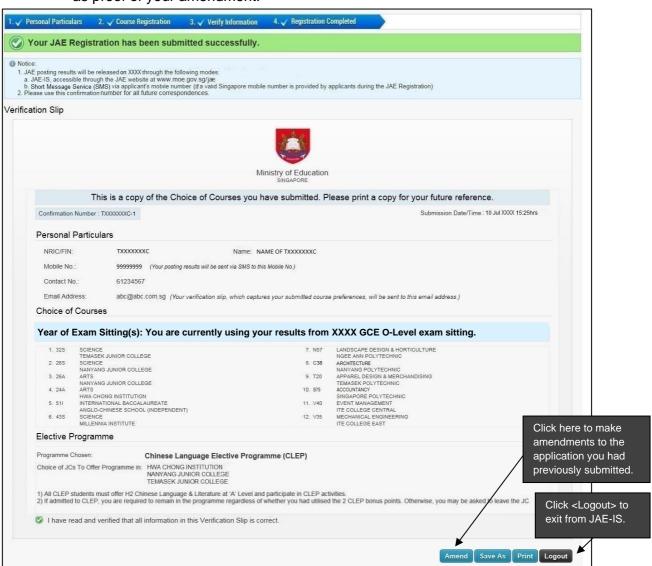


Screenshot 9: Selection of Institution Page

10 Amend JAE Submission

- 10.1 After you have submitted your JAE registration and log in the next time, the **Download**Form A Page (refer to Screenshot 2) should appear. Applicants should click on the

 <Next> button to get to Verification Slip Page for amendment (refer to Screenshot 10).
- 10.2 On the **Verification Slip Page for amendment** (refer to Screenshot 10), you may click on the **<Amend>** button to amend the application you had previously submitted. You can go through Screenshot 3, 4, 5, 8 and 9 to make the necessary amendments, where applicable.
- 10.3 At the **Verify Information Page** (refer to Screenshot 6), you have to confirm that all details are correct. You must click **<Submit>** button to complete the amendments. Failure to do so would mean that the amendment is **not** submitted.
- 10.4 The amendment is considered successfully submitted only when the **Verification Slip Page** (refer to Screenshot 7) appears. You will receive the verification slip through the email address you provided. You can also save or print a copy of the Verification Slip as proof of your amendment.



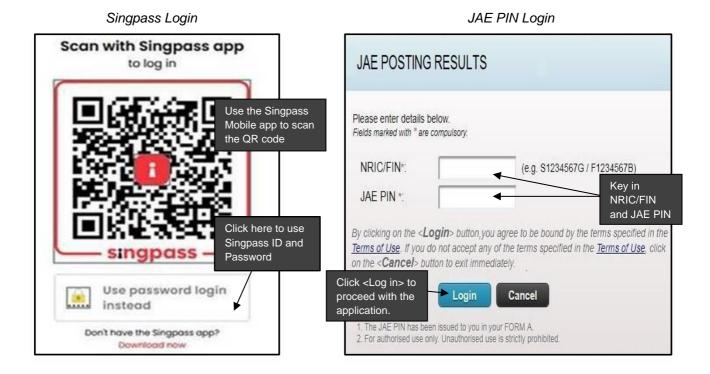
Screenshot 10: Verification Slip Page for Amendment

11 Posting Results

11.1 Login Page

- 11.1.1 On the day of JAE posting results release, you can access your results through the JAE-IS website at **www.moe.gov.sg/jae**.
- 11.1.2 Applicants can select to log in using **Singpass** or **JAE PIN** and the **Login Page** will appear (refer to Screenshot 11).
- 11.1.3 For **Singpass** Login: Applicants could (a) use **Singpass Mobile app** to scan the **QR code** or (b) enter their **Singpass ID** and **Password**.

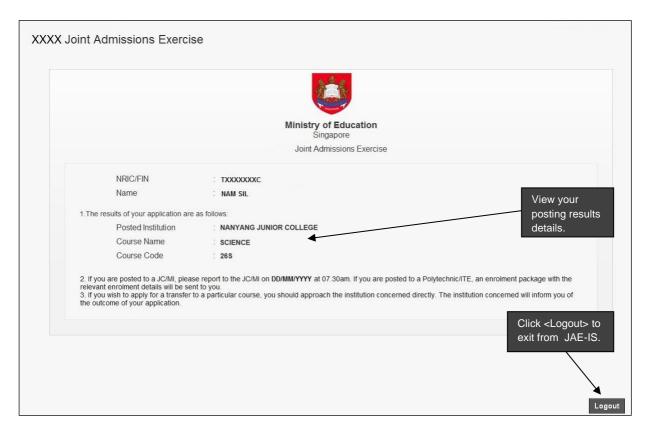
For **JAE PIN** Login: Applicants should enter their **NRIC number** or **FIN**, together with the **JAE PIN** (found in Form A). Applicants should then click on the **<Login>** button to get to the next page.



Screenshot 11: JAE Internet System (JAE-IS) Login Page

11.2 Posting Results (Successful) Page

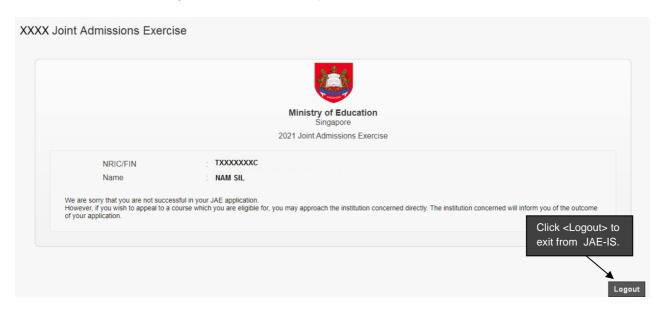
The following screen will be displayed if the candidate is successful in his application.



Screenshot 12: Posting Results (Successful)

11.3 Posting Results (Unsuccessful) Page

The following screen will be displayed if the candidate is unsuccessful in his application.



Screenshot 13: Posting Results (Unsuccessful)

ANNEX A: JAE-IS System Requirements

General

1. What are the system requirements to access JAE-IS?

For a smooth application via the JAE-IS, your computer system must have the following minimum system requirements:

- a) Internet connection (minimally 512kbps broadband connection to internet is recommended).
- b) Any internet browser that is compliant with W3C Standards, Java 1.2 Plug-in Standards and JavaScript 1.0/1.1 Standards.
- c) Screen resolution of 1024 x 768 pixels.
- d) Enable Cookies option in the internet browser.
- e) Enable JavaScript option in the internet browser.
- f) Enable the Transport Layer Security (TLS) v1.2 option in the internet browser.
- g) Turn off the Pop-up Blocker option in the internet browser, if applicable.
- h) If you have any other pop-up blocker software, these must be disabled while accessing the JAE-IS. Otherwise, it will prevent the JAE-IS from functioning properly.
- i) Printer is connected and ready to print (for printing of Verification Slip).
- 2. How do I enable cookies in the internet browser?

Google Chrome	Microsoft Edge		
a) Select "Settings" from the menu bar in your	a) Select "Settings" from the menu bar in your		
browser.	browser.		
b) Select "Privacy and security".	b) Select "Privacy, search, and services".		
c) In General settings, ensure that the "Allow	c) In the "Tracking prevention" section,		
all cookies" radio button is selected.	ensure that "Basic" or "Balanced" profile is		
d) Ensure that "Send a "Do Not Track" request	selected if "Tracking Prevention" is turned		
with your browsing traffic" is disabled.	on.		
e) Close the "Settings" tab in your browser.	f) Close the "Settings" tab in your browser.		

3. How do I enable Java and JavaScript in the internet browser?

Google Chrome	Microsoft Edge	
 a) Select "Settings" from the menu bar in your browser. b) Select "Privacy and security". c) In "Site Settings"> "Content", ensure that the "Javascript" is set to Allowed. d) Close the "Settings" tab in your browser. 	 a) Select "Settings" from the menu bar in your browser. b) Select "Cookies and Site Permissions". c) In the "Site Permissions – All permissions" section, ensure that "Javascript" is Allowed. d) Close the "Settings" tab in your browser. 	

- 4. How do I enable Transport Layer Security (TLS) in the internet browser?
- a) In the Windows menu search box, type "Internet options".
- b) Under Best match, click "Internet Options".
- c) In the Internet Properties window, on the "Advanced" tab, scroll down to the "Security" section.
- d) Check the "User TLS 1.2" checkbox. Click "OK".

5. How to turn off the Pop-up Blocker option in the internet browser?

Google Chrome		Microsoft Edge			
a)	Select "Settings" from the menu bar in your	a)	Select "Settings" from the menu bar		
	browser.		in your browser.		
b)	Under "Privacy and security," click "Site	b)	Select "Cookies and Site		
	settings".		Permissions".		
c)	Click "Pop-ups and redirects".	c)	Select "Pop-ups and redirects".		
d)	At the top, switch the setting from "Blocked	d)	Switch "Block pop-ups" to off to		
	(Recommended)" to "Allowed" to allow pop-ups.	^	allow pop-ups.		

Troubleshooting

6. I clicked on a link/button and nothing appears. What could be the problem?

You may have a pop-up blocker software that is preventing the system from displaying information in a pop-up window. Please turn off the pop-up blocker software.

Refer to Q5 on how to turn off the Pop-up Blocker option.

7. I encountered the error "Page can't be displayed", "Your session has timeout...", "You are not allowed to have more than one login session at any one time..." or "An unexpected error has occurred..." or "Webpage has expired" in the system. What could be the problem?

If you encounter any of the error pages, please close the existing browser window and try to log in using a new browser window after 15 minutes.

8. I encountered the error "The system is currently not available." What could be the problem?

You may have tried to access the system outside the JAE Registration phase or Posting Results Release phase. Refer to the <u>JAE website</u> for the JAE Registration period and Posting Results Release period.

Singpass

9. I encountered the error "Your session with Singpass has timed-out. Please close the browser and log in again" at the Singpass logon page. What could be the problem?

You might have stayed on the Singpass logon page for more than 15 mins without performing any activity. If you encounter this error message, please close the existing browser window and try to log in using a new browser window.