



SUPPLEMENTARY PLACEMENT EXERCISE (SPE)

USER GUIDE ON ACCOUNT CREATION



IMPORTANT NOTES

1. SEAB's Candidates Portal (CP) 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 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 (e.g. NRIC, 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 a 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.



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,
a) click on **Log in with Singpass** for student applicants with a Singpass Account; or
b) click on **Create an Account** for student applicants who do not have a Singpass Account.

For applicants without a Singpass account, skip to page 11.

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Log in to Candidates Portal

Log in with Singpass

Log in with MIMS (For MOE users)

OR

For non-Singpass or non-MIMS holder, please log in using an existing account

Username

Password

Login **Create an Account**

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

Click for School Candidate Payment

For school candidate making payment, no log in is required

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Stage 1

Account Creation



10 to 15 minutes
to complete

**For Student Applicants
with a Singpass Account**



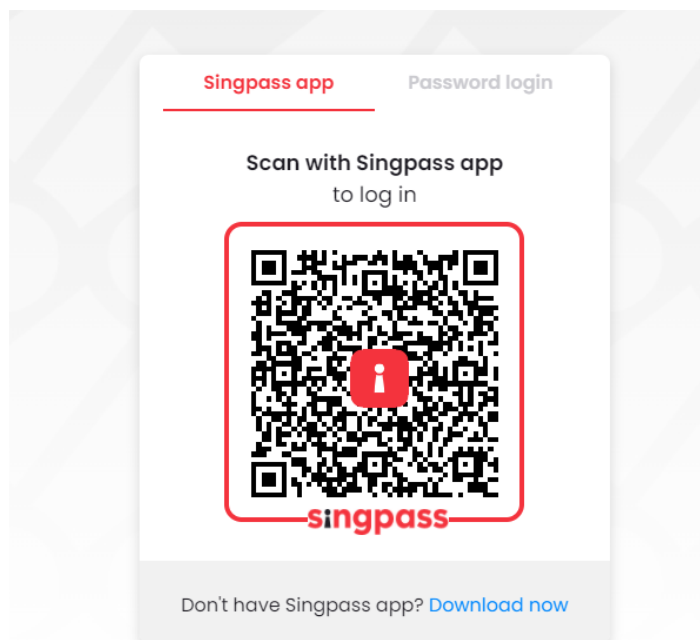
a) For student applicants with a Singpass Account

If you are eligible for Singpass, you must register for SPE tests 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 tests.

After clicking on **Log in with Singpass** on the Candidates Portal login page,

1. You will be redirected to the Singpass login page. Launch your Singpass app and tap on the **Scan** button.
2. Scan the QR code shown on the screen.
3. You will be prompted to use either of the following to verify your identity:
 - Fingerprint (for selected smartphones), or
 - 6-digit passcode



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

2. Scan the QR code shown on the screen.

3. Log into **Singpass** with

- Fingerprint, or
- 6-digit passcode



a) For student applicants with a Singpass Account

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

The screenshot shows the Singpass interface for data retrieval. At the top, the Singpass logo is displayed. Below it, a message states: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient." This is followed by a bold statement: "This digital service is requesting the following information from Singpass, for the purpose of form filling." A list of data points is shown with expandable arrows: Name, Hanyu Pinyin Name, NRIC/FIN, Sex, Race, Nationality, Date of Birth, Registered Address, Email, Mobile Number, and Residential Status. A text box with an arrow points to the "I Agree" button, stating: "User will need to agree to retrieve data from **MyInfo**." At the bottom, there is a disclaimer: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)." Two buttons are at the bottom: "Cancel" and "I Agree". The "I Agree" button is highlighted with a red border.

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

- > Name
- > Hanyu Pinyin Name
- > NRIC/FIN
- > Sex
- > Race
- > Nationality
- > Date of Birth
- > Registered Address
- > Email
- > Mobile Number
- > Residential Status

User will need to agree to retrieve data from **MyInfo**.

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Cancel I Agree



a) For student applicants with a Singpass Account

At the Account Creation page, you should see that your profile details have been pre-filled.

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

Date of Birth *
Select date of birth

School *
Select school

Verify Candidate

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.

6. Click on **Verify Candidate** for an eligibility check. This is a required step before you can fill in/ edit the rest of your 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

Nationality Issue Date

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

Contact Information

Next-of-kin Details

Cancel Create Account



a) For student applicants with a Singpass Account

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

^ 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

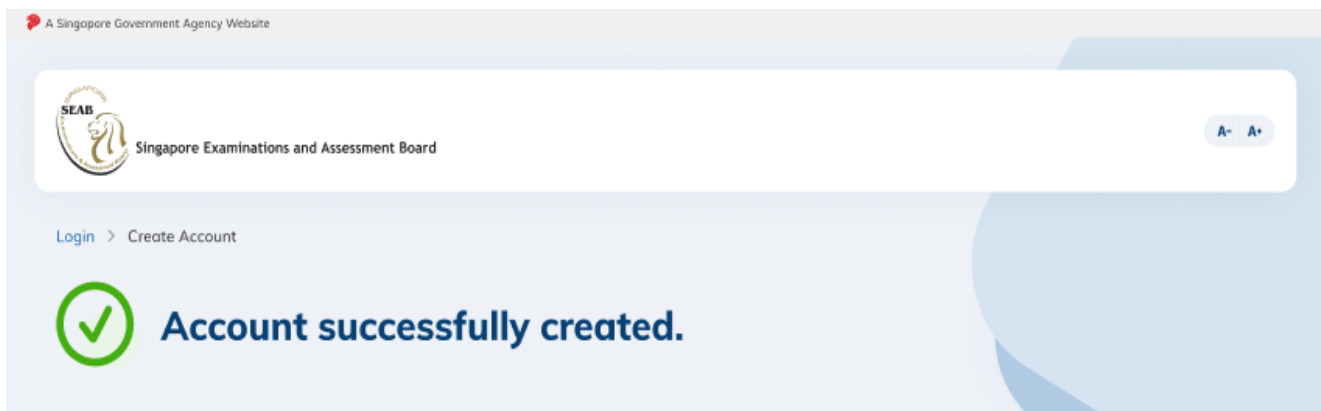
If you do not have a Singapore residential address, please enter **Postal Code: 000000** and click 'Get Address':

8. Click **Create Account**.



a) For student applicants with a Singpass Account

Upon successful creation of the account, you will see the image below.



Account Created

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



9. Click on **Back to Login** to return to the Candidates Portal login page.

You have completed creating your Candidates Portal account!



a) For student applicants with a Singpass Account

1. Click on **Log in with Singpass** to sign in to Candidates Portal.

You can only use Singpass to log into Candidates Portal.

Log in to Candidates Portal

Log in with Singpass

Log in with MIMS (For MOE users)

OR

For non-Singpass or non-MIMS holder, please log in using an existing account

Username

Password

Login Create an Account

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

2. Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) which will be sent via Email or SMS (only for Singapore-registered mobile number).
3. 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

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

Resend OTP

Stage 1

Account Creation



10 to 15 minutes
to complete

**For Student Applicants
without a Singpass Account**

**b) For student 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 (also known as National ID number)**.

You will NOT be eligible for 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 *
Select ID type

NRIC/FIN/Passport No. *
Enter NRIC/FIN/Passport No.

Date of Birth *
Select date of birth

School *
Select school

Verify Candidate

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

2. Click **Verify Candidate** for an 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

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

Contact Information

Next-of-kin Details

Create Account

4. Click **Create Account**.

**b) For student applicants without a Singpass Account**

5. An email will be sent to your **valid personal email address** with the following:

- **Account Username (This is the Username for all subsequent logins.)**
- **Instructions to set your password.**

Please check your spam folder if you did not receive the email.



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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](#).

6. Click on **Set Password** to set a password for your account. **Please note that the system-generated Username cannot be changed.**

7. Set a password for your Candidates Portal account.

You have completed creating your Candidates Portal account!

**b) For student applicants without a Singpass Account**

To sign in to your account,

1. Enter your system-generated Username and Password you have set.

2. Click **Login**.

3. The next screen will prompt you to enter the One-Time Password (OTP) sent via Email or SMS (only for Singapore-registered mobile number).

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



The registration period for the SPE tests is as follows:

Exercise	Registration Period
SPE	4 November 2025, 9.00 a.m. SGT to 17 November 2025, 4.30 p.m. SGT

Important Note:

Applicants are required to complete all the mandatory fields. Incomplete forms and forms with inaccurate information will be void, resulting in ineligible status of your registration.

Useful Contact:

For technical assistance, please raise a case using the online form www.go.gov.sg/cp-nonnex-seab. For other queries, you may contact us by completing this form www.go.gov.sg/askus-seab.

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.