



Ministry of Education

**DSA-SEC PORTAL USER GUIDE
FOR PREFERENCE SUBMISSION
(FOR STUDENTS IN MOE MAINSTREAM SCHOOLS)**

Published Date: Oct 2022

CONTENT	PAGE
1. School Preference Submission using DSA-Sec Portal	1
2. Submit DSA-Sec School Preference	
Submission by 1 st Parent	2
Confirmation by 2 nd Parent	13
3. Update DSA-Sec School Preference	
Update by 1 st Parent	19
Confirmation by 2 nd Parent	24
4. Withdraw DSA-Sec School Preference	
Withdrawal by 1 st Parent	30
Confirmation by 2 nd Parent	35
School Preference Submission (Single Parent)	
5. Submit DSA-Sec School Preference	40
6. Update DSA-Sec School Preference	50
7. Withdraw DSA-Sec School Preference	55

1. School Preference Submission using DSA-Sec Portal

- 1.1. Applicants who have been given a Confirmed Offer (CO) or Wait List (WL) offer by at least one DSA-Sec School (including SOTA) can access the DSA-Sec Portal to submit the DSA-Sec school preference.

Note:

- i) *If you do not wish to take up any DSA-Sec offer, you need not submit any school preference. Your child will be deemed to have withdrawn from the DSA-Sec.*
- ii) *If you do not submit the school preference by end of school preference submission period, your child will be deemed to have withdrawn from the DSA-Sec.*

- 1.2. The DSA-Sec School Preference Submission (SPS) period is typically around end October.
- 1.3. You may submit, update and withdraw your child's school preference during this period.
- 1.4. Please refer to <https://www.moe.gov.sg/dsa-sec> for exact dates for this year.
- 1.5. To submit the school preference, **both parents are required to log in to DSA-Sec Portal using their Singpass with Two-Factor Authentication (Singpass 2FA)**. One parent is to first log in to submit the school preferences. Following this, the other parent is to log in at a separate session to confirm. Refer to **Sections 2 to 4**.

Important Note:

The school preference is only partially completed after the 1st parent has submitted. The other parent is required to log in to confirm and complete the submission. If the other parent does not confirm by end of SPS, your child will be deemed to have withdrawn from the DSA-Sec.

- 1.6. If you are a single parent, refer to **Sections 5 to 7**.

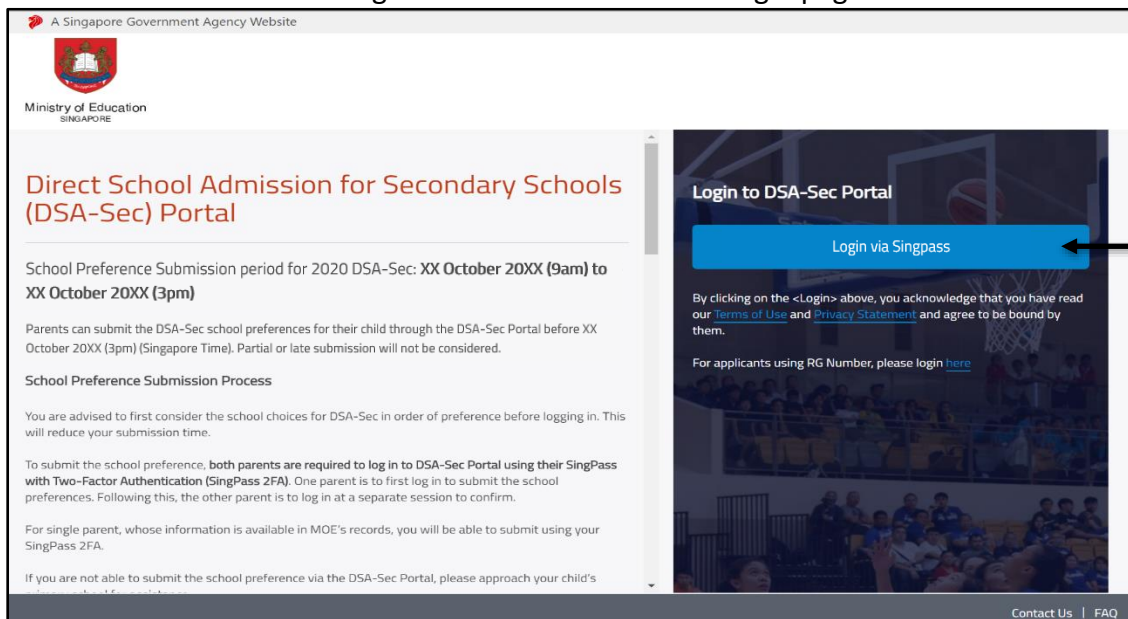
2. Submit DSA-Sec School Preference

Submission by 1st Parent

Step 1: Login by 1st Parent's using Singpass

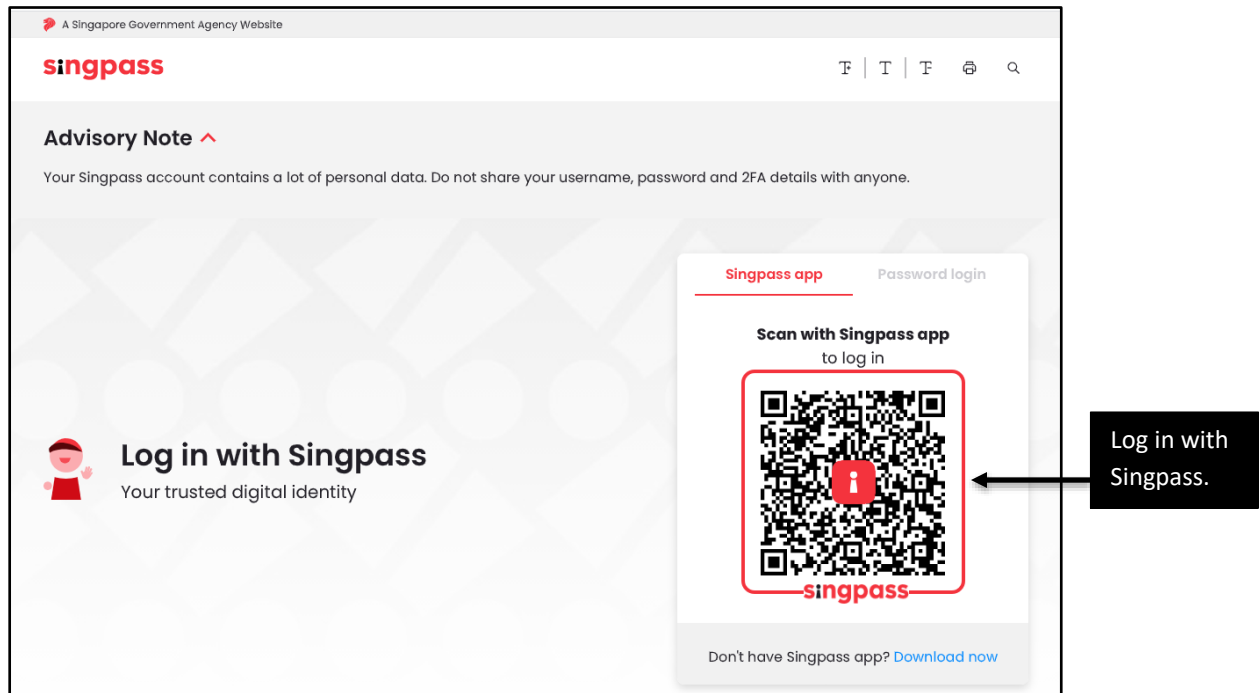
- 2.1. Either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to indicate your child's school preference,
- 2.2. Enter the website at <https://go.gov.sg/dsa-secschpref>. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 1).
- 2.3. Click <Login via Singpass> to start.

Figure 1: DSA-Sec Portal SPS login page



2.4. The Singpass login page will appear (Figure 2). Login using Singpass with 2FA.

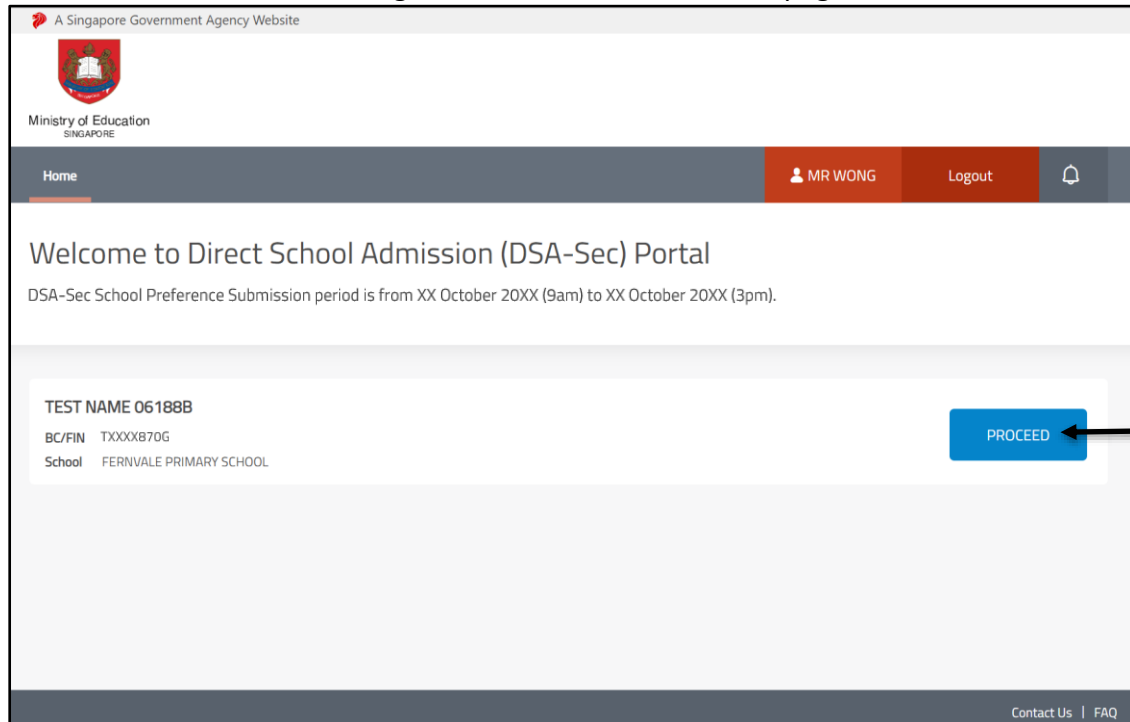
Figure 2: Singpass login page



Step 2: Home page for DSA-Sec Portal

- 2.5. The DSA-Sec Portal School Preference Home page will appear (Figure 3).
- 2.6. Click <PROCEED> to indicate your child's school preference.

Figure 3: DSA-Sec Portal Home page



Click
<PROCEED>
to proceed
with Partial
Submission.

Step 3: Indicate School Preference

- 2.7. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 4).

Figure 4: Select DSA Secondary School page

TEST NAME 06188B

BC/FIN TXXXXB70G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<input type="text" value="Type to search DSA-Sec School"/> × Clear
2	<input type="text" value="Type to search DSA-Sec School"/> × Clear
3	<input type="text" value="Type to search DSA-Sec School"/> × Clear

Next

DSA Secondary Schools that have given your child an offer.

- 2.8. You may indicate up to a maximum of 3 choices, in order of preference.
- 2.9. The **preference order** for the choices is **important**. If your child has received more than 1 offer (i.e. offers given by more than 1 DSA-Sec school), you are advised to consider the order of preference for the school choices carefully, before submitting.
- **CO** means that a place is reserved for your child in that school. Your child will be successful in DSA-Sec if you choose a school which has given your child a CO and your child has achieved a PSLE Score that qualifies them for a course offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the course.
 - **WL** means that your child has a chance to enter that school if those who have CO do not opt for that school during the SPS period. Your child will need to achieve a PSLE Score that qualifies them for a course offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the course.

2.11. After you have indicated choices of the DSA-Sec schools (up to a maximum of 3 choices, in order of preference), click <Next> to proceed (Figure 6).

Figure 6: Selected DSA Secondary School in order of preference

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<div> METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL) </div> <div> Clear </div>
2	<div> SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO) </div> <div> Clear </div>
3	<div> SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme Confirmed Offer (CO) </div> <div> Clear </div>

Next

DSA Secondary Schools selected, in order of preference.

Click to proceed.

Step 4: Edit Contact Details

- 2.12. Your contact details will be pre-filled if information is available in MyInfo.
- 2.13. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 7).
- 2.14. Click <Next> to proceed.

Figure 7: Contact details page

TEST NAME 06188B

BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | **Contact Details** | Review and Submit

Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this transaction.

You will receive an email after each successful transaction.

Parent's Contact Details

Name*	Mr Wong
Email*	Mr-Wong-the-Father-91919191@gmail.com
Re-enter Email*	Mr-Wong-the-Father-91919191@gmail.com
Mobile Number (Local)*	+65 9191 9191
Re-enter Mobile Number (Local)*	+65 9191 9191

Back Next

Update your contact details, if necessary.

Click to proceed.

Step 5: Verify information and Submit DSA-Sec School Preference

- 2.15. Verify all the information you have entered is correct (Figure 8).
- 2.16. Click <Edit> to update any of the sections.
- 2.17. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 2.18. Click <Submit> to submit your DSA-Sec school preference.

Figure 8: Verification and submission page for 'Partial Submission'

TEST NAME 06188B

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Review DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

Edit

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

Contact Details

Edit

NAME	EMAIL	CONTACT NUMBER
Mr Wong	Mr-Wong-the-Father-91919191@gmail.com	9191 9191

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Back

Cancel

Submit

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your School Preference.

Step 6: Download PDF copy for 'Partial Submission' of DSA-Sec School Preference Submission

- 2.19. This submission is **only partially completed** after the 1st parent has submitted (Figure 9). To complete the school preference submission, **the other parent must log in** to confirm the school choices before the DSA-Sec SPS deadline. Otherwise, this '**Partial Submission**' will lapse, and your child will be deemed to have withdrawn from the DSA-Sec.
- 2.20. An email of the DSA-Sec school preference '**Partial Submission**' (including the PDF of the '**Partial Submission**') will be sent to the email address provided.
- 2.21. Click <Download PDF> to download the '**DSA-Sec: Partial Submission of School Preference**' as a PDF document, for your reference.
- 2.22. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

Figure 9: Confirmation page for successful 'Partial Submission'

TEST NAME 06188B

BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL

⚠ This submission is only partially completed. To complete, the other parent is required to login to confirm by XX October 20XX, 3pm. Otherwise, the partial submission will lapse and your child is deemed to have withdrawn from DSA-Sec.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

A copy of your DSA-Sec School Preference **partial** submission has been sent to Mr-Wong-the-Father-91919191@gmail.com. You may also print or download a copy of the submission for your future reference.

If you wish to make further changes, the other parent has to confirm your partial submission first. Thereafter, you may make the changes before the submission period ends on XX October 20XX, 3pm.

Back to Home

Download PDF

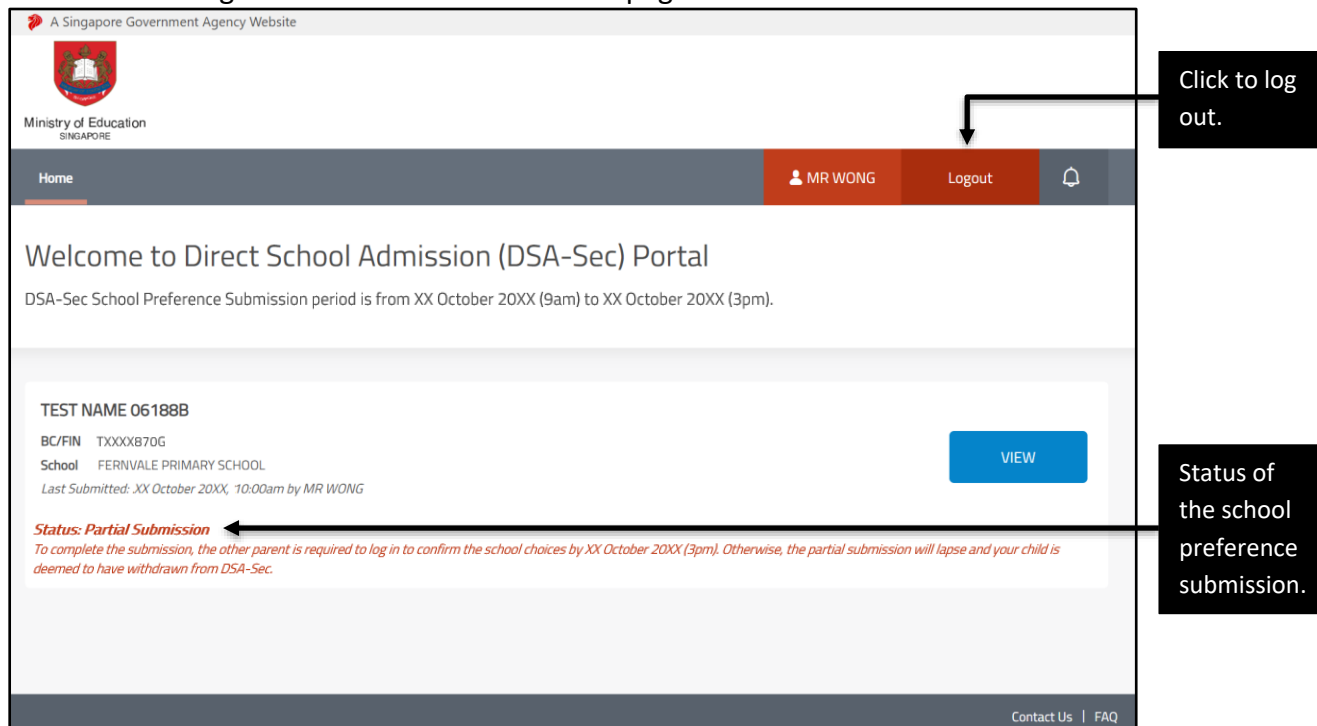
Email will be sent to 1st parent.

Click to download a PDF copy of your partial submission.

Step 7: Log out

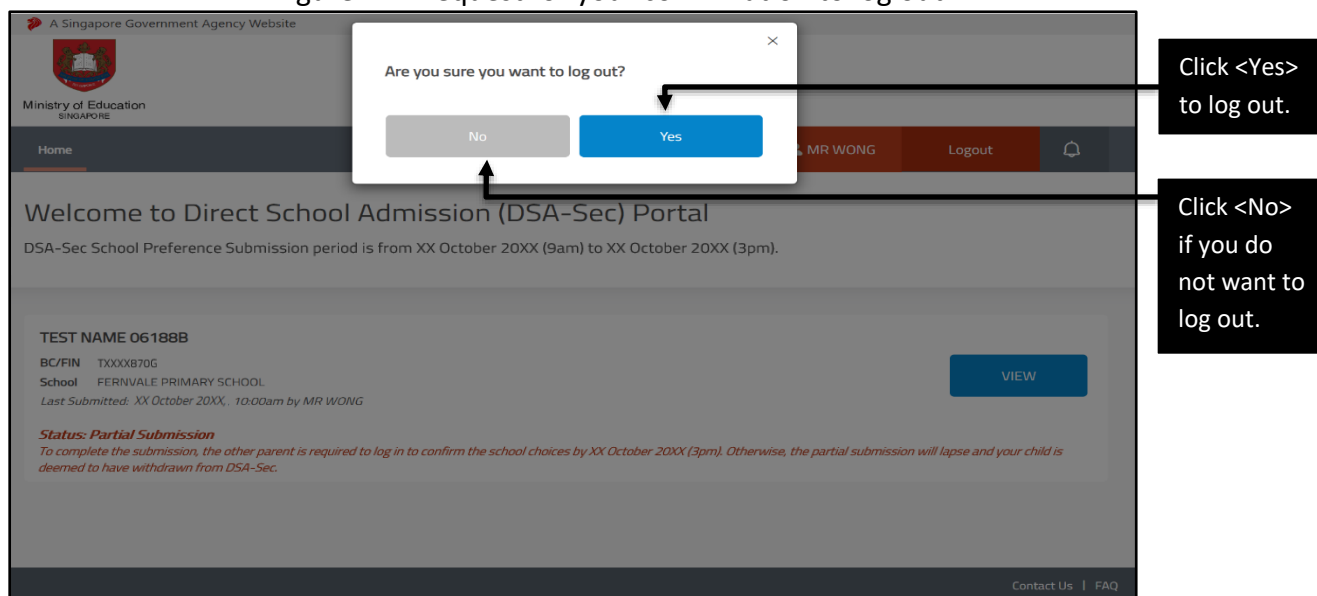
2.23. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 10).

Figure 10: DSA-Sec Portal Home page after 'Partial Submission'



2.24. A window will appear to request your confirmation to log out (Figure 11). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 11: Request for your confirmation to log out



Confirmation by 2nd Parent

Step 8: Login by 2nd Parent using Singpass

2.25. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at <https://go.gov.sg/dsa-secschpref>.

Step 9: Home page for DSA-Sec Portal

- 2.26. The DSA-Sec Portal School Preference Home page will appear (Figure 12).
- 2.27. Currently, your child's school preference is only partially submitted, pending your confirmation to complete the submission before the DSA-Sec SPS deadline. Otherwise, the '**Partial Submission**' will lapse, and your child will be deemed to have withdrawn from the DSA-Sec.
- 2.28. Click <PROCEED> to start the '**Complete Submission**' process of the DSA-Sec school preference.

Figure 12: DSA-Sec Portal Home page

The screenshot displays the DSA-Sec Portal Home page. At the top, it identifies the site as a Singapore Government Agency Website and the Ministry of Education, Singapore. The user is logged in as MRS WONG, with a Logout button and a notification bell icon. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal', followed by the submission period: 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's test name is 06188B, and their child's details are BC/FIN TXXXXB70G and School FERNVALE PRIMARY SCHOOL. The last submission was on XX October 20XX at 10:00am by MR WONG. The status is 'Partial Submission', with a note that the submission is pending confirmation before the deadline. A blue 'PROCEED' button is visible. Two callout boxes on the right provide instructions: one points to the 'PROCEED' button, stating 'Click <PROCEED> to proceed with Complete Submission.', and the other points to the status text, stating 'Status of the school preference submission.'

A Singapore Government Agency Website

Ministry of Education
SINGAPORE

Home MRS WONG Logout

Welcome to Direct School Admission (DSA-Sec) Portal

DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm).

TEST NAME 06188B

BC/FIN TXXXXB70G

School FERNVALE PRIMARY SCHOOL

Last Submitted: XX October 20XX, 10:00am by MR WONG

Status: Partial Submission

Your child's school preference is only partially submitted. Pending your confirmation to complete the submission by XX October 20XX (3pm). Otherwise, the partial submission will lapse and your child is deemed to have withdrawn from DSA-Sec.

PROCEED

Click <PROCEED> to proceed with Complete Submission.

Status of the school preference submission.

Contact Us | FAQ

Step 10: Review DSA Secondary School Preference submitted by 1st Parent

2.29. Review the DSA-Sec school choices submitted by the 1st parent (Figure 13).

2.30. After you have reviewed the DSA-Sec school choices submitted by the 1st parent (up to a maximum of 3 choices, in order of preference), click <Next> to proceed.

Note: If you wish to change the choices submitted by the 1st parent, you must complete this partial submission first. After that, both parents may proceed to update and confirm the changes, before the DSA-Sec SPS deadline.

Figure 13: Review selected DSA Secondary School

TEST NAME 06188B

BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | Contact Details | Review and Submit

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Below is the preference submitted by the other parent. Click <Next> to continue.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL)
2	SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO)
3	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme Confirmed Offer (CO)

Next

DSA Secondary Schools that have given your child an offer.

DSA-Sec School Preference submitted by 1st parent, in order of preference.

Click to proceed.

Step 11: Edit Contact Details

- 2.31. Your contact details will be pre-filled if information is available in MyInfo.
- 2.32. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 14).
- 2.33. Click <Next> to proceed.

Figure 14: Contact details page

TEST NAME 06188B

BC/FIN TXXXXB70G | **School** FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | **Contact Details** | Review and Submit

Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this transaction.

You will receive an email after each successful transaction.

Parent's Contact Details

Name *	Mrs Wong
Email *	Mrs-Wong-the-Mother-92929292@gmail.com
Re-enter Email *	Mrs-Wong-the-Mother-92929292@gmail.com
Mobile Number (Local) *	+65 9292 9292
Re-enter Mobile Number (Local) *	+65 9292 9292

Back | Next

Update your contact details, if necessary.

Click to proceed.

Step 12: Verify information and Submit DSA-Sec School Preference

- 2.34. Verify the contact details you have entered is correct (Figure 15).
- 2.35. Click <Edit> to update your contact details, if needed.
- 2.36. After you have verified that your contact details are correct, read the terms and check the box if you agree.
- 2.37. Click <Submit> to submit your DSA-Sec school preference.
- 2.38. After you (i.e. the 2nd parent) submit, the DSA-Sec school preference submission is completed.

Figure 15: Verification and submission page for 'Complete Submission'

TEST NAME 06188B

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | Contact Details | **Review and Submit**

Review DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

Contact Details

[Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mrs Wong	Mrs-Wong-the-Mother-92929292@moe.gov.sg	9292 9292
Mr Wong	****@****.***	*****

The email address and contact number are masked for personal data protection.

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

[Back](#) [Cancel](#) [Submit](#)

Click to edit this section.

Read the terms and check the box if you agree.

Click to submit your School Preference.

Step 13: Download PDF copy for successful 'Complete Submission' of DSA-Sec School Preference Submission

- 2.39. This submission is completed, after both parents (1st and 2nd parent) have logged in to submit the DSA-Sec school preference (Figure 16).
- 2.40. An email of the DSA-Sec school preference '**Complete Submission**' (including the PDF of the '**Complete Submission**') will be sent to the email addresses provided by both parents (1st and 2nd parent).
- 2.41. Click <Download PDF> to download the '**DSA-Sec: Confirmation of Successful Submission of School Preference**' as a PDF document, for your reference.
- 2.42. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 2.43. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 16: Confirmation page for successful 'Complete Submission'

TEST NAME 06188B

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

You have successfully submitted your DSA-Sec School Preference.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

A copy of your DSA-Sec School Preference complete submission has been sent to has been sent to both parents' email addresses. You may also print or download a copy of the submission for your future reference.

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX, 3pm.

Back to Home

Download PDF

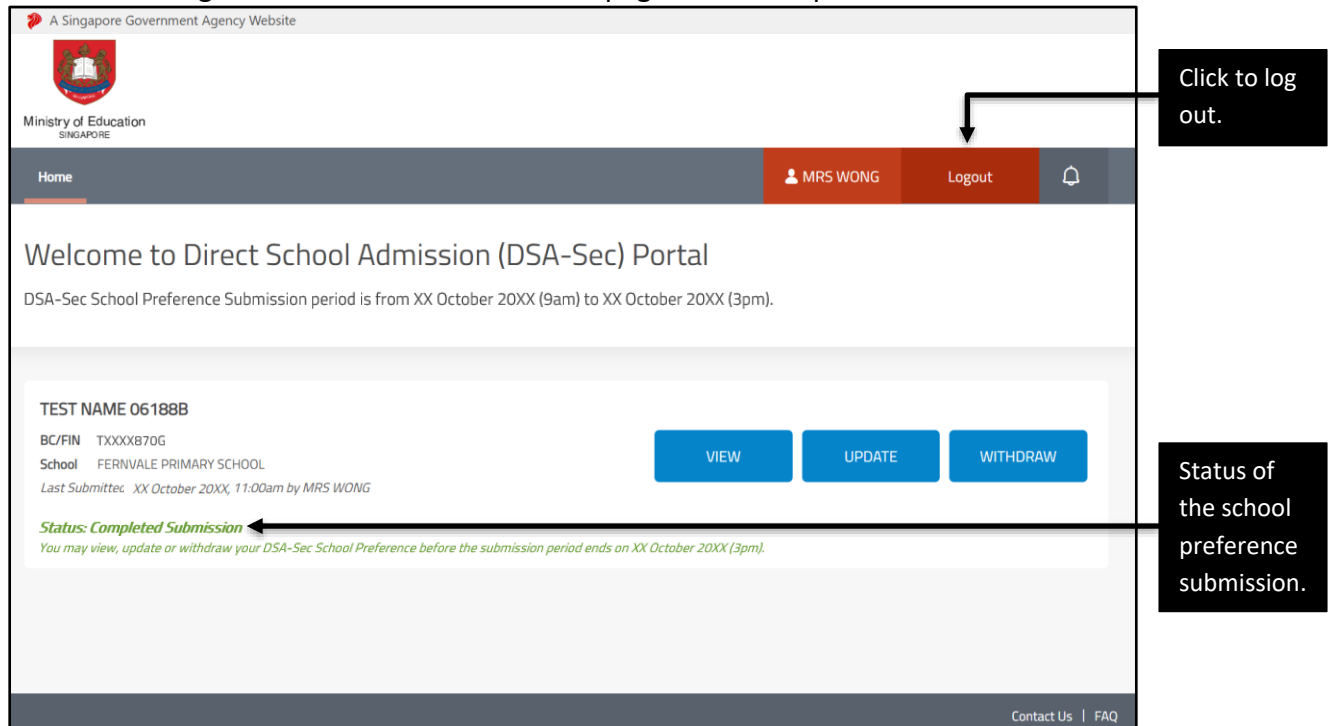
Email will be sent to both parents.

Click to download a PDF copy of your complete submission.

Step 14: Log out

2.44. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 17).

Figure 17: DSA-Sec Portal Home page after 'Complete Submission'



2.45. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

3. Update DSA-Sec School Preference

Update by 1st Parent

Step 1: Login by 1st Parent's using Singpass

- 3.1. After a '**Complete Submission**', either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to update your child's school preference.
- 3.2. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at <https://go.gov.sg/dsa-secschpref>.

Step 2: Home page for DSA-Sec Portal

- 3.3. The DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 18).
- 3.4. Click <UPDATE> to update your child's school preference.

Figure 18: DSA-Sec Portal Home page

The screenshot displays the DSA-Sec Portal Home page. At the top, it identifies the site as a Singapore Government Agency Website, specifically the Ministry of Education Singapore. The user is logged in as 'MR WONG' and can click 'Logout'. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal', followed by the submission period: 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's details are shown: TEST NAME 06188B, BC/FIN TXXXXB70G, and School FERNVALE PRIMARY SCHOOL. The last submission was on XX October 20XX at 11:00am by MRS WONG. The status is 'Completed Submission', with a note that the user can view, update, or withdraw their preference before the submission period ends on XX October 20XX (3pm). Three buttons are visible: 'VIEW', 'UPDATE', and 'WITHDRAW'. An arrow points from the 'UPDATE' button to a callout box stating 'Click <UPDATE> to proceed with Partial Update.' Another arrow points from the status text to a callout box stating 'Status of the school preference submission.'

Click <UPDATE> to proceed with Partial Update.

Status of the school preference submission.

Step 3: Update DSA-Sec School Preference

3.5. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 19). Click <Edit> to update the relevant section.

Figure 19: Update DSA-Sec school preference during 'Partial Update'

TEST NAME 06188B

BC/FIN TXXXB70G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

Edit

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

Contact Details

Edit

NAME	EMAIL	CONTACT NUMBER
Mr Wong	Mr-Wong-the-Father-91919191@gmail.com	9191 9191
Mrs Wong	****@****.****	*****

The email address and contact number are masked for personal data protection.

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Cancel

Update

Click to edit any of the sections.

- 3.6. Once you have completed all your updates, verify all the information that you have updated is correct, in the “Verification and submission” page (Figure 20).
- 3.7. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 3.8. Click <Update> to submit your updated DSA-Sec school preference.

Figure 20: Verification and submission page for ‘Partial Update’

TEST NAME 06188B

BC/FIN TXXXX870G

School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

NAME	EMAIL	CONTACT NUMBER
Mr Wong	Mr-Wong-the-Father-91919191@gmail.com	9191 9191
Mrs Wong	****@****.****	*****

The email address and contact number are masked for personal data protection.

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Cancel

Update

DSA-Sec School Preference updated.

Read the terms and check the box if you agree.

Click to submit your updated School Preference.

Page 21

Step 4: Download PDF copy for 'Partial Update' of DSA-Sec School Preference Submission

- 3.9. The school preference update is **only partially completed** after the 1st parent has updated (Figure 21). To complete the school preference update, **the other parent must log in** to confirm the school choices before the DSA-Sec SPS deadline. Otherwise, the changes made in this '**Partial Update**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.
- 3.10. An email of the DSA-Sec school preference '**Partial Update**' (including the PDF of the '**Partial Update**') will be sent to the email addresses provided by both parents (1st and 2nd parent).
- 3.11. Click <Download PDF> to download the "**DSA-Sec: Partial Update of School Preference**" as a PDF document, for your reference.
- 3.12. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

Figure 21: Confirmation page for successful 'Partial Update'

The screenshot shows the confirmation page for a 'Partial Update' of DSA-Sec school preferences. At the top, it displays 'TEST NAME 06188B' and 'BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL'. A prominent orange warning box states: '⚠ This update is only partially completed. To complete, the other parent is required to login to confirm by XX October 20XX, 3pm. Otherwise, the changes in the partial update will lapse and your child is deemed to continue to participate in DSA-Sec based on last completed school preference submission.' Below this is a table of preferences:

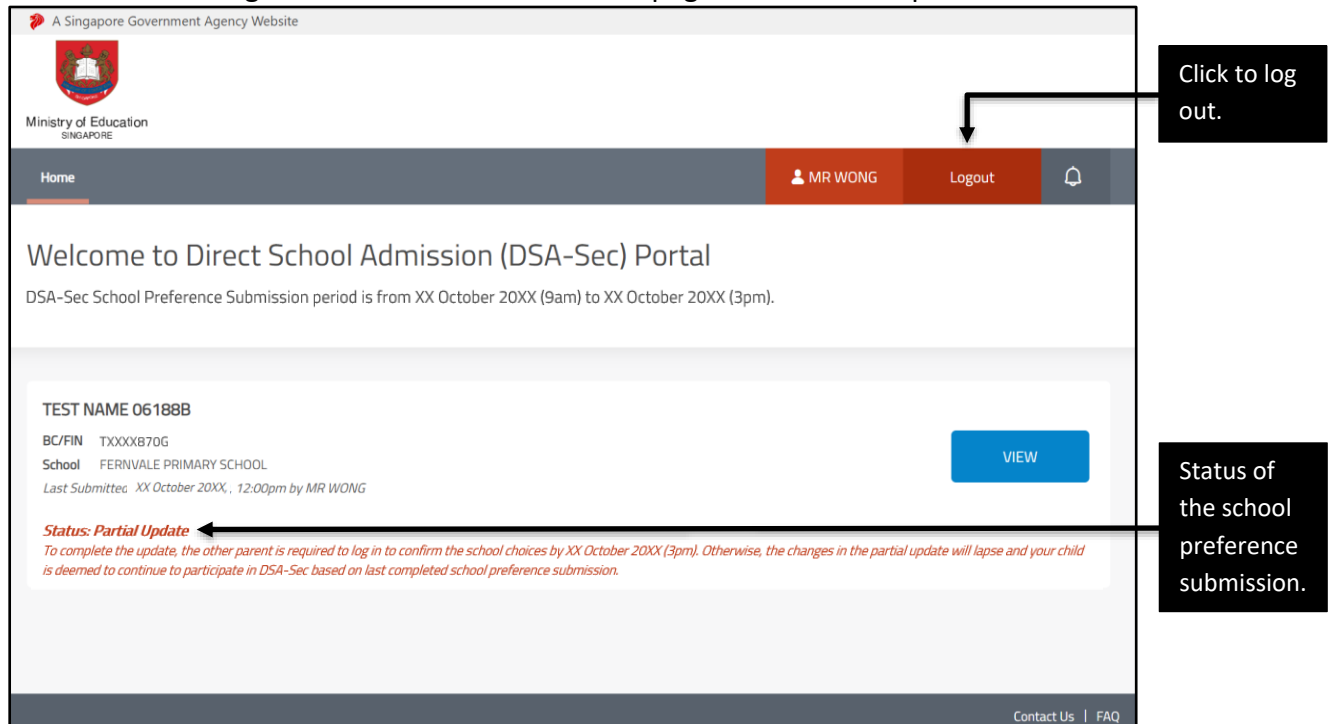
PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Below the table, a message states: 'A copy of your DSA-Sec School Preference partial update has been sent to has been sent to both parents' email addresses. You may also print or download a copy of the update for your future reference.' Another message follows: 'If you wish to make further changes, the other parent has to confirm your partial update first. Thereafter, you may make the changes before the submission period ends on XX October 20XX, 3pm.' At the bottom, there are two buttons: 'Back to Home' (grey) and 'Download PDF' (blue). Two callout boxes on the right provide additional context: 'Email will be sent to both parents.' (pointing to the table) and 'Click to download a PDF copy of your partial update.' (pointing to the 'Download PDF' button).

Step 5: Log out

3.13. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 22).

Figure 22: DSA-Sec Portal Home page after 'Partial Update'



3.14. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

Confirmation by 2nd Parent

Step 6: Login by 2nd Parent using Singpass

3.15. Follow steps in Paragraphs 2.2 to 2.4 to log in using Singpass 2FA at <https://go.gov.sg/dsa-secschpref>.

Step 7: Home page for DSA-Sec Portal

- 3.16. The DSA-Sec Portal School Preference Home page will appear (Figure 23).
- 3.17. Currently, your child's school preference is only partially updated, pending your confirmation to complete the update before the DSA-Sec SPS deadline. Otherwise, the changes made in the '**Partial Update**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission confirmed by both parents.
- 3.18. Click <PROCEED> to start the '**Complete Update**' process of the DSA-Sec school preference.

Figure 23: DSA-Sec Portal Home page

The screenshot shows the DSA-Sec Portal Home page. At the top, it says 'A Singapore Government Agency Website' and 'Ministry of Education SINGAPORE'. The user is logged in as 'MRS WONG' with a 'Logout' button. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal'. Below this, it states 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's test name is '06188B', BC/FIN is 'TXXXX870G', and the school is 'FERNVALE PRIMARY SCHOOL'. The last submission was on 'XX October 20XX, 12:00pm by MR WONG'. A blue 'PROCEED' button is visible. A red status message indicates 'Status: Partial Update' and explains that the child's school preference is only partially updated and needs confirmation to complete the update by the deadline. Otherwise, the changes will lapse, and the child will continue to participate based on the last completed submission. A black box with an arrow points to the 'PROCEED' button, with text: 'Click <PROCEED> to proceed with Complete Update.' Another black box with an arrow points to the status message, with text: 'Status of the school preference submission.'

Step 8: Review DSA Secondary School Preference updated by 1st Parent

- 3.19. Review the DSA-Sec school choices updated by the 1st parent (Figure 24).
- 3.20. After you have reviewed the DSA-Sec school choices updated by the 1st parent (up to a maximum of 3 choices, in order of preference), click <Next> to proceed.

Note: If you wish to make further changes, you must complete this partial update first. After that, both parents may proceed to further update/withdraw and confirm the changes, before the DSA-Sec SPS deadline.

Figure 24: Review updated DSA Secondary School in order of preference

TEST NAME 06188B

BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Below is the preference submitted by the other parent. Click <Next> to continue.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO)
2	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL)
3	TANJONG KATONG GIRLS' SCHOOL Wait List (WL)

Next

DSA-Sec School Preference updated by 1st parent, in order of preference.

Click to proceed.

Step 9: Review Contact Details

- 3.21. Your contact details will be pre-filled, based on the **latest** information that you had submitted previously via the DSA-Sec Portal.
- 3.22. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction, if needed (Figure 25).
- 3.23. Click <Next> to proceed.

Figure 25: Contact details page

TEST NAME 06188B

BC/FIN TXXX870G | **School** FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | **Contact Details** | Review and Submit

Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this transaction.

You will receive an email after each successful transaction.

Parent's Contact Details

Name *	Mrs Wong
Email *	Mrs-Wong-the-Mother-92929292@gmail.com
Re-enter Email *	Mrs-Wong-the-Mother-92929292@gmail.com
Mobile Number (Local) *	+65 9292 9292
Re-enter Mobile Number (Local) *	+65 9292 9292

Back Next

Update your contact details, if necessary.

Click to proceed.

Step 10: Verify information and update DSA-Sec School Preference

- 3.24. Verify that your contact details are correct, in the “Verification and submission” page (Figure 26).
- 3.25. Click <Edit> to update your contact details, if needed.
- 3.26. After you have verified that your contact details are correct, read the terms and check the box if you agree.
- 3.27. Click <Update> to submit your updated DSA-Sec school preference.
- 3.28. After you (i.e. the 2nd parent) submit the update, the DSA-Sec school preference update is completed.

Figure 26: Verification and submission page for ‘Complete Update’

TEST NAME 06188B

BC/FIN TXXX870G School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School Contact Details Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

[Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mrs Wong	Mrs-Wong-the-Mother-92929292@gmail.com	9292 9292
Mr Wong	****@****.***	*****

The email address and contact number are masked for personal data protection.

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Back Cancel Update

Click to edit this section.

Read the terms and check the box if you agree.

Click to submit your updated School Preference.

Step 11: Download PDF copy for successful 'Complete Update' of DSA-Sec School Preference Submission

- 3.29. This submission is completed, as both parents (1st and 2nd parent) had login to update the DSA-Sec school preference (Figure 27).
- 3.30. An email of the DSA-Sec school preference '**Complete Update**' (including the PDF of the '**Complete Update**') will be sent to the email addresses provided by both parents (1st and 2nd parent).
- 3.31. Click <Download PDF> to download the '**DSA-Sec: Confirmation of Successful Update of School Preference**' as a PDF document, for your reference.
- 3.32. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 3.33. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 27: Confirmation page for successful 'Complete Update'

TEST NAME 06188B

BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL

You have successfully updated your DSA-Sec School Preference.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

A copy of your DSA-Sec School Preference **complete** update has been sent to has been sent to both parents' email addresses. You may also print or download a copy of the update for your future reference.

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX, 3pm.

[Back to Home](#)
[Download PDF](#)

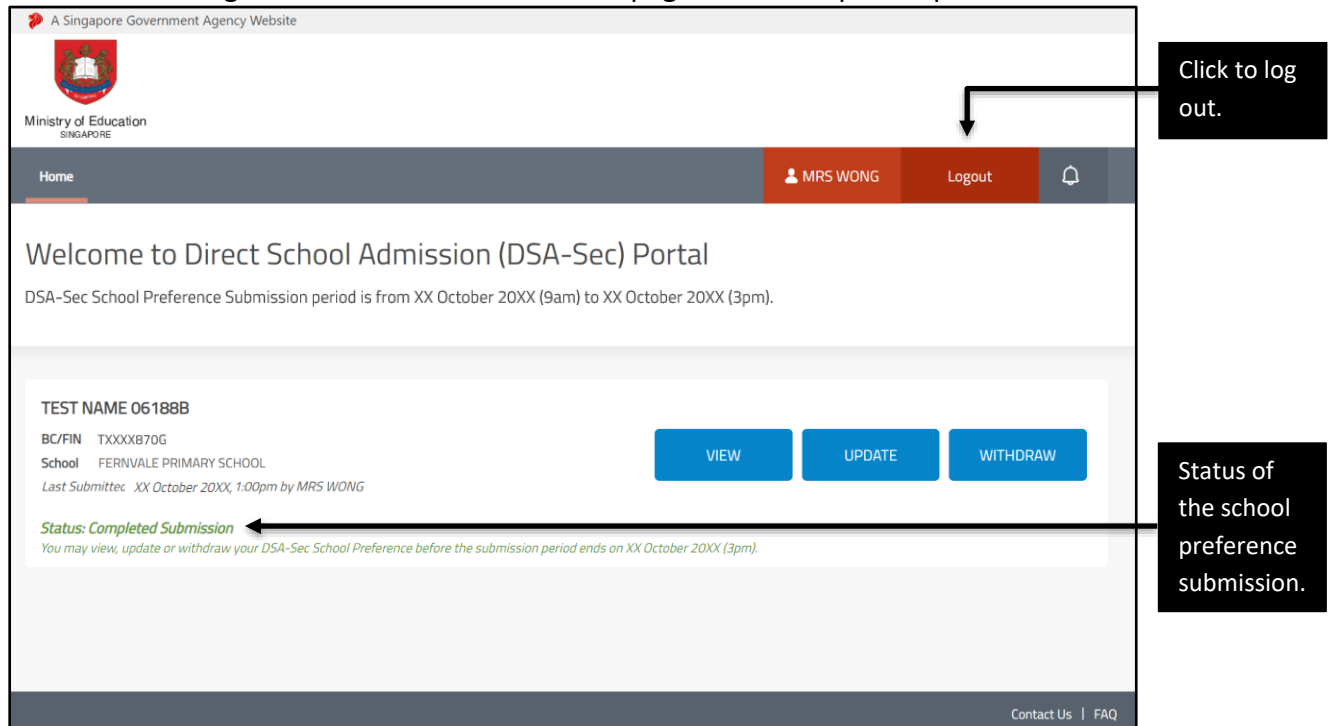
Email will be sent to both parents.

Click to download a PDF copy of your complete update.

Step 12: Log out

3.34. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 28).

Figure 28: DSA-Sec Portal Home page after 'Complete Update'



3.35. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

4. Withdraw DSA-Sec School Preference

Withdrawal by 1st Parent

Step 1: Login by 1st Parent's using Singpass

- 4.1. After a '**Complete Submission**' or '**Complete Update**', either parent can log into the DSA-Sec Portal using their Singpass as the 1st parent to withdraw your child's school preference.
- 4.2. Follow steps in **Paragraphs 2.2 to 2.4** to log in using Singpass 2FA at <https://go.gov.sg/dsa-secschpref>.

Step 2: Home page for DSA-Sec Portal

- 4.3. The DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 29).
- 4.4. Click <WITHDRAW> to withdraw your child's school preference.

Figure 29: DSA-Sec Portal Home page

The screenshot displays the DSA-Sec Portal Home page. At the top, it identifies the site as a Singapore Government Agency Website, specifically the Ministry of Education SINGAPORE. The user is logged in as MR WONG, with a Logout button and a notification bell icon. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal', followed by the submission period: 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's details are listed: TEST NAME 06188B, BC/FIN TXXXXB70G, and School FERNVALE PRIMARY SCHOOL. The last submission was on XX October 20XX at 1:00pm by MRS WONG. Three blue buttons are visible: VIEW, UPDATE, and WITHDRAW. An arrow points from the WITHDRAW button to a callout box that says 'Click <WITHDRAW> to proceed with Partial Withdrawal.' Below the buttons, the status is 'Status: Completed Submission' in green, with a note: 'You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX (3pm).' Another arrow points from this status text to a callout box that says 'Status of the school preference submission.' The footer includes 'Contact Us | FAQ'.

Click <WITHDRAW> to proceed with Partial Withdrawal.

Status of the school preference submission.

Step 3: Withdraw DSA-Sec School Preference

- 4.5. You will see the page with the DSA-Sec school preference details (Figure 30).
- 4.6. Fill in the reason for withdrawal with a limit of 300 characters.
- 4.7. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 30: Withdraw DSA-Sec school preference during 'Partial Withdrawal'

TEST NAME 06188B

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Withdraw DSA-Sec School Preference

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

NAME	EMAIL	CONTACT NUMBER
Mr Wong	Mr-Wong-the-Father-91919191@gmail.com	9191 9191
Mrs Wong	****@****.***	*****

The email address and contact number are masked for personal data protection.

Reason for Withdrawal *

My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise|

(Maximum of 300 characters)

Cancel

Withdraw

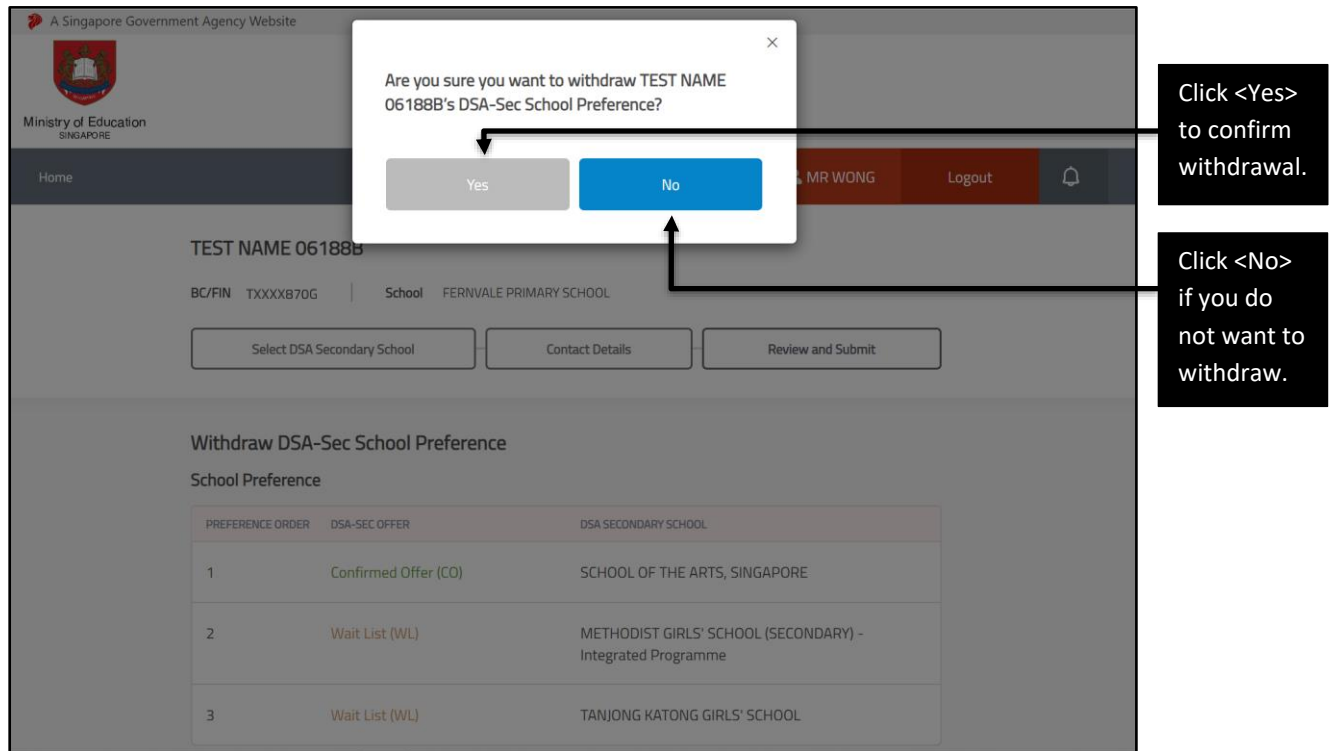
The 1st parents' contact details will be shown.

Enter the reason for withdrawal.

Click to withdraw your submission.

- 4.8. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 31). Click <Yes> to confirm the partial withdrawal of your child's DSA-Sec school preference submission. Otherwise, click <No>.

Figure 31: Request for your confirmation of DSA-Sec school preference withdrawal during 'Partial Withdrawal'



Step 4: Receive Email for 'Partial Withdrawal' of DSA-Sec School Preference

- 4.9. The withdrawal for the school preference submission is **only partially completed** after the 1st parent has withdrawn (Figure 32). To complete the withdrawal of the school preference submission, **the other parent must log in** to confirm the withdrawal before the DSA-Sec SPS deadline. Otherwise, this '**Partial Withdrawal**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.
- 4.10. An email of the DSA-Sec school preference '**Partial Withdrawal**' will be sent to the email addresses provided by both parents (1st and 2nd parent).
- 4.11. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

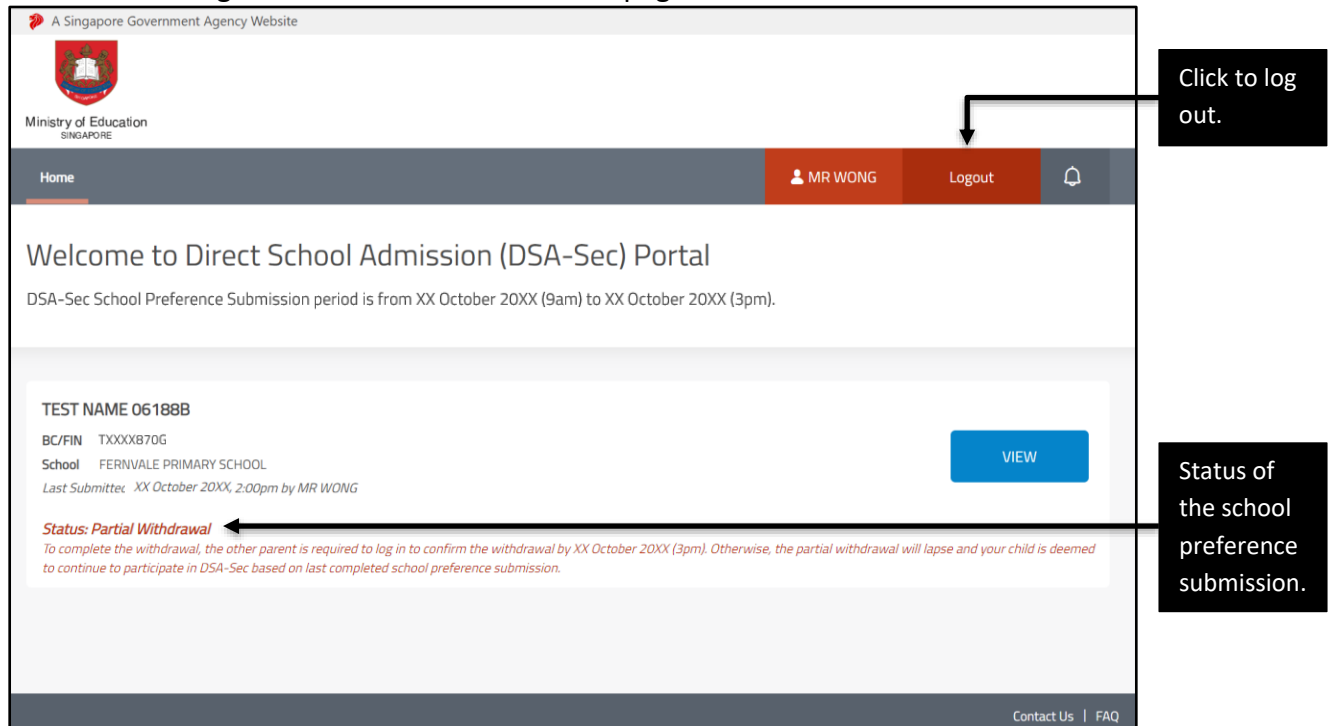
Figure 32: Confirmation page for successful 'Partial Withdrawal'

The screenshot shows a confirmation page for a 'Partial Withdrawal'. At the top, it displays 'TEST NAME 06188B' and 'BC/FIN TXXXX870G | School FERNVALE PRIMARY SCHOOL'. A prominent red warning box states: '⚠ This withdrawal is only partially completed. To complete, XX October 20XX, 3pm. Otherwise, the partial withdrawal will lapse and your child is deemed to continue to participate in DSA-Sec based on last completed school preference submission.' Below this, the 'Reason for Withdrawal' is given as 'My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise.' It also confirms that a copy of the 'partial' withdrawal has been sent to both parents' email addresses. A note at the bottom states: 'If you wish to make further changes, the other parent has to confirm your partial withdrawal first. Thereafter, you may make the changes before the submission period ends on XX October 20XX, 3pm.' At the bottom left is a 'Back to Home' button. Two callout boxes on the right provide additional context: one points to the red warning box stating 'Email will be sent to both parents.', and another points to the 'Back to Home' button stating 'Click to return to DSA-Sec Portal Home page.'

Step 5: Log out

4.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 33).

Figure 33: DSA-Sec Portal Home page after 'Partial Withdrawal'



4.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

Confirmation by 2nd Parent

Step 6: Login by 2nd Parent using Singpass

- 4.14. Follow steps in Paragraphs 2.2 to 2.4 to log in using Singpass 2FA at <https://go.gov.sg/dsa-secschpref>.

Step 7: Home page for DSA-Sec Portal

- 4.15. The DSA-Sec Portal School Preference Home page will appear (Figure 34).
- 4.16. Currently, your child's school preference is only partially withdrawn, pending your confirmation to complete the withdrawal before the DSA-Sec SPS deadline. Otherwise, the changes made in the '**Partial Withdrawal**' will lapse, and your child will be deemed to continue to participate in the DSA-Sec, based on the **last completed** school preference submission.
- 4.17. Click <PROCEED> to start the '**Complete Withdrawal**' process of the DSA-Sec school preference.

Figure 34: DSA-Sec Portal Home page

The screenshot shows the DSA-Sec Portal Home page. At the top, it says 'A Singapore Government Agency Website' and 'Ministry of Education SINGAPORE'. The user is logged in as 'MRS WONG' with a 'Logout' button. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal'. Below this, it states 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's test name is '06188B', BC/FIN is 'TXXXXB70G', and the school is 'FERNVALE PRIMARY SCHOOL'. The last submission was on 'XX October 20XX, 2:00pm by MR WONG'. A blue 'PROCEED' button is visible. A status message indicates 'Status: Partial Withdrawal' and explains that the school preference is only partially withdrawn, pending confirmation to complete the withdrawal by XX October 20XX (3pm). Otherwise, the partial withdrawal will lapse, and the child is deemed to continue to participate in DSA-Sec based on the last completed school preference submission. Two callout boxes on the right provide instructions: 'Click <PROCEED> to proceed with Complete Withdrawal.' and 'Status of the school preference submission.'.

Click <PROCEED> to proceed with Complete Withdrawal.

Status of the school preference submission.

Step 8: Review DSA Secondary School Preference Withdrawal submitted by**1st Parent**

4.18. Review the DSA-Sec school preference withdrawal that was submitted by the 1st parent (Figure 35).

Note: If you wish to make further changes, you still must complete this partial withdrawal first. After that, both parents may proceed to re-submit and confirm the changes, before the DSA-Sec SPS deadline.

Step 9: Withdraw DSA-Sec School Preference

4.19. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 35: Review and withdraw DSA-Sec school preference

TEST NAME 06188B

BC/FIN TXXXB70G
School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Withdraw DSA-Sec School Preference

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

NAME	EMAIL	CONTACT NUMBER
Mrs Wong	Mrs-Wong-the-Mother-92929292@gmail.com	9292 9292
Mr Wong	****@****.***	*****

The email address and contact number are masked for personal data protection.

Reason for Withdrawal *

My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise.

Back

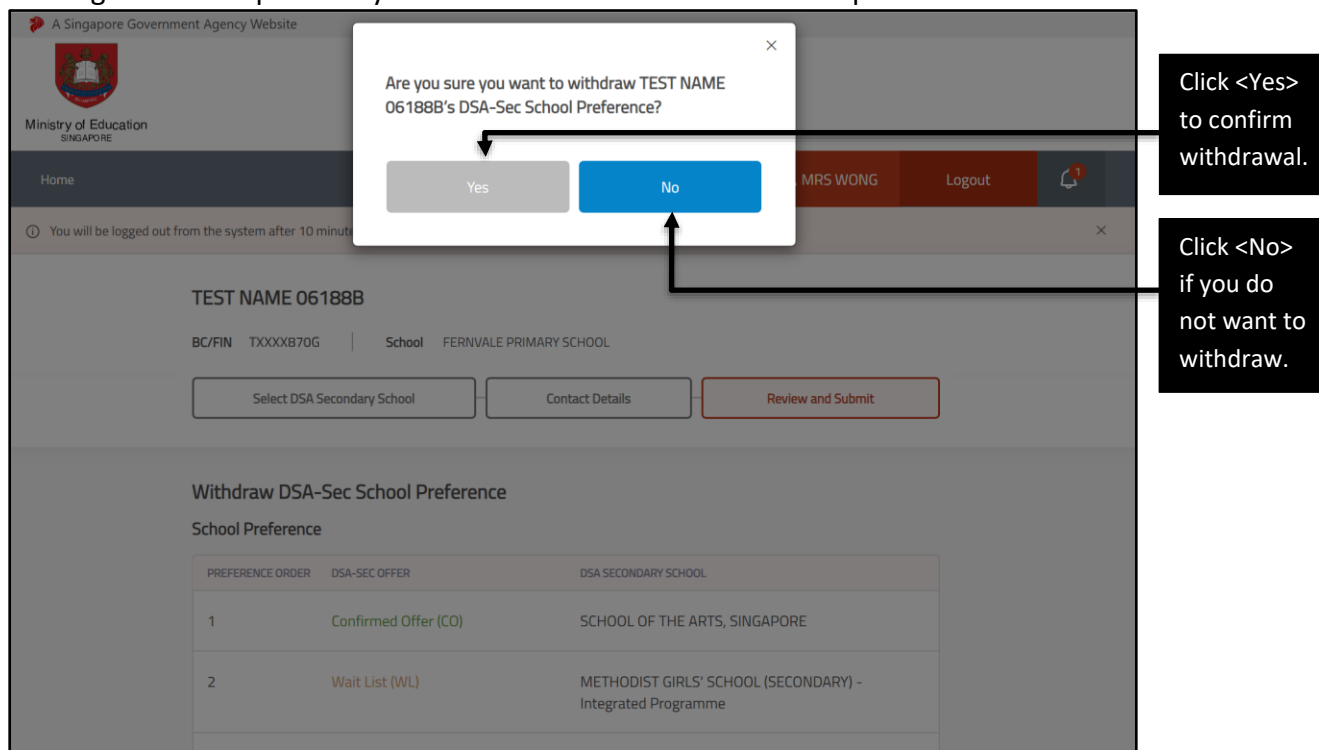
Cancel

Withdraw

Click to withdraw your submission.

- 4.20. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 36). Click <Yes> to confirm the withdrawal of your child's DSA-Sec school preference submission. Otherwise, click <No>.
- 4.21. After you (i.e. the 2nd parent) withdraw, the DSA-Sec school preference withdrawal is completed.

Figure 36: Request for your confirmation of DSA-Sec school preference withdrawal



Step 10: Receive Email for successful ‘Complete Withdrawal’ of DSA-Sec School Preference

- 4.22. This withdrawal is completed, as both parents (1st and 2nd parent) had login to withdraw the DSA-Sec school preference (Figure 37).
- 4.23. An email of the DSA-Sec school preference ‘**Complete Withdrawal**’ will be sent to the email addresses provided by both parents (1st and 2nd parent).
- 4.24. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 4.25. You may re-submit your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 37: Confirmation page for successful ‘Complete Withdrawal’

The screenshot shows a confirmation page with the following elements:

- TEST NAME 06188B**
- BC/FIN** TXXX870G | **School** FERNVALE PRIMARY SCHOOL
- You have successfully withdrawn your DSA-Sec School Preference.**
- Reason for Withdrawal: My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise.
- A copy of your DSA-Sec School Preference **complete** withdrawal has been sent to has been sent to both parents' email addresses.
- Back to Home** button

Annotations on the right side of the screenshot:

- An arrow points from the text "Email will be sent to both parents." to the word "complete" in the confirmation message.
- An arrow points from the text "Click to return to DSA-Sec Portal Home page." to the "Back to Home" button.

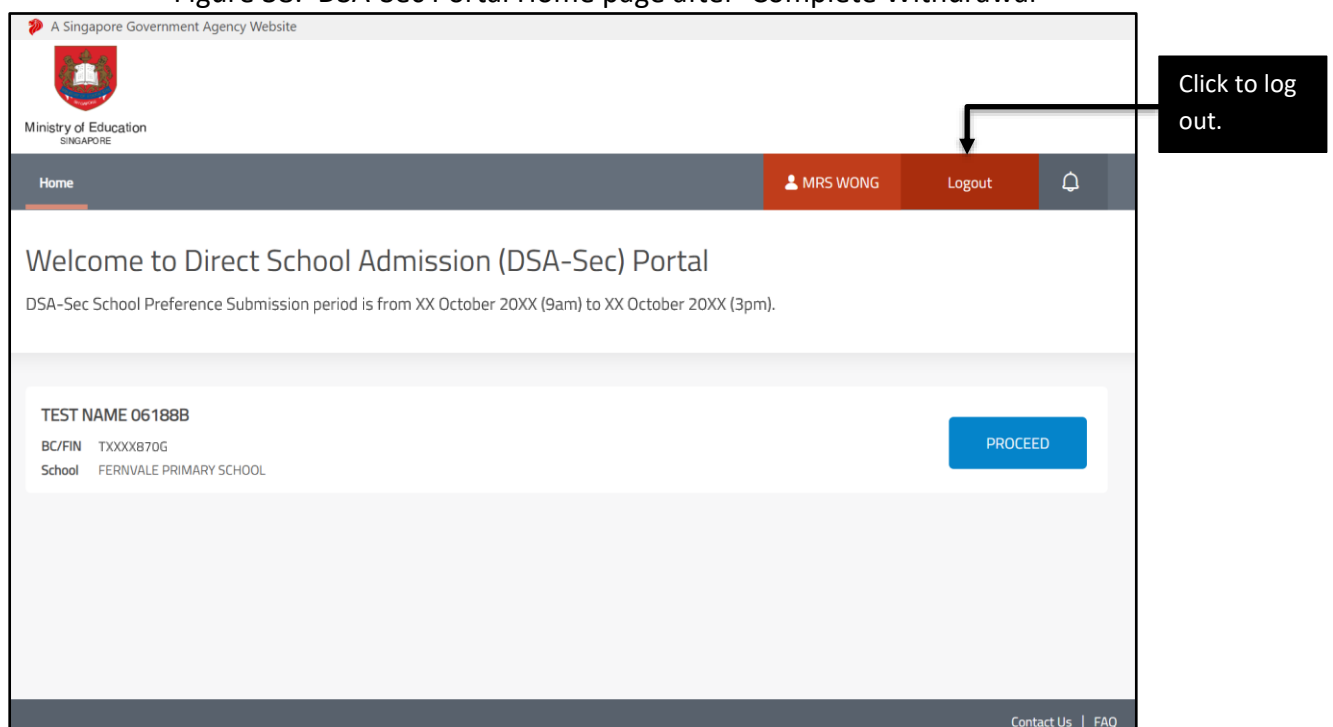
Step 11: Home page for DSA-Sec Portal

- 4.26. After completing the withdrawal of the DSA-Sec school preference successfully, the DSA-Sec Portal Preference Submission Home page will show <PROCEED> button (Figure 38).
- 4.27. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 2**.

Step 12: Log out

- 4.28. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal.

Figure 38: DSA-Sec Portal Home page after 'Complete Withdrawal'



- 4.29. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.
- 4.30. After a complete withdrawal, either parent can log into the DSA-Sec Portal using Singpass to start a new submission process, before the DSA-Sec SPS deadline.

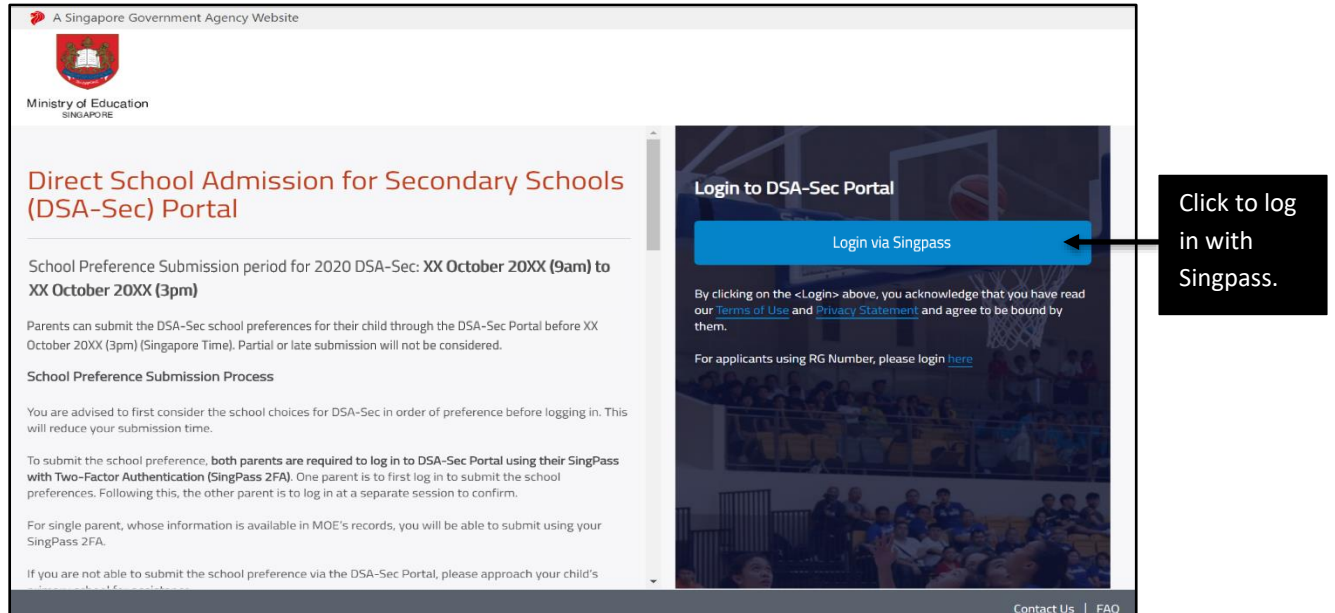
School Preference Submission (Single Parent)

5. Submit DSA-Sec School Preference

Step 1: Login by Parent using Singpass

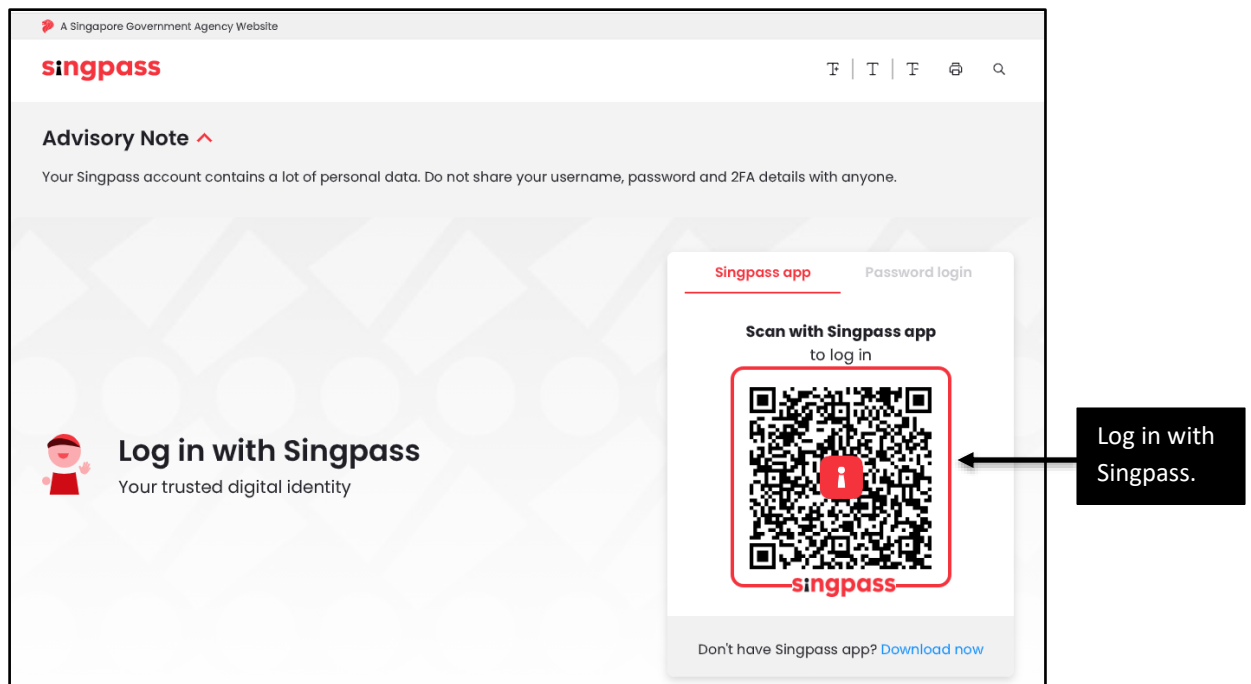
- 5.1. Enter the website at <https://go.gov.sg/dsa-secschpref>. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 39).
- 5.2. Click <Login via Singpass> to start.

Figure 39: DSA-Sec Portal SPS login page



- 5.3. The Singpass login page will appear (Figure 40). Login using Singpass with 2FA.

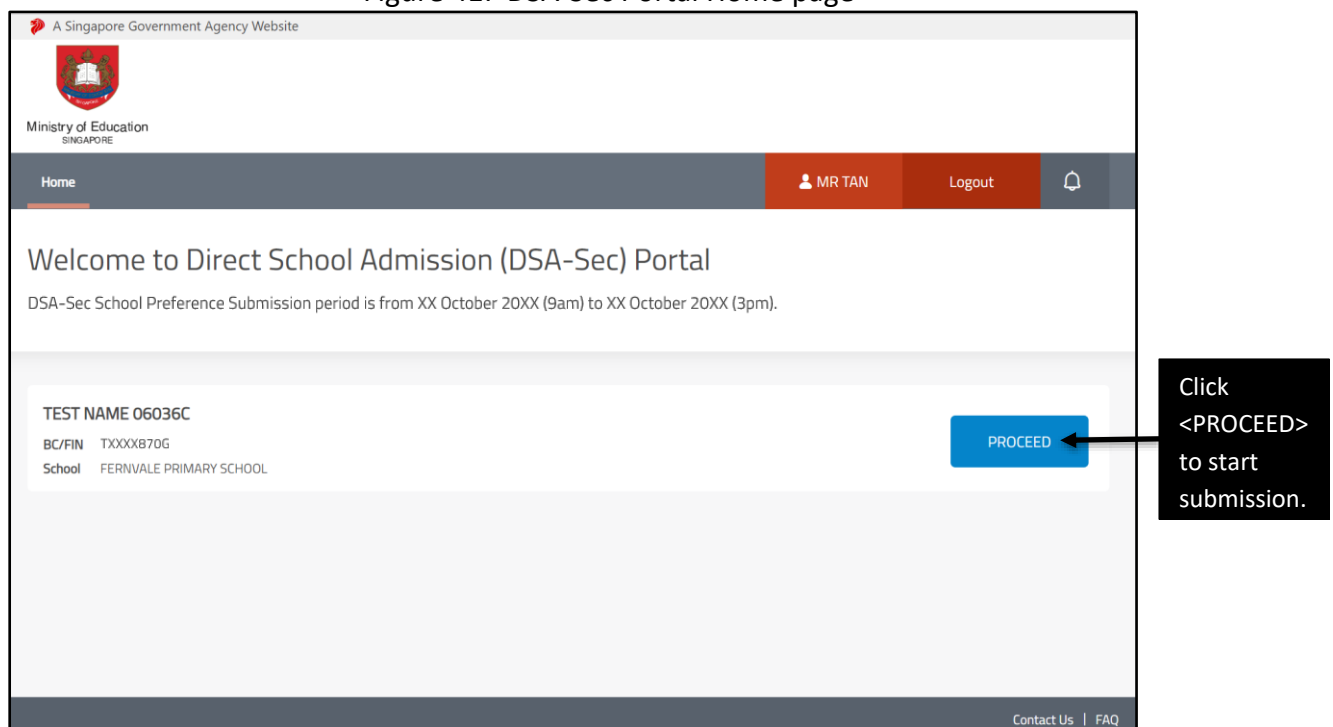
Figure 40: Singpass login page



Step 2: Home page for DSA-Sec Portal

- 5.4. The DSA-Sec Portal School Preference Home page will appear (Figure 41).
- 5.5. Click <PROCEED> to indicate your child's school preference.

Figure 41: DSA-Sec Portal Home page



Step 3: Indicate School Preference

- 5.6. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 42).

Figure 42: Select DSA Secondary School page

TEST NAME 06036C

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<input type="text" value="Type to search DSA-Sec School"/> × Clear
2	<input type="text" value="Type to search DSA-Sec School"/> × Clear
3	<input type="text" value="Type to search DSA-Sec School"/> × Clear

Next

DSA Secondary Schools that have given your child an offer.

- 5.7. You may indicate up to a maximum of 3 choices, in order of preference.
- 5.8. The **preference order** for the choices is **important**. If your child has received more than 1 offer (i.e. offers given by more than 1 DSA-Sec school), you are advised to consider the order of preference for the school choices carefully, before submitting.
- **CO** means that a place is reserved for your child in that school. Your child will be successful in DSA-Sec if you choose a school which has given your child a CO and your child has achieved a PSLE Score that qualifies them for a course offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the course.
 - **WL** means that your child has a chance to enter that school if those who have CO do not opt for that school during the SPS period. Your child will need to achieve a PSLE Score that qualifies them for a course offered by the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the course.

5.9. To select the DSA-Sec school, click the dropdown list (Figure 43).

Figure 43: Select DSA Secondary School in order of preference

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL	
1	<div> <div> METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL) </div> </div>	<div> <div>×</div> Clear </div>
2	<div> <div> <div> Type to search DSA-Sec School </div> <div> <div>SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO)</div> <div>SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme Confirmed Offer (CO)</div> <div>TANJONG KATONG GIRLS' SCHOOL Wait List (WL)</div> </div> </div> </div>	<div> <div>×</div> Clear </div>
3		<div> <div>×</div> Clear </div>

Next

Click to clear this DSA Secondary School.

Click for dropdown list. Only DSA Secondary Schools that have given your child an offer will be available in this dropdown list.

5.10. After you have indicated choices of the DSA-Sec schools (up to a maximum of 3 choices, in order of preference), click <Next> to proceed (Figure 44).

Figure 44: Selected DSA Secondary School in order of preference

Select DSA Secondary School

School Offer

You have 2 Confirmed Offer(s) and 2 Wait List Offer(s).

DSA-SEC OFFER	DSA SECONDARY SCHOOL
Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme
Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

School Preference

Please consider your DSA-Sec offer(s) carefully and indicate the school(s) in order of preference below.

PREFERENCE ORDER	DSA SECONDARY SCHOOL
1	<div> <div> METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme Wait List (WL) </div> <div> Clear </div> </div>
2	<div> <div> SCHOOL OF THE ARTS, SINGAPORE Confirmed Offer (CO) </div> <div> Clear </div> </div>
3	<div> <div> SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme Confirmed Offer (CO) </div> <div> Clear </div> </div>

Next

DSA Secondary Schools selected, in order of preference.

Click to proceed.

Step 4: Edit Contact Details

- 5.11. Your contact details will be pre-filled if information is available in MyInfo.
- 5.12. You may edit your contact details (Name, Email address and Mobile Number) for the purpose of this transaction (Figure 45).
- 5.13. Click <Next> to proceed.

Figure 45: Contact details page

TEST NAME 06036C

BC/FIN TXXX870G | **School** FERNVALE PRIMARY SCHOOL

Select DSA Secondary School | **Contact Details** | Review and Submit

Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this transaction.

You will receive an email after each successful transaction.

Parent's Contact Details

Name *	Mr Tan
Email *	Mr-Tan-the-Father-81818181@gmail.com
Re-enter Email *	Mr-Tan-the-Father-81818181@gmail.com
Mobile Number (Local) *	+65 8181 8181
Re-enter Mobile Number (Local) *	+65 8181 8181

Back | Next

Update your contact details, if necessary.

Click to proceed.

Step 5: Verify information and Submit DSA-Sec School Preference

- 5.14. Verify all the information you have entered in this DSA-Sec school preference submission is correct (Figure 46).
- 5.15. Click <Edit> to update any of the sections.
- 5.16. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 5.17. Click <Submit> to submit your DSA-Sec school preference.
- 5.18. After you submit, the DSA-Sec school preference submission is completed.

Figure 46: Verification and submission page

TEST NAME 06036C

BC/FIN TXXXB70G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Review DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

Edit

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

Contact Details

Edit

NAME	EMAIL	CONTACT NUMBER
Mr Tan	Mr-Tan-the-Father-81818181@gmail.com	8181 8181

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Back

Cancel

Submit

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your School Preference.

Step 6: Download PDF copy of DSA-Sec School Preference Submission

- 5.19. The DSA-Sec school preference is submitted successfully (Figure 47).
- 5.20. An email will be sent to the email address provided, including the PDF of the submission.
- 5.21. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 5.22. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 5.23. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 47: Confirmation page for 'Complete Submission'

TEST NAME 06036C

BC/FIN TXXX870G | **School** FERNVALE PRIMARY SCHOOL

You have successfully submitted your DSA-Sec School Preference.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
2	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
3	Confirmed Offer (CO)	SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

A copy of your DSA-Sec School Preference complete submission has been sent to Mr-Tan-the-Father-81818181@gmail.com. You may also print or download a copy of the submission for your future reference.

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX, 3pm.

Back to Home

Download PDF

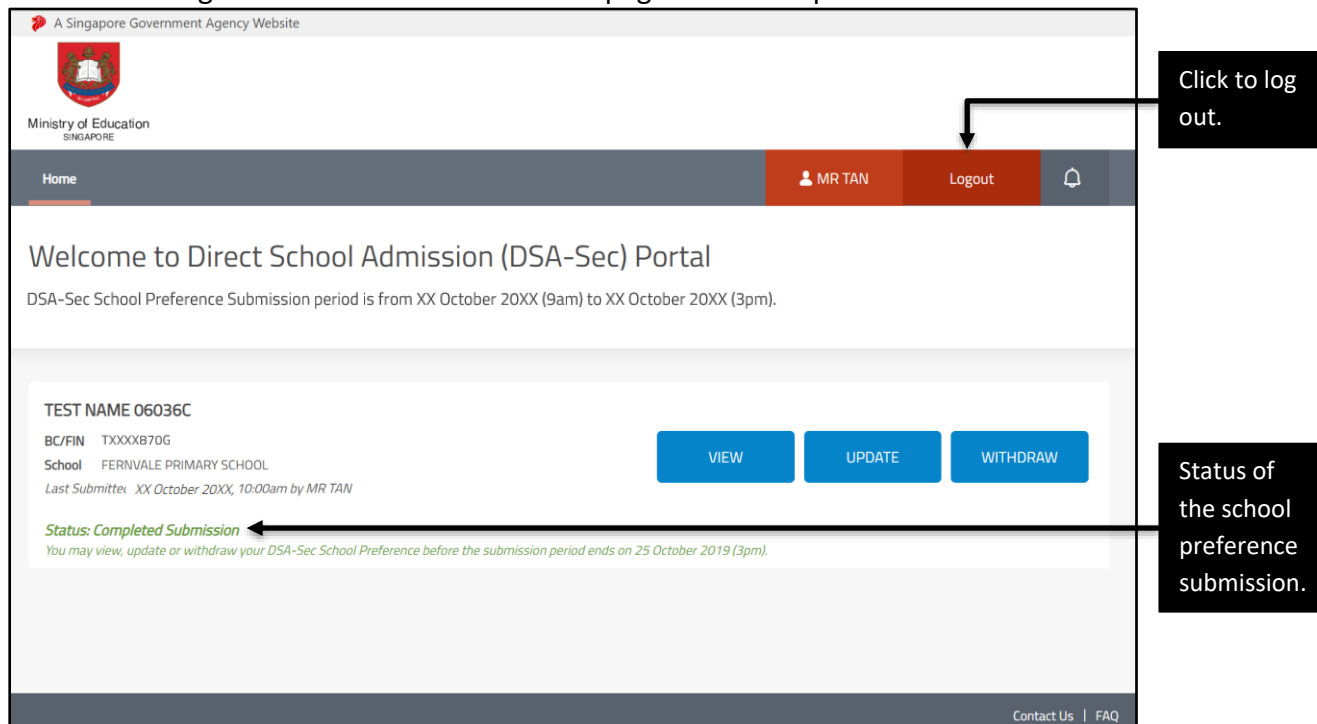
Email will be sent to the parent.

Click to download a PDF copy of your submission.

Step 7: Log out

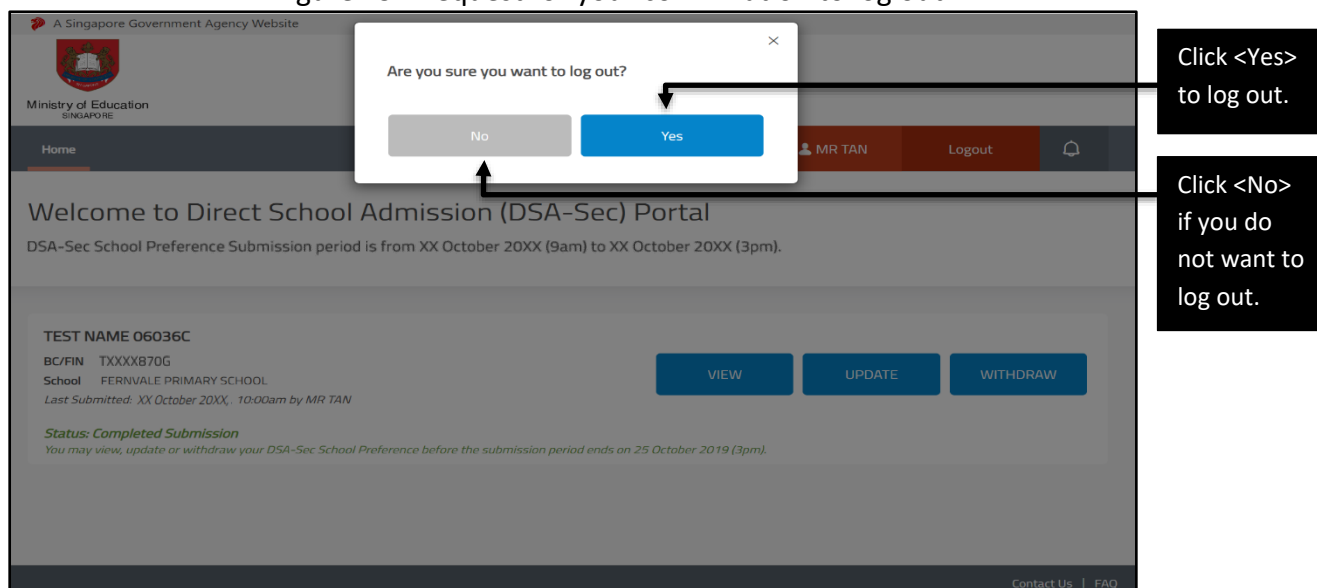
5.24. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 48).

Figure 48: DSA-Sec Portal Home page after 'Complete Submission'



5.25. A window will appear to request your confirmation to log out (Figure 49). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 49: Request for your confirmation to log out



6. Update DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 6.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 50).
- 6.2. Click <UPDATE> to update your child's school preference.

Figure 50: DSA-Sec Portal Home page

The screenshot displays the DSA-Sec Portal Home page. At the top, it identifies itself as a Singapore Government Agency Website and the Ministry of Education SINGAPORE. A navigation bar includes a 'Home' link, a user profile for 'MR TAN', a 'Logout' button, and a notification bell. The main heading reads 'Welcome to Direct School Admission (DSA-Sec) Portal', followed by the submission period: 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's submission details are shown: 'TEST NAME 06036C', 'BC/FIN TXXXX870G', 'School FERNVALE PRIMARY SCHOOL', and 'Last Submitted: XX October 20XX, 10:00am by MR TAN'. Three blue buttons are present: 'VIEW', 'UPDATE', and 'WITHDRAW'. A green status message states 'Status: Completed Submission' with a note that the submission period ends on XX October 20XX (3pm). Annotations on the right side of the image point to the 'UPDATE' button, stating 'Click <UPDATE> to update your submission.', and to the status message, stating 'Status of the school preference submission.'

A Singapore Government Agency Website

Ministry of Education
SINGAPORE

Home MR TAN Logout

Welcome to Direct School Admission (DSA-Sec) Portal

DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm).

TEST NAME 06036C

BC/FIN TXXXX870G

School FERNVALE PRIMARY SCHOOL

Last Submitted: XX October 20XX, 10:00am by MR TAN

VIEW UPDATE WITHDRAW

Status: Completed Submission

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX (3pm).

Contact Us | FAQ

Click <UPDATE> to update your submission.

Status of the school preference submission.

Step 2: Update DSA-Sec School Preference

6.3. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 51). Click <Edit> to update the relevant section.

Figure 51: Update DSA-Sec school preference

TEST NAME 06036C

BC/FIN TXXXX870G
School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

PREFERENCE ORDER

DSA-SEC OFFER

DSA SECONDARY SCHOOL

1

Wait List (WL)

METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme

2

Confirmed Offer (CO)

SCHOOL OF THE ARTS, SINGAPORE

3

Confirmed Offer (CO)

SINGAPORE CHINESE GIRLS' SCHOOL - O-Level Programme

Edit

Contact Details

NAME

EMAIL

CONTACT NUMBER

Mr Tan

Mr-Tan-the-Father-81818181@gmail.com

8181 8181

Edit

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Cancel

Update

Click to edit any of the sections.

- 6.4. Once you have completed all your updates, verify all the information that you have updated is correct, in the “Verification and submission” page (Figure 52).
- 6.5. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 6.6. Click <Update> to submit your updated DSA-Sec school preference.

Figure 52: Verification and submission page for Update

TEST NAME 06036C

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Update DSA-Sec School Preference

Please review to ensure the information is correct before submission.

School Preference

[Edit](#)

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

[Edit](#)

NAME	EMAIL	CONTACT NUMBER
Mr Tan	Mr-Tan-the-Father-81818181@gmail.com	8181 8181

☒ By checking the box, I agree to the following:

- If my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- I have verified all information in this submission is correct.

Cancel

Update

DSA-Sec School Preference updated.

Read the terms and check the box if you agree.

Click to submit your updated School Preference.

Step 3: Download PDF copy of updated DSA-Sec School Preference Submission

- 6.7. The DSA-Sec school preference is updated successfully (Figure 53).
- 6.8. An email will be sent to the email address provided, including the PDF of the updated submission.
- 6.9. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 6.10. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 6.11. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 53: Confirmation page for 'Complete Update'

TEST NAME 06036C

BC/FIN TXXXX870G | **School** FERNVALE PRIMARY SCHOOL

You have successfully updated your DSA-Sec School Preference.

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

A copy of your DSA-Sec School Preference **complete** update has been sent to Mr-Tan-the-Father-818181@gmail.com. You may also print or download a copy of the update for your future reference.

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on **XX October 20XX, 3pm**.

[Back to Home](#) [Download PDF](#)

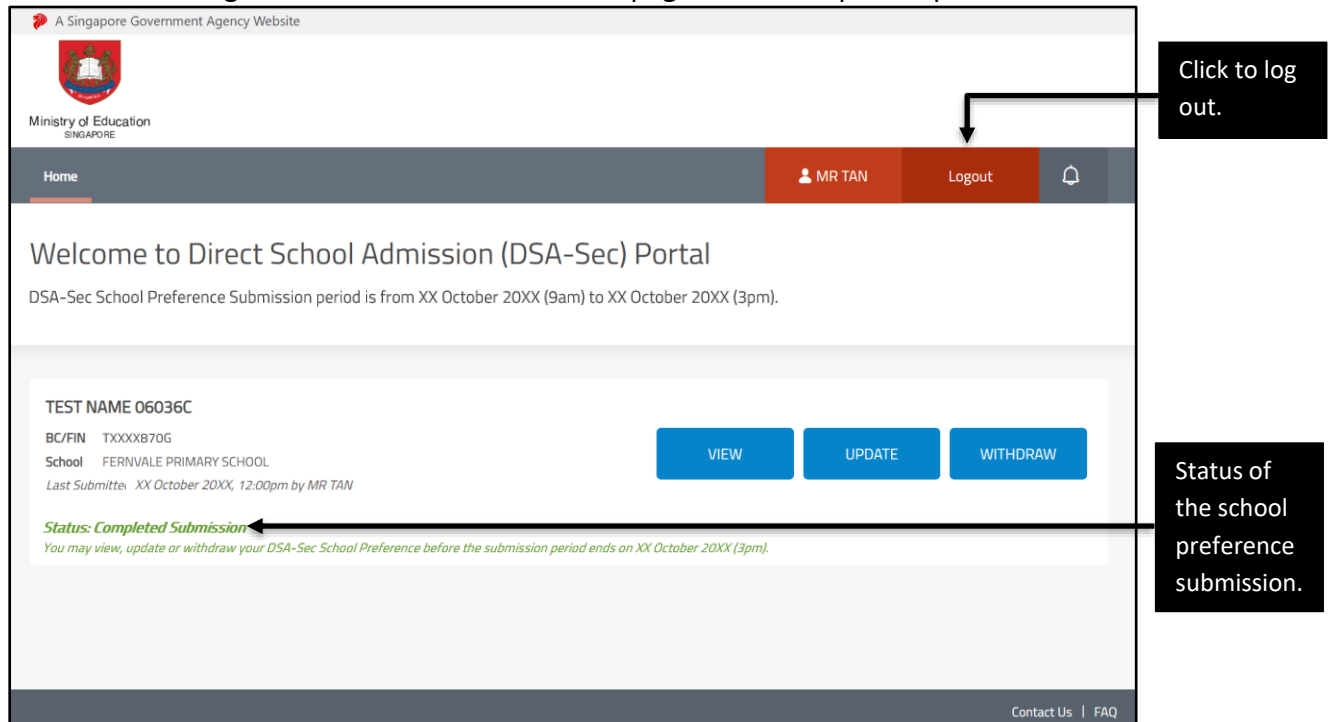
Email will be sent to the parent.

Click to download a PDF copy of your submission.

Step 4: Log out

6.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 54).

Figure 54: DSA-Sec Portal Home page after 'Complete Update'



6.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

7. Withdraw DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 7.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 55).
- 7.2. Click <WITHDRAW> to withdraw your child's school preference.

Figure 55: DSA-Sec Portal Home page

The screenshot displays the DSA-Sec Portal Home page. At the top, it identifies itself as a Singapore Government Agency Website and the Ministry of Education SINGAPORE. A navigation bar includes a 'Home' link, a user profile for 'MR TAN', a 'Logout' button, and a notification bell. The main heading is 'Welcome to Direct School Admission (DSA-Sec) Portal', followed by the submission period: 'DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm)'. The user's submission details are shown: TEST NAME 06036C, BC/FIN TXXXX870G, School FERNVALE PRIMARY SCHOOL, and Last Submitted: XX October 20XX, 12:00pm by MR TAN. Three blue buttons are visible: 'VIEW', 'UPDATE', and 'WITHDRAW'. A green status message reads 'Status: Completed Submission' with a note: 'You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX (3pm)'. Two callout boxes on the right provide instructions: one points to the 'WITHDRAW' button with the text 'Click <WITHDRAW> to withdraw your submission.', and the other points to the status message with the text 'Status of the school preference submission.'

A Singapore Government Agency Website

Ministry of Education
SINGAPORE

Home MR TAN Logout

Welcome to Direct School Admission (DSA-Sec) Portal

DSA-Sec School Preference Submission period is from XX October 20XX (9am) to XX October 20XX (3pm).

TEST NAME 06036C

BC/FIN TXXXX870G

School FERNVALE PRIMARY SCHOOL

Last Submitted: XX October 20XX, 12:00pm by MR TAN

VIEW UPDATE WITHDRAW

Status: Completed Submission

You may view, update or withdraw your DSA-Sec School Preference before the submission period ends on XX October 20XX (3pm).

Contact Us | FAQ

Click <WITHDRAW> to withdraw your submission.

Status of the school preference submission.

Step 2: Withdraw DSA-Sec School Preference

- 7.3. You will see the page with the DSA-Sec school preference details (Figure 56).
- 7.4. Fill in the reason for withdrawal with a limit of 300 characters.
- 7.5. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 56: Withdraw DSA-Sec school preference

TEST NAME 06036C

BC/FIN TXXX870G | School FERNVALE PRIMARY SCHOOL

Select DSA Secondary School

Contact Details

Review and Submit

Withdraw DSA-Sec School Preference

School Preference

PREFERENCE ORDER	DSA-SEC OFFER	DSA SECONDARY SCHOOL
1	Confirmed Offer (CO)	SCHOOL OF THE ARTS, SINGAPORE
2	Wait List (WL)	METHODIST GIRLS' SCHOOL (SECONDARY) - Integrated Programme
3	Wait List (WL)	TANJONG KATONG GIRLS' SCHOOL

Contact Details

NAME	EMAIL	CONTACT NUMBER
Mr Tan	Mr-Tan-the-Father-81818181@gmail.com	8181 8181

Reason for Withdrawal *

My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise.

(Maximum of 300 characters)

Cancel

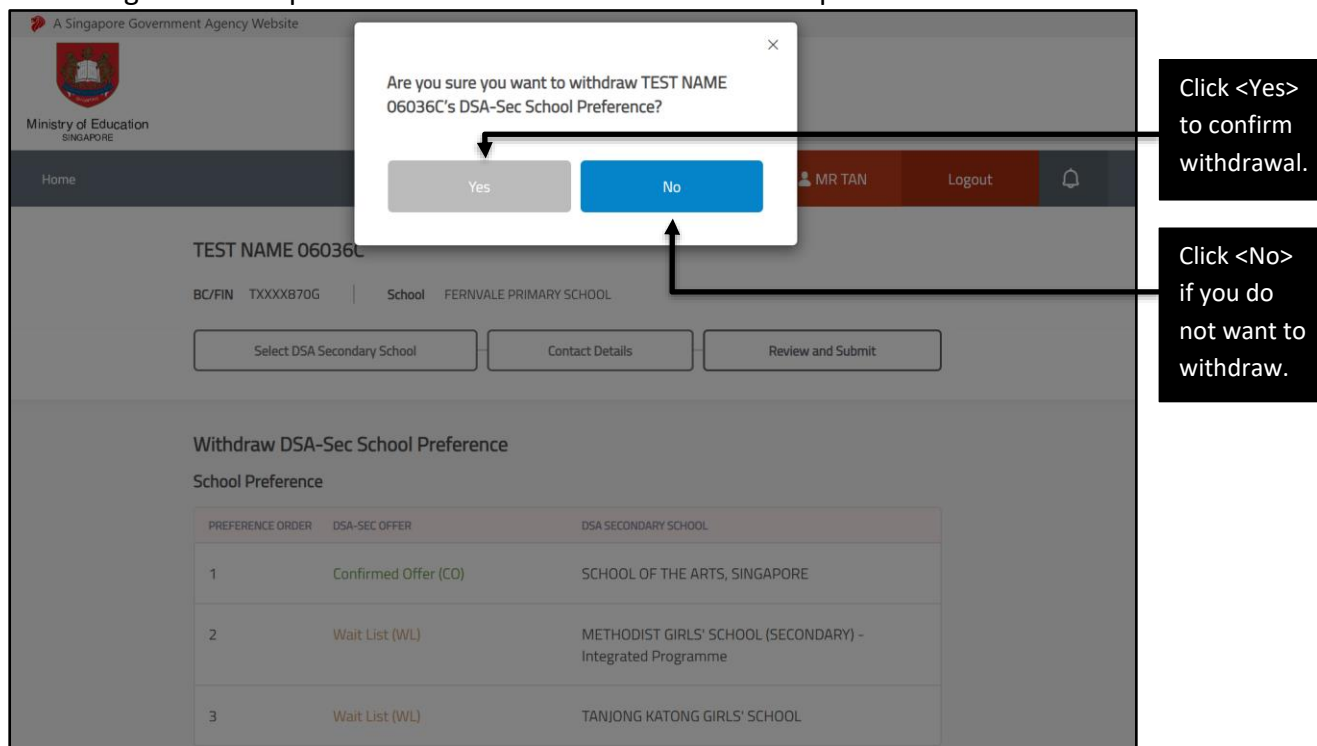
Withdraw

Enter the reason for withdrawal.

Click to withdraw your submission.

- 7.6. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 57). Click <Yes> to confirm the withdrawal. Otherwise, click <No>.

Figure 57: Request for confirmation of DSA-Sec school preference withdrawal



Step 3: Successful Withdrawal of DSA-Sec School Preference

- 7.7. The DSA-Sec school preference is withdrawn successfully (Figure 58).
- 7.8. An email will be sent to the email address provided.
- 7.9. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 7.10. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 5**.

Figure 58: Confirmation page for 'Complete Withdrawal'

The screenshot shows a confirmation page with the following elements:

- TEST NAME 06036C**
- BC/FIN** TXXX870G | **School** FERNVALE PRIMARY SCHOOL
- You have successfully withdrawn your DSA-Sec School Preference.**
- Reason for Withdrawal: My daughter would like to opt for other secondary schools, during the annual S1 Posting Exercise.
- A copy of your DSA-Sec School Preference **complete** withdrawal has been sent to Mr-Tan-the-Father-81818181@gmail.com.
- Back to Home** button

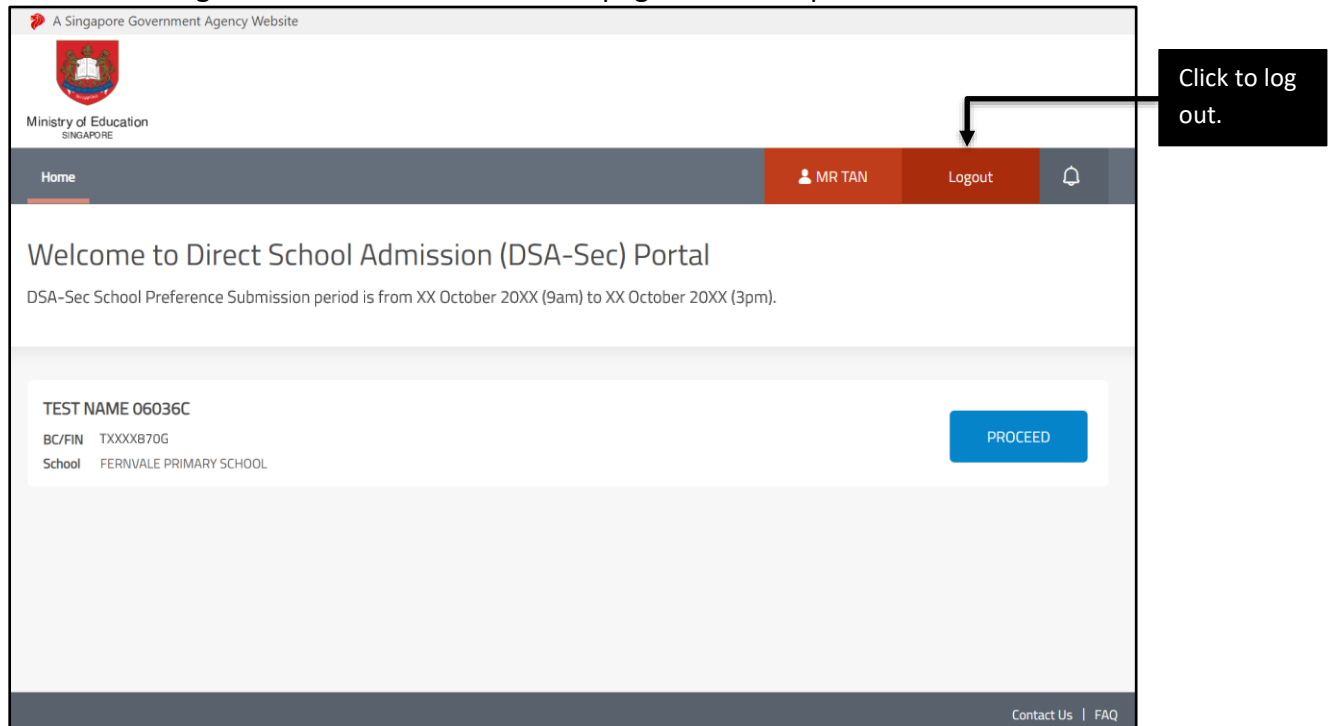
Annotations on the right side of the screenshot:

- An arrow points from the email address in the text to a black box containing the text: "Email will be sent to the parent."
- An arrow points from the "Back to Home" button to a black box containing the text: "Click to return to DSA-Sec Portal Home page."

Step 4: Log out

7.11. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 59).

Figure 59: DSA-Sec Portal Home page after 'Complete Withdrawal'



7.12. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.