



Ministry of Education

**DSA-SEC PORTAL USER GUIDE
FOR PREFERENCE SUBMISSION
(FOR STUDENTS NOT IN MOE MAINSTREAM SCHOOLS)**

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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not wish to take up any DSA-Sec offer, you need not submit any school preference, and your child will be deemed to have withdrawn from the DSA-Sec.*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do not submit the school preference by end of school preference submission period, your child will be deemed to have withdrawn from the DSA-Sec.*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, **you are required to log in to DSA-Sec Portal using the RG Number and Password that were used during the DSA-Sec Application.**

2. Submit DSA-Sec School Preference

Step 1: Login using RG Number and Password

- 2.1. Enter the website at <https://go.gov.sg/nmsdsa-secschpref>. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 1).
- 2.2. Login with your RG Number and Password. Click <Login> to start.

Figure 1: DSA-Sec Portal SPS login page

The screenshot shows the DSA-Sec Portal SPS login page. On the left, there is a sidebar with the Ministry of Education Singapore logo and the title 'Direct School Admission for Secondary Schools (DSA-Sec) Portal'. Below the title, it states the 'School Preference Submission period for 2020 DSA-Sec: XX October 20XX (9am) to XX October 20XX (3pm)'. It also mentions that parents can submit preferences through the DSA-Sec Portal before the deadline. The 'School Preference Submission Process' section advises users to first consider school choices in order of preference before logging in. It states that to submit a school preference, users need to log in to the DSA-Sec Portal using their RG number and password. The submission must be done in one sitting and will take about 5 minutes to complete. A 'STEP 1: Login' section lists the steps: 'Access the DSA-Sec portal using your child's RG number and password used during application. Reset your password, if necessary.' On the right, the 'Login to DSA-Sec Portal' form is displayed. It has two input fields: 'RG Number' (containing 'RG190001H') and 'Password' (containing masked characters). Below these fields is a blue 'Login' button. To the right of the form, three black boxes with white text and arrows point to the form elements: 'Key in your RG Number.' points to the RG Number field, 'Key in your password.' points to the Password field, and 'Click to log in.' points to the Login button. Below the Login button, there is a disclaimer: 'By clicking on the <Login> above, you acknowledge that you have read our Terms of Use and Privacy Statement and agree to be bound by them.' There are also links for 'Forgot your password? Please click here to reset.' and 'For login via SingPass, please click here'. At the bottom right, there are links for 'Contact Us' and 'FAQ'.

A Singapore Government Agency Website

Ministry of Education
SINGAPORE

Direct School Admission for Secondary Schools (DSA-Sec) Portal

School Preference Submission period for 2020 DSA-Sec: XX October 20XX (9am) to XX October 20XX (3pm)

Parents can submit the DSA-Sec school preferences for their child through the DSA-Sec Portal before XX October 20XX (3pm) (Singapore Time). Partial or late submission will not be considered.

School Preference Submission Process

You are advised to first consider the school choices for DSA-Sec in order of preference before logging in. This will reduce your submission time.

To submit the school preference, you will need to log in to DSA-Sec Portal using the RG number and password used during the DSA-Sec application.

The submission has to be done in one sitting and will take about 5 minutes to complete.

STEP 1: Login

- Access the DSA-Sec portal using your child's RG number and password used during application. Reset your password, if necessary.

Login to DSA-Sec Portal

RG Number
RG190001H

Password

Login

By clicking on the <Login> above, you acknowledge that you have read our [Terms of Use](#) and [Privacy Statement](#) and agree to be bound by them.

Forgot your password? Please click [here](#) to reset.

For login via SingPass, please click [here](#)

Contact Us | FAQ

Key in your RG Number.

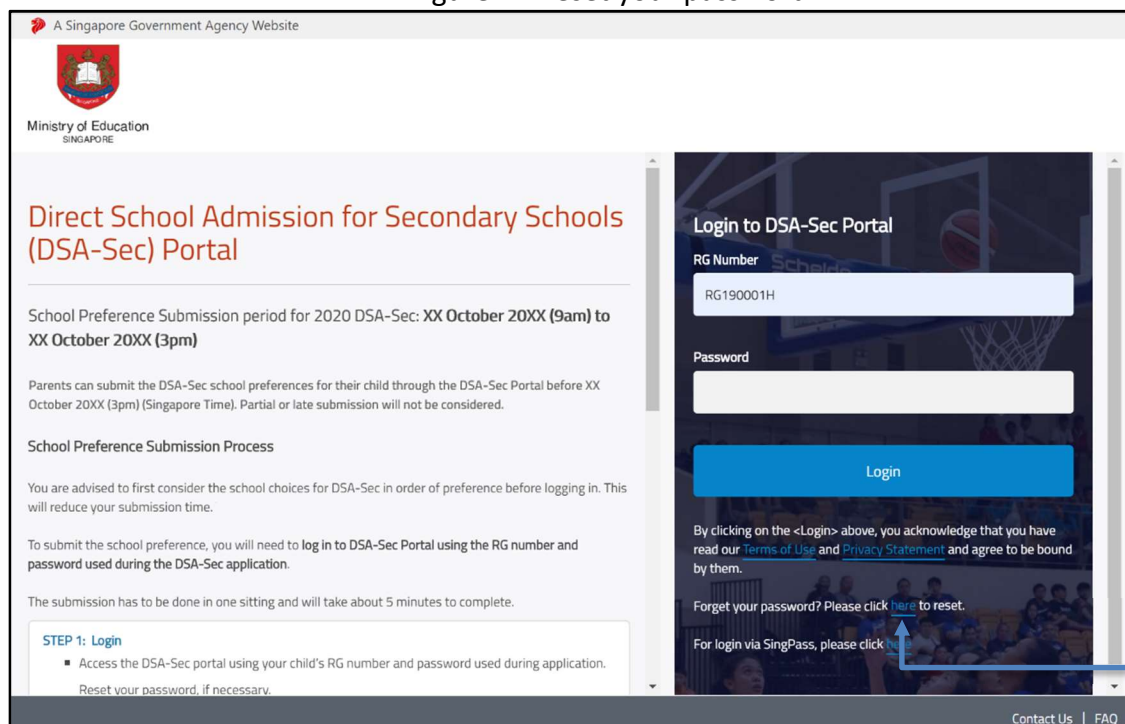
Key in your password.

Click to log in.

Step 2: Reset your Password

2.3. If you have forgotten your password, click <here> to reset your password (Figure 2).

Figure 2: Reset your password



The screenshot shows the DSA-Sec Portal login interface. On the left, there is a sidebar with the Ministry of Education Singapore logo and the title 'Direct School Admission for Secondary Schools (DSA-Sec) Portal'. The main content area on the left contains information about the school preference submission period and the login process. On the right, there is a 'Login to DSA-Sec Portal' section with input fields for 'RG Number' (containing 'RG190001H') and 'Password', followed by a 'Login' button. Below the login button, there is a link 'here' for password reset, which is highlighted with a blue arrow. A black callout box on the right side of the image points to this link with the text 'Click to reset your password.'

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Direct School Admission for Secondary Schools (DSA-Sec) Portal

School Preference Submission period for 2020 DSA-Sec: XX October 20XX (9am) to XX October 20XX (3pm)

Parents can submit the DSA-Sec school preferences for their child through the DSA-Sec Portal before XX October 20XX (3pm) (Singapore Time). Partial or late submission will not be considered.

School Preference Submission Process

You are advised to first consider the school choices for DSA-Sec in order of preference before logging in. This will reduce your submission time.

To submit the school preference, you will need to log in to DSA-Sec Portal using the RG number and password used during the DSA-Sec application.

The submission has to be done in one sitting and will take about 5 minutes to complete.

STEP 1: Login

- Access the DSA-Sec portal using your child's RG number and password used during application.
Reset your password, if necessary.

Login to DSA-Sec Portal

RG Number

RG190001H

Password

Login

By clicking on the <Login> above, you acknowledge that you have read our [Terms of Use](#) and [Privacy Statement](#) and agree to be bound by them.

Forget your password? Please click [here](#) to reset.

For login via SingPass, please click [here](#).

Contact Us | FAQ

- 2.4. The “RESET PASSWORD” page will appear (Figure 3).
- 2.5. Enter your **RG Number** and the **email address provided during RG Number application**.
- 2.6. Click <RESET PASSWORD> to reset your password.

Figure 3: RESET PASSWORD page

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ENTER THE INFORMATION BELOW TO RESET YOUR PASSWORD

RG Number: RG190001H

Email address: Mr-Chong-the-Father-93333333@gmail.com
(as you have provided in the RG number application form)

CANCEL RESET PASSWORD

Contact Us | FAQ

Key in your RG Number.

Key in the email address.

Click to reset your password.

- 2.7. A notification page will appear to inform you that the password reset link has been sent to the email address (provided during RG Number application) (Figure 4). Click <OK>.

Figure 4: Password reset link notification page

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The password reset link for the RG number is sent to the mentioned email address.

OK

Contact Us | FAQ

Click to proceed.

2.8. Click on the link in your email to set up your new password (Figure 5).

Figure 5: Email with link to set up new password

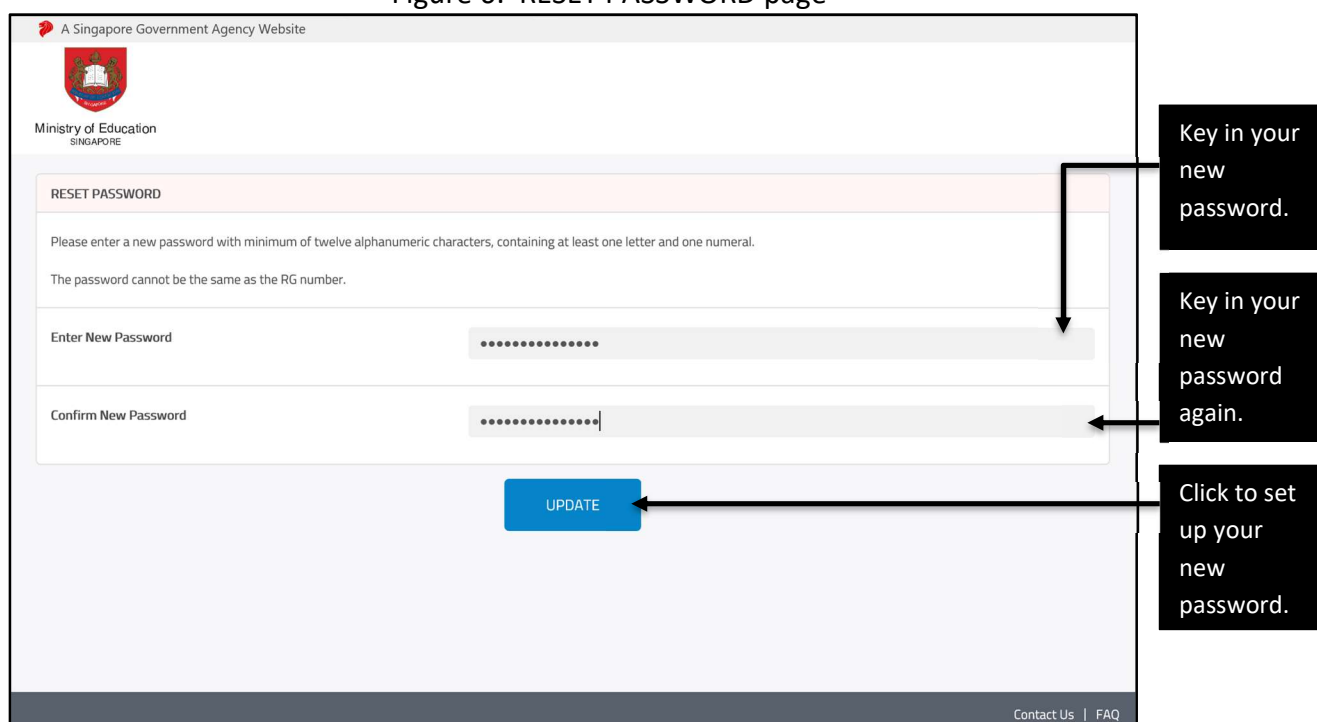


2.9. The "RESET PASSWORD" page will appear (Figure 6).

2.10. Enter a new password and re-type to confirm your new password.

2.11. Click <UPDATE> to set up your new password.

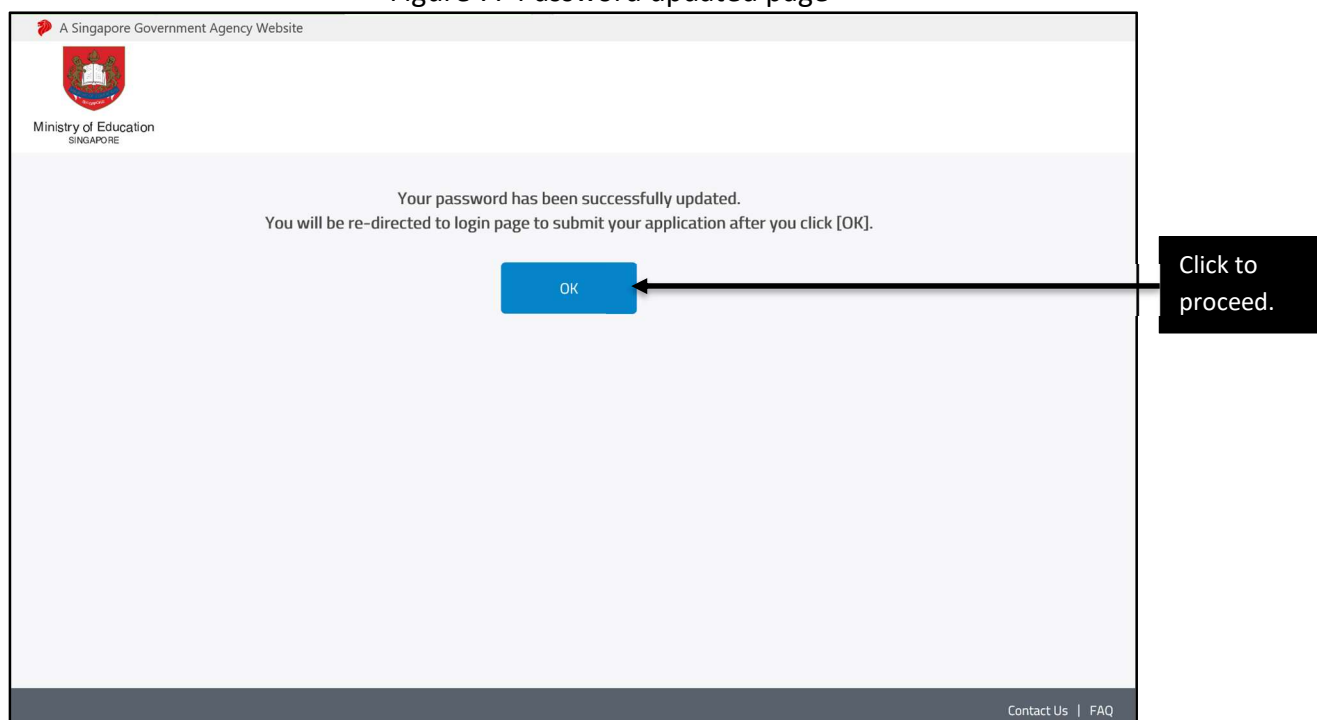
Figure 6: RESET PASSWORD page



2.12. The page showing that your password has been successfully updated will appear (Figure 7).

2.13. Click <OK> to proceed. You will be re-directed back to the DSA-Sec Portal SPS login page.

Figure 7: Password updated page

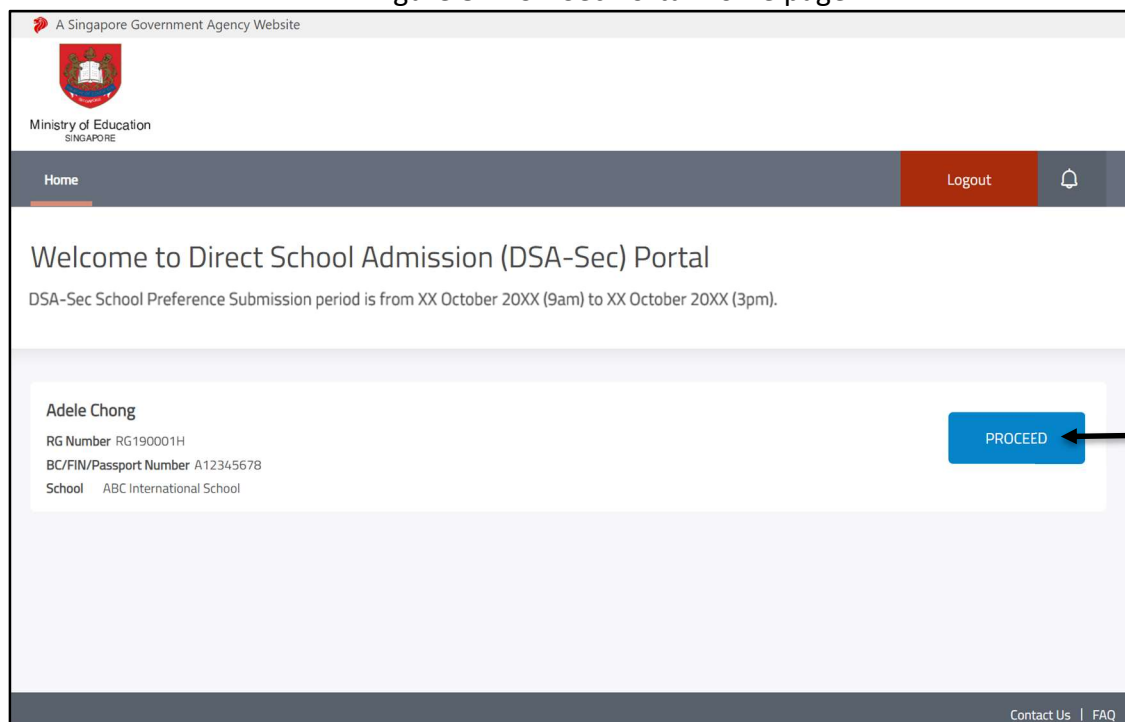


Step 3: Home page for DSA-Sec Portal

2.14. After logging in, the DSA-Sec Portal School Preference Home page will appear (Figure 8).

2.15. Click <PROCEED> to indicate your child's school preference.

Figure 8: DSA-Sec Portal Home page



Click
<PROCEED>
to start
submission.

Step 4: Indicate School Preference

2.16. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 9).

Figure 9: Select DSA Secondary School page

Adele Chong

RG Number RG190001H

School ABC International 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.

2.17. You may indicate up to a maximum of 3 choices, in order of preference.

2.18. 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. You will be successful in DSA-Sec if you choose a school which has given your child a CO. 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. 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.

2.19. To select the DSA-Sec school, click the dropdown list (Figure 10).

Figure 10: 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>Clear</div> </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>Clear</div> </div> </div>
3	<div> <div> <div></div> <div>×</div> <div>Clear</div> </div> </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.

2.20. 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 11).

Figure 11: 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 5: Enter Contact Details

- 2.21. Enter the 1st parent's/guardian's contact details (Name, Email address and Mobile Number) under the section **"Parent's/Guardian's Contact Details (1st)"**, for the purpose of this transaction (Figure 12).
- 2.22. Enter the 2nd parent's/guardian's contact details (Name, Email address and Mobile Number), if available, under the section **"Parent's/Guardian's Contact Details (2nd)"**.
- 2.23. Click <Next> to proceed.

Figure 12: Contact details page

Adele Chong

RG Number RG190001H | School ABC International School

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

Contact Details

Please provide your contact details.

If you wish to provide another contact, you may enter under the 'Parent's/Guardian's Contact Details (2nd)' below.

Both contact persons will receive an email after each successful transaction.

Parent's/Guardian's Contact Details (1st)

Name *	Mr Chong
Email *	Mr-Chong-the-Father-93333333@gmail.com
Re-enter Email *	Mr-Chong-the-Father-93333333@gmail.com
Mobile Number (Local) *	+65 9333 3333
Re-enter Mobile Number (Local) *	+65 9333 3333

Parent's/Guardian's Contact Details (2nd)

Name	Mrs Chong
Email	Mrs-Chong-the-Mother-94444444@gmail.com
Re-enter Email	Mrs-Chong-the-Mother-94444444@gmail.com
Mobile Number (Local)	+65 9444 4444
Re-enter Mobile Number (Local)	+65 9444 4444

Back | Next

Enter the 1st parent's/guardian's contact details.

Enter the 2nd parent's/guardian's contact details (if any).

Click to proceed.

Step 6: Verify information and Submit DSA-Sec School Preference

- 2.24. Verify all the information you have entered in this DSA-Sec school preference submission is correct (Figure 13).
- 2.25. Click <Edit> to update any of the sections.
- 2.26. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 2.27. Click <Submit> to submit your DSA-Sec school preference.
- 2.28. After you submit, the DSA-Sec school preference submission is completed.

Figure 13: Verification and submission page

Adele Chong

RG Number

RG190001H

School

ABC International 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

Edit

Contact Details

NAME

EMAIL

CONTACT NUMBER

Mr Chong

Mr-Chong-the-Father-93333333@gmail.com

9333 3333

Mrs Chong

Mrs-Chong-the-Mother-94444444@gmail.com

9444 4444

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 allowed to transfer to another school. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- 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.

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Step 7: Download PDF copy of DSA-Sec School Preference Submission

- 2.29. The DSA-Sec school preference is submitted successfully (Figure 14).
- 2.30. An email will be sent to the email addresses provided, including the PDF of the submission.
- 2.31. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 2.32. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 2.33. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 14: Confirmation page for 'Complete Submission'

Adele Chong

RG Number RG190001H | School ABC International 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-Chong-the-Father-93333333@gmail.com and Mrs-Chong-the-Mother-94444444@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 2nd parent/guardian (if any).

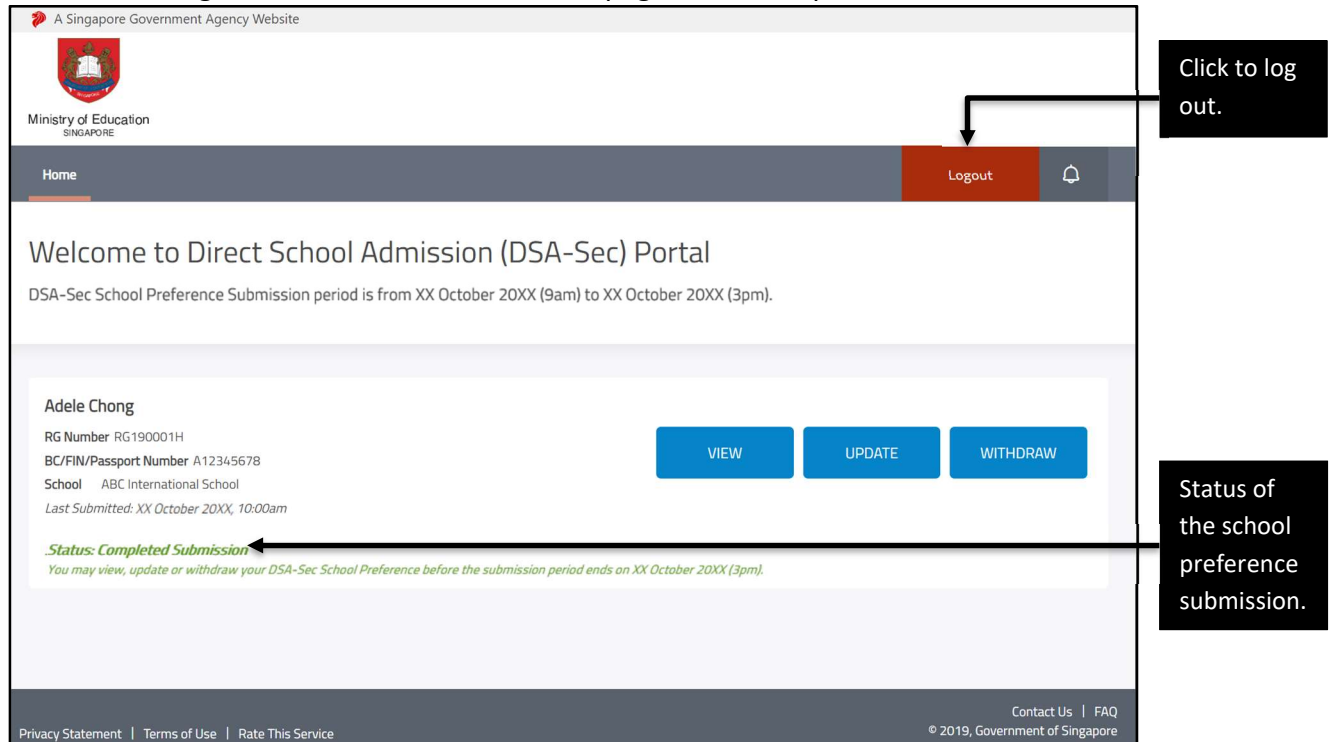
Email will be sent to the 1st parent/guardian.

Click to download a PDF copy of your submission.

Step 8: Log out

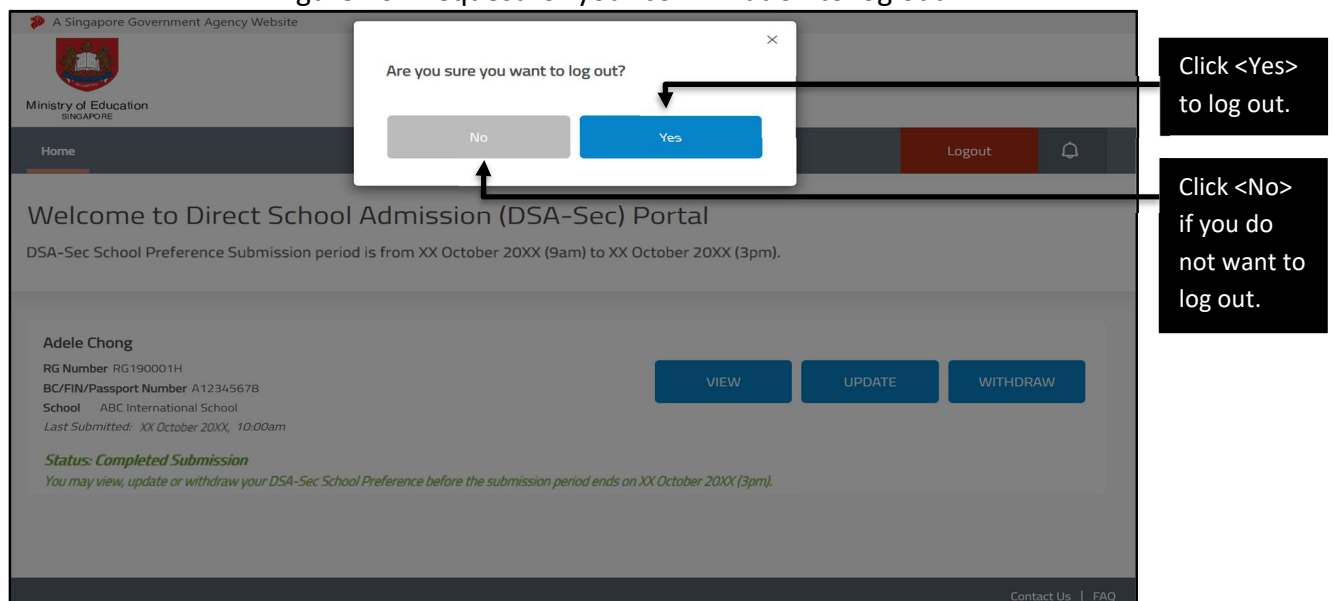
2.34. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 15).

Figure 15: DSA-Sec Portal Home page after 'Complete Submission'



2.35. A window will appear to request your confirmation to log out (Figure 16). Click <Yes> to confirm to log out. Otherwise, click <No>.

Figure 16: Request for your confirmation to log out



3. Update DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 3.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 17).
- 3.2. Click <UPDATE> to update your child's school preference.

Figure 17: 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 and a 'Logout' button. 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 profile is shown with the name 'Adele Chong', RG Number 'RG190001H', BC/FIN/Passport Number 'A12345678', and School 'ABC International School'. The submission status is 'Status: Completed Submission', with a note that the user may 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 that says 'Click <UPDATE> to update your submission.' Another arrow points from the 'Status: Completed Submission' text to a callout box that says 'Status of the school preference submission.' The footer contains 'Contact Us' and 'FAQ' links.

Click <UPDATE> to update your submission.

Status of the school preference submission.

Step 2: Update DSA-Sec School Preference

3.3. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 18). Click <Edit> to update the relevant section.

Figure 18: Update DSA-Sec school preference

Adele Chong

RG Number

RG190001H

School

ABC International 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 Chong

Mr-Chong-the-Father-93333333@gmail.com

9333 3333

Mrs Chong

Mrs-Chong-the-Mother-94444444@gmail.com

9444 4444

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 allowed to transfer to another school. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this submission is correct.

Cancel

Update

Click to edit any of the sections.

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- 3.4. Once you have completed all your updates, verify all the information that you have updated is correct, in the “Verification and submission” page (Figure 19).
- 3.5. After you have verified that all the information is correct, read the terms and check the box if you agree.
- 3.6. Click <Update> to submit your updated DSA-Sec school preference.

Figure 19: Verification and submission page for Update

Adele Chong

RG Number

RG190001H

School

ABC International 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 Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

☒ 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 allowed to transfer to another school. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this submission, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- 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

Submission

- 3.7. The DSA-Sec school preference is updated successfully (Figure 20).
- 3.8. An email will be sent to the email addresses provided, including the PDF of the updated submission.
- 3.9. Click <Download PDF> to download the school preference submission as a PDF document for your reference.
- 3.10. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
- 3.11. You may view, update or withdraw your DSA-Sec school preference before the DSA-Sec SPS deadline.

Figure 20: Confirmation page for 'Complete Update'

The screenshot shows a confirmation page for a user named Adele Chong, with RG Number RG190001H and School ABC International School. The page states: "You have successfully updated your DSA-Sec School Preference." Below this is a table with three rows of preferences. Arrows from the table point to explanatory text on the right. A 'Download PDF' button is highlighted with an arrow pointing to it from the right. At the bottom, there is a 'Back to Home' button and a message about the submission deadline.

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-Chong-the-Father-93333333@gmail.com and Mrs-Chong-the-Mother-94444444@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 or **XX October 20XX, 3pm**.

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

Email will be sent to the 2nd parent/guardian (if any).

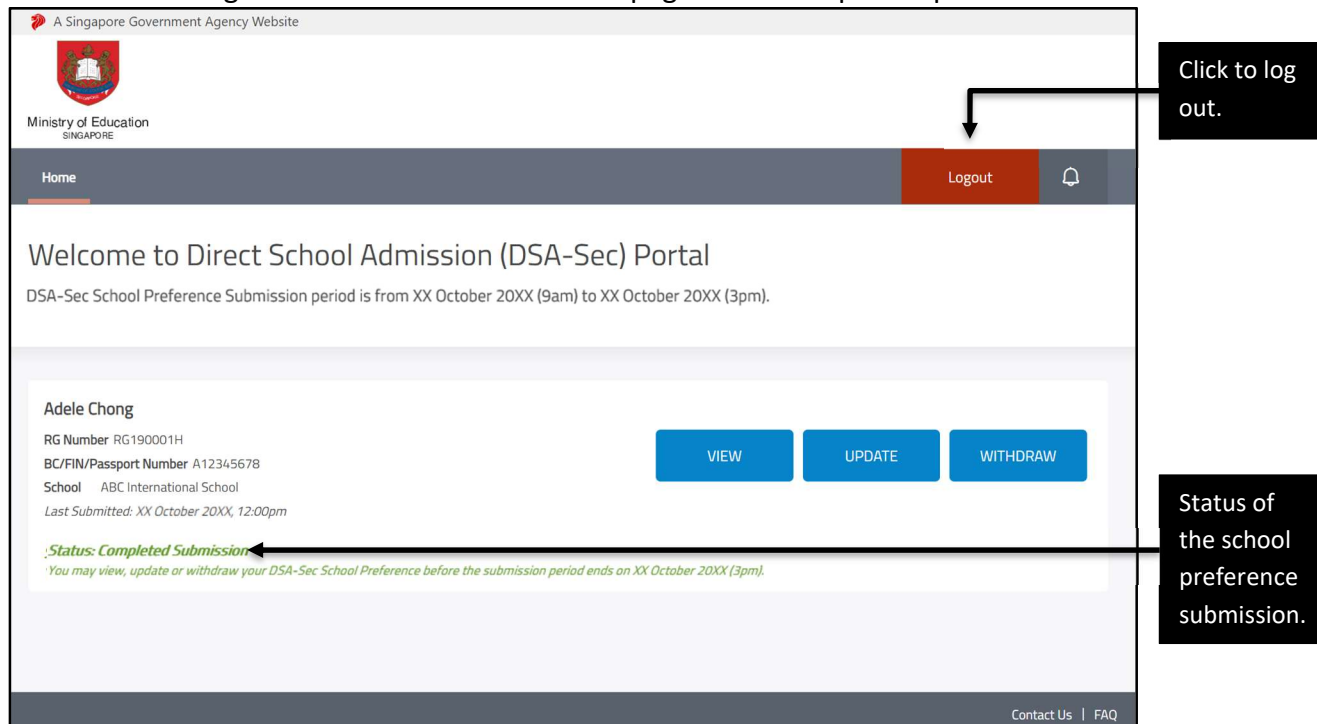
Email will be sent to the 1st parent/guardian.

Click to download a PDF copy of your submission.

Step 4: Log out

3.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 21).

Figure 21: DSA-Sec Portal Home page after 'Complete Update'



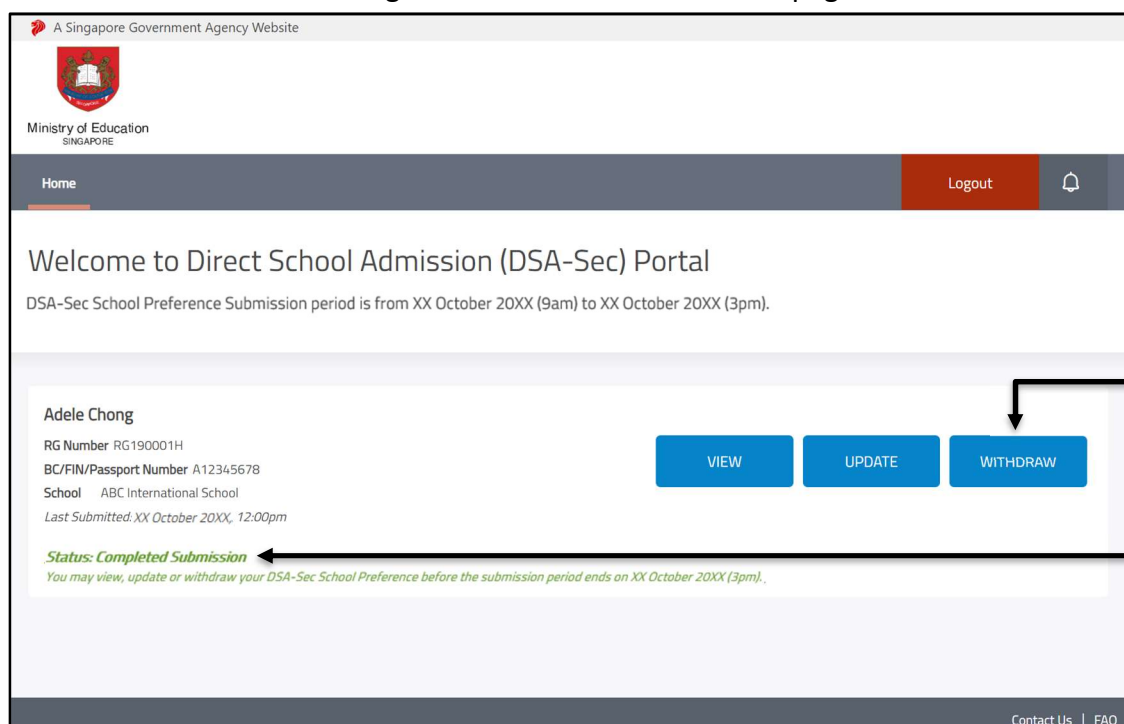
3.13. A window will appear to request your confirmation to log out. Click <Yes> to confirm to log out. Otherwise, click <No>.

4. Withdraw DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

- 4.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 22).
- 4.2. Click <WITHDRAW> to withdraw your child's school preference.

Figure 22: DSA-Sec Portal Home page



Click
<WITHDRAW>
to withdraw
your
submission.

Status of the
school
preference
submission.

Step 2: Withdraw DSA-Sec School Preference

- 4.3. You will see the page with the DSA-Sec school preference details (Figure 23).
- 4.4. Fill in the reason for withdrawal with a limit of 300 characters.
- 4.5. Click <Withdraw> to withdraw your DSA-Sec school preference.

Figure 23: Withdraw DSA-Sec school preference

Adele Chong

RG Number RG190001H | School ABC International 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 Chong	Mr-Chong-the-Father-93333333@gmail.com	9333 3333
Mrs Chong	Mrs-Chong-the-Mother-94444444@gmail.com	9444 4444

Reason for Withdrawal *

My daughter is going to study in an international school for her secondary education.

(Maximum of 300 characters)

Cancel

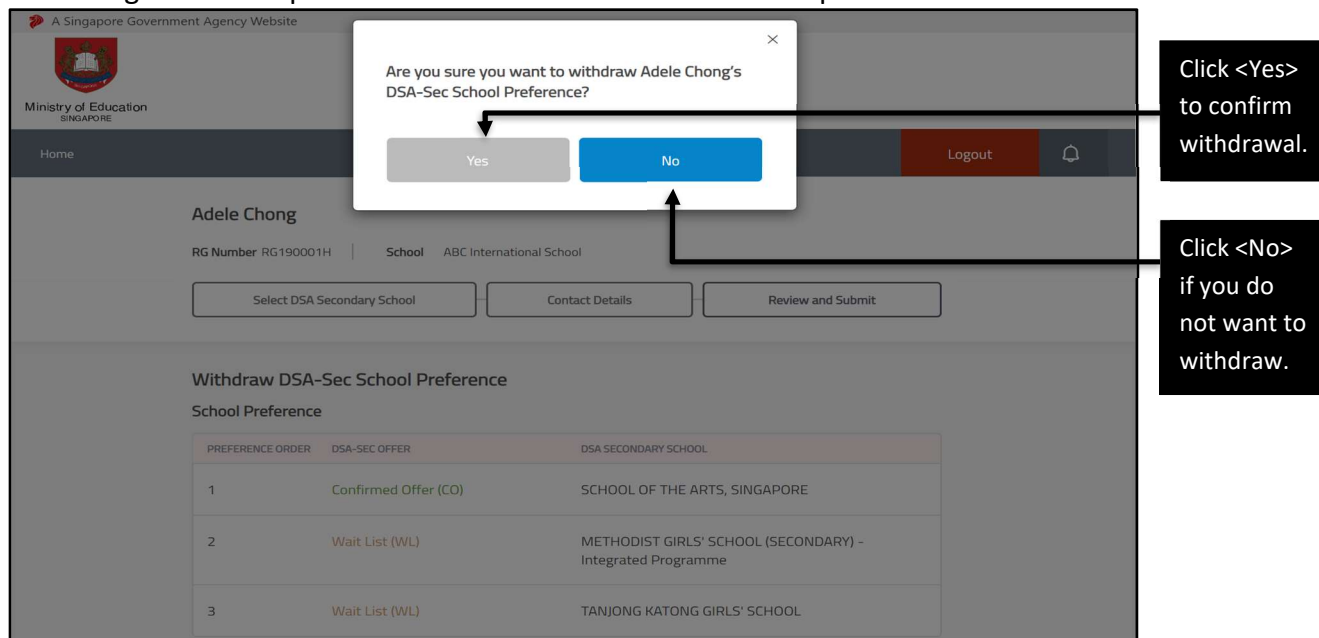
Withdraw

Enter the reason for withdrawal.

Click to withdraw your submission.

- 4.6. A window will appear to request your confirmation to withdraw the DSA-Sec school preference (Figure 24). Click <Yes> to confirm the withdrawal. Otherwise, click <No>.

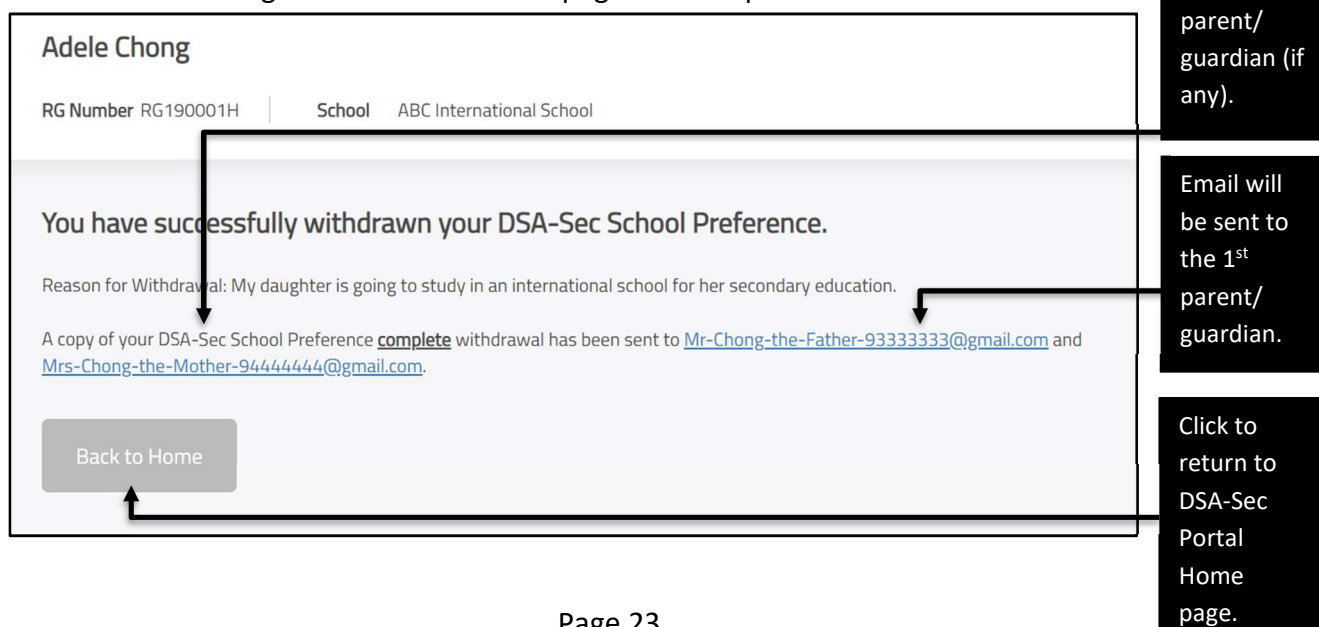
Figure 24: Request for confirmation of DSA-Sec school preference withdrawal



Step 3: Successful Withdrawal of DSA-Sec School Preference

- 4.7. The DSA-Sec school preference is withdrawn successfully (Figure 25).
 4.8. An email will be sent to the email addresses provided.
 4.9. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.
 4.10. If you wish to **re-submit** the DSA-Sec school preference submission subsequently before the DSA-Sec SPS deadline, see **Section 2**.

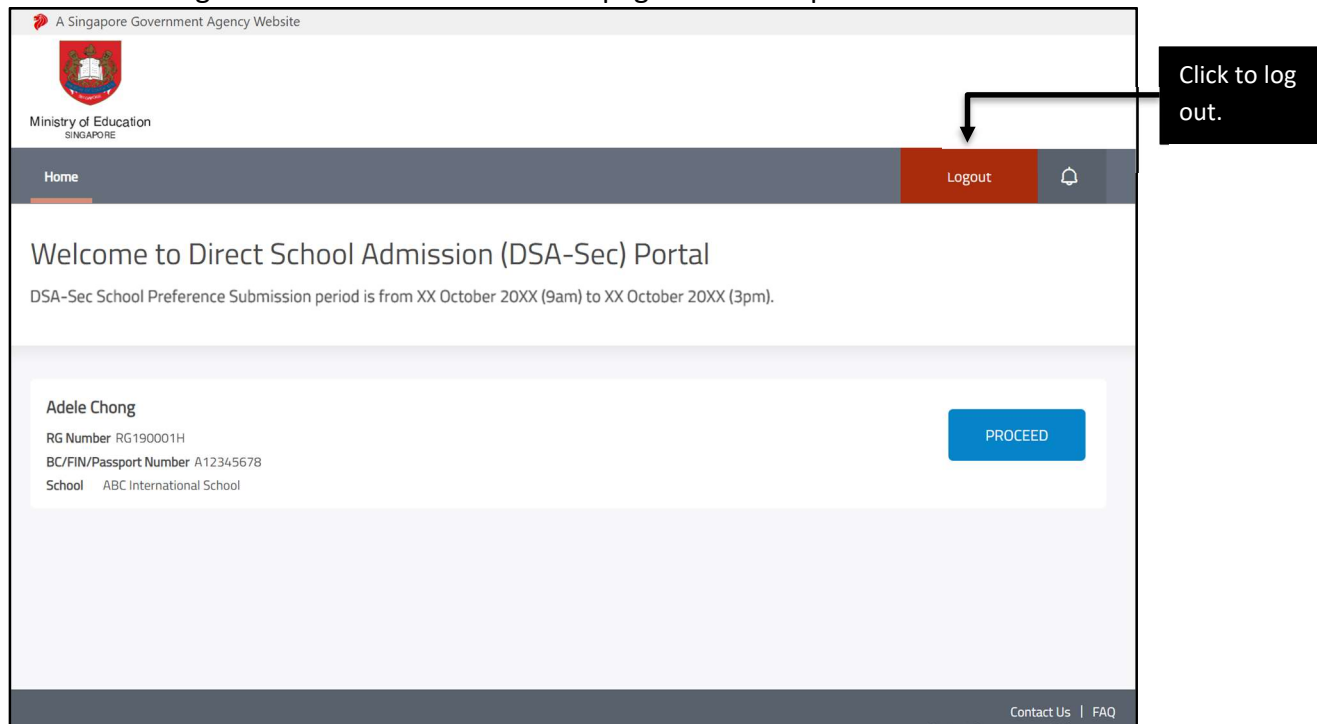
Figure 25: Confirmation page for 'Complete Withdrawal'



Step 4: Log out

4.11. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 26).

Figure 26: DSA-Sec Portal Home page after 'Complete Withdrawal'



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