



# My SKILLSfuture

## User Guide on Navigating the Student Portal (Primary)



SKILLSfuture SG



An initiative of:  
SKILLSfuture

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### 3 POST-LOGIN FEATURES

#### 3.1 OVERVIEW



Figure 3-1: Overview

The **Overview** section (Figure 3-1) shows you a snapshot of your progress in:

- A. Career Quest
- B. World of Work
- C. My ePortfolio
- D. Education Guide
- E. My Favourites
- F. My Reflections
- G. My Feedback

You can also access each of these portal features directly from the **Overview** page.

Another useful feature is the option for you to **Download** or **Print** your progress displayed on the **Overview** page.

### 3.2 MY PROFILE

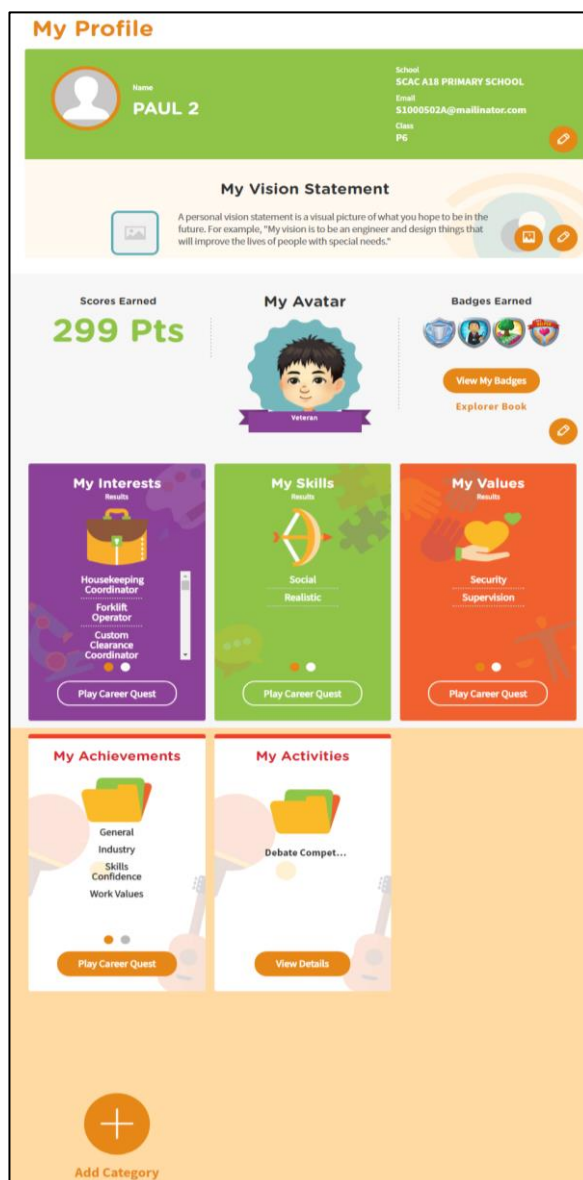


Figure 3-2: My Profile

**My Profile** section allows you to key in your email address in addition to entering **My Vision Statement**. You can also upload a visual picture of your vision.

You are able to view a summary of the scores and badges that you have earned in **Career Quest** under **Scores Earned** and the **Badges Earned** respectively as well as view the Avatar you chose in **Career Quest**.

Enter information on your interests, skills and values by accessing **My Interests**, **My Skills** and **My Values** respectively. You can also choose to add a new category.

### 3.3 MY EPORTFOLIO

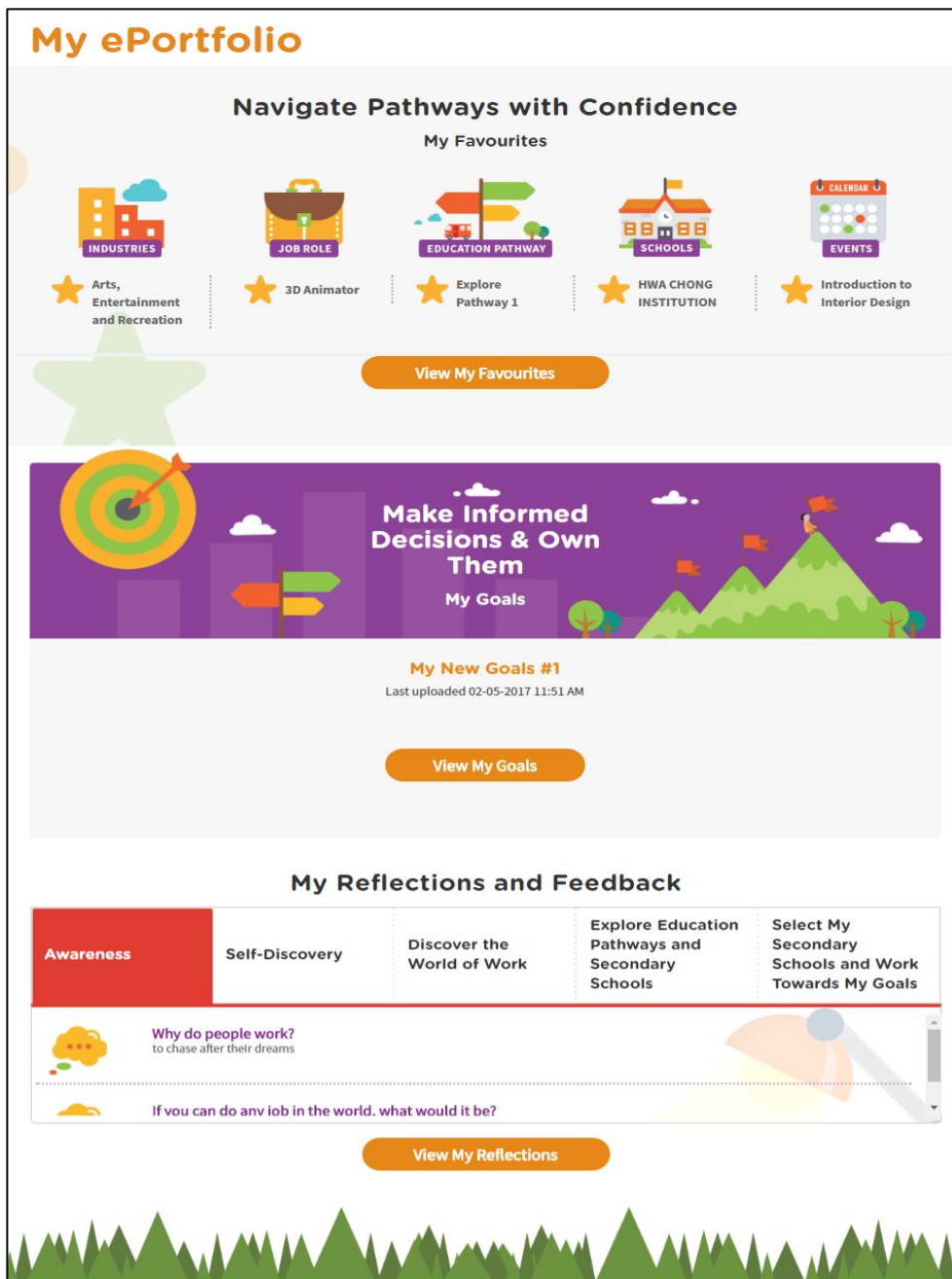


Figure 3-3: My ePortfolio

**My ePortfolio** section allows you to access all your saved favourites within the portal.

You can view a snapshot of the industries, job roles, education pathways, schools and events which you have selected as your favourites under **Navigate Pathways with Confidence**.

### 3.4 MY GOALS

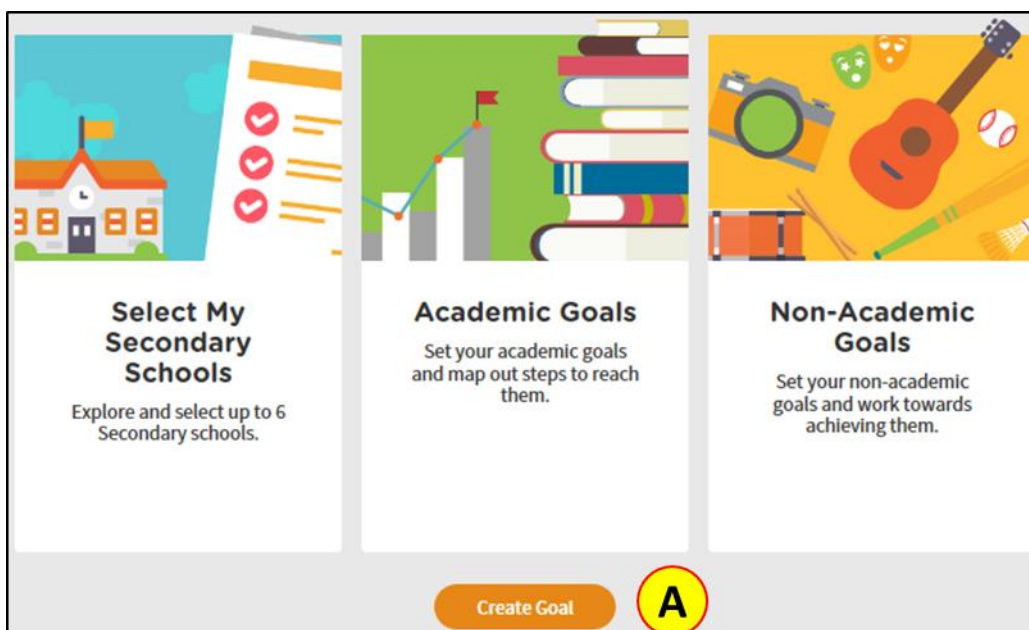


Figure 3-4: My Goals

You can select your desired **Secondary Schools**, create **Academic Goals** and **Non-Academic Goals** in the **My Goals** section (Figure 3-4). The goal templates are customised to suit different users and may vary across academic levels and streams.

A. **Create Goal** – Click on “Create Goal” to start setting your goals.

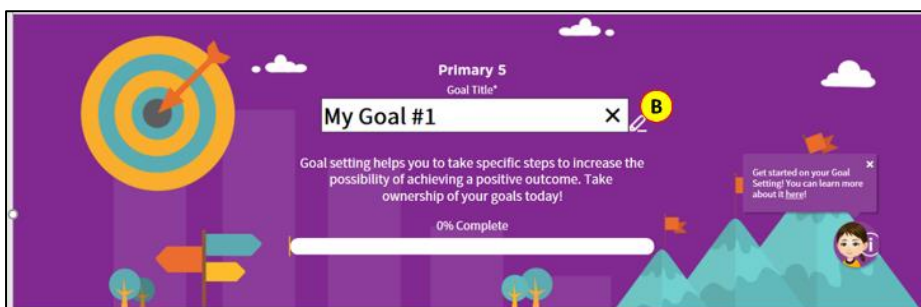


Figure 3-5: Personalise Goal

B. **Personalise your Goal** – You can personalise each goal entry by changing the title of the goal (Figure 3-5).

You can create three types of goals.

### Section #1: General Goals

\* denotes mandatory

**General**  
0%

**Section**  
**1/3**

**General**  
**Academic**  
**Non-Academic**

S.M.A.R.T Goals	
<b>Specific</b>	Write down what you hope to achieve in specific terms and description.
<b>Measurable</b>	Your goal should be measurable over time to show progress.
<b>Achievable</b>	Your goal should be something that you have the ability to achieve.
<b>Realistic</b>	The goal you set should be realistic given the amount of time and resource you have.
<b>Time-Bound</b>	There should also be a fixed time frame for you to achieve your goal.

Choice School

<b>1<sup>st</sup> Choice</b>	Select Schools	▼	i
<b>2<sup>nd</sup> Choice</b>	Select Schools	▼	i
<b>3<sup>rd</sup> Choice</b>	Select Schools	▼	i
<b>4<sup>th</sup> Choice</b>	Select Schools	▼	i
<b>5<sup>th</sup> Choice</b>	Select Schools	▼	i
<b>6<sup>th</sup> Choice</b>	Select Schools	▼	i

Legend ⓘ Have I thought about it?

[Save Progress](#) [Next Section >](#)

Figure 3-6: General Goals

You can select up to six choices for secondary schools (Figure 3-6).

Section #2: Academic Goals

\* denotes mandatory

**Academic**  
0%

**Section**  
**2/3**

**General Academic**

- Term 1
- Term 2
- Term 3
- Term 4
- PSLE

**Non-Academic**

**S.M.A.R.T Goals**

<b>Specific</b>	Write down what you hope to achieve in specific terms and description.
<b>Measurable</b>	Your goal should be measurable over time to show progress.
<b>Achievable</b>	Your goal should be something that you have the ability to achieve.
<b>Realistic</b>	The goal you set should be realistic given the amount of time and resource you have.
<b>Time-Bound</b>	There should also be a fixed time frame for you to achieve your goal.

**Term 1**

Subject	Target CA1	Actions to Work Towards Target	Actual CA1
English	90	I will complete 5 additional english questions from workbook everyday.	<input type="text"/>
Mother Tongue	70	In addition to completing my homework on time, I will also make sure that I conve	<input type="text"/>
Mathematics	80	I will complete 2 additional mathematical questions from workbook everyday.	<input type="text"/>
Science	<input type="text"/>		<input type="text"/>
Higher Mother Tongue	<input type="text"/>		<input type="text"/>

The four subjects (excluding Higher MT) refer to either foundational level or standard.

< Previous Section
Save Progress
Next Section >

Figure 3-7 –Academic Goals

You can set **Academic Goals** for all subjects per term (Figure 3-7).

Your targeted CA1 marks and the actions that you are taking to work towards your target can be saved independently before you receive your actual CA1 marks.

**Actions to Work Towards Target** – You need to be specific on how you want to achieve the score that you have input. For example, if you are working towards getting 80 marks in the Mathematics examination for CA1, then do specify the steps you will take in order to attain your goal. Statements like “I will study hard” should be avoided. Instead, you should include more specific terms such as “I will complete two more Mathematics questions from the workbook everyday”.



### Section #3: Non- Academic Goals

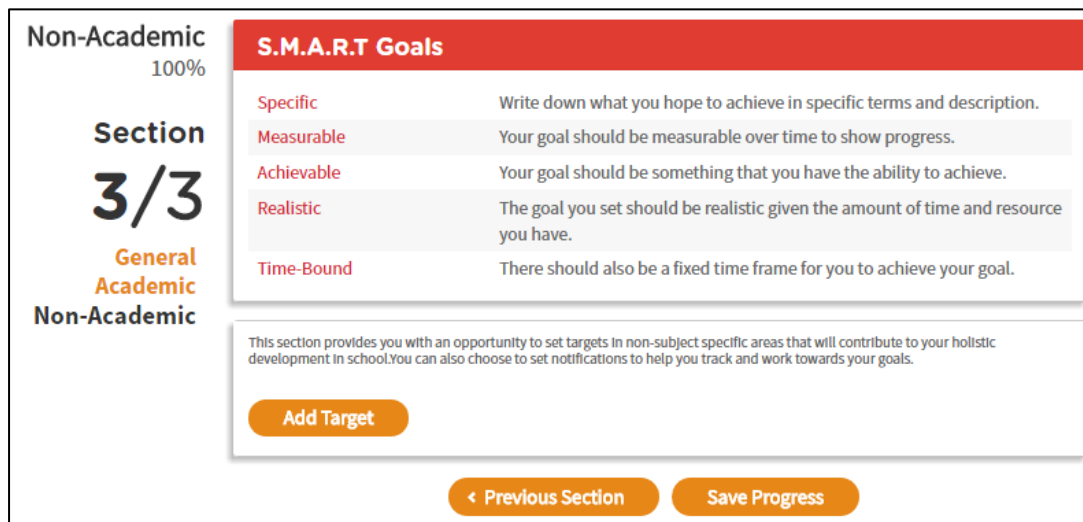


Figure 3-8: Non-Academic Goals

You can set non-academic goals as well (Figure 3-8). Non-academic goals can be areas for growth or improvement, such as setting a goal to improve your playing of a musical instrument or to prepare yourself for a sporting event.

A. Add Target – Allows you to add a non-academic goal.

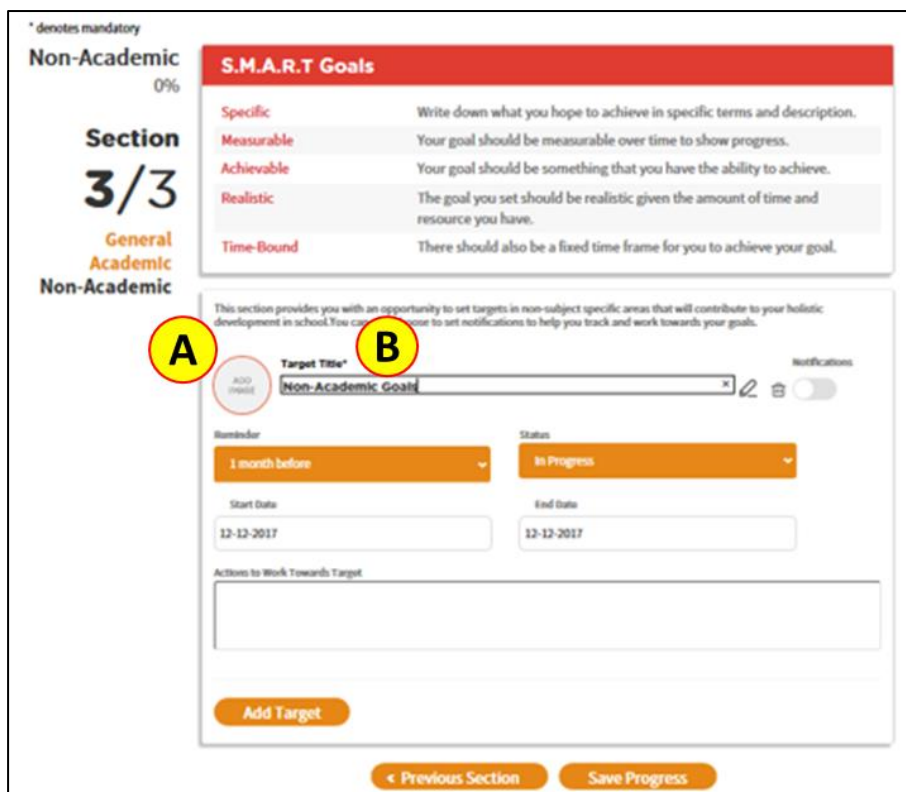


Figure 3-9: Personalise non-academic goal

You can personalise Non-Academic Goals by changing the title and adding image (Figure 3-9).

- A. Add Image - Add an image for this goal. You can choose any image that you like.
- B. Change Goal Title – Click on the bar to start editing your goal title. Your goal title should be specific to what you are trying to achieve.

The screenshot shows the 'Non-Academic' section of the MySkillsFuture Student Portal. On the left, it indicates 'Section 3/3' and '0%' progress. The main area is titled 'S.M.A.R.T Goals' and lists five criteria: Specific, Measurable, Achievable, Realistic, and Time-Bound, each with a brief description. Below this is a form for creating a goal. The form includes a 'Target Title\*' field with an 'ADD IMAGE' button (labeled A) and a 'Notifications' toggle switch (labeled B). There are also dropdown menus for 'Reminder' (set to '1 month before', labeled A) and 'Status' (set to 'In Progress'). Below these are 'Start Date' and 'End Date' fields, both set to '06-12-2017'. A large text area for 'Actions to Work Towards Target' (labeled C) is present, followed by an 'Add Target' button. At the bottom, there are buttons for '< Previous Section' and 'Save Progress'.

Figure 3-10: Non-Academic Goals

You can set reminders using the drop-down list and turn on notifications for non-Academic goals (Figure 3-10).

- A. Set Reminder – Setting reminders will alert you when your goal’s end date is fast approaching.

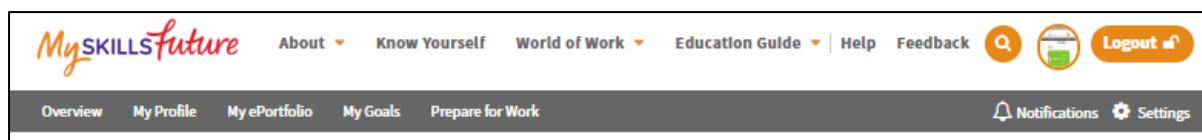


Figure 3-11: Notifications

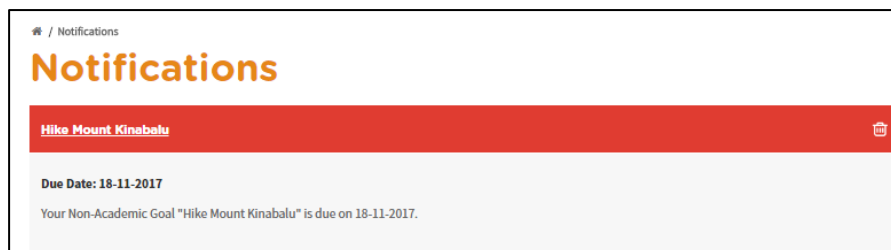


Figure 3-12: Notification Details

- B. **Set Notifications** – Turn on notifications for alerts when your goal is reaching its end date. To turn on notifications, slide the ‘Notifications’ button above to the right (Figure 3-10). To view your notifications, click on ‘Notifications’ in the menu bar above. (Figure 3-11, Figure 3-12).
- C. **Actions to Work Towards Target**- Be specific on how you would like to achieve the target you have set for yourself. For example, if you are planning to improve your piano-playing skills, then do specify the steps you will take in order to improve. Statements like “I will practice more often” should be avoided. Instead, you should include more specific, quantifiable terms such as “I will practise playing the piano for two hours every Saturday”.

You can also view the goal entries you have created under **My Goal Entries** (Figure 3-13).

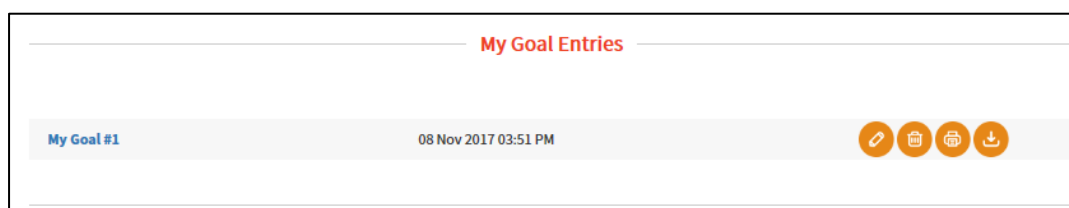


Figure 3-13: My Goal Entries

### 3.5 MY REFLECTIONS (MY GOALS)

**My Reflections**

Reflection questions are open-ended questions that will guide you in looking back on the things you have learnt, and how you have learnt them.

0% Complete

What are your academic goals and career aspiration?

Next

How can you utilise available resources to bring yourself closer to your goals and aspirations?


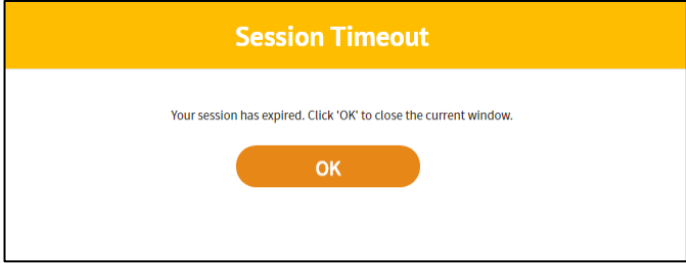
Previous

Save Progress

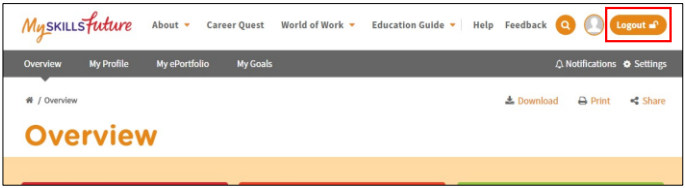
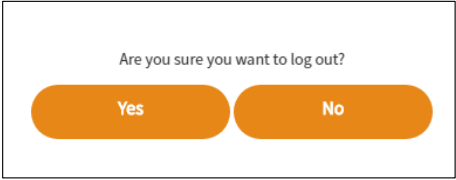
Figure 3-14: My Reflections (My Goals)

Using **My Reflections**, as shown in Figure 3-14, you can write down your thoughts on My Goals.

### 3.6 SESSION TIME-OUT

1.	After 14 minutes of inactivity, you will be prompted to “Stay Connected” or “Log Out”.	 A screenshot of a 'Session Timeout' dialog box. The title bar is yellow and contains the text 'Session Timeout'. Below the title bar, the text reads: 'Your session is about to expire due to inactivity and you will be logged out in 00:37'. Below this, it asks 'Do you want to stay signed in?'. At the bottom, there are two orange buttons: 'Log Out Now' on the left and 'Stay Connected' on the right.
2.	On the 15 <sup>th</sup> minute, your session will expire and you will be logged out.	 A screenshot of a 'Session Timeout' dialog box. The title bar is yellow and contains the text 'Session Timeout'. Below the title bar, the text reads: 'Your session has expired. Click 'OK' to close the current window.'. At the bottom, there is a single orange button labeled 'OK'.

### 3.7 LOGOUT

<p>1. Click the <b>Logout</b> icon.</p>	
<p>2. The system displays a pop-up box. Click <b>Yes</b> to proceed.</p>	
<p>3. A <b>User Satisfaction</b> survey form will be displayed. You can choose to:</p> <ul style="list-style-type: none"> <li>• Complete the form and click the <b>Submit</b> button or</li> <li>• Click <b>Exit</b></li> </ul> <p>You will be brought back to the pre-login landing page.</p>	