



My SKILLSfuture

User Guide on Navigating the Student Portal (Primary)



SKILLSfuture SG



An initiative of:
SKILLSfuture

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1 INTRODUCTION TO MYSKILLSFUTURE STUDENT PORTAL

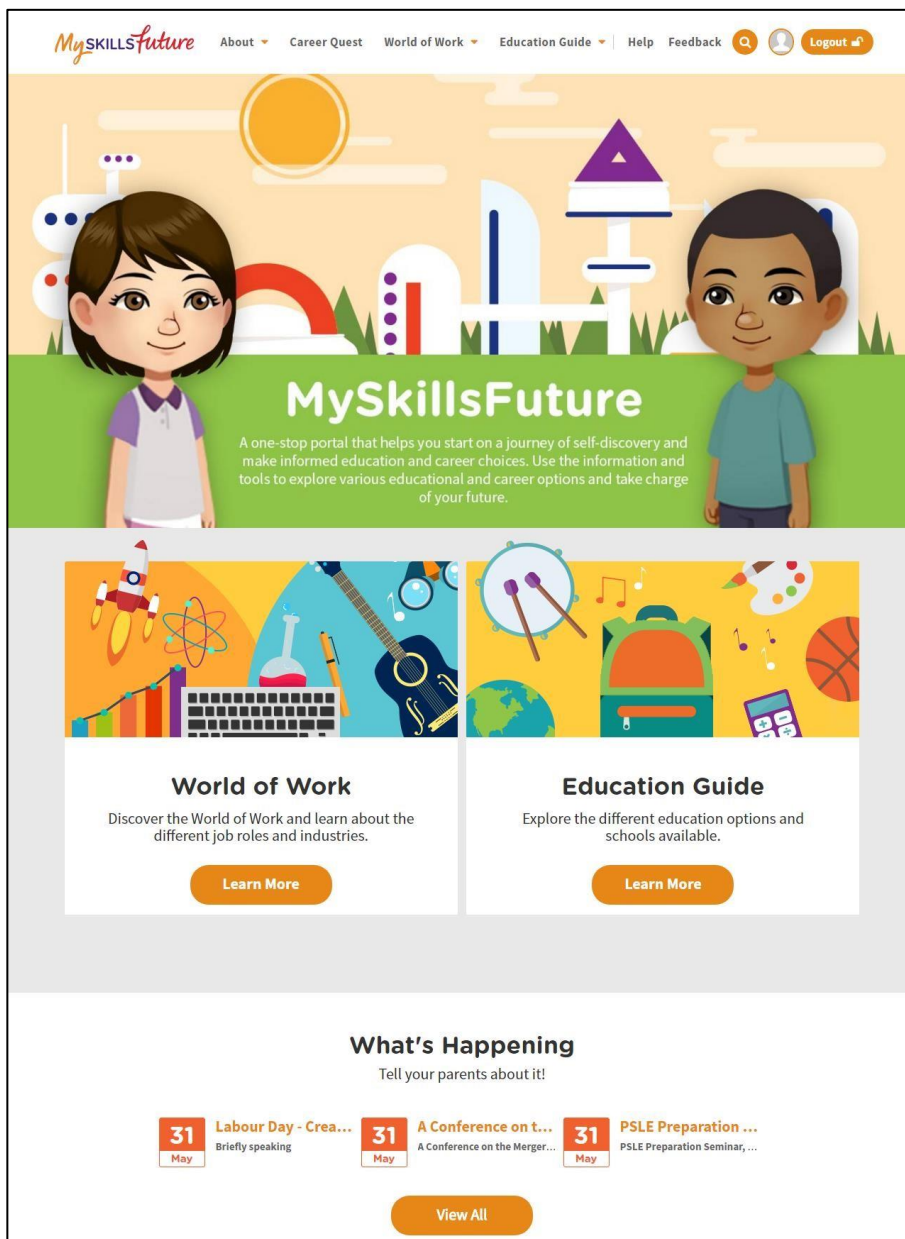


Figure 1-1: Homepage

MySkillsFuture Student Portal is a self-guided system that helps students find out their interests and allows them to explore different education and career pathways.

Go to <https://www.myskillsfuture.gov.sg/primary> to access the portal.



Figure 1-2: MySkillsFuture Portal (Primary) homepage (before login)

You are **able to view** the following without logging in:

- **About** - MySkillsFuture for Students, Education and Career Plan
- **Career Quest** - Virtual World, Work Values, Mini Games
- **World of Work** - Singapore Industry Landscape, Learn About Job Roles
- **Education Guide** - Singapore Education Landscape, Explore Schools, Calendar of Events

Login to the MySkillsFuture Student Portal (Primary) to access additional features on information about yourself such as **View My Reflections** and adding favourites.

You will also be able to access your personal information like **Overview**, **My Profile**, **My ePortfolio**, **Notifications** and **Settings**.

Help and **Feedback** are also available without logging in.

2 PRE-LOGIN FEATURES

2.1 ABOUT

Get an introduction on [MySkillsFuture for Students](#) and [Education and Career Plan](#) via the [About](#) menu.

2.1.1 MySkillsFuture for Students

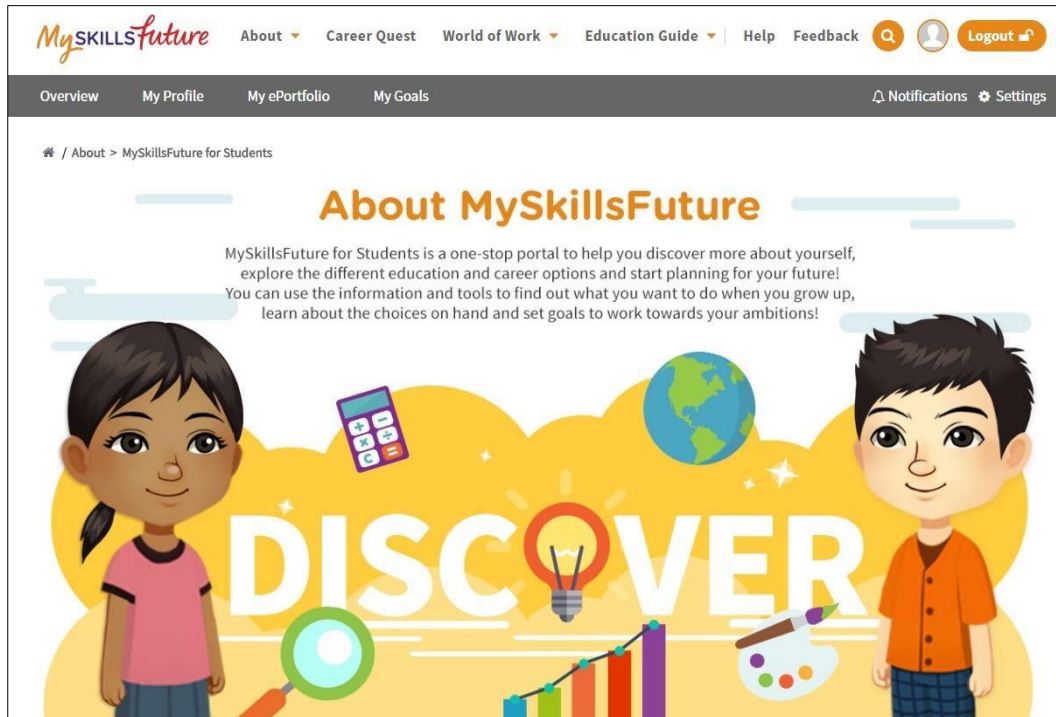


Figure 2-1: About MySkillsFuture for Students

Get an introduction of the Student Portal.

2.1.2 Education and Career Plan

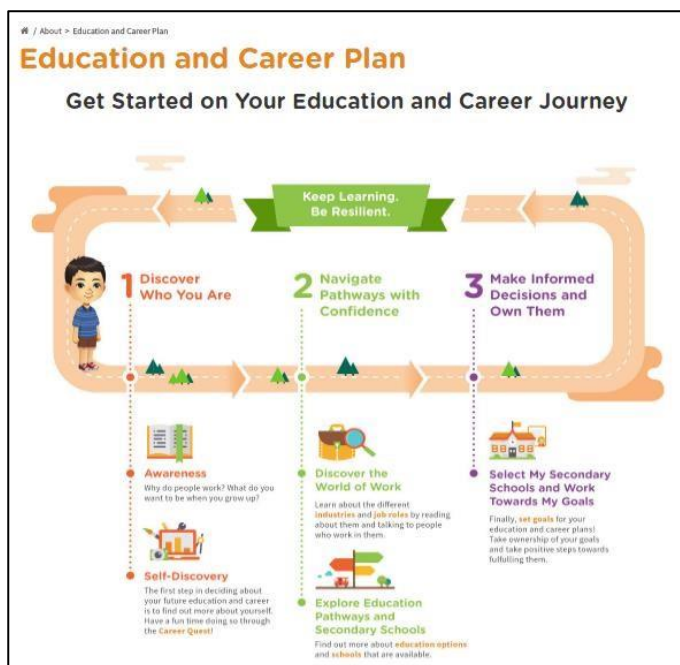
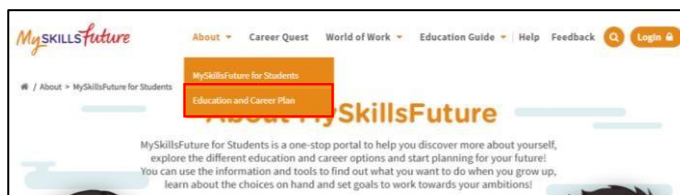
Get an introduction to your education and career journey via the [About](#) menu.

1. Click **About > Education and Career Plan**.


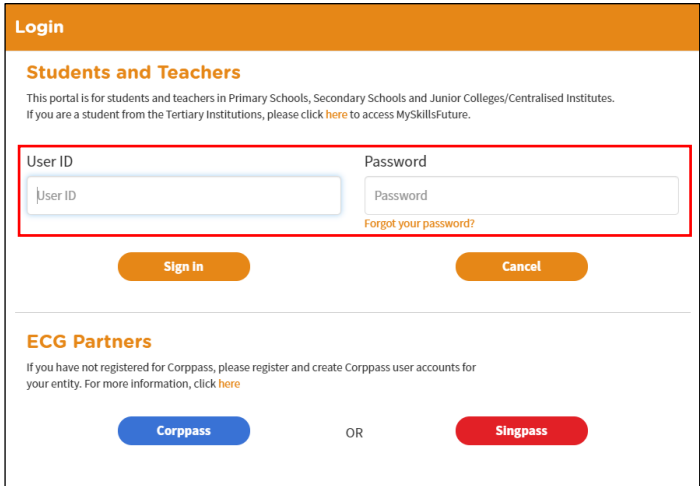
You will see a visual representation of your education and career journey.

To discover more about yourself, navigate the **Education and Career Pathways**.

Click on the various links to redirect to the specific work or education related page.



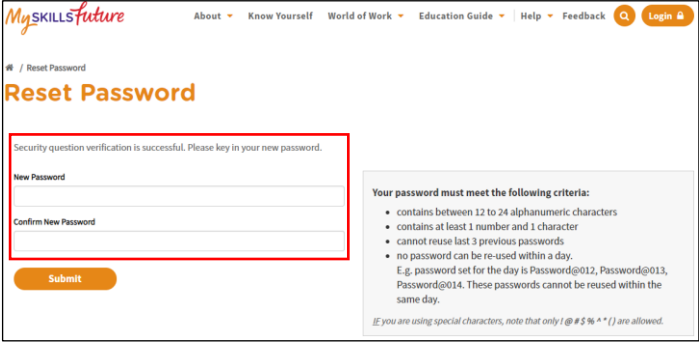
2.2 LOGIN

<p>1.</p>	<p>Click the Login icon to access the Login window.</p>	
<p>2.</p>	<p>Enter your User ID and Password in the Login window to access your MySkillsFuture account.</p> <p>For new users:</p> <ol style="list-style-type: none"> Your BC/UIN/FIN will be your User (Login) ID. Enter your User ID and temporary password (provided by your school). From this point on, you will be directed to a Settings page to key in a new password and complete other details. 	

2.3 FORGET PASSWORD

If you forget your password, you can request for a password reset to be emailed to you.

<p>1. From the login screen, click on “Forgot your password?” link and follow the instructions.</p>		<p>The screenshot shows the 'Login' page for 'Students and Teachers'. It includes fields for 'User ID' and 'Password'. A red box highlights the 'Forgot your password?' link located below the password field. Below the login fields are 'Sign In' and 'Cancel' buttons. There is also a section for 'ECG Partners' with 'Corpass' and 'Singpass' buttons.</p>
<p>2. Enter your User ID and type in the characters shown in the given image.</p>		<p>The screenshot shows the 'Reset Password' page. It has a 'User ID' field containing '52000970A'. Below it is a CAPTCHA image showing the number '22082'. A red box highlights both the 'User ID' field and the CAPTCHA image. There is a 'Confirm' button at the bottom.</p>
<p>3. You will be prompted to answer one of your pre-saved security questions.</p>		<p>The screenshot shows the 'Reset Password' page. It prompts the user to answer a security question: 'What is your favourite subject?'. Below the question is an input field for the answer. A red box highlights the question prompt and the answer field. There is a 'Submit' button at the bottom.</p>

<p>4. If the answer is correct, you will be prompted to set a new password.</p> <p>For the wrong answer, the system will prompt you again to answer another security question.</p> <p>If you answer wrongly for 3 times, the system will lock the User ID from any log-in attempts for 15 minutes.</p>	
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2.4 HELP

/ Help

Help

CHOOSE A TOPIC

Navigating the Portal

This topic addresses the pre-login and post-login features. It includes commonly asked questions on navigating the portal.

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS ON MYSKILLSFUTURE

- 1. What is MySkillsFuture?**
MySkillsFuture is a one-stop portal, which enables you to make informed education and career choices and empowers you for lifelong learning.
- 2. How do I use MySkillsFuture?**
It is a resource for you to discover your interests and strengths, learn more about the education and career pathways that are available, and make education and career plans.
- 3. Who is MySkillsFuture for?**
The portal is designed for individuals from Primary 5 students through to adulthood.
 1. Primary 5 to Pre-University students will use the portal through structured classroom learning, as a tool for education and career exploration and planning.
 2. Polytechnic, ITE and university students, national servicemen and adults will use the portal independently, supported by counsellors for career planning, building resilience and lifelong learning.
 3. Employers will use the portal to reach job seekers, and access education and labour-market information to shape the training and development of their workforce.
 4. Training Providers will use the portal to reach course seekers. This portal will enhance such providers' knowledge on market trends to deliver customised and quality training.
- 4. How do I use MySkillsFuture Student Portal?**
If you are a student from Primary 5 to Pre-University, the portal is designed to help you discover your interests and strengths, and guide your education and career development at every stage of your education journey.
- 5. What is the difference between ecareers.sg and MySkillsFuture Student Portal?**
Currently, ecareers.sg is the portal used to support Education and Career Guidance lessons in Primary 5 through to Pre-University. MySkillsFuture Student Portal will replace ecareers.sg, and ensure a smooth transition from school life to adulthood. It contains new features such as an enhanced occupations database, interactive avatar for primary school students to learn about industries and jobs and reflections questions that will enable students to consolidate their learning while exploring the portal.
- 6. What is the purpose of the MySkillsFuture Student Portal (Primary)?**
MySkillsFuture Student Portal (Primary) is designed to facilitate Education and Career Guidance (ECG) for Primary 5 and 6 students. ECG's focus at the Primary level is to help you develop your self-awareness and introduce you to a wide range of occupations, including new jobs created in this ever-changing world of work. Designed to support ECG lessons, the portal will enable you to:
 - Raise awareness of your interests and strengths
 - Plan your educational pathway and find out more about secondary schools
 - Explore different careers and nurture your aspirations for the future
- 7. How will MySkillsFuture Student Portal (Primary) benefit me?**
The portal is designed to support you in your education and career planning process. You are able to learn about different jobs, skills and work values through interactive games and tools. You will be able to access a database of occupations and information on secondary schools to facilitate your education and career planning.
- 8. Am I too young to start on Education and Career Guidance (ECG)?**
Research has shown that late primary school is a good time to provide career education and that it is appropriate to start with an emphasis on career awareness. According to psychologist Erik Erikson, children at the primary level are at the psychosocial stage of discovering their interests and strengths, and developing a sense of competence. When you participate in school programmes, it will provide you with rich opportunities to find out more about your interests and strengths. Used in ECG lessons within Form Teacher Guidance Period (FTGP), MySkillsFuture Student Portal (Primary) is a useful resource that can support you in your journey of self-discovery. It can also help to develop your awareness of the world of work. Through games and activities in the portal, you can learn more about your interests and different industries and occupations. The portal also provides an engaging platform for you to explore options for secondary school and the various education pathways after primary school.
- 9. Why do I get an account only when I reach Primary 5?**
The Primary portal has been developed for you based on your developmental readiness and reading level.

GENERAL QUESTIONS ON NAVIGATING THE PORTAL +

GENERAL QUESTIONS ON DEVELOPMENT AND THEORETICAL UNDERPINNINGS +

USER GUIDES

Coming soon

Figure 2-2: Help

You can access the **Help** section by clicking on **Help** as shown Figure 2-2. The **Help** section will contain Frequently Asked Questions and user guides.

2.5 HELP AVATAR



Figure 2-3: Help Avatar

While you are exploring the various features in the site, you will see a Help Avatar on some pages. This avatar (Figure 2-3) will provide you with relevant information about the page or features which you are currently at.

The guide provided by the avatar can be closed simply by clicking on the Help Avatar Icon.

2.6 FEEDBACK

🏠 / Feedback

Feedback

Helpdesk Contact Information

Please email studentportal@MySkillsfuture.sg or call 6684 9020 for enquiries.

Operating hours are from [8am to 7pm \(Mondays to Fridays\)](#) and from [8am to 1pm \(Saturdays\)](#). Closed on Sundays and Public Holidays.

You may also send your enquiries through the feedback form.

More information on MySkillsfuture Student Portal can be found in the [Frequently Asked Questions \(FAQs\)](#).

* denotes mandatory

Salutation * Name *

Ms. Name

Contact Number (Mobile/Home)

Mobile/Home (optional)

Email Address *

youremail@mail.com

Section *

-Please select the section -

Comments *

Please type your comments here

3000 of 3000 characters remaining

Please enter the characters shown in the image below *

Enter the characters below

90976

[Get new Image](#)

This is a security feature that protects our website and your information against attacks from robots and automated programs.

Submit Cancel

Figure 2-4: Feedback

You can submit your feedback or questions to Helpdesk using the **Feedback** feature as shown in Figure 2-4 above.

2.7 SEARCH

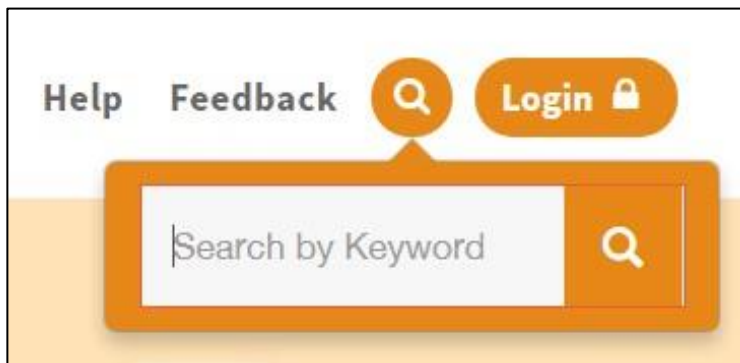



Figure 2-5: Search

You can search for Job Roles and Schools by clicking on the  icon (Figure 2-5) and entering keyword(s).

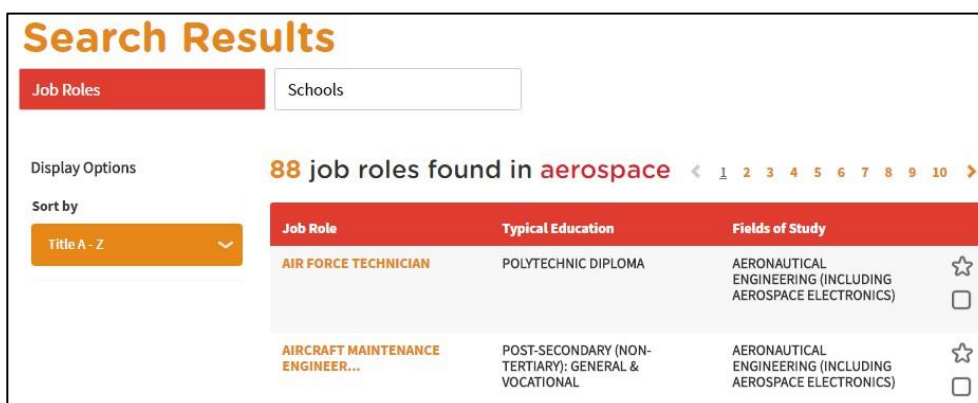


Figure 2-6: Search Results

Click on relevant **Job Roles** or **Schools** which you have entered in Figure 2-5.

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

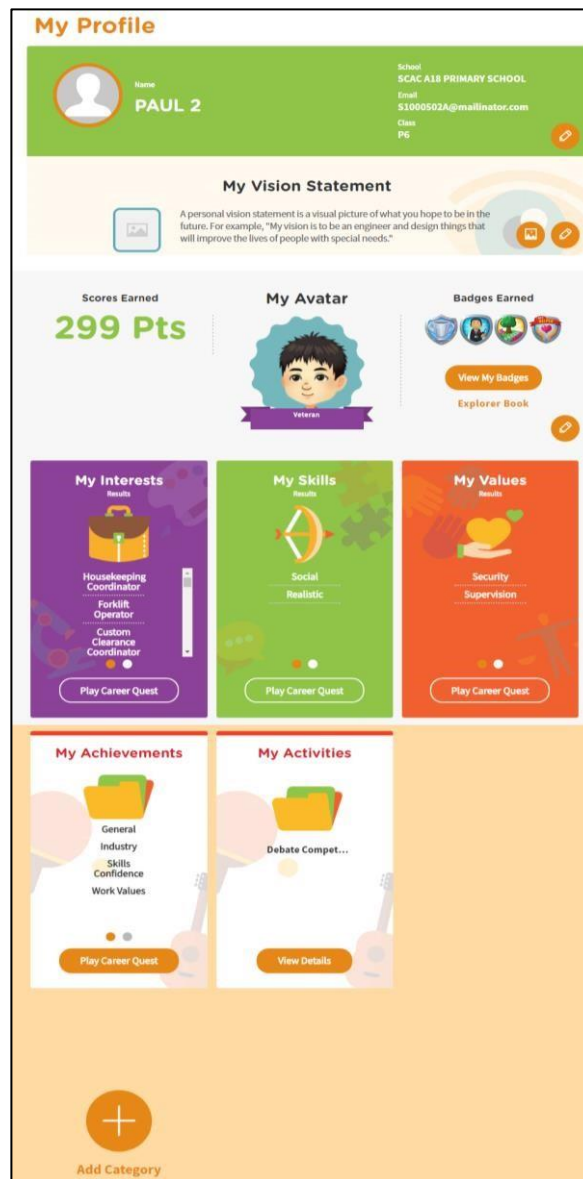


Figure 3-2: My Profile

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

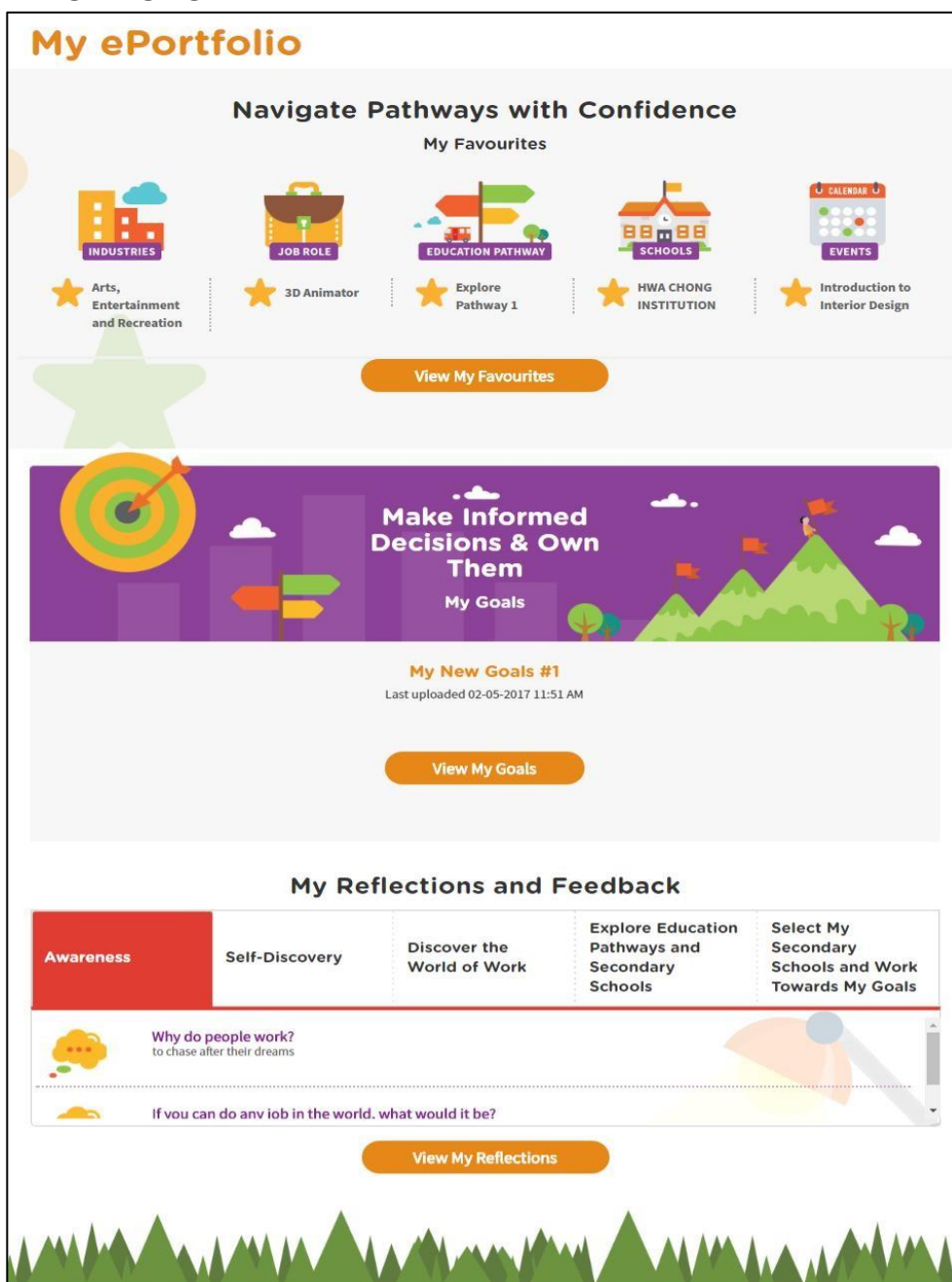

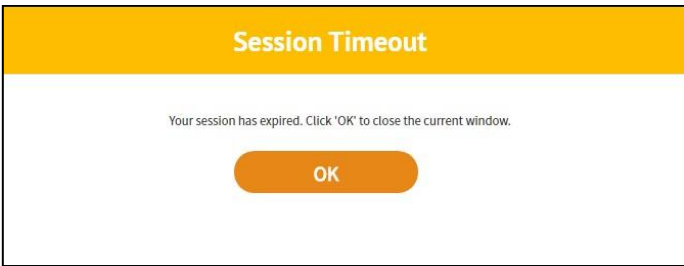


Figure 3-3: My ePortfolio



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 SESSION TIME-OUT

1.	After 14 minutes of inactivity, you will be prompted to “Stay Connected” or “Log Out”	 <p>The screenshot shows a yellow header with the text "Session Timeout". Below the header, the text reads: "Your session is about to expire due to inactivity and you will be logged out in 00:37". Underneath, it asks "Do you want to stay signed in?". There are two orange buttons: "Log Out Now" and "Stay Connected".</p>
2.	On the 15 th minute, your session will expire and you will be logged out.	 <p>The screenshot shows a yellow header with the text "Session Timeout". Below the header, the text reads: "Your session has expired. Click 'OK' to close the current window." There is one orange button labeled "OK".</p>

3.5 LOGOUT

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