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1 INTRODUCTION TO MYSKILLSFUTURE STUDENT PORTAL



Figure 1-1: Homepage

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

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

MySkillsFuture Student Portal (Secondary) Introduction to MySkillsFuture Student Portal





Figure 1-2: MySkillsFuture Portal (Secondary) homepage (Before Login)

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

- About MySkillsFuture for Students, Education and Career Plan
- Know Yourself Career Interests, Skills Confidence, Work Values, Learning Styles
- World of Work Singapore Industry Landscape, Learn About Job Roles
- Education Guide Singapore Education Landscape, Explore Educational Institutions, Explore Courses, Calendar of Events

Login to the MySkillsFuture Student Portal (Secondary) 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 dashboard features like Overview, My Profile, My ePortfolio, Prepare for Work, Notifications and Settings.

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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



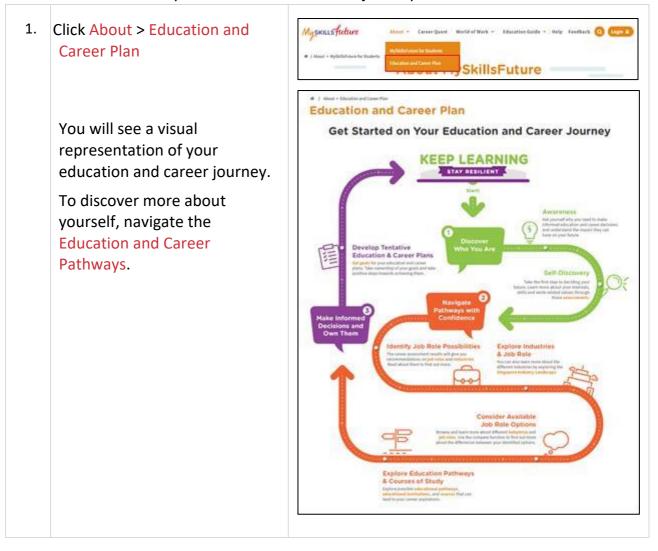
Figure 2-1: About MySkillsFuture for Students

Get an introduction of the Student Portal.

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2.1.2 Education and Career Plan

Get an introduction to your education and career journey via the About menu.





LC	DGIN	v
1.	Click the Login icon to access the Login window.	MySKILLSFuture About - Know Yourself World of Work - Education Guide - Help Feedback @ [ugn 1]
2.	Enter your User ID and Password in the Login window to access your MySkillsFuture account.	Login Students and Teachers This portal is for students and teachers in Primary Schools, Secondary Schools and Junior Colleges/Centralised Institutes. If you are a student from the Tertiary Institutions, please click here to access MyskillsFuture. User ID Password User ID Password
	For new users:	Sign in Cancel
	1. Your NRIC/UIN/FIN will be your User (Login) ID.	ECG Partners If you have not registered for Corppass, please register and create Corppass user accounts for
	 Enter your User ID and temporary password (provided by your school). 	your entity. For more information, click here Corppass OR Singpass
	 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

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

	1	
1.	From the login screen, click on "Forgot your password?" link and follow the instructions.	Login Students and Teachers This portal is for students and teachers in Primary Schools, Secondary Schools and Junior Colleges/Centralised Institutes. If you are a student from the Tertiary Institutions, please click here to access MySkillsFuture. User ID Password If year ID Password Sign In Cancel ECC Partners Myou have not registered for Corppass, please register and create Corppass user accounts for your entity. For more information, click here Corppass OR Singpass
2.	Enter your User ID and type in the characters shown in the given image.	Myskillsfuture About * Know Yourself World of Work * Education Guide * Help Feedback Image: Control of Cont
3.	You will be prompted to answer one of your pre-saved security questions.	MySKILLSFuture About - Career Quest World of Work - Education Guide - Help Feedback Q Login 4 * / Heest Password Hesser answer the security question: What is your forword its subject! Hesser Bill your security question: Submit
4.	If the answer is correct, you will be prompted to set a new password.	MySKILLSfutture About * Know Yourself World of Work * Education Guide * Help * Feedback () Cogin () MySKILLSfutture About * Know Yourself World of Work * Education Guide * Help * Feedback () Cogin () # / Rest Password Security question verification is successful. Please key in your new password. Were Password Confirm New Password Confirm New Password Submit Submit Egypes are using special characters, note that only () # \$ % **() are allowed.

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system w	vrong answer, the vill prompt you again er the security	
times, th User ID f	swer wrongly for 3 e system will lock the rom any log-in s for 15 minutes.	



<u>Return to</u>

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2.4 HELP

CHUUSE	A TOPIC
Navigat	ing the Portal ~
	Idresses the pre-login and post-login features, it includes commonly asked questions on navigating the portal.
GENER	AL QUESTIONS ON MYSKILLSFUTURE
	is Mytkillafature? Illsfuture is a one-stop portal, which enables you to make informed education and career choices, and empowers you for lifelong learning.
	do I use MySkillSFuture? resource for you to discover your interests and strengths, learn more about available education and career pathways, and make education and career plans.
	is NySkillsPuture for? ortal is designed for individuals from Primary 5 students through to adulthood.
2	Primary Sta The "Linking" schools will use the portal through structured darasson lumring, as a tool for exhaustion and carener supportants and galaxies Productives. If the darassistic darassistic school are servicement and adults will use the portal independently, supported by constraining for career planning, built my realismon and lifeling learning. Training Provident will use the portal to reach because, and a cost and advant market information to have the training and school mere of their workfore. Training Provident will use the portal to reach because seekers. This portal will enhance such providers' knowledge on market trends to deliver contomized and quartament.
If you	do I use MySkills/ture Student Pvrtal? are a student from Primary 5 to he University, the portal is designed to help you discover your interests and strengths, and guide your education and career openent at every stude of your education pointy.
	is the difference between ecareers.sg and MySkillsFuture Student Portal? ntly, ecareers.sg is the portal used to support Education and Career Guidance lessons in Primary 5 through to Pre-University.
occup	IlliFuture Student Portal will replace ecurrent. sg. and ensure a smooth transition from school life to adutthood. It contains new features such as an enhanced actions database, interactive avaited for Primary school students to isam about industries and jobs and effections questions that will enable students to consolidat seming while exploring the portal.
	is the purpose of the MySkillsFuture Student Portal (Secondary)? IlSFuture Student Fortal (Secondary) is designed to facilitate Education and Career Guidance (ECG) for Secondary School students.
Thef	ocus of ECG at the Secondary level is to develop your self-awareness, explore possible career pathways and discover various education options.
Desig	gned to support ECG lessons, the portal will enable you to:
0	Develop awareness of your Carser Interests, Sallis Confidence, Work Values and Learning Styles Understands Singapore's educational landscape and plan your educational juthway Explore different carsers in the World of Work and nutures your apprintions for the future
The p style	will MySkillsFuture Student Portal (Secondary) benefit me? ortal is designed to bring you through the education and career planning process. You are able to learn about your career interests, skills, work values and learning through interactive tools. You will be able to tap into a database of occupations and information on educational institutions and courses to facilitate your education are planning.
GENER	AL QUESTIONS ON NAVIGATING THE PORTAL
	RAL QUESTIONS ON DEVELOPMENT AND THEORETICAL UNDERPINNINGS

Figure 2-2: Help

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

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2.5 HELP AVATAR

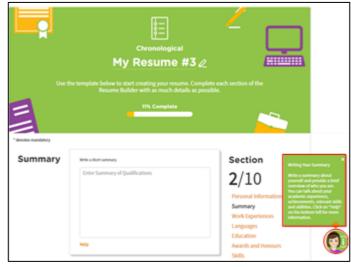


Figure 2-3: Help Avatar

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

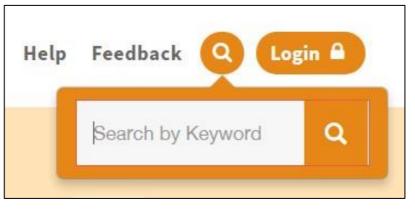
脅 / Feedback				
Feedback				
	Helpdesk Contact Information			
Please email studentportal@	MySkillsfuture.sg or call 6684 9020 for enquiries.			
Operating hours are from <u>8a</u>	m to 7pm (Mondays to Fridays) and from 8am to 1pm (Saturdays). Closed on Sundays and Public Holidays.			
You may also send your enqu	uiries through the feedback form.			
More information on MySkill	sfuture Student Portal can be found in the Frequently Asked Questions (FAQs).			
* denotes mandatory				
Salutation *	Name *			
Ms. 🗸	Name			
Contact Number (Mobile/Hon	ne)			
Mobile/Home (optional)				
Email Address *				
youremail@mail.com				
Section *				
-Please select the section -	★			
Comments *				
Please type your comments here	2			
	3000 of 3000 characters remaining			
Please enter the characters sh	10wn in the image below *			
Enter the characters below				
/ 90976				
Get new Image				
-	ur 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 (Figure 2-4).



2.7 SEARCH





Search for Job Roles, Educational Institutions and Courses by clicking on the icon (Figure 2-5) and entering keyword(s).

Search Res	ults			
Job Roles	Educational Institutions Cou	irses		
Display Options	22 programmes found		< <u>1</u> 2 3	>
View by	Course	Institution	Qualification Atta	inec
Sort by Title A - Z 🗸	DIPLOMA IN AERONAUTICAL & AEROSPACE http://www.nyp.edu.sg/schools/seg/full-time-courses/aeronautical- and-aerospace-technology.html	NANYANG POLYTECHNIC	POLYTECHNIC DIPLOMA	£3 □
	NITEC IN AEROSPACE MACHINING TECHNOLOGY The Nitec in Aerospace Machining Technology aims to provide students with the skills and knowledge to produce aerospace components by planning and	INSTITUTE OF TECHNICAL EDUCATION	NITEC, CERTIFICATE IN OFFICE SKILLS, NTC GRADE 2 OR EQUIVALENT	
	DIPLOMA IN AEROSPACE SYSTEMS & http://www.nyp.edu.sg/schools/seg/full-time-courses/aerospace- systems-and-management.html	NANYANG POLYTECHNIC	POLYTECHNIC DIPLOMA	£ □

Figure 2-6: Search Results

Click on relevant Job Roles, Educational Institutions, or Courses 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. Know Yourself
- B. World of Work
- C. Education Guide
- D. My ePortfolio
- E. My Reflections
- F. My Feedback
- G. My Favourites

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.

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3.2 MY PROFILE

My Profile My Vision Statement A personal vision statement is a visual picture of what you hope to be in the future. For example, "My wision is to be an engineer and design through those the best of people with special needs. Upload Image Op Edit Statement				
My Interests Roats Frieddaw Natistic Work with your hands to make or fir Work with your hands to make or fir work with your hands to make or fir work or fir some activity	Hy Skills teats Patier Work with your banks tomake or fit somet activity	Ny Values Roats Oreanity Veriny Independence	My Information We have a state of the state	
My Learning Styles Dente: Wort Techer Mochanies Needs Motivation Needs Motivation	My Achievements Sher Award for SF Sher Award for SFF	My Activities Ustartary Work Wolarstary Work at XYC Centre	Edit My Personal Settings	

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 your results of the tools you attempted under Know Yourself as well as the details you have keyed in under My Achievements and My Activities. You can also choose to add a new category.



3.3 MY EPORTFOLIO

My ePortfolio			
Navigate P	Athways with My Favourites	Confidence	
Industries terry Childhood Care and Education	Courses	Education Pathways	
	Child Psychology & Early Education	Event Concert B	•
Make Inform	ned Decisions	& Own Them	
My Goals	My Refl	ections and Feedback	Develop
My New Goals #1 Last uploaded 14-02-2017 18-57 PM	Awareness Self- Discovery Possibil	Job Industries Available and Job Roles Options Study	Cevelop Centative ducation Ind Career Plans
<u></u>	No records found		
View My Goals My Resumes		View My Reflections My Cover Letters Ny CoverLetter 83	
Chronological Last modified: 09 Jun 2017 11:09 Jane Functional Resume 1 Functional Last modified: 30 May 2017 10:17		Last modified: 21 Jun 2017 10:31 Jane Cover Letter Last modified: 19 May 2017 16:17	
View My Resumes	My References	View My Cover Letters	
	• 1000 Control Control (Control)		
Jane is a friendly and helpful student. She is also a student leader who excels in her roles and duties. Mr. Jackan abc			
	View My References		

Figure 3-3: My ePortfolio

My ePortfolio section allows you to access all your favourite sections 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 prompt to "Stay Connected" or "Log Out"	Session Timeout Your session is about to expire due to inactivity and you will be logged out in 00:08 Do you want to stay signed in? Log Out Now Stay Connected
2.	. On the 15 th minute, your session will expire and you will be logged out.	Session Timeout Your session has expired. Click 'OK' to close the current window.

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3.5 LOGOUT

1.	Click the Logout icon.	
		MySKILLSfutture About × Know Yourself World of Work × Education Guide × Help Feedback Q () [Egnot *) Overview MyProfile MySoulis Prepare for Work A A technications Q Sectings M / Overview & Download A Print < Share Overview
2.	The system displays a pop-up box. Click Yes to proceed.	Are you sure you want to log out? Yes No
3.	 A User Satisfaction survey form will be displayed. You can choose to: Complete the form and click the Submit button or Click Exit You will be brought back to the pre-login landing page. 	<form></form>
		Submit Exit

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