MySKILLSfuture

User Guide on Navigating the Student Portal (Secondary)

TABLE OF CONTENTS

Return to Top

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.
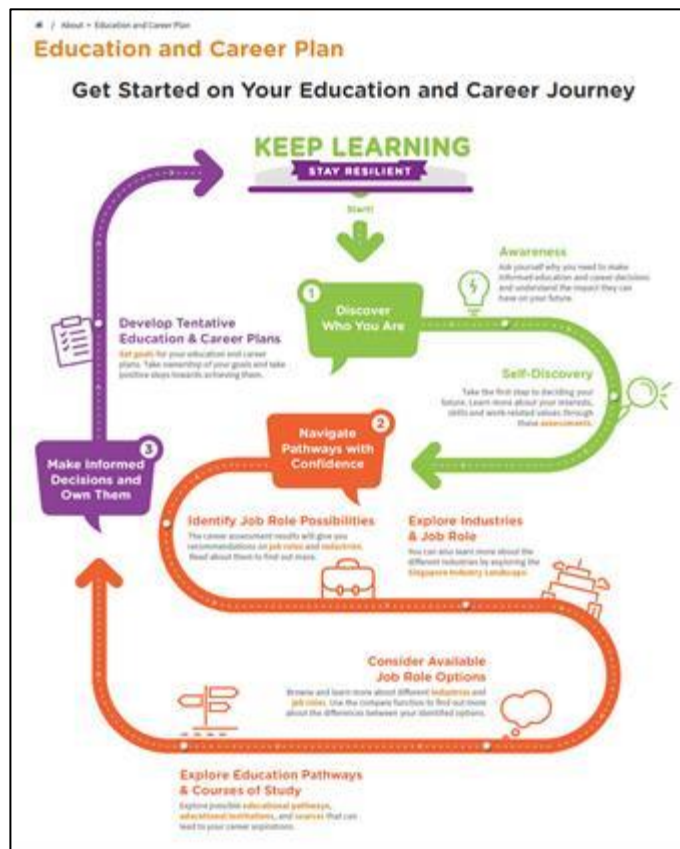
2.1.2 Education and Career Plan

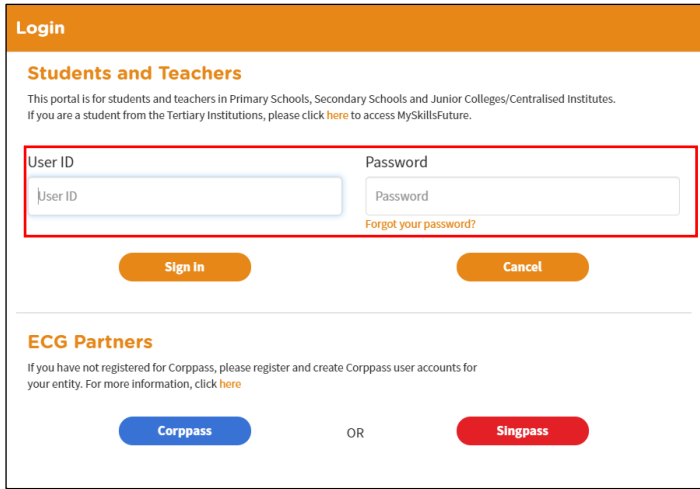Get an introduction to your education and career journey via the About menu.

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.	

2.2   LOGIN

1.	Click the Login icon to access the Login window.	
2.	Enter your User ID and Password in the Login window to access your MySkillsFuture account. **For new users:** 1. Your NRIC/UIN/FIN will be your User (Login) ID. 2. Enter your User ID and temporary password (provided by your school). 3. From this point on, you will be directed to a Settings page to key in a new password and complete other details.	

[Return to Top](#)

2.3   FORGET PASSWORD

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

1.	From the login screen, click on "Forgot your password?" link and follow the instructions.	
2.	Enter your User ID and type in the characters shown in the given image.	
3.	You will be prompted to answer one of your pre-saved security questions.	
4.	If the answer is correct, you will be prompted to set a new password.	

	For the wrong answer, the system will prompt you again to answer another security question.	
	If you answer wrongly for 3 times, the system will lock the User ID from any log-in attempts for 15 minutes.	

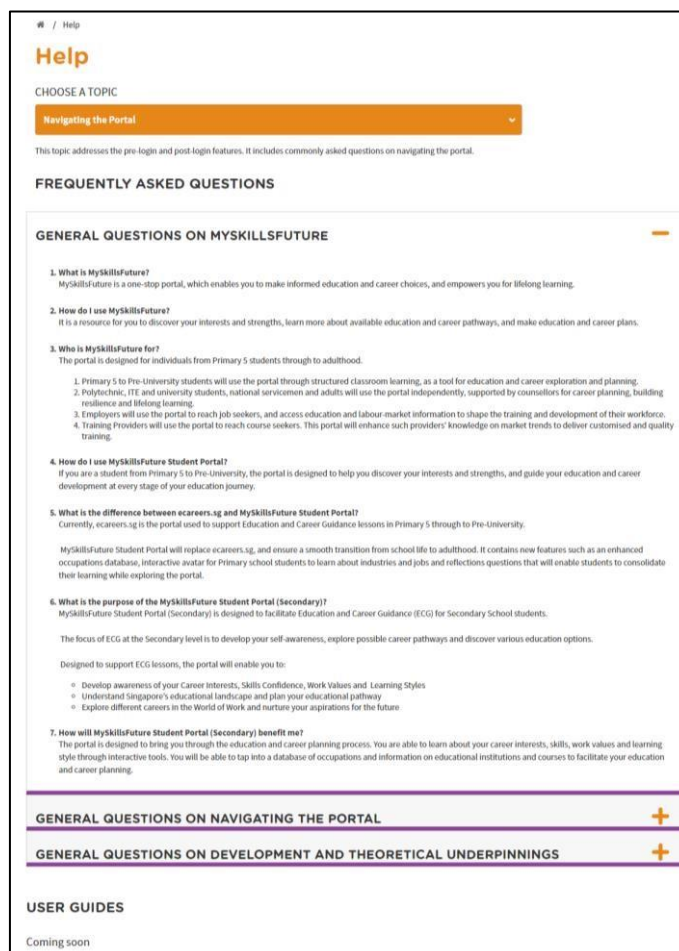## 2.4   HELP

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.
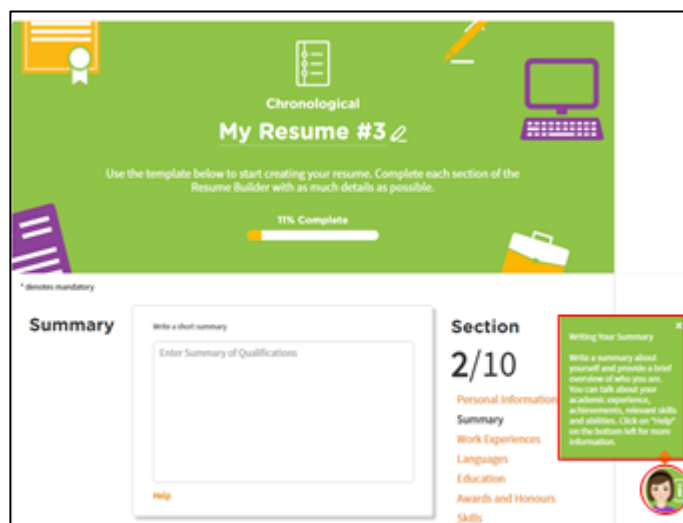
2.5   HELP AVATAR

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

Figure 2-4: Feedback

You can submit your feedback or questions to Helpdesk using the Feedback feature (Figure 2-4).
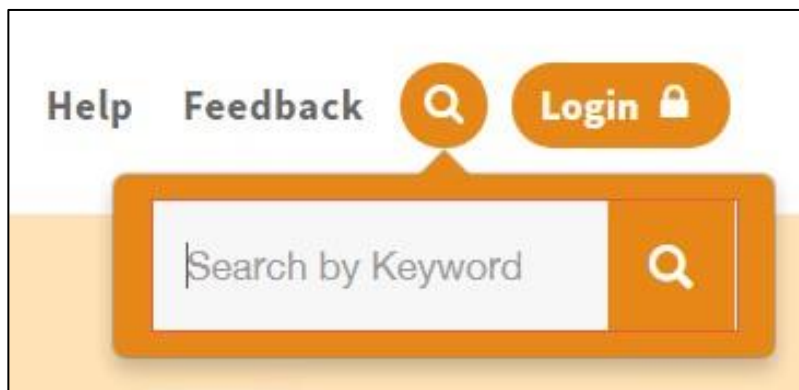
2.7 SEARCH

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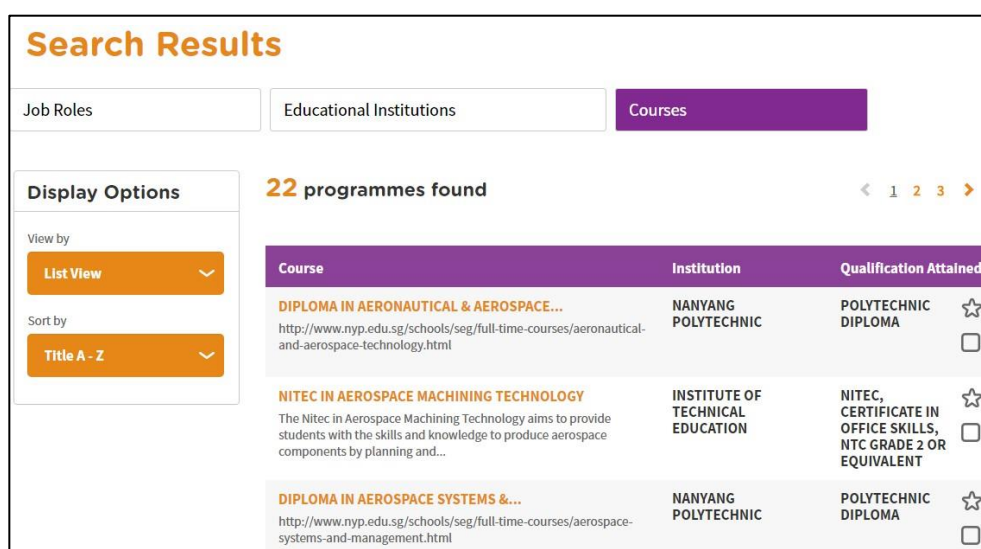

Figure 2-6: Search Results

Click on relevant Job Roles, Educational Institutions, or Courses which you have entered in Figure 2-5.