



My SKILLSfuture

User Guide on Navigating the Student Portal (Secondary)

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1 INTRODUCTION TO MYSKILLSFUTURE STUDENT PORTAL

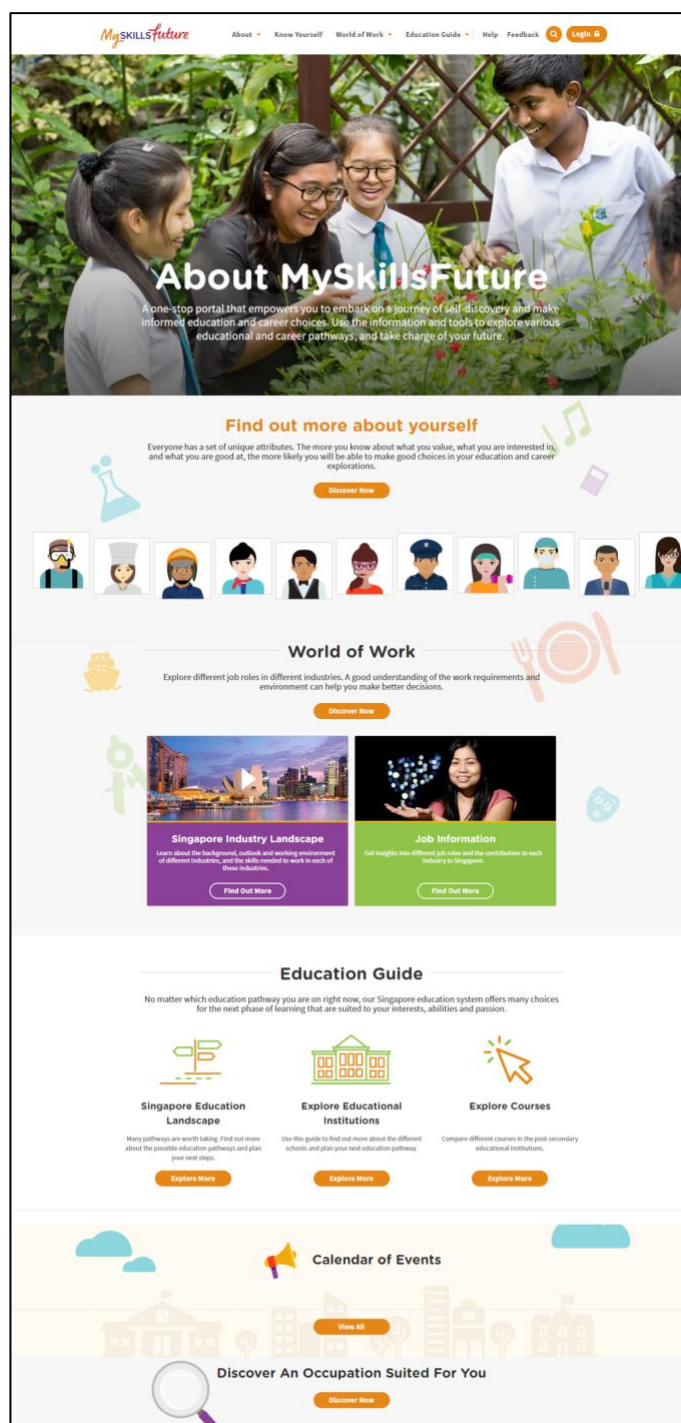


Figure 1-1: Homepage

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

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

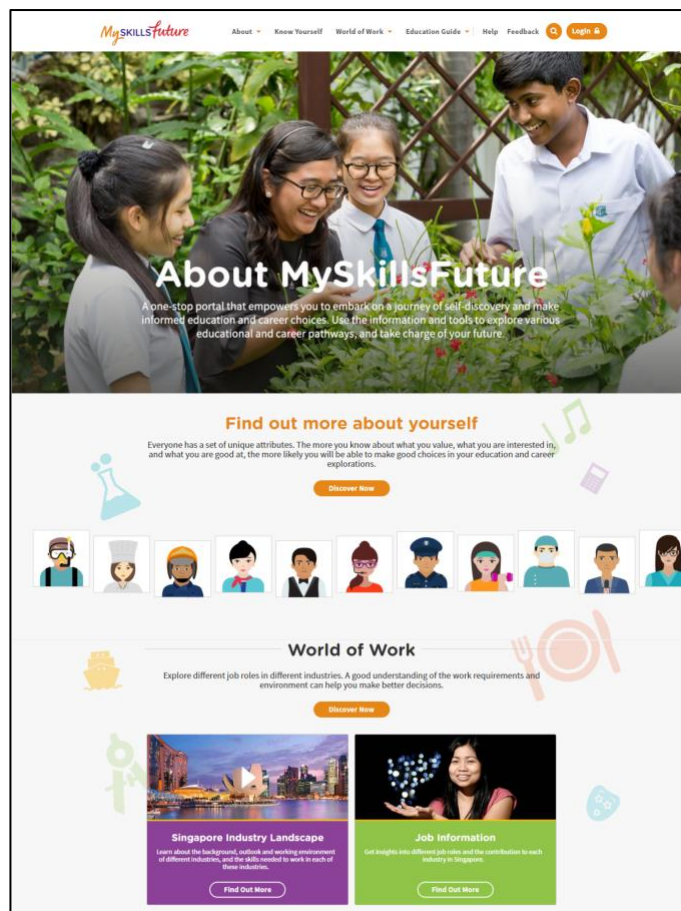


Figure 1-2: MySkillsFuture Portal (Secondary) homepage (Before Login)

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

- **About** - MySkillsFuture for Students, Education and Career Plan, MySkillsFuture for Partners
- **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**.

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

2 PRE-LOGIN FEATURES

2.1 ABOUT

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

2.1.1 MySkillsFuture for Students



Figure 2-1: About MySkillsFuture for Students

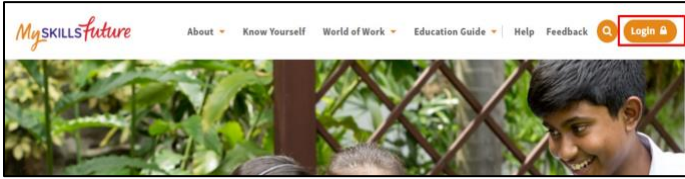
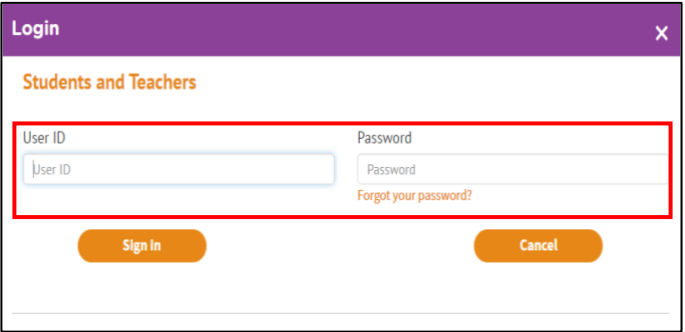
Get an introduction of the Student Portal.

2.1.2 Education and Career Plan

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

<p>1. Click About > Education and Career Plan</p> <p>You will see a visual representation of your education and career journey.</p> <p>To discover more about yourself, navigate the Education and Career Pathways.</p>	<p>The screenshot shows the 'Education and Career Plan' page. At the top, there's a navigation bar with 'About', 'Career Quest', 'World of Work', 'Education Guide', 'Help', 'Feedback', and 'Login'. Below that, a dropdown menu is open showing 'MySkillsFuture for Students' and 'Education and Career Plan'. The main content area is titled 'Education and Career Plan' and 'Get Started on Your Education and Career Journey'. It features a circular flowchart with three main stages: 1. Discover Who You Are (green), 2. Navigate Pathways with Confidence (orange), and 3. Make Informed Decisions and Own Them (purple). The flowchart includes sub-steps like 'Develop Tentative Education & Career Plans', 'Identify Job Role Possibilities', 'Explore Industries & Job Role', 'Consider Available Job Role Options', and 'Explore Education Pathways & Courses of Study'. It also includes icons for 'Awareness', 'Self-Discovery', and 'KEEP LEARNING STAY RESILIENT'.</p>
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2.2 LOGIN

<p>1. Click the Login icon to access the Login window.</p>	
<p>2. 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">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.	

2.3 FORGET PASSWORD

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

<p>1.</p>	<p>From the login screen, click on “Forgot your password?” link and follow the instructions.</p>	
<p>2.</p>	<p>Enter your User ID and type in the characters shown in the given image.</p>	
<p>3.</p>	<p>You will be prompted to answer your pre-saved security question. You will be given 3 attempts to answer the security question.</p>	
<p>4.</p>	<p>If the answer is correct, you will be directed to this page to reset your password.</p>	

2.4 HELP

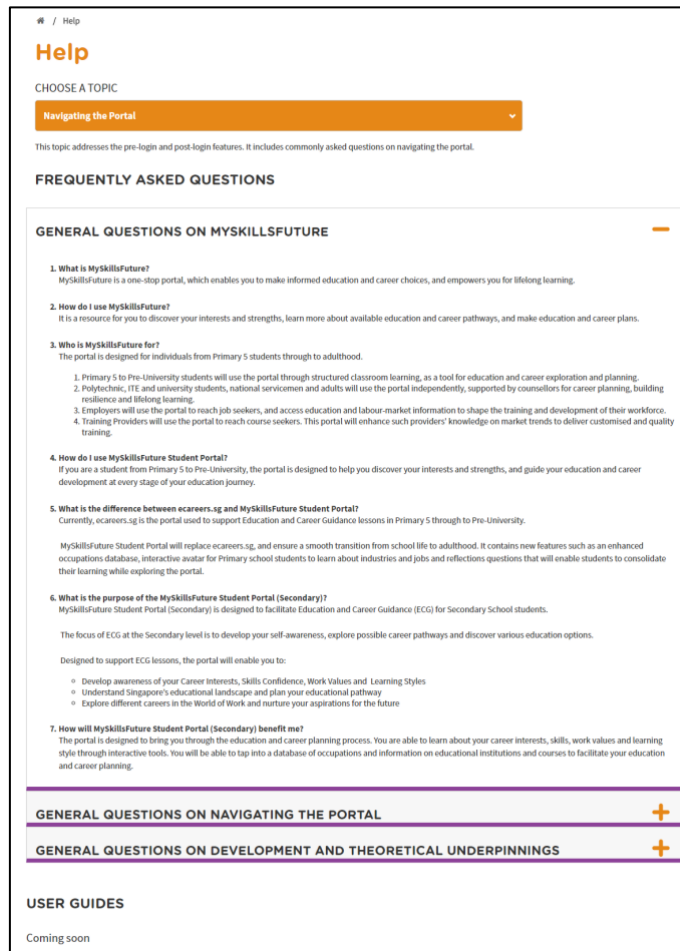


Figure 2-2: Help

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.

2.5 HELP AVATAR

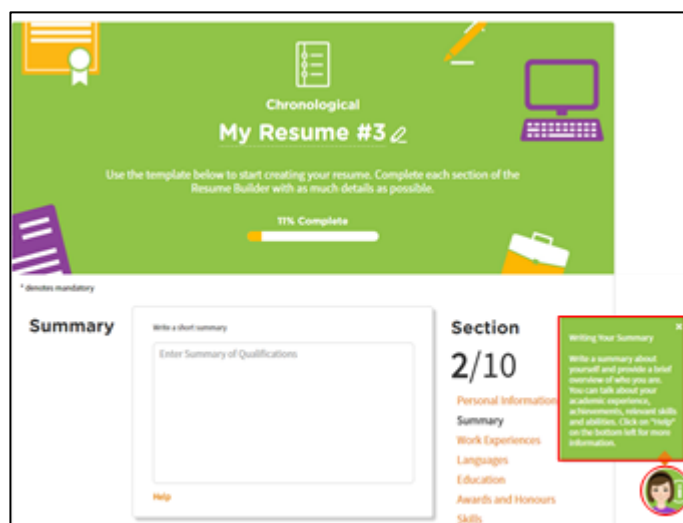


Figure 2-3: Help Avatar

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

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 (Figure 2-4).

2.7 SEARCH

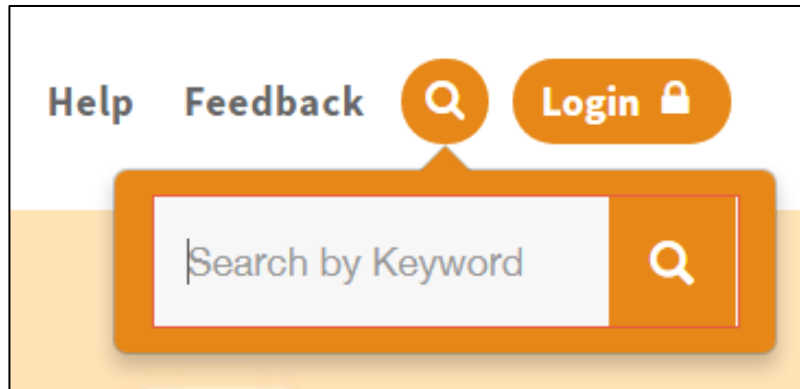



Figure 2-5: Search

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

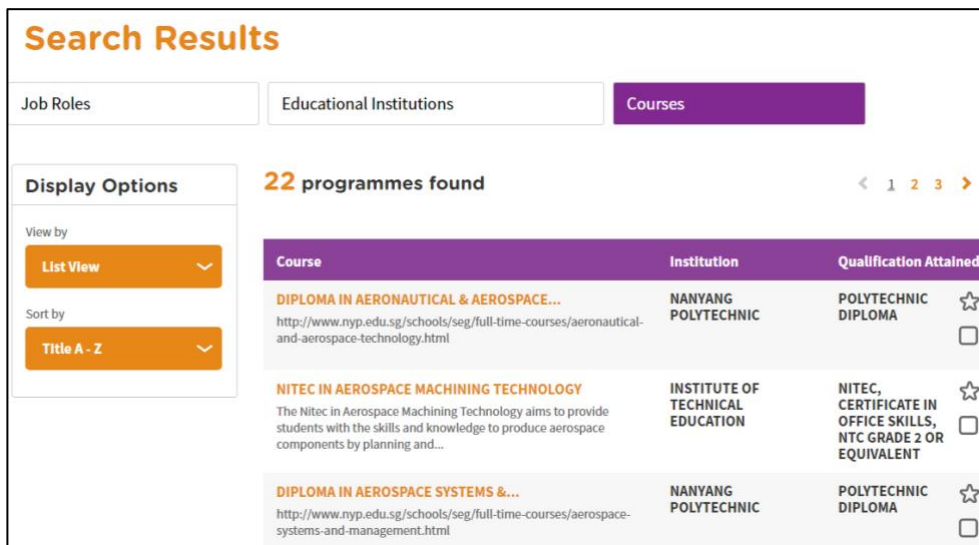


Figure 2-6: Search Results

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

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.

3.2 MY PROFILE

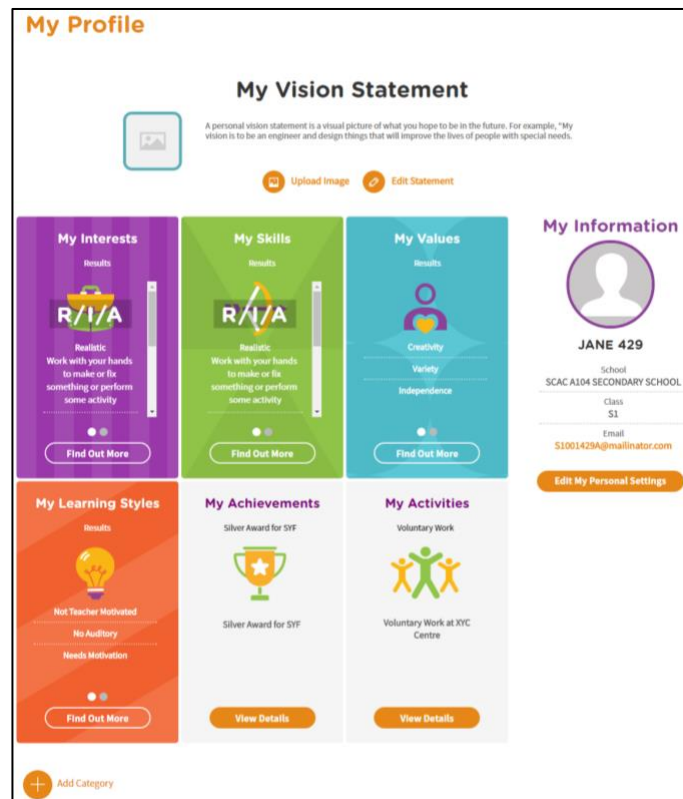


Figure 3-2: My Profile

My Profile section allows you to key in your email address in addition to entering **My Vision Statement**. This is to create a visual picture of your career aspirations. 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

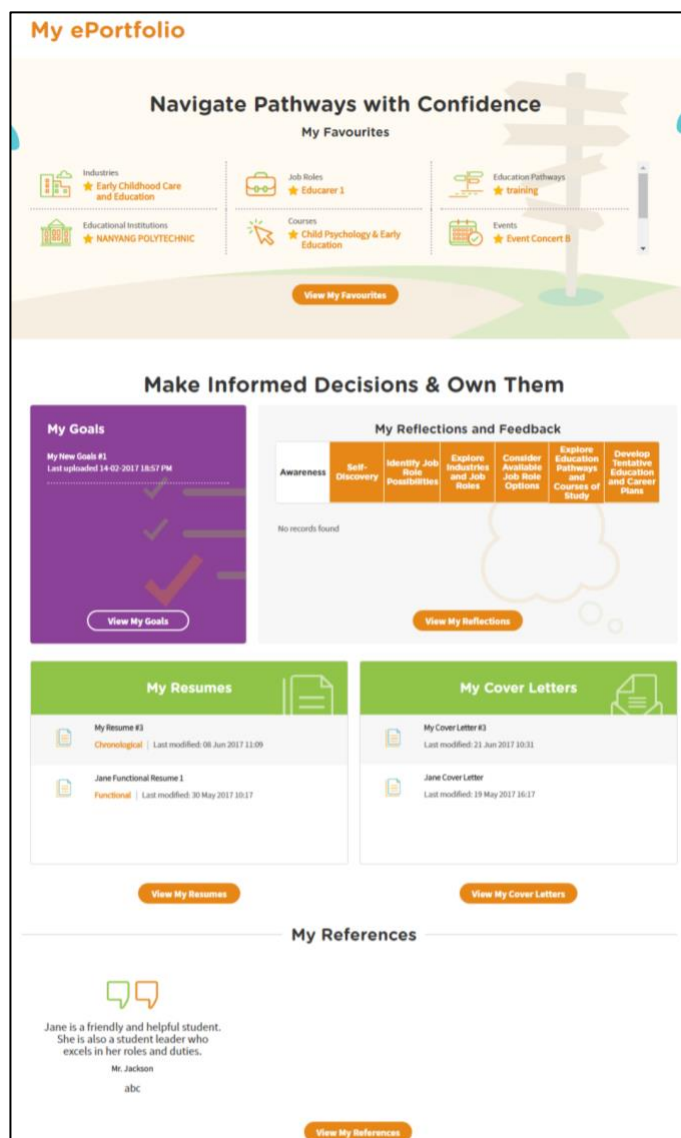


Figure 3-3: My ePortfolio

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

<p>1.</p>	<p>After 14 minutes of inactivity, you will be prompt to “Stay Connected” or “Log Out”</p>	
<p>2.</p>	<p>On the 15th minute, your session will expire and you will be logged out.</p>	

3.5 LOGOUT

<p>1.</p>	<p>Click the Logout icon.</p>	
<p>2.</p>	<p>The system displays a pop-up box. Click Yes to proceed.</p>	

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.

The screenshot shows the 'User Satisfaction' survey page on the MySkillsFuture portal. At the top, there is a navigation bar with the MySkillsFuture logo and links for 'About', 'Know Yourself', 'World of Work', 'Education Guide', 'Help', 'Feedback', and a 'Login' button. Below the navigation bar, the page title is '# / User Satisfaction' and 'User Satisfaction'. A note states '* denotes mandatory'. The survey consists of three questions, each with a Likert scale of radio buttons. Question 1: 'I find the portal user friendly.' with options: Strongly Disagree, Disagree, Somewhat Disagree, Somewhat Agree, Agree, Strongly Agree. Question 2: 'I find the portal useful for my planning.' with the same options. Question 3: 'How satisfied are you in using the portal?' with options: Extremely Unsatisfied, Very Unsatisfied, Unsatisfied, Satisfied, Very Satisfied, Extremely Satisfied. Below the questions, there is a contact information box: 'For enquiries, please email Helpdesk at studentportal@myskillsfuture.sg or call 6684 9020 for us to get back to you.' This is followed by a text area for 'Any other comments:' with a character count of '1000 of 1000 characters remaining'. A CAPTCHA section asks to 'Please enter the characters shown in the image below *' with an image showing the number '77954'. Below the CAPTCHA is a 'Get new image' link. At the bottom, there is a section for contact information: 'If you would like us to contact you regarding your comments, please leave your name and contact number and/or email address.' This includes fields for 'Full Name', 'Contact Number' (with a '+65' prefix), and 'Email'. At the very bottom, there are two buttons: 'Submit' and 'Exit'.