



My SKILLSfuture

User Guide on Navigating the Student Portal (Secondary)

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1 INTRODUCTION TO MYSKILLSFUTURE STUDENT PORTAL

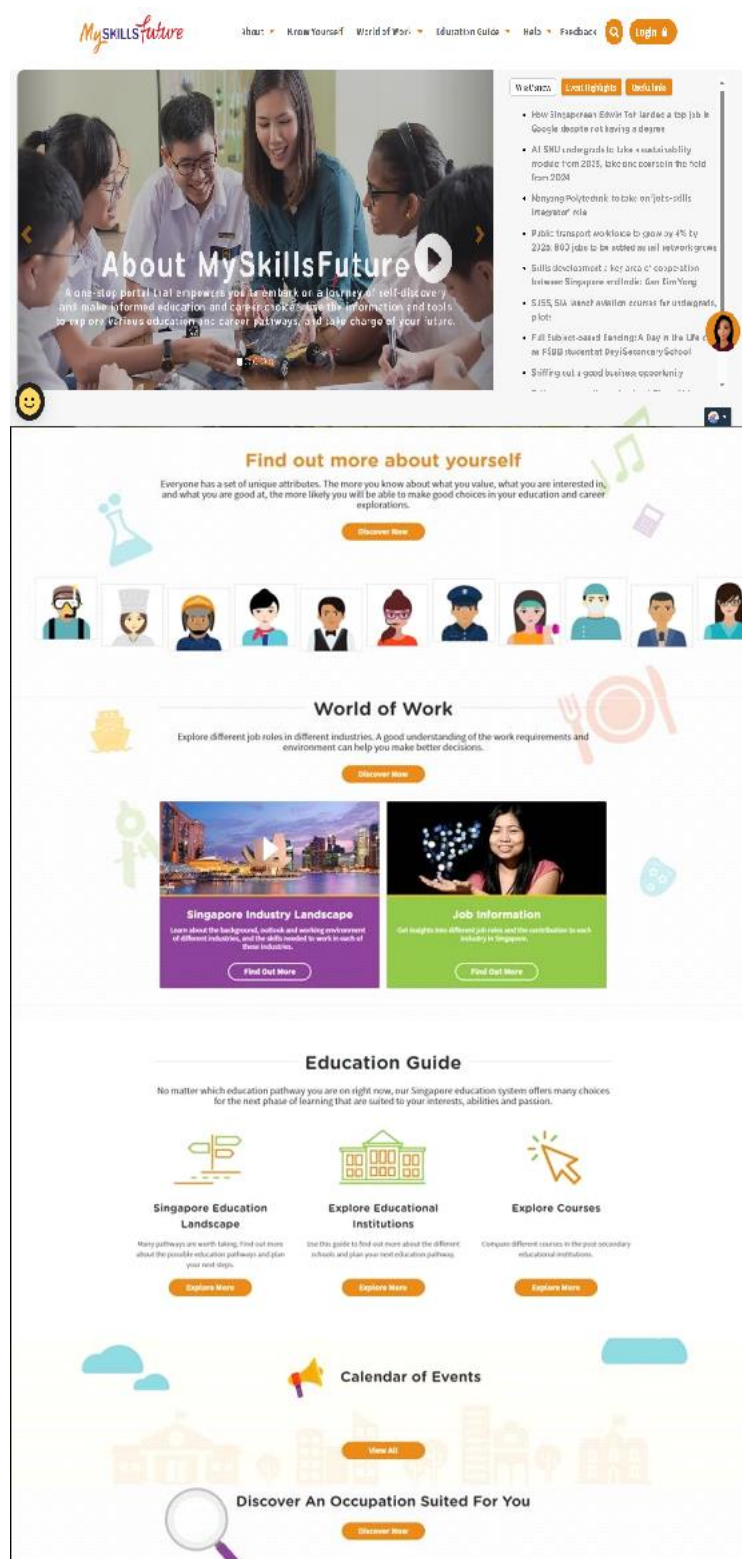


Figure 1-1: Homepage

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.gov.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
- **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 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.

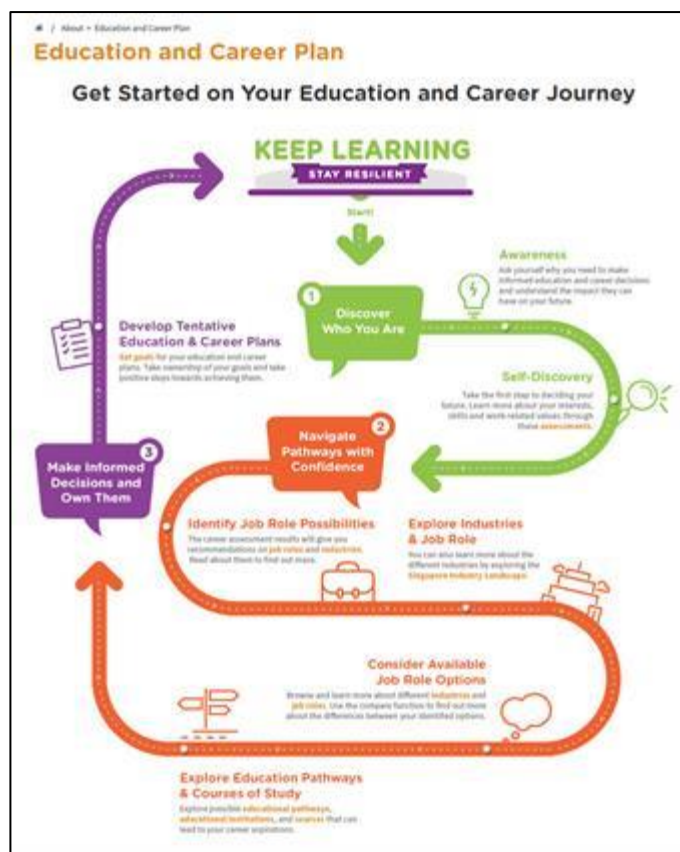
2.1.2 Education and Career Plan

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

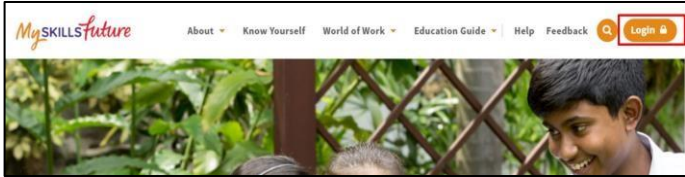
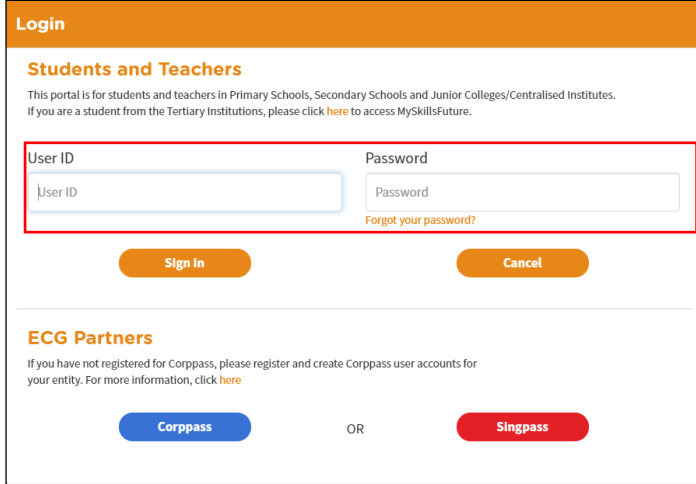
1. Click **About > Education and Career Plan**

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

<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 NRIC/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

Should 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 'Sign In' button, and a 'Forgot your password?' link highlighted with a red box. Below this, there are 'ECG Partners' options for 'Corppass' and 'Singpass'.</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 and a CAPTCHA image with the number '61335'. The 'User ID' field and the CAPTCHA image are highlighted with a red box.</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 with a security question prompt: 'Please answer the security question: What is your favourite subject?'. The input field for the answer is highlighted with a red box.</p>
<p>4. If the answer is correct, you will be prompted to set a new password.</p>	<p>The screenshot shows the 'Reset Password' page with a message: 'Security question verification is successful. Please key in your new password.' Below this are 'New Password' and 'Confirm New Password' fields, both highlighted with a red box. A list of password criteria is also visible on the right.</p>

	<p>For the wrong answer, the system will prompt you again to answer the 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>	

2.4 HELP

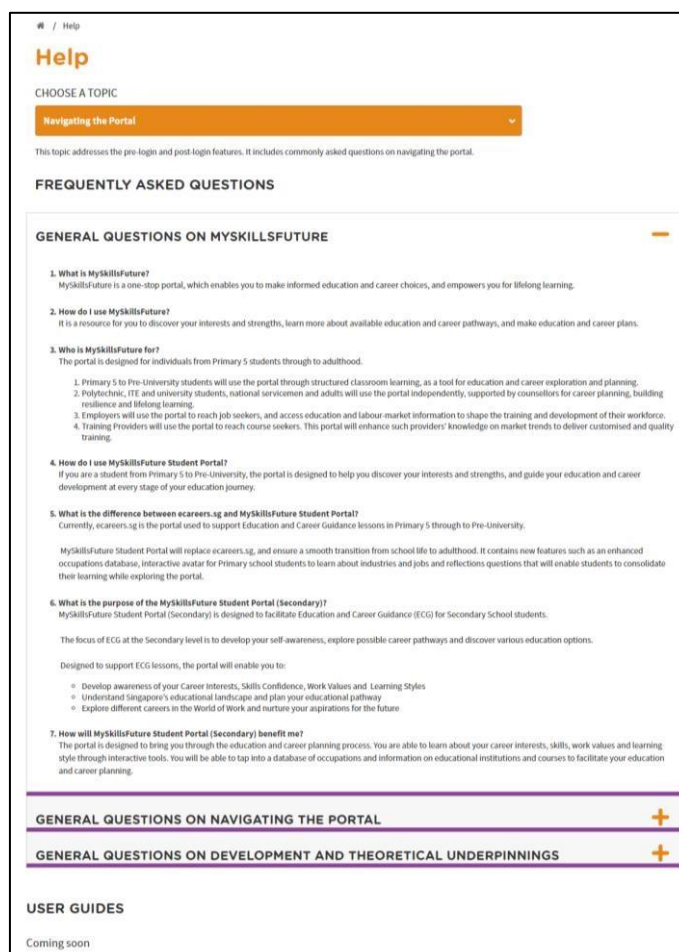


Figure 2-2: Help

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

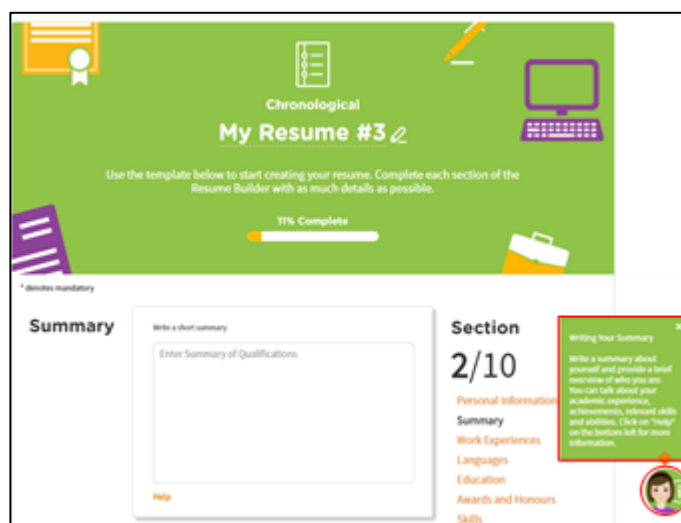


Figure 2-3: Help Avatar

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

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

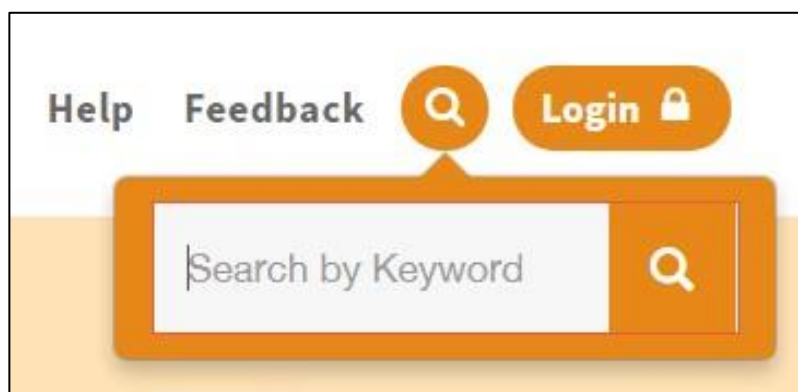



Figure 2-5: Search

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

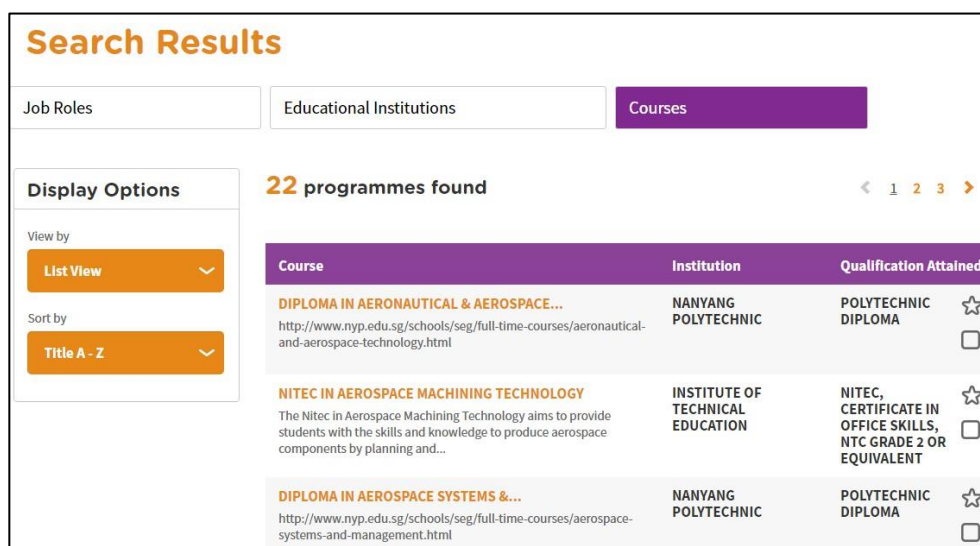


Figure 2-6: Search Results

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

3 POST-LOGIN FEATURES

3.1 OVERVIEW

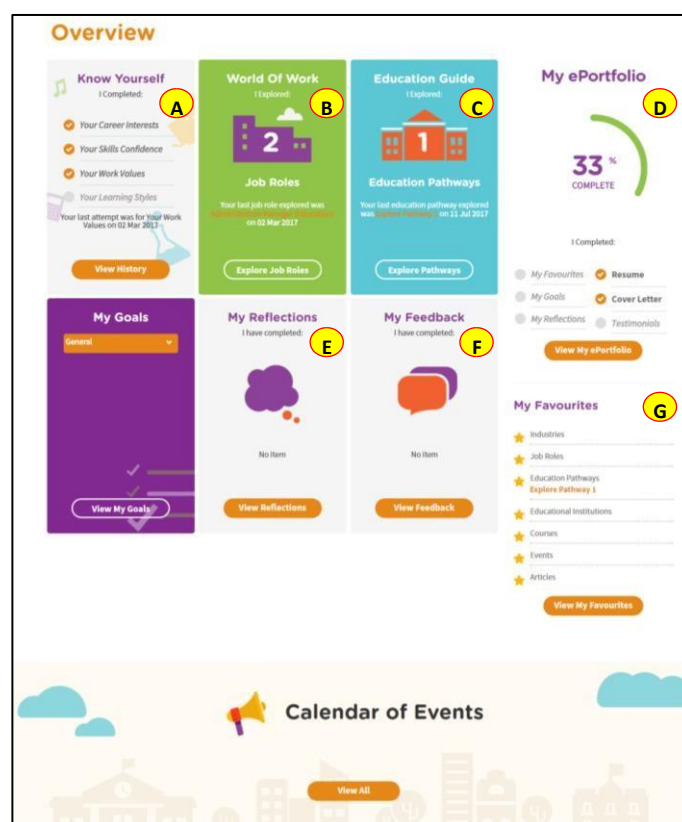


Figure 3-1: Overview

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

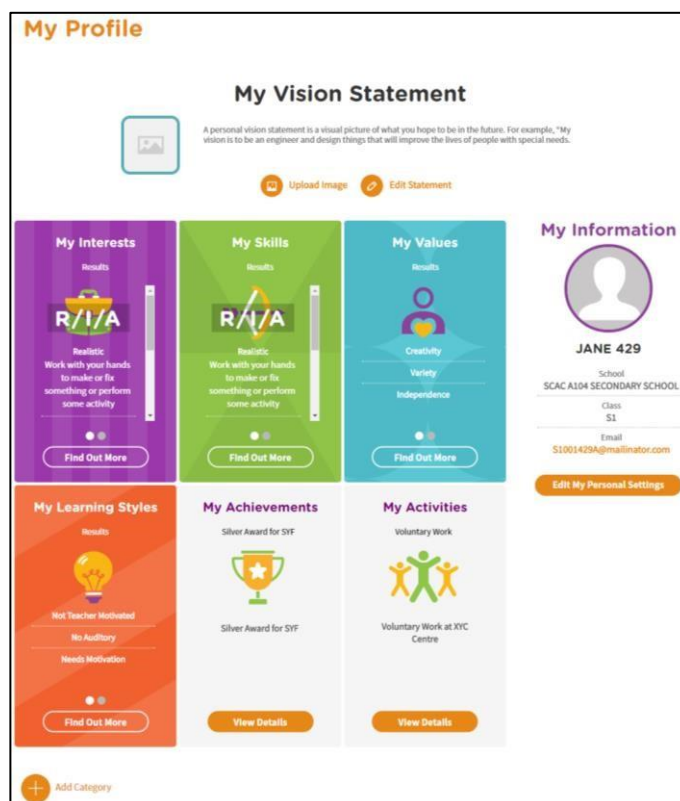


Figure 3-2: My Profile

My Profile section allows you to key in your email address in addition to entering **My Vision Statement**. 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

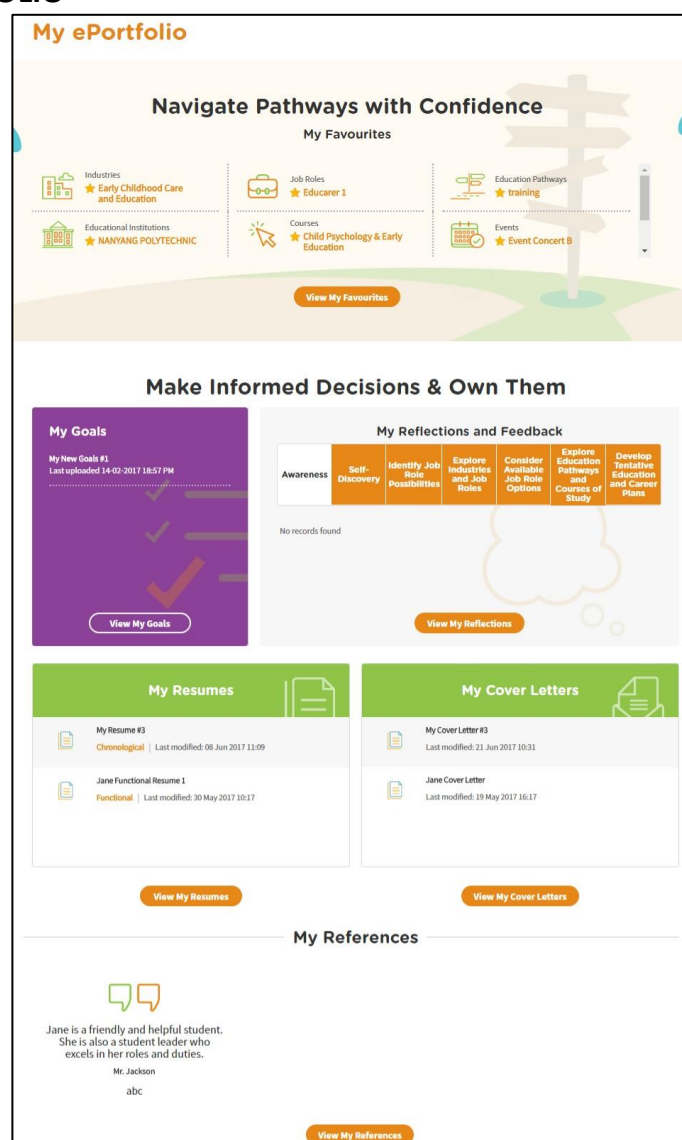
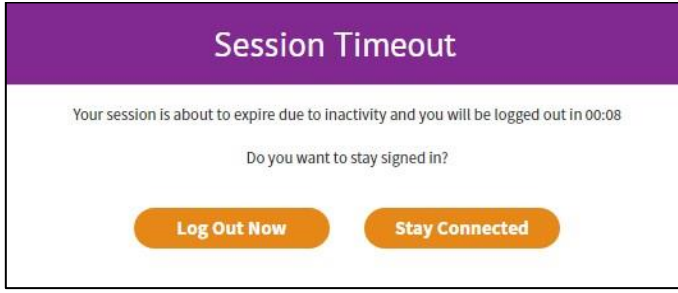
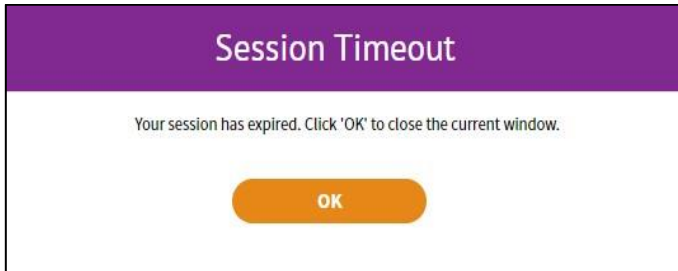


Figure 3-3: My ePortfolio



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 prompted to “Stay Connected” or “Log Out”	 <p>The screenshot shows a purple 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 00:08". 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 purple 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>	