
User Guide

— Create Account Using Singpass
(For candidates eligible for Singpass) —

Candidates Portal

1. Create Candidate Account using Singpass

SEAB
Singapore Examinations and Assessment Board

Log in to Candidates Portal

For Singpass holder, please log in using your Singpass

Log in with Singpass

OR

For non-Singpass holder, please log in using an existing account

Username
OpsAdmin1

Password
.....

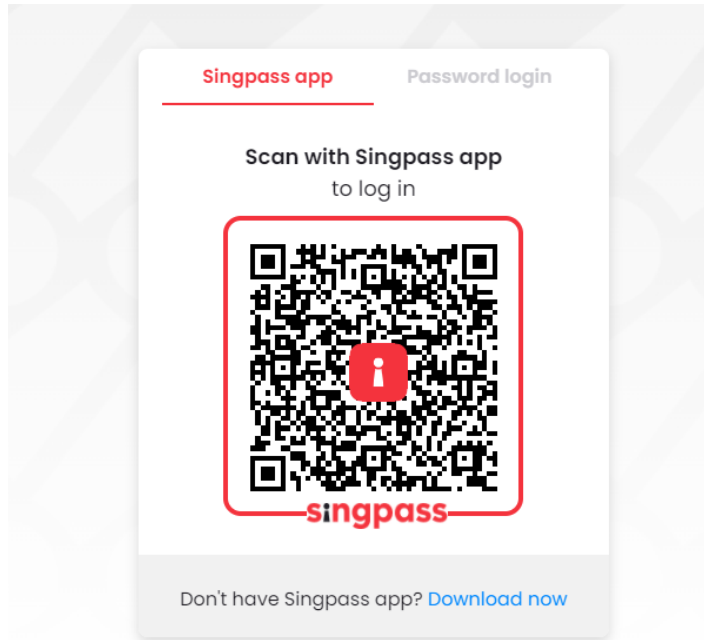
Login **Create an Account**

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

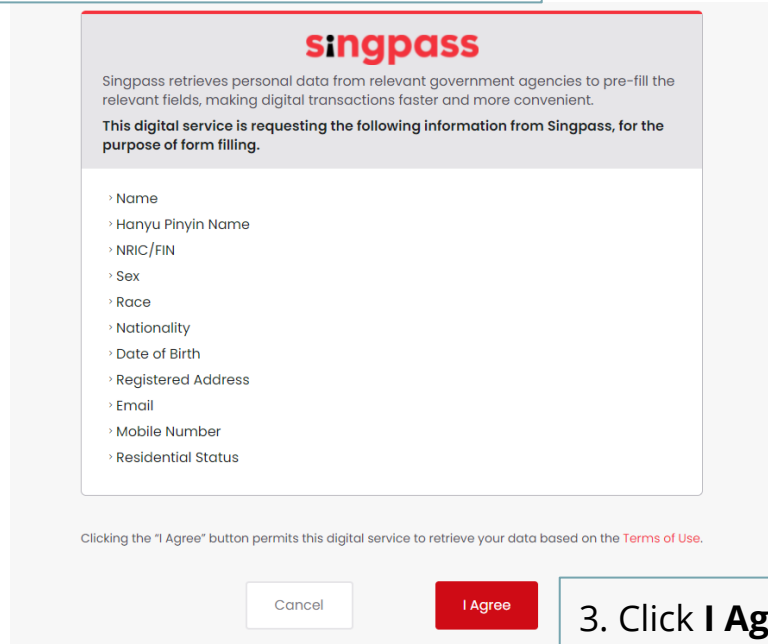
1. Click **Log in with Singpass**

Note: If you do not have Singpass, please proceed to **Create an Account** before the start of registration.

1.1 Create Candidate Account using Singpass



2. You will be directed to the Singpass login page.

The image shows the Singpass login page. At the top, the 'singpass' logo is displayed. Below the logo, there is a paragraph: 'Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.' This is followed by a bold statement: 'This digital service is requesting the following information from Singpass, for the purpose of form filling.' Below this, a list of fields is shown with a right-pointing arrow next to each: Name, Hanyu Pinyin Name, NRIC/FIN, Sex, Race, Nationality, Date of Birth, Registered Address, Email, Mobile Number, and Residential Status. At the bottom, there is a line of text: 'Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.' Below this text are two buttons: a 'Cancel' button and an 'I Agree' button (highlighted in red).

3. Click **I Agree** to retrieve data from MyInfo.

1.2 Create Candidate Account using Singpass

Create Account

Profile Details

To verify that the candidate is eligible to create an account, please fill in the fields below and click on 'Verify Candidate'.

Name *

Test Name

ID Type *

Select ID type

NRIC/FIN/Passport No. *

S1234567D

Date of Birth *

School *

Select school

Verify Candidate

4. Upon successful Singpass login, you will be re-directed to CP with the profile details pre-filled.

5. Click **Verify Candidate** to confirm if you are eligible to create an account before the rest of the editable particulars are enabled.

Note: After clicking **Verify Candidate**, the system will check if you meet these criteria:

- No existing Candidates Portal account
- Not from an MOE school
- No existing registration in the current year
- Not from a private centre in the dropdown school list.

1.3 Create Candidate Account using Singpass

Singapore (Postal Code)

☒ Set as preferred address

Foreign Address

Address Line 1

Address Line 2

Address Line 3

☐ Set as preferred address

Next-of-kin Details

Name *

name2

Relationship to Candidate *

Siblings

Emergency Contact No. *

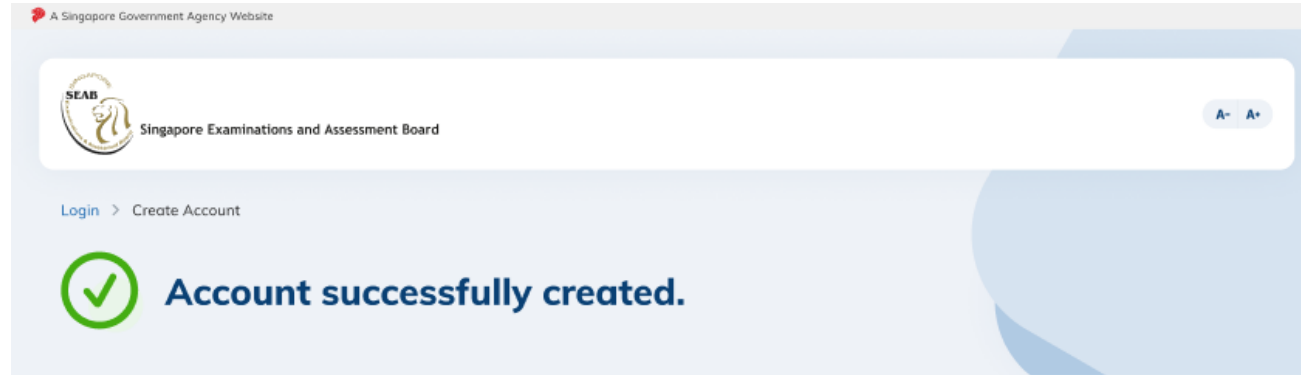
United States (+1) 1212131232

[Cancel](#) [Create Account](#)

6. If you have met the criteria, you will need to complete the remaining fields which have not been populated by MyInfo.

7. Click **Create Account**

1.4 Create Candidate Account using Singpass



Account Created

Your account has been created. You may proceed to login using your SingPass.

[Back to Login](#)

8. Once your account is successfully created, you may return to the Login page and login with your Singpass credentials.

1.5 Singpass Login



Singapore Examinations and Assessment Board

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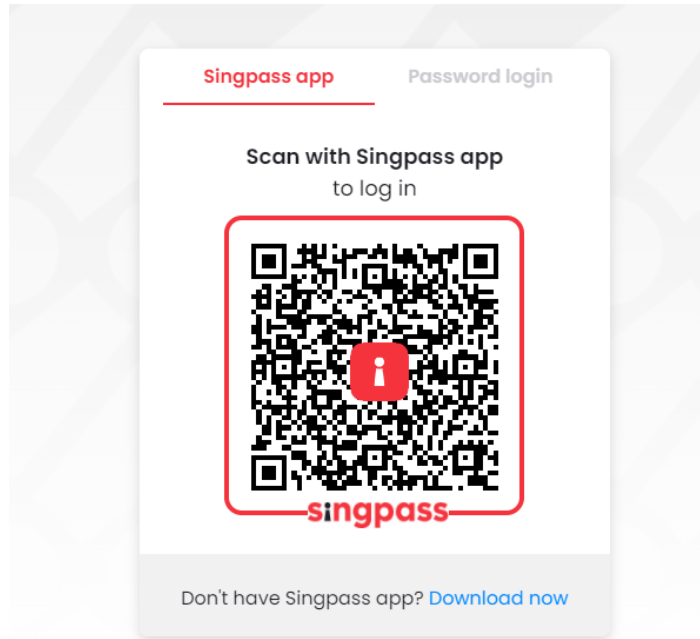
Login **Create an Account**

[Forgot Username](#) [Forgot Password](#) [Activate Account](#) [Unlock Account](#)

9. Click **Log in with Singpass.**



1.6 Singpass Login



10. You will be directed to the Singpass website to log in using your Singpass credentials.