Ministry of Education

DSA-SEC PORTAL USER GUIDE FOR SCHOOL PREFERENCE SUBMISSION

(FOR STUDENTS NOT IN MOE MAINSTREAM SCHOOLS)

Published Date: October 2026

CONTENT	PAGE
1. School Preference Submission using DSA-Sec Portal	**1**
2. Submit DSA-Sec School Preference	**1**
3. Update DSA-Sec School Preference	**16**
4. Withdraw DSA-Sec School Preference	**22**

1. School Preference Submission using DSA-Sec Portal

1.1. Applicants who have been given a Confirmed Offer (CO) or are placed on Wait List (WL) by at least one DSA-Sec School (including SOTA) can access the DSA-Sec Portal to submit the DSA-Sec school preference.

Note:

If you do not wish to take up any DSA-Sec offer or if you do not submit your school preferences by the deadline, your child will be deemed to have withdrawn from the DSA-Sec.

1.2. The DSA-Sec School Preference Submission (SPS) period is typically around end October. You may submit, update and withdraw your child's school preference during this period. Please refer to https://www.moe.gov.sg/dsa-sec for exact dates for this year.

1.3. To submit the school preference, **you are required to log in to DSA-Sec Portal using the RG Number and Password that were used during the DSA-Sec Application**.

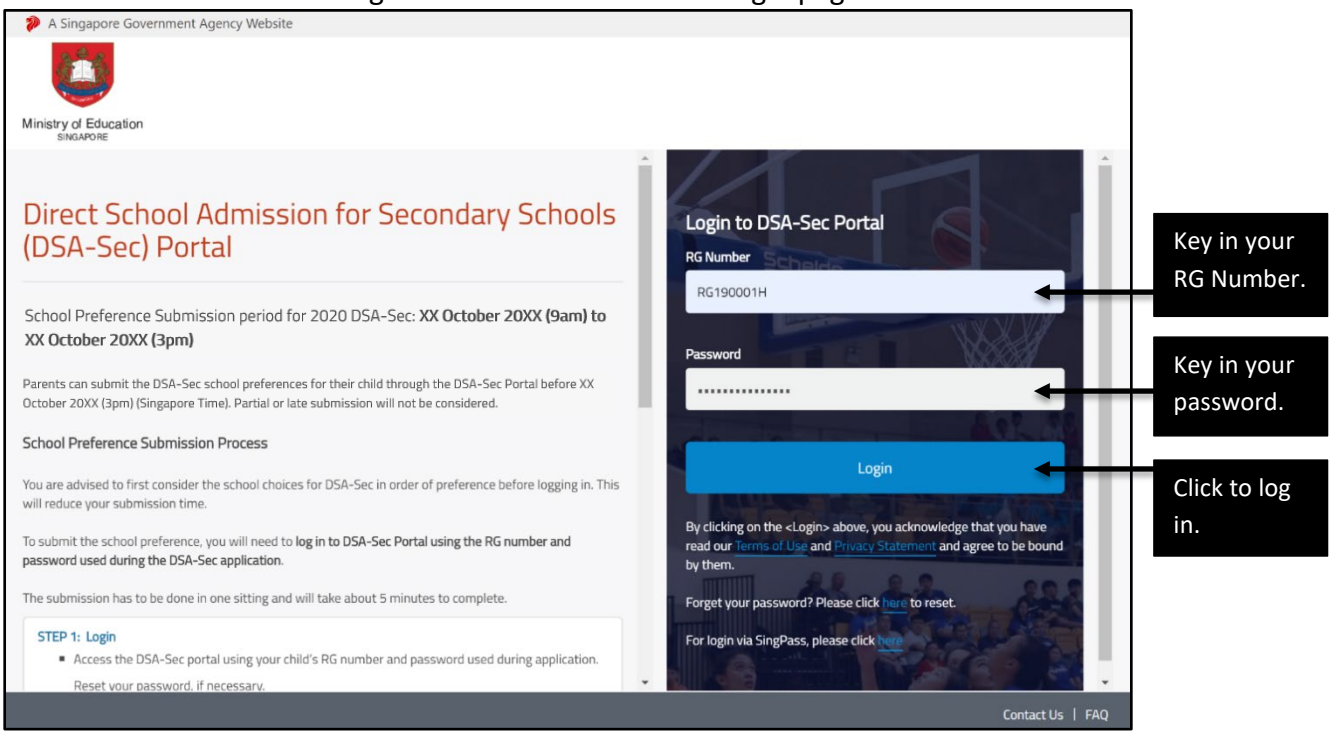
2. Submit DSA-Sec School Preference

Step 1: Login using RG Number and Password

2.1. Enter the website at https://go.gov.sg/nmsdsa-secschpref. The DSA-Sec Portal School Preference Submission (SPS) login page will appear (Figure 1).

2.2. Login with your RG Number and Password. Click <Login> to start.

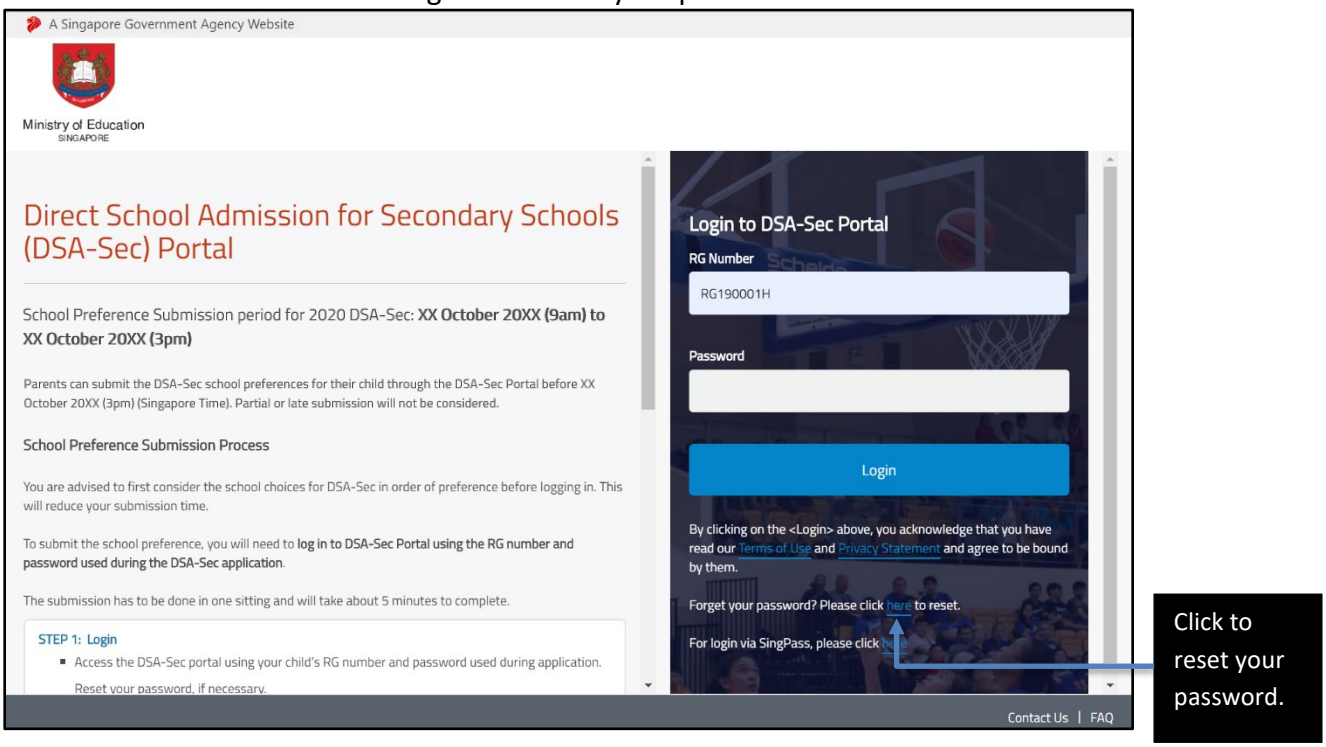
Figure 1: DSA-Sec Portal SPS login page



Step 2: Reset your Password

2.3. If you have forgotten your password, click <here> to reset your password (Figure 2).

Figure 2: Reset your password

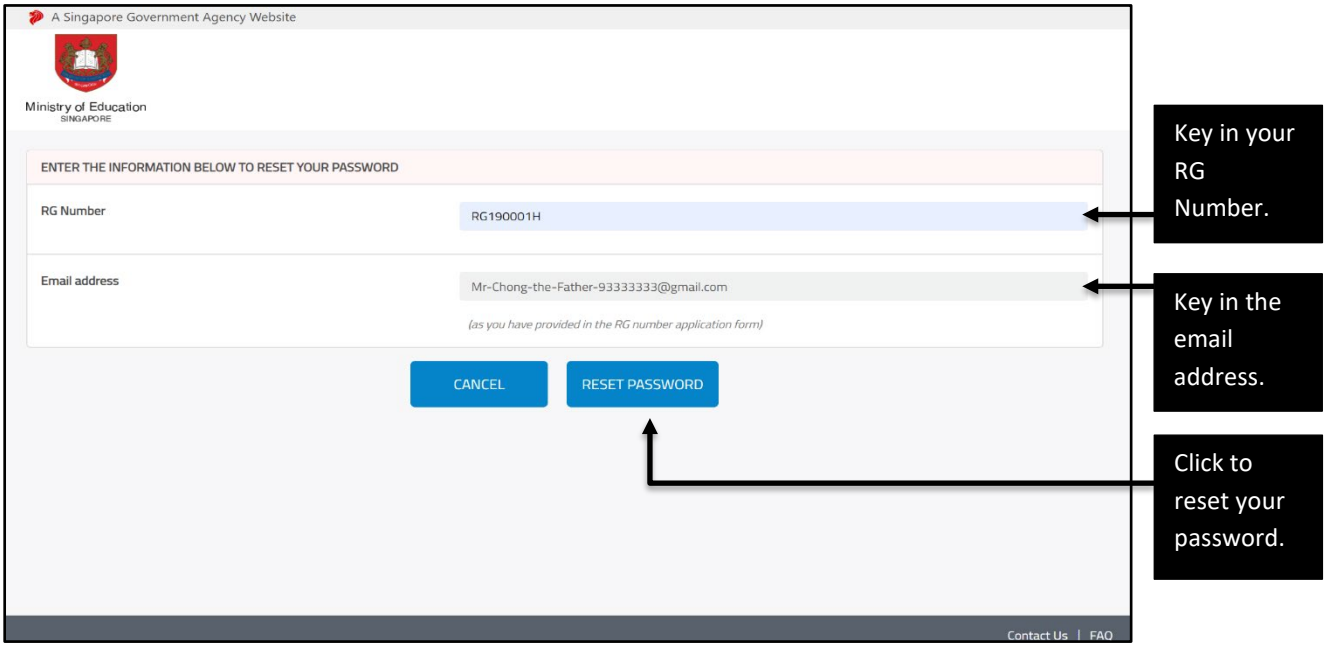


2.4. The "RESET PASSWORD" page will appear (Figure 3).

2.5. Enter your **RG Number and the email address provided during RG Number application**.

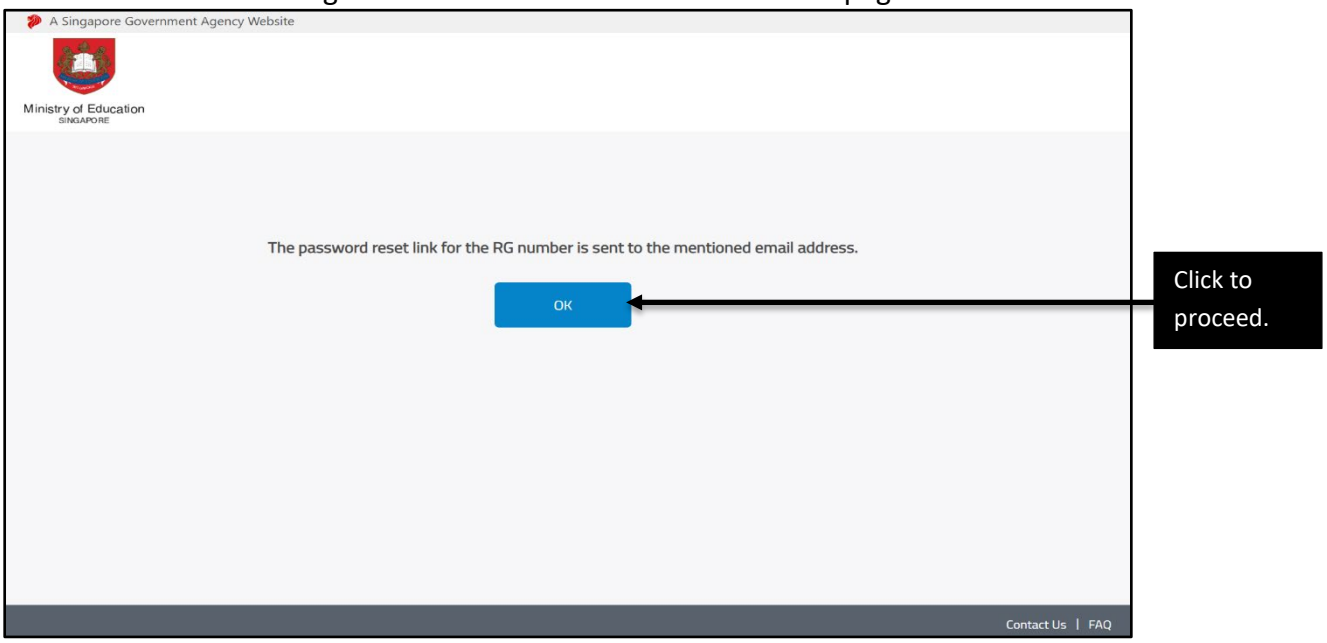
2.6. Click <RESET PASSWORD> to reset your password.

Figure 3: RESET PASSWORD page



2.7. A notification page will appear to inform you that the password reset link has been sent to the email address (provided during RG Number application) (Figure 4). Click <OK>.

Figure 4: Password reset link notification page



2.8. Click on the link in your email to set up your new password (Figure 5).

Figure 5: Email with link to set up new password

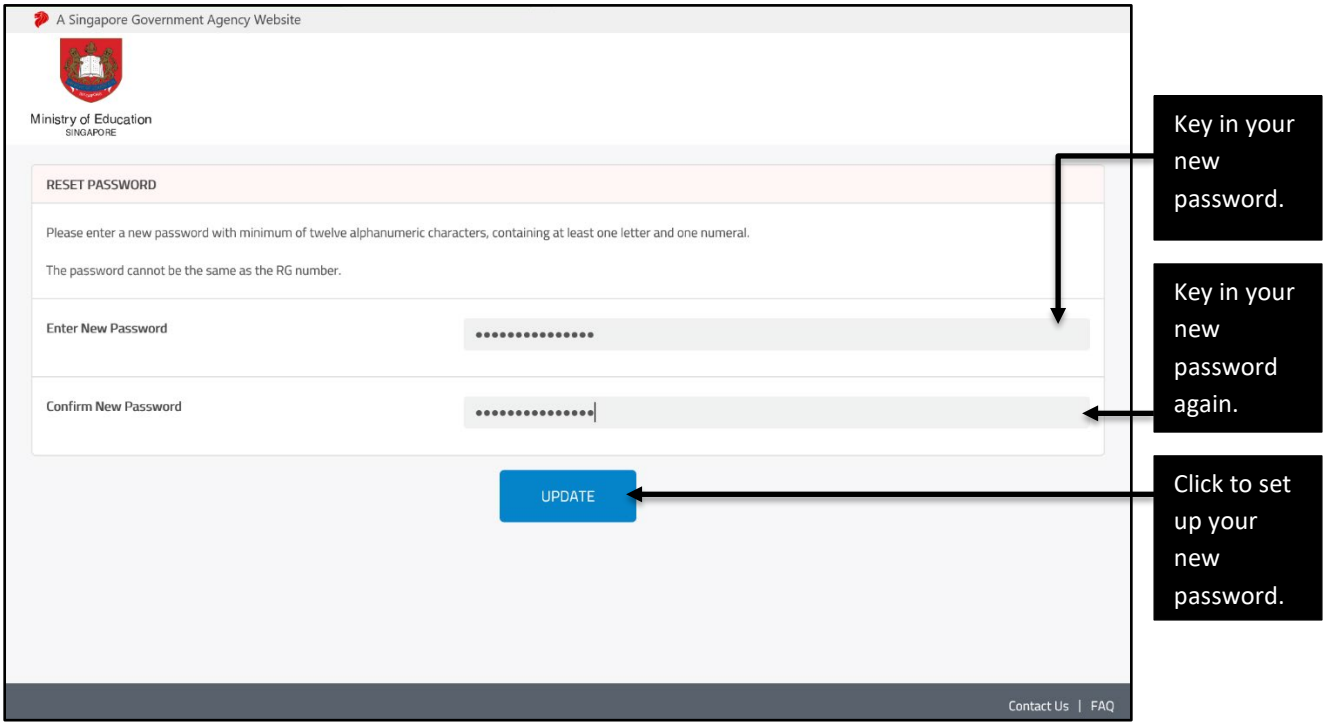


2.9. The "RESET PASSWORD" page will appear (Figure 6).

2.10. Enter a new password and re-type to confirm your new password.

2.11. Click <UPDATE> to set up your new password.

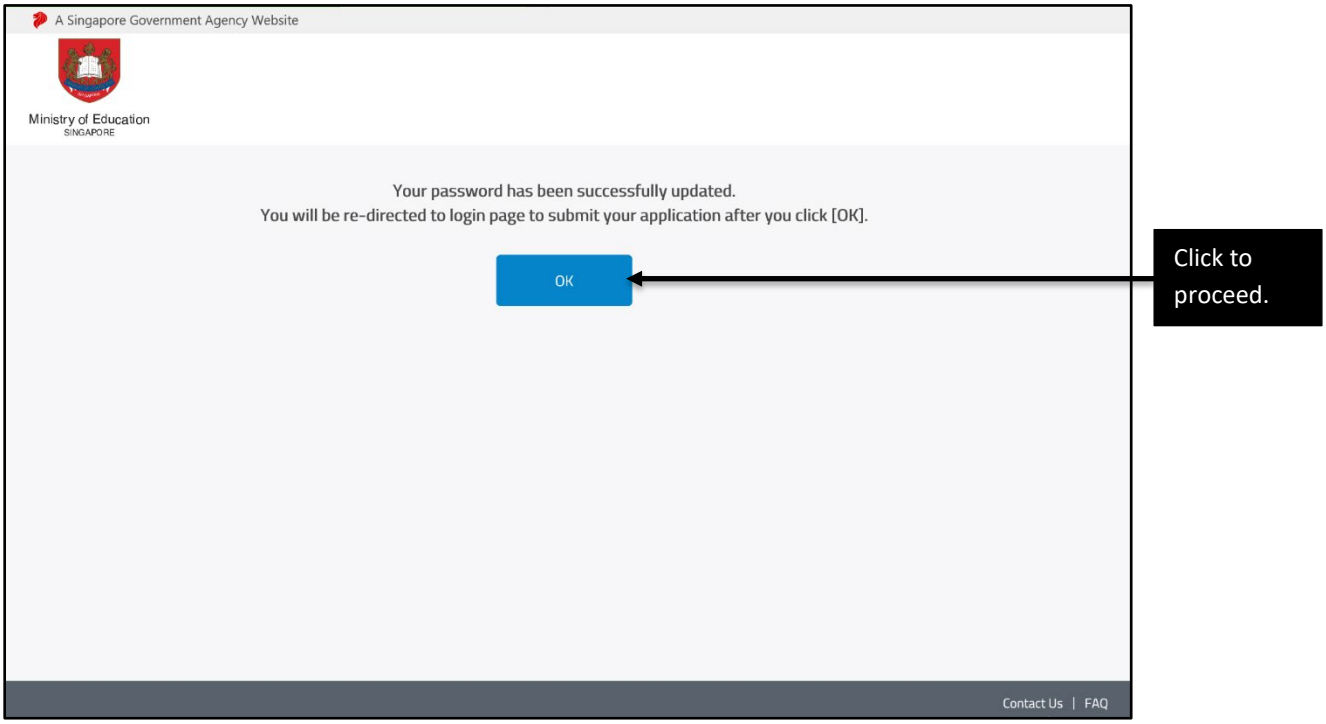
Figure 6: RESET PASSWORD page



2.12. The page showing that your password has been successfully updated will appear (Figure 7).

2.13. Click <OK> to proceed. You will be re-directed back to the DSA-Sec Portal SPS login page.

Figure 7: Password updated page

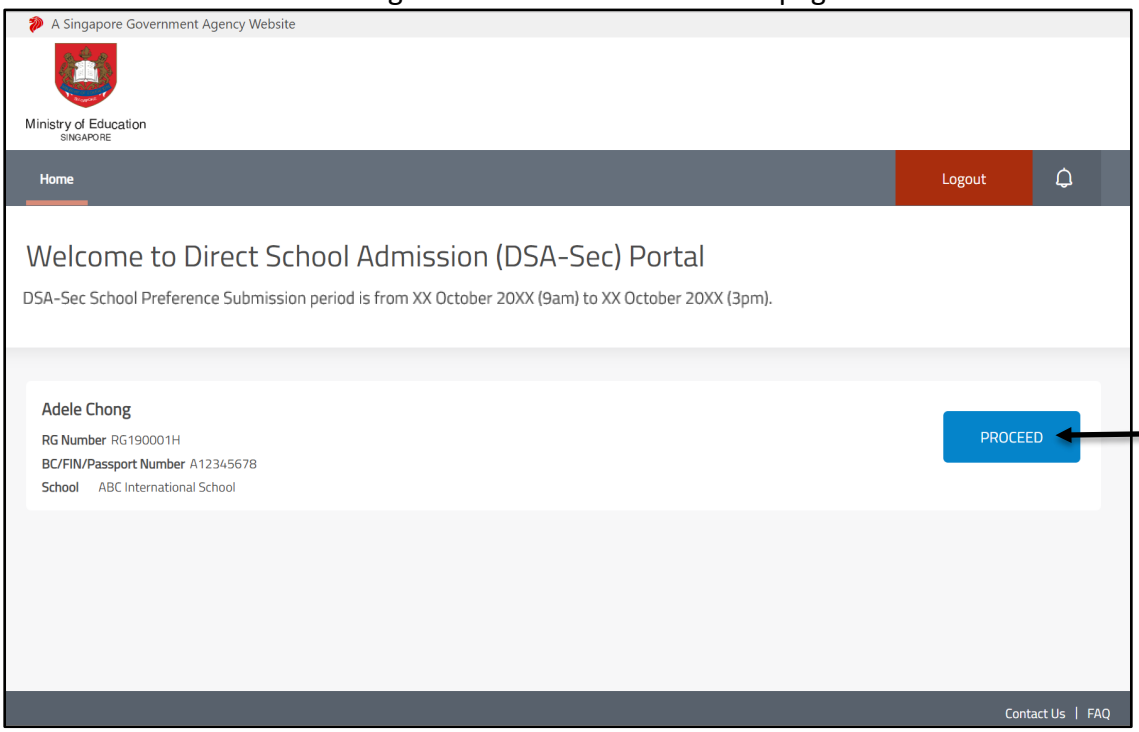


Step 3: Home page for DSA-Sec Portal

2.14. After logging in, the DSA-Sec Portal School Preference Home page will appear (Figure 8).

2.15. Click <PROCEED> to indicate your child's school preferences.

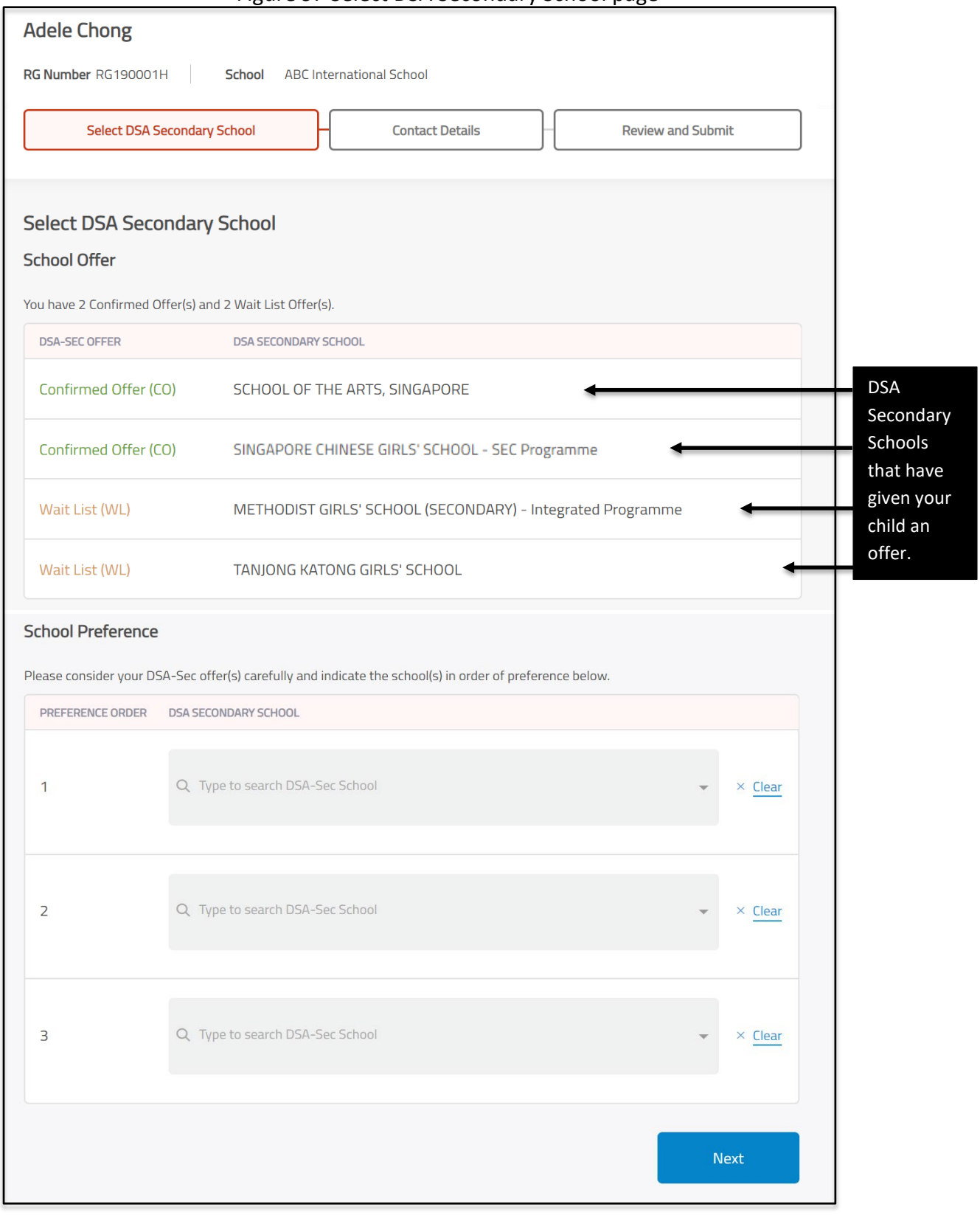
Figure 8: DSA-Sec Portal Home page



Step 4: Indicate School Preference

2.16. You will be shown the list of schools that have given your child a Confirmed Offer (CO) or Wait List (WL) offer (Figure 9).

Figure 9: Select DSA Secondary School page



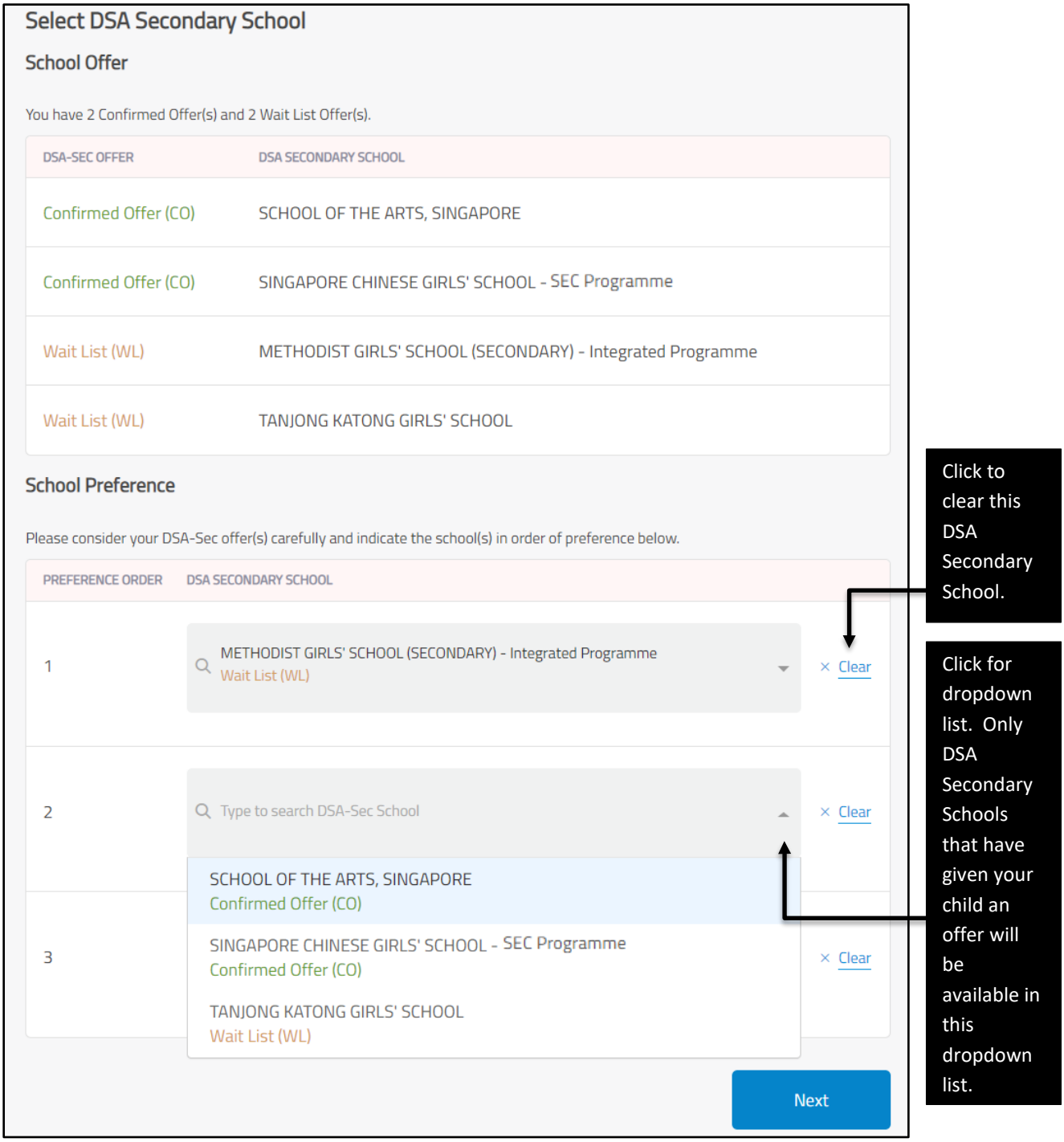
2.17. You may indicate up to a maximum of 3 choices, in order of preference.

2.18. The **preference order** for the choices is **important**. If your child has received more than 1 offer (i.e. offers given by more than 1 DSA-Sec school), you are advised to consider the order of preference for the school choices carefully, before submitting.

- **CO** means that a place is reserved for your child in that school. Your child will be successful in DSA-Sec if you choose a school which has given your child a CO. If your child has taken the PSLE, your child will need to achieve a PSLE Score that qualifies them for the posting group in the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.
- **WL** means that your child has a chance to enter that school if those who have CO do not opt for that school during the SPS period. If your child has taken the PSLE, your child will need to achieve a PSLE Score that qualifies them for the posting group in the school. Once allocated a place in that school, your child will be expected to honour their DSA commitment to the school for the duration of the programme.

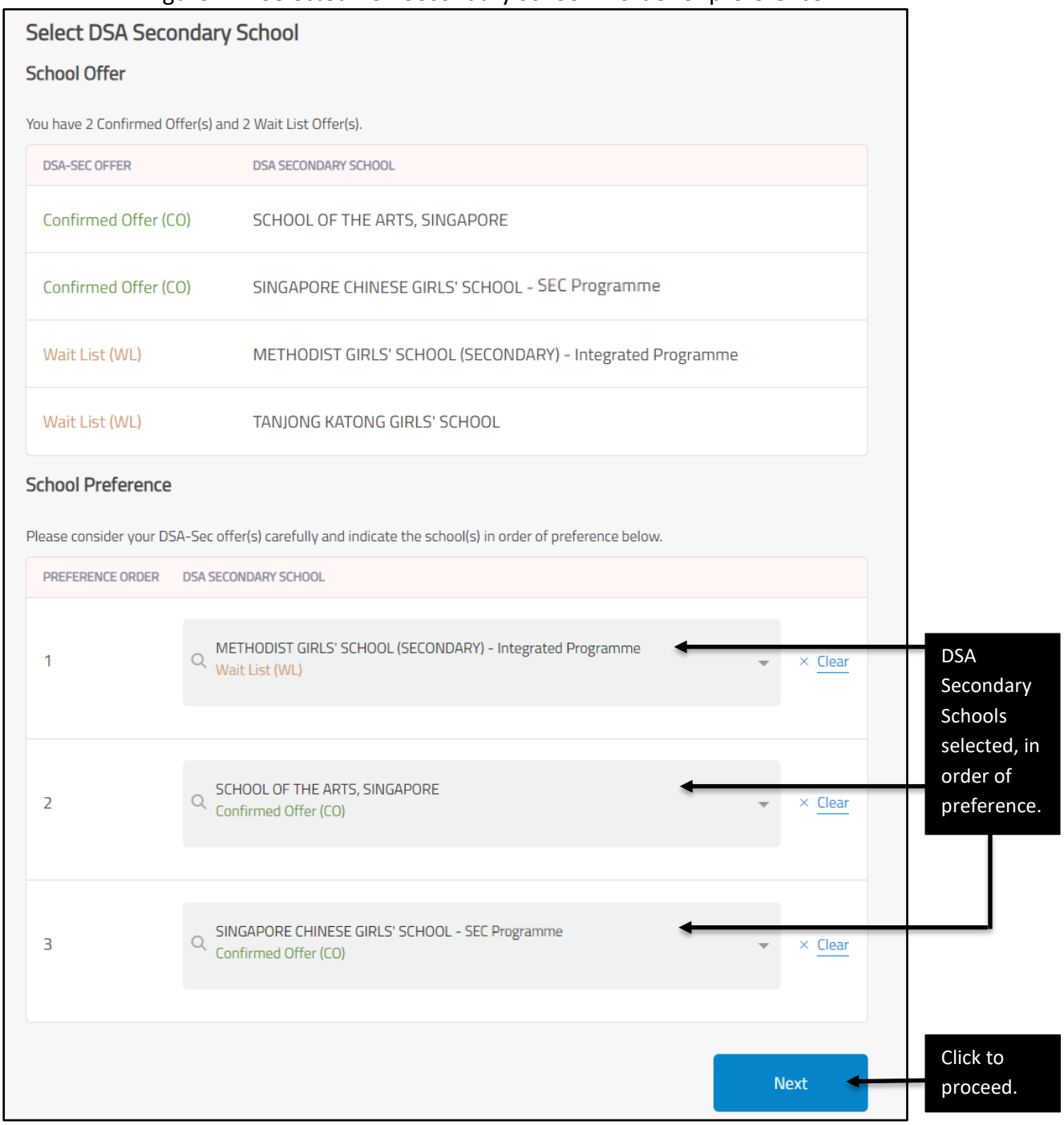
2.19. To select the DSA-Sec school, click the dropdown list (Figure 10).

Figure 10: Select DSA Secondary School in order of preference



2.20. After you have ranked your order of preference (up to 3 schools), click <Next> to proceed (Figure 11).

Figure 11: Selected DSA Secondary School in order of preference



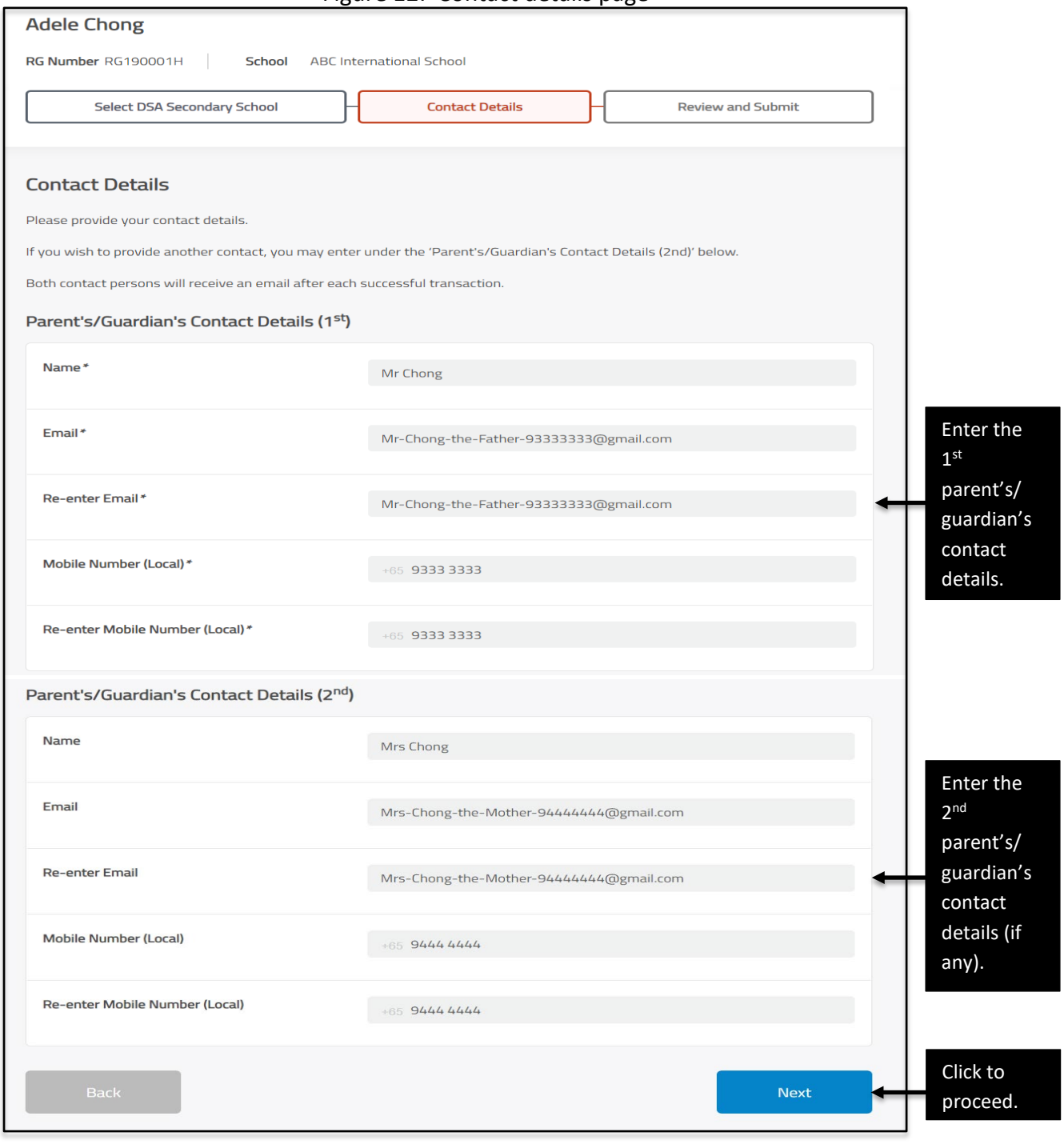
Step 5: Enter Contact Details

2.21. Enter the 1st parent's/guardian's contact details (Name, Email address and Mobile Number) under the section "**Parent's/Guardian's Contact Details (1st)**", for the purpose of this transaction (Figure 12).

2.22. Enter the 2nd parent's/guardian's contact details (Name, Email address and Mobile Number), if available, under the section "**Parent's/Guardian's Contact Details (2nd)**".

2.23. Click <Next> to proceed.

Figure 12: Contact details page



Step 6: Verify information and Submit DSA-Sec School Preference

2.24. Verify all the information you have entered in this DSA-Sec school preference submission is correct (Figure 13).

2.25. Click <Edit> to update any of the sections.

2.26. After you have verified that all the information is correct, read the terms and check the box if you agree.

2.27. Click <Submit> to complete your DSA-Sec school preference submission.

Figure 13: Verification and submission page

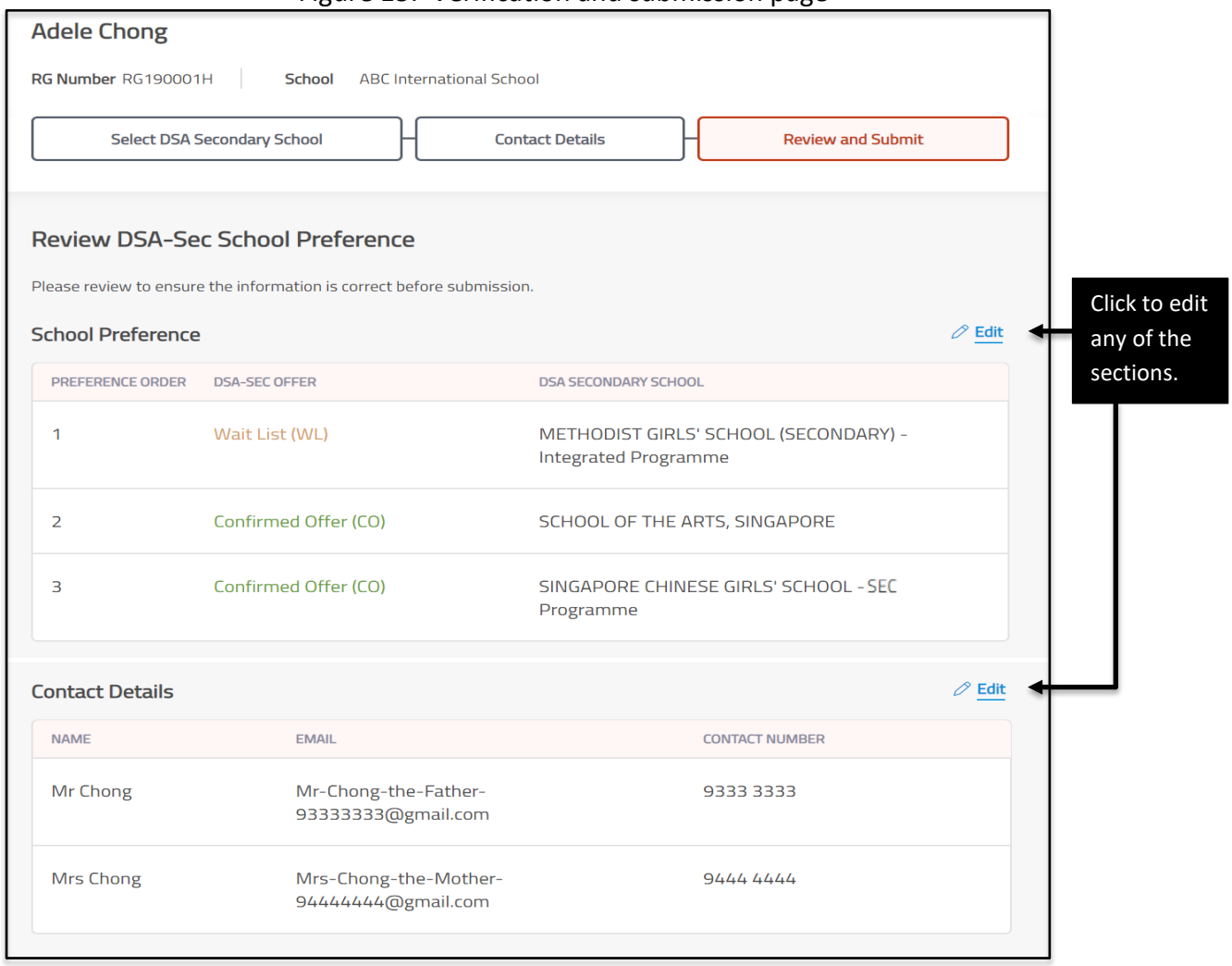
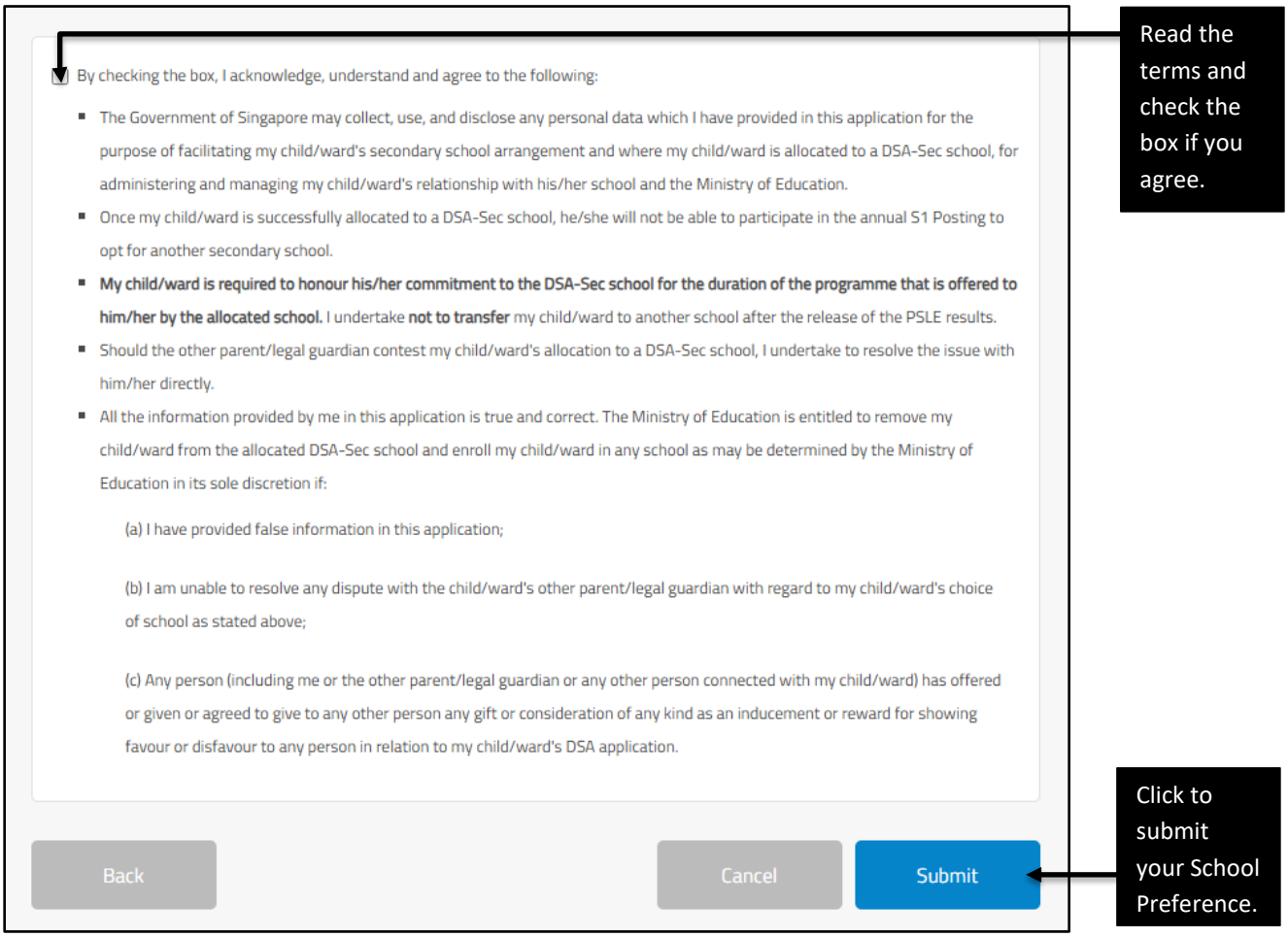


Figure 13 (continue): Verification and submission page



Step 7: Download PDF copy of DSA-Sec School Preference Submission

2.28. The DSA-Sec school preferences are submitted successfully (Figure 14).

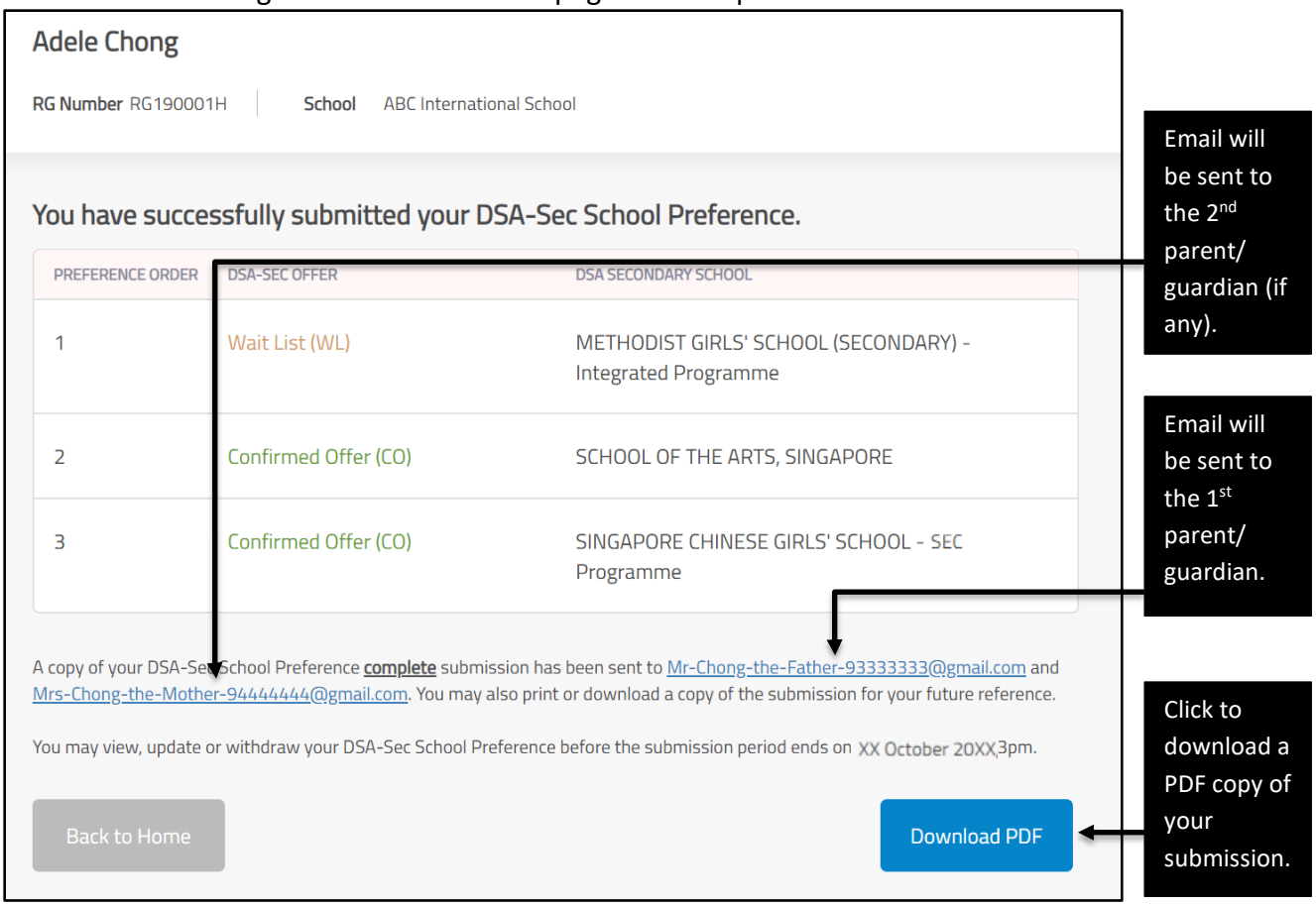
2.29. An email will be sent to the email addresses provided, including the PDF of the submission.

2.30. Click <Download PDF> to download the PDF document for your reference.

2.31. Click <Back to Home> to go to the Home page.

2.32. You may view, update or withdraw your DSA-Sec school preferences before the deadline.

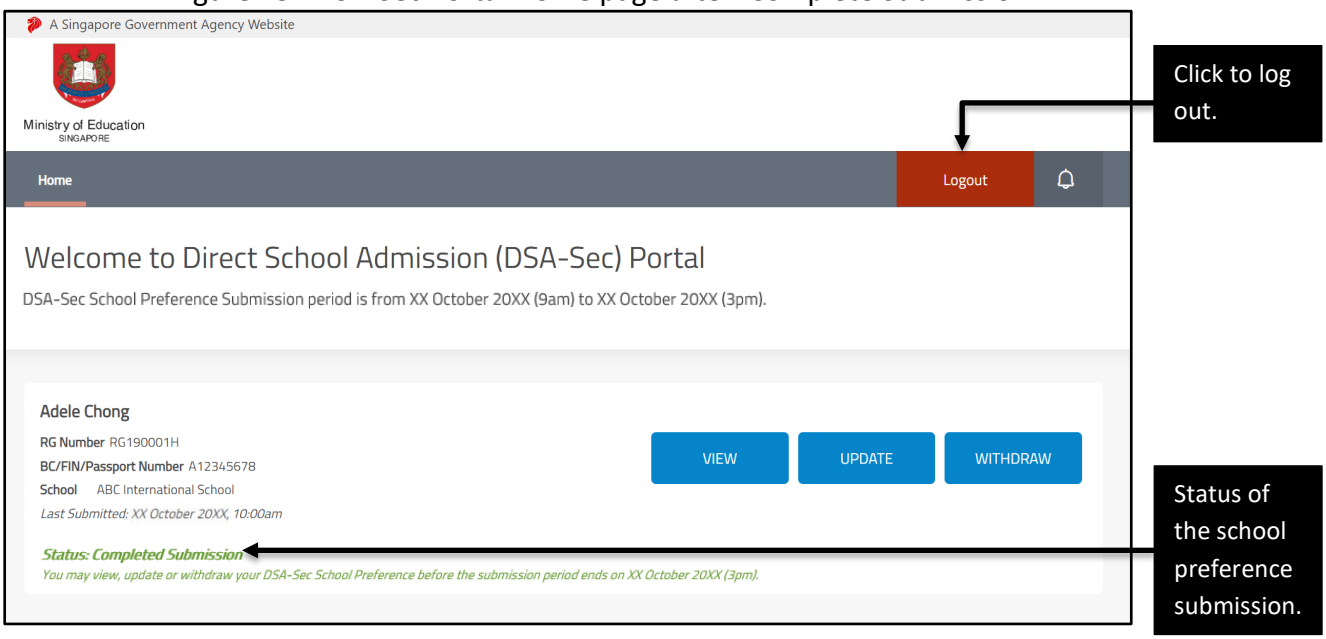
Figure 14: Confirmation page for 'Complete Submission'



Step 8: Log out

2.33. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 15).

Figure 15: DSA-Sec Portal Home page after 'Complete Submission'



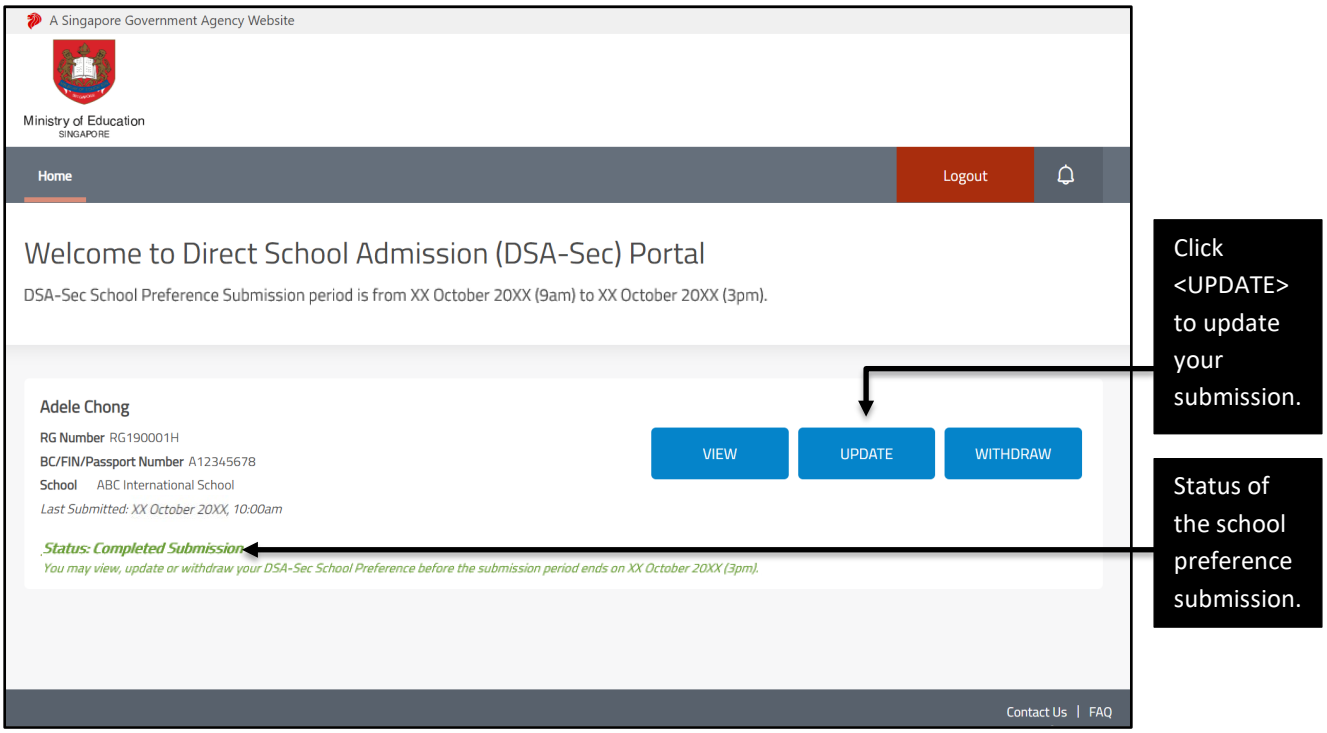
3. Update DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

3.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 17).

3.2. Click <UPDATE> to update your child's school preferences.

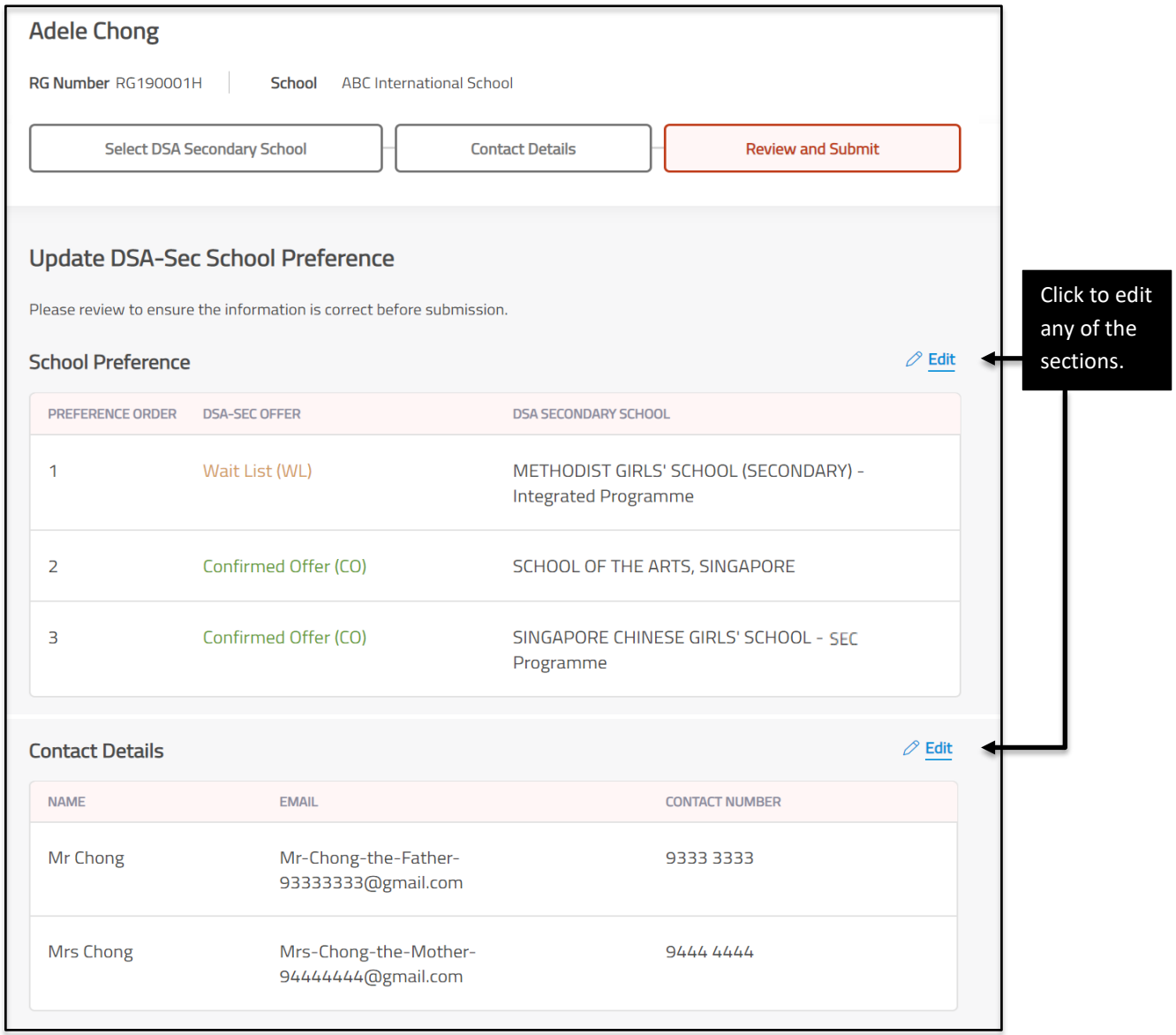
Figure 16: DSA-Sec Portal Home page



Step 2: Update DSA-Sec School Preference

3.3. You will see the page with the DSA-Sec school preference details with the <Edit> buttons for each section (Figure 17). Click <Edit> to update the relevant section.

Figure 17: Update DSA-Sec school preference



3.4. Once you have completed all your updates, verify all the information that you have updated is correct, in the "Verification and submission" page (Figure 18).

3.5. After you have verified that all the information is correct, read the terms and check the box if you agree.

3.6. Click <Update> to submit your updated DSA-Sec school preferences.

Figure 18: Verification and submission page for Update

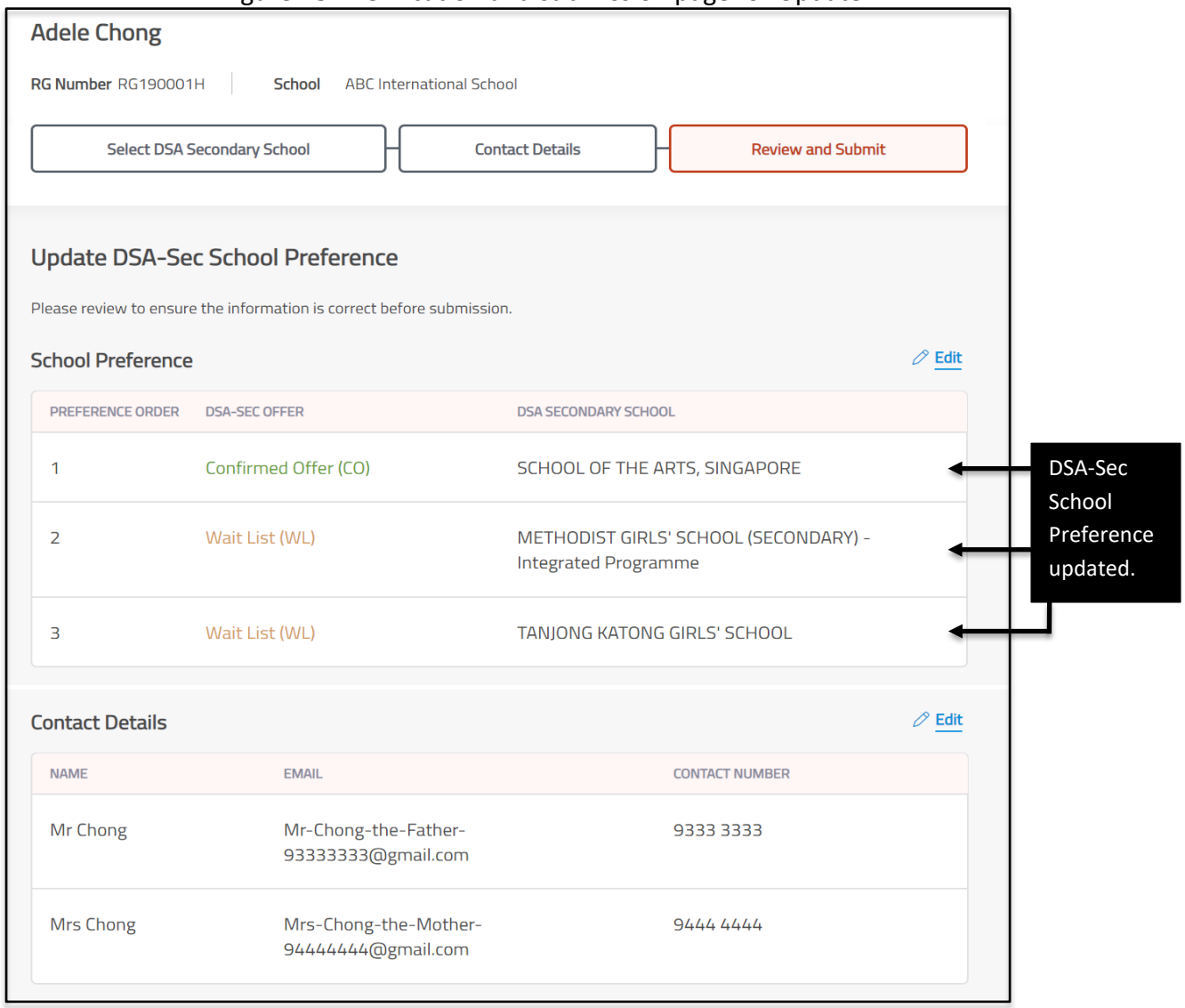
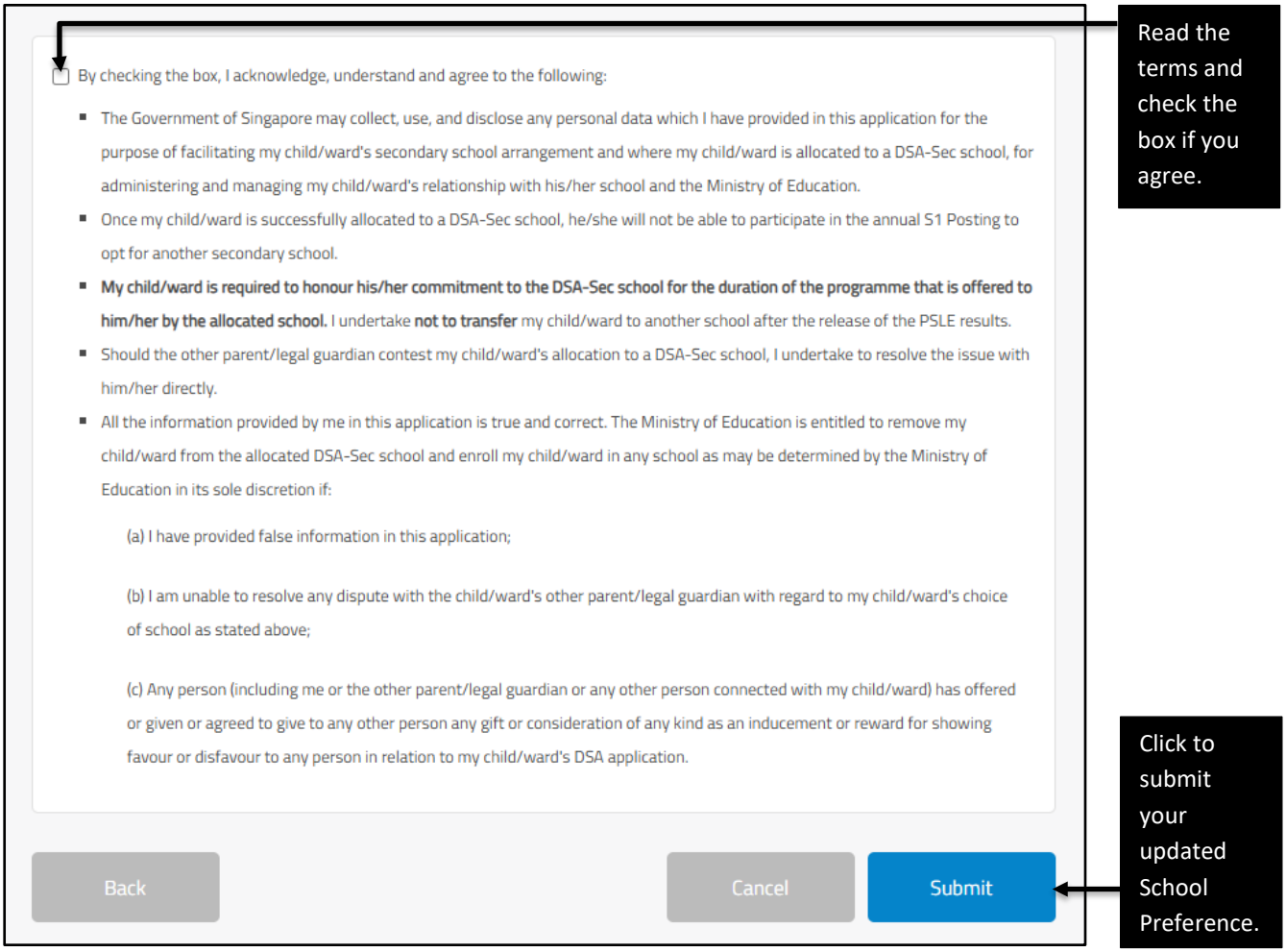


Figure 18 (continue): Verification and submission page for Update



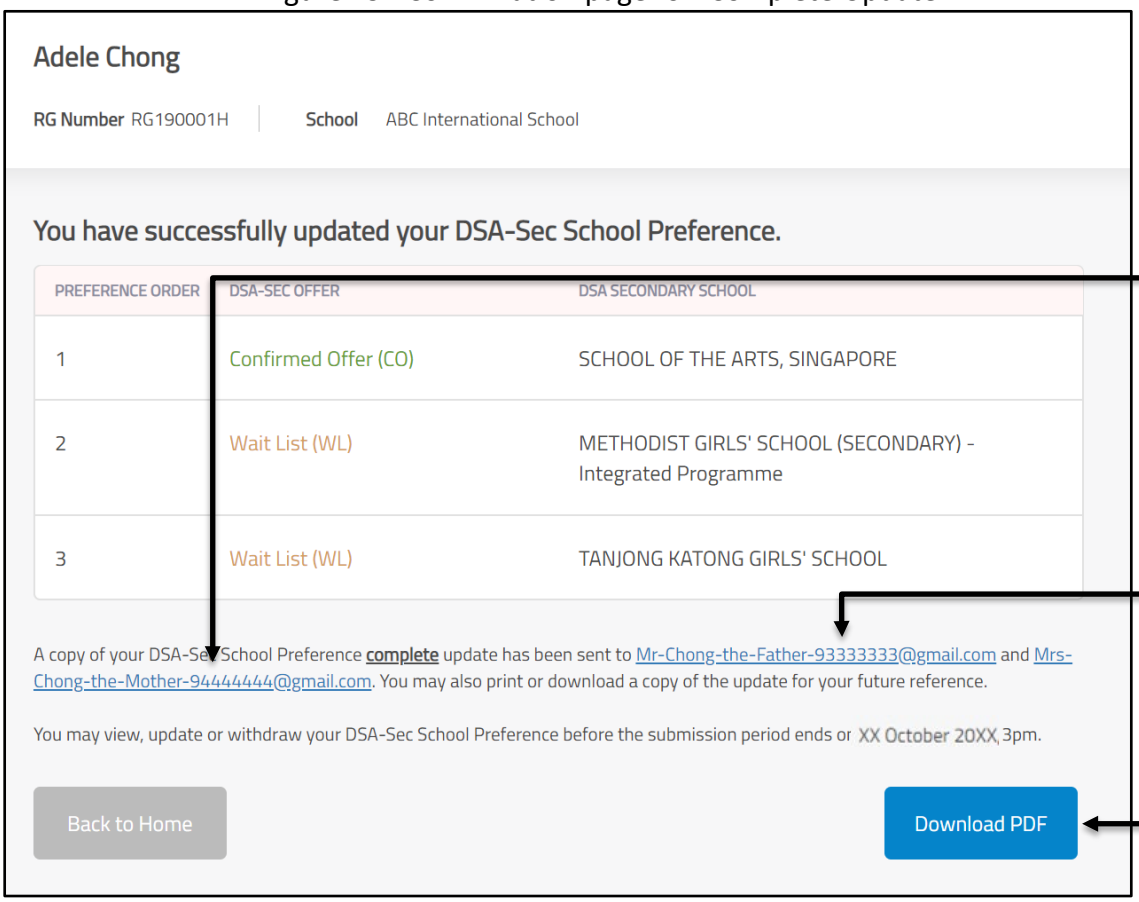
Step 3: Download PDF copy of updated DSA-Sec School Preference Submission

3.7. The DSA-Sec school preferences are updated successfully (Figure 19).

3.8. An email will be sent to the email addresses provided, including the PDF of the updated submission.

3.9. Click <Download PDF> to download the PDF document for your reference.

Figure 19: Confirmation page for 'Complete Update'



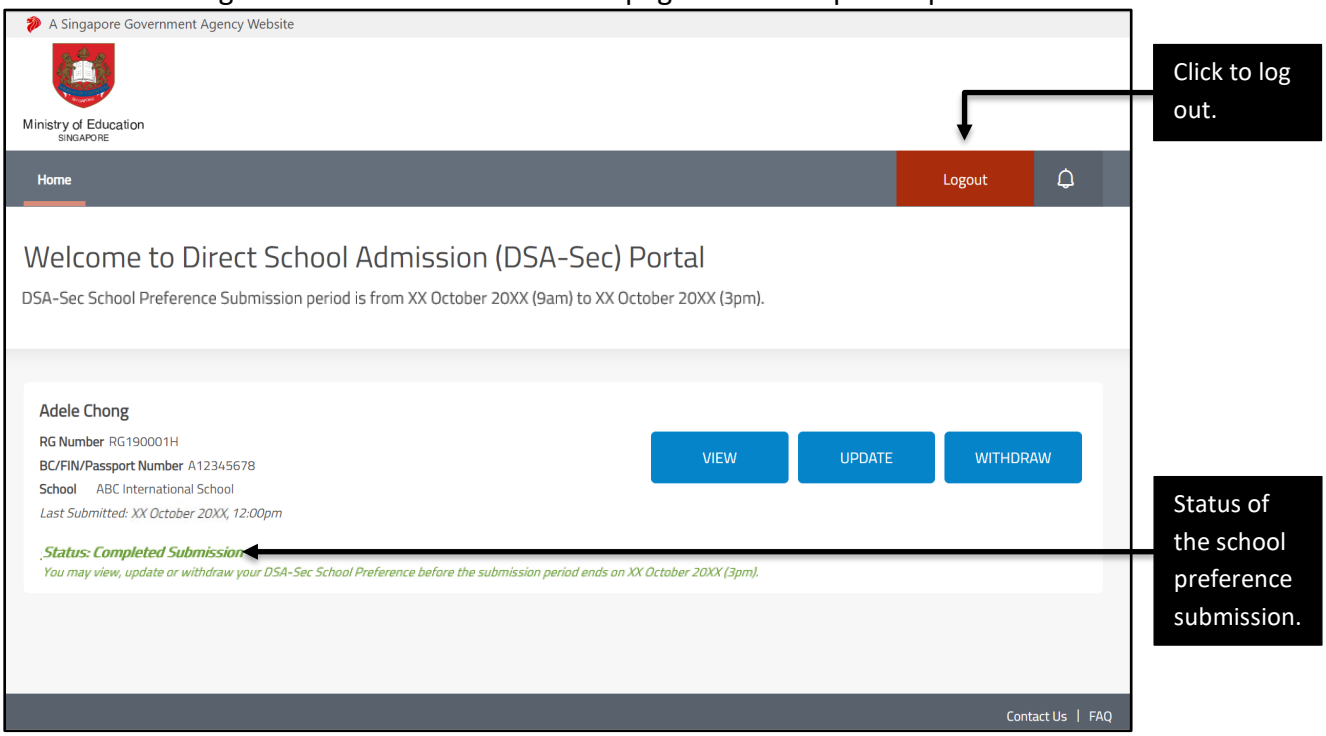
3.10. Click <Back to Home> to go to the DSA-Sec Portal SPS Home page.

3.11. You may view, update or withdraw your DSA-Sec school preferences before the DSA-Sec SPS deadline.

Step 4: Log out

3.12. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 20).

Figure 20: DSA-Sec Portal Home page after 'Complete Update'



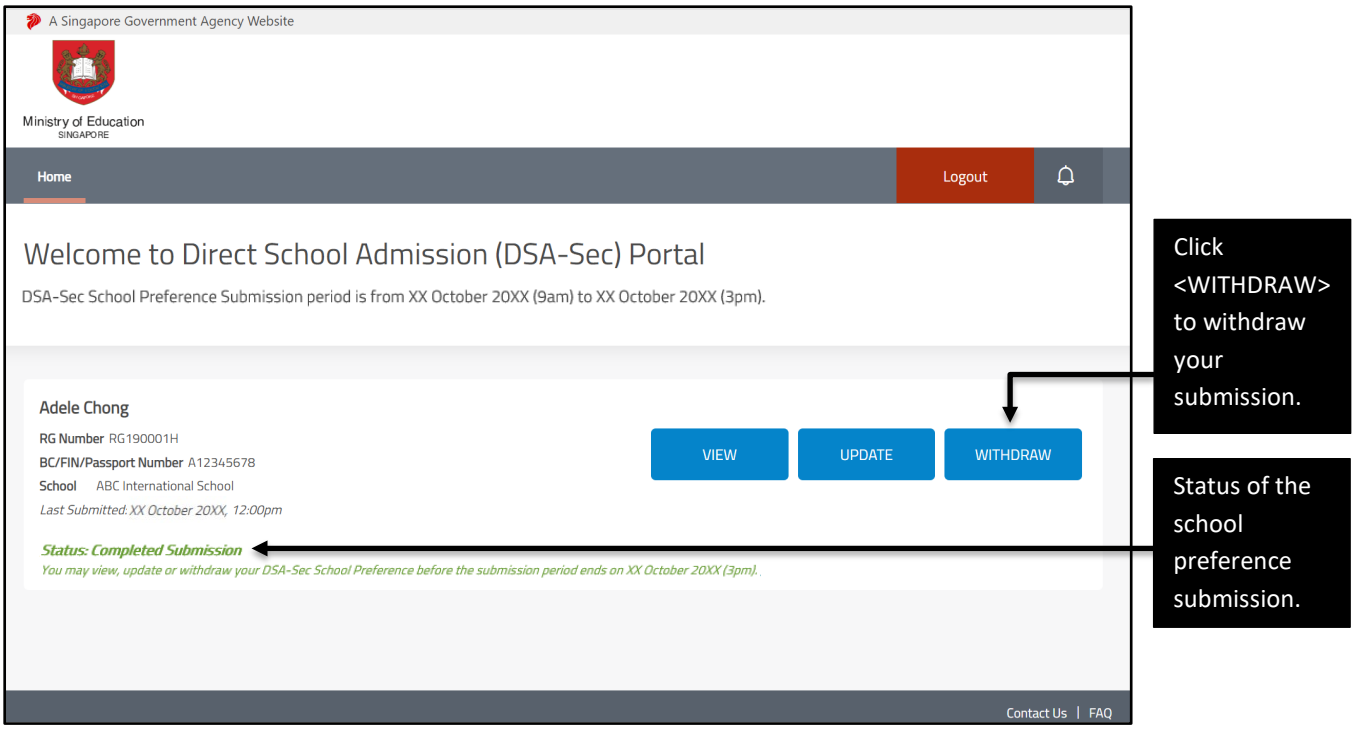
4. Withdraw DSA-Sec School Preference

Step 1: Home page for DSA-Sec Portal

4.1. After a submission, the DSA-Sec Portal School Preference Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons (Figure 21).

4.2. Click <WITHDRAW> to withdraw your child's school preferences.

Figure 21: DSA-Sec Portal Home page



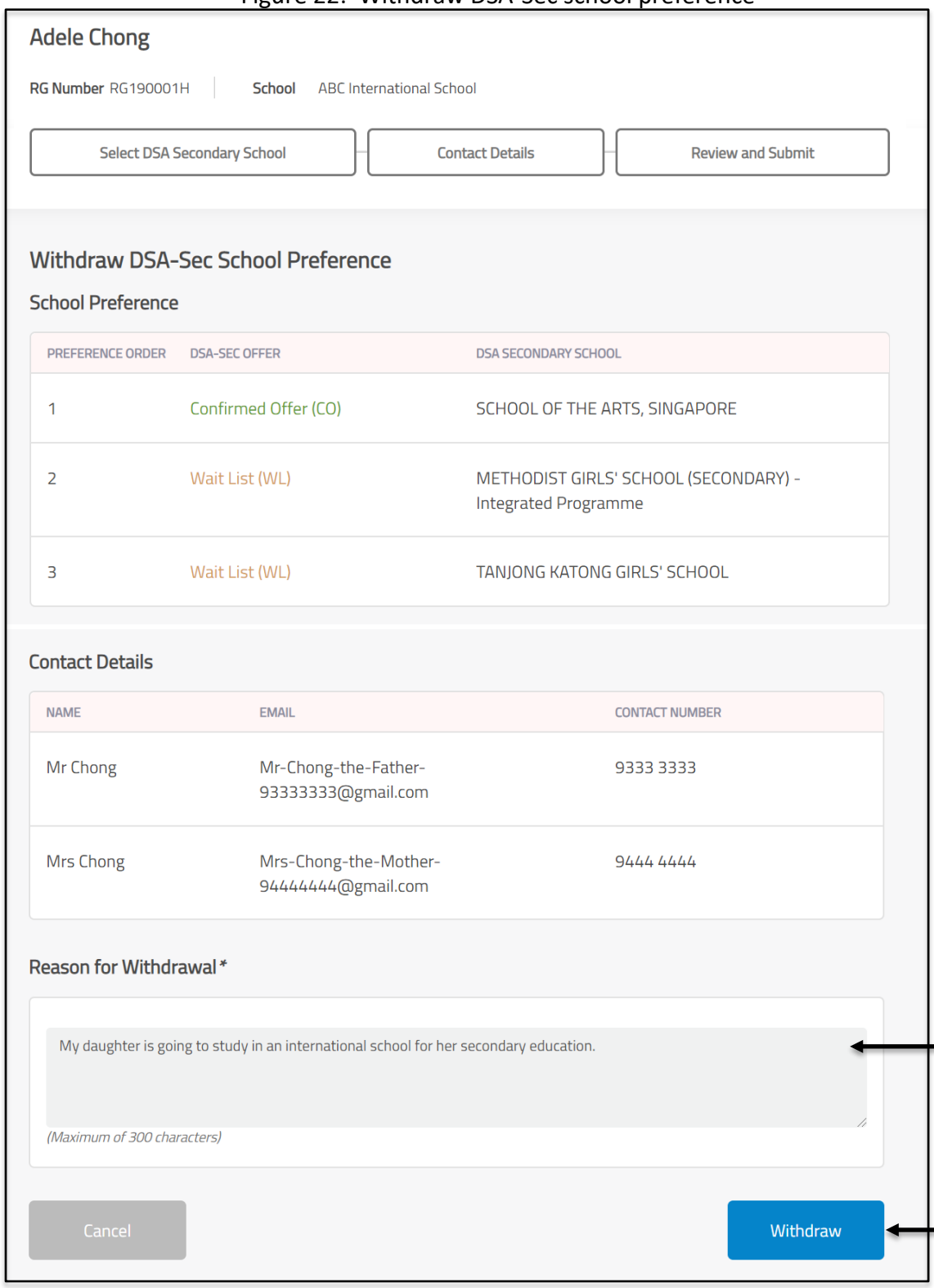
Step 2: Withdraw DSA-Sec School Preference

4.3. You will see the page with the DSA-Sec school preference details (Figure 22).

4.4. Fill in the reason for withdrawal with a limit of 300 characters.

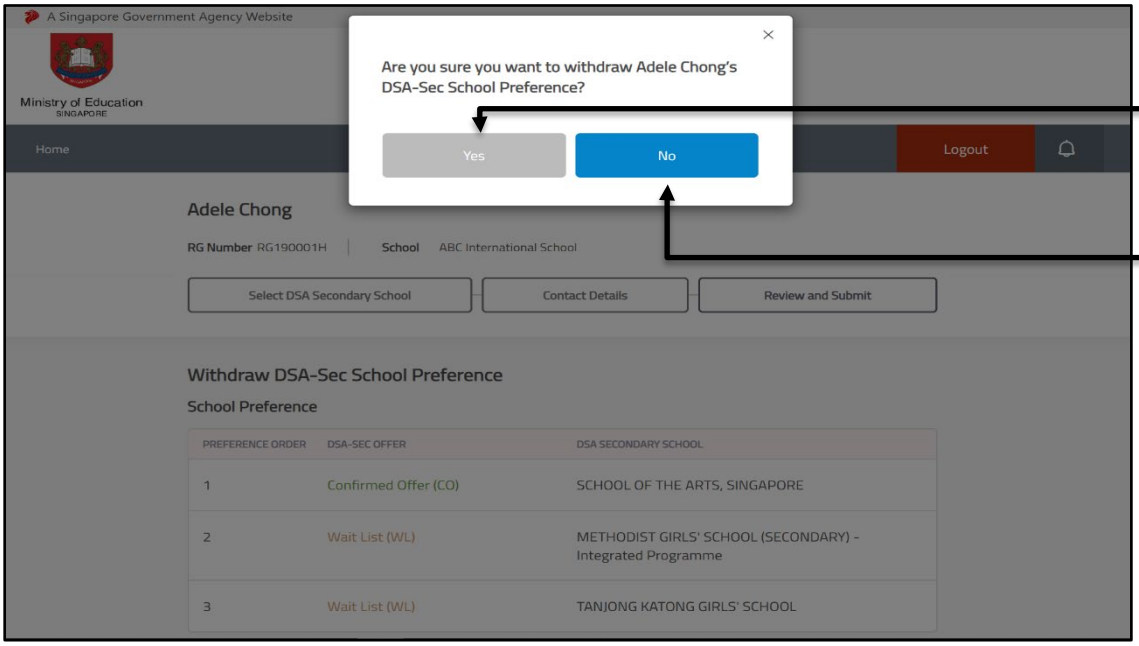
4.5. Click <Withdraw> to proceed with the withdrawal.

Figure 22: Withdraw DSA-Sec school preference



4.6. A window will appear to request your confirmation to withdraw the DSA-Sec school preferences (Figure 23). Click <Yes> to confirm the withdrawal. Otherwise, click <No>.

Figure 23: Request for confirmation of DSA-Sec school preference withdrawal



Step 3: Successful Withdrawal of DSA-Sec School Preference

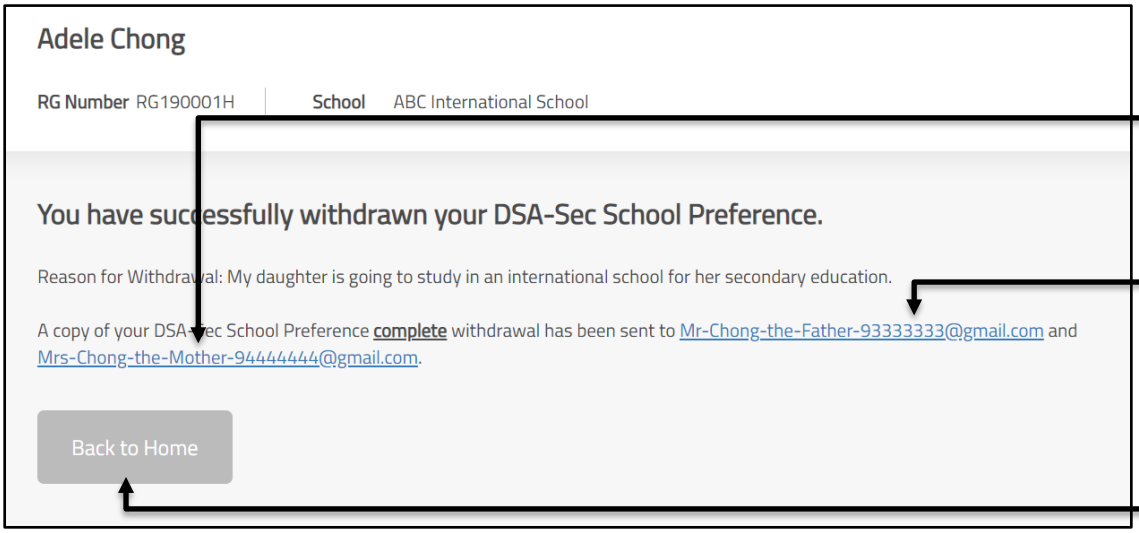
4.7. The DSA-Sec school preferences are withdrawn successfully (Figure 24).

4.8. An email will be sent to the email addresses provided.

4.9. Click <Back to Home> to go to the Home page.

4.10. If you wish to **re-submit** before the DSA-Sec SPS deadline, see **Section 2**.

Figure 24: Confirmation page for 'Complete Withdrawal'



Step 4: Log out

4.11. At the DSA-Sec Portal SPS Home page, click <Logout> to log out of the DSA-Sec Portal (Figure 25).

Figure 25: DSA-Sec Portal Home page after 'Complete Withdrawal'

