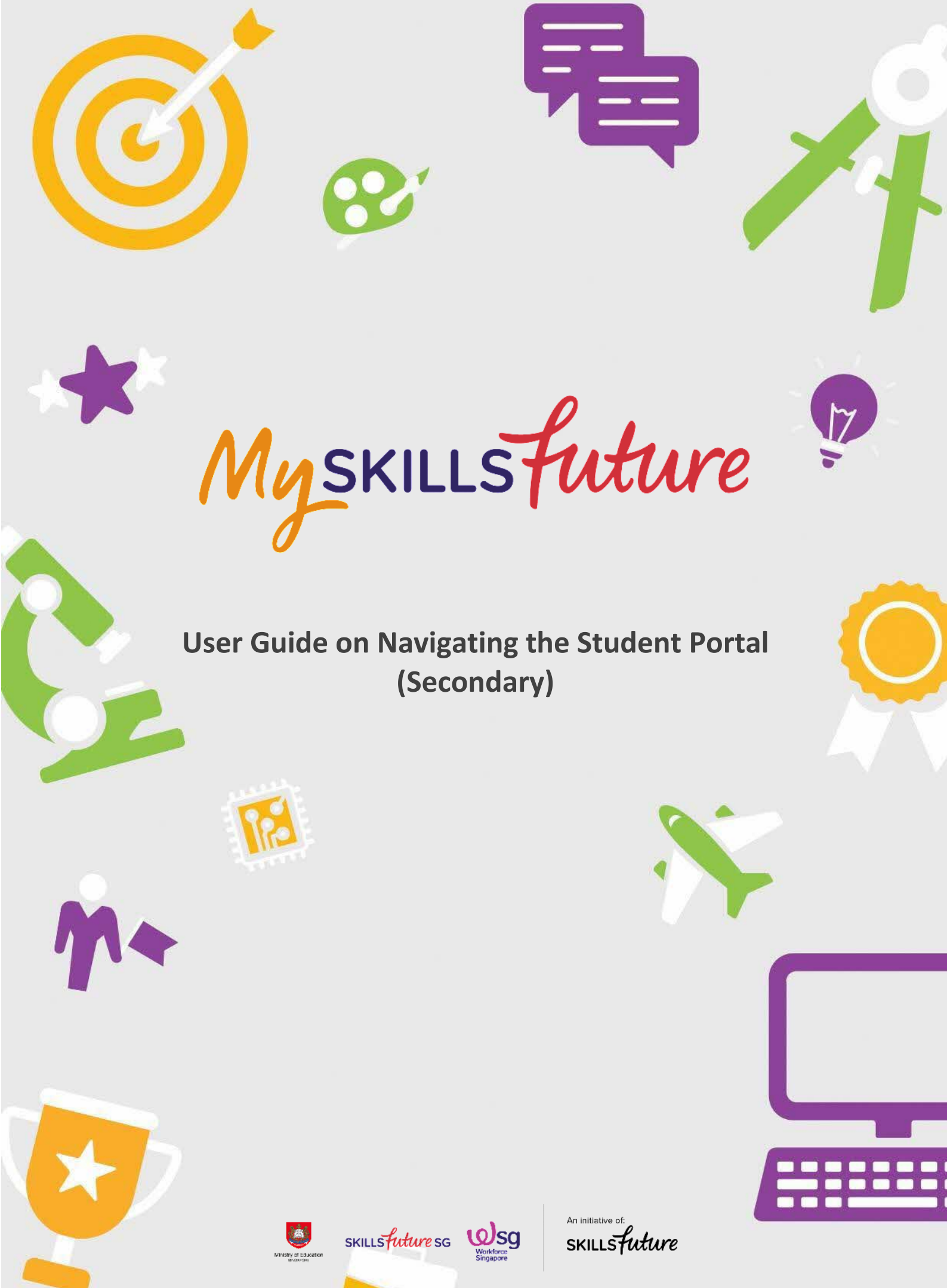


MySKILLSfuture

# User Guide on Navigating the Student Portal (Secondary)

Ministry of Education

SKILLSfuture SG

Workforce Singapore

An initiative of:

SKILLSfuture

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# 1 INTRODUCTION TO MYSKILLSFUTURE STUDENT PORTAL

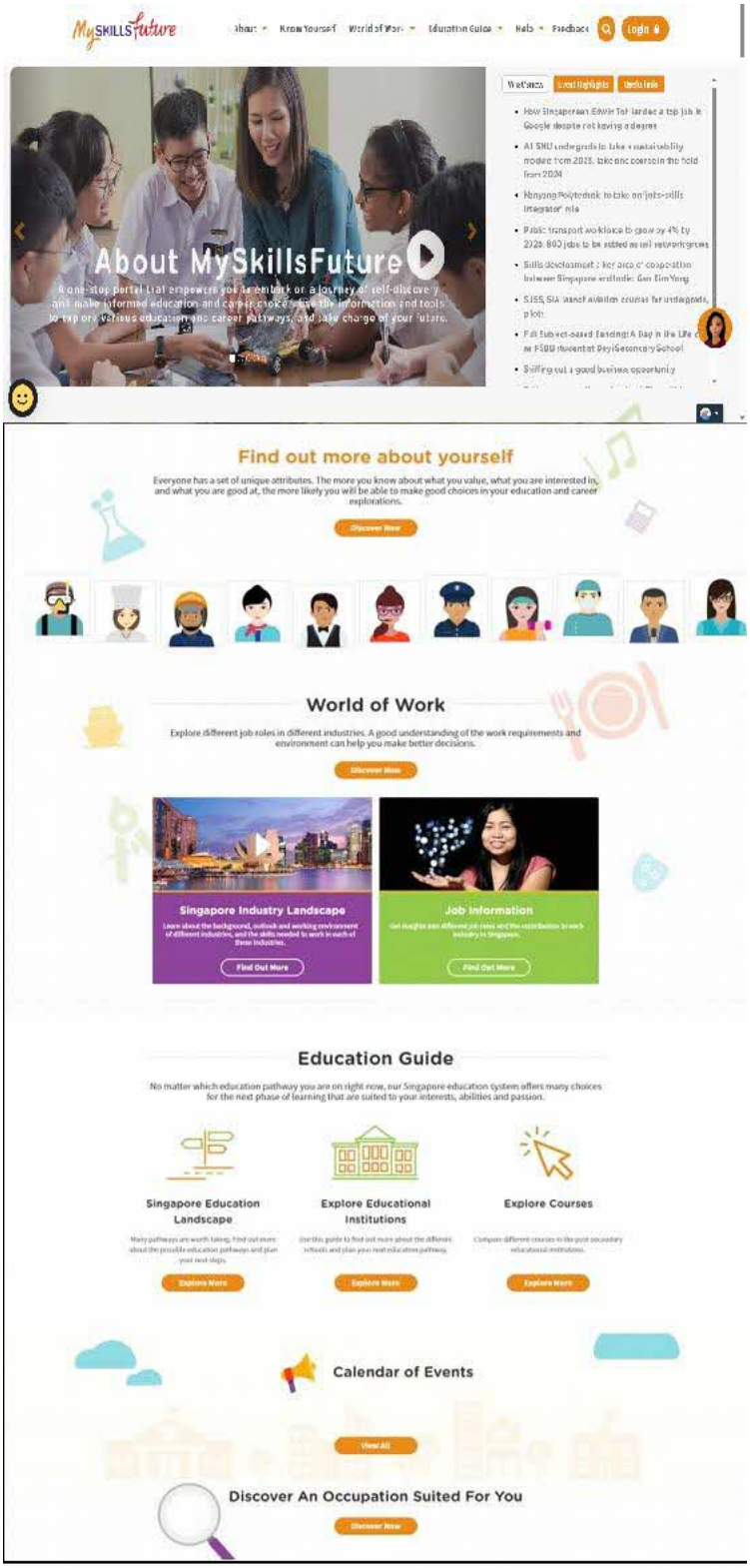



Figure 1-1: Homepage



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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.



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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
- 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.



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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

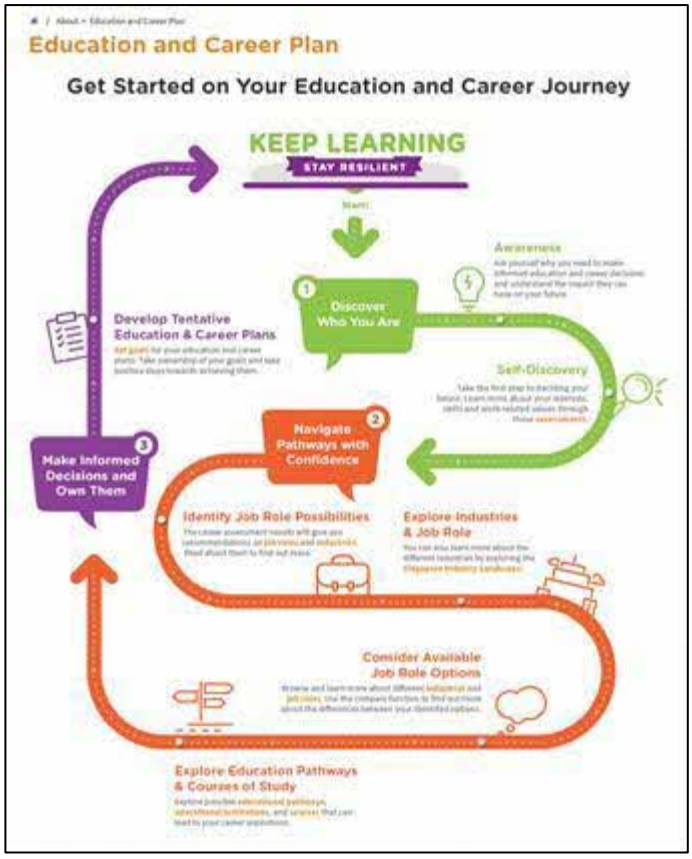
Get an introduction of the Student Portal.



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### 2.1.2 Education and Career Plan

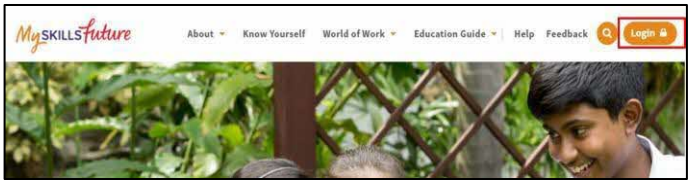
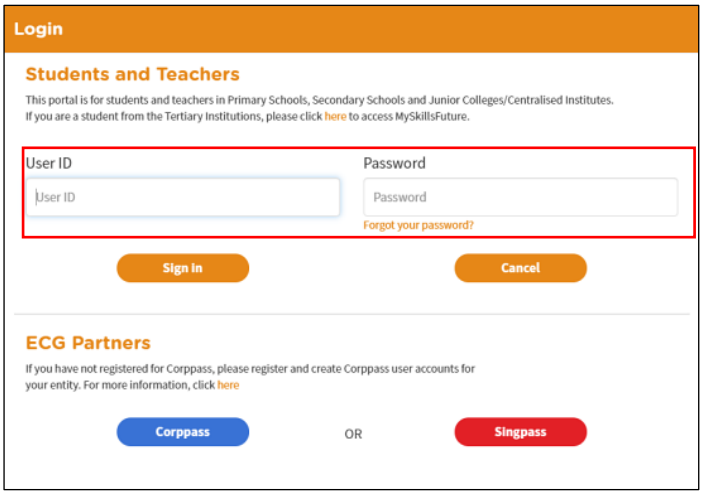
Get an introduction to your education and career journey via the About menu.

| | | |
|---|---|---|
| 1. | Click About > Education and Career Plan<br><br>You will see a visual representation of your education and career journey.<br><br>To discover more about yourself, navigate the Education and Career Pathways. | <br> |



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## 2.2 LOGIN

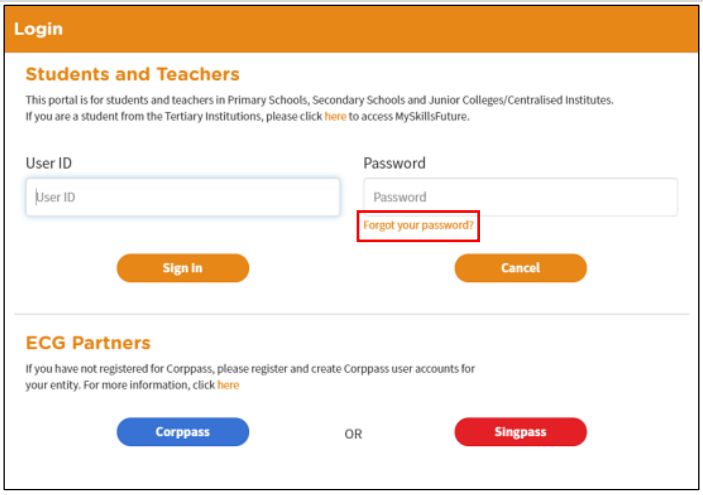
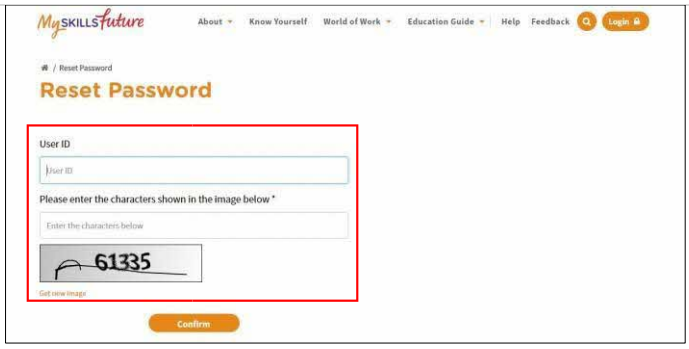
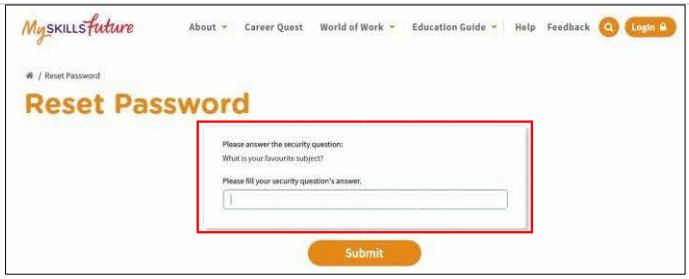
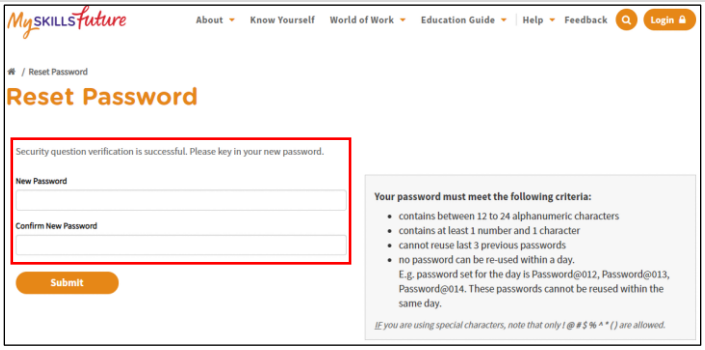
| | | |
|---|---|---|
| 1. | Click the Login icon to access the Login window. |  |
| 2. | Enter your User ID and Password in the Login window to access your MySkillsFuture account.<br><br>**For new users:**<br>1. Your NRIC/UIN/FIN will be your User (Login) ID.<br>2. Enter your User ID and temporary password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



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## 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. |  |



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



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## 2.4 HELP

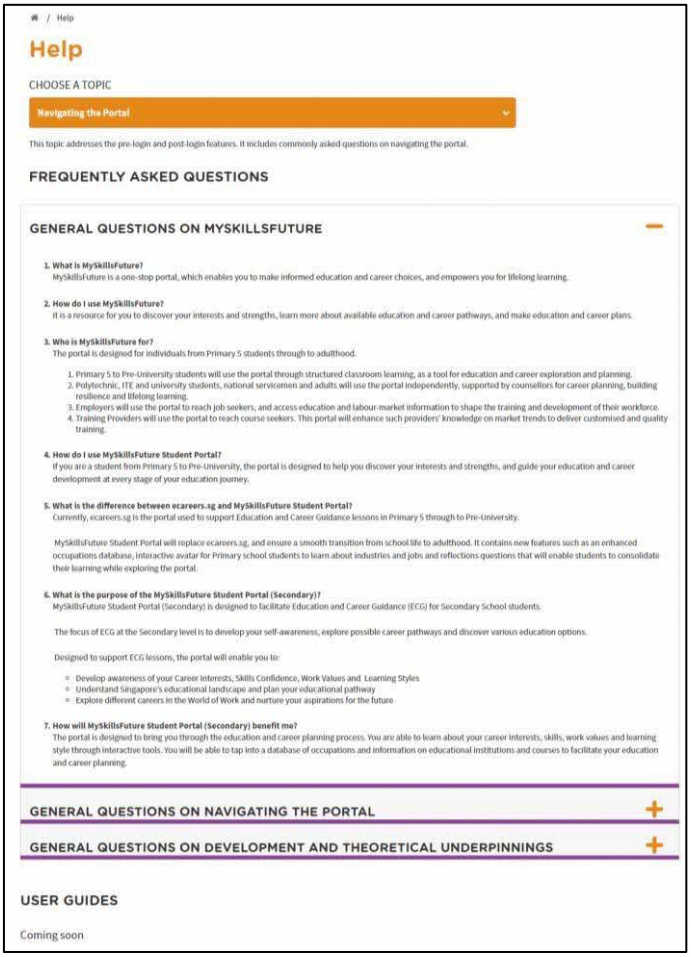



Figure 2-2: Help

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.



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## 2.5 HELP AVATAR

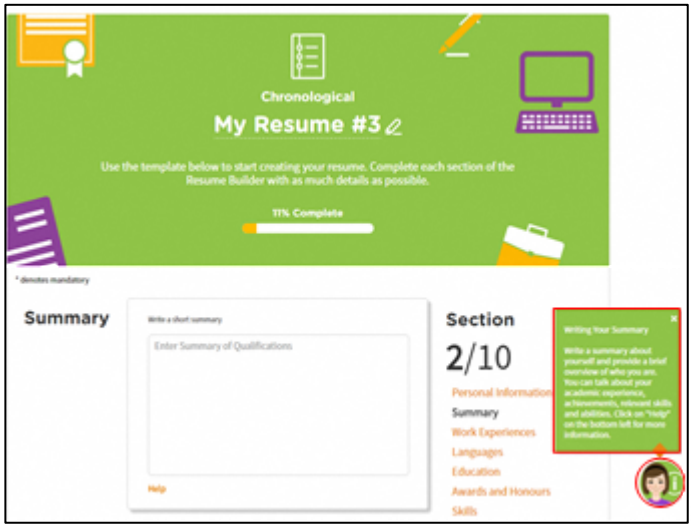



Figure 2-3: Help Avatar

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.



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## 2.6 FEEDBACK

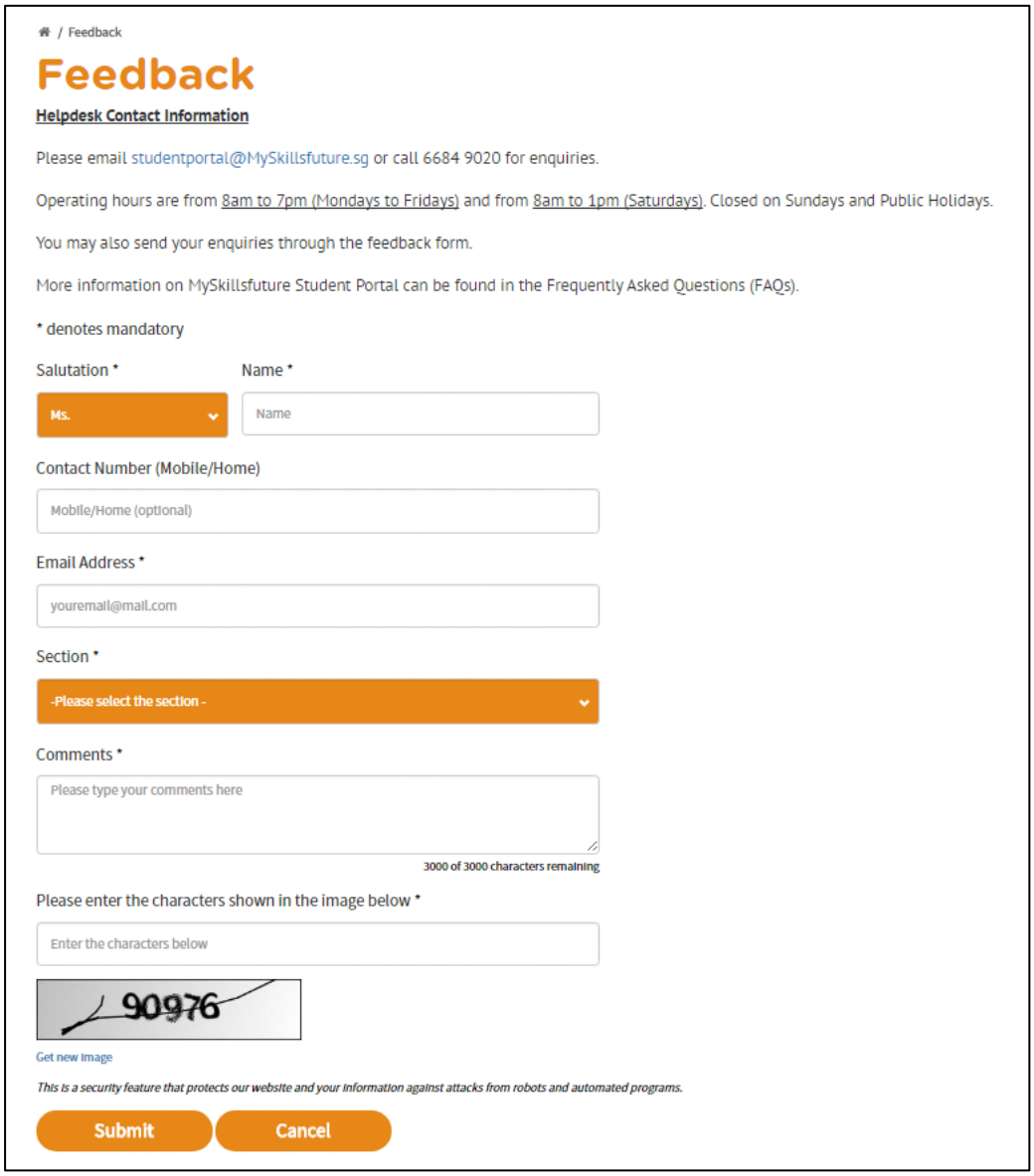



Figure 2-4: Feedback

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



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## 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).

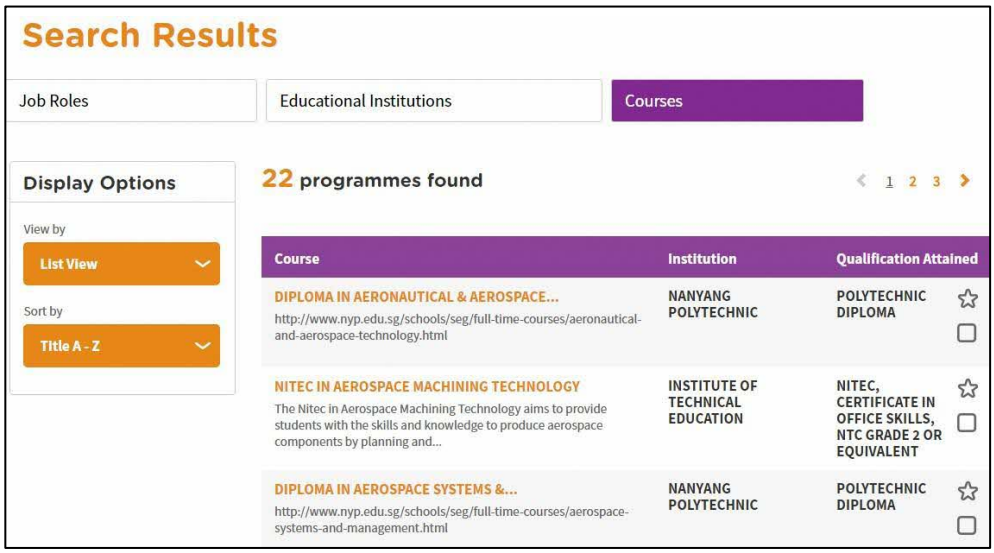



Figure 2-6: Search Results

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



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# 3 POST-LOGIN FEATURES

## 3.1 OVERVIEW

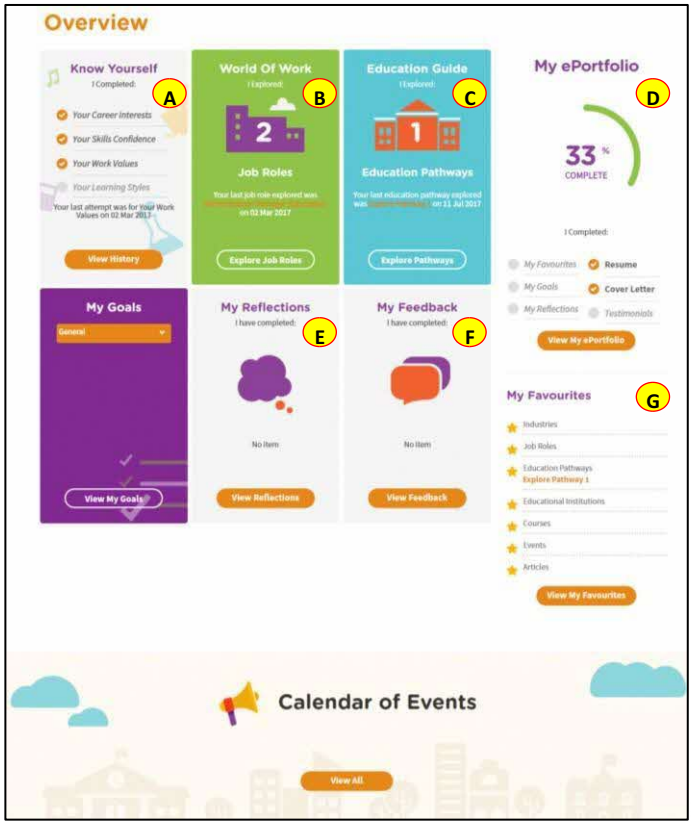



Figure 3-1: Overview

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.



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## 3.2 MY PROFILE

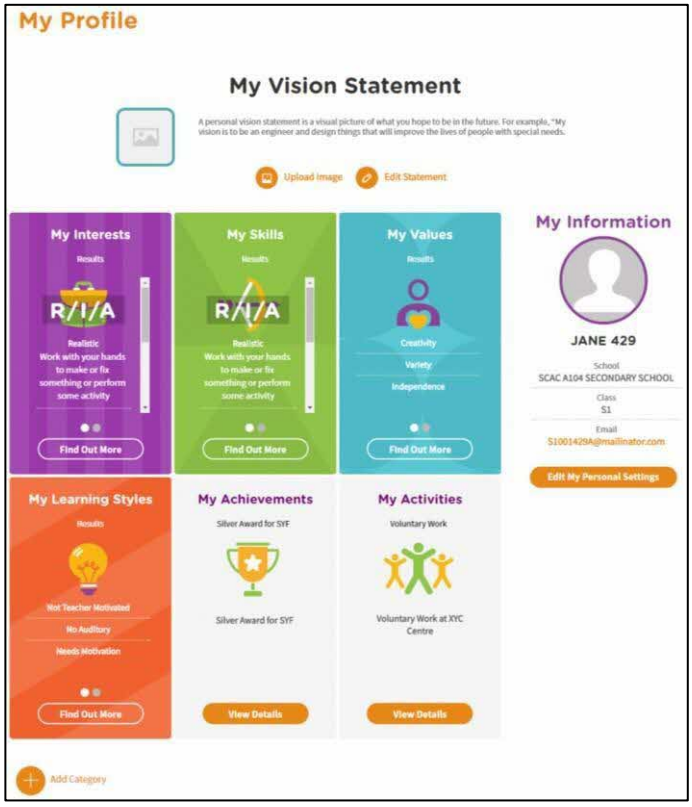



Figure 3-2: My Profile

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.



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## 3.3 MY EPORTFOLIO




Figure 3-3: My ePortfolio

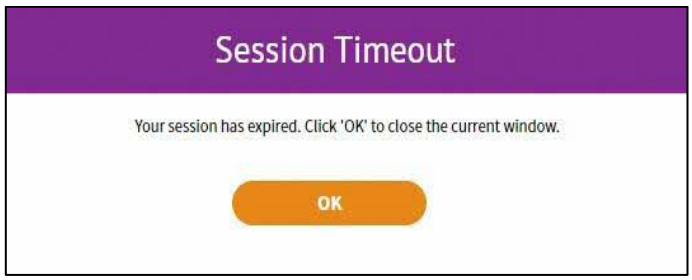
My ePortfolio section allows you to access all your favourite sections within the portal.

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.



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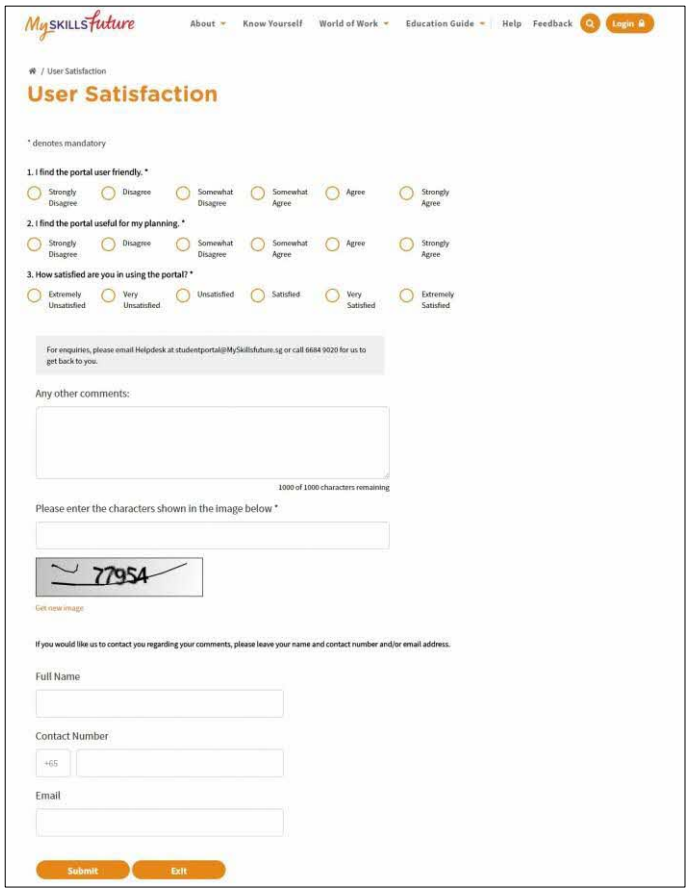
## 3.4 SESSION TIME-OUT

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



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## 3.5 LOGOUT

| | | |
|---|---|---|
| 1. | Click the Logout icon. |  |
| 2. | The system displays a pop-up box.<br>Click Yes to proceed. |  |
| 3. | A User Satisfaction survey form will be displayed.<br>You can choose to:<br>• Complete the form and click the Submit button<br>or<br>• Click Exit<br>You will be brought back to the pre-login landing page. |  |



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