Ministry of Education

DSA-SEC PORTAL USER GUIDE FOR DSA-SEC APPLICATION

(FOR MOE PRIMARY SCHOOLS)

Published Date: April 2024

CONTENT	PAGE
1. DSA-Sec Portal	**1**
2. Search for Your Student	**1**
3. Submit DSA-Sec Application	**4**
4. View DSA-Sec Application	**15**
5. Update DSA-Sec Application	**17**
6. Withdraw DSA-Sec Application	**20**

1. DSA-Sec Portal

1.1. Parents can submit the Direct School Admission for Secondary School (DSA-Sec) application for their child using the DSA-Sec Portal, which is a centralised online system which MOE introduced in 2019.

1.2. The DSA-Sec application starts from early-May (4-week period).

1.3. Parents may need to seek the primary school's assistance to submit, update and withdraw their child's DSA-Sec application on behalf, during this period.

1.4. Please refer to https://moe.gov.sg/dsa-sec for exact dates of the application period for this year.

2. Search for Your Student

2.1. School users can only search and view details of eligible P6 students from your own school in DSA-Sec Portal.

2.2. Primary schools need to conduct verification checks, to ensure that the person who is requesting for the school's assistance has the legal rights to do so.

Step 1: Login via MIMS

2.3. To access the DSA-Sec Portal, school users are to use the SSOE machines with **SSOE RAS VPN login (2FA).**

2.4. Enter the website at https://go.gov.sg/prischooluser-dsa-sec. The DSA-Sec Portal login page will appear (Figure 1).

2.5. Click on "template" to download the application template and provide to the parent/guardian to prepare offline. Once completed, the school can start to apply on behalf.

2.6. Click <Login via MIMS> to start.

2.7. The MIMS login page will appear (**Error! Reference source not found.**). Login using your MIMS Username and Password.

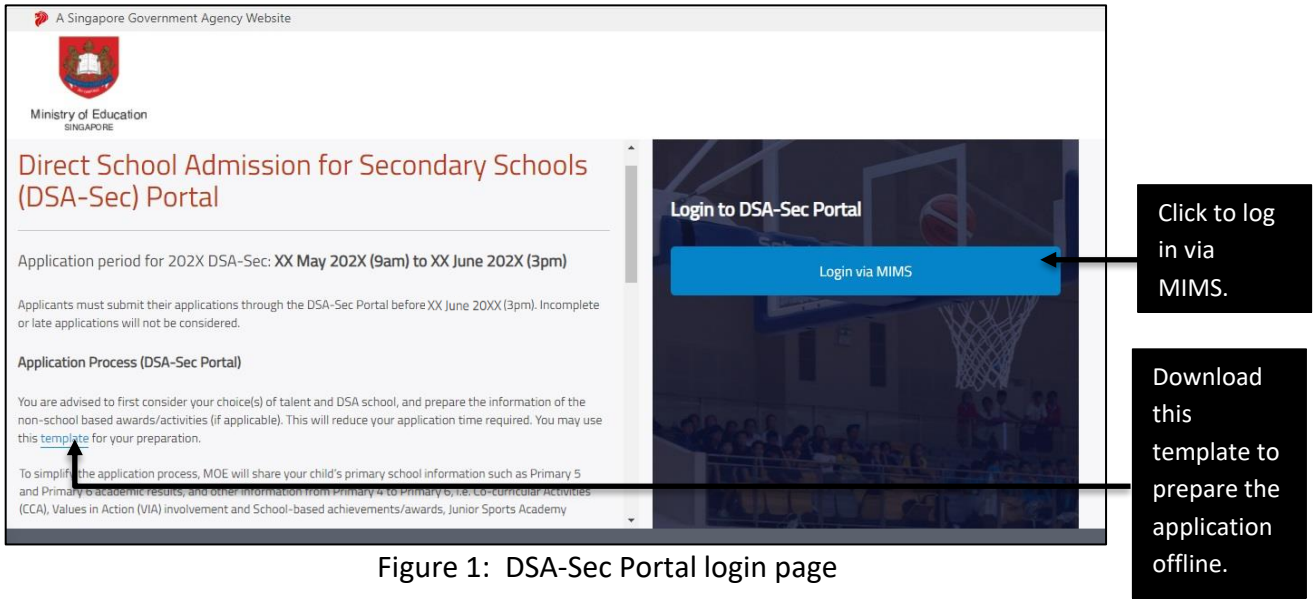

Figure 1: DSA-Sec Portal login page

2.8. Click <Sign In> to log in.

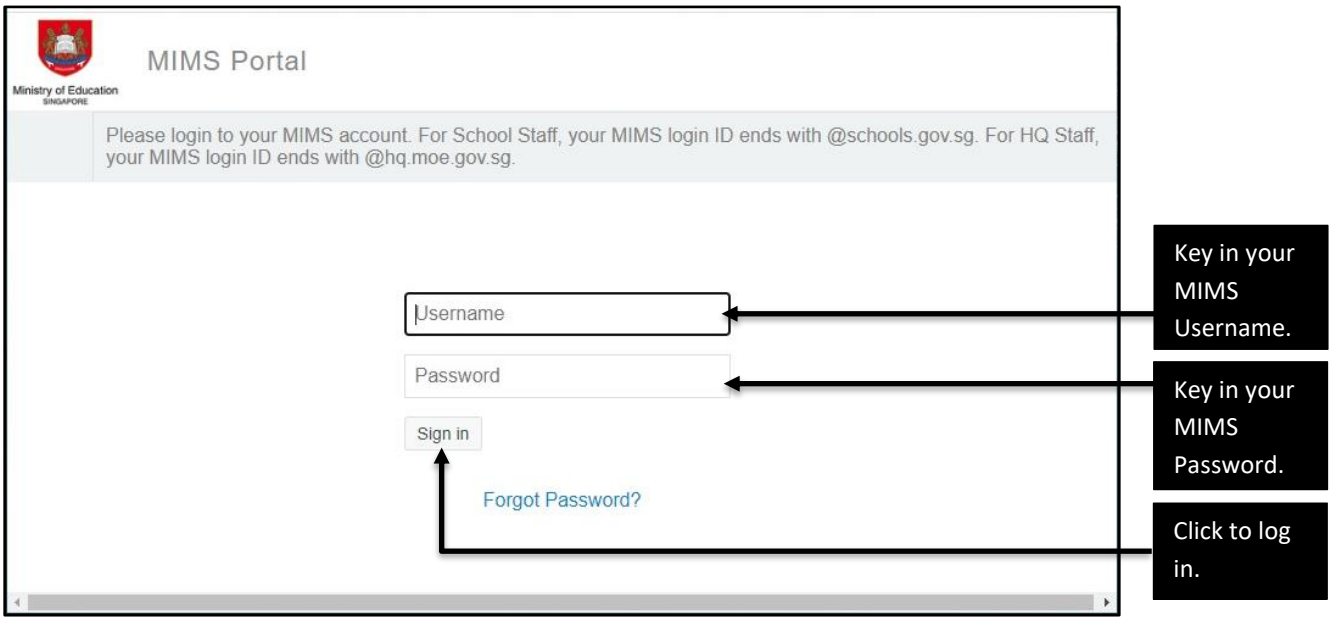

Figure 2: MIMS login page

2.9. After logging in, you will be brought to the Home page (Figure 3).

Step 2: Search for your student

2.10. At the Home page, key in your student's BC/FIN.

2.11. Click on the "magnifying glass" or press the "Enter" key to search.

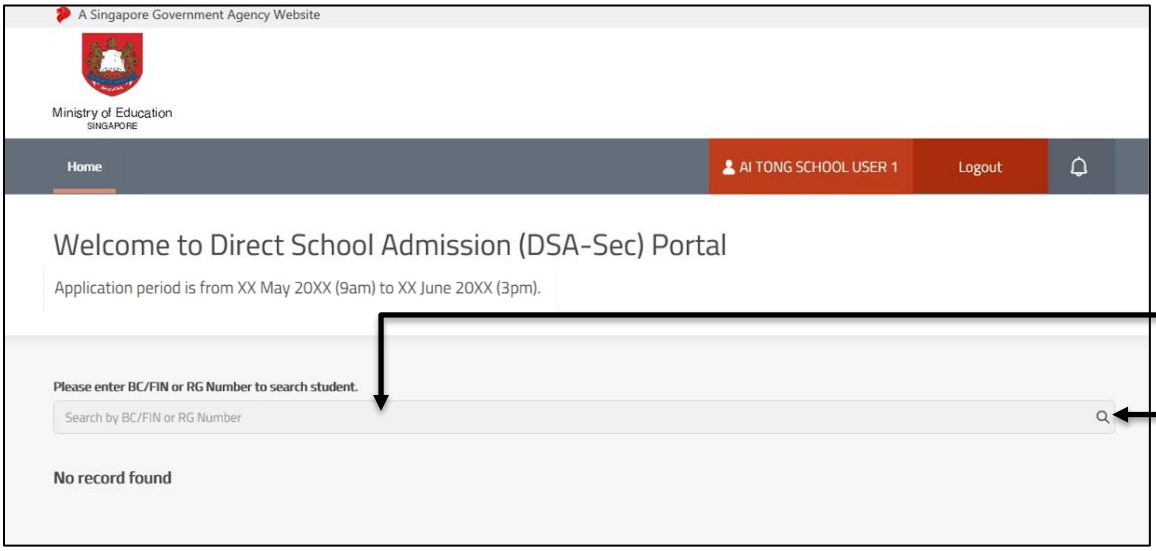

Figure 3: DSA-Sec Portal Home page

3. Submit DSA-Sec Application

Step 1: Home page for DSA-Sec Portal (after searching for student)

3.1. After searching for your student, click <APPLY> at the Home page to apply on behalf of the parent/guardian (Figure 4).

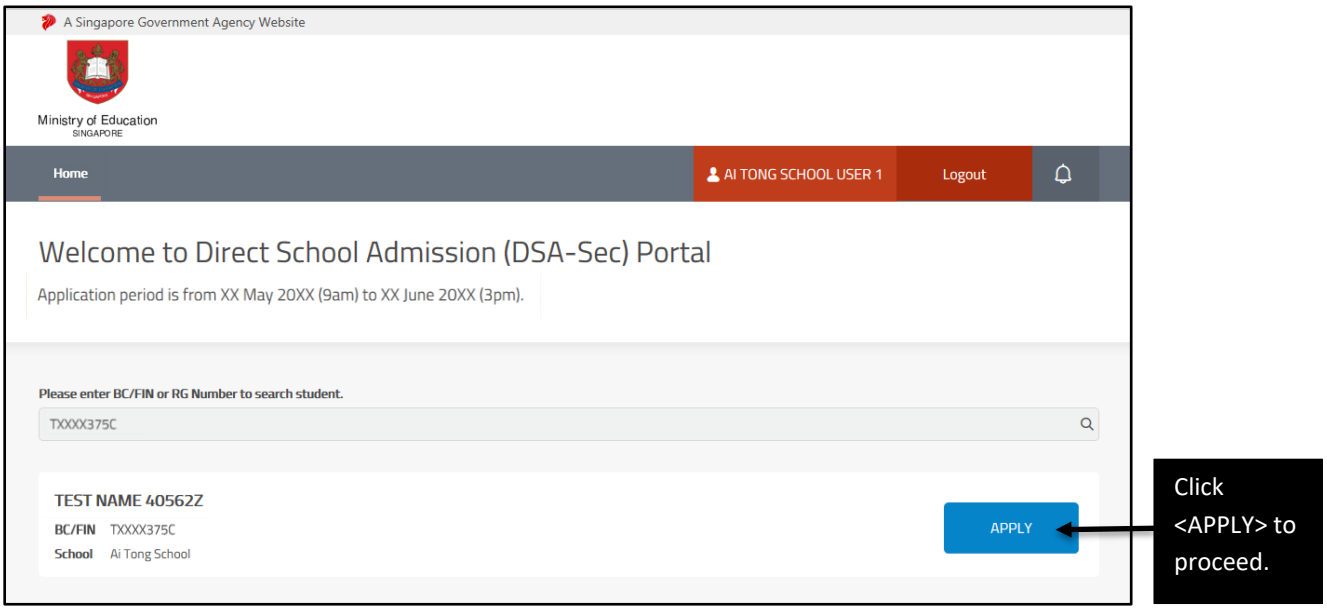

Figure 4: DSA-Sec Portal Home page (after searching for student)

Step 2: Indicate Choices of Talent and DSA School

3.2. You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.

3.3. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.

3.4. To select the talent area or school, you can click for the dropdown list or type for auto-suggest search (Figure 5).

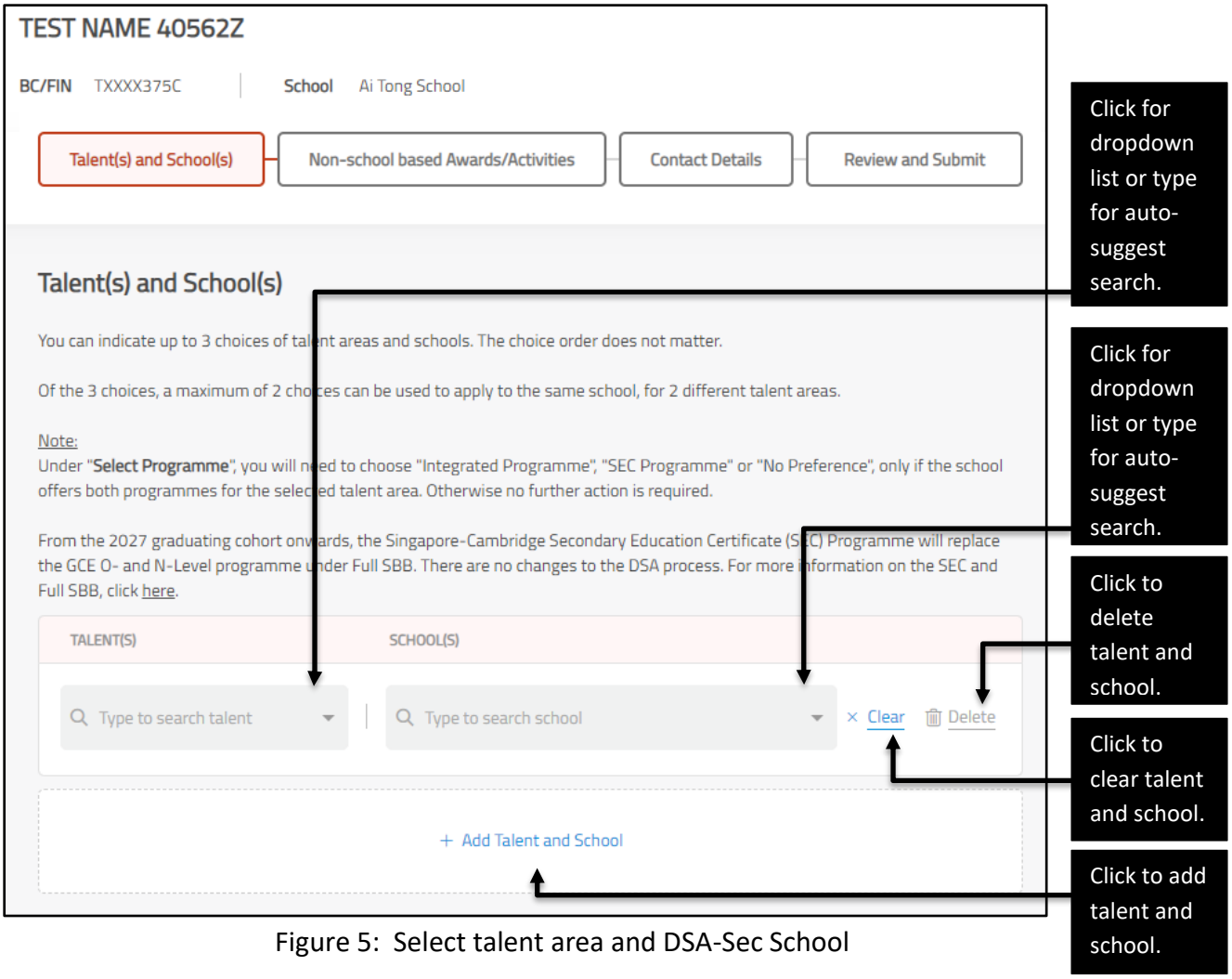

Figure 5: Select talent area and DSA-Sec School

3.5. For each choice, you can choose either the talent area or school first.

3.6. If you select the talent area first, only schools that offer the selected talent will be shown in the dropdown list (Figure 6).

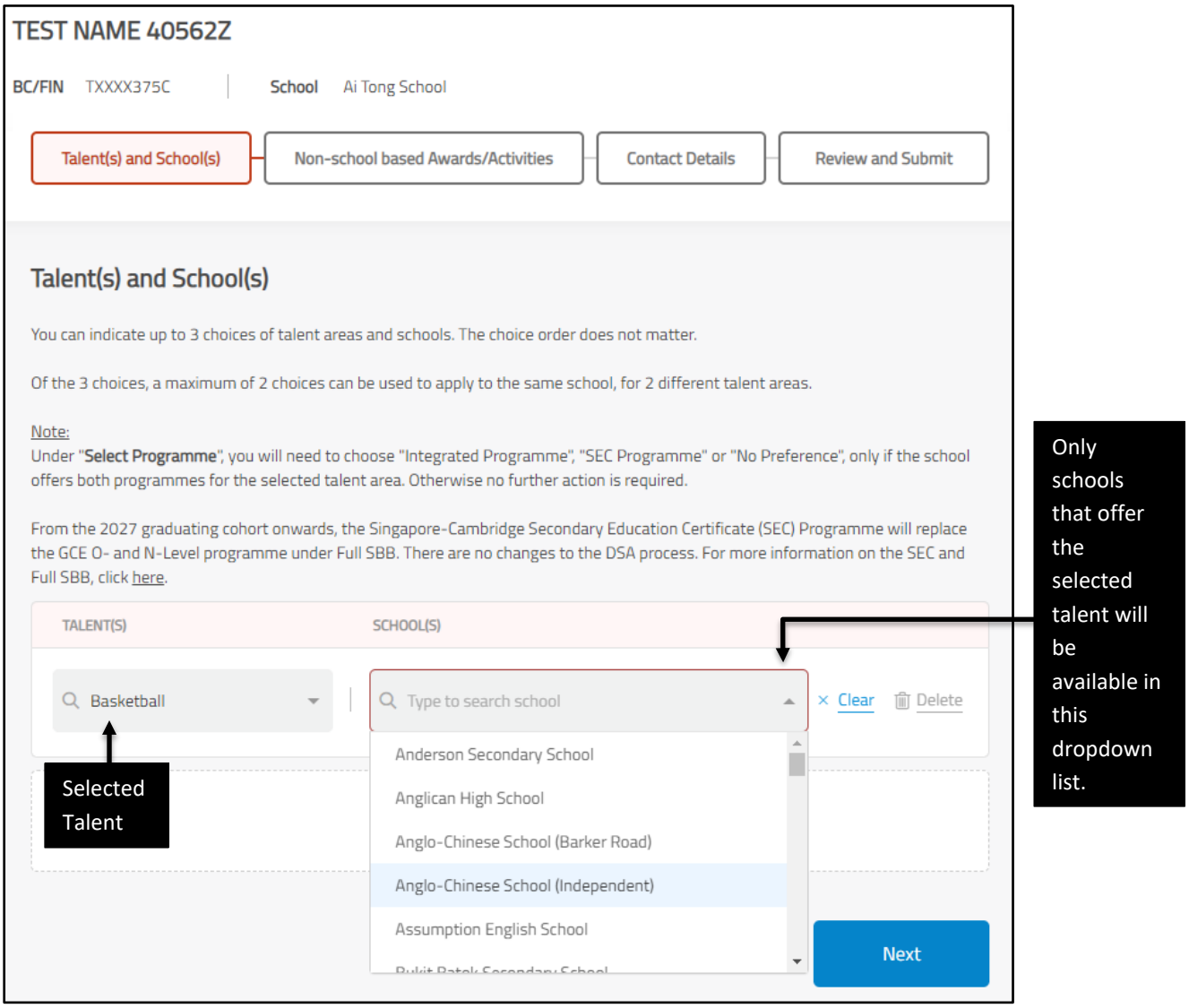

Figure 6: Select talent area first

3.7. If you select a school first, only talents that are offered by the school selected will be available in the dropdown list (Figure 7).

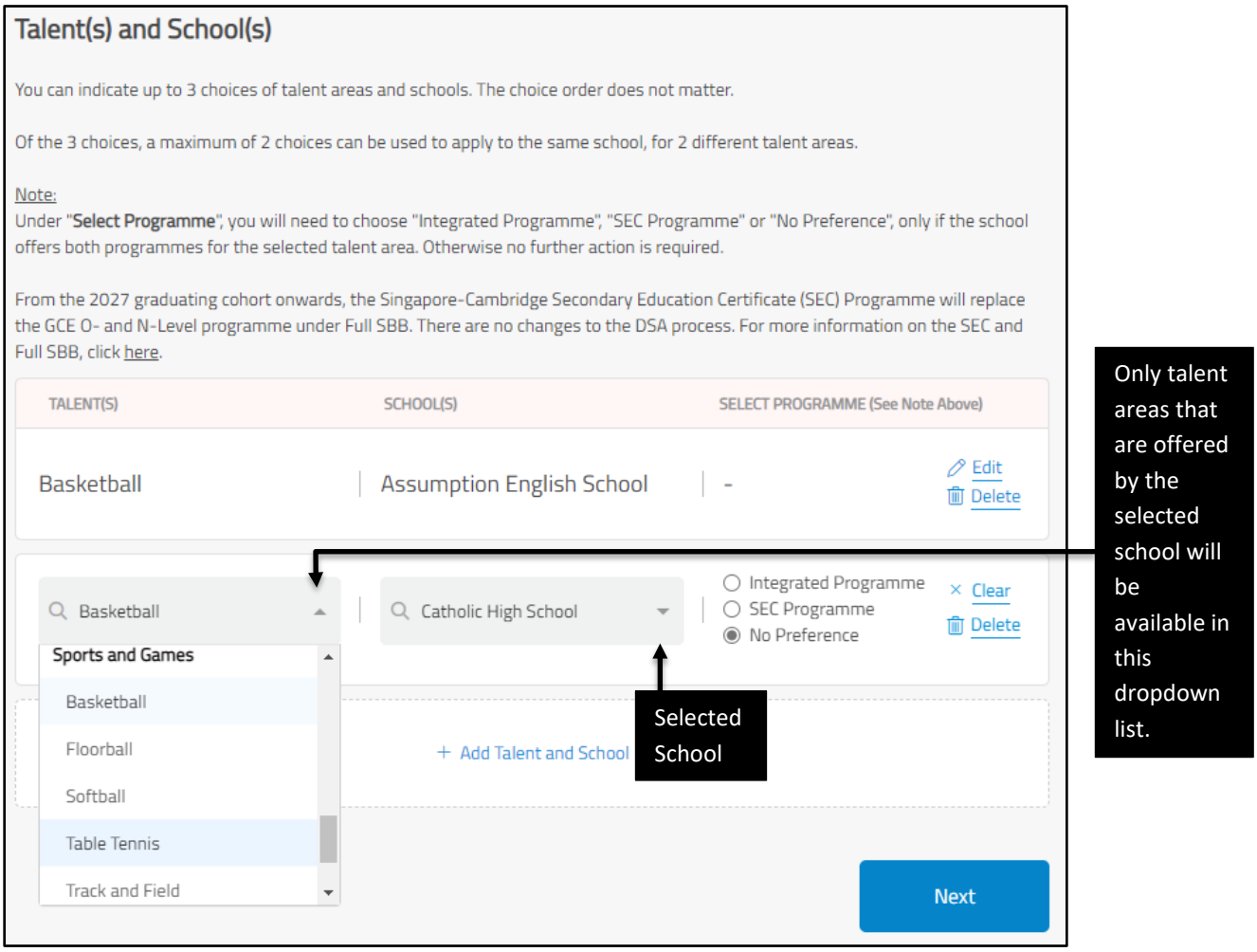

Figure 7: Select school first

3.8. If you have chosen a school offering both Integrated Programme and SEC Programme, the talent areas may be offered in both programmes. Please select the preferred programmes, if applicable (Figure 8).

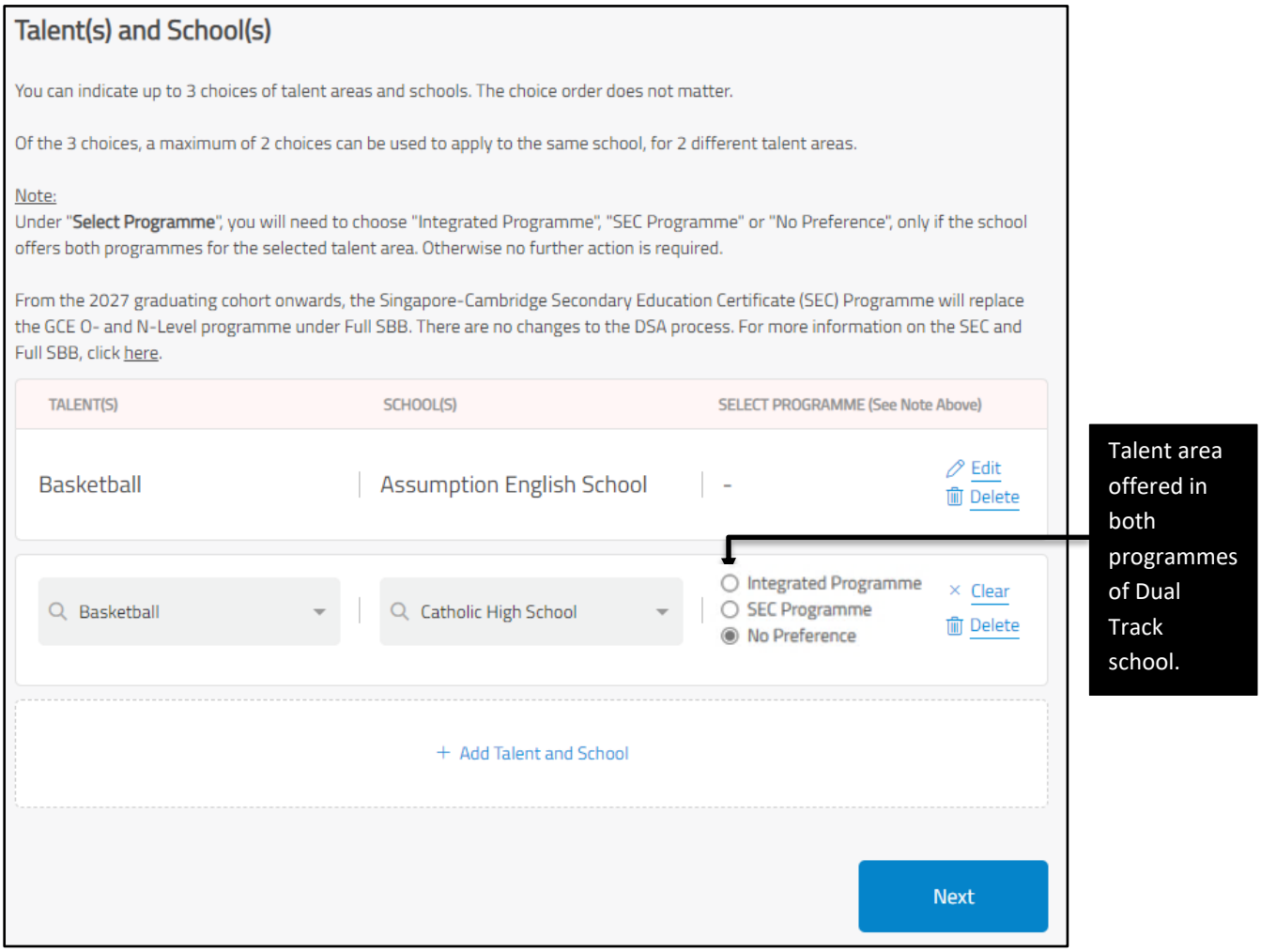

Figure 8: Talent area offered in both programmes of Dual Track school

3.9. After you have indicated choices of talent areas and schools, click <Next> to proceed (Figure 9).

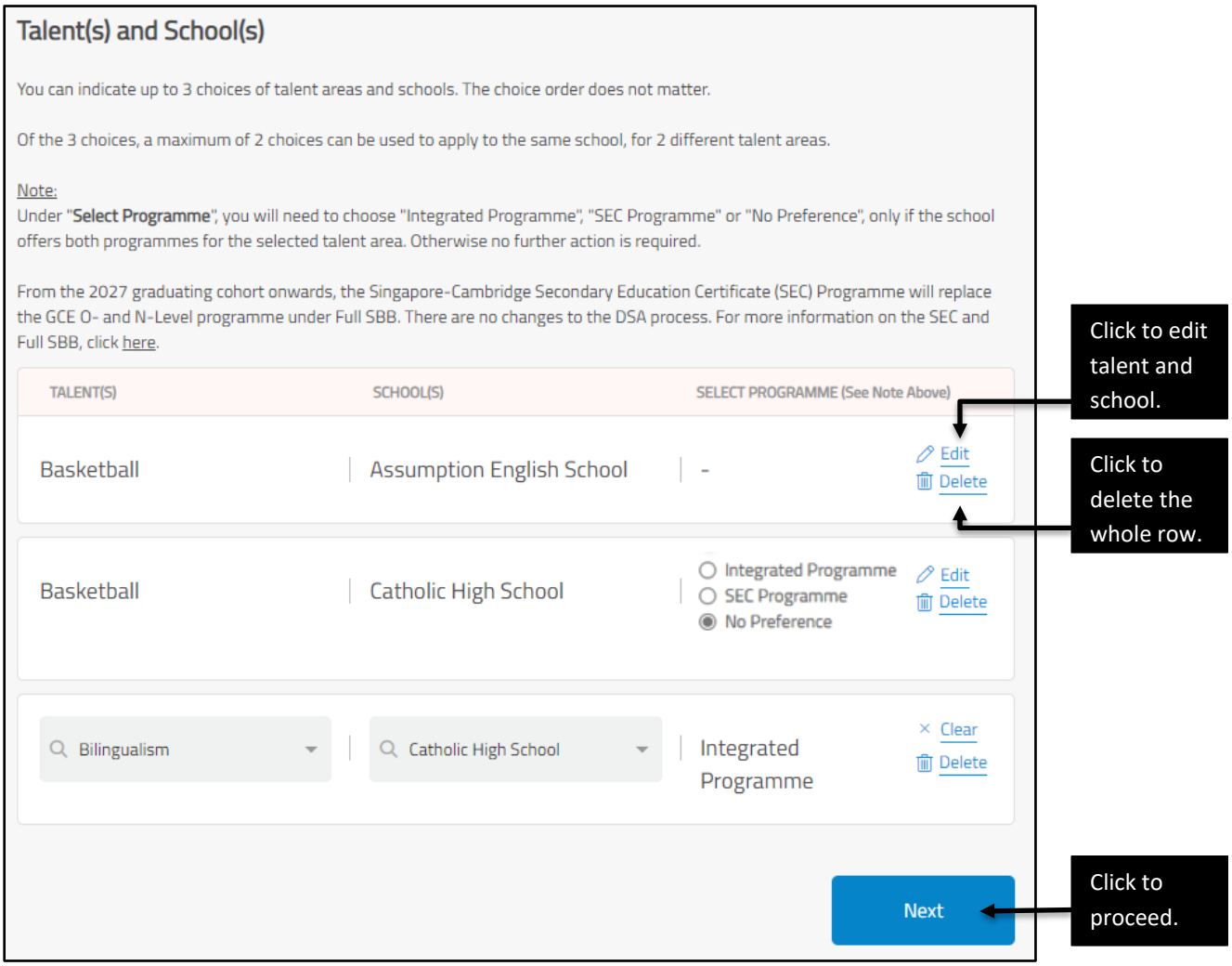

Figure 9: Example of selected talent areas and school choices

Step 3: Fill in non-school based awards/activities (Optional)

3.10. This section is optional. You may assist to fill in up to 10 non-school based awards/activities and achievements related to the selected talent area(s), in this section (Figure 10). There is no need to submit any supporting document during application.

3.11. Click <Add Non-school based Awards/Activities> to add.

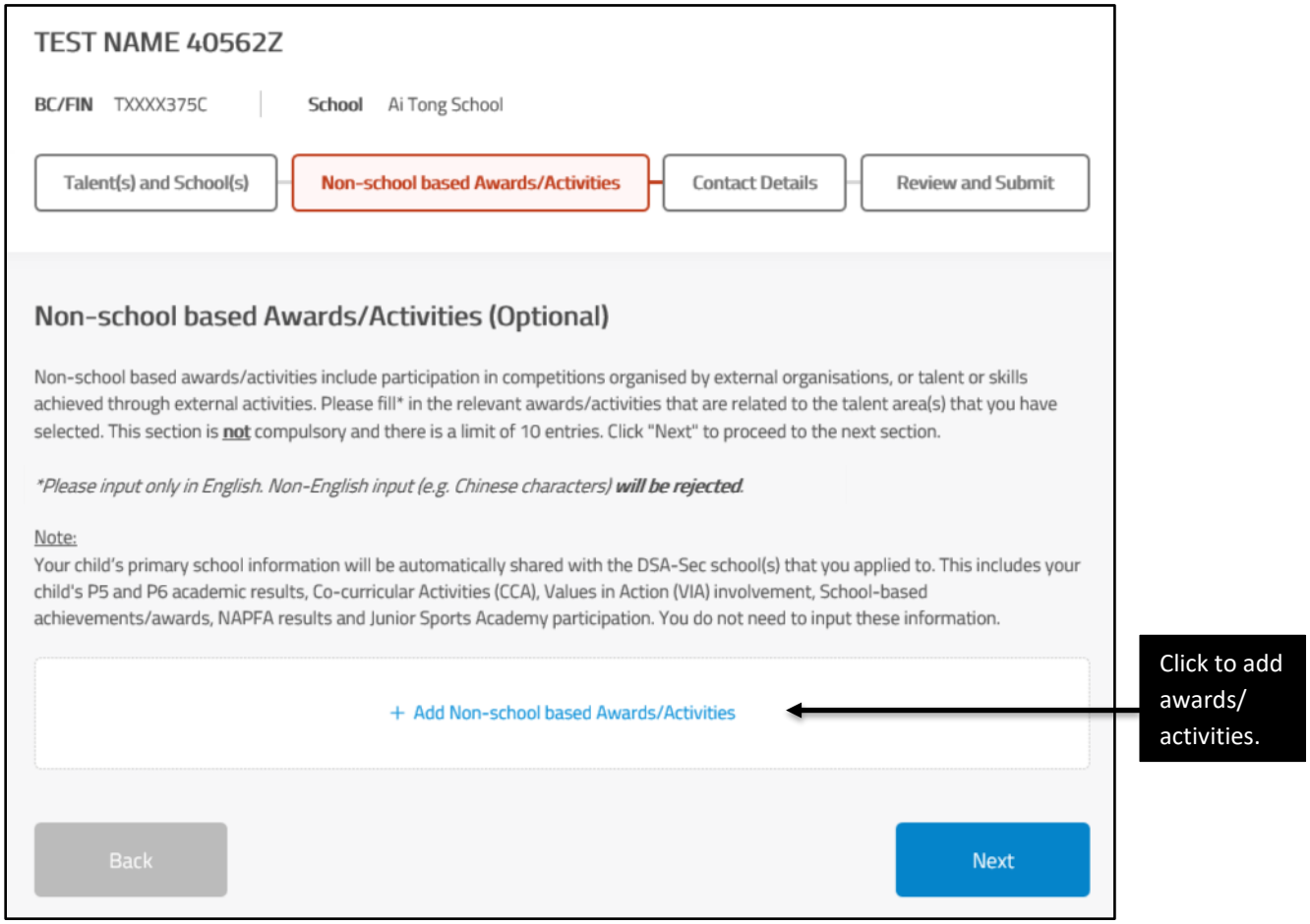

Figure 10: Non-school based Awards/Activities page

3.12. Fill in the duration and description of the non-school based award/activity. The award/activity name is limited to 50 characters and each award/activity description is limited to 300 characters (Figure 11). Input only number and English characters. Non-English character will be rejected.

3.13. Click <Next> after you have filled in the non-school based awards/activities.

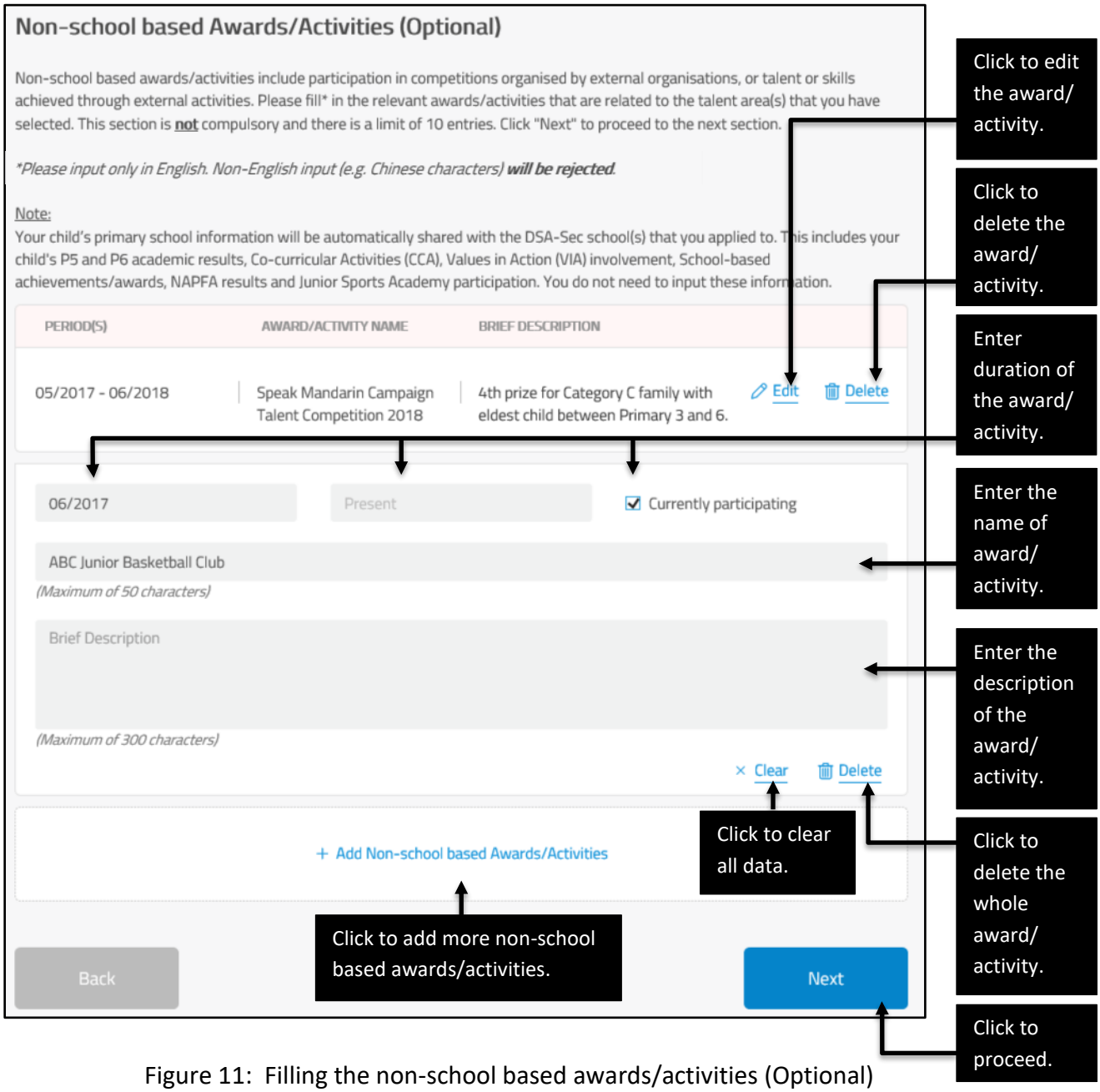

Figure 11: Filling the non-school based awards/activities (Optional)

Step 4: Fill in contact details

3.14. Enter the parent's/guardian's contact details in the Main Contact Details, based on the information provided by the parent/guardian.

3.15. Enter the Alternate Contact Details, if available (Figure 12).

3.16. Click <Next> after entering the contact details.

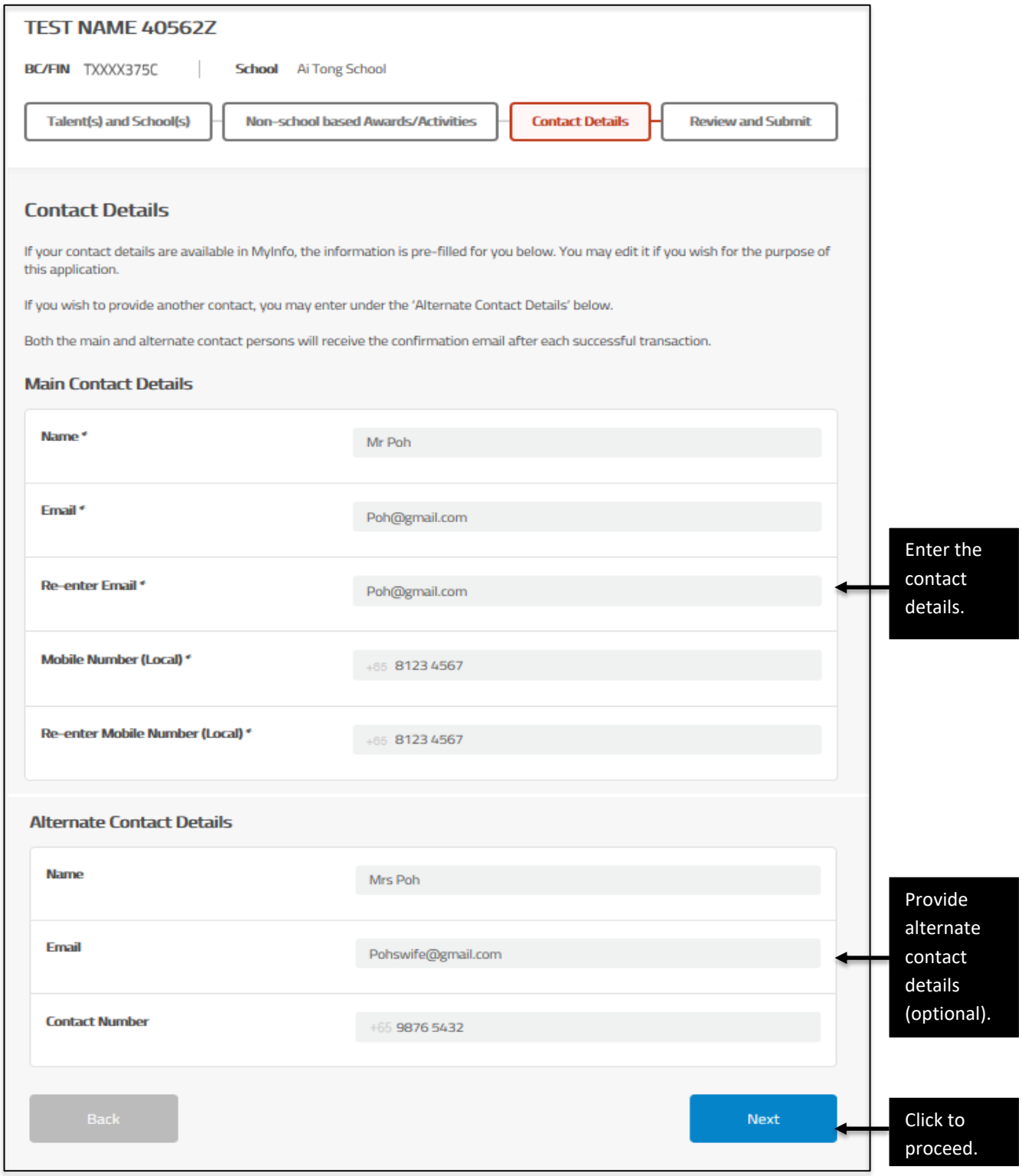

Figure 12: Contact details page

Step 5: Verify information and submit application

3.17. Parent/guardian is to verify all the information entered in this application (Figure 13).

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

3.19. After verifying all the information is correct, parent/guardian to read the terms and check the box if they agree. Click <Submit> to submit the application, on behalf of the parent/guardian.

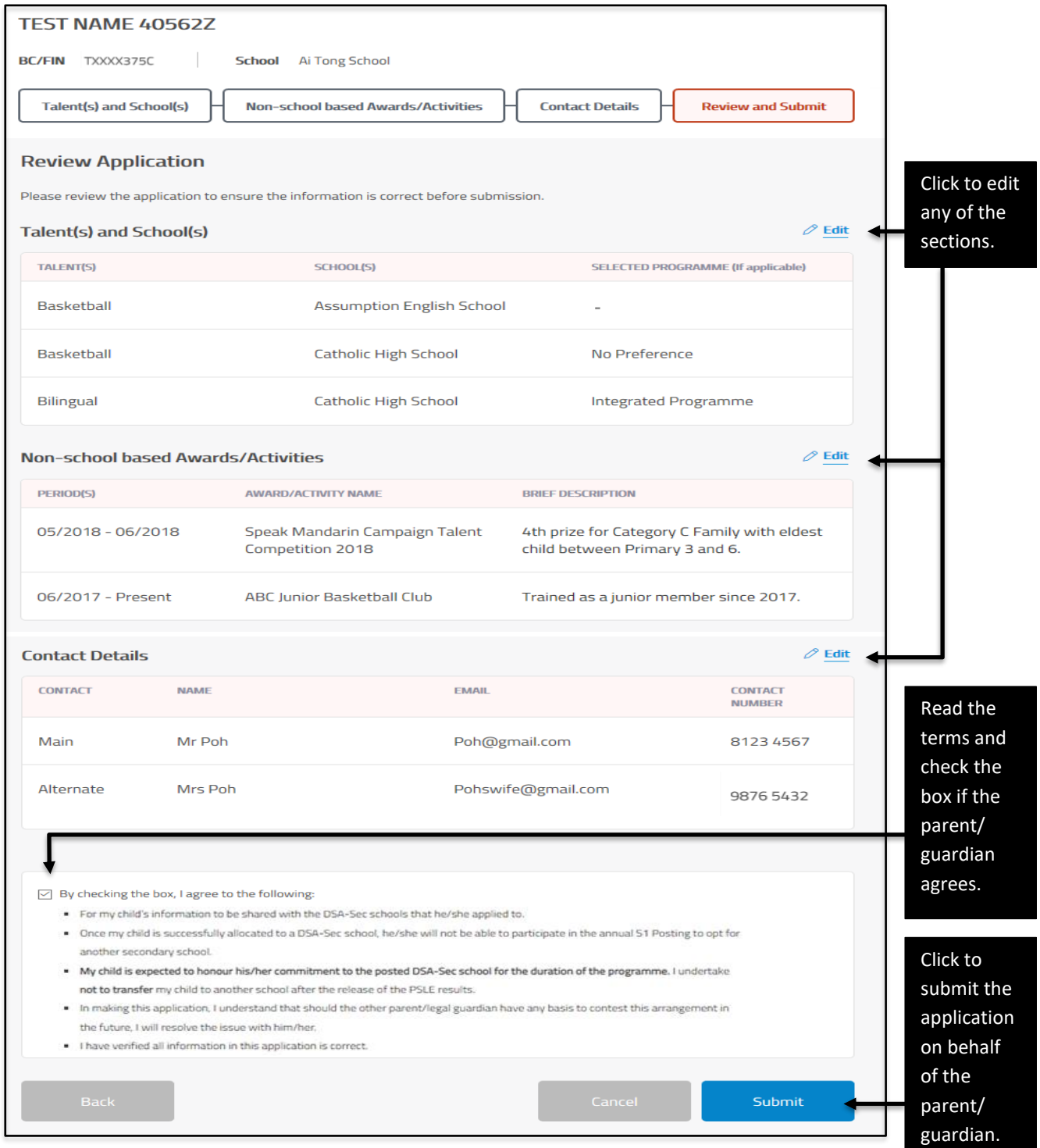

Figure 13: Verification and submission page

Step 6: Download PDF copy of successful submission of application

3.20. The DSA-Sec choices are successfully submitted (Figure 14). An email will be sent to the email address provided, including the PDF of the application.

3.21. Click <Download PDF> to download the 'Confirmation of Successful Submission of DSA Application' as a PDF document.

3.22. Print out 2 copies of the PDF document for the parent/guardian to verify.

3.23. Both copies need to be signed by the parent/guardian.

3.24. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.

3.25. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

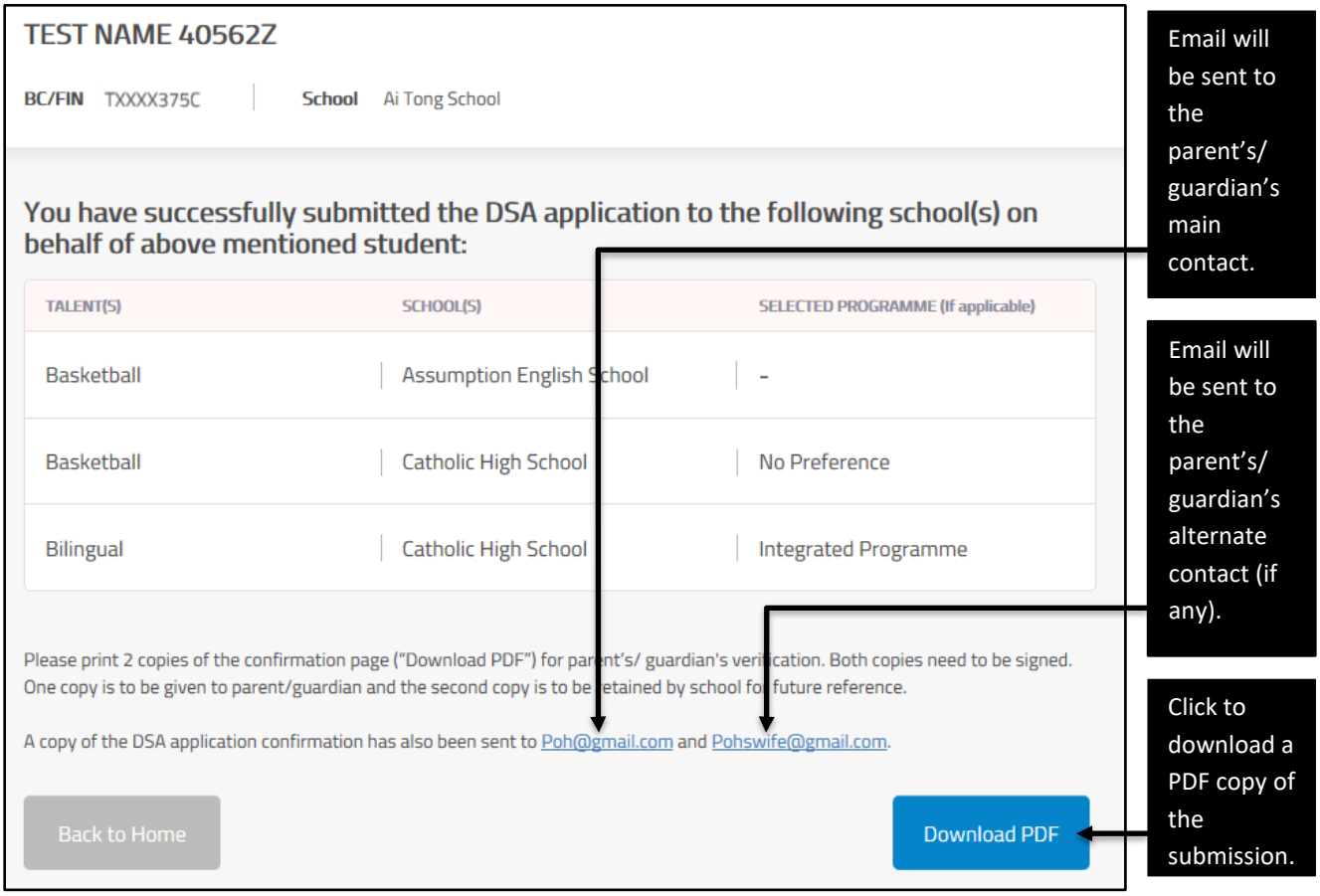

Figure 14: Confirmation page for successful submission

4. View DSA-Sec Application

4.1. Parent/guardian of your student may approach the primary school to view their child's application details, after submitting the DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

4.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.

4.3. To view his/her application details, click <VIEW> (Figure 15).

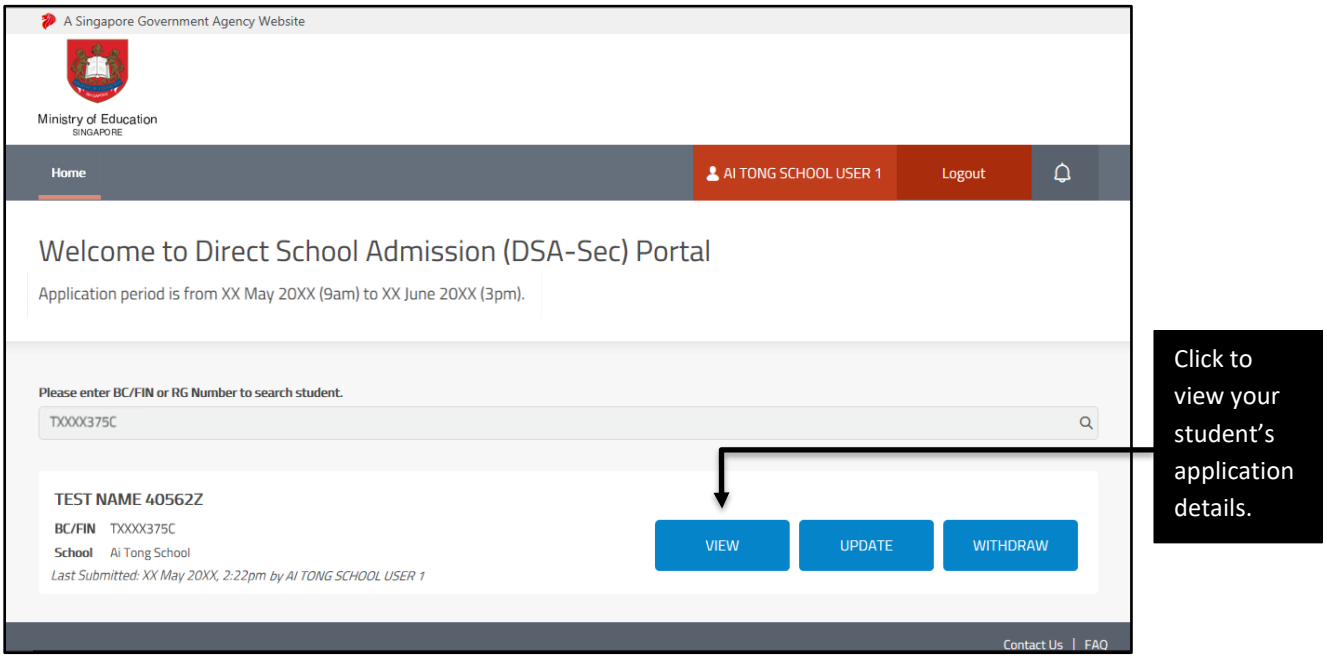

Figure 15: Home page after DSA-Sec submission (after searching for student)

Step 2: View application (Figure 16)

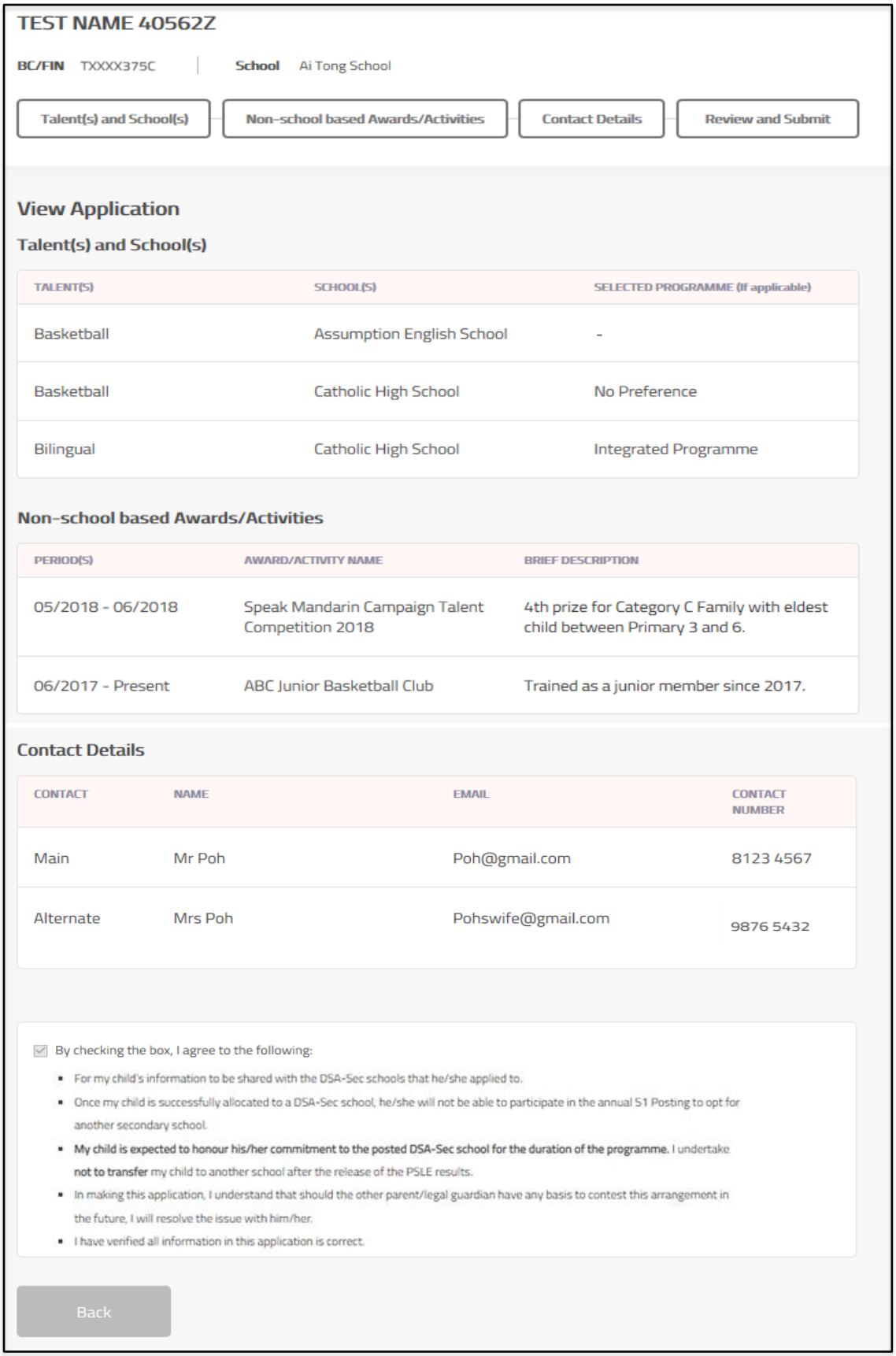

Figure 16: View DSA-Sec submission

5. Update DSA-Sec Application

5.1. Your student's parent/guardian may need to seek the primary school's assistance to update the submitted DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

5.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons for students who have submitted an application.

5.3. To update his/her application details on behalf of the parent/guardian, click <UPDATE> (Figure 17).

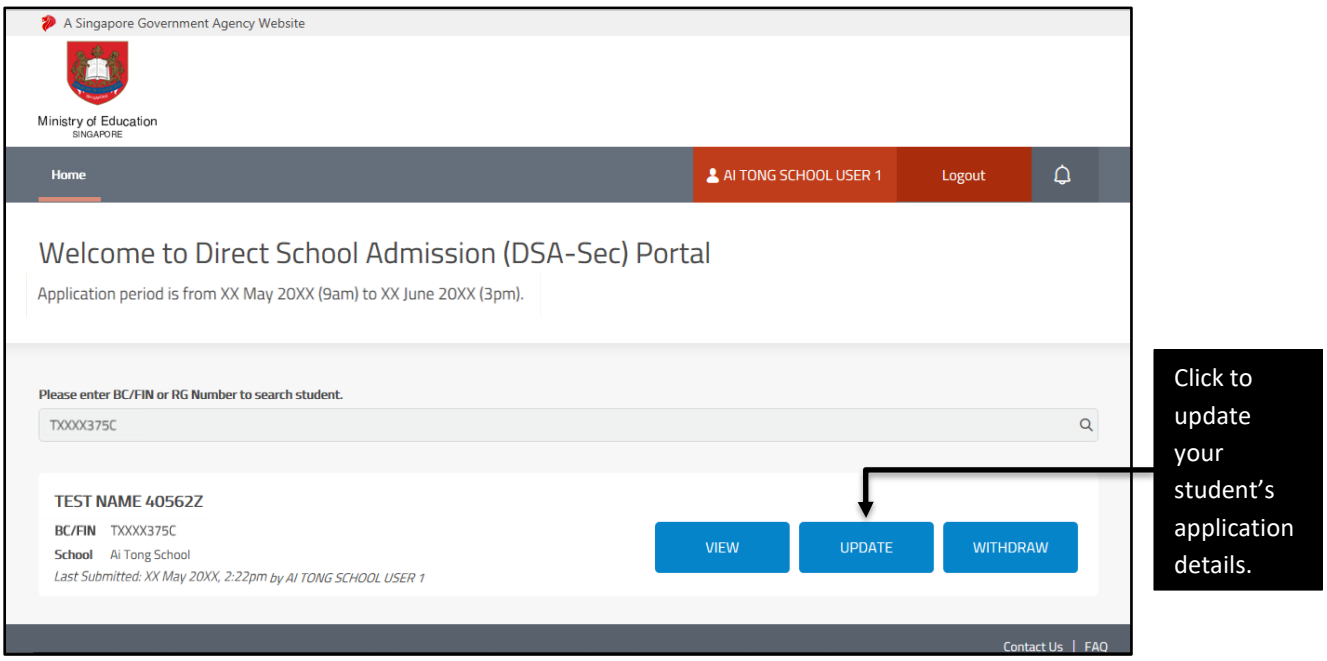

Figure 17: Home page after DSA-Sec submission (after searching for student)

Step 2: Update application

5.4. After you have clicked <UPDATE>, you can edit the sections that the parent/guardian requires.

5.5. You will see the page with application details with the <Edit> buttons for each section (Figure 18). Click <Edit> to update the relevant section.

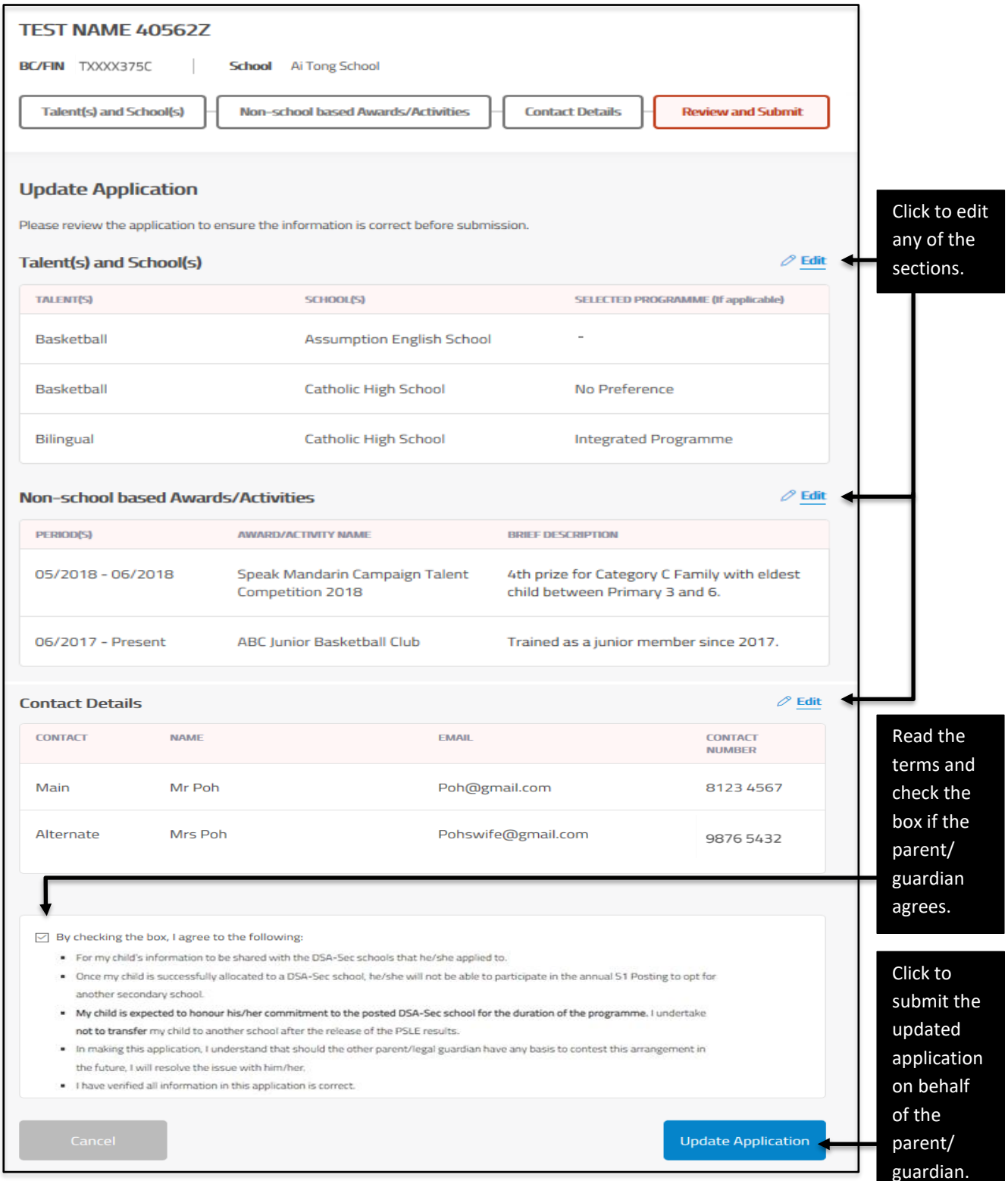

Figure 18: Update DSA-Sec submission

5.6. Once you have completed the update, verify all the information you have entered in the Verification and Submission page.

5.7. Read the terms and check the box if the parent/guardian agrees.

5.8. Click <Update Application> to submit your student's updated application, after you have updated the section(s), on behalf of the parent/guardian.

Step 3: Download PDF copy of successful update of application

5.9. The DSA-Sec choices are successfully updated (Figure 19). An email will be sent to the email address provided, including the PDF of the application.

5.10. Click <Download PDF> to download the 'Confirmation of Successful Update of DSA Application' as a PDF document.

5.11. Print out 2 copies of the PDF document for the parent/guardian to verify.

5.12. Both copies need to be signed by the parent/guardian.

5.13. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.

5.14. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

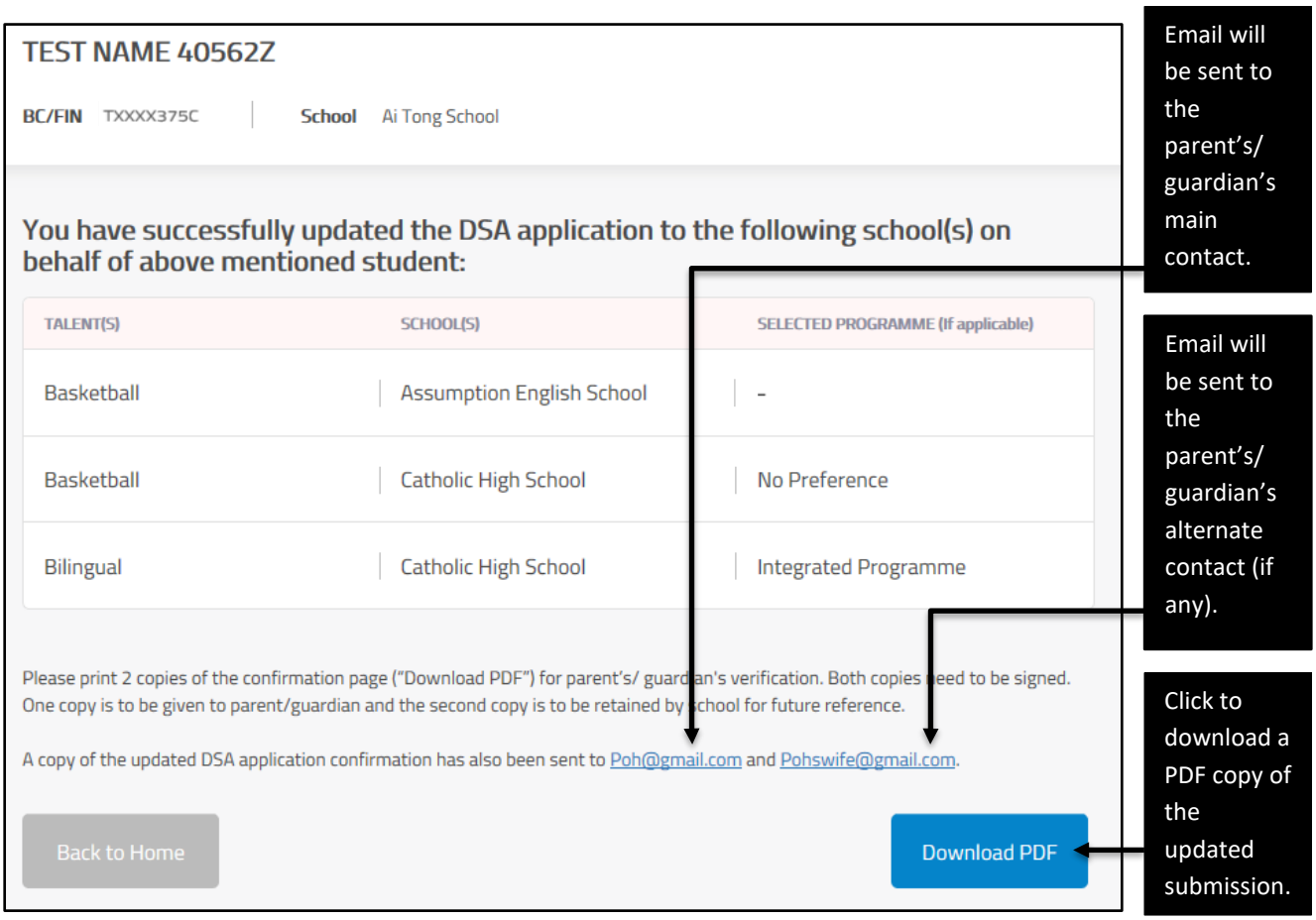

Figure 19: Confirmation page for successful update

6. Withdraw DSA Application

6.1. Parent/guardian of your student may need to seek the primary school's assistance to withdraw the submitted DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

6.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.

6.3. To withdraw his/her application on behalf of the parent/guardian, click <WITHDRAW> (Figure 20).

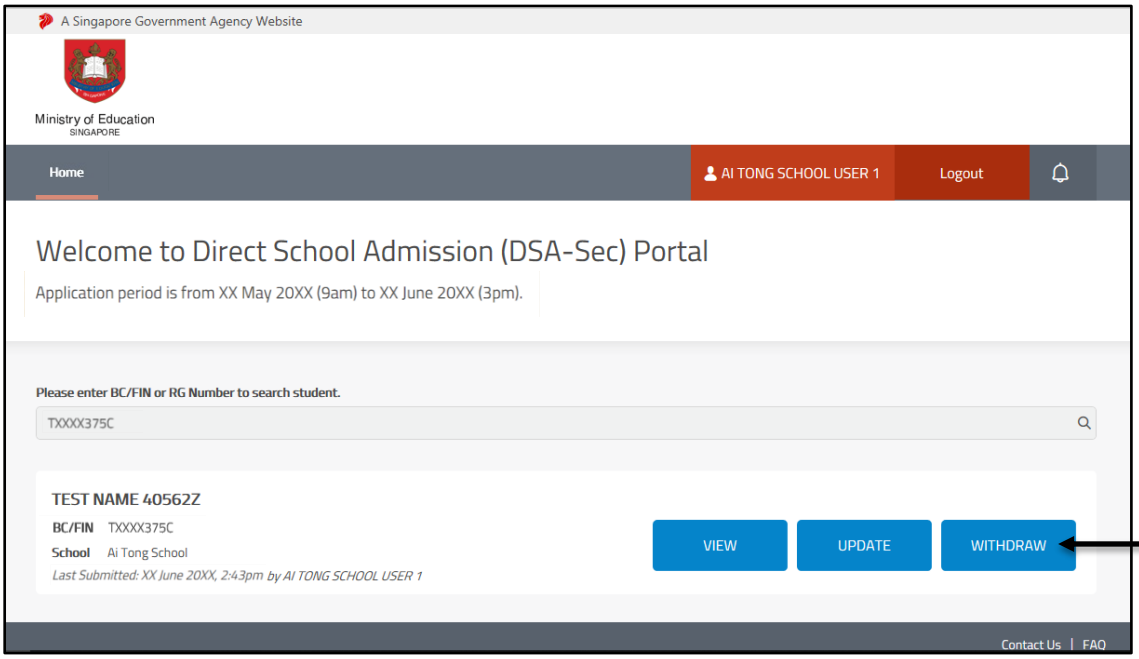

Figure 20: Home page after DSA-Sec submission (after searching for student)

Step 2: Withdraw application

6.4. Click <Withdraw Application> to withdraw your student's application, on behalf of the parent/guardian (Figure 21).

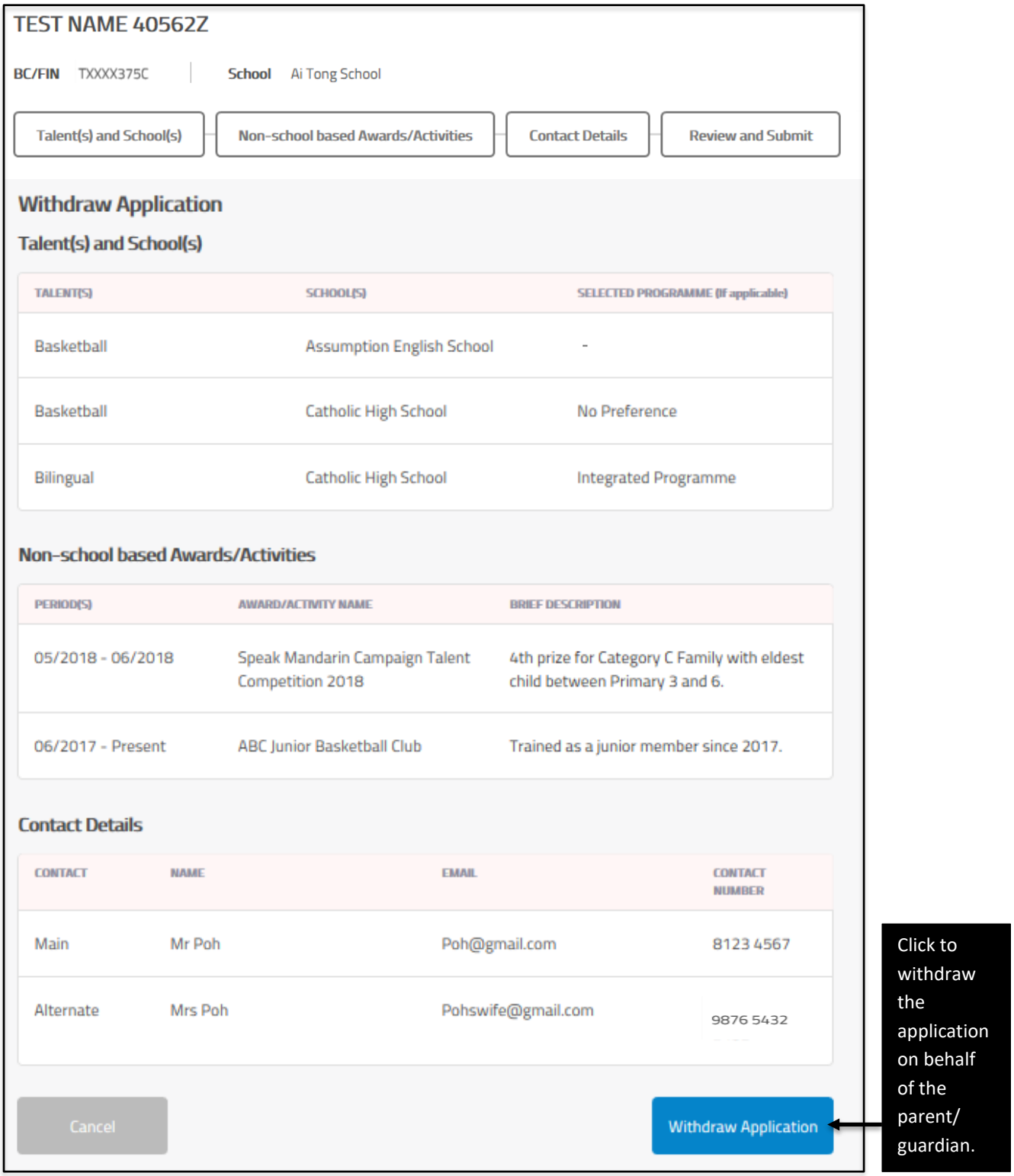

Figure 21: Withdraw application page

6.5. A window will appear to request your confirmation to withdraw the application (Figure 22). Click <Yes> to confirm the withdrawal of your student's application, on behalf of the parent/guardian. Otherwise, click <No>.

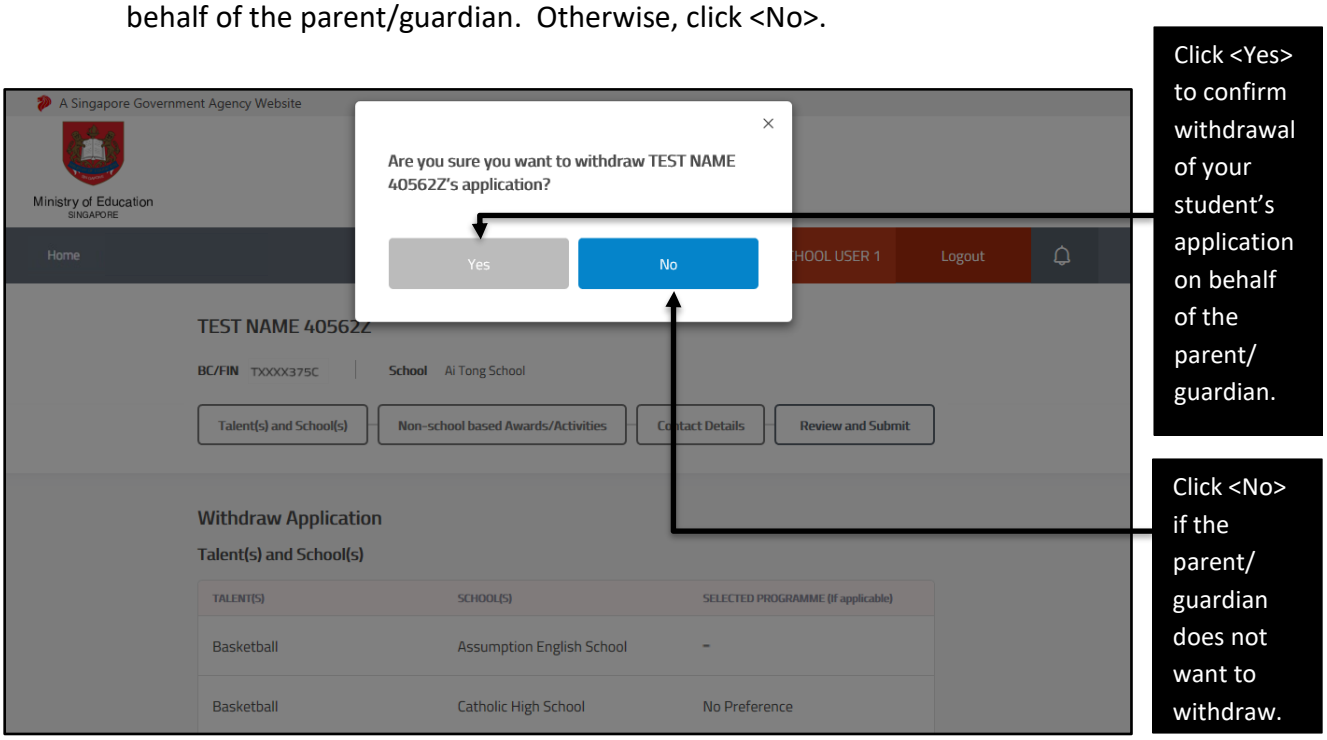

Figure 22: Request for confirmation of application withdrawal

Step 3: Download PDF copy of successful withdrawal of application

6.6. The DSA-Sec application is successfully withdrawn (Figure 23). An email will be sent to the email address provided.

6.7. Click <Download PDF> to download the 'Confirmation of Withdrawal from DSA Application' as a PDF document.

6.8. Print out 2 copies of the PDF document for the parent/guardian to verify.

6.9. Both copies need to be signed by the parent/guardian.

6.10. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.

6.11. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

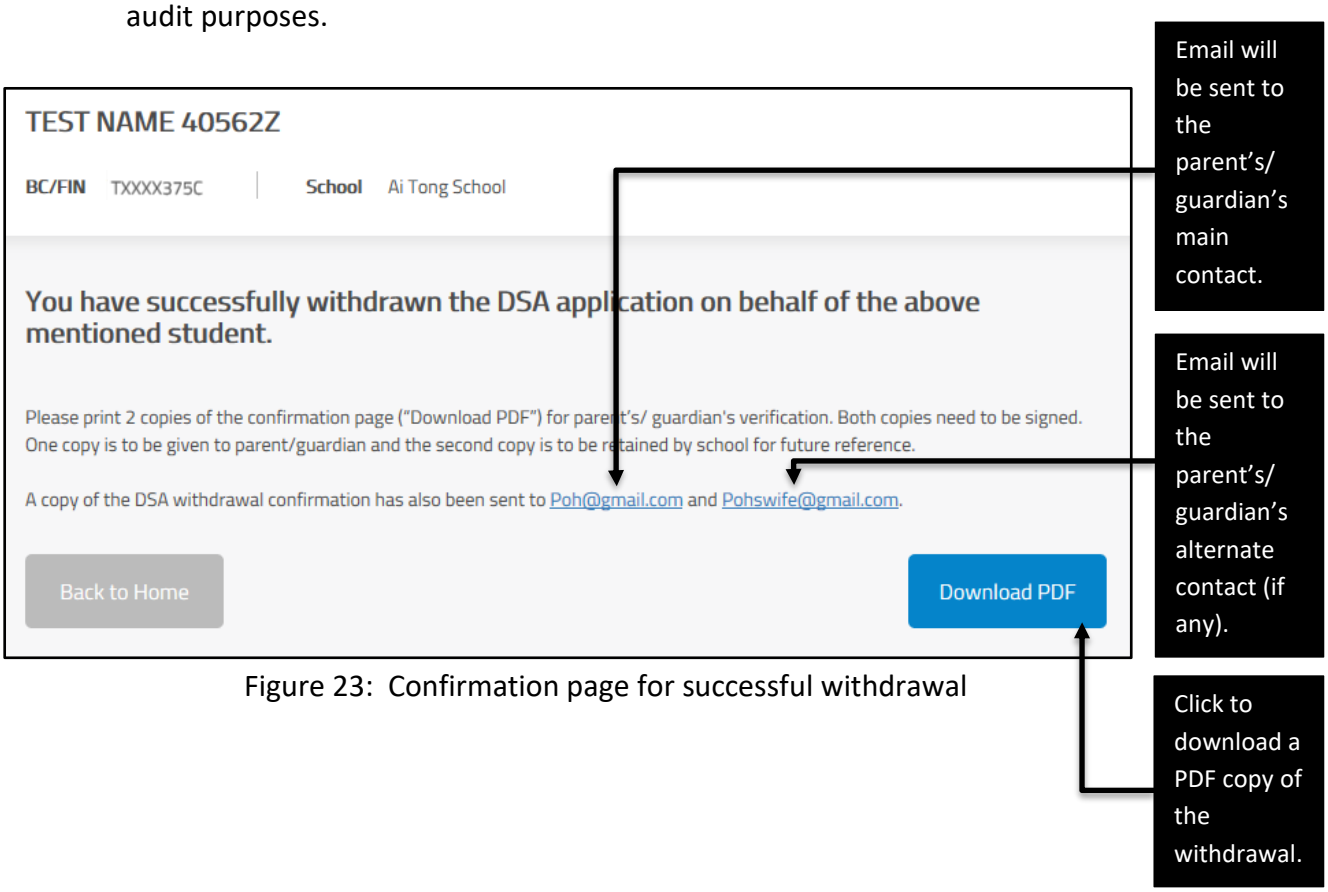

Figure 23: Confirmation page for successful withdrawal