

### **Step-by-Step Guide for Internet users**

1. The Student Transfer Exercise for Primary Schools, or STEPS, serves to facilitate the transfer of students who have relocated to another address, to schools nearer to their new residences. The STEPS-Internet System (STEPS-IS) serves as a channel to facilitate the registration of children.

#### **Registration**

2. STEPS internet registration for parents will start from 10 am on 17 November 2017 and will end on 11.59 pm on 21 November 2017 (including weekends). Parents may access STEPS-IS from any internet-enabled Personal Computer. You can submit the application online through our STEPS website at <https://www.moe.gov.sg/admissions/steps>

3. Alternatively, you may approach your child's/ward's current school if you need assistance on the registration, on 20, 21 and 22 November 2017 during office hours (i.e. 8.00 am till 5.00 pm).

4. Please note that both parents' SingPasses logons are required for the STEPS-IS application. A Step-by-Step Guide is provided at **Enclosure 1**.

#### **SingPass 2-Factor Authentication (2FA) set-up**

5. Parents who intend to use the STEPS-IS are required to set up their SingPass 2FA. Parents should set up their SingPass 2FA early, well before the commencement of STEPS on 17 November 2017. Parents should note that they would need to wait up to seven working days for a PIN mailer to activate the 2FA before they can perform sensitive e-transactions.

6. For more information on the 2FA setup, please visit [SingPass FAQ](http://www.tinyurl.com/SingPass2FA) at <http://www.tinyurl.com/SingPass2FA>.

#### **Making amendment to application**

7. Parents are allowed to amend their submitted application only **ONCE**. Hence, they are advised to consider their child's/children's STEPS-IS application carefully before submission.

8. To make any amendment, parents are to logon to STEPS-IS using their child's BC/UIN and both parents' NRICs during the STEPS Registration period. The Acknowledgement Page with the previous submitted information will re-appear again.

9. Click on the **<Amend>** button to make changes to the previously submitted application.

#### **Withdraw from STEPS**

10. Logon to STEPS-IS using your child's BC/UIN and both parents' NRICs during the STEPS registration period. The acknowledgement page will appear when you re-logon to withdraw the application.

11. Click on the **<Withdraw>** button to proceed with the application for withdrawal.

12. Once a withdrawal is completed, you are not allowed to register again via the STEPS-IS. Re-registration must be completed at your child's current school.

#### **Release of STEPS posting results**

13. The posting results of your application will be released on 12 December 2017. Parents can view the results by logging on to STEPS-IS using your child/ward's BC/UIN and acknowledgement number. The posting results will be available on STEPS-IS from 12 to 18 December 2017.

**How to use the STEPS-IS: A Step-By-Step Guide**

**Step 1: MOE website logon page**

Visit the MOE website at <https://www.moe.gov.sg/admissions/steps>

Click on the <STEPS registration> link

The screenshot shows the MOE website's 'STEPS' registration page. At the top, there is the Singapore Government logo and navigation links for 'FAQ', 'FEEDBACK', 'CONTACT US', and 'SITEMAP'. A red navigation bar contains 'EDUCATION', 'ADMISSIONS', 'CAREERS', 'NEWS', and 'ABOUT US'. Below this, a breadcrumb trail reads 'Home > Admissions > Student Transfer Exercise for Primary Schools (STEPS) > Overview'. The main content area is titled 'OVERVIEW' and contains a yellow box stating: 'The 2016 Student Transfer Exercise for Primary Schools (STEPS) has closed. Registration for the 2017 STEPS will tentatively be conducted in November 2017. This webpage will be updated by 1 November 2017.' Below this is a section 'What is STEPS' with an infographic showing a 5-step process: 1. Check eligibility of student, 2. School application, 3. School selection, 4. Offer made, 5. Finalize the transfer. A sidebar on the left lists 'ADMISSIONS' categories, with 'Student Transfer Exercise for Primary Schools (STEPS)' expanded to show 'Overview', 'Eligibility Criteria', 'Registration Process', 'Release of Results', 'Step-by-step guide', and 'STEPS Registration'. A black callout box points to the 'STEPS Registration' link with the text: 'Click on the link "STEPS Registration" to access the STEPS Internet System (STEPS-IS)'. Below the infographic, text explains that STEPS facilitates transfers for students relocated to new addresses and that the 2016 registration was held from 10 am on 18 November 2016 to 11.59 pm on 22 November 2016. A section titled 'What is the STEPS process' lists four steps: 1. Consideration for transfer to a school with vacancies, 2. Transfer effectuation based on school capacity, 3. Posting to schools within 3km of the new address, and 4. No posting to schools further from home than the current school. A final yellow box titled 'WHAT YOU NEED TO KNOW' states that students are automatically considered for vacancies in nearer schools and that parents must sign an undertaking to give up their child's place in the current school.

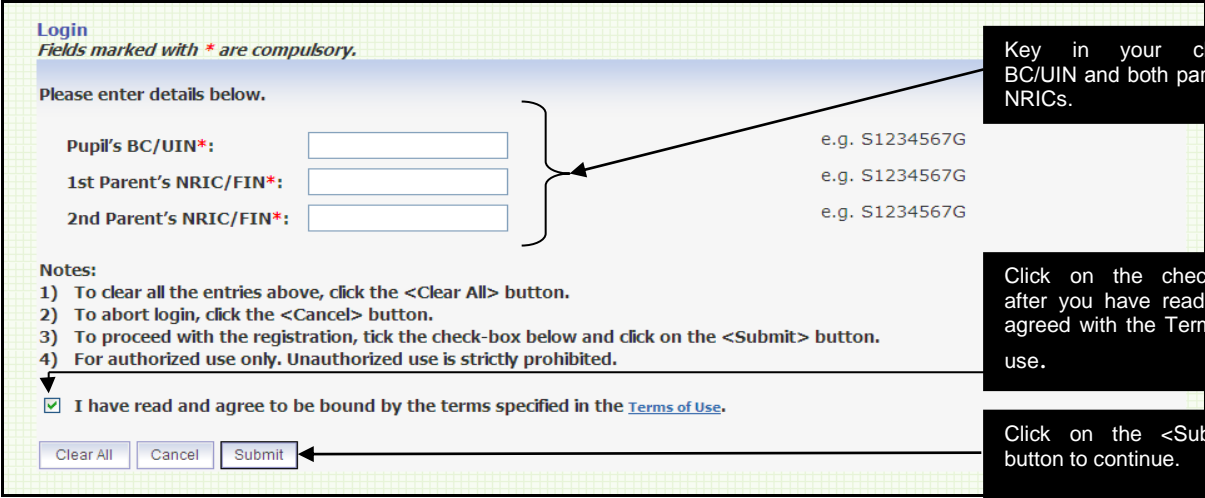
Screen Shot 1: MOE Website

## Step 2: STEPS-IS logon page

Enter the child's BC/UIN and both parents' NRICs

Read the terms of use and click on the checkbox provided.

Click on the <Submit> button. The Singpass logon page will appear next.



The screenshot shows a web form titled "Login" with the instruction "Fields marked with \* are compulsory." Below this, it says "Please enter details below." There are three input fields: "Pupil's BC/UIN\*", "1st Parent's NRIC/FIN\*", and "2nd Parent's NRIC/FIN\*", each followed by an example value (e.g., S1234567G). A bracket groups these fields with an annotation: "Key in your child's BC/UIN and both parents' NRICs." Below the fields is a "Notes" section with four numbered instructions. A checkbox is checked and labeled "I have read and agree to be bound by the terms specified in the [Terms of Use](#)." At the bottom are three buttons: "Clear All", "Cancel", and "Submit". An arrow points from the "Submit" button to an annotation: "Click on the <Submit> button to continue." Another annotation points to the checkbox: "Click on the checkbox after you have read and agreed with the Terms of use." A final annotation at the bottom right states: "The SingPass Login Page (Screen Shot 3) will appear next."

Key in your child's BC/UIN and both parents' NRICs.

Click on the checkbox after you have read and agreed with the Terms of use.

Click on the <Submit> button to continue.

The SingPass Login Page (Screen Shot 3) will appear next.

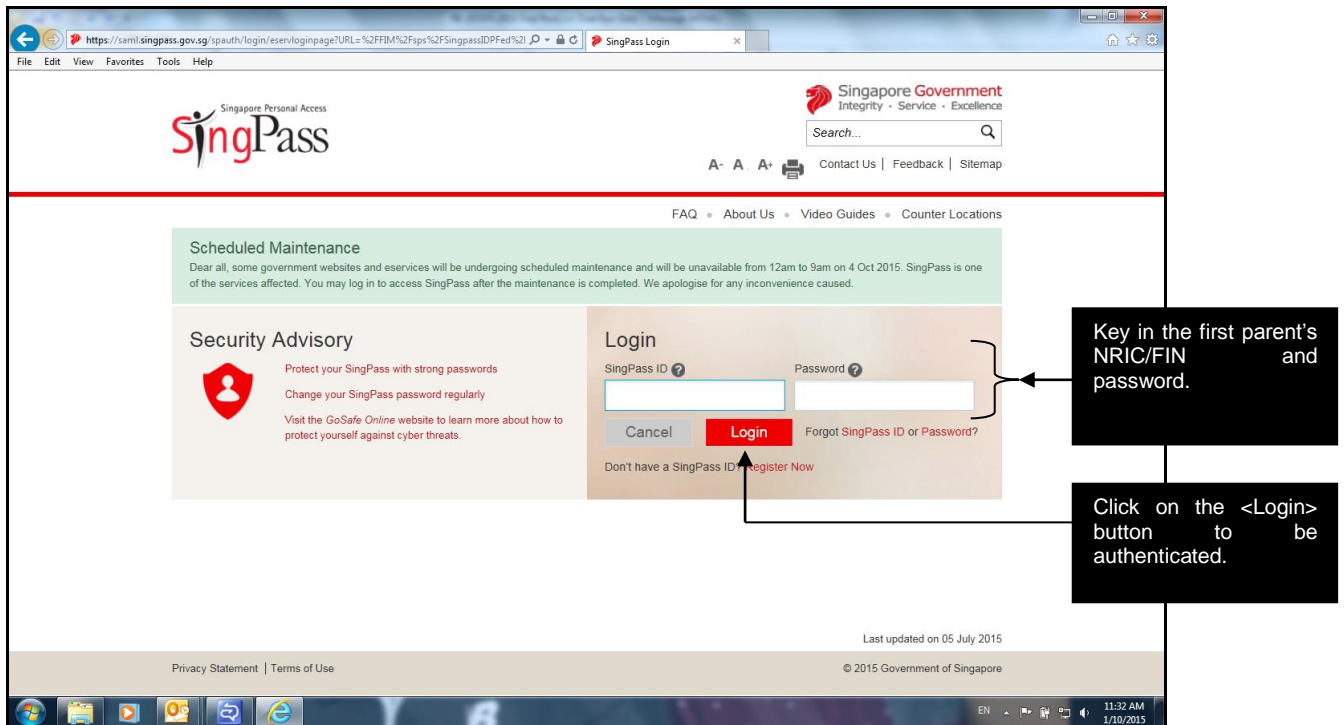
Screen Shot 2: STEPS-IS logon page

### Step 3: First parent's SingPass logon page

Both parents' SingPasses logins are required for the STEPS-IS application. For more information regarding application and reset of SingPass, please refer to [www.singpass.gov.sg](http://www.singpass.gov.sg) or call 6887-7377.

There is no sequential order of which parent is required to login first.

After entering the SingPass ID and password, click on the <Submit> button.



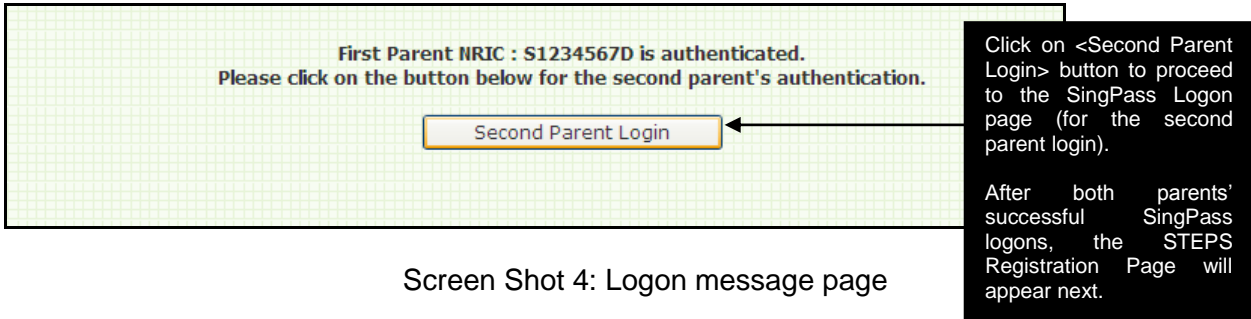
Screen Shot 3: First parent's SingPass logon message page

#### Step 4: Second parent's logon page

The message below will be displayed after successful authentication of the first parent's SingPass.

Click on the <**Second Parent Login**> button to proceed to the SingPass logon page for the second parent.

After successful authentication of the both parents' SingPasses, the registration page will appear.



Screen Shot 4: Logon message page

## Step 5: Registration page

Parents are advised to complete this page within 15 minutes. If you exceed 15 minutes, you will be automatically logged off from the system.

Parents are to:

- a. Select the child/children applying for STEPS
- b. Enter their current address (the address that the family has been relocated to)
- c. Enter their local mobile contact number and an alternative contact number.

Click on the **<Next>** button to proceed with the application. The confirmation/declaration page will appear next.

| Step 1<br>Registration  | Step 2<br>Declaration                         | Step 3<br>View/Print Acknowledgement Slip |
|---|---|---|
| <b>Notice:</b><br>1) You have <u>15 minutes</u> to complete each step. After which, you will be automatically logged out from the system.<br>2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate. |   |   |
| <i>Fields marked with * are compulsory.</i>   |   |   |
| <b>PART 1 - PUPIL'S PARTICULARS</b>   |   |   |
| <b>Note:</b><br>1) Select at least 1 pupil to complete the application.<br>2) Multiple children application is possible in one application.<br>3) For child that is not on the list, please approach your child's current school for assistance.            |   |   |
| <b>S/NO.</b>  | <b>PUPIL'S BC/UIIN</b>                        | <b>PUPIL'S NAME</b>                       |
| 1. <input type="checkbox"/>   | S5050505I                                     | LAM YAM CAM                               |
| 2. <input type="checkbox"/>   | S5151515I                                     | LAM YOM SOM                               |
| 3. <input type="checkbox"/>   | S5252525I                                     | LAM LEM YEM                               |
| <b>PART 2 - PARENTS' PARTICULARS</b>  |   |   |
| Father's NRIC/UIIN:   | S1234567D                                     |   |
| Father's Name:  | LAM CHIN CHIN                                 |   |
| Mother's NRIC/UIIN:   | S2345678E                                     |   |
| Mother's Name:  | LEE MUI MUI                                   |   |
| <b>PART 3 - CURRENT ADDRESS</b>   |   |   |
| Please enter details as shown in the NRIC.  |   |   |
| Blk/ House No.*:  | <input type="text"/>                          |   |
| Floor - Unit No.:   | # <input type="text"/> - <input type="text"/> |   |
| Street Name*:   | <input type="text"/>                          |   |
| Postal Code*:   | <input type="text"/>                          |   |
| Local Mobile/Contact Number*:   | <input type="text"/>                          |   |
| Local Alternate Contact Number:   | <input type="text"/>                          |   |
| <b>Notes:</b><br>1) If you click <Logout without Saving> button, the above information will not be saved.<br>2) To proceed with this registration, click the <Next> button.   |   |   |
| <input type="button" value="Logout Without Saving"/>  | <input type="button" value="Next"/>           |   |

Click on the checkbox to select your child/children who are applying for STEPS.

You and your spouse's particulars will be shown here.

Key in your current address details as per your NRIC.

Key in your mobile contact details.

Click on the **<Next>** button to proceed with the application.

The Confirmation and Declaration Page will appear next.

Screen Shot 5: Registration page

## Step 6: Declaration page

Parents are to check and confirm all the details in the declaration page.

To make changes to the application, click on the **<Previous>** button and you will return to the registration page.

If all details are correct, click on the **<Submit>** button to complete this application. The acknowledgement page will appear next.

| Step 1<br>Registration | Step 2<br>Declaration | Step 3<br>View/Print Acknowledgement Slip |
|------------------------|-----------------------|---|
|------------------------|-----------------------|---|

**Notice:**  
1) You have 15 minutes to complete each step. After which, you will be automatically logged out from the system.  
2) Do not use your browser's <Back>, <Forward> or <Refresh> buttons. Please use the buttons below to navigate.

**PART 1 - PUPIL'S PARTICULARS**

| S/NO. | PUPIL'S BC/UIN | PUPIL'S NAME |
|-------|----------------|--------------|
| 1.    | S5050505I      | LAM YAM CAM  |
| 2.    | S5151515I      | LAM YOM SOM  |

**PART 2 - PARENTS' PARTICULARS**

Father's NRIC/UIN: S1234567D  
Father's Name: LAM CHIN CHIN

Mother's NRIC/UIN: S2345678E  
Mother's Name: LEE MUI MUI

**PART 3 - CURRENT ADDRESS**

Blk/House No.: 225  
Floor - Unit No.: #12-09  
Street Name: DAKOTA CLOSE  
Postal Code: 429660

Local Mobile/Contact Number: 91234567  
Local Alternate Contact Number: 67654321

We declare that we changed our home address between 01 JANUARY 2016 and 31 DECEMBER 2017.

We understand that by submitting this application for transfer of our child(ren)/ward(s), our child(ren)'s/ward's/wards' place in the current school will be given up to another pupil. The Ministry of Education will attempt to post our child(ren)/ward(s) to a primary school near to our home but it does not guarantee that it will be a school of our choice. We undertake to accept whatever posting given to our child(ren)/ward(s).

We declare that all information provided by us in the STEPS application form is correct and true. We understand that providing false information in the application form is a criminal offence punishable under Section 182 of the Penal Code of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine. We accept that any false information furnished in the application form will be taken as an admission of guilt and we agree to accept whatever action (ren)/ward(s) having to give up the transfer effected under STEPS and our child(ren)/ward(s) being as directed by the Ministry of Education.

**Note:** It is an offence to furnish false information, and persons who do so are liable for prosecution.

We have read and agreed with the above information.

**Notes:**  
1) If you wish to make changes to the above information, please click <Previous> button.  
2) If you click <Logout Without Saving> button, the above information will not be saved.  
3) If the above information is correct and you wish to submit this application, please ensure the checkbox is ticked. Please click <Submit> button.

Previous   Logout Without Saving   Submit

Verify all details in this page.

Click on the checkbox after you have read and agreed with the above information.

Once confirmed, click on the <Submit> button to submit your application.  
The Acknowledgement Slip Page will appear next.


Click on the <Previous> button to return to the registration page to make amendments, if any.

Screen Shot 6: Declaration page

## Step 7: Acknowledgement page


Your application is considered successfully submitted only when the acknowledgement page appears.

Parents are advised to save and/or print and retain a copy of the acknowledgement slip for reference.



Your application has been submitted successfully.  
 You will be notified of your application outcome on 30 Sep 2010. For more information, you may visit website at [www.moe.edu.sg](http://www.moe.edu.sg).

[Print This Page](#)



**MINISTRY OF EDUCATION**  
 moulding the future of our nation SINGAPORE

2010 Student Transfer Exercise For Primary Schools (STEPS)

Registration Date/Time: 29/09/2010 17:03:21

| PART 1 - PUPIL'S PARTICULARS |                |              | ACKNOWLEDGEMENT NO. |
|------------------------------|----------------|--------------|---------------------|
| S/NO.                        | PUPIL'S BC/UIN | PUPIL'S NAME |                     |
| 1.                           | S5050505I      | LAM YAM CAM  | S5050505I-1234-00   |
| 2.                           | S5151515I      | LAM YOM SOM  | S5151515I-1234-00   |

| PART 2 - PARENTS' PARTICULARS |               |
|-------------------------------|---------------|
| Father's NRIC/UIN:            | S1234567D     |
| Father's Name:                | LAM CHIN CHIN |
| Mother's NRIC/UIN:            | S2345678E     |
| Mother's Name:                | LEE MUI MUI   |

| PART 3 - CURRENT ADDRESS        |              |
|---------------------------------|--------------|
| Blk/ House No.:                 | 225          |
| Floor - Unit No.:               | #12-09       |
| Street Name:                    | DAKOTA CLOSE |
| Postal Code:                    | 429660       |
| Local Mobile/Contact Number:    | 91234567     |
| Local Alternate Contact Number: | 67654321     |

We declare that we changed our home address between 01 JANUARY 2016 and 31 DECEMBER 2017.

We understand that by submitting this application for transfer of our child(ren)/ward(s), our child(ren)'s/ward's/wards' place in the current school will be given up to another pupil. The Ministry of Education will attempt to post our child(ren)/ward(s) to a primary school near to our home but it does not guarantee that it will be a school of our choice. We undertake to accept whatever posting given to our child(ren)/ward(s).

We declare that all information provided by us in the STEPS application form is correct and true. We understand that giving false information in the application form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to one year or a fine of up to \$5,000 or both imprisonment and fine. We accept that any false information furnished in the application form will result in our child (ren)/ward(s) having to give up the transfer effected under STEPS and our child(ren)/ward(s) being posted to any school as directed by the Ministry of Education.

**Note:** It is an offence to furnish false information, and persons who do so are liable for prosecution.

**Notes:**

- 1) Please click <Print> button to print a copy of the above for your reference.
- 2) Please click <Save> button to save a copy on your computer.
- 3) Please click <Next Registration> to enter the next registration.

Please note the acknowledgement number for the submission and use this number for all future correspondence and checking the student's posting result.

**Important**  
 You may print and retain a copy of the acknowledgement slip for reference.

Screen Shot 7: Acknowledgement slip page