



Ministry of Education

**DSA-SEC PORTAL USER GUIDE
FOR DSA-SEC APPLICATION**

(FOR STUDENTS STUDYING IN MOE MAINSTREAM SCHOOLS)

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1. DSA-Sec Portal

- 1.1. You can submit your Direct School Admission for Secondary School (DSA-Sec) application using the DSA-Sec Portal, which is a centralised online system which MOE introduced in 2019. The Portal simplifies and streamlines the DSA application process, making it convenient for all applicants.
- 1.2. The DSA-Sec application period is typically from early May to early June.
- 1.3. You may submit, update and withdraw your child's DSA-Sec application during this period.
- 1.4. Please refer to <https://beta.moe.gov.sg/secondary/dsa/application> for exact dates of the application period for this year.

2. Submit DSA-Sec Application

Step 1: Login using Parent's SingPass

- 2.1. Enter the website at <https://beta.moe.gov.sg/secondary/dsa/application> and click on the "DSA-Sec Portal" link. The DSA-Sec Portal login page will appear (Figure 1).
- 2.2. Click on "template" to download a copy of the template to prepare offline.
- 2.3. Click <Login via SingPass> to start.

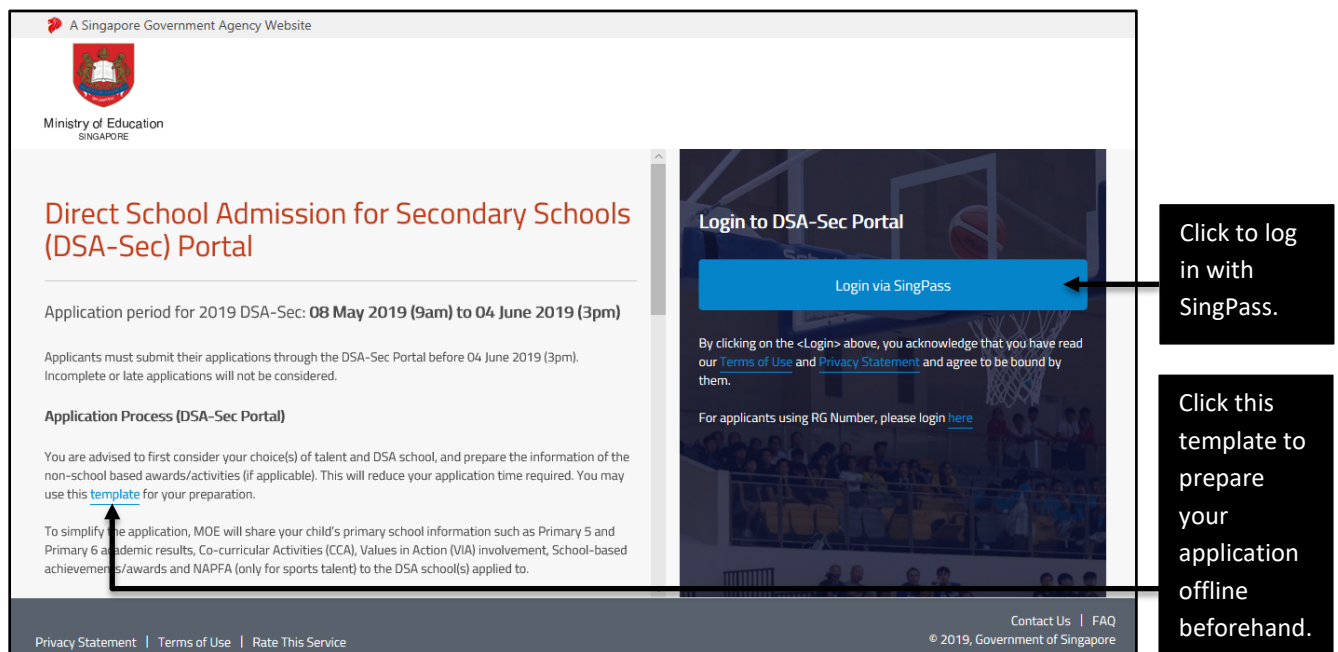


Figure 1: DSA-Sec Portal login page

2.4. The SingPass login page will appear (Figure 2). Login using SingPass with 2FA.

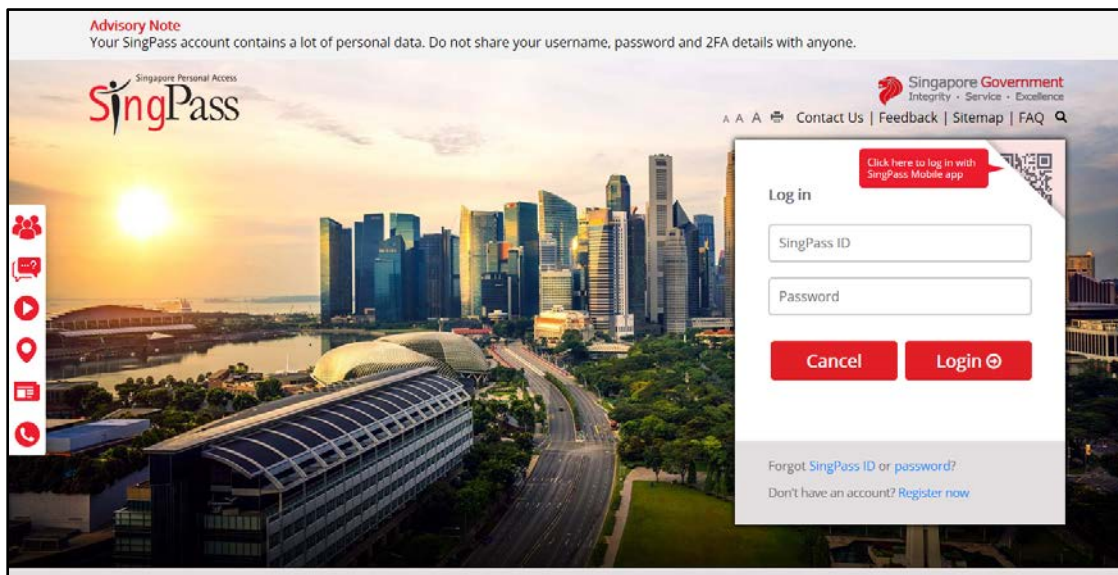


Figure 2: SingPass login page

Step 2: Home page for DSA-Sec Portal

2.5. Click <APPLY> at Home page after logging in (Figure 3).

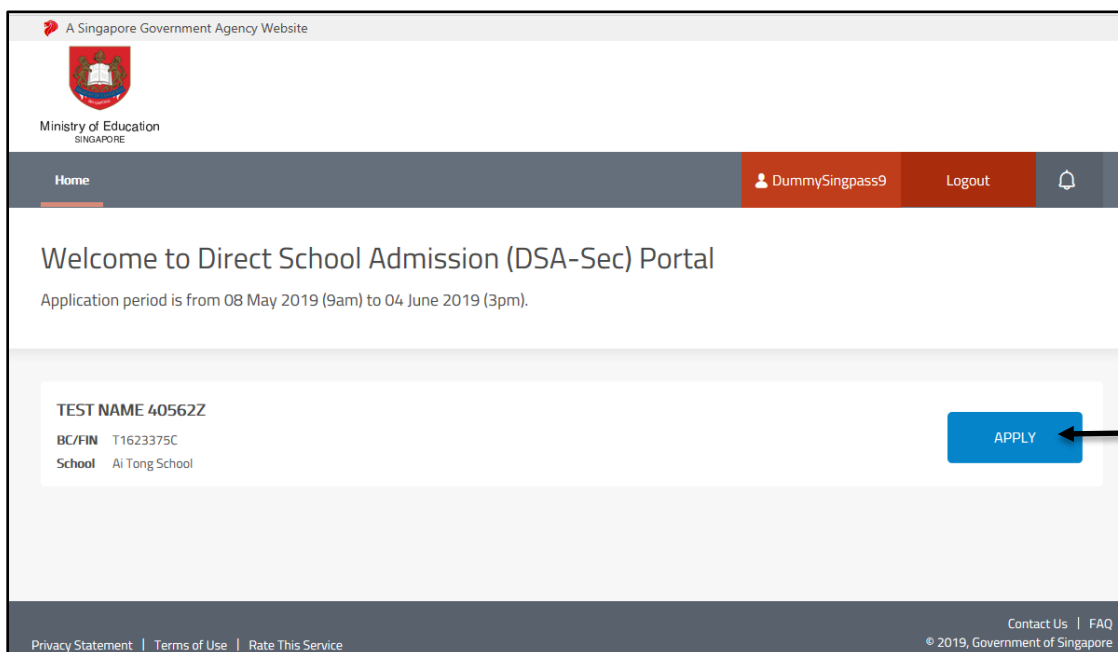


Figure 3: DSA-Sec Portal Home page

Step 3: Indicate Choices of Talent and DSA School

- 2.6. You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.
- 2.7. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.
- 2.8. To select the talent area or school, you can click for the dropdown list or type for auto-suggest search (Figure 4).

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | Contact Details | Review and Submit

Talent(s) and School(s)

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

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

Note:
If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent area(s) may be offered in both programmes. Please select the preferred programme, if applicable.

TALENT(S)	SCHOOL(S)
<input type="text" value="Type to search talent"/>	<input type="text" value="Type to search school"/>

+ Add Talent and School

× Clear | Delete

Click for dropdown list or type for auto-suggest search.

Click for dropdown list or type for auto-suggest search.

Click to delete talent and school.

Click to clear talent and school.

Click to add talent and school.

Figure 4: Select talent area and DSA-Sec School

- 2.9. For each choice, you can choose either the talent area or school first.
- 2.10. If you select the talent area first, only schools that offer the selected talent will be shown in the dropdown list (Figure 5).

Talent(s) and School(s)

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

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

Note:
If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent area(s) may be offered in both programmes. Please select the preferred programme, if applicable.

TALENT(S)	SCHOOL(S)
<div><input type="text" value="Basketball"/></div> <div>Selected Talent</div>	<div><input type="text" value="Type to search school"/></div> <div><div>Anderson Secondary School</div><div>Anglican High School</div><div>Anglo-Chinese School (Barker Road)</div><div>Anglo-Chinese School (Independent)</div><div>Assumption English School</div><div>Bukit Batok Secondary School</div></div> <div>Clear Delete</div> <div>Next</div>

Only schools that offer the selected talent will be available in this dropdown list.

Figure 5: Select talent area first

2.11. If you select a school first, only talents that are offered by the school selected will be available in the dropdown list (Figure 6).

Talent(s) and School(s)

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

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

Note:
If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent area(s) may be offered in both programmes. Please select the preferred programme, if applicable.

TALENT(S)	SCHOOL(S)
Basketball	Assumption English School

Clear Delete

Sports and Games

- Basketball
- Floorball
- Softball
- Table Tennis
- Track and Field

+ Add Talent and School

Next

Only talent areas that are offered by the selected school will be available in this dropdown list.

Figure 6: Select school first

2.12. If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent areas may be offered in both programmes. Please select the preferred programmes, if applicable (Figure 7).

Talent(s) and School(s)

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

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

Note:
If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent area(s) may be offered in both programmes. Please select the preferred programme, if applicable.

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (If applicable)
Basketball	Assumption English School	Not Applicable

☐ Integrated Programme
☐ O-Level Programme
☒ No Preference

[Clear](#)
[Delete](#)

+ Add Talent and School

Next

Talent area offered in both programmes of Dual Track school.

Figure 7: Talent area offered in both programmes of Dual Track school

2.13. After you have indicated choices of talent areas and schools, click <Next> to proceed (Figure 8).

Talent(s) and School(s)

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

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

Note:
If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent area(s) may be offered in both programmes. Please select the preferred programme, if applicable.

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (If applicable)	
Basketball	Assumption English School	Not Applicable	Edit Delete
Basketball	Catholic High School	<input type="radio"/> Integrated Programme <input type="radio"/> O-Level Programme <input checked="" type="radio"/> No Preference	Edit Delete

Integrated Programme
[Clear](#)
[Delete](#)

Next

Click to edit talent and school.

Click to delete the whole row.

Click to proceed.

Figure 8: Example of selected talent areas and school choices

Step 4: Fill in non-school based awards/activities (Optional)

2.14. You may fill in up to 10 non-school based awards/activities related to the selected talent area(s), in this section (Figure 9).

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

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BC/FIN T1623375C | School Ai Tong School

Talent(s) and School(s) | **Non-school based Awards/Activities** | Contact Details | Review and Submit

Non-school based Awards/Activities (Optional)

If your child participated in non-school based activities related to the talent area(s) you have selected, and you wish to provide this information, you can indicate up to 10 of them. Otherwise, please click 'Next'.

Note:
Your child's primary school information such as P5 and P6 academic results, Co-curricular Activities (CCA), Values in Action (VIA) involvement, School-based achievements/awards and NAPFA, will be automatically shared with the DSA-Sec school(s) you applied to. You do not need to input this information.

+ Add Non-school based Awards/Activities

Back Next

Click to add awards/activities.

Figure 9: Non-school based Awards/Activities page

2.16. 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 10).

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

Non-school based Awards/Activities (Optional)

If your child participated in non-school based activities related to the talent area(s) you have selected, and you wish to provide this information, you can indicate up to 10 of them. Otherwise, please click 'Next'.

Note:
Your child's primary school information such as P5 and P6 academic results, Co-curricular Activities (CCA), Values in Action (VIA) involvement, School-based achievements/awards and NAPFA, will be automatically shared with the DSA-Sec school(s) you applied to. You do not need to input this information.

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION	
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.	Edit Delete

☒ Currently participating

(Maximum of 50 characters)

(Maximum of 300 characters)

[× Clear](#)
[Delete](#)

[+ Add Non-school based Awards/Activities](#)

[Back](#)
[Next](#)

Annotations:

- Click to edit the award/activity.
- Click to delete the award/activity.
- Enter duration of the award/activity.
- Enter the name of award/activity.
- Enter the description of the award/activity.
- Click to clear all data.
- Click to delete the whole award/activity.
- Click to add more non-school based awards/activities.
- Click to proceed.

Figure 10: Filling the non-school based awards/activities (Optional)

Step 5: Fill in contact details

- 2.18. Your contact details will be pre-filled if information is available in MyInfo.
- 2.19. You may edit your contact details and provide an Alternate Contact Details (Figure 11).
- 2.20. Click <Next> after you have entered the contact details.

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | **Contact Details** | Review and Submit

Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this application.

If you wish to provide another contact, you may enter under the 'Alternate Contact Details' below.

Both the main and alternate contact persons will receive the confirmation email after each successful transaction.

Main Contact Details

Name *	Mr Poh
Email *	Poh@gmail.com
Re-enter Email *	Poh@gmail.com
Mobile Number (Local) *	+65 8123 4567
Re-enter Mobile Number (Local) *	+65 8123 4567

Alternate Contact Details

Name	Mrs Poh
Email	Pohswife@gmail.com
Contact Number	+65 9876 5432

Back Next

Update your contact details.

Provide alternate contact details (optional).

Click to proceed.

Figure 11: Contact details page

Step 6: Verify information and submit application

- 2.21. Verify all the information you have entered in this application (Figure 12).
- 2.22. Click <Edit> to update any of the sections.
- 2.23. After you have verified that all the information is correct, read the terms and check the box if you agree. Click <Submit> to submit your application.

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

[Talent\(s\) and School\(s\)](#)
[Non-school based Awards/Activities](#)
[Contact Details](#)
[Review and Submit](#)

Review Application

Please review the application to ensure the information is correct before submission.

Talent(s) and School(s) [Edit](#)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (if applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Non-school based Awards/Activities [Edit](#)

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

Contact Details [Edit](#)

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	+65 9876 5432

☒ By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting Exercise to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this application is correct.

[Back](#)
[Cancel](#)
[Submit](#)

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your application.

Figure 12: Verification and submission page

Step 7: Download PDF copy of successful submission of application

2.24. The DSA-Sec choices are successfully submitted (Figure 13). An email will be sent to the email address provided, including the PDF of the application.

2.25. Download a PDF copy of the application for your reference.

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

You have successfully submitted your DSA application to the following school(s):

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

After the end of the application period, school(s) will contact you on your DSA application if your child is shortlisted. You are advised to refer to the respective school website for more DSA information (e.g. important timeline, selection process and criteria).

A copy of your DSA application confirmation has been sent to Poh@gmail.com and Pohswife@gmail.com. You may also print or download a copy of the confirmation for your future reference.

You may view, update or withdraw your application before the application period ends on 04 June 2019, 3pm.

[Back to Home](#)
[Download PDF](#)

Email will be sent to the main contact.

Email will be sent to the alternate contact (if any).

Click to download a PDF copy of your submission.

Figure 13: Confirmation page for successful submission

3. View DSA-Sec Application

Step 1: Home page after successful submission

- 3.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 3.2. To view your application details, click <VIEW> (Figure 14).

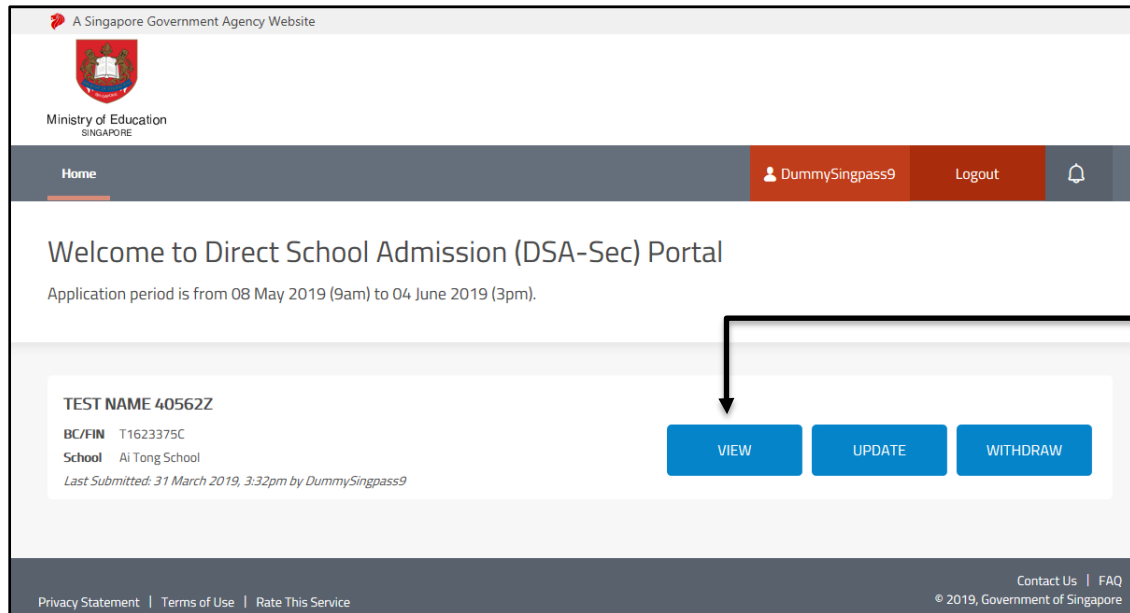


Figure 14: Home page after DSA-Sec submission

Step 2: View application (Figure 15)

TEST NAME 40562Z

BC/FIN T1623375C | **School** Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | Contact Details | Review and Submit

View Application

Talent(s) and School(s)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Non-school based Awards/Activities

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

Contact Details

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	+65 9876 5432

☒ By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting Exercise to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this application is correct.

Back

Figure 15: View DSA-Sec submission

4. Update DSA-Sec Application

Step 1: Home page after successful submission

- 4.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 4.2. To update your application details, click <UPDATE> (Figure 16).

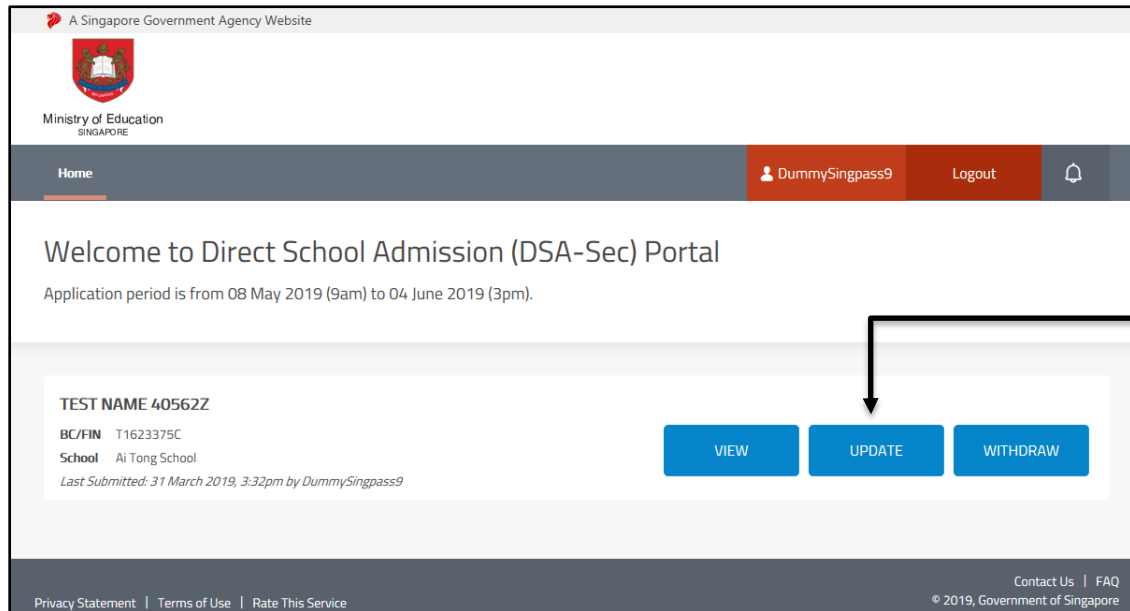


Figure 16: Home page after DSA-Sec submission

Step 2: Update application

4.3. You will see the page with application details and the <Edit> buttons for each section (Figure 17). Click <Edit> to update the relevant section.

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | Contact Details | **Review and Submit**

Update Application

Please review the application to ensure the information is correct before submission.

Talent(s) and School(s) [Edit](#)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (if applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Non-school based Awards/Activities [Edit](#)

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

Contact Details [Edit](#)

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	+65 9876 5432

☒ By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting Exercise to opt for another secondary school or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this application is correct.

Cancel **Update Application**

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your updated application.

Figure 17: Update DSA-Sec submission

- 4.4. Once you have completed your update, verify all the information you have entered in the Verification and Submission page.
- 4.5. Read the terms and check the box if you agree.
- 4.6. Click <Update Application> to submit your updated application.

Step 3: Download PDF copy of successful update of application

- 4.7. The DSA-Sec choices are successfully updated (Figure 18). An email will be sent to the email address provided, including the PDF of the application.
- 4.8. Download a PDF copy for your reference.

TEST NAME 40562Z

BC/FIN T1623375C | School Ai Tong School

You have successfully updated your DSA application to the following school(s):

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

After the end of the application period, school(s) will contact you on your DSA application if your child is shortlisted. You are advised to refer to the respective school website for more DSA information (e.g. important timeline, selection process and criteria).

A copy of your DSA application confirmation has been sent to Poh@gmail.com and Pohswife@gmail.com. You may also print or download a copy of the confirmation for your future reference.

You may view, update or withdraw your application before the application period ends on 04 June 2019, 3pm.

[Back to Home](#) [Download PDF](#)

Email will be sent to the main contact.

Email will be sent to the alternate contact (if any).

Click to download a PDF copy of your updated submission.

Figure 18: Confirmation page for successful update

5. Withdraw DSA Application

Step 1: Home page after successful submission

- 5.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 5.2. To withdraw your application, click <WITHDRAW> (Figure 19).

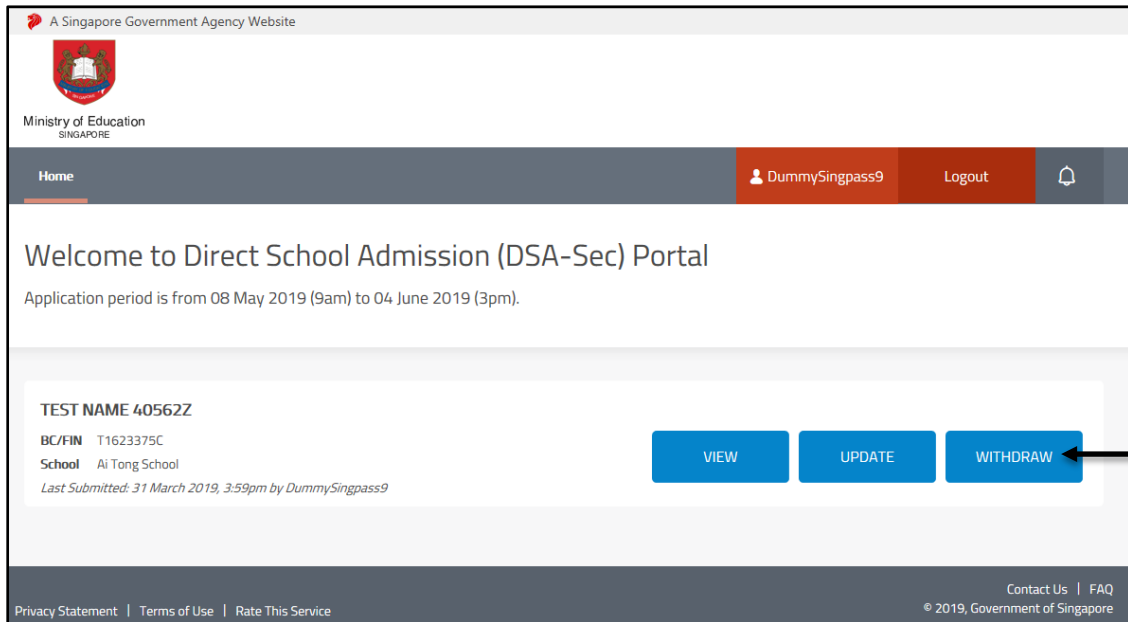


Figure 19: Home page after DSA-Sec submission

Step 2: Withdraw application

5.3. Click <Withdraw Application> to withdraw (Figure 20).

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BC/FIN T1623375C | School Ai Tong School

Talent(s) and School(s)
Non-school based Awards/Activities
Contact Details
Review and Submit

Withdraw Application

Talent(s) and School(s)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	Not Applicable
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Non-school based Awards/Activities

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

Contact Details

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	+65 9876 5432

Cancel
Withdraw Application

Click to withdraw your application.

Figure 20: Withdraw application page

- 5.4. A window will appear to request your confirmation to withdraw the application (Figure 21). Click <Yes> to confirm your withdrawal. Otherwise, click <No>.

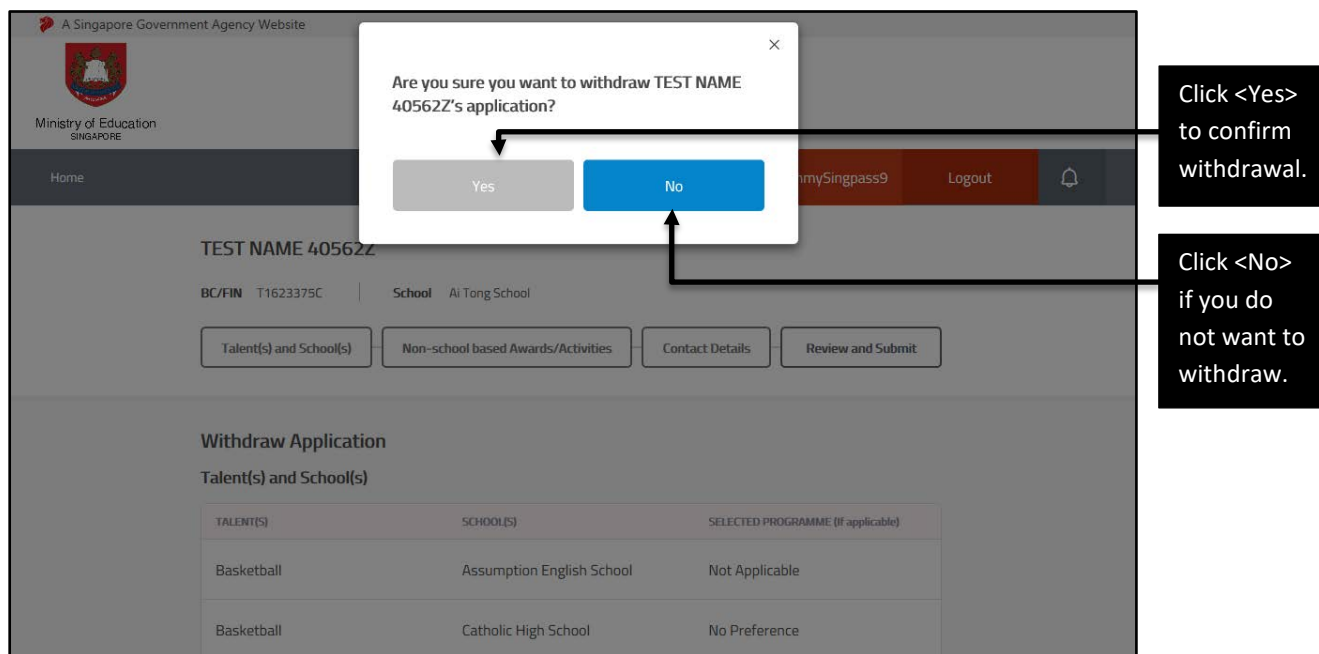


Figure 21: Request for your confirmation of application withdrawal

Step 3: Successful withdrawal of application

- 5.5. The DSA-Sec application is successfully withdrawn (Figure 22). An email will be sent to the email address provided.

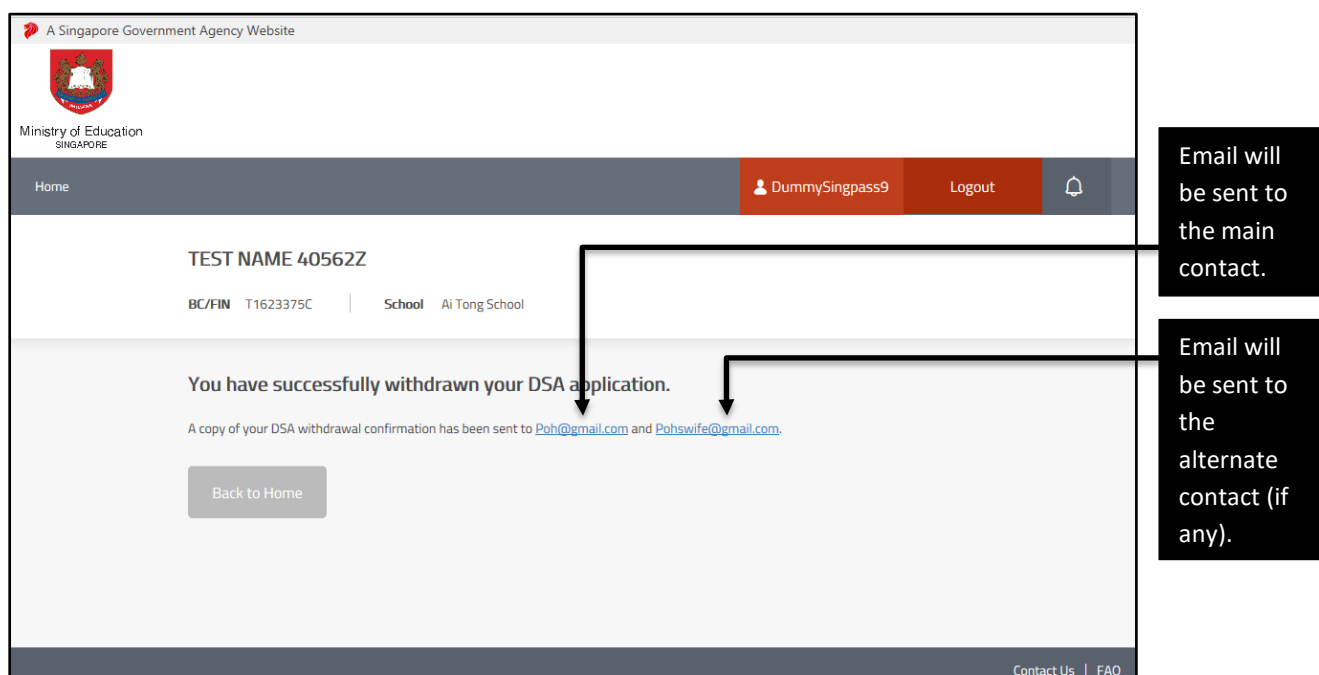


Figure 22: Confirmation page for successful withdrawal