

**STEP-BY-STEP GUIDE FOR STEPS-IS**

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.

Parents will have an alternative option to register their child/children for STEPS via the internet.

**Registration**

1. STEPS-IS is accessible 24 hours during the STEPS-IS Registration period from 10.00 am on 16 November 2012 to 12.00 pm on 21 November 2012 (including weekends). You can submit the application online through our MOE homepage at: <http://www.moe.gov.sg>
2. Alternatively, you may approach your child's/ward's current school if you need assistance on the registration, from 19 to 21 November 2012 during office hours (i.e. 8.00 am till 5.00 pm).
3. Please note that both parents' SingPass logons are required for the STEPS-IS application. A Step-by Step Guide is elaborated at **Enclosure 1**

**Making Amendment to Application**

1. 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.
2. To make any amendment, parents are to logon to STEPS-IS using their child's BC/UIIN and both parents' NRICs during the STEPS Registration period. The Acknowledgement Page with the previous submitted information will re-appear again.
3. Click on the <Amend> button to make changes to the previously submitted application. Follow the Steps 5 to 6 to amend and submit your revised application.

**Withdraw from STEPS**

1. Logon to STEPS-IS using your child's BC/UIIN and both parents' NRICs during the STEPS registration period. The Acknowledgement Page will appear when you re-logon to withdraw the application;
2. Click on the <**Withdraw**> button to proceed with the application for withdrawal
3. 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**

1. The posting results of your application will be released on 10 December 2012. Parents can view the results by logging on to STEPS IS using your child/ward's BC/UIIN and Acknowledgement Number.

## How to Use the STEPS-IS - A Step-By-Step Guide

### Step 1: MOE Website Logon Page

- 1.1 Enter the STEPS-IS website through our MOE homepage at: <http://www.moe.gov.sg>
- 1.2 Click on the link <Logon to STEPS System>

Screen Shot 1: MOE Homepage

The screenshot shows the Ministry of Education Singapore website. The page title is "2012 Student Transfer Exercise for Primary Schools (STEPS) – Overview". The navigation menu includes "Students", "Parents", "Teachers", "Media", "Partners", and "About Us". The main content area has a sub-navigation menu with "Overview", "Eligibility Criteria", "Registration Process", and "Release of Results". A callout box with a black border and white background contains the text "Click on this link <Logon to STEPS System> to access the STEPS application system". An arrow points from this box to the "STEPS Registration" link in the "Related Resources" section. The "Related Resources" section also includes a link for "Step-by-Step Guide for 2011 STEPS (467kb .pdf)".

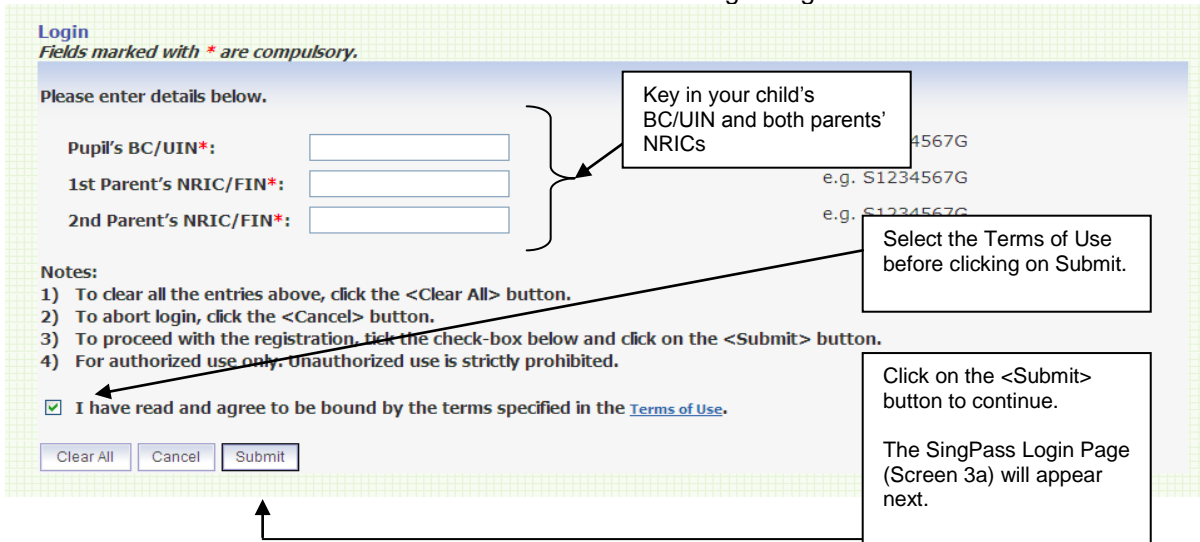
**Step 2: STEPS-IS Logon Page**

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

2.1.1 Read the Terms of Use and tick on the box provided.

2.1.2 Click on the <Submit> button. The Singpass Login Page will appear next.

Screen Shot 2: STEPS-IS Logon Page



**Step 3: First Parent's SingPass Login Page**

- 3.1 Both parents' SingPass 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;
- 3.2 There is no sequential order of which parent is required to login first.
- 3.3 Click on the <Submit> Button.

Screen Shot 3: First Parent's SingPass Login Message Page

The screenshot shows the SingPass login interface. At the top left is the SingPass logo with the tagline 'Singapore Personal Access'. To the right is a red banner with the same tagline. Below the logo is a 'Secure' indicator with a lock icon. On the right side, there are links for 'Terms of Use', 'FAQs', 'Help', and 'About Us'. The main heading reads 'Welcome to SingPass Authentication Service'. There are two input fields: 'SingPass ID' with a placeholder 'e.g. S1234567G, G1234567G' and 'SingPass' with a placeholder '(8-24 characters, CASE-SENSITIVE)'. Below the SingPass field is a checkbox labeled 'Tick here to change your SingPass'. At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the buttons are two links: 'Do not have a SingPass? Apply here.' and 'Forgot your Password? Reset here.'. At the bottom of the page, there is a footer with contact information for the SingPass Helpdesk and a copyright notice for the Government of Singapore.

Key in the 1st parent's NRIC/FIN at the SingPass ID.

Key in the 1<sup>st</sup> parent's SingPass No.

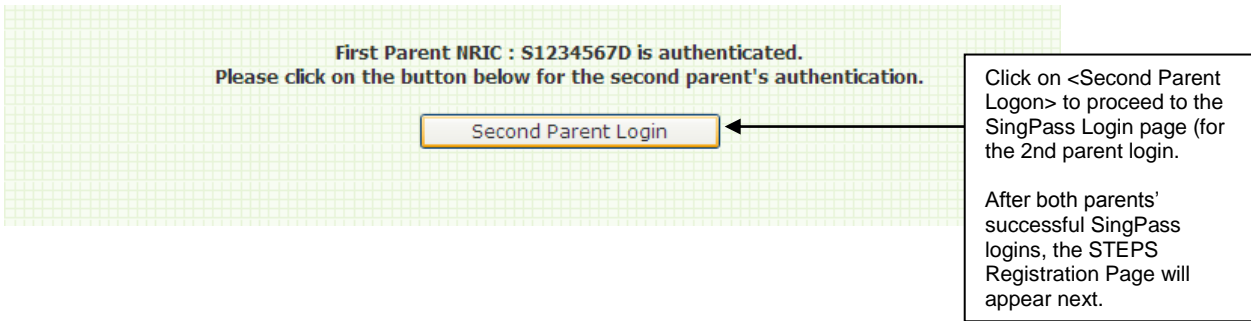
Click on the <Submit> button to be authenticated.

A Login Message Page will appear next.

**Step 4: Second Parent's Login Page**

- 4.1 The message below will be displayed after successful authentication of the first parent's SingPass.
- 4.2 Click on the <Second Parent Login>button to proceed to the SingPass login page for the second parent.
- 4.3 After successful authentication of the both parents' SingPasses, the Registration Page will appear.

Screen Shot 4: Logon Message Page



**Step 5: Registration Page**

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

5.2 Parents are to:

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

5.3 Click on the <Next> Button to proceed with the application. The Confirmation/Declaration Page will appear next.

Screen Shot 5: Registration Page

<b>Step 1 Registration</b>	<b>Step 2 Declaration</b>	<b>Step 3 View/Print Acknowledgement Slip</b>
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**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.

*Fields marked with \* are compulsory.*

**PART 1 - PUPIL'S PARTICULARS**  
 Note:  
 1) Select at least 1 pupil to complete the application.  
 2) Multiple children application is possible in one application.  
 3) For child that is not on the list, please approach your child's current school for assistance.

S/NO.	PUPIL'S BC/UIN	PUPIL'S NAME
1. <input type="checkbox"/>	S5050505I	LAM YAM CAM
2. <input type="checkbox"/>	S5151515I	LAM YOM SOM
3. <input type="checkbox"/>	S5252525I	LAM LEM YEM

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

**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

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

**PART 3 - CURRENT ADDRESS**  
 Please enter details as shown in the NRIC.

Blk/House No.\*:

Floor - Unit No.: #  -

Street Name\*:

Postal Code\*:

Local Mobile/Contact Number\*:

Local Alternate Contact Number:

Enter your current address details as per your NRIC .

Enter your mobile contact details.

**Notes:**  
 1) If you click <Logout without Saving> button, the above information will not be saved.  
 2) To proceed with this registration, click the <Next> button.

Click on the **<Next>** button to proceed with the application.  
 The Confirmation and Declaration Page will appear next

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**Step 6: Confirmation/Declaration Page**

- 6.1 Parents are to check and confirm all the details in the Confirmation/Declaration Page.
- 6.2 To make changes to the application, click on the <Previous> button and you will return to the Registration Page.
- 6.3 If all details are correct, click on the <Submit> button to complete this application. The Acknowledgement Page will appear next.

Screen Shot 6: Confirmation and Declaration Page

**Step 1**  
Registration

**Step 2**  
Declaration

**Step 3**  
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/UIIN	PUPIL'S NAME
1.	S50505051	LAM YAM CAM
2.	S51515151	LAM YOM SOM

**PART 2 - PARENTS' PARTICULARS**

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

Mother's NRIC/UIIN: 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 JULY 2009 and 02 JULY 2009.
- 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 application form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore 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 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) as directed by the Ministry of Education.

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 to submit this application.

Previous    Logout Without Saving    Submit

**Step 7: Acknowledgement Page**

7.1 Your application is considered successfully submitted only when the Acknowledgement Page appears.

7.2 Parents are advised to save and/or print and retain a copy of the Acknowledgement Slip for reference.

Screen Shot 7: Acknowledgement Slip Page

  
**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**

S/NO.	PUPIL'S BC/UIIN	PUPIL'S NAME	ACKNOWLEDGEMENT NO.
1.	S9713404I	LAM YUAN CHANG	S9713404I-1766-00
2.	T0014342H	LAM YOU SHENG	T0014342H-1766-00

Note: Please use the Acknowledgement Number for all future correspondence.

**PART 2 - PARENTS' PARTICULARS**

Father's NRIC/UIIN: S1469566D  
 Father's Name: LAM CHIAN POH

Mother's NRIC/UIIN: S1601281E  
 Mother's Name: LEE LUI FOON

**PART 3 - CURRENT ADDRESS**

Blk/House No.: 222  
 Floor - Unit No.: #22-22  
 Street Name: CHAN CHU CHU  
 Postal Code: 530965

Local Mobile/Contact Number: 88888888  
 Local Alternate Contact Number: 68888888

We declare that we changed our home address between 01 JANUARY 2010 and 31 DECEMBER 2010.

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, or click <Save> button to save a copy on your computer.  
 2) To exit the system, please click <Logout> button.

For enquiries or clarification, please email [contact@moe.edu.sg](mailto:contact@moe.edu.sg) or call MOE Customer Service Centre at 6872 2220.  
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**IMPORTANT**  
 You may print and retain a copy of the Acknowledgement Slip for reference.