User Guide
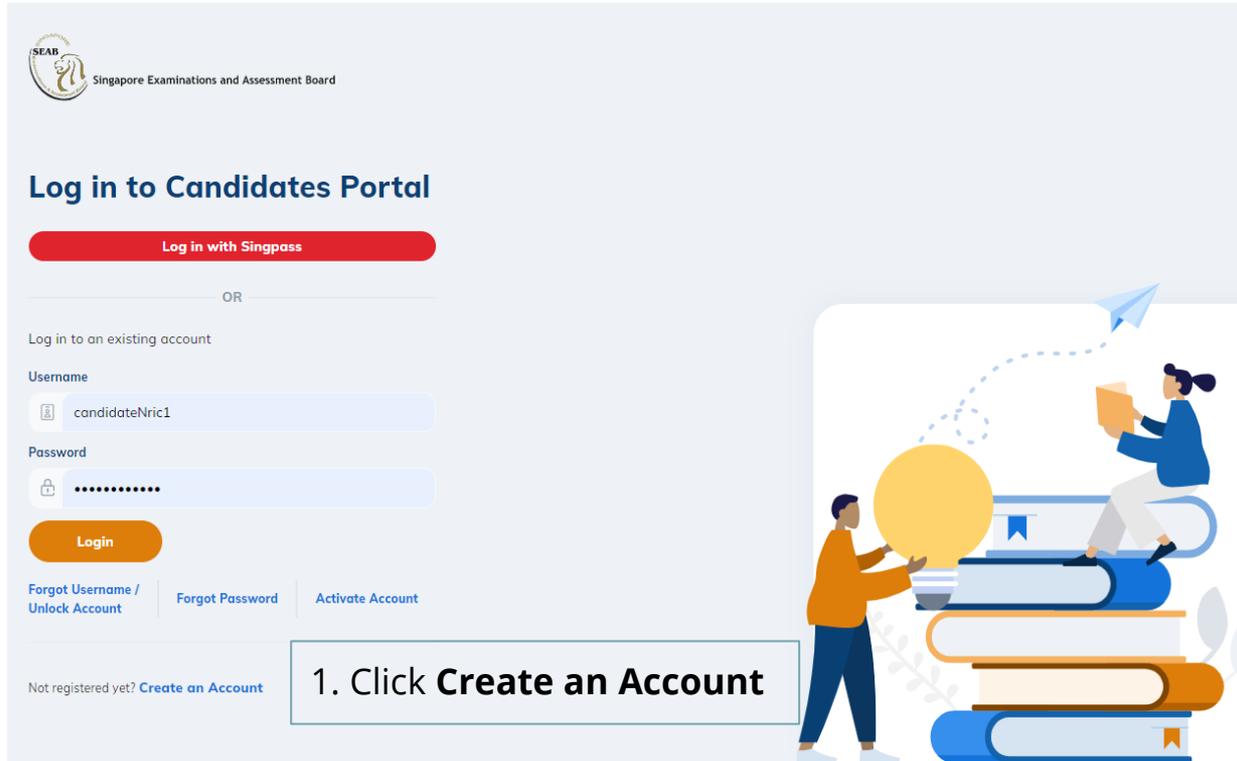
Create Account
(For candidates not eligible for Singpass)

Candidates Portal

1. Create Candidate Account (Non-Singpass holder)

SEAB
Singapore Examinations and Assessment Board

Log in to Candidates Portal

Log in with Singpass

OR

Log in to an existing account

Username

candidateNric1

Password

••••••••••••

Login

Forgot Username / Unlock Account | **Forgot Password** | **Activate Account**

Not registered yet? **Create an Account**

1. Click **Create an Account**

1.1 Create Candidate Account (Non-Singpass holder)

Create Account

Profile Details

To verify that the candidate is eligible to create an account, please fill in the fields below and click on 'Verify Candidate'.

Name *

Enter name

ID Type *

Select ID type

NRIC/FIN/Passport No. *

Enter NRIC/FIN/Passport No.

Date of Birth *

School *

Select school

Verify Candidate

2. Complete all fields under this section

3. Click **Verify Candidate** to confirm if you are eligible to create account before filling in the rest of the particulars

Note: After clicking **Verify Candidate,** the system will check if you meet these criteria :

- No existing Candidates portal account.
- Not from a MOE school
- No existing registration in the current year
- Not from a private centre in the dropdown school list.

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1.2 Create Candidate Account (Non-Singpass holder)

Please fill up the rest of the fields to complete account creation.

Personal Particulars

Hanyu Pinyin Name

Enter hanyu pinyin name

Gender *

Select gender

Race *

Select race

Citizenship Type *

Select citizenship type

Nationality *

Select nationality

Nationality Issue Date

PR Status *

Select PR status

Occupation

Select occupation

Contact Information

Next-of-kin Details

Cancel   Create Account

4. If you have met the criteria, you will need to complete the remaining fields under this section.

1.3 Create Candidate Account (Non-Singpass holder)

Singapore {Postal Code}

● Set as preferred address

Foreign Address

Address Line 1

Address Line 2

Address Line 3

○ Set as preferred address

⌄ **Next-of-kin Details**

Name *

name2

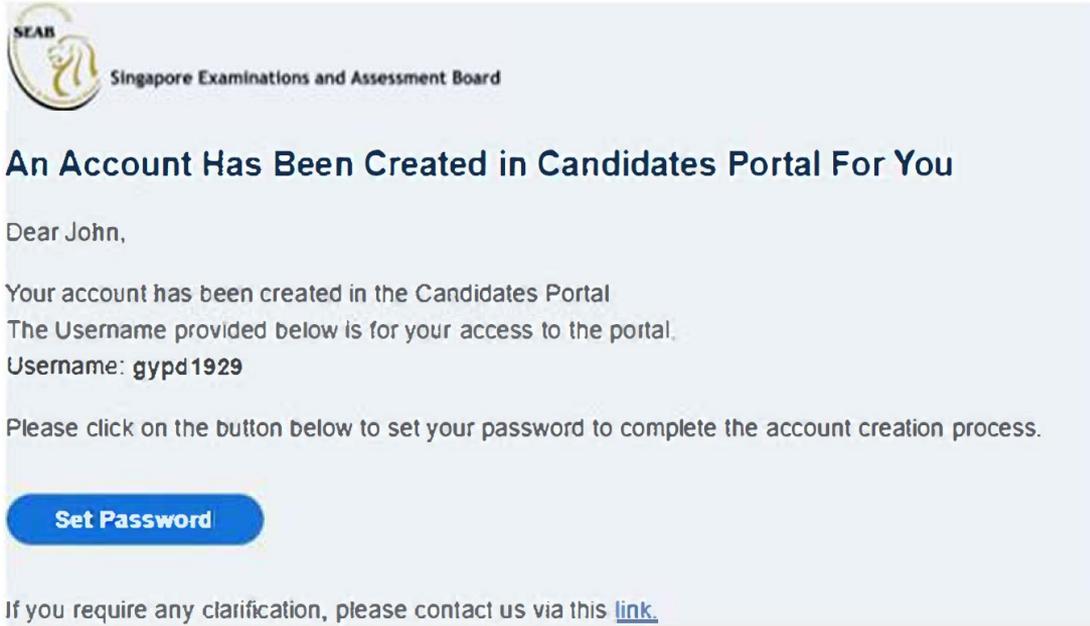**Relationship to Candidate** *

Siblings ⌄

Emergency Contact No. *

United States (+1) ⌄ | 1212131232

Cancel | **Create Account**

5. Click **Create Account** after you have completed all fields.

1.4 Create Candidate Account (Non-Singpass holder)

SEAB Singapore Examinations and Assessment Board

An Account Has Been Created in Candidates Portal For You

Dear John,

Your account has been created in the Candidates Portal
The Username provided below is for your access to the portal.
Username: gypd1929

Please click on the button below to set your password to complete the account creation process.

Set Password

If you require any clarification, please contact us via this link.

6. Once your account is created, you will receive an email with your username and the instructions to set a password.

1.5 Candidates Portal Account Login (Non-Singpass holder)

Log in to Candidates Portal

Log in with Singpass

OR

Log in to an existing account

Username

| candidateNric1 |

Password

| •••••••••••• |

Login

Forgot Username / Unlock Account | Forgot Password | Activate Account

Not registered yet? Create an Account

7. Once you have set your password, you may log in using your Candidates Portal **Username** and **Password**.

Please remember your Username and Password. If you forget both your username and password, you would need to click on "Forget username" first to retrieve your username before you click on "Forget password" to reset the password.

1.6 Candidates Portal Account Login (Non-Singpass holder)

One-Time Password

Email   SMS

Enter the 6-digit One-Time Password (OTP) sent to your email tes****@hotmail.com.

> OTP

Submit

If you do not receive an OTP on your mailbox within 00:25 , please click on the 'Resend OTP' button here
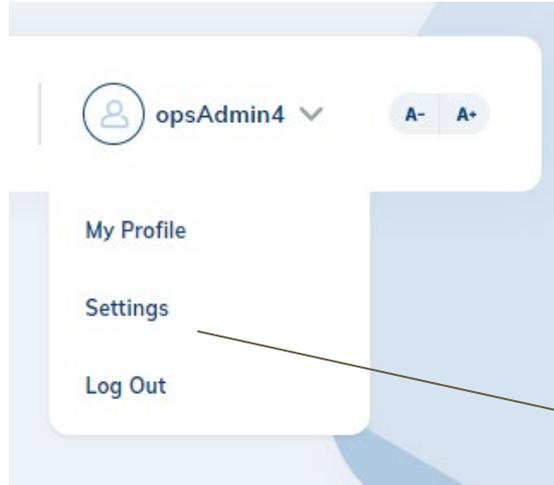
Resend OTP

8. Enter the One-Time Password (OTP) sent via Email or SMS.

The default mode of sending the OTP will be via email.

9. To change the mode of receiving the OTP, refer to the next 2 slides.

1.6.1. 2-Factor Authentication (2FA) Settings

10. After logging in, click **Settings** to select the mode of receiving the One-Time Password (OTP). The link can be found under the user icon drop-down list that's located at the top right hand corner of the Candidates Portal homepage.

1.6.2. 2-Factor Authentication (2FA) Settings

Setting 2FA

Default method

Email

Email

SMS

11. Select Email or SMS to receive the One-Time Password (OTP).

Setting 2FA

Default method

Email

Save

12. Click Save.