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# User Guide

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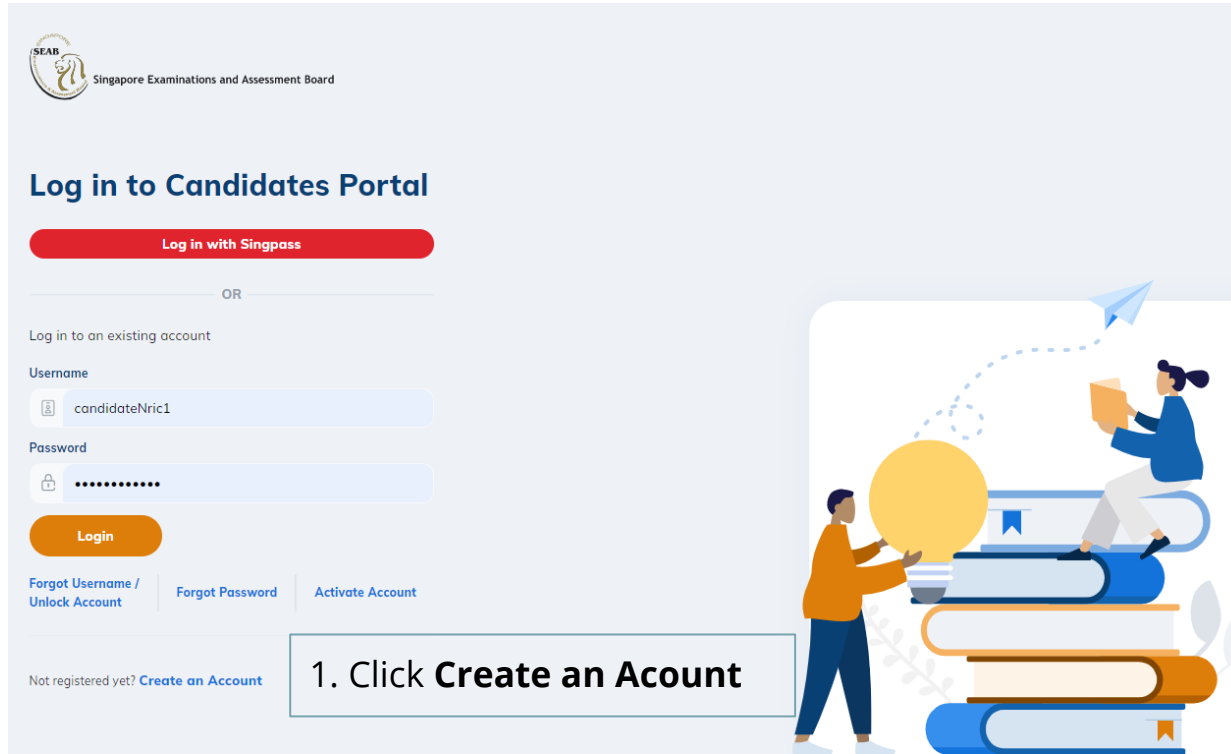
Create Account  
Candidates Portal

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# 1 Create Candidate Account with CP ID and Password



The screenshot shows the SEAB Singapore Examinations and Assessment Board login page. The page title is "Log in to Candidates Portal". There is a red button labeled "Log in with Singpass". Below it, the text "OR" is centered. Underneath, it says "Log in to an existing account". There are two input fields: "Username" with the value "candidateNric1" and "Password" with masked characters. A blue "Login" button is below the password field. At the bottom left, there are links for "Forgot Username / Unlock Account", "Forgot Password", and "Activate Account". At the bottom right, there is a link "Not registered yet? [Create an Account](#)".

1. Click **Create an Account**

# 1.1 Create Candidate Account with CP ID and Password

Login > Create Account

## 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. Fill in the basic details (top section)

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

**Note:** The following criteria apply when verifying if you are eligible to create account:

- No existing CP account\*
- Not from MOE school
- No registration in current year
- Not from private (enbloc) centre
- Not blacklisted\*

\*Check using NRIC/FIN/Passport No. OR Name and Date of Birth

# 1.2 Create Candidate Account with CP ID and Password

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  
[Calendar icon]

PR Status \*  
Select PR status

Occupation  
Select occupation

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∨ **Contact Information**

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∨ **Next-of-kin Details**

Cancel Create Account

4. If eligible, fill in the rest of the details

# 1.3 Create Candidate Account with CP ID and Password

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)

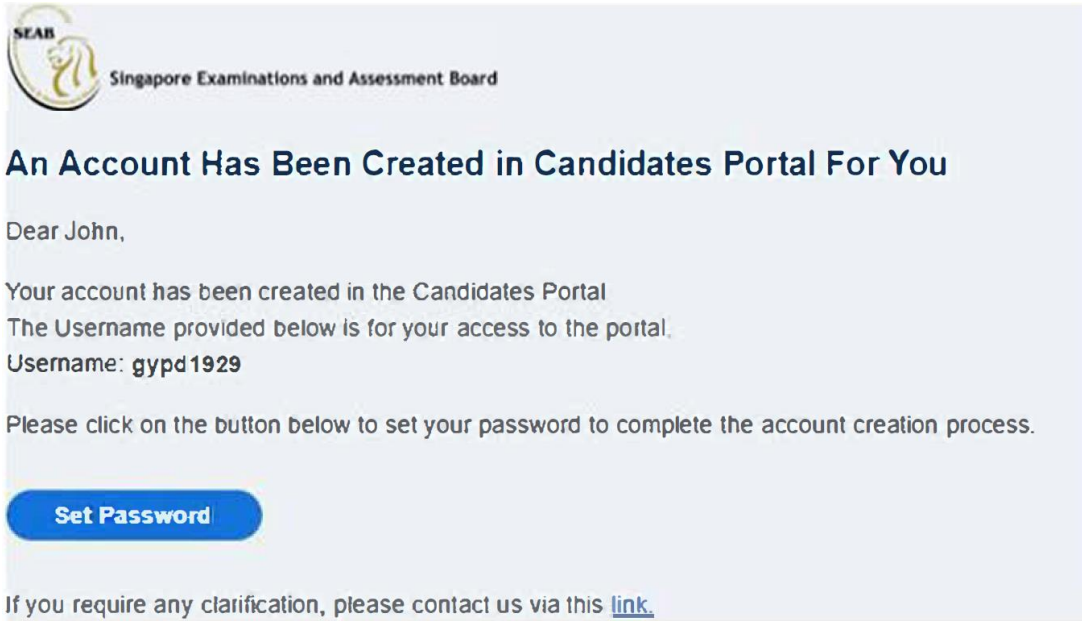
1212131232

Cancel

Create Account

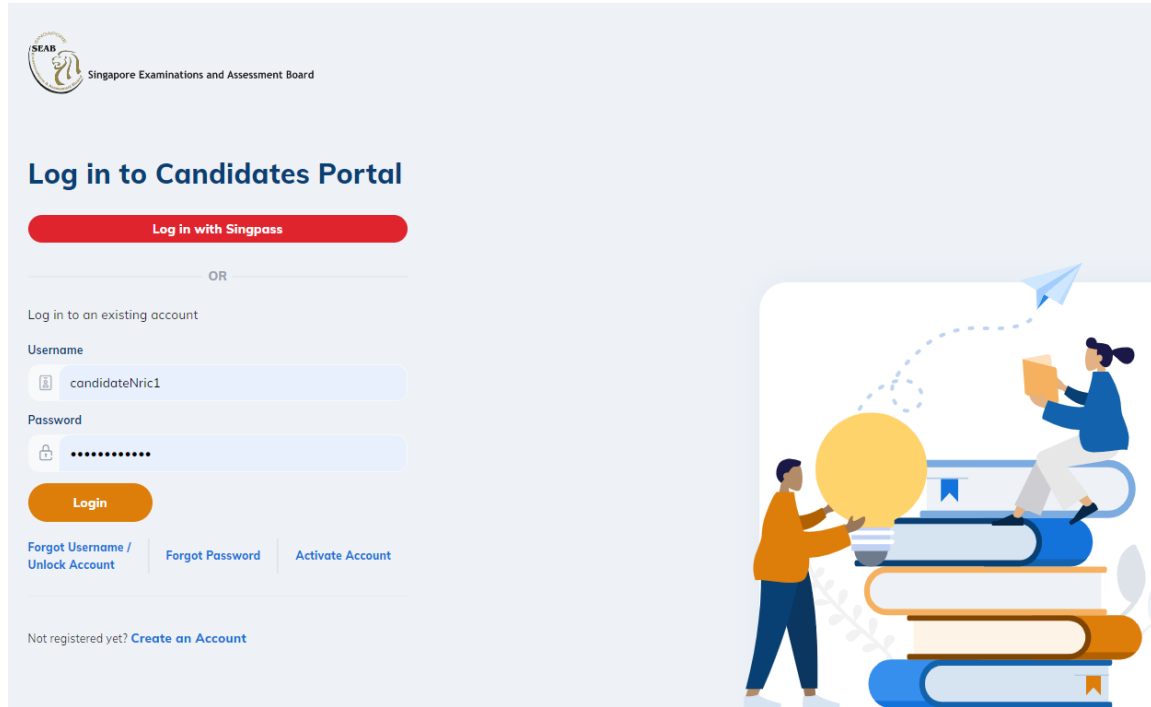
5. Click **Create Account**

## 1.4 Create Candidate Account with CP ID and Password



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

# 1.5 Candidates Portal Account Login



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. If you are not eligible for Singpass, you will log in using Candidates Portal Username and Password

# 1.6 Candidates Portal Account Login

## One-Time Password

**Email**

SMS

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

**Submit**

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

**Resend OTP**

2. Enter the One-Time Password sent via Email or SMS.

Default mode will be Email.

3. To change the mode of receiving OTP, refer to [2FA Settings](#)