ONLINE REGISTRATION USER GUIDE

Registration for SPSO 2013 is to be done ONLINE at the following website: http://oas.highsch.nus.edu.sg/SPSO

Webpages are best viewed in Internet Explore 8.

Please follow the instructions below when filling in the registration form online.

Registering for an online account

Step 1: Select your school from the drop down list.

Step 2: Once you have selected your school, the information of your school will be auto-populated. Update the fields only if required.

Step 3: Fill in the contact details of the HOD and Teacher-in-charge.

Please take note of the following:
- You must leave at least one contact number (i.e. either Office or HP)
- The email has to be an MOE email address (e.g. jane_lim@moe.edu.sg or jane_lim@moe.gov.sg)

Step 4: Choose your desired login password. The login id will be the MOE school code.

The School Code will be the last 4 digits of your school UEN (e.g. Admiralty Primary School, UEN is T07GS1744L).
You will be re-directed to a registration summary page:

### Step 1:
Please check that all the information had been keyed in correctly.

Please ensure the email addresses provided is valid as a validation email will be sent to these addresses.

### Step 2:
Once all information had been verified, click on the "Submit" button to continue.

If you need to do any amendments, click on the "Back" button.

### Step 3:
Click on "OK" button to acknowledge that all information provided is accurate, current and complete.
You will be re-directed to a thank you page:

Thank you for registering.
A validation email will be sent to the Teacher In Charge and HOD shortly.
The Teacher In Charge will have to click on the link in the email to validate the registration process.

Click to return to login page

Note that a validation email will be sent to the email account of both the HOD and Teacher-in-charge.

You will need to click on the validation link provided in the email before your login account is ACTIVATED.

If you do not receive the validation email, please check your spam/ junk mail folder.

Logging In
Once you have successfully registered for a login account and activated your account through email validation, you can proceed to login.

Step 1: Enter your MOE school code.

Step 2: Enter the password you have chosen.

If you have forgotten your password, click on the “Forgot Password?” link. Your password will be emailed to you.
Adding Participants

Once login, you will see the following page:

**Step 1:** Click on the link to add participants.

**Step 2:** Enter the number of participants. The amount payable will be auto-computed for you.

**Step 3:** Key in the details of the participants.

**Step 4:** Click apply to continue.
You will be brought to a summary page. You can print this page as an invoice.
Payment Details

For GIRO or IFAAS payment, details are as follows:

Company Reg. No.  200500354G
Bank No.       7214
Branch Code   001
Bank Account  0821440009
Account Name  NUS High School of Math and Science

For cheque payment, please submit a SINGLE cheque for all the participants, and note the following:

1. The payee should be “NUS HIGH SCHOOL OF MATH AND SCIENCE”.

2. On the reverse side of the cheque, write SPSO, the name of your school, name and contact number of the teacher-in-charge.

3. Mail the cheque to:
   Finance Department: SPSO
   NUS HIGH SCHOOL OF MATH AND SCIENCE
   20 Clementi Avenue 1
   Singapore 129957

Confirmation of Payment Details

Once you have processed your payment, you will need to log in again to enter the payment information.

Date of Registration: Friday, February 15, 2013 3:02 PM

No of Participants :1
Amount : $15
Invoice No. : SPSO2013/001
Payment Mode : Pending
Payment Status : No

Step 1:
Under My Status page, click on the pencil icon to enter payment information.

<table>
<thead>
<tr>
<th>No.</th>
<th>Full Name</th>
<th>Birth Cert No./ PP No.</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Peter Lim</td>
<td>S12345678K</td>
<td>2/15/2013</td>
<td>M</td>
<td>12345678</td>
</tr>
</tbody>
</table>
You will be brought to the Payment Details Page. Fill in the details as required.

Name of School: ADMIRALTY PRIMARY SCHOOL
School Code: 1744

Date of Registration: Friday, February 15, 2013 3:02 PM
Number of Participants: 1
Amount: $15.00
Invoice Number: SPSO2013/001
Payment Mode:
- IFAAS
- Cheque
Cheque Number: 
Payment Status: No

Step 2:
Choose your mode of payment and type in the IFAAS or Cheque number.

For IFAAS number, please key in the “Ext Voucher No.” available in your IFAAS system (see diagram below for reference):
Singapore Primary Science Olympiad 2013

Once payment information has been captured, your registration is completed. The payment information you have keyed in will be reflected on My Status page.

When payment is received, our finance department will mail you a receipt.
Adding More Participants

If you need to add more participants:

[Image of a table showing participant details]

Click on the link to add more participants.

Editing Participants’ Details

If you need to edit the participants’ details:

[Image of a table showing participant details]

Click on the pencil button to edit participants’ details.

For technical enquiries about online registration, please call

Ms Chua Hooi Ling        Tel: 66011286
Mr Kelvin Koh            Tel: 65161587