



義順中學

YISHUN SECONDARY SCHOOL
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27 May 2019

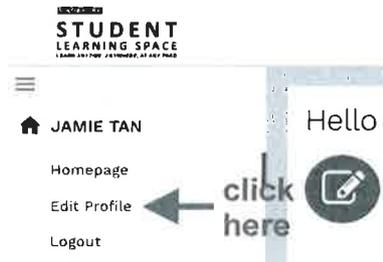
Through: The Principal

Signature
27/5/19

Dear Parents/Guardian

SLS Email Verification Exercise

1. To ensure that all students are able to access the Singapore Student Learning Space (SLS), the school would like your child to complete the following:
 - to **key in an email address**¹ for future password reset, and
 - to **verify the email** keyed in using the verification code sent
2. To key in an email address for self-serve password reset, access the "Edit Profile" page after logging in to SLS.



3. Follow the on-screen instructions to verify the email address. You may refer to **Annex A** for detailed instructions.
4. We would also like to remind your child to do the following:
 - to take note of their SLS user ID (username is the first 5 characters of your full name and last 4 digits of NRIC together with the alphabet, e.g. TANAH2345X),
 - to take note of their SLS password,
 - to take note of the answers to the security questions².
5. If you have any difficulty accessing SLS, visit the **SLS Login Troubleshooting page** for ready answers: <https://static.learning.moe.edu.sg/UserGuide/login-troubleshooting.html#>
6. For technical issues not addressed on the SLS Login Troubleshooting page, you can contact SLS Helpdesk at helpdesk@sls.ufinity.com or 6702 6513 (Mondays — Fridays: 9:00 am — 9:00 pm
Saturdays: 9:00 am — 3:00 pm, Closed on Sundays & Public Holidays).

Yours faithfully

Signature

Mr Poh Meng Leng
HOD (ICT)

^{1,2} You may use either the email address or security questions to reset your password if it is forgotten.

WE SEEK, WE STRIVE, WE SOAR

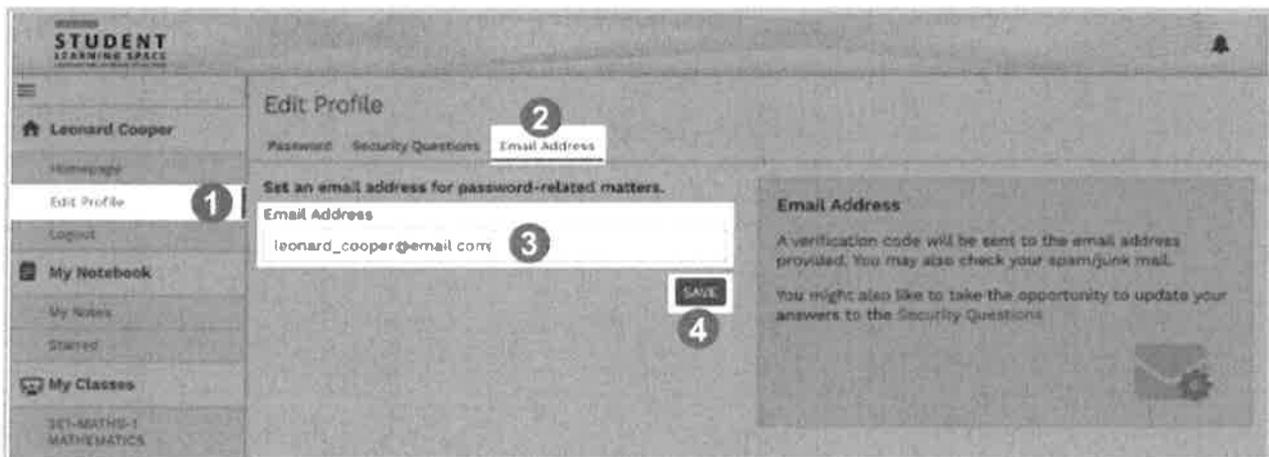
STEPS TO ENSURE AVAILABILITY OF SELF-HELP RESET OF SLS PASSWORD

STEP 1: Go to SLS login page: <https://learning.moe.edu.sg>. Log in with the User ID and password previously provided.

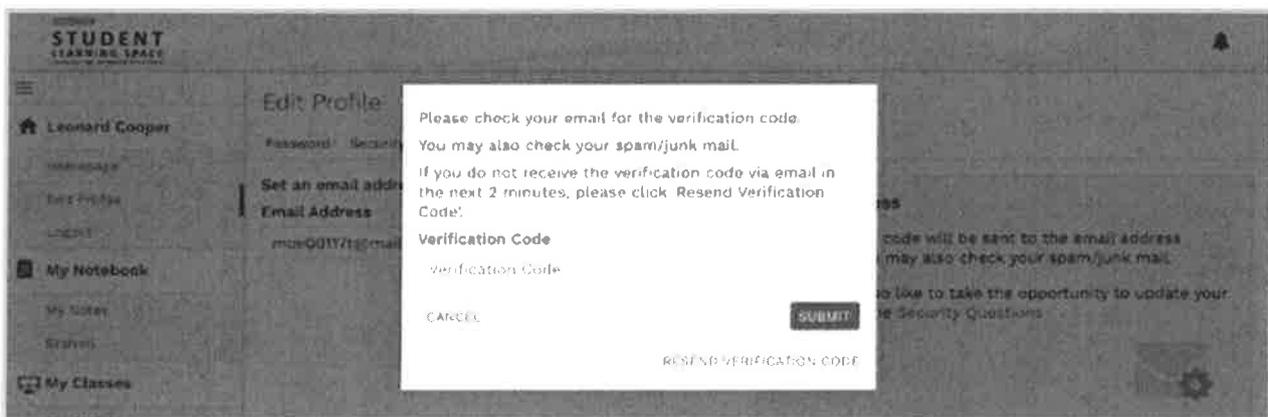
STEP 2: Key in and verify an email address for password reset.

You should set a password reset email address in your profile. This will allow you to reset your password through a password reset link if you forget it.

To set your password reset email address:



1. In the sidebar on the left, click on **Edit Profile**.
2. On the **Edit Profile** page, click the **Email Address** tab.
3. In the "Email Address" field, enter your email address.
4. Click **Save**.
5. An email with a verification code will be sent to your email address.



6. Enter the verification code into the pop up box.

STEP 3: Take note of your answers to the security questions.

Your answers to the security questions will be used to verify your identity and reset your password if you forget it.

You should choose answers that are easy to remember and update them regularly.

The screenshot shows the 'STUDENT LEARNING SPACE' interface. On the left is a sidebar with the user's name 'Leonard Cooper' and several menu items: 'Home page', 'Edit Profile' (marked with a circled '1'), 'Logout', 'My Notebook', 'My Notes', 'Scanned', 'My Classes', and 'SE1-MATHS-1 MATHEMATICS'. The main content area is titled 'Edit Profile' (marked with a circled '2') and has three tabs: 'Password', 'Security Questions' (which is selected), and 'Email Address'. Below the tabs is a table with two columns: 'Question' and 'Answer'. The table contains three rows of security questions with their corresponding answers: '1 What is your favourite animal?' with answer 'dog' (marked with a circled '3'), '2 What is your favourite colour?' with answer 'green', and '3 What is your favourite sport or hobby?' with answer 'badminton'. At the bottom right of the main content area, there is a 'SAVE' button (marked with a circled '4').

1. In the sidebar on the left, click **Edit Profile**.
2. On the **Edit Profile** page, click the **Security Questions** tab.
3. Enter your new answers to the security questions in the respective fields.
 - You must answer all the questions.
 - You must not use the same answer for different questions
4. Click **Save**.