

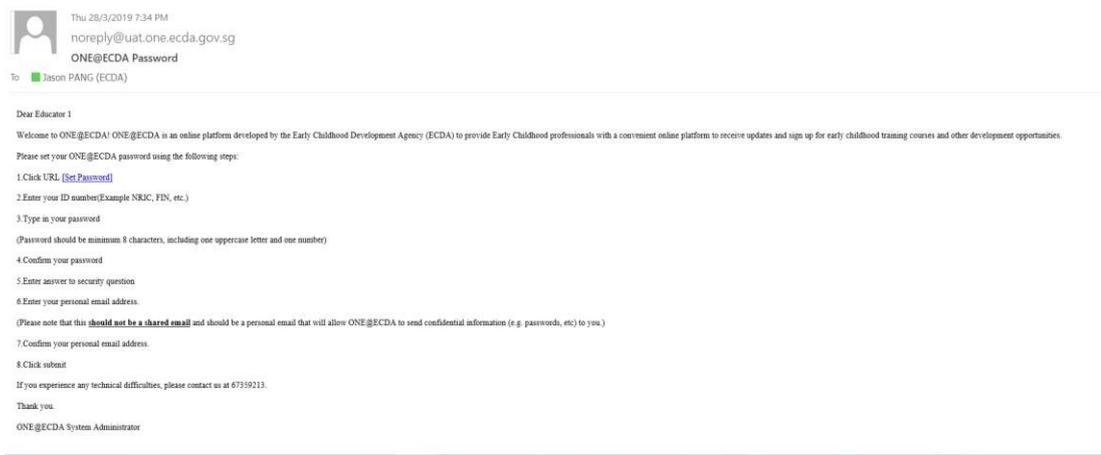
New foreign staff (does not have existing profile in ONE@ECDA) who is not eligible for Singpass

The option to change login type is available in the following applications:

- 1) New Employment
- 2) Teacher Certification (Pre-Employed)

How does my foreign staff setup his/her account for ONE@ECDA?

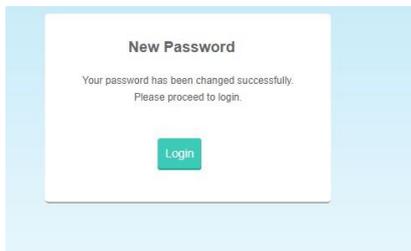
- 1) After the application is submitted with the login type selected as 'ONE@ECDA'.
- 2) Staff will receive the account setup email as per the email address stated in the application. Below is an example of the email. Staff will need to click on 'Set Password' in the email.



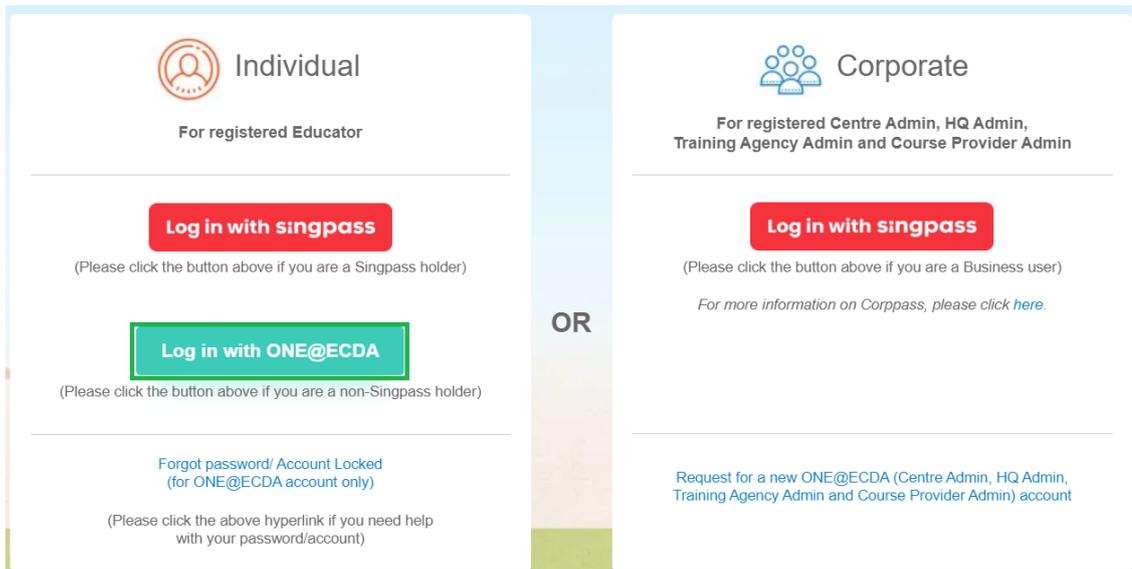
- 3) He/She will be redirect to the account setup page as below:

The image shows a web form for setting up an account. It has a light blue header and a white background. The form contains the following fields and instructions: 'Please enter the following to set your password.' followed by 'ID Number', 'New Password', 'Re-Enter New Password', 'Show Password' (checkbox), 'Please Select' (dropdown), 'Security Answer', 'Personal Email Address', and 'Re-Enter Personal Email Address'. A note states: '(Please note that this should not be a shared email and should be a personal email that will allow One@ECDA to send confidential information (e.g. passwords, etc) to you)'. At the bottom are 'Submit' and 'Cancel' buttons.

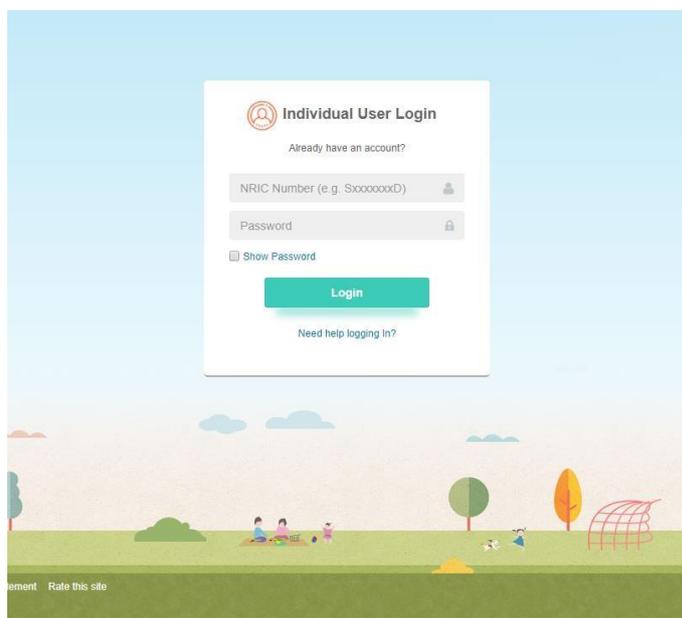
- 4) It is important that staff records their security question and answer for future self-account reset/password reset. After successfully setup his/her account, staff will see the following message:



- 5) Click on Login. Staff will be redirect to the ONE@ECDA Login Page. Click on **Login via ONE@ECDA Account**.



- 6) Staff will need to key in her ID no and the password (as set).



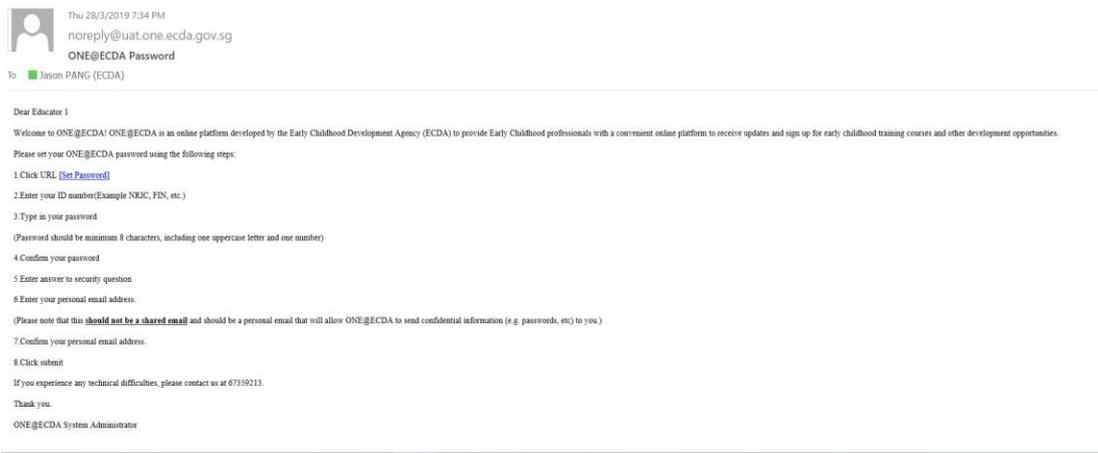
Existing foreign staff employed in centre who is not eligible for Singpass

The option to change login type is available via the following function:

- 1) User Login Type Application -> Submit User Login Type

How does my foreign staff setup his/her account for ONE@ECDA?

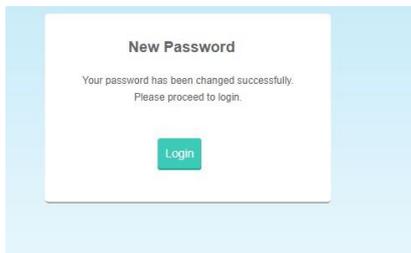
- 1) Please ensure that your staff has verified his/her email address before proceeding with the login type application. To verify if your staff has verified his/her email address, please go to Search Educator. Under the Personal Particular of the staff profile, check that the email address field is (verified).
- 2) After the application is submitted with the login type selected as 'ONE@ECDA'.
- 3) Staff will receive the account setup email as per the email address stated in the application. Below is an example of the email. Staff will need to click on 'Set Password' in the email.



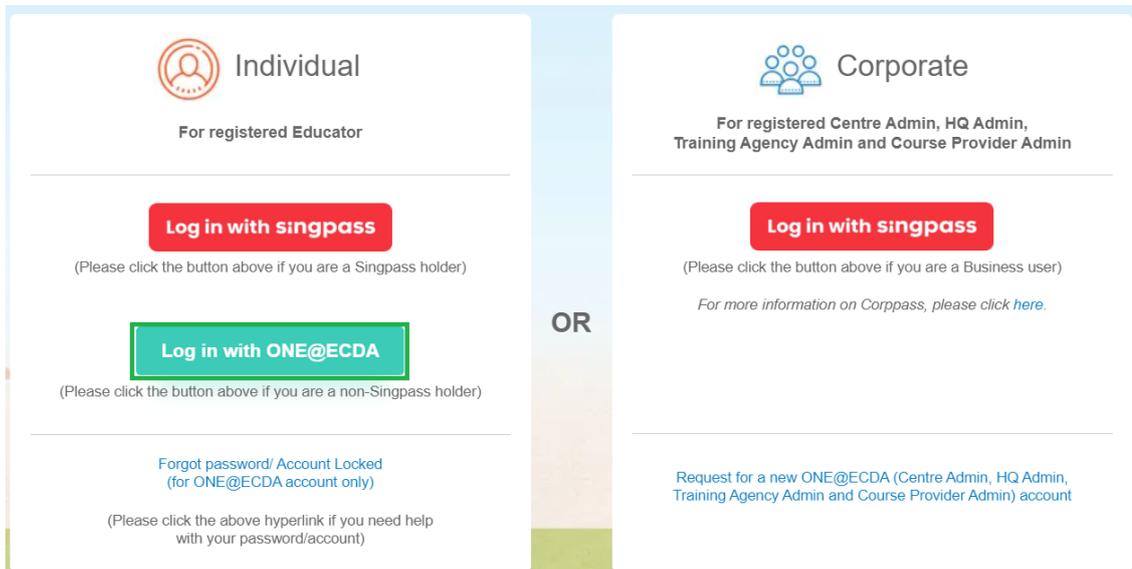
- 4) He/She will be redirect to the account setup page as below:

The image shows a web form titled 'Please enter the following to set your password.' It contains several input fields: 'ID Number', 'New Password', 'Re-Enter New Password', 'Security Answer', and 'Personal Email Address'. There is a 'Show Password' checkbox and a dropdown menu labeled 'Please Select'. A note below the form states: '(Please note that this should not be a shared email and should be a personal email that will allow One@ECDA to send confidential information (e.g. passwords, etc) to you)'. At the bottom, there are 'Submit' and 'Cancel' buttons.

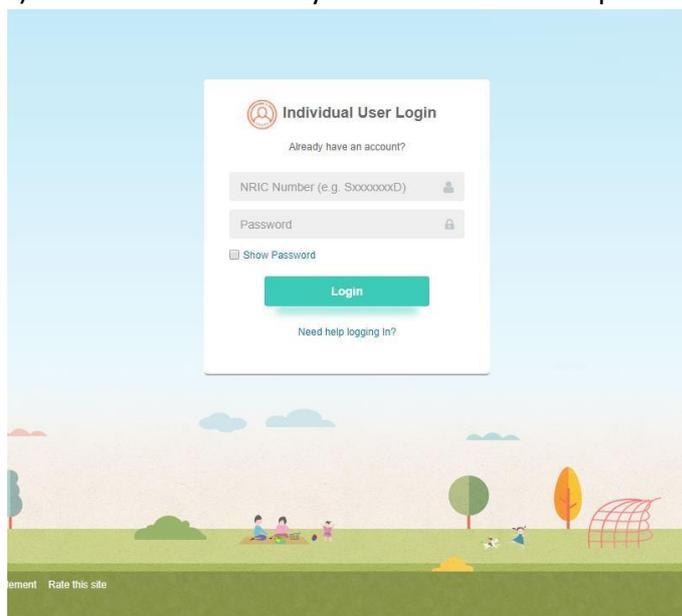
- 5) It is important that staff records their security question and answer for future self-account reset/password reset. After successfully setup his/her account, staff will see the following message:



- 6) Click on Login. Staff will be redirect to the ONE@ECDA Login Page. Click on **Login via ONE@ECDA Account**.

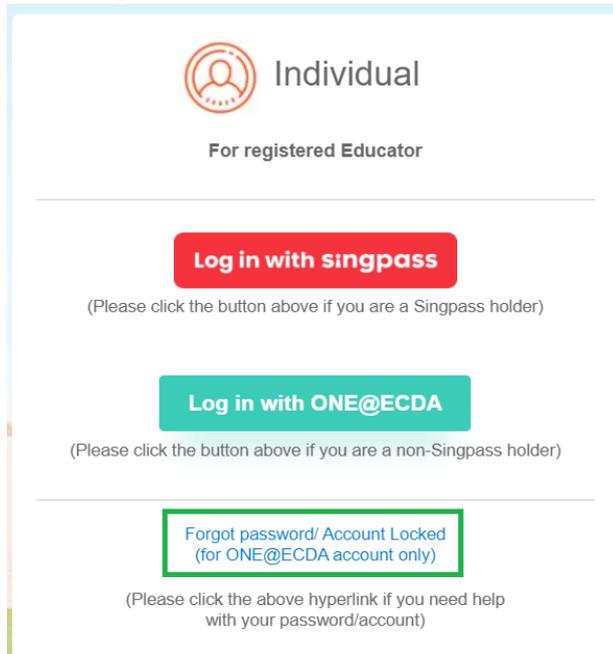


- 7) Staff will need to key in her ID no and the password (as set).



Existing foreign staff (have existing profile in ONE@ECDA) from other centre who is not eligible for Singpass

There is no option to change login type for existing foreign staff (have existing profile in ONE@ECDA) from other centre that you have employed. The staff will already have an ONE@ECDA Account. If the staff has forgotten password, staff is advised to use the following function to reset her account.



The screenshot shows the login interface for 'Individual' users, specifically for registered educators. At the top, there is a circular icon with a person silhouette and the word 'Individual' next to it. Below this, it says 'For registered Educator'. There are three main sections separated by horizontal lines. The first section has a red button labeled 'Log in with singpass' and a note below it: '(Please click the button above if you are a Singpass holder)'. The second section has a teal button labeled 'Log in with ONE@ECDA' and a note below it: '(Please click the button above if you are a non-Singpass holder)'. The third section has a blue hyperlink labeled 'Forgot password/ Account Locked (for ONE@ECDA account only)' and a note below it: '(Please click the above hyperlink if you need help with your password/account)'. The entire page is enclosed in a light blue border.