## **SLS EMAIL VERIFICATION EXERCISE**

 To ensure that all students are able to access the Singapore Student Learning Space (SLS), the school would like you to complete the following:

to key in an email address for future password reset, and

to verify the email keyed in using the verification code sent

 To key in an email address for self-serve password reset, access the "Edit Profile" page after logging in to SLS.



- 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 students to do the following:

to take note of your SLS user ID,

to take note of your SLS password,

to take note of the answers to the security questions.

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#

For other technical issues not addressed on the SLS Login Troubleshooting page, you can contact SLS Helpdesk at <u>helpdesk@sls.ufinity.com</u> or 6702 6513 (during operating hours).

## 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:

STUDENT LEARNING SPACE		•
Econard Cooper	Edit Profile	
Edit Profile 1 Logout My Notebook My Notes Starred My Classes	Set an email address for password-related matters. Email Address leonard_cooper@email.com	Email Address A verification code will be sent to the email address provided. You may also check your spam/junk mail. You might also like to take the opportunity to update your answers to the Security Questions
SE1-MATHS-1 MATHEMATICS		

- 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.

STU LEAR	UDENT NING SPACE			4
≡	ard Cooper	Edit Profile Password Security	Please check your email for the verification code. You may also check your spam/junk mail.	
Edit P Logou	Profile It	Set an email addre Email Address moe00117t@mail	If you do not receive the verification code via email in the next 2 minutes, please click 'Resend Verification Code'. Verification Code	tSS code will be sent to the email address i may also check your spam/junk mail.
My No My No Starro	otebook otes ed		CANCEL SUBMIT	to like to take the opportunity to update your ne Security Questions
💽 My C	lasses		RESEND VERIFICATION CODE	0

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.

STUDENT LEARNING SPACE							
=	Edit	Edit Profile					
A Leonard Cooper	Passw	Password Security Questions Email Address					
Homepage							
Edit Profile		Question	Answer				
Logout	1	What is your favourite animal?	dog 3				
My Notebook							
My Notes	2	What is your favourite colour?	green				
Starred	3	What is your favourite sport or hobby?	hadminton				
🙀 My Classes			badminton				
SE1-MATHS-1 MATHEMATICS							

- 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.