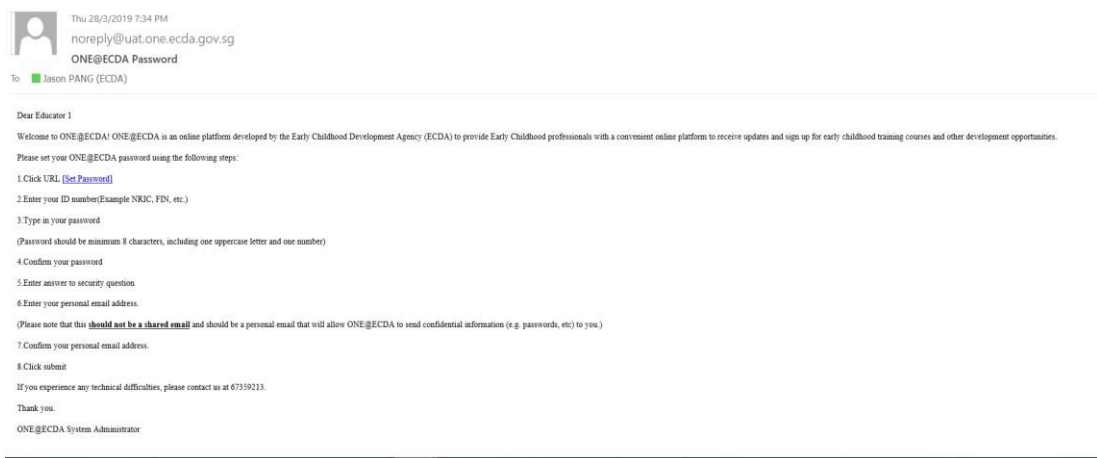## New foreign staff (does not have existing profile in ONE@ECDA) who is not eligible for Singpass

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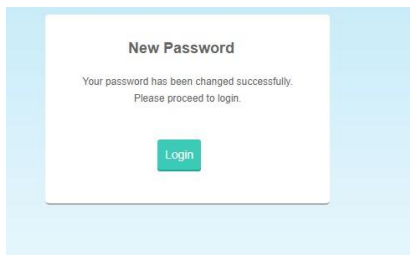
1) After the application is submitted with the login type selected as 'ONE@ECDA'.
2) Staff will receive the account setup email as per the email address stated in the application. Below is an example of the email. Staff will need to click on 'Set Password' in the email.
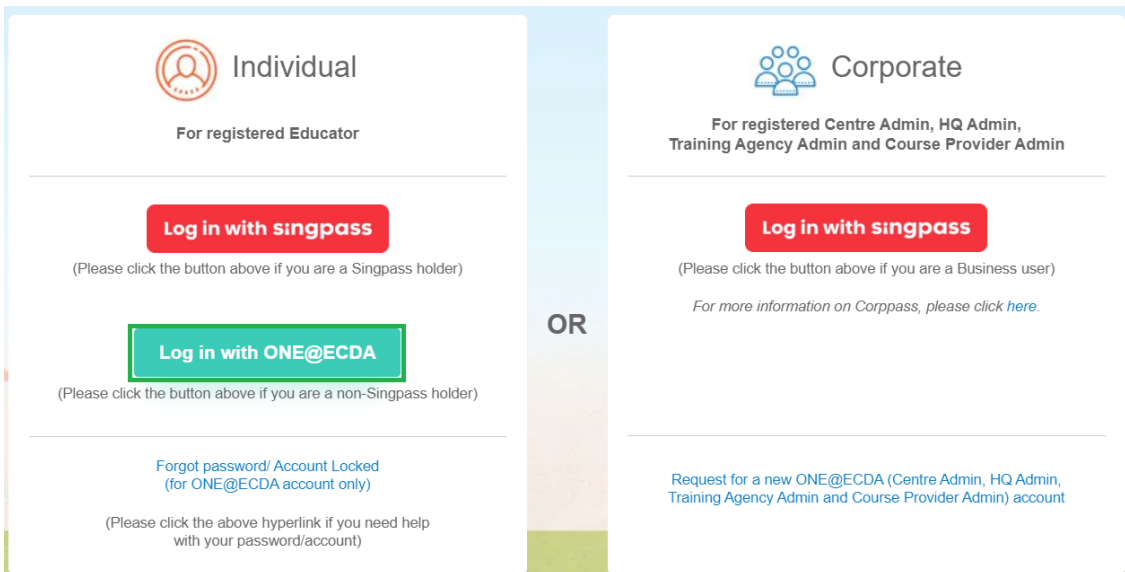

3) He/She will be redirect to the account setup page as below:

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**.

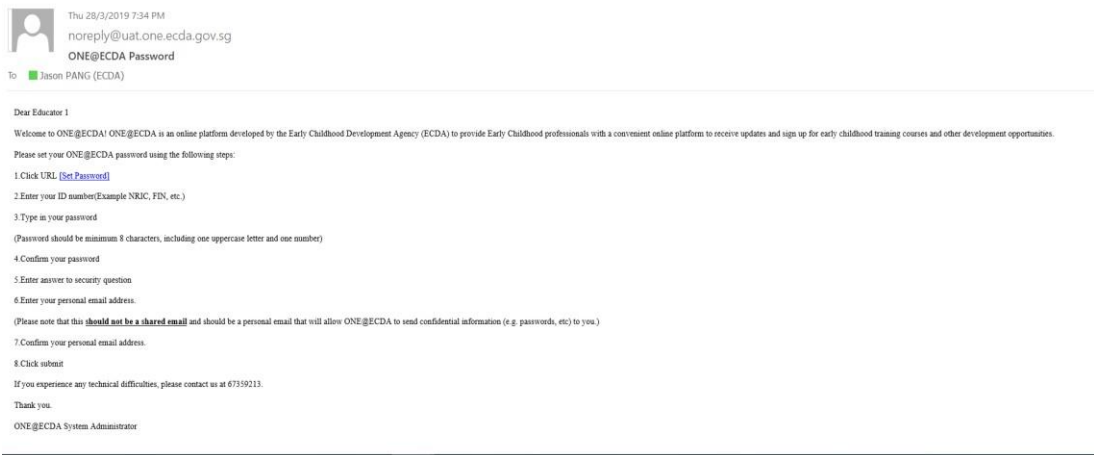6) Staff will need to key in her ID no and the password (as set).
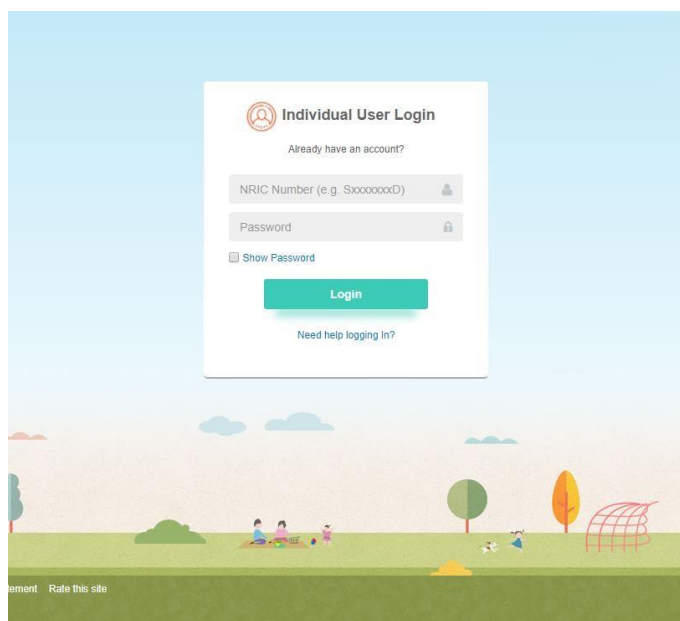
Existing foreign staff employed in centre who is not eligible for Singpass

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

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

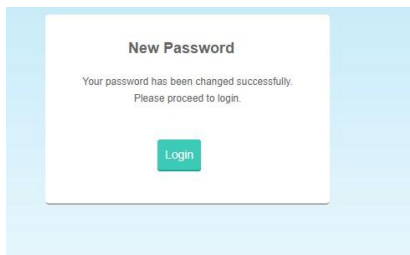## How does my foreign staff setup his/her account for ONE@ECDA?

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.
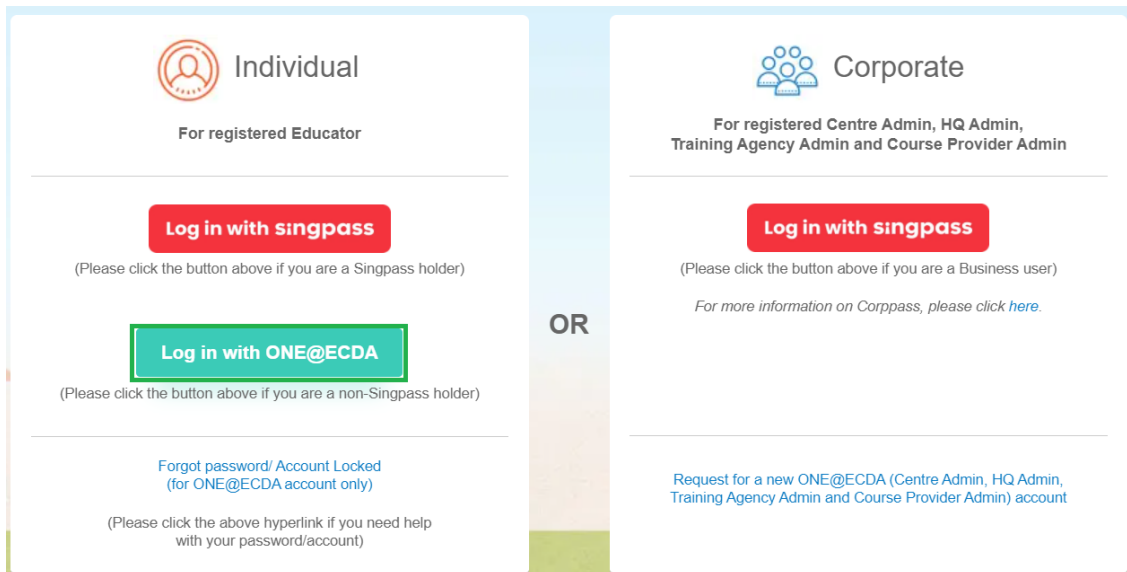

4) He/She will be redirect to the account setup page as below:

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:

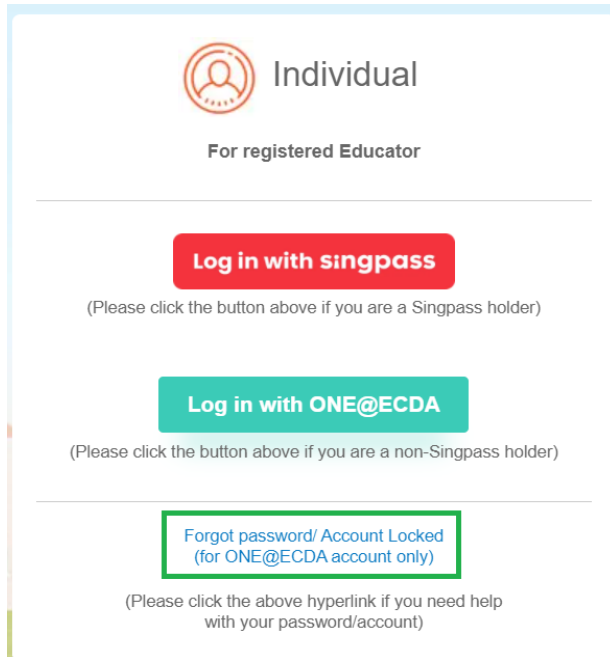6) Click on Login. Staff will be redirect to the ONE@ECDA Login Page. Click on **Login via ONE@ECDA Account**.

7) Staff will need to key in her ID no and the password (as set).
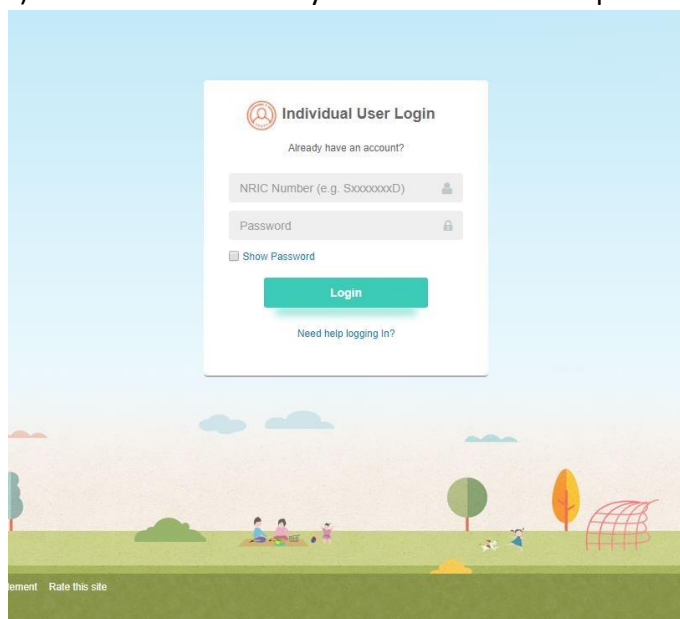
Existing foreign staff (have existing profile in ONE@ECDA) from other centre who is not eligible for Singpass

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.