



Annex 4: Self-Help Guide – Login using MIMS

If I have forgotten my password ...

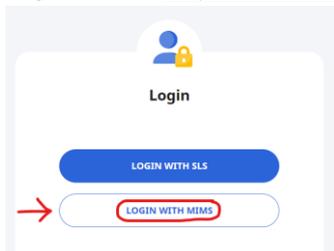
Step 1: Check your handbook and see if you have recorded the password there. Alternatively, check with your parents or form teacher what the password is.

Step 2: Log in to SLS using the given password.

If I cannot log in to SLS due to incorrect password or my account is locked ...

Step 1: Please call West View Primary School Technical Support at 6760 0178. Our staff will assist you in checking the account. Once the account is ready to use, our staff will inform you and provide the new password to you.

Step 2: Log in to SLS (<https://vle.learning.moe.edu.sg/login>) and select “Login with MIMS”.



Step 3: Key in your MIMS username (the email address that ends with @students.edu.sg) and the given password.

[Forgot Password?](#)

Step 4: Upon logging in, you will be prompted to key in the username and password again. After keying in, select “Sign in”.





MIMS Self Service Password Reset

Please Sign in

[Forgotten Password](#)

If you choose "Cancel", you will not be able to change the password using this method anymore. Please contact your Form Teacher if you want to change password but accidentally click "Cancel".

Step 5: Upon signing in, you may encounter a page to setup 3 challenge questions and their answers. It is alright if you do not see this page.

MIMS Self Service Password Reset

Setup Security Questions

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

○

— Please select a question item from the list —

○

— Please select a question item from the list —

○

Step 6: If you see the screenshot below, that means your security questions and answers are saved successfully.

Success

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Step 7: Next, you will be prompted to change the password. Please ensure that the new password meets the requirements.





Change Password

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- The first character can not be a symbol (non letter or number).
- Must not include part of your name or user name.
- Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)

Please type your new password

New Password

Confirm Password

Change Password

Step 8: Kindly allow some time for the system to process your password change request.

MIMS Self Service Password Reset

Please Wait

Your password is being changed. This process may take several minutes, please be patient.



Step 9: Congratulations! The password has been changed successfully. You are now ready to use the MIMS account and the new password to log in to SLS, Student iCON, and other online platforms that utilize the MIMS login method.

MIMS Self Service Password Reset

Success

The password has been changed successfully.

Continue

