



## Guide To Book A Timeslot For Meet-The-Parents Session

### A) How to go to MCOOnline Website

To book your slot for MTP, please go to the following Marshall Cavendish Education website;

[www.mconline.sg](http://www.mconline.sg)

### B) How to Log Into MCOOnline

#### Logging In:

Please log in using the following details:

Please type in 'p'  
to access Parent's Account

Login ID: **p\_ACSJR**<last six characters of your son's BC No.> (e.g. p\_ACSJR12345A)

School: **Anglo-Chinese School (Junior)**

Password: **parent02** [Lowercase only]

(We have reset to the default password for the convenience of all parents)



If you are unable to log in or have been logged out,  
please contact MCOOnline Helpdesk at 67775198.



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### C) How to Book For A Slot - Getting to the Parent-Teacher Meeting Page

1. At the home page, please select '**School Admin**' on the tool bar.
2. Please select '**Parent-Teacher Meeting: View Form**' from the drop-down list.

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3. Then click on the son's class e.g. P5.5 link.

	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	STATUS	
P5-5 (FT: Mr. Glenn Chia)	Meet the Parents Session	Blk C, 2nd Floor	P5-5	30/10/2017 15:00 - 10/11/2017 17:00	15/11/2017	08:00	15:00	10min	Not Started

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**\*Note: If you have 2 sons in the school from different classes, you NEED to log into the system again with your other son's BC No.**



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**C) How to Book For A Slot - On the Parent-Teacher Meeting Page**

4. Key in the following:
  - Parent's Name *(required)*
  - Parent's Contact No. *(required)*
  
5. Select the following
  - If you are unable to attend the session
  
  - Time slot (Click on any Available slot at 10mins intervals)
    - 10.00am to 10.30am and 12.30pm to 1.30pm slots are **blocked** for our teachers' break time.
    - **Blue coloured slots** are already booked slots

Home Collaboration School Admin My Account

PARENT-TEACHER MEET PARENT-TEACHER MEET BOOKING

Title: P5-5 (FT: Mr. Glenn Chia)  
 Description: Meet the Parents Session  
 Venue: Blk C, 2nd Floor  
 Registration Date: 30/10/2017 15:00 - 10/11/2017 17:00

Event Date: 15 / 11 / 2017

Parent's Name: Anthony Curtis (required) ←

Parent's Contact No.: 9181\*\*\*\* (required) ←

My Parent/Guardian WILL NOT BE ATTENDING.

Time Slots:

08:00 - 08:10	Available
12:20 - 12:30	Available
12:40 - 12:50	Disabled
13:00 - 13:10	Disabled
13:20 - 13:30	Disabled
13:40 - 13:50	Available
14:00 - 14:10	Available
14:20 - 14:30	Available
14:40 - 14:50	Available

■ Slots are disabled by School Admin.  
■ Slots are booked.

6. Once you have selected you slots, checked the **Declaration Statement** and click on **'Confirm'** button.

12:20 - 12:30 Available

12:40 - 12:50 Disabled

13:00 - 13:10 Disabled

13:20 - 13:30 Disabled

13:40 - 13:50 Available

14:00 - 14:10 Available

14:20 - 14:30 Available

14:40 - 14:50 Available

■ Slots are disabled by School Admin.  
■ Slots are booked.

I declare that all the information entered here is correct and accurate at the time of submission.

Confirm Return

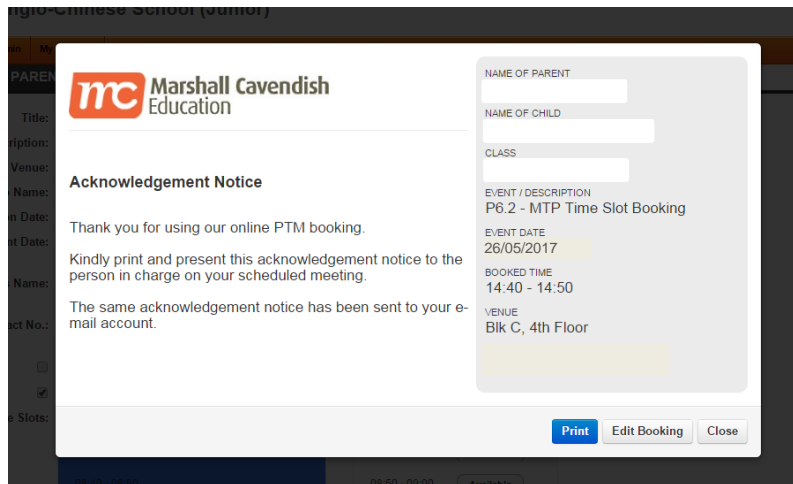


## Guide To Book A Timeslot For Meet-The-Parents Session

### Acknowledgement Notice

#### Method 1

You will see the acknowledgement notice that your booking had been confirmed, once you submit your booking. You may also choose to print out the notice by clicking the **'Print'** button. (Refer to image below)



#### Method 2

An email is sent to the pupil's and parent's MOnline account, NOT personal email. To view the email, click on the **Email** link on the left bar of the main page. (Refer to image below showing the email link)

