



## Guide to Declare Travel Plans (During School Vacation)

To declare your son's/ward's travel plans, go to the Marshall Cavendish Education website at [www.mconline.sg](http://www.mconline.sg).

### 1) To Log In (via Parent's Account)

Please log in using the following details:

- Login ID : **P\_<ACSJR the last 6 characters of your son's BC No.>**  
[e.g. P\_ACSJR12345A]
- School : Anglo-Chinese School (Junior)
- Password : parent01 [Lowercase only]

**Note:**

**P\_** is used to access the parent's account.

[This account is used to make travel declarations and registration for school activities.]

**Note:**

The password will be different if you have changed it in your previous log in.

If you forgot or need to reset your password, please refer to Annex A.





## 2) To Get To The Travel Declaration Page

- At the home page, select **School Admin** on the tool bar.
- Select **School Matters > View My Child Travel Plans** from the drop-down list.

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## 3) To Declare Travel Plans

- On the left hand corner of the page, click on **Declare** button.

- On the **Create Travel Plan** page, choose one of the 2 options.
  - Option 1** : NOT travelling during the school vacation.
  - Option 2**: Travelling to another country during the school vacation.



## Anglo-Chinese School (Junior)

### a. Option 1 (Not Travelling Overseas)

If you choose this option, select the specific school holiday period (March, June, December or Others) which your child/ward will not be travelling overseas.

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

- If you select **Others**, you are required to input the **From** and **To** dates.  
[Note: For travels during school term, permission by the school is required.]

Home Collaboration School Admin My Account

School Admin > My Child Travel Plan > Create Travel Plan

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

From:

To:

I will be travelling to another country during the school vacation. Below is my travel plan:

**For Parents/Guardian Only**

Parent/Guardian Name:

Parent/Guardian Contact:

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

Cancel Save Save & Add Another

- Once you have input the dates, key in your **Full Name & Contact Number** and click on **Save** to submit.

Home Collaboration School Admin My Account

School Admin > My Child Travel Plan > Create Travel Plan

Travel Declaration

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

From:

To:

I will be travelling to another country during the school vacation. Below is my travel plan:

**For Parents/Guardian Only**

Parent/Guardian Name:

Parent/Guardian Contact:

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

Cancel Save Save & Add Another



## Anglo-Chinese School (Junior)

### b. Option 2 (Travelling Overseas)

If you choose this option, you need to key in the following details:

- From (Start date of travel)
- To (End date of travel)
- Country
- State
- Purpose of Travel
- Mode of Travel
- Emergency Contact (This must be a local number)

Please Select

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

I will be travelling to another country during the school vacation. Below is my travel plan:

From:

To:

Country:

State:

Purpose of Travel:

Mode of Travel:

Emergency Contact:

**For Parents/Guardian Only**

Parent/Guardian Name:

Parent/Guardian Contact:

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

- Once you have input the travel details, key in your **Full Name & Contact Number** and click on **Save** to submit.

From:

To:

Country:

State:

Purpose of Travel:

Mode of Travel:

Emergency Contact:

**For Parents/Guardian Only**

Parent/Guardian Name:

Parent/Guardian Contact:

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



#### 4) Confirmation Of Message On Submitted Travel Declaration

- Once you have submitted your child's/ward's travel declaration, you can see the declaration summary page. [This serves as a confirmation of your submission]

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- On the summary page, you can **Edit** or **Delete** the submitted declaration by selecting the relevant checkbox.
- You may also submit another travel declaration by clicking on the **Declare** button.

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- Remember to logout of the system by clicking the **Logout** link at the top right hand corner.

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ANNEX A

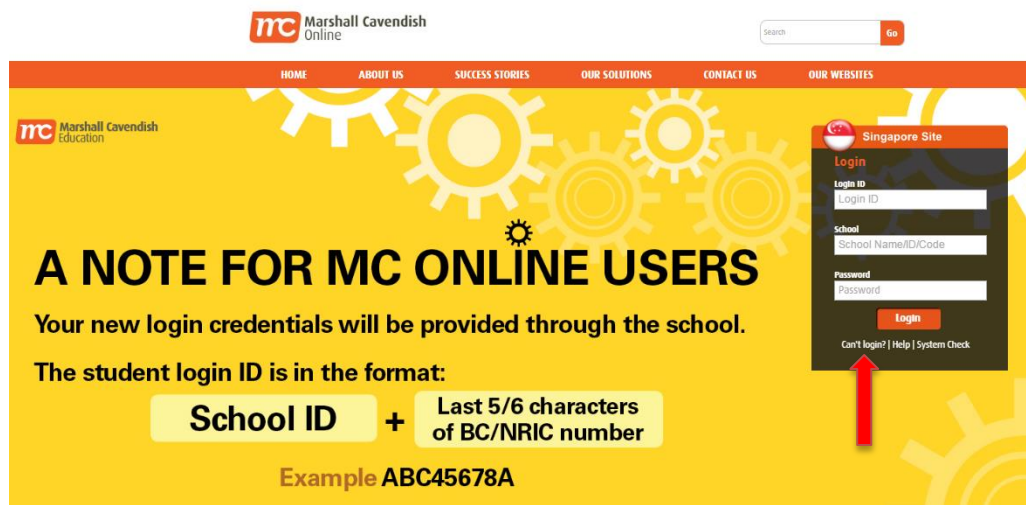
TO RESET PASSWORD

Method 1 : Call the MOnline Helpdesk

Tel : 6777 5198  
Mon – Fri (7am – 9pm)  
Sat (7am – 2pm)

Method 2 : Self-reset

Step 1 - Click on **Can't Login**



Step 2 - Answer questions (to reset)

