



Anglo-Chinese School (Junior)

## Guide to Register for CCA

Please register your son for CCA using the MCOonline website at [www.mconline.sg](http://www.mconline.sg).

### 1. Log-In Details: <Need to confirm this detail>

Login ID : p\_<Pchild Class+ACSJ+last 5 characters of child BC> (eg. p\_P11ACSJ1234A)

School : Anglo-Chinese School (Junior)

Password : **parent01** [Lowercase only]

**\*Note:** Parents are required to change his/her password upon first time system login. If you do not change and choose to skip this, you will be logged out from the system.

The screenshot shows the Marshall Cavendish Online website. The top navigation bar includes links for HOME, ABOUT US, SUCCESS STORIES, OUR SOLUTIONS, CONTACT US, and OUR WEBSITES. A search bar is located in the top right corner. The main content area features a colorful illustration of cartoon characters and a dinosaur. A login form is overlaid on the right side of the page, titled "Singapore Site". The form includes the following fields and buttons:

- Login ID:** p\_P11ACSJ1234A
- School:** Anglo-Chinese School (Junior)
- Password:** [masked with dots]
- Login** button
- Reset My Password** link
- Help | System Check** link

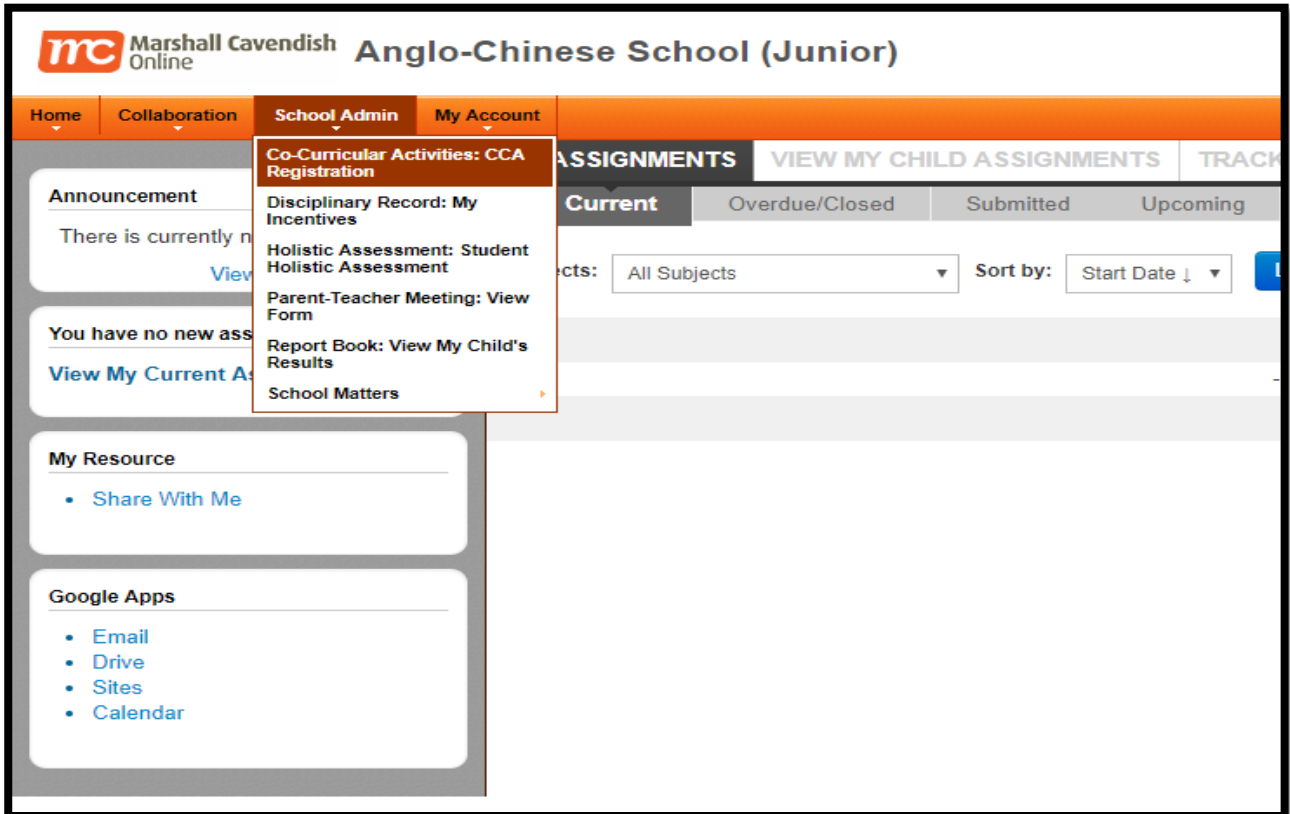
At the bottom of the login form, there is a small disclaimer: "For authorized use only. Unauthorized use is strictly prohibited."



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### 2. To access CCA Registration Page:

- At the home page, select **School Admin** on the tool bar.
- Then select **Co-Curricular Activities: CCA Registration** from the drop-down list.



### 3. Choosing CCA:

- Upon clicking **Co-Curricular Activities: CCA Registration**, a list of CCAs offered by the school will be shown.
- Refer to the **CCA Particulars** document for further details before selecting the CCA of choice. **You may select up to 3 CCAs only.**

(The following image is a sample of what is actually shown.)



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CCA LIST

<input type="checkbox"/>	TYPE	NAME	ELIGIBILITY	DAY/TIME & VENUE	END DATE	TEACHER-IN-CHARGE	STATUS
<input type="checkbox"/>	Club	Chess	ALL	<b>Fri</b> : 02:15pm - 03:45pm Classrooms 5.1 and 5.2	04/01/2019	TAN MING JU MOHD YUSOFF, SIAH KIM TIAN ROYSTON	Open
<input type="checkbox"/>	Club	Chinese	ALL	<b>Fri</b> : 02:15pm - 03:45pm Classroom 5.5	04/01/2019	MIN HONGMEI, YANG HSIN WEN,	Open
<input type="checkbox"/>	Sport - Testing Purpose	CCA Test 1	ALL	<b>Mon</b> : 07:00am - 08:00am test	04/01/2019	CHEN XINHONG	Open
<input type="checkbox"/>	Sport - Testing Purpose	CCA Testing	ALL	<b>Mon</b> : 07:00am - 08:00am test	04/01/2019	CHEN XINHONG	Open
<input type="checkbox"/>	Sport - Testing Purpose	Floored	ALL	<b>Mon</b> : 07:00am - 08:00am test	04/01/2019	CHEN XINHONG	Open

\* You may add up to 3 CCAs for registration.

- Tick the CCA item of choice.
- Click on **Register** after you have made your choice.



#### 4. Confirming and Submitting Choices:

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REGISTER CCA

Name:

Class:  Date of Birth:

Contact (H):

Medical History:

Talent/Skill:

Current CCA (if any):

Parent/Guardian Name:  Parent/Guardian Contact:

Parent/Guardian Email:

TYPE	NAME	DAY/TIME	VENUE	END DATE	TEACHER-IN-CHARGE	DATE REGISTERED	CHOICE / PREFERENCE
Sport - Testing Purpose	Floored	Mon : 07:00am - 08:00am	test	05/01/2019	CHEN XINHONG	04/01/2019	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Sport - Testing Purpose	CCA Testing	Mon : 07:00am - 08:00am	test	05/01/2019	CHEN XINHONG	04/01/2019	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
Sport - Testing Purpose	CCA Test 1	Mon : 07:00am - 08:00am	test	05/01/2019	CHEN XINHONG	04/01/2019	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>

As a parent / guardian, I have consented to the above selection of the CCA options.

- Fill in the relevant boxes.  
(You are required to prioritise your CCA choice before submitting.)
- After indicating your preference, please **tick** the box “***As a parent/guardian, I have consented to the above selection of the CCA options.***”
- Click on the **Submit** button once you are ready and certain of your choice of CCA/s.

5. Once submitted, your CCA registration process is completed.

- Check **CCA confirmation and submission** which appears as a pop-up (shown upon clicking **Register**).

Thank you.