



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.

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.



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.]

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.

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

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.



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]



- 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.



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





ANNEX A

TO RESET PASSWORD

Method 1

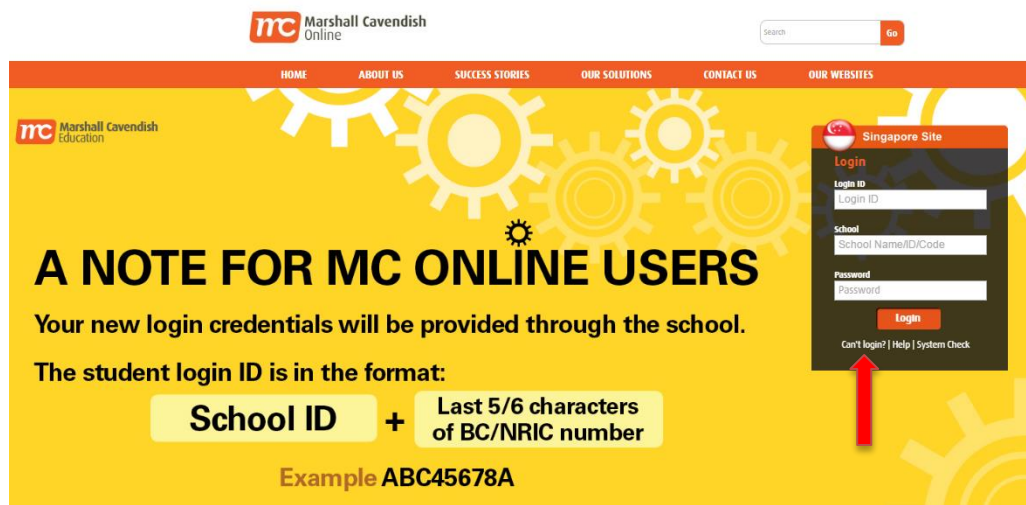
: Call the MCOOnline Helpdesk

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)

