

Logging in to MCONLINE

(Travel Declaration Guide for Parents)

Travel Declaration via Pupils' Login

Step 1

- Go to www.mconline.sg

mc Marshall Cavendish Online

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mc Marshall Cavendish Education

14th Budding Writers Project

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New Category
CLEAN & GREEN AWARD

Singapore Site

Login

Login ID
Login ID

School
HGS

Password
Password

Login

Can't login? | Help | System Check

Newsroom Video Centre

Step 2

- Log in to pupil's account

Login ID: Child's BC No.

(**Replace the first 3 characters with "hgs"**).

Example: If the bc number is T0700090C,
then the login ID will be "**hgs**00090C")

School: HGS

Password: Try the default password,
password1 or *password2* or *password3* or
password4. If unsuccessful, please call
helpdesk:

Marshall Cavendish Education Technical Support

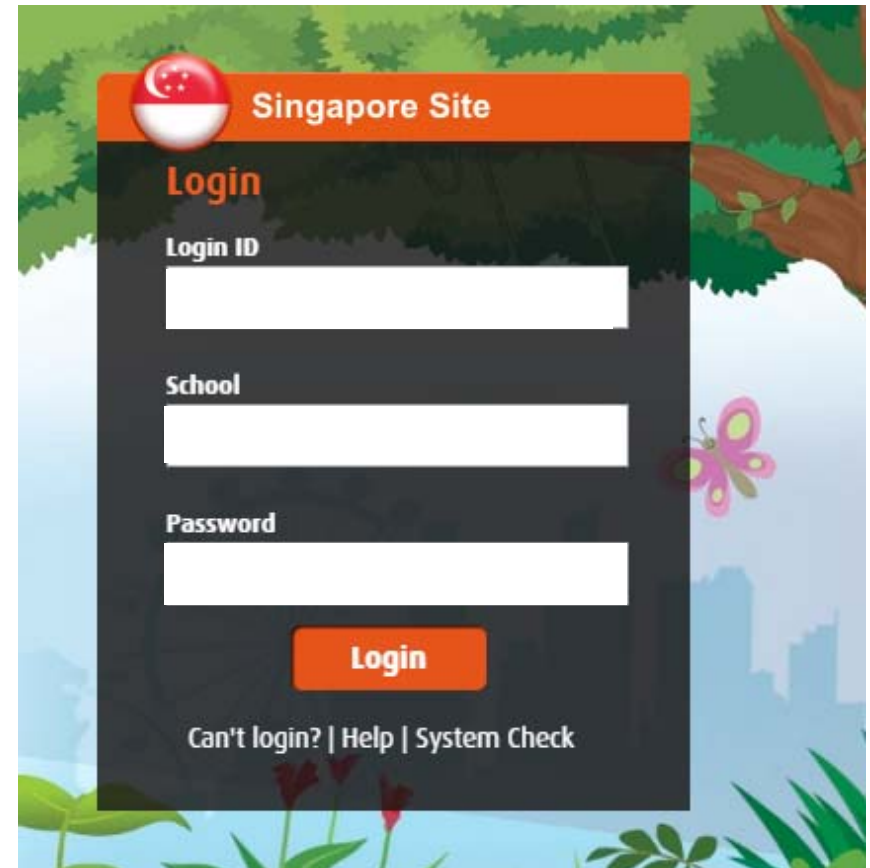
Phone: (65) 6777 5198

Operating Hours

Monday to Friday: 7am – 7pm

Saturday : 7am – 2pm

*Closed on Sundays & Public Holidays



Singapore Site

Login

Login ID

School

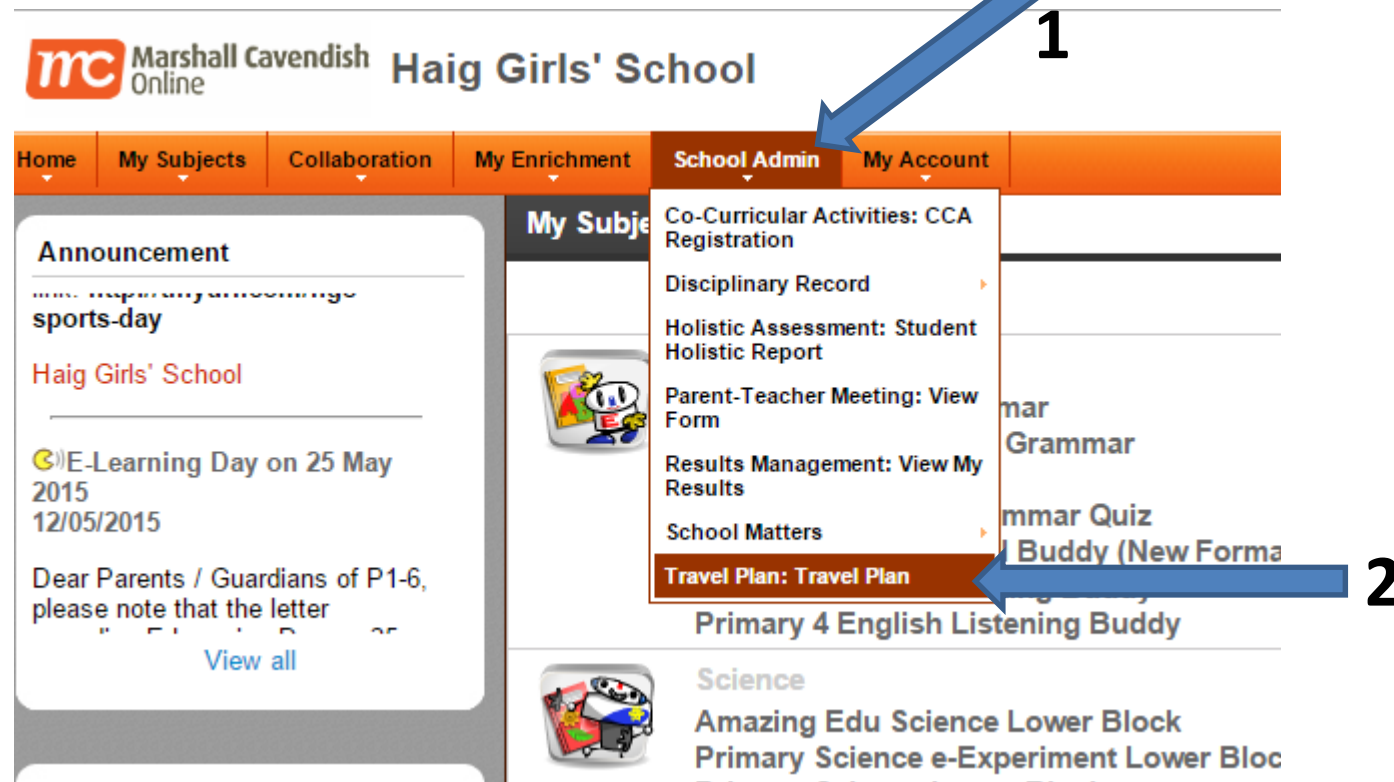
Password

Login

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Step 3

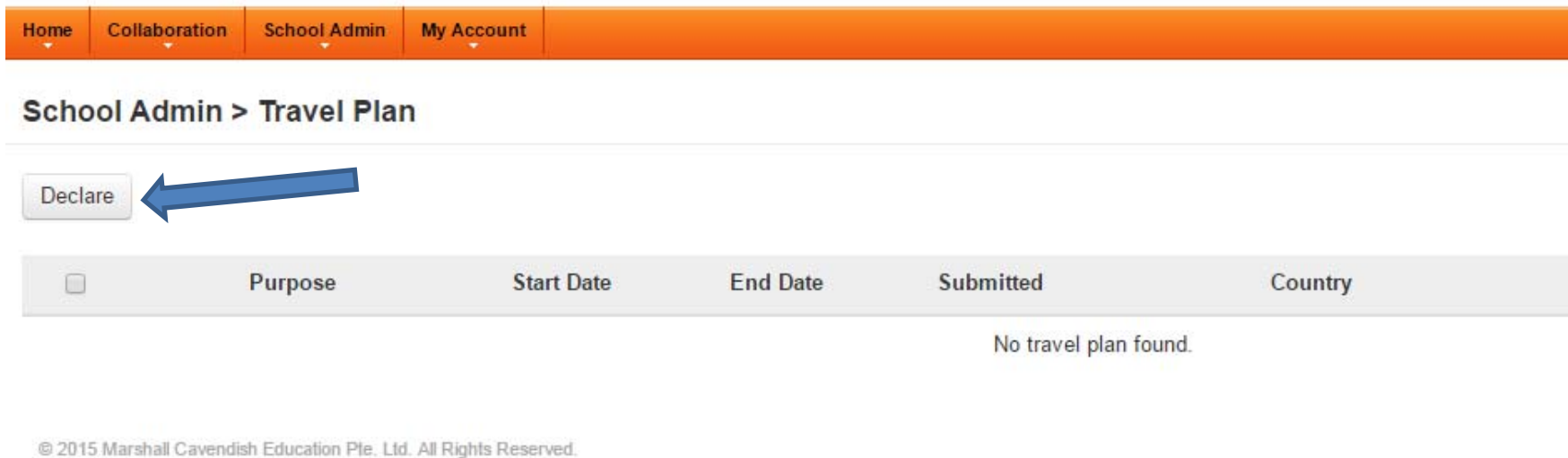
- Mouse over (do not click) to (1)School Admin
- Click on (2)Travel Plan: Travel Plan



The screenshot shows the Marshall Cavendish Online Haig Girls' School website. The navigation bar includes links for Home, My Subjects, Collaboration, My Enrichment, School Admin, and My Account. The 'School Admin' menu is open, displaying a list of options: Co-Curricular Activities: CCA Registration, Disciplinary Record, Holistic Assessment: Student Holistic Report, Parent-Teacher Meeting: View Form, Results Management: View My Results, School Matters, and Travel Plan: Travel Plan. A blue arrow labeled '1' points to the 'School Admin' menu, and another blue arrow labeled '2' points to the 'Travel Plan: Travel Plan' option. The left sidebar contains an announcement for 'sports-day' and an 'E-Learning Day on 25 May 2015' notice. The main content area shows 'My Subjects' with categories like Grammar and Science.

Step 4

- Click **Declare**



Home Collaboration School Admin My Account

School Admin > Travel Plan

Declare

	Purpose	Start Date	End Date	Submitted	Country
No travel plan found.					

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Take Note: If you are making multiple trips, please submit one form per trip.

Step 5

- Fill up the form, accordingly.
- And then click **Save**

Travel Declaration

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.



Step 6

- You should see your travel declaration upon clicking save.

Declare

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted	Country	Mode
<input type="checkbox"/>	Vacation	4 Jun	17 Jun	14 May	Africa, Algeria	Air/ fk123r

And Done!

You may logout of the system at the top right.

