

# 7 Steps Guide

for pupils to submit Travel  
Declaration



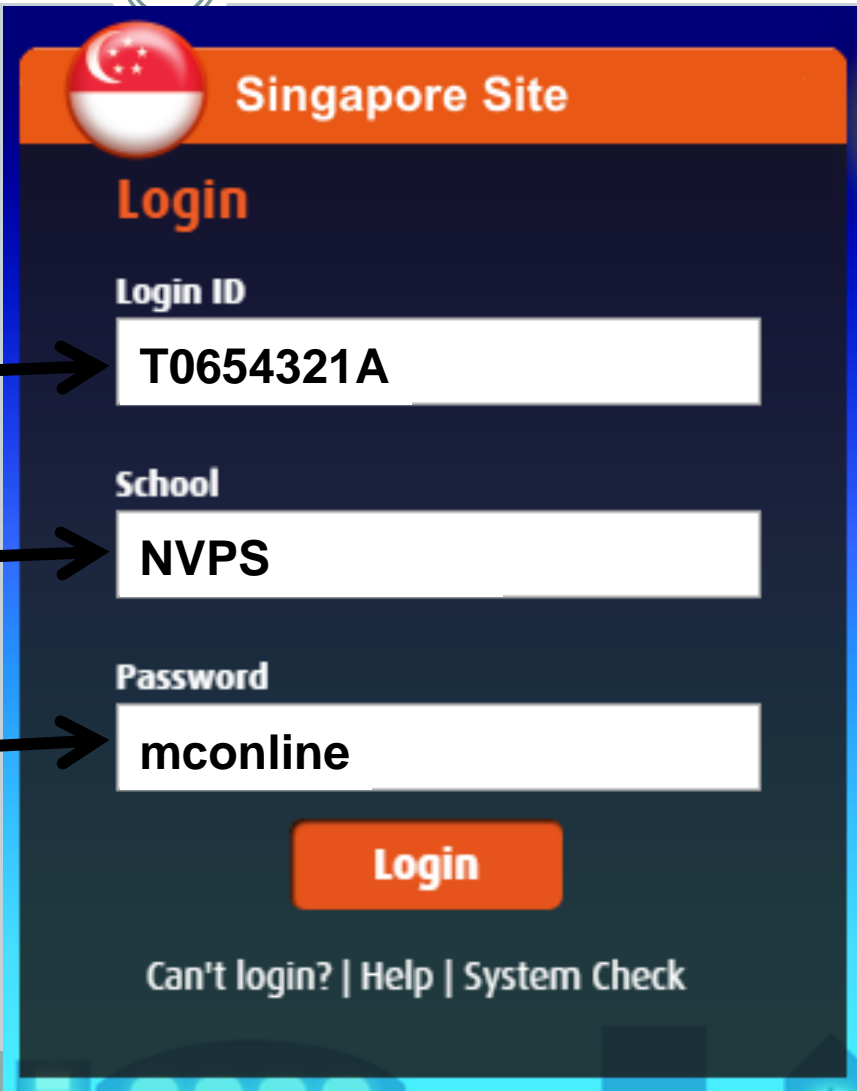
**NORTH VIEW PRIMARY SCHOOL**

# 1. Go to [www.mconline.sg](http://www.mconline.sg)



The screenshot displays the Marshall Cavendish Education website. At the top left is the logo with the letters 'mc' in a red square, followed by the text 'Marshall Cavendish Education'. To the right is a search bar with the text 'Search' and a red 'Go' button. Below this is a navigation bar with orange background and white text for 'HOME', 'ABOUT US', 'SUCCESS STORIES', 'OUR SOLUTIONS', 'CONTACT US', and 'OUR WEBSITES'. The main content area features a large image of a young girl with her hands on her cheeks, looking thoughtful. Overlaid on the bottom left of this image is a dark brown box with the word 'INSPIRE' in large orange letters and the text 'students and ignite their imagination and creativity, adding depth and breadth to their learning' below it. On the right side, there is a dark grey login panel with an orange header and a Singapore flag icon. It contains the following fields: 'Login ID' with a text input box, 'School' with a text input box containing 'School Name/Code', and 'Password' with a text input box. Below these fields is an orange 'Login' button. At the bottom of the panel are the links 'Can't login? | Help | System Check'.

## 2. Log in with your account details



The image shows a login form for the Singapore Site. The form is titled "Singapore Site" and "Login". It contains three input fields: "Login ID" with the value "T0654321A", "School" with the value "NVPS", and "Password" with the value "mconline". Below the fields is a "Login" button. At the bottom, there are links for "Can't login?", "Help", and "System Check".

Annotations on the left side of the form:

- [Child's BC Number] points to the Login ID field.
- "NVPS" points to the School field.
- "mconline" (lowercase) points to the Password field.

Form fields and values:

- Login ID: T0654321A
- School: NVPS
- Password: mconline

Buttons and links:

- Login
- Can't login? | Help | System Check

### 3. Put your mouse cursor over School Admin



North View Primary School

Home

My Subjects

Collaboration

My Enrichment

School Admin

My Account

My Subjects

Track Subjects

#### Announcement

There is currently no announcement.

[View all](#)

You have no new assignments

[View My Current Assignments](#)



#### English

King of English Grammar  
Lower Primary (Listen and Read)  
Primary 1 English  
Primary 1 English Grammar Quiz  
Primary 1 English Oral Buddy  
Primary 1 Shine in English



#### Chinese

小一冠军王  
小学华文一年级  
小一、小二华文看图写话与会话  
小一华语口试满分!



#### Tamil

P1 தமிழ் வாய்மொழி வழிகாட்டி  
தமிழ் நூல்கள்

# 4. Click Travel Plan: Travel Plan



North View Primary School

Home

My Subjects

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## My Subjects



Co-Curricular Activities: CCA Registration

Disciplinary Record

Holistic Assessment: Student Holistic Report

Parent-Teacher Meeting: View Form

Results Management: View My Results

School Matters

**Travel Plan: Travel Plan**



Chinese

小一冠军王

小学华文一年级

小一、小二华文看图写话与会话

小一华语口试满分!



Tamil

P1 தமிழ் வாய்மொழி வழிகாட்டி  
தமிழ் நூல்கள்

# 5. Click Declare



North View Primary School

Home

My Subjects

Collaboration

My Enrichment

School Admin

My Account

School Admin > Travel Plan

Declare



Purpose

Start Date

End Date

# 6. Fill in the necessary information



North View Primary School

[Home](#) [My Subjects](#) [Collaboration](#) [My Enrichment](#) [School Admin](#) [My Account](#)

[School Admin](#) > [My 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
- 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.

# 7. Click Save or Save & Add Another



North View Primary School

[Home](#) [My Subjects](#) [Collaboration](#) [My Enrichment](#) [School Admin](#) [My Account](#)

[School Admin](#) > [My Travel Plan](#) > [Create Travel Plan](#)

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Please Select:

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From

To

Country

State

Purpose of Travel

Mode of Travel  If by Air, state Flight No.

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