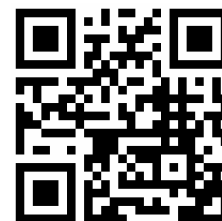


Dear Parents/Guardians,

## How to book Parent-Teacher Meeting Sessions using MC-ONLINE

1. Please use the **Google Chrome Browser** and go to the following **URL** via.
  - <https://www.mconline.sg>
  - QR code, OR
  - through the link provided by the school website



2. Please get your child to login to the MC-online portal using his/her **Student Login ID**.

The Username of child/ward: **First 5 characters of your full name** in BC/FIN/NRIC and the **last 4 digits and letter of BC/NRIC/FIN**

*\*Do note this username is similar to the username for the Student Learning Space (SLS)*

Example:

Hybrid ID

Hybrid IDs are generated from the

1. **first 5 characters of your name** and
2. **the last 4 digits and letter of NRIC/BC/FIN number**

In this case, the student's ID will be ALICE7777R

**UserID: Student ID**  
Eg: ALICE7777R

**BWS**

For security purposes, please check with your child for the password.

If you have forgotten the password, please click on the link below.

3. Select School Admin -> Parent-Teacher Meeting
  - a. Click on Parent-Teacher Meeting: View Form

The screenshot shows the Marshall Cavendish Online Bowen Secondary School interface. The 'School Admin' menu is open, and the 'Parent-Teacher Meeting: View Form' option is highlighted. The main content area displays a list of lessons, including 'Answers to Diagnostic Test Science Chemistry' and 'Answers to 2016 CTI Science Chemistry'.

- b. Select "Term 2 MPS Form Teacher 1" or "Term 2 MPS Form Teacher 2" as there are at two slots available for each timing.

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	SLOTS STATUS	STATUS
Term 2 MPS 2018 Form Teacher 1	Meet Parent Session	Classroom	1A1	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min	20 slots available	Not Started
			1A2	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		
			1E1	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		
			1E2	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		
			1E3	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		
			1E4	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		
			1T1	14/05/2018 00:00 - 23/05/2018 23:59	25/05/2018	08:00	16:00	20min		

#### 4. Selecting your Parent-Teacher-Meeting (PTM) time slot

- a. Fill in your name and contact number (optional)
- b. Select the available slots by clicking on the button  
**(Important: If choice of time slot is not available, please check the other PTM form)**
- c. Check the box: I declare that all information entered is correct and accurate at time of submission
- d. Click on “Confirm”

Parent's Name:  (optional)

Parent's Contact No.:  (optional)

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:


11:00 - 11:20 <input type="button" value="Available"/>	11:20 - 11:40 <input type="button" value="Available"/>
11:40 - 12:00 <input type="button" value="Available"/>	12:00 - 12:20 <input type="button" value="Available"/>
12:20 - 12:40 <input type="button" value="Available"/>	12:40 - 13:00 <input type="button" value="Available"/>
13:00 - 13:20 <input type="button" value="Available"/>	13:20 - 13:40 <input type="button" value="Available"/>
13:40 - 14:00 <input type="button" value="Available"/>	14:00 - 14:20 <input type="button" value="Available"/>
14:20 - 14:40 <input type="button" value="Available"/>	14:40 - 15:00 <input type="button" value="Available"/>
15:00 - 15:20 <input type="button" value="Available"/>	15:20 - 15:40 <input type="button" value="Available"/>
15:40 - 16:00 <input type="button" value="Available"/>	

■ Slots are disabled by School Admin.

■ Slots are booked.

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

5. Upon Confirming, a confirmation slip will be generated and you may print it out.



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### Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

*Name and Class of your child/ward*

6 End of with FT

**6. Amending/Changing of Booking Procedure**

Should there be any changes to be made to the selected time slot, you may update it by accessing the form again.

To amend/change your booking, click on “**Cancel My Booking**” and follow the onscreen instructions.

Parent's Name:  (optional)

Parent's Contact No.:  (optional)

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

11:00 - 11:20	<b>Cancel My Booking</b>	11:20 - 11:40	Available
11:40 - 12:00	Available	12:00 - 12:20	Available
12:20 - 12:40	Available	12:40 - 13:00	Available
13:00 - 13:20	Available	13:20 - 13:40	Available
13:40 - 14:00	Available	14:00 - 14:20	Available
14:20 - 14:40	Available	14:40 - 15:00	Available
15:00 - 15:20	Available	15:20 - 15:40	Available
15:40 - 16:00	Available		

Slots are disabled by School Admin.

Slots are booked.

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

**7. Thank you.**