

How to declare Travel Plans using the Internet Browser

1. Please use the Google Chrome Browser.
2. Login to MC-online

URL: <https://www.mconline.sg> or through the school website



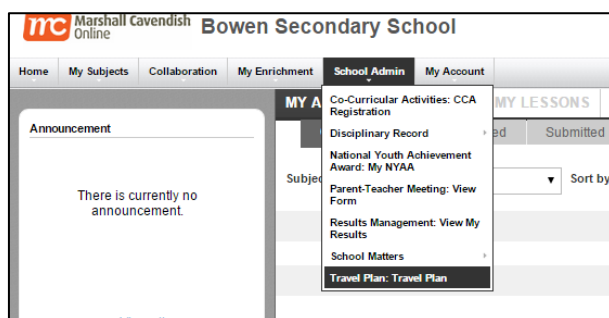
The screenshot shows the login page for Marshall Cavendish Online. The URL in the browser is https://www.mconline.sg/LEAD/login/lms_login.aspx?COOKIE=1&REASON=logout. The page features a navigation menu with links like HOME, ABOUT US, SUCCESS STORIES, OUR SOLUTIONS, CONTACT US, and OUR WEBSITES. A central banner reads "Get a Head Start in Learning NOW!" with a "Go to eShop" button. On the right, there is a "Singapore Site" login panel with the following fields:

- Login ID:** A callout box points to this field with the text "UserID: Student ID".
- School:** A callout box points to this field with the text "BWS".
- Password:** A callout box points to this field with the text "If you have forgotten the password, please click the link below." (referring to the "Can't login? | Help | System Check" link).

A "Login" button is located below the password field.

3. Select School Admin -> Travel Plan

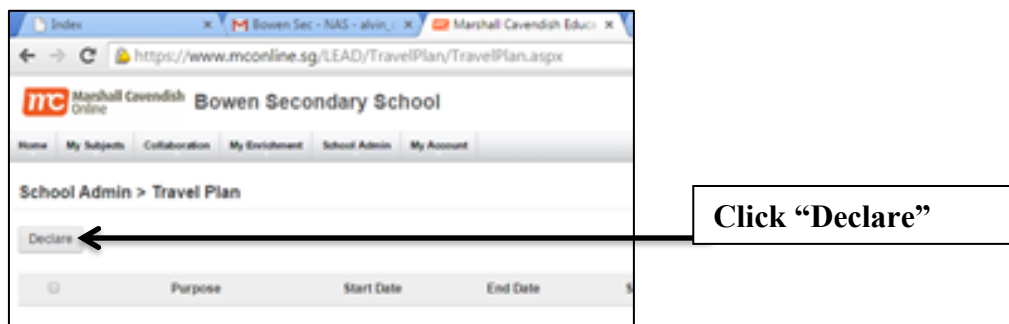
a. Click on Travel Plan



The screenshot shows the "Bowen Secondary School" portal. The "School Admin" menu is expanded, showing the following options:

- Co-Curricular Activities: CCA Registration
- Disciplinary Record
- National Youth Achievement Award: My NYAA
- Parent-Teacher Meeting: View Form
- Results Management: View My Results
- School Matters
- Travel Plan: Travel Plan** (highlighted)

b. Click on Declare



The screenshot shows the "Travel Plan" declaration page. The URL is <https://www.mconline.sg/LEAD/TravelPlan/TravelPlan.aspx>. The page title is "Bowen Secondary School" and the breadcrumb is "School Admin > Travel Plan". A "Declare" button is visible at the top left of the main content area, with a callout box pointing to it that says "Click 'Declare'". Below the button, there is a table with columns for "Purpose", "Start Date", and "End Date".

4. Complete all the fields/blanks in the dialog box.

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.

Select "Dec"
This will cover both November and December months of travel.

Check the box for declaration.

Please click on "Save" after completing all other fields.

Please note that the school **requires you to submit a NIL declaration** even if you are **NOT** intending to travel.

5. Please tick/check the box for the Declaration of information Accuracy

6. Please click on "Save" to confirm and end the travel declaration.

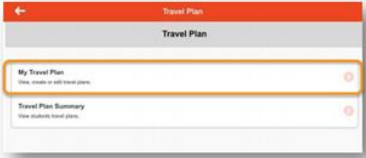
How to declare Travel Plans using Mobile App on Android or IOS

1. Install the MCS-online App on your mobile device
2. After logging in, you will see the following screen.



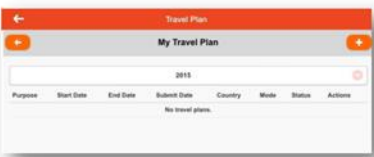
3. Click on Travel Plan
4. Click on My Travel Plan

Travel Plan – My Travel Plan




- **My Travel Plan** allows you to record your travel plans for the school year.
- You can record as **NOT travelling** to another destination or **travelling** to another destination.

5. Start a new declaration



1. Tap on the "+" icon on the top-right to add your travel plan.
2. You will be presented with 2 options when declaring your travel plans :
 - I will NOT be travelling to another country
 - I will be travelling to another country during the school vacation.



6.

3. If you have selected **“I will NOT be travelling”**

- You will need to select the month
- Check on the checkbox for the declaration and
- Tap on the “tick” icon on the top-right to submit the record.

4. The page will refresh showing you the travel plan for the current year.

7.

5. If you have selected **“I will be travelling to another”**

- You will need to set the date range for your travel
- Select the country you are travelling to and fill in the specific state if applicable
- Select the purpose of the travel. Choosing “Others” will require you to specify the purpose of your travel.
- Select your travel mode. Choosing “Air” will require you to fill in your flight number.
- Fill in your emergency contact number and declare that the information provided is as accurate as possible.
- Tap on the “tick” icon.

8.

6. The page will refresh showing you the travel plan for the current year.

7. You can continue adding additional travel plans by tapping on the “+” icon on the top-right.

Note

- Non-travel declarations does not require any approval.
- If you are travelling overseas, your declaration will have a “Pending” status.
- You can edit or delete your travel plan at anytime by clicking on the “pencil” or “cross” icon.