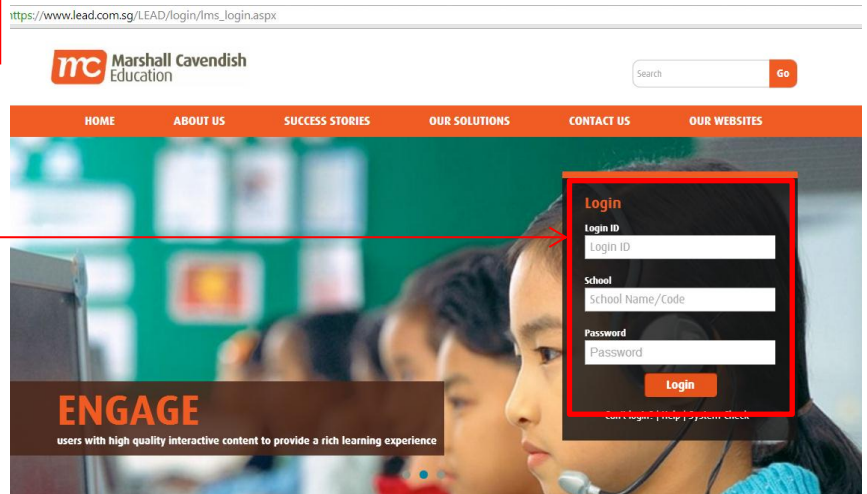


# GUIDE ON TRAVEL DECLARATION

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



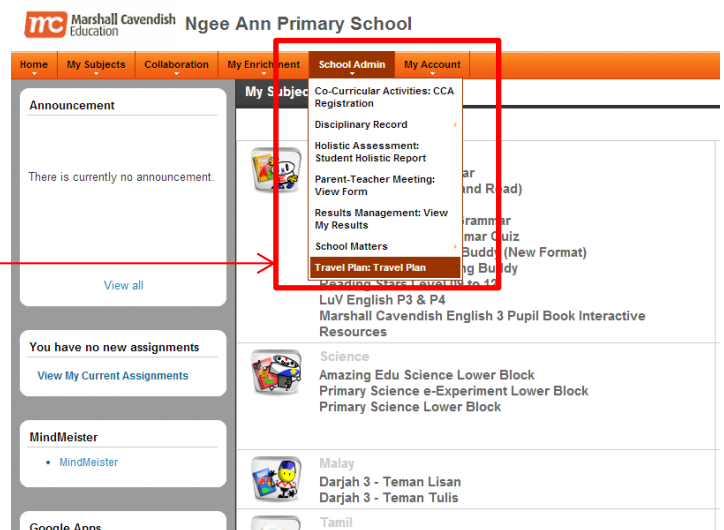
2) LogIn using your child MCOonline log in credentials :

**Login ID** : BC number

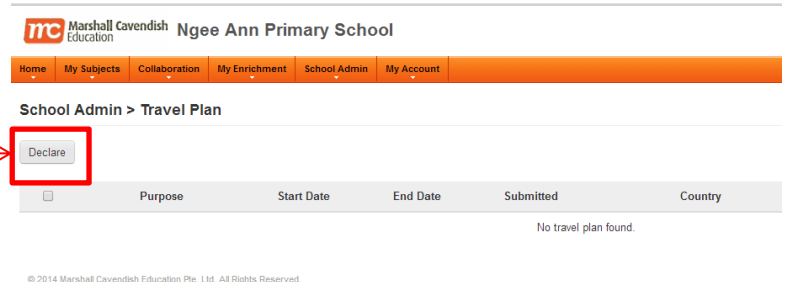
**School** : ngaps

**Password** : mconline

3) Once you are logged in, Go to **School Admin > Travel Plan: Travel Plan**



4) Click on **Declare**



5) Fill up the travel declaration form.

The screenshot shows a 'Travel Declaration' form. At the top, there are radio buttons for 'Please Select: I will NOT be travelling to another country during the following holiday: Mar Jun Sep Dec' and 'Others I will be travelling to another country during the school vacation. Below is my travel plan:'. The second option is selected. Below this, there are several input fields: 'From' (Select start date), 'To' (Select end date), 'Country' (Please select one), 'State' (Type state of country), 'Purpose of Travel' (Please select one), 'Mode of Travel' (Please select one), and 'Emergency Contact' (Type contact number here). A section for 'Parents/Guardian Only' contains 'Parent/Guardian Name' (Type name here) and 'Parent/Guardian Contact' (Type contact number here). At the bottom, there is a checkbox for 'I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.' and two buttons: 'Save' and 'Save & Add Another'.

6) Click on **Save**.

School Admin > Travel Plan

Buttons: Declare Edit Delete

Year: 2014

<input checked="" type="checkbox"/>	Purpose	Start Date	End Date	Submitted	Country	Mode	Remark
<input checked="" type="checkbox"/>	Vacation	2 Jun	3 Jun	22 May	Singapore, France	Air/ 123	-

7) Tick Box to Edit or Delete Travel Declaration form

8) Log out when you have completed the form.