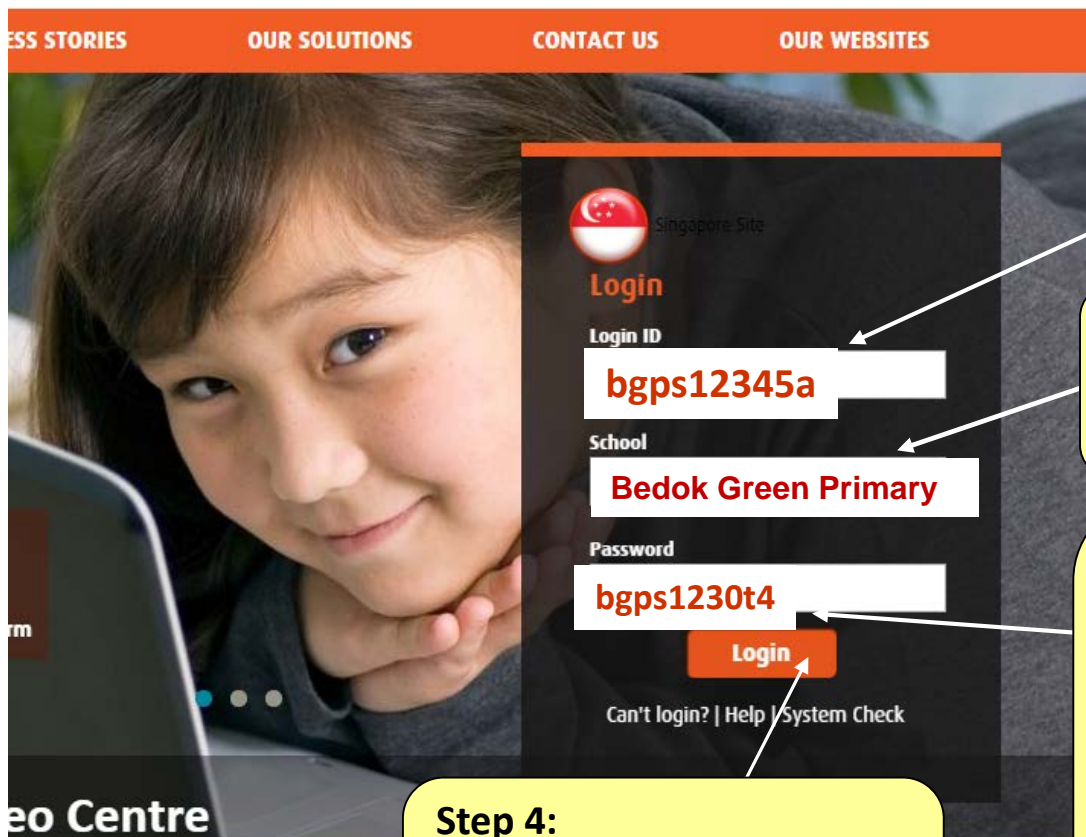


1. TRAVEL DECLARATION ON MC Online PORTAL (Students)

URL: www.mconline.sg (password will expire every 90 days)



Step 1:

Child's login id

Bgps+last 6 characters of BC

Step 2:

Enter your school name

(Bedok Green Primary)

Step 3:

- Enter your password
- **bgps1230** if logging in for the first time.
- If logged in before, password is **bgps1230t2**

Step 4:

Click "Login" and proceed to check assignments on main page

Home | My Subjects | Collaboration | My Tools | My Enrichment | **School Admin** | My Account

My Subjects

- All Subjects
- English (New)
- Chinese (New)
- Mathematics (New)
- Science (New)
- Art (New)
- Music (New)
- Physical Education (New)
- Health Education (New)
- Information Technology (New)
- English Oral Buddy (New)

School Admin

- Administration: Reset Student Password
- Co-Curricular Activities
- Disciplinary Record
- Parent-Teacher Meeting: View Form
- Report Centre
- Results Management: View Results
- School Matters**
- Travel Plan

School Matters

- Flash Facility Booking
- Fault Reporting & Service Request
- Mark Attendance
- Suggestion Box
- Take Temperature
- Travel Plan**

Announcement

Compose | Manage | View all

You have no new assignments

View My Current Assignments

2. Place cursor over 'School Admin' and select 'School Matters' and then 'Travel Plan'

3. Click on 'Declare'

School Admin > Travel Plan

- School Admin
- My Travel Plan**
- Travel Plan Summary

Declare

2017

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted	Country	Mode	Remark
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Travel Declaration

4. Select 'I will NOT be travelling...' if you do not have any plans to travel.

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:

OR

5. Proceed to declare your travel plans if you have plans to travel overseas

From

To

Country

State

Purpose of Travel

Mode of Travel

6. Remember to click '**Save**'.



Please call the helpdesk at 67775198 for further assistance at the following timings:

Monday to Friday – 7 am to 9pm

Saturday – 7 am to 2pm