

Method 1

Travel Declaration using Computer

1. Go to:

<https://www.mconline.sg>

(Via Google Chrome only)

2. Login ID:

Hmps followed by the
'last 6 characters of
child's B.C' no.

Eg:

Child's BC no

T12345678A

Login ID: HMPS45678A

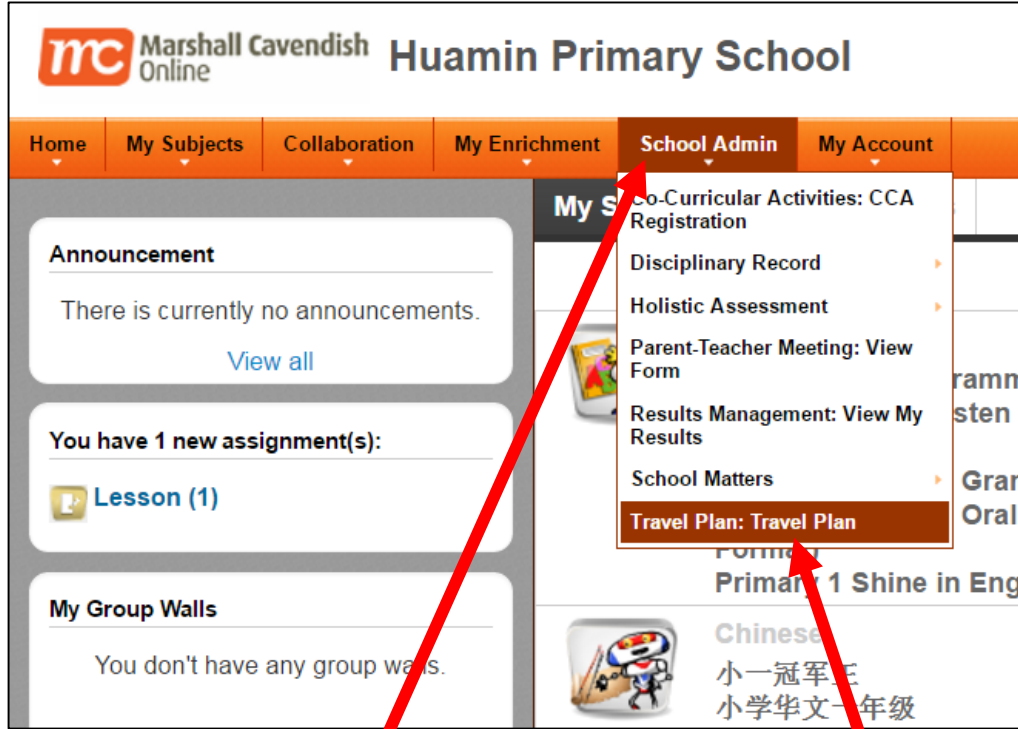
The screenshot shows the 'Singapore Site' login page. It features a header with the Singapore flag and the text 'Singapore Site'. Below the header is the title 'Login'. There are three input fields: 'Login ID', 'School', and 'Password'. At the bottom of the form is an orange 'Login' button. Below the button are links for 'Can't login?', 'Help', and 'System Check'. Red arrows point from the instructions on the left and right to the corresponding fields and the button.

3. School:
HMPS

4. Password:
student01

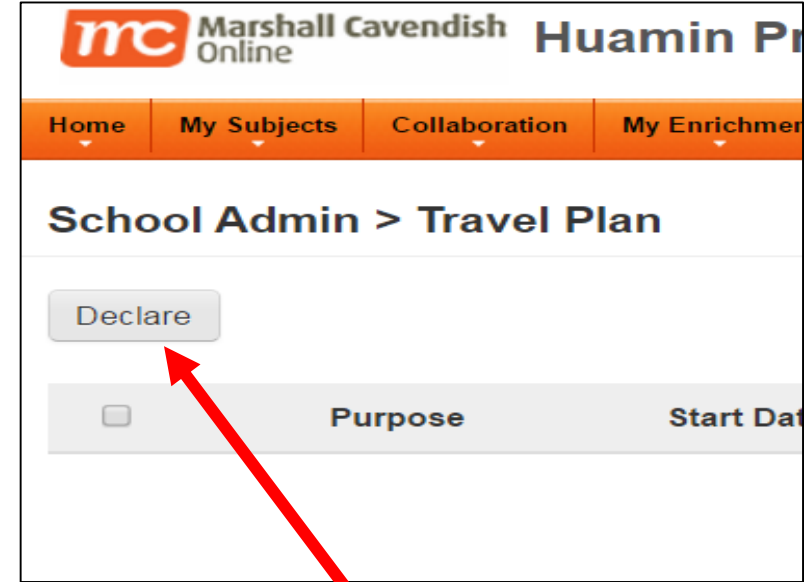
5. Click
Login

***If there is a need to change password, please change password to student02**



6. Click on, "School Admin"

7. Click on, "Travel Plan: Travel Plan"



8. Click on, "Declare"

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.

Cancel

Save

Save & Add Another

9. Fill up the Travel Declaration Form and click SAVE

Travel Declaration using Mobile Phone



Download MCO LMS App from Google Play Store or Apple App Store

1. HMPS followed by the 'last 6 characters of child's B.C' no.
Eg:
Child's BC no
T12345678A
Login ID:
HMPS45678A

A screenshot of the Marshall Cavendish Online login interface. It features the 'mc Marshall Cavendish Online' logo at the top. Below the logo are three input fields: 'Login Name', 'School Id', and 'Password'. At the bottom of the form is a blue button labeled 'LOGIN'. Red arrows point from the instructions on the right to each of these elements.

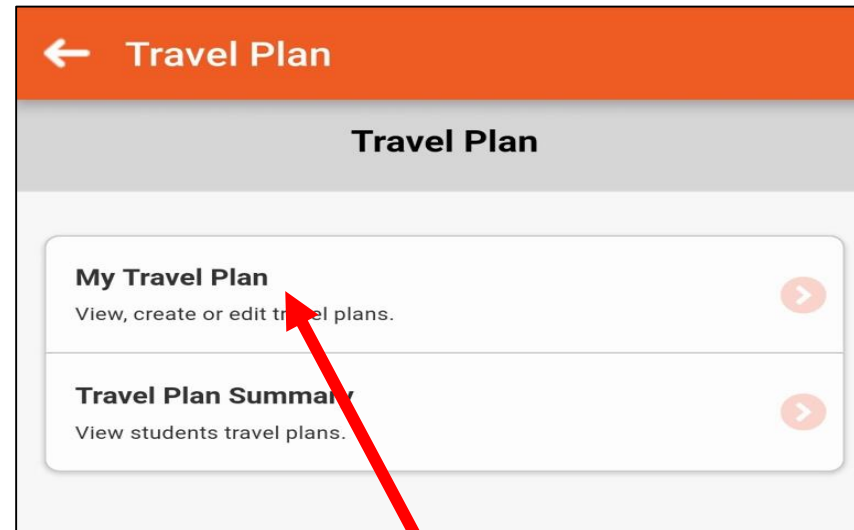
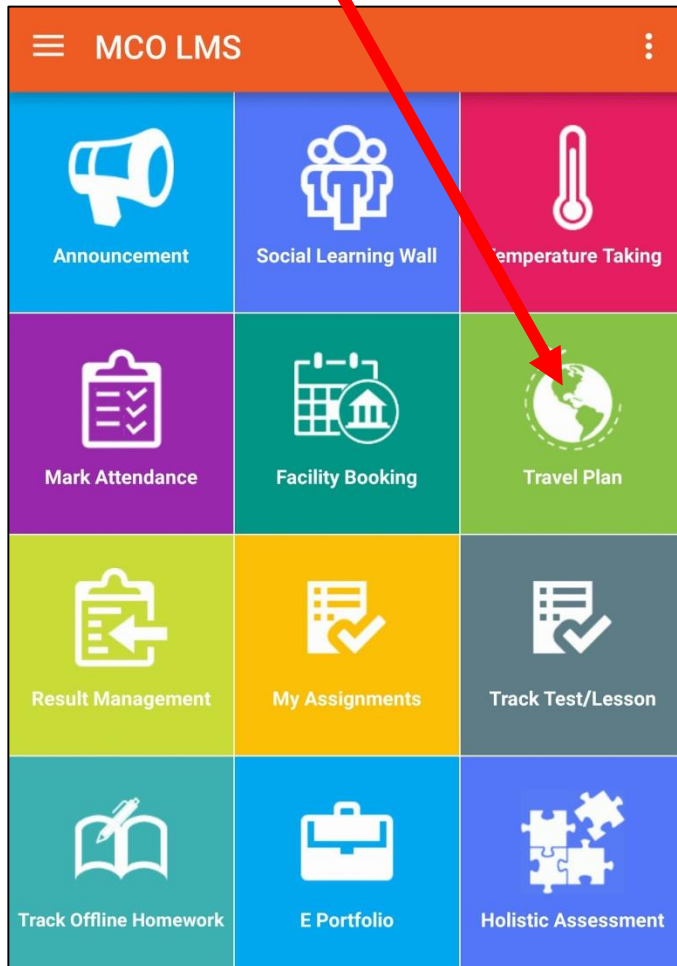
2. School:
HMPS

3. Password:
student01

4. Click
Login

***If there is a need to change password, please change password to student02**

5. Click on Travel Plan



6. Click on My Travel Plan

7. Click on the + sign

← Travel Plan

← My Travel Plan +

2017

Purpose	Start Date	End Date	Submit Date	Country	Mode	Actions
No travel plans.						

8. Fill up Declaration Form.

← Travel Plan

← Declare Travel Plan ✓

Start Date:
Select start date

End Date:
Select end date

Select Country

State:
Type state of country

Purpose:
Select Purpose

Select Travel Mode

Emergency Contact Number:
Emergency contact number

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

9. Check the box to declare all information given is correct

10. Click on the ✓ sign to submit

For technical support, please call the number given below. Thank you



Helpdesk

Marshall Cavendish Education Technical Support

Phone: (65) 6777 5198

Operating Hours

Monday to Friday: 7am – 9pm

Saturday : 7am – 2pm

*Closed on Sundays & Public Holidays