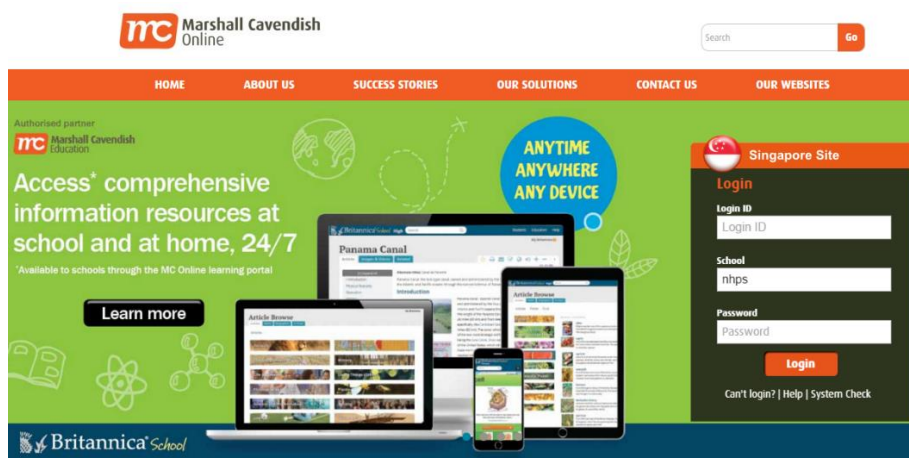


Annex B

Step-by-Step Guide

Registration Guide for Mid-Year Meet-the-Parent Session 2018



Step 1 – Login to MC Online www.mconline.sg

Please use Student Account	
Student Account	
Login ID	Student's IC Number e.g. nhps12345A
School	nhps
Password (default)	Nhps2018t1

Step 2a – Click on “Parent-Teacher Meeting: View Form” in “School Admin”.



Step 2b – For 2018 Mid-Year MTP registration, click on “Mid-Year Meet-the-Parents Session 25 May 2018”.



Step 3 – Fill in the necessary information, click on the desire time slot and click “Confirm”.

Title: Mid-Year Meet-the-Parents Session 25 May 2018
Description: Mdm El...
Venue: 1D Class
Registration Date: 14/05/2018 08:00 - 20/05/2018 20:00

Form Class / Group Name: P1-D

Student: - select a student -

Event Date: 25/05/2018

Time Slots: 07:30 - 07:40 Available 07:40 -

1. Select Class and Name of student

2. Select Time Slot

14:10 - 14:20	Available	14:20 - 14:30	Available
14:30 - 14:40	Available	14:40 - 14:50	Available
14:50 - 15:00	Available	15:00 - 15:10	Available
15:10 - 15:20	Available	15:20 - 15:30	Available
15:30 - 15:40	Available	15:40 - 15:50	Available
15:50 - 16:00	Available	16:00 - 16:10	Available
16:10 - 16:20	Available	16:20 - 16:30	Available

Slots are disabled by School Admin.
Slots are booked.

I declare that all the information is correct at the time of submission.

3. Click here

Confirm Return

Step 4 – Print the “Acknowledgement Notice”.

mc Marshall Cavendish Online

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 OF PARENT
Mr Demo Tan

NAME OF CHILD
Demo Student 1a01

CLASS
Demo Class1

EVENT / DESCRIPTION
Mid-Year Meet-the-Parents Session
26 May 2017 - Miss Ng Kai Shi

EVENT DATE
26/05/2017

BOOKED TIME
15:50 - 16:00

VENUE
Demo Class1

Print Close

Click here

To make changes to the Booking - click back on the Parent-Teacher Meeting Form, cancel the booking and select the new time slot. Please repeat Step 3 to 4.

mc Marshall Cavendish Online Nan Hua Primary School

Home My Subjects Collaboration My Enrichment School Admin My Account

PARENT-TEACHER MEET PARENT-TEACHER MEET BOOKING

Select Form: Mid-Year Meet-the-Parents Sess

View Acknowledgement **Cancel My Booking**

Title: Mid-Year Meet-the-Parents Session 26 May 2017

Description: Miss Ng Kai Shi

Venue: Demo Class1

Form Class / Group Name: Demo Class1

Registration Date: 08/05/2017 09:00 - 26/05/2017 23:59

Event Date: 26/05/2017

1. Select either one

OR

14:30 - 14:40

14:50 - 15:00

15:10 - 15:20 Available

15:30 - 15:40 Available

15:50 - 16:00 Cancel My Booking

16:10 - 16:20 Available

Next, confirm the cancellation.

Confirm

Are you sure you want to cancel your current booking? Click on OK to confirm your cancellation.

OK Close

2. Click OK