

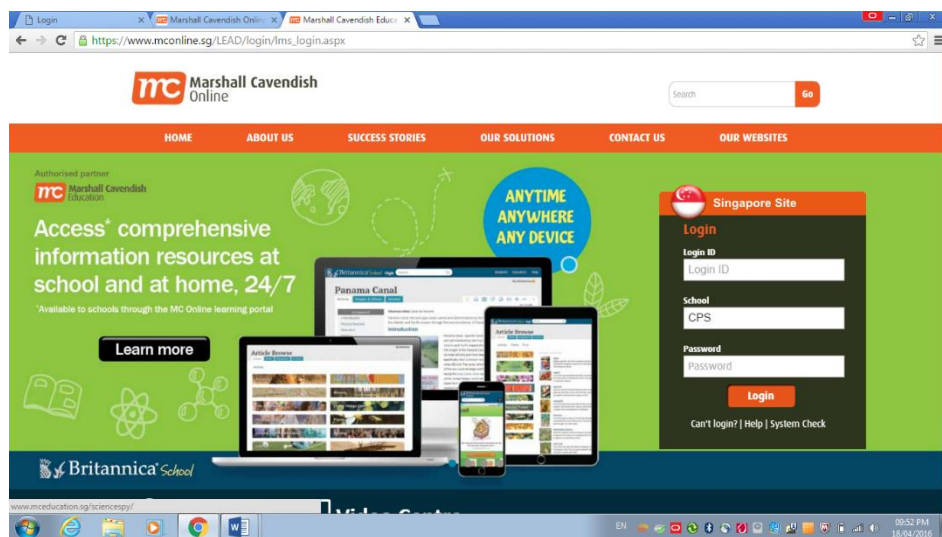
## P1-6 Parent-Teacher Meet 24 May 2017 (Wednesday)

### Guide to book a time slot via the McOnline portal

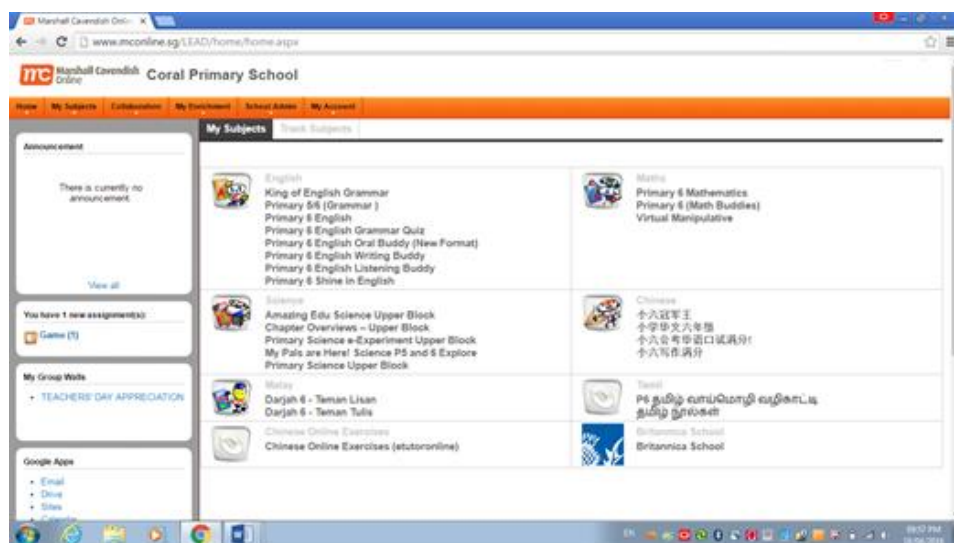
Step 1: Key in [www.mconline.sg](http://www.mconline.sg) as the web address using the **Google Chrome**.

Step 2: In the screen below key in

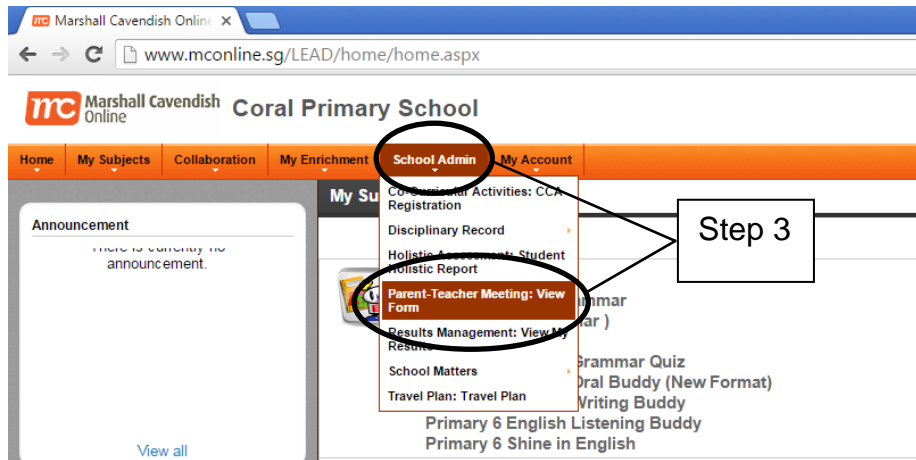
- CPS and the last 5 numbers and last letter of your child's/ward's Identification number in "Login ID" slot. (e.g if your child's Birth Certificate number is T1234567A, then his or her Login ID would be CPS34567A )
- "Coral Primary School" in the "School" slot
- Your child's McOnline password in the "Password" slot (Please inform the form teacher to reset the password if your child has forgotten his or her password.)
- Click on the orange "Login" button.



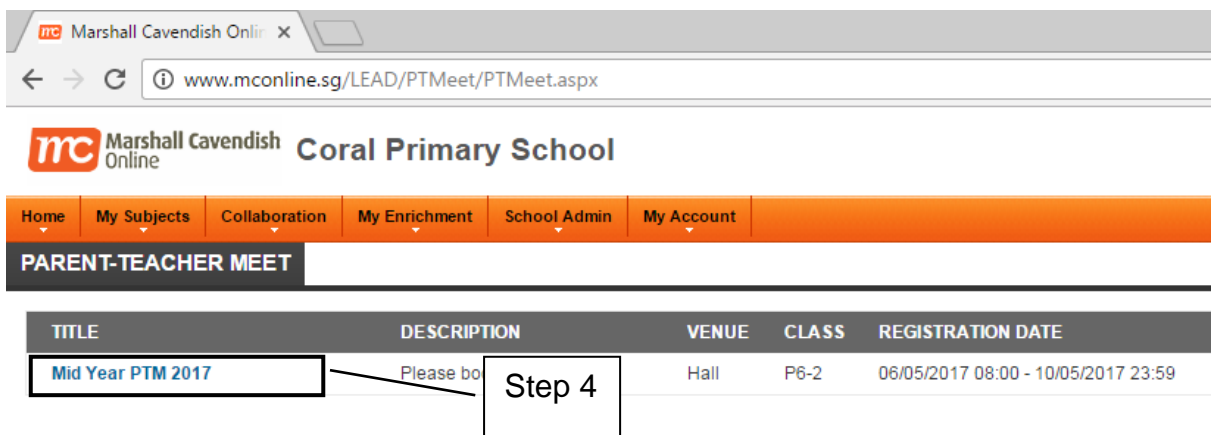
You will be able to see the screen below:



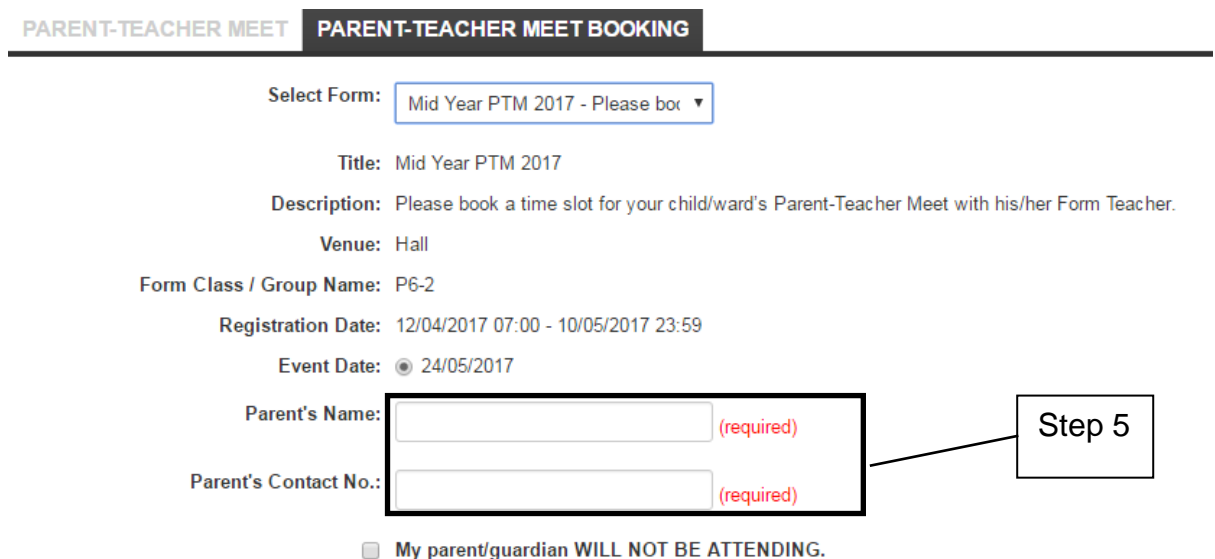
Step 3: Bring the cursor to the tab “School Admin” and click on “Parent-Teacher Meeting: View Form



Step 4: Click on the Mid Year Parent Teacher Meet 2017



Step 5: Complete the two fields “Parent’s Name” and “Parent’s Contact No”.



Step 6: Click on the preferred time slot that you would like to meet the Form Teacher

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	Available
09:20 - 09:30	Available	09:30 - 09:40	Available
09:40 - 09:50	Available	09:50 - 10:00	Available
10:00 - 10:10		10:10 - 10:20	
10:20 - 10:30		10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available
12:00 - 12:10	Available	12:10 - 12:20	Available

**Step 6** points to the 09:10 - 09:20 slot.

Step 7: Finally, check on the box “I declare that all the information entered here is correct and accurate at the time of submission” and click on the “Confirm” button.

14:00 - 14:10	Available	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

Slots are disabled by School Admin.

Slots are booked.

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

**Step 7** points to the declaration checkbox.