

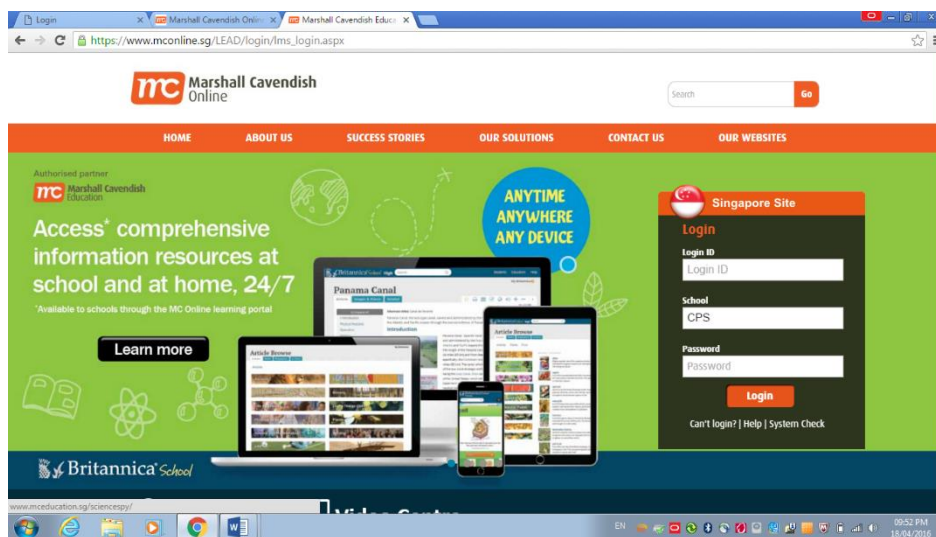
P2-P5 Parent-Teacher Meet 13 Nov and 14 Nov 2018 (Tue and Wed)

Guide to book a time slot via the McOnline portal

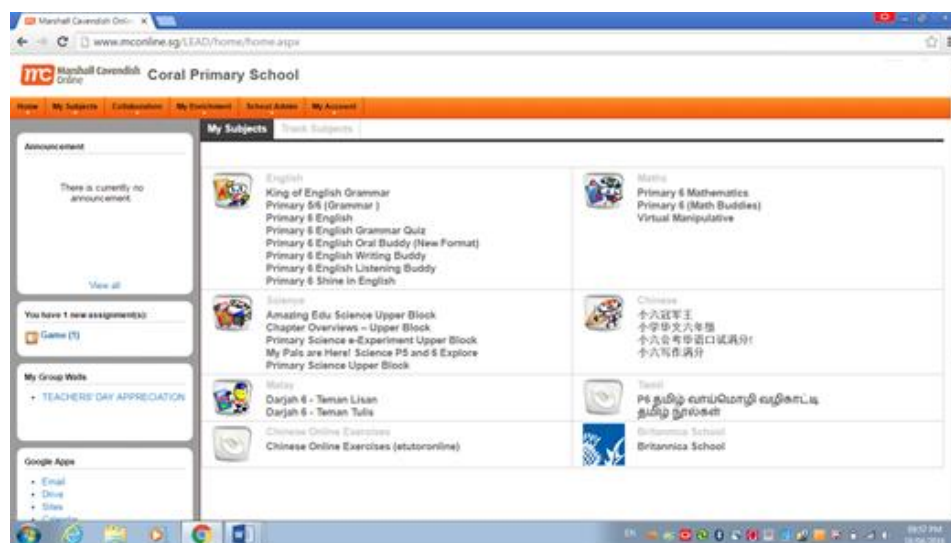
Step 1: Key in www.mconline.sg as the web address using the **Google Chrome**.

Step 2: In the screen below key in

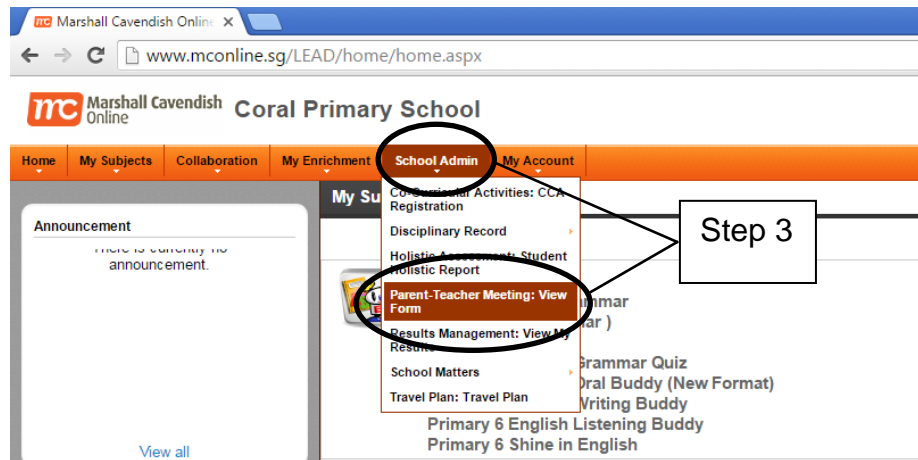
- CPS and the last 5 numbers and last letter of your child's/ward's Identification number in "Login ID" slot. (e.g if your child's Birth Certificate number is T1234567A, then his or her Login ID would be CPS34567A)
- "Coral Primary School" in the "School" slot
- Your child's McOnline password in the "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.



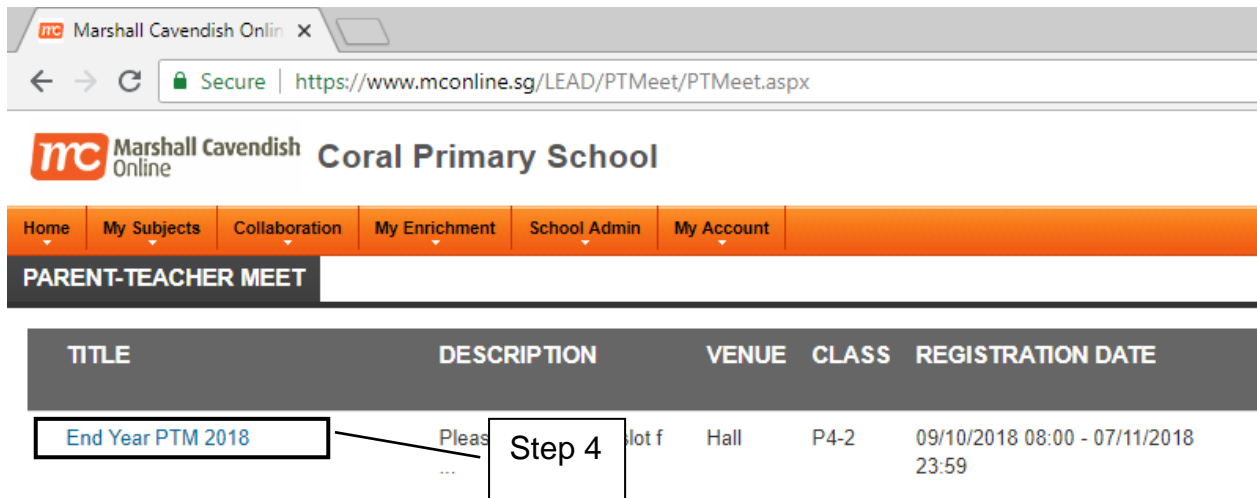
You will be able to see the screen below:



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



Step 4: Click on the End Year Parent Teacher Meet 2018



Step 5: Select your preferred date.

Home My Subjects Collaboration My Enrichment School Admin My Account

PARENT-TEACHER MEET PARENT-TEACHER MEET BOOKING

Select Form: End Year PTM 2018 - Please bo

Title: End Year PTM 2018

Description: Please book a time slot for your child/ward's Parent-Teacher Meet with his/her Form Teacher.

Venue: Hall

Form Class / Group Name: P4-2

Registration Date: 09/10/2018 08:00 - 07/11/2018 23:59

Event Date: 13/11/2018
 14/11/2018

Step 5

Step 6: Complete the two fields "Parent's Name" and "Parent's Contact No."

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Title: End Year PTM 2018

Description: Please book a time slot for your child/ward's Parent-Teacher Meet with his/her Form Teacher.

Venue: Hall

Form Class / Group Name: P4-2

Registration Date: 09/10/2018 08:00 - 07/11/2018 23:59

Event Date: 13/11/2018
 14/11/2018

Parent's Name: (optional)

Parent's Contact No.: (optional)

My parent/guardian WILL NOT BE ATTENDING.

Step 6

Step 7: Click on the preferred time slot that you would like to meet the Form Teacher

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

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
16:30 - 16:40	Available	16:40 - 16:50	Available
16:50 - 17:00	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 8: 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.

16:10 - 16:20	Available	16:20 - 16:30	Available
16:30 - 16:40	Available	16:40 - 16:50	Available
16:50 - 17:00	Available		

Slots are disabled by S
 Slots are booked.

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