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Holistic Educational Solutions



A Guide for Parents:

Booking a Parent-Child-Teacher Conferencing Slot (Pri 1 to 5 PCTC)

Updated in 2020 by Mee Toh School





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Contents

- Where to locate the PCTC Form
- Booking a PCTC Time Slot
- Changing your PCTC Booking







LOGGING IN TO MC Online PORTAL (using Student's Account)

URL: www.mconline.sg



Step 1:

Child's Login ID

(First 5 letters of child's name

+ last 4 BC numbers+last alphabet of BC)

Step 2:

Enter your School Name (MTS)

Step 3:

Enter your Password

("SLSMTS5183" or the password you had changed to)

Step 4:

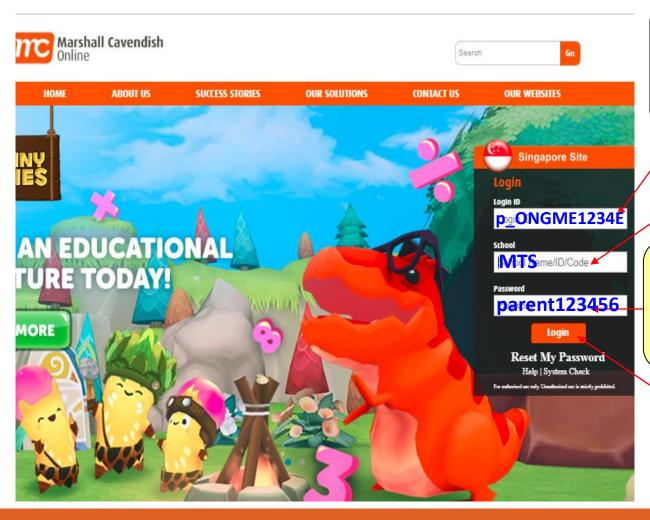
Click "Login"







URL: www.mconline.sg (using Parent's Account)



Step 1:

Parent's loginID (p_first 5 letters of child's name + last 4 BC numbers+last alphabet of BC)

Step 2: Input School ID

Step 3: Input your password ("parent123456" or the password you had changed to)

Step 4: Click "Login"





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WHERE TO LOCATE THE PCTC FORM







Where to locate the PCTC Form



These steps are the same for both parents and students account.







Where to locate the PCTC Form



Note

• If you do not see the PTC/PCTC Session for your child's class, this may be because the registration date has not yet started. **PCTC Booking starts on 29 October, 8.00 a.m.**





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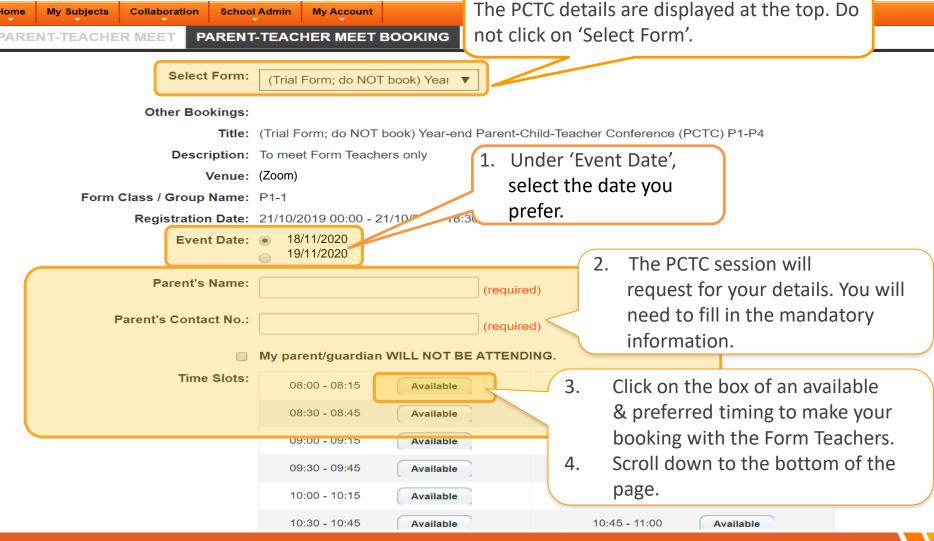
BOOKING A PCTC TIME SLOT





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Booking a PCTC Time Slot

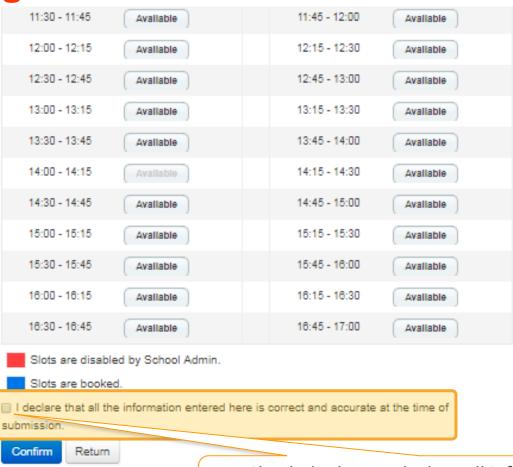






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Booking a PCTC Time Slot



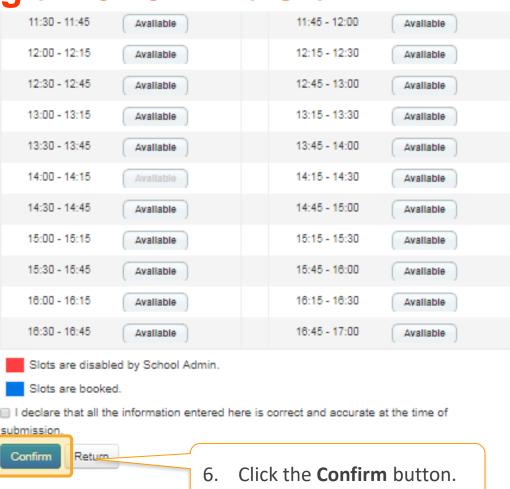
Check the box to declare all information entered is correct and accurate.







Booking a PCTC Time Slot

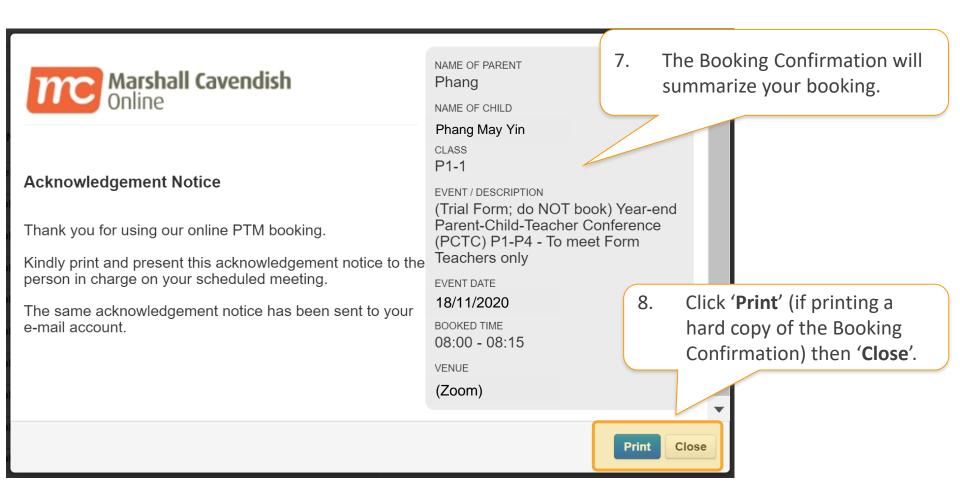




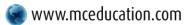




Booking a PCTC Time Slot







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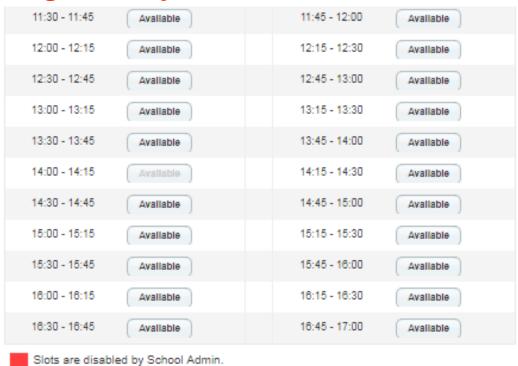
NOT Booking a PCTC Time Slot as you had come to the booking form by accident.

lone my dubjects Conuboration Concor	Admin my Account
PARENT-TEACHER MEET PARENT	-TEACHER MEET BOOKING
Select Form:	(Trial Form; do NOT book) Year ▼
Other Bookings:	
Title:	(Trial Form; do NOT book) Year-end Parent-Child-Teacher Conference (PCTC) P1-P4
Description:	To meet Form Teachers only
Venue:	(Zoom)
Form Class / Group Name:	P1-1
Registration Date:	29/10/2020 08:30 – 06/11/2020 23:59
Event Date:	18/11/202019/11/2020
Parent's Name:	(required)
Parent's Contact No.:	1. You do not need to click on the box.
	My parent/guardian WILL NOT BE ATTENDING.
Time Slots:	08:00 - 08:15 Available 08:15 - 08:30 Available
	08:30 - 08:45 Available 08:45 - 09:00 Available
	09:00 - 09:15 Available 09:15 - 09:30 Available
	09:30 - 09:45 Available 09:45 - 10:00 Available
	10:00 - 10:15 Available 10:15 - 10:30 Available
	10:30 - 10:45 Available 10:45 - 11:00 Available





NOT Booking a PCTC Time Slot as you had come to the booking form by accident.



Slots are booked.

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

submission Confirm Return

Click the **Return** button & you will be directed back to the main page of the PCTC Booking Form.







Things to Note:

- Internet Browser Google Chrome is preferred.
- If you have <u>more than 1 child</u>, please log on to all your children's accounts. Do not copy and paste URL into another browser, log out of one account first and then login into another account.





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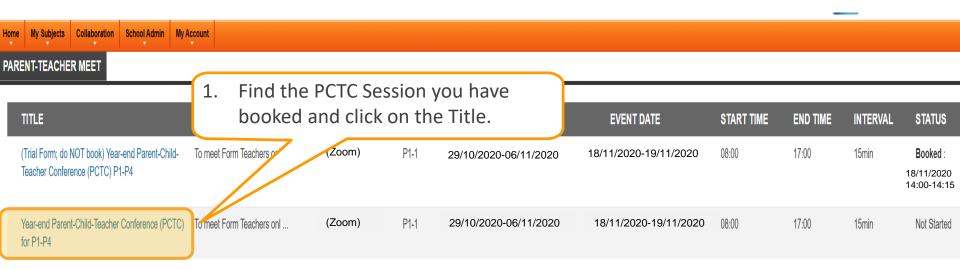
CHANGING YOUR PCTC BOOKING







Changing your PCTC Booking

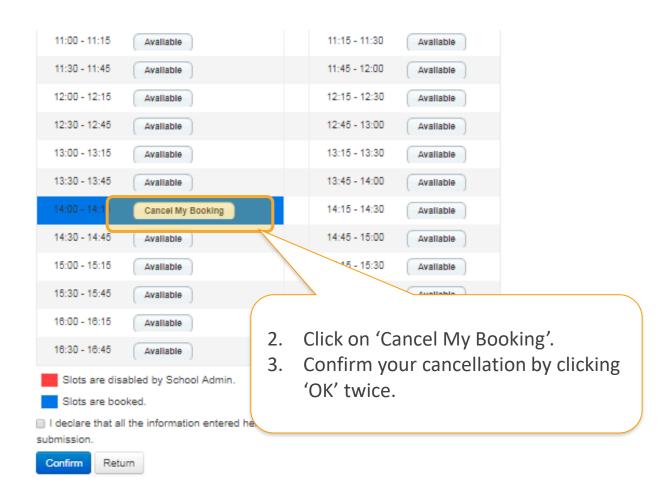








Changing your PCTC Booking





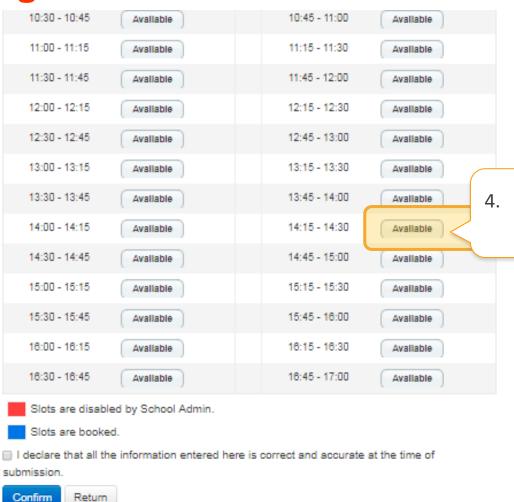




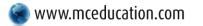
Click on a new time slot

you want.

Changing a PCTC Time Slot

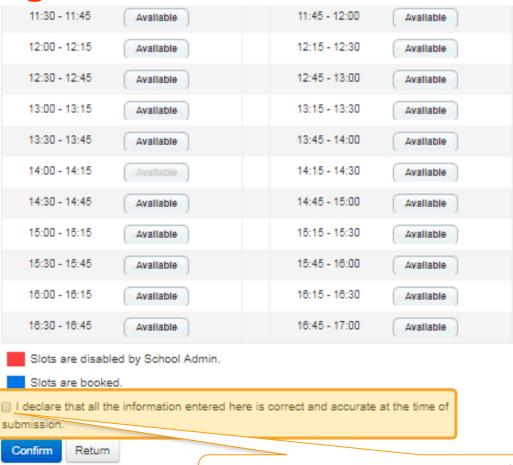






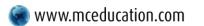


Changing a PCTC Time Slot



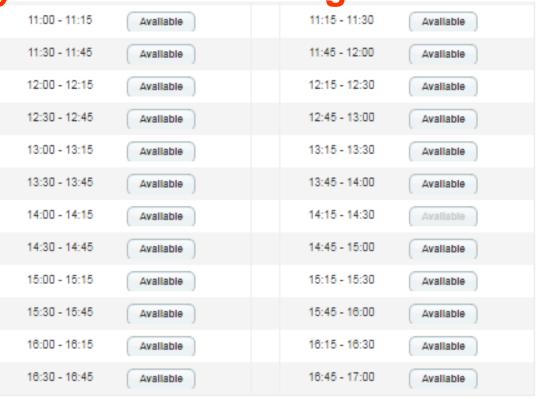
5. Check the box to declare all information entered is correct and accurate.





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Changing your PCTC Booking



- 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.

Confirm

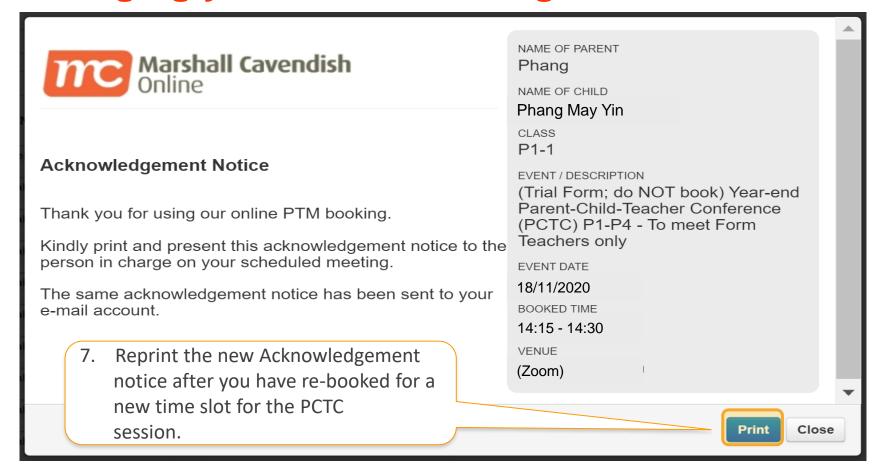
Click the Confirm button.







Changing your PCTC Booking









- You are advised to print the acknowledgement slip and take note of the date and time-slot selected.
- If you encounter any problem, please call the hotline at 6777 5198.

Monday to Friday: 7.00 a.m. - 7.00 p.m.

Saturday: 7.00 a.m. - 2.00 p.m.

Alternatively, you can submit your enquiry by clicking on the icon "Technical Support" on the login page.







Thank you