

### Please note the following for booking of MTPS:

#### 1) Login Details:

Following the implementation of new password security measures, Marshall Cavendish Education would like to inform you of the **new default login password** to our Learning Management System (LMS) in accordance with the new security measures.

The details for the new logging-in process for students and parents are as follows:

**Website:** <http://www.mconline.sg>

**School:** HRPS

**Login ID:**

**a) For All Students**

Your child's MCOonline User ID which can be found on page 3 of his/her school organiser.

**b) For All Parents**

P\_Child's MCOonline User ID

**Password:**

**a) For All Students**

**If you are logging in for the first time**, the default password will be "**Student01**".

After which, the system will prompt you to change your child's password. Please write down your child's new password on page 3 of his/her school organiser.

**b) For Parents with Existing Accounts**

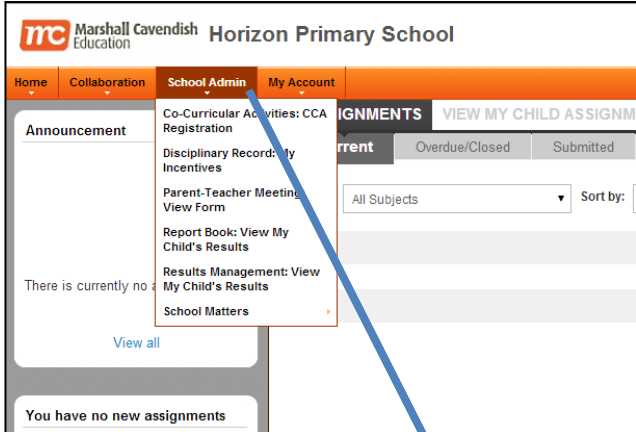
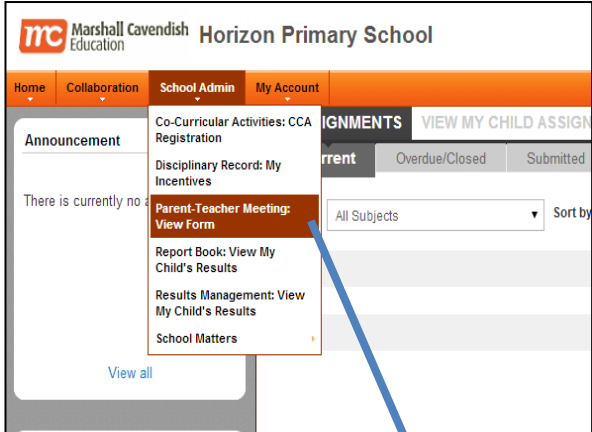
- The password will remain as your current existing password.
- The system will prompt you to change your current existing password if it does not meet the new security requirements.

**c) For Parents with New Accounts**

**If you are logging in for the first time**, the default password will be "**Parent01**". After which, the system will prompt you to change your password.

*For further queries or assistance, please contact their Helpdesk at (65) 6777 5198.*

#### 2) Steps for booking of appointment slots:

<p><b>Step 1: Where to locate Parent-Teacher Meeting Form</b></p>  <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>Place mouse cursor over School Admin tab</b></p> </div>	<p><b>Step 2: View Parent-Teacher Meeting Form</b></p>  <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>Click on Parent-Teacher Meeting: View Form</b></p> </div>
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### Step 3: Make a booking for the Form Teachers

Marshall Cavendish Online Horizon Primary School

Home My Subjects Collaboration My Tools My Enrichment School Admin My Account

**PARENT-TEACHER MEET**

TITLE	DESCRIPTION	VENUE
<input type="checkbox"/> STUDENT-LED MTPS (P1 INNOVATOR)	Please book your preferre	P1 INNOVATOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 CREATOR)		
<input type="checkbox"/> STUDENT-LED MTPS (P1 EXPLORER)		
<input type="checkbox"/> STUDENT-LED MTPS (P1 INQUIRER)	Please book your preferre	P1 INQUIRER CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 INVENTOR)	Please book your preferre	P1 INVENTOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 REFLECTOR)	Please book your preferre	P1 REFLECTOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 THINKER)	Please book your preferre	P1 THINKER CLASSROOM

**Click on Form Teachers Parent- Teacher Meeting Form**

### Step 4: Select booking slot

Marshall Cavendish Online Horizon Primary School

Home My Subjects Collaboration My Enrichment School Admin My Account

**PARENT-TEACHER MEET PARENT-TEACHER MEET BOOKING**

Select Form: MTPS (1) Class Teacher - Pleas

Title: MTPS (1) Class Teacher

Description: Please book your preferred time slot with your child/s/ward's Class Teacher.

Venue: P3 Innovator Classroom

Form Class / Group Name: 2016 P3-1 non-siblings

Registration Date: 03/02/2016 08:00 - 26/02/2016 23:59

Event Date: 10/03/2016

Parent's Name:  (required)

Parent's Contact No.:  (required)

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

**Fill in required fields**      **Select timeslot**

### Step 5: Confirm the booking slot and print acknowledgement page.

16:45 - 16:55	Available	16:55 - 17:05	Available
17:05 - 17:15	Available	17:15 - 17:25	Available
17:25 - 17:35	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

**Click on Declaration box**

**Click on Book Selected**

### Step 6: Only if you need to amend the booking slot

Parent-Teacher Meeting

Viewing, Managing & Exporting Your Form – Cancel bookings

Marshall Cavendish Online

Form Class / Group Name: 1A-2

Student: select a student

Event Date: 09/12/2012

Time Slots:

09:00 - 09:10	Aiden Zhou	09:10 - 09:20	Available
09:20 - 09:30	Available		
09:40 - 09:50	Jacob Wang		
10:00 - 10:10	Available		
10:20 - 10:30	Available	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

Set Disabled Set Available Submit Booking **Cancel Booking** Return

**Step 1: Select the Time slot to Cancel booking.**

**Step 2: Click Cancel Booking.**

**Step 3: Click Ok.**

http://www.lead.com.sg  
Are you sure you want to cancel Jacob Wang's booking?  
Click on OK to confirm.

- If you have more than one child studying in Horizon Primary School, please remember to book for all your children.
- Bookings are on a first come, first served basis.