MCOnline Booking Procedures

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 MCOnline User ID which can be found on page 3 of his/her school organiser.

b) **For All Parents**
   P_Child's MCOnline 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.
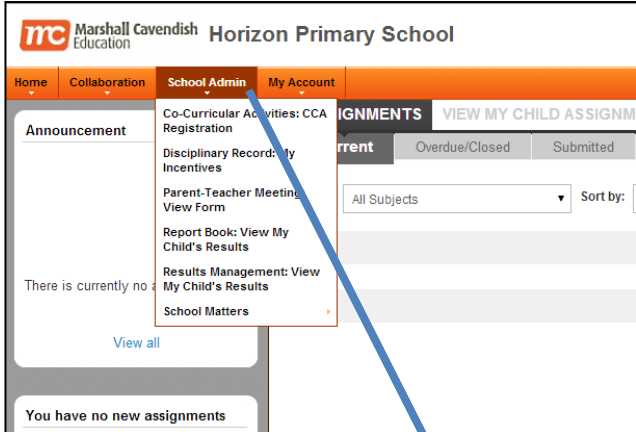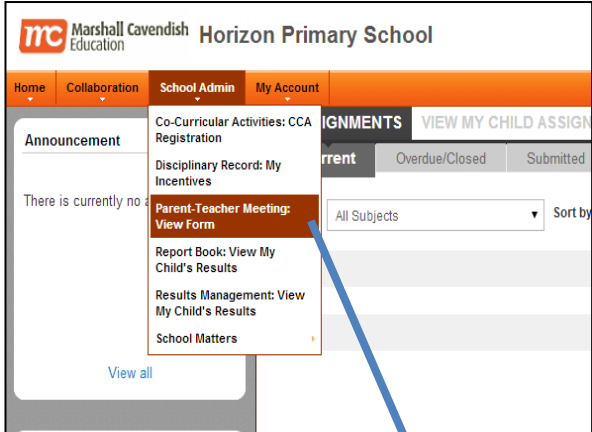
b) For Parents with Existing Accounts
· The password will remain as your current existing password.
· The system will prompt you to change your current existing password if it does not meet the new security requirements.

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:

Step 1: Where to locate Parent-Teacher Meeting Form	Step 2: View Parent-Teacher Meeting Form
Place mouse cursor over School Admin tab	**Click on Parent-Teacher Meeting: View Form**

Step 3: Make a booking for the Form Teachers

Click on Form Teachers Parent- Teacher Meeting Form

Step 4: Select booking slot

Fill in required fields

Select timeslot

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

Click on Declaration box

Click on Book Selected

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

- **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.**