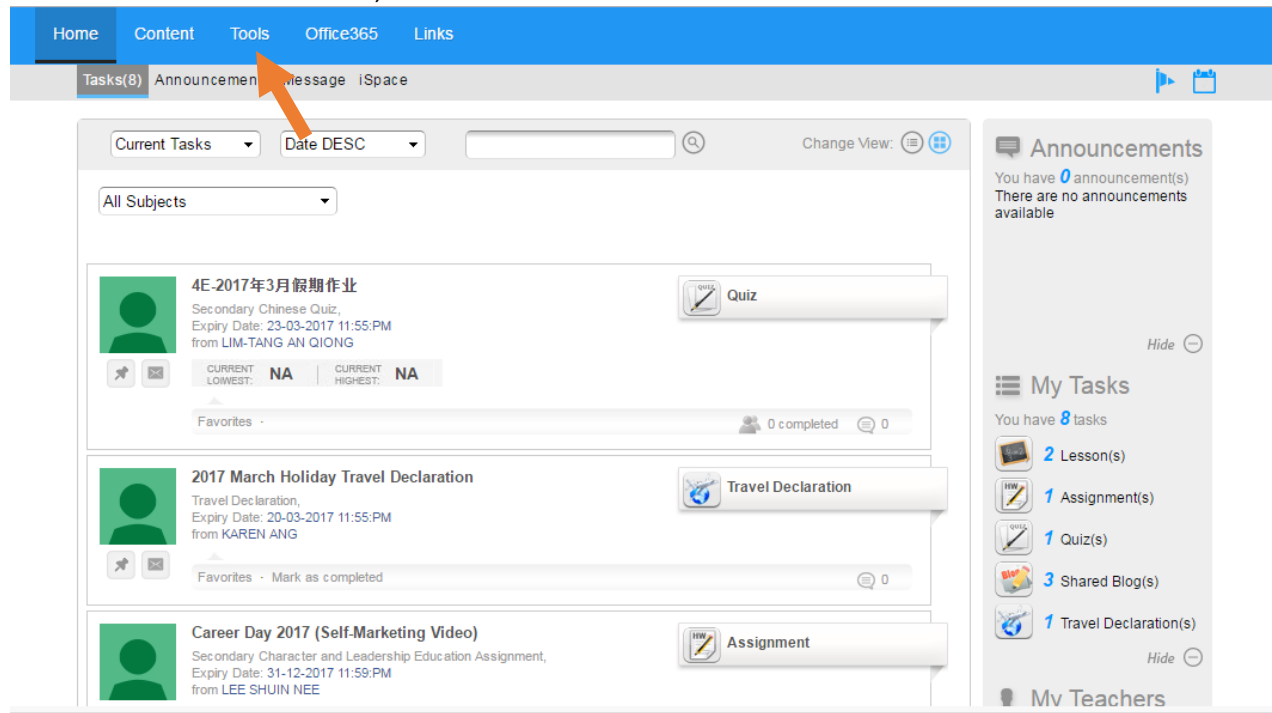


## Student self-declaration Travel Declaration

Login into asknlearn portal.

Click on "Tools".

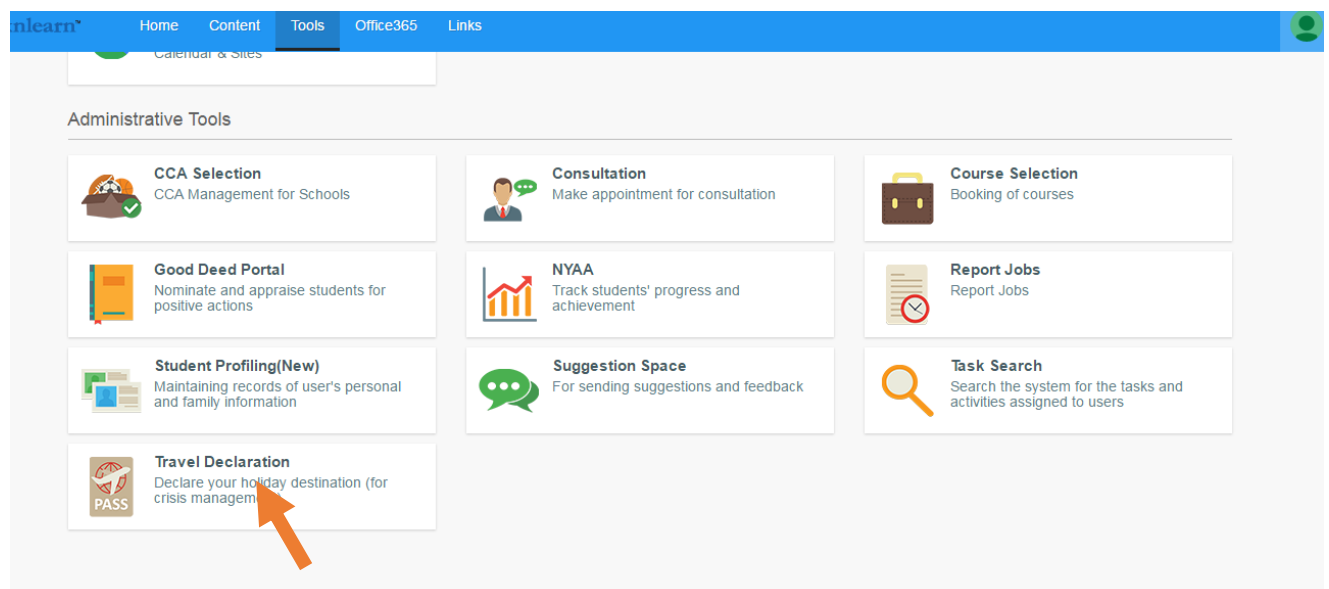
Under the administrative tools, click on "travel declaration".



The screenshot shows the asknlearn portal interface. At the top, there is a blue navigation bar with 'Home', 'Content', 'Tools', 'Office365', and 'Links'. Below this, a grey bar contains 'Tasks(8)', 'Announcements', 'Message', and 'iSpace'. The main content area is divided into sections. On the left, there are filters for 'Current Tasks' (set to 'Date DESC') and 'All Subjects'. The central part displays a list of tasks:

- 4E-2017年3月假期作业**: Secondary Chinese Quiz, Expiry Date: 23-03-2017 11:55:PM from LIM-TANG AN QIONG. Includes a 'Quiz' icon and 'CURRENT LOWEST: NA' / 'CURRENT HIGHEST: NA'.
- 2017 March Holiday Travel Declaration**: Travel Declaration, Expiry Date: 20-03-2017 11:55:PM from KAREN ANG. Includes a 'Travel Declaration' icon.
- Career Day 2017 (Self-Marketing Video)**: Secondary Character and Leadership Education Assignment, Expiry Date: 31-12-2017 11:59:PM from LEE SHUIN NEE. Includes an 'Assignment' icon.

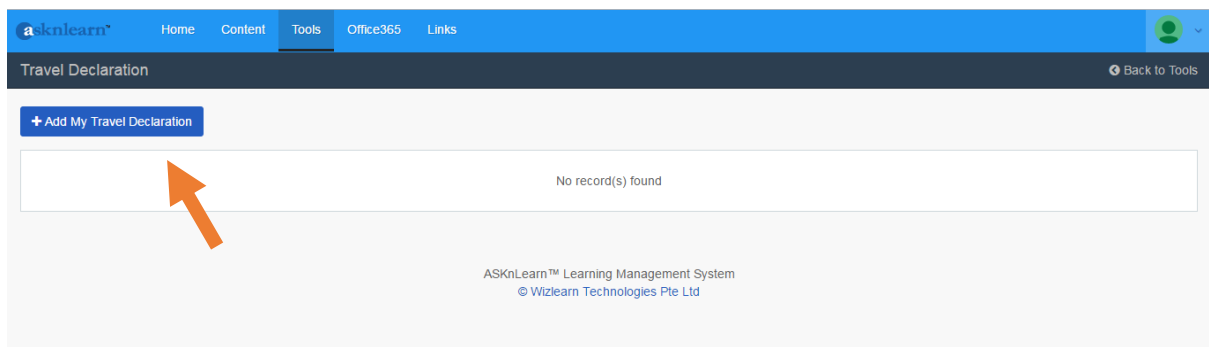
On the right side, there are two panels: 'Announcements' (0 announcements available) and 'My Tasks' (8 tasks total, including 2 Lessons, 1 Assignment, 1 Quiz, 3 Shared Blogs, and 1 Travel Declaration). A 'Mv Teachers' section is also visible at the bottom right.



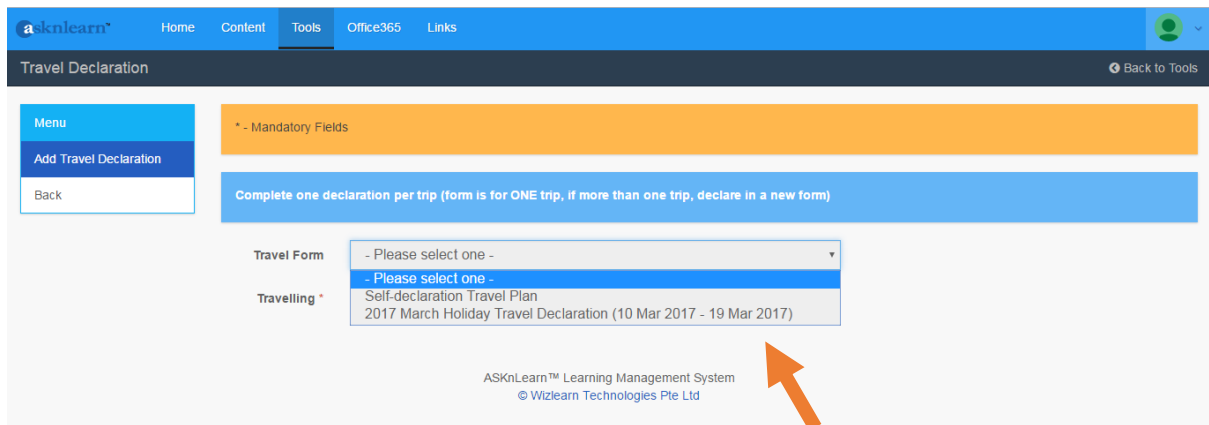
The screenshot shows the 'Administrative Tools' section of the asknlearn portal. The navigation bar at the top includes 'Home', 'Content', 'Tools', 'Office365', and 'Links'. Below the navigation bar, there is a search bar and a 'Calendar & Sites' link. The 'Administrative Tools' section contains a grid of tool cards:

- CCA Selection**: CCA Management for Schools
- Consultation**: Make appointment for consultation
- Course Selection**: Booking of courses
- Good Deed Portal**: Nominate and appraise students for positive actions
- NYAA**: Track students' progress and achievement
- Report Jobs**: Report Jobs
- Student Profiling(New)**: Maintaining records of user's personal and family information
- Suggestion Space**: For sending suggestions and feedback
- Task Search**: Search the system for the tasks and activities assigned to users
- Travel Declaration**: Declare your holiday destination (for crisis management). This card is highlighted with an orange arrow.

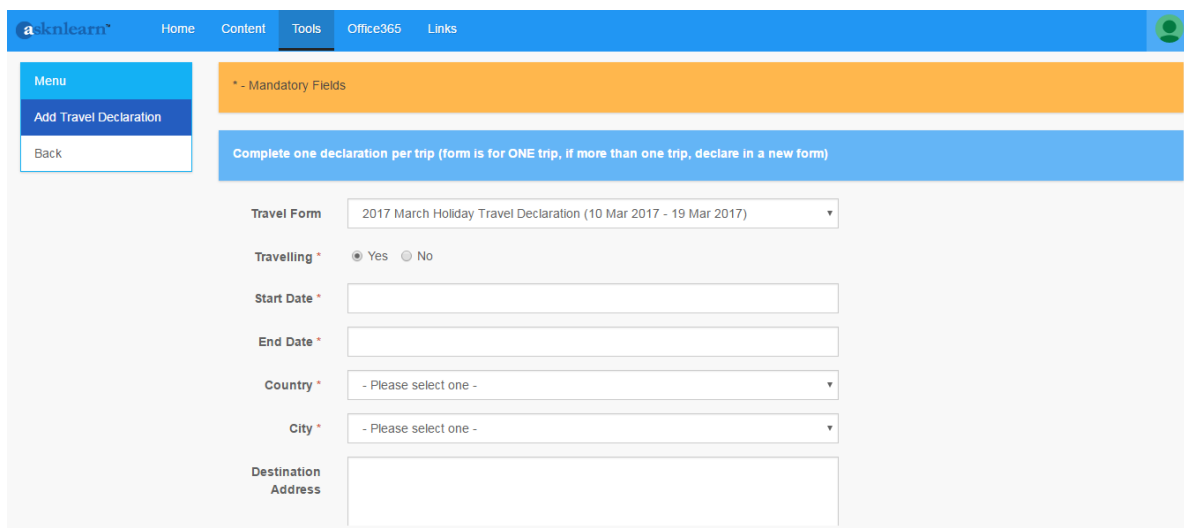
Click on “Add my Travel declaration”



Choose the form to be used.



Fill up the form accordingly.



And you are done!