MC ONLINE LOGIN GUIDE (For Parents)

Internet browser: Google Chrome (Do not use Internet explorer)

For any technical difficulties you may email **MC Online HQ** at: ***helpdesk@mconline.sg***
or call **MC Online HQ** hotline number **6777 5198** during the following hours:
Monday - Friday: 7.00am - 9.00pm
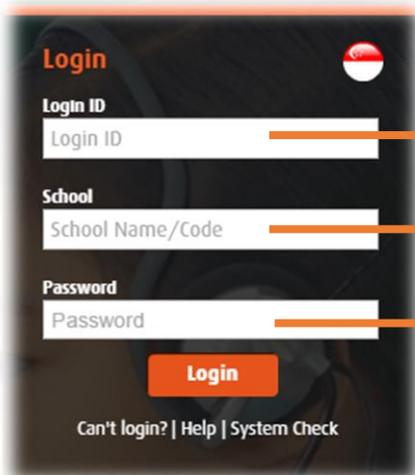**Saturdays: 7:00am - 2:00pm**

1. **MC Online: http://www.mconline.sg**

2. **Parent/Guardian Login**

Login ID: p_last 5 digit of your child's birth cert including the alphabet. E.g. 54321Z *(refer to child's student handbook for the iD)*

School: WESTSPRINGPS

Password: parent01

How to access Letter to Parents?

1. **Login to MC Online: http://www.mconline.sg [Refer to MC Online Guide]**
2. **Select Collaboration> My Resource: Share with Me**

3. **You will arrive at this page. Select the folder that you will like to view.**

4. Select the letter that you will like to view

Shared with Me > Letter to Parents 2016

Search resource...   Go

- ▼ 📁 Shared with Me
  - 📁 **Letter to Parents 2016**
  - 📁 Letter to Parents 2017
  - 📁 Letters to Parents 2014-2015

☐	Title ▲	Subject	Level	Owner	Last Modified
☐	📄 10 May Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	17 Jun 2016 04:15 PM
☐	📄 12 Jan 2016 Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	12 Jan 2016 01:19 PM
☐	📄 20 Sep Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	20 Sep 2016 11:52 AM
☐	📄 23 Feb Letter to Parents (with Annex).pdf	-	-	Nur Adlina Binte Jasmuri	23 Feb 2016 01:07 PM

View resource

5. Click to download to read letter

West Spring Primary School
Learn . Master . Succeed

WPS16/178

10 May 2016

Dear Parents / Guardians,
The school strives to create an inclusive school culture that embraces parents as partners. I am glad you made time to join us for Sports Day on 8 April. I appreciate the cooperation that you have given in registering your attendance through MC Online to attend the event and keeping to the one parent per child guideline. We are working to enhance the audio and visual aid in the school hall to be able to have more parents join us for future events. We would like to aim for the official school opening ceremony on 24 October, 11 a.m. – 1 p.m. Acting Minister for Education, Mr Ng Chee Meng will be the Guest of Honour. You can help the school plan the seating arrangement and cater sufficient refreshments for the event. Log in to MC Online to indicate if one or both parents / guardians will be joining us at the official school opening ceremony. Refer to Annex A for steps on how to do so. **By indicating the number of parents joining the event, it is NOT registration for the event.** The number you provide will help the school plan the logistics for the school opening ceremony. Closer to the date of the ceremony, we will open the registration for the event.

The school has launched its official Facebook page. The page is administered by the Parent Support Group (PSG). Follow the page to be updated on what is happening in school. Share the link with your family and friends. Here is the link: https://www.facebook.com/West-Spring-Primary-763228920471063/

Every Friday evening except on Public Holidays, the school updates its flickr album. These weekly albums provide you with snapshots of your child's experiences in school that week. You can find the links to these albums on the announcement tab on the home page of the school website: http://www.westspringpri.moe.edu.sg/

We have heard your feedback. The school is working on improving the school dismissal arrangement. The details can be found on page 13. The new dismissal arrangements will take effect at the start of Term 3 on 27 June. Within the safety and security constraints that the school has to work with, we appeal for parents' understanding that this area will not be sheltered. You can bring along umbrellas. Do provide us feedback if the arrangement can be further improved after we have tried it out.

I would also like to explain to you that the school does not encourage your child to bring

10 May Letter to Parents.pdf

⬇ Download   Close

Register for West Spring Primary School Events using MC Online

1. **Login to MC Online: http://www.mconline.sg [Refer to MC Online Guide]**
2. **My Assignments**

3. **Registration form page**

Follow these steps:

1. The name and class of your child will be reflected
   Fill up the other particulars
2. Select the checkbox
3. Click submit

4. Continuation. This page will be shown

Form registration summary

Example on how to register for West Spring Primary School event

Name of Studentteststudent
ClassN.A.
Parent/GuardianWestie
Email addresswestie@westspring.com

Event session
Example to register for West Spring Primary School event @
Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

Venue:West Spring Primary School

Change your registration

Submit   Cancel

1. Ensure that this is the event that you want to sign up
2. If yes, click *submit*

5. A pop-up message will appear to verify your submission. Click 'OK' *Do not exit yet.*

Name of Studenttest
ClassN.A.
Parent/GuardianWes
Email addresswestie

www.mconline.sg says:

Your selection will be submitted. Continue?

☐ Prevent this page from creating additional dialogs.

OK   Cancel

Event session
Example to register
Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

Venue:West Spring Primary School

Click Ok to submit

Change your registration

Submit   Cancel

6. Click 'OK' again.

Form Viewer - Google Chrome

ⓘ www.mconline.sg/LEAD/formbuilder/formviewer/formviewer.aspx?id={ec792b51-5640-4f48-a6ea-346e280222b0}&action=take

Example on how to register for Wes

Name of Studentteststudent
ClassN.A.
Parent/GuardianWestie
Email addresswestie@westspring.com

www.mconline.sg says:

Your registration/form is confirmed.

☐ Prevent this page from creating additional dialogs.

OK

Event session
Example to register for West Spring Primary Sch
Selected session: 08/01/2016 12:00 AM to 08/01/2

Venue:West Spring Primary School

Change your registration

Submit   Cancel

7. The 'Form Registration Acknowledgement' page will appear

Form Registration Acknowledgement

Example on how to register for West Spring Primary School event

Name of Studentteststudent
ClassN.A.
Parent/GuardianWestie
Email addresswestie@westspring.com

Event session
Example to register for West Spring Primary School event @
 Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

Venue:West Spring Primary School

Change your registration

Email Print Close

How to view your MC Online email

1. In the MC Online Homepage, click Email

1. You will arrive at this page
2. Select the relevant email and print