

Parent Guide to Submitting Online Travel Declaration

Step 1:

- Click the link to **AsknLearn** via school webpage. (Refer to **Diagram 1**)



Diagram 1

Step 2:

- Click on **Login as Parents** in order to change from **User Login** to **Parent Login** page.
- Enter child's **User ID** [WWSS + last 6 characters of NRIC (e.g WWSS12345X)] and **Password**.
- Click **Sign In**.

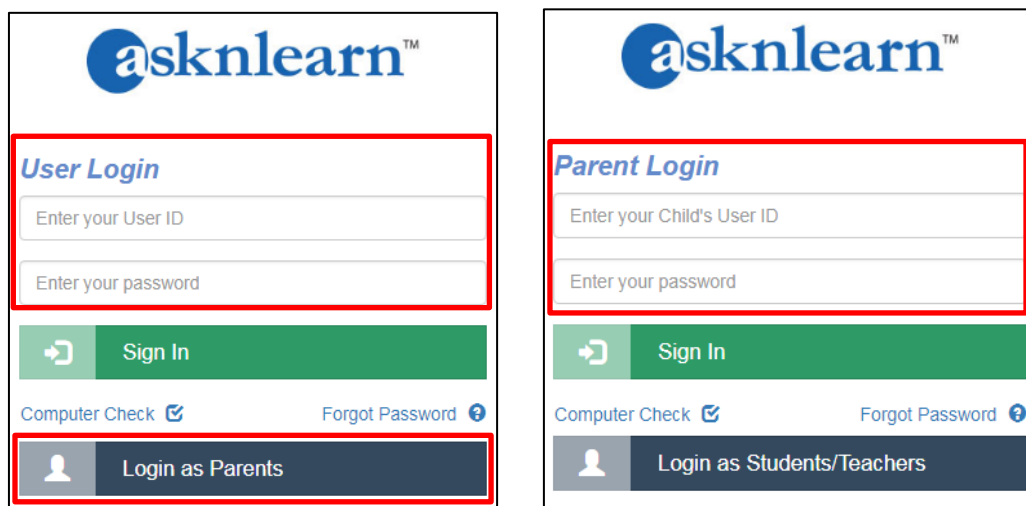


Diagram 2

Step 3:

- Upon successful login, parents will see the **Home** page of the AsknLearn portal.
- Under **Tools**, click '**Travel Declaration**'. (Refer to **Diagram 3**)

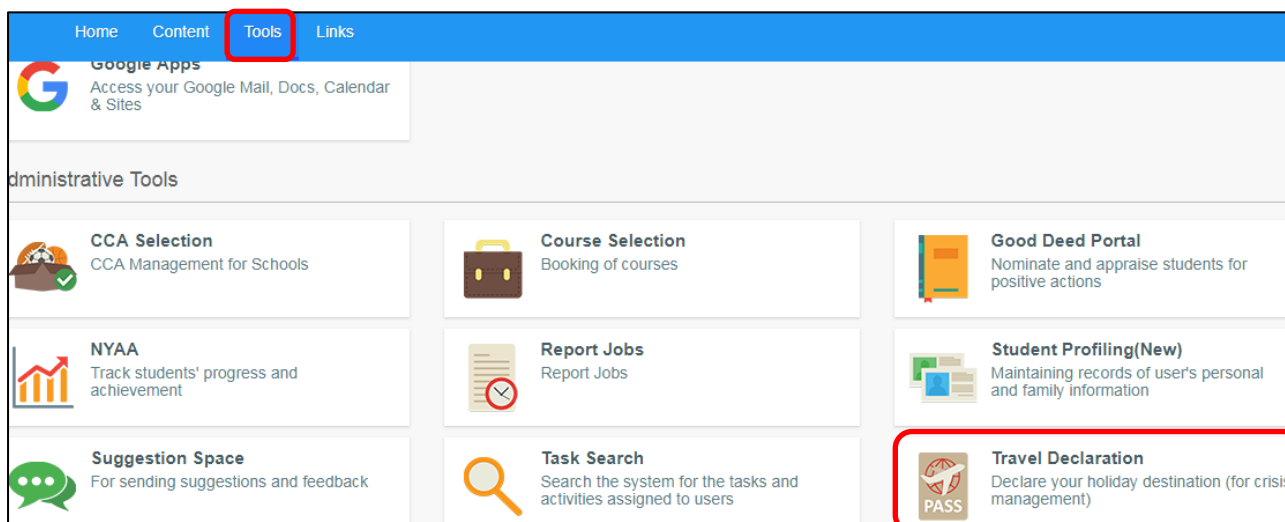


Diagram 3

Step 4:

- Click **+ My Child/Ward Travel Declaration**. (Refer to **Diagram 4A**)

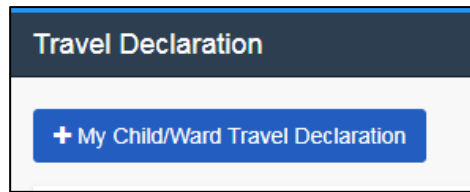


Diagram 4A

- Under **Travel Form**, select '**June Holiday 2018 Travel Declaration**'. (Refer to **Diagram 4B**)

1. Select **Yes** if travelling.
2. Select Travel **Start Date** and **End Date**.
3. Select **Country** and **City** from the list given.
4. Enter **Destination Address** (Need not enter if information is not available).
5. Enter **Overseas Contact Number** (e.g. Hotel Phone or Overseas Mobile).
6. Enter **Mode of Travel** (e.g. Air, Car, Ship etc.)
7. Enter **Remarks** (Indicate Purpose of Travel e.g. Holiday, Visit relatives, etc.)
8. Enter **Parents/Guardian Name** and **Contact Number**.
9. Enter **Transit Info** if any.
10. Tick 'I declare that all the information entered here is correct and accurate...'
11. Click **Save** or **Save and Add Another** if you are travelling to more than 1 destination.

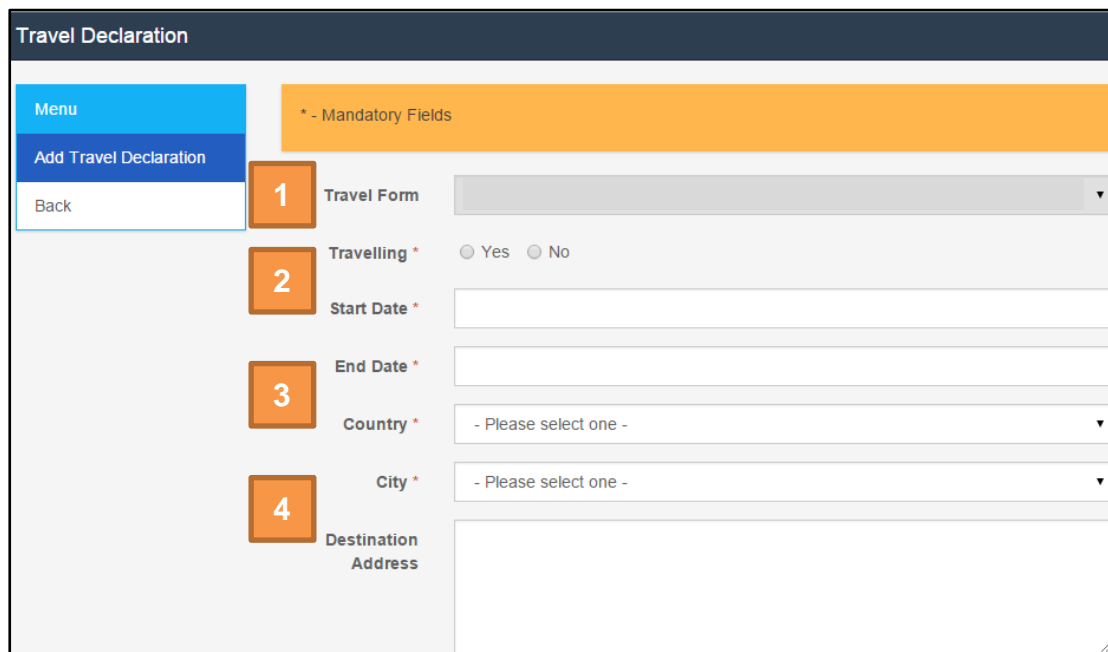
A screenshot of a web form titled 'Travel Declaration'. The form has a dark blue header with the title. Below the header is a light blue sidebar with a 'Menu' section containing 'Add Travel Declaration' and 'Back'. The main form area has a yellow banner that says '* - Mandatory Fields'. Below this banner are several fields: 'Travel Form' (a dropdown menu with callout 1), 'Travelling' (radio buttons for 'Yes' and 'No' with callout 2), 'Start Date' (a text input field with callout 2), 'End Date' (a text input field with callout 2), 'Country' (a dropdown menu with callout 3), 'City' (a dropdown menu with callout 3), and 'Destination Address' (a large text input field with callout 4).

Diagram 4B

Step 5:

- You will see a message ‘**Save Successful**’. Click **OK**.
- You will return to the **Travel Declaration** page with details of your travel plan. (Refer to **Diagram 5**)
- Click **Edit** or **Delete** icon to amend your travel declaration.

No.	Travel Form	Travelling	Travelling Period	Country	Overseas Contact Number	Created	Updated
1.							

Diagram 5

In the event there are changes to your travel plans,

- Login to AsknLearn.
- Click **Tools**, **Travel Declaration** to view your travel declaration. (Refer to **Diagram 6**)
- You will see the **Travel Declaration** page with details of your travel plan. (Refer to **Diagram 5**)
- Click **Edit** or **Delete** to amend your travel declaration at any time.

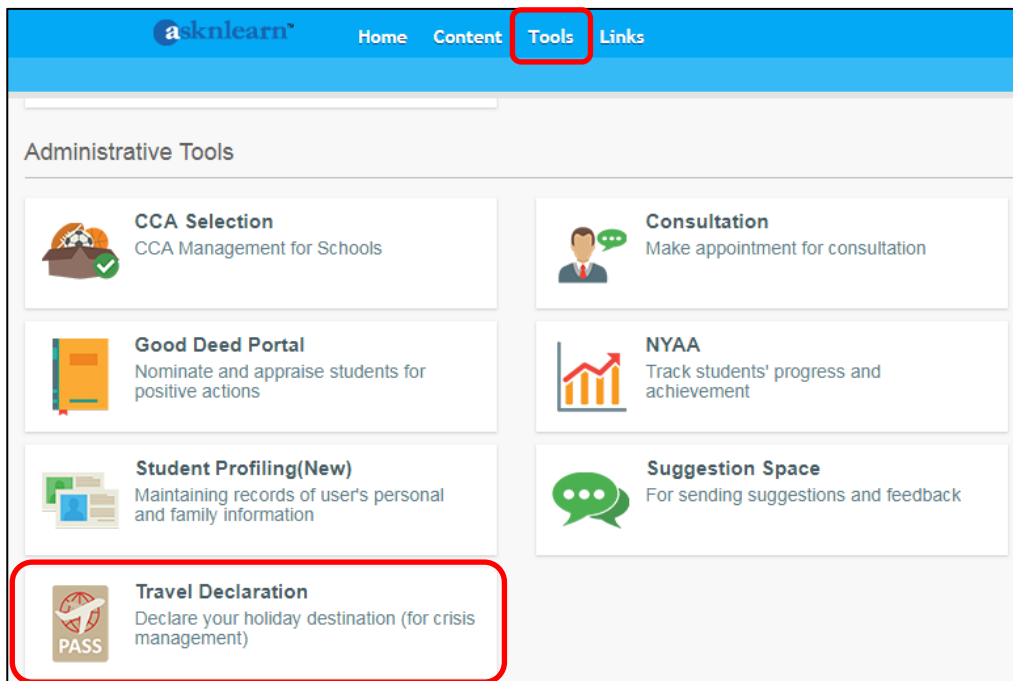


Diagram 6