

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**.

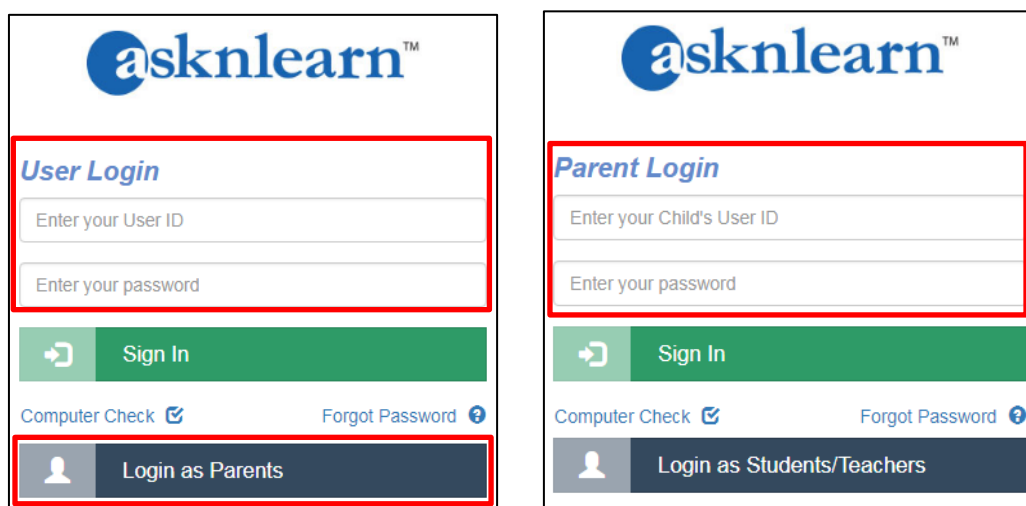


Diagram 2

Step 3:

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

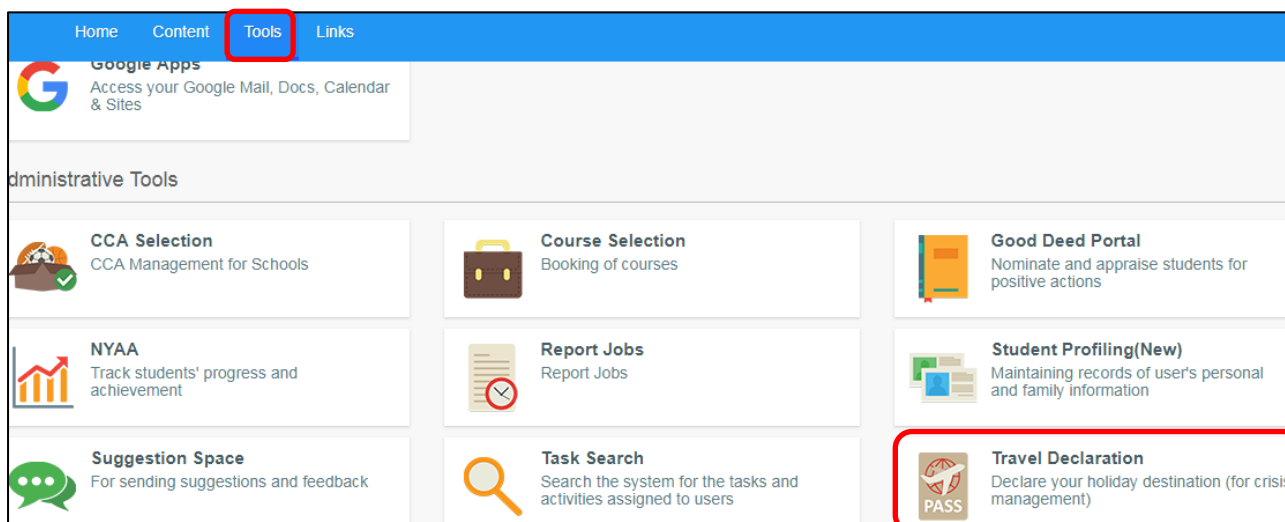


Diagram 3

Step 4:

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

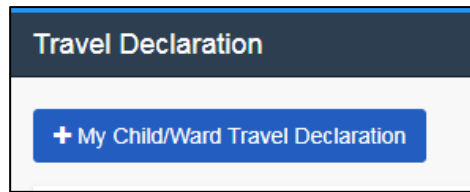


Diagram 4A

- 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.

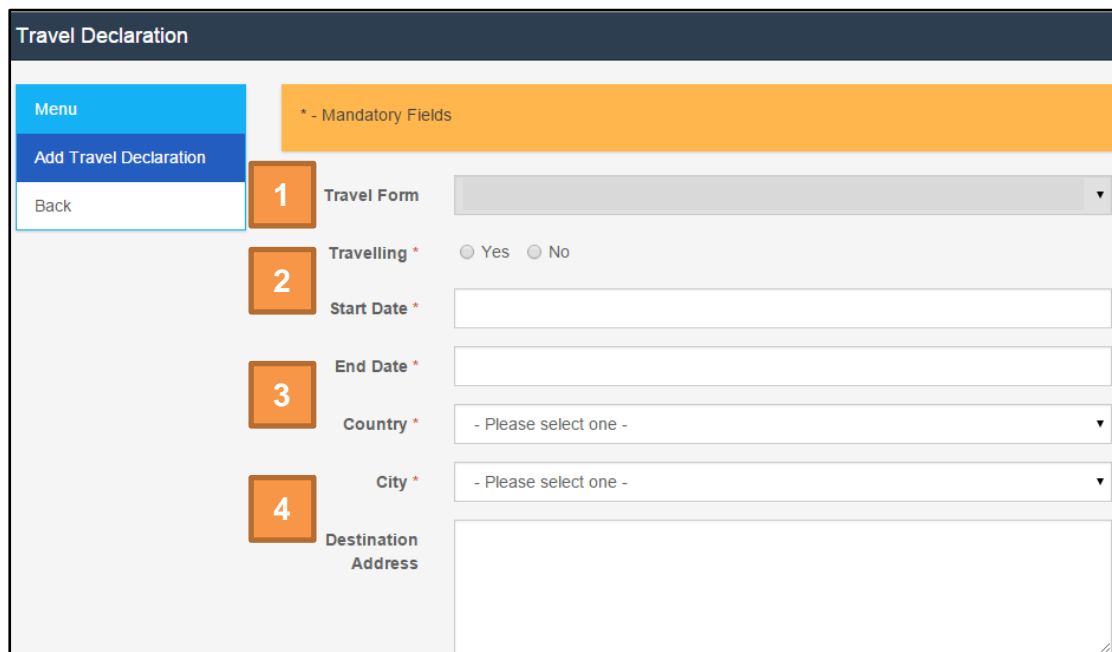


Diagram 4B

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.

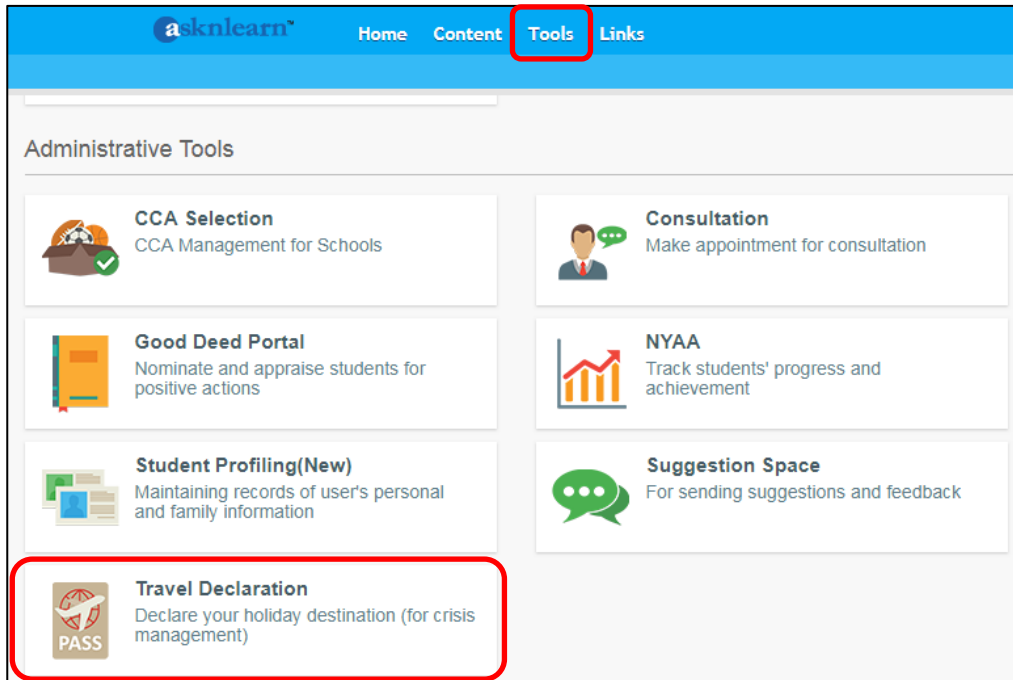


Diagram 6