

Student Guide to Submitting Online Travel Declaration

Step 1:

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



Diagram 1

Step 2:

- At the **User Login** page, enter student's **User ID** [WWSS + last 6 characters of NRIC (e.g WWSS12345X)] and **Password**.
- Click **Sign In**.

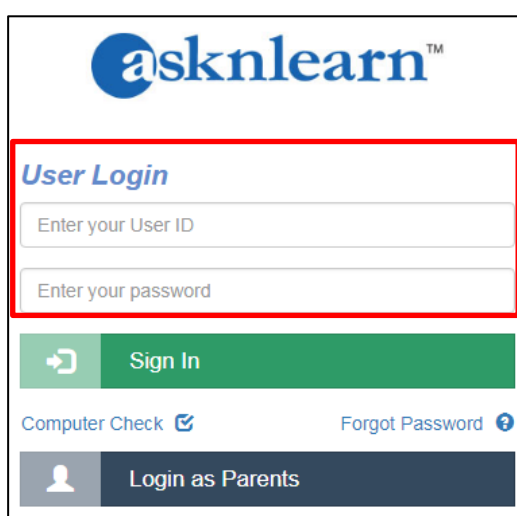


Diagram 2

Step 3:

- Upon successful login, students will see the **Home** page of the AsknLearn portal. (Refer to **Diagram 3**)
- Under **Home - Tasks**, click '**June Holiday 2018 Travel Declaration**'.

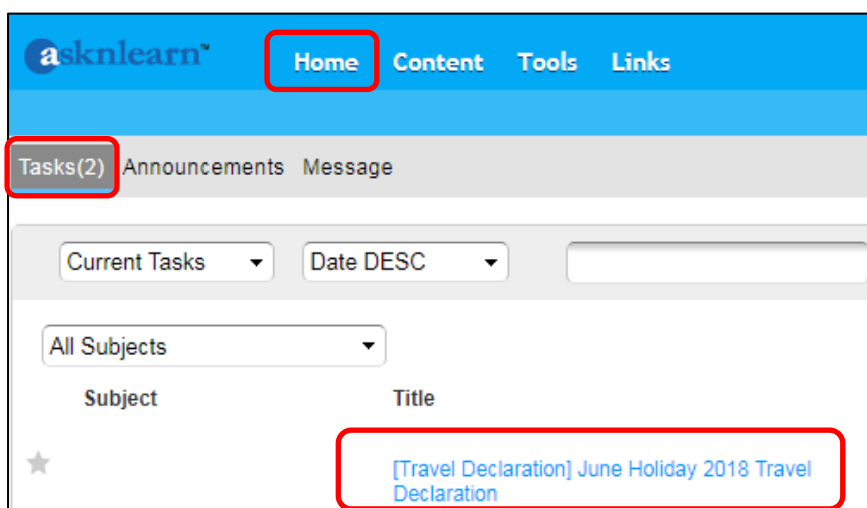


Diagram 3

Step 4:

- You will see a Travel Declaration form. (Refer to **Diagram 4**)
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.

The screenshot shows a web form titled "Travel Declaration". On the left is a menu with "Add Travel Declaration" and "Back". The form fields are as follows:

- 1**: Travelling * (radio buttons for Yes and No)
- 2**: Start Date *
- 3**: End Date *
- 3**: Country * (dropdown menu)
- 3**: City * (dropdown menu)
- 4**: Destination Address (text area)
- 5**: Overseas Contact Number (Hotel Phone/Overseas Mobile) *
- 6**: Mode of Travel (If by Air, state flight number)
- 7**: Purpose of Travel / Remark (text area)
- 8**: Parents / Guardian * (text field)
- 8**: Parents / Guardian Contact Number *
- 9**: Transit Info (with a "+ Add Transit Info" button)

A yellow banner at the top right of the form area indicates "* - Mandatory Fields".

10

 I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.*

11

✔ Save

+ Save and Add Another

Diagram 4

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.

Travel Declaration							Back to
+ Add My Travel Declaration							
No.	Travel Form	Travelling	Travelling Period	Country	Overseas Contact Number	Created	Updated
1.							<div style="border: 1px solid red; padding: 2px;"> ✎ 🗑 </div>

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.

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Home
Content
Tools
Links

Administrative Tools

CCA Selection
CCA Management for Schools

Consultation
Make appointment for consultation

Good Deed Portal
Nominate and appraise students for positive actions

NYAA
Track students' progress and achievement

Student Profiling(New)
Maintaining records of user's personal and family information

Suggestion Space
For sending suggestions and feedback

Travel Declaration
Declare your holiday destination (for crisis management)

Diagram 6