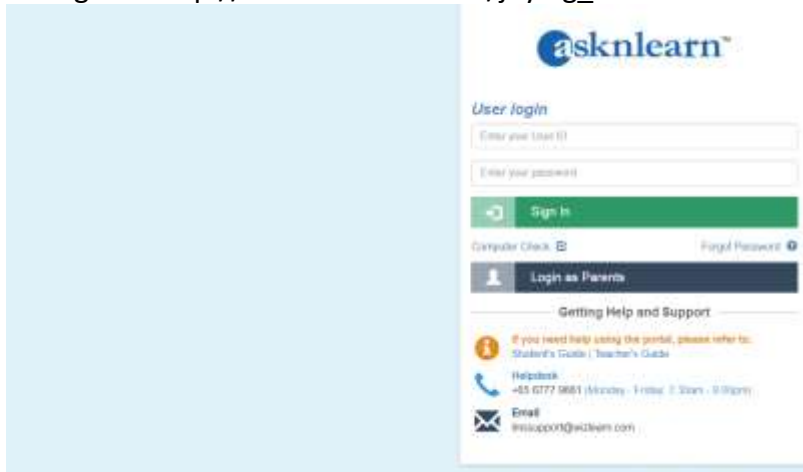
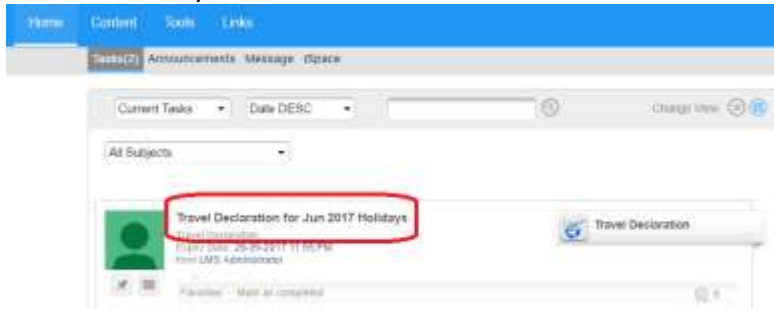


How to Submit Travel Declaration Online in LMS – Via Student Portal

1. Login to http://lms.asknlearn.com/juying_ss



2. Click on “My Tasks->Travel Declaration”.

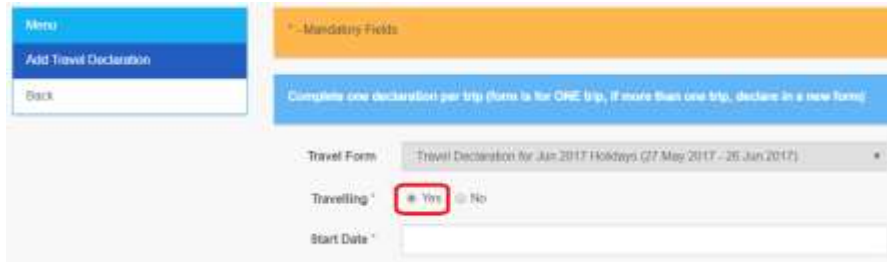


3. Submit Travel Plan

Step 1 : If not travelling, select “No” and then click on “Save” button to submit travel plan.



Step 2 : If travelling, select “Yes” and enter the necessary information.



Step 3 : Click on “Save” button to submit travel plan.

Note : If you are travelling to more than one country/city, do the following :

Travel Form: Travel Declaration for Jun 2017 Holidays (27 May 2017 - 28 Jun 2017)

Travelling * Yes No

Start Date * 31 May 2017

End Date * 08 June 2017

Country * Thailand

City * Bangkok

Select the country and city you are visting first

Destination Address: Hotel California

Overseas Contact Number (Hotel Phone/Overseas Mobile) * +6591234567

Mode of Travel (If by Air, state flight number) 3K511

Purpose of Travel / Remark: Holiday

Parents / Guardian * Tan Bee Choo

Parents / Guardian Contact Number * +6581234567

Click here to add more country and city

You can add only maximum 10 Records

#	Start Date	End Date	Country	City	Remove
1	31 May 2017	31 May 2017	Thailand	Phuket	<input type="button" value="X"/>

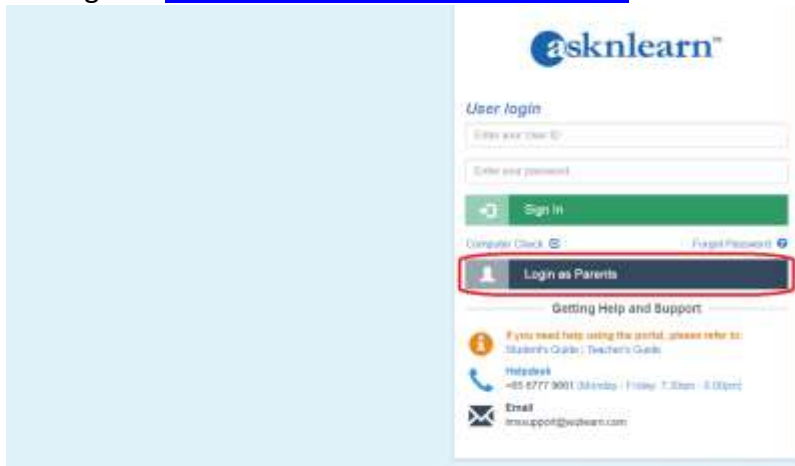
I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.*

Check the checkbox to confirm details

Click "Save" to submit

How to Submit Travel Declaration Online in LMS – Via Parent Portal

1. Login to http://lms.asknlearn.com/juying_ss and click on “Login as Parents”.



2. Login to Parent Portal.

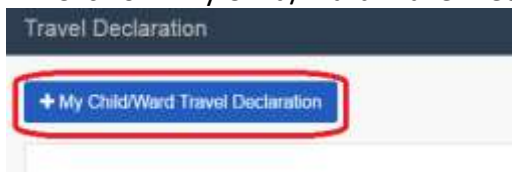
Child's User ID : <Child's NRIC No>

Password : parents

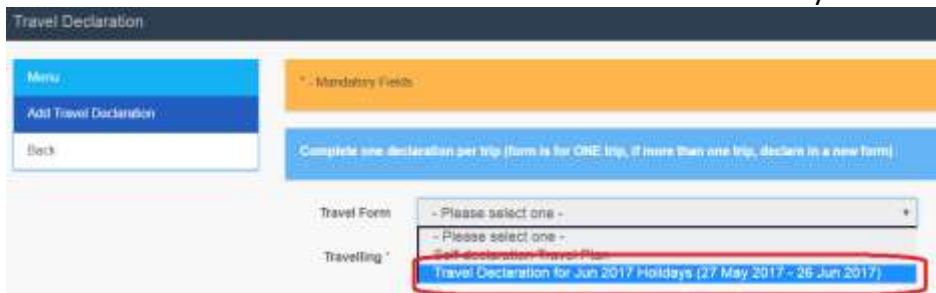
3. Click on “Tools->Travel Declaration”.



4. Click on “My Child/Ward Travel Declaration”.



5. Select Travel Form “Travel Declaration for Jun 2017 Holidays”.



6. Submit Travel Plan

Step 1 : If not travelling, select “No” and then click on “Save” button to submit travel plan.

The screenshot shows the 'Mandatory Fields' section of the travel declaration form. The 'Travel Form' dropdown is set to 'Travel Declaration for Jun 2017 Holidays (27 May 2017 - 26 Jun 2017)'. The 'Travelling' field has radio buttons for 'Yes' and 'No', with the 'No' option selected and highlighted by a red box. Below the radio buttons are two buttons: a green 'Save' button and a blue 'Save and Add Another' button.

Step 2 : If travelling, select “Yes” and enter the necessary information.

The screenshot shows the 'Mandatory Fields' section of the travel declaration form. The 'Travel Form' dropdown is set to 'Travel Declaration for Jun 2017 Holidays (27 May 2017 - 26 Jun 2017)'. The 'Travelling' field has radio buttons for 'Yes' and 'No', with the 'Yes' option selected and highlighted by a red box. Below the radio buttons is a text input field for 'Start Date'.

Step 3 : Click on “Save” button to submit travel plan.

Note : If you are travelling to more than one country/city, do the following :

The screenshot shows the 'Mandatory Fields' section of the travel declaration form. The 'Travel Form' dropdown is set to 'Travel Declaration for Jun 2017 Holidays (27 May 2017 - 26 Jun 2017)'. The 'Travelling' field has radio buttons for 'Yes' and 'No', with the 'Yes' option selected. Below the radio buttons are text input fields for 'Start Date' (31 May 2017) and 'End Date' (06 June 2017). The 'Country' and 'City' dropdown menus are highlighted with a red box, and the text 'Select the country and city you are visting first' is overlaid on the form. The 'Country' dropdown is set to 'Thailand' and the 'City' dropdown is set to 'Bangkok'. Below the dropdowns is a text input field for 'Destination Address' (Hotel California) and a text input field for 'Overseas Contact Number (Hotel Phone/Overseas Mobile)' (+6691234567).

Mode of Travel (If by Air, state flight number) 3K511

Purpose of Travel / Remark Holiday

Parents / Guardian * Tan Bee Choo

Parents / Guardian Contact Number * +6581234567

Click here to add more country and city

You can add only maximum 10 Records

Transit Info	#	Start Date	End Date	Country	City	Remove
	1	31 Mar 201	31 May 201	Thailand	Phuket	

+ Add Transit Info

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

Check the checkbox to confirm details

Click "Save" to submit

Save **+ Save and Add Another**