

Declaring your travel plans for June Holidays 2016

Step 1:


Visit the school website at
<https://delasalle.moe.edu.sg/>
 Click on the Parents Link and then
 Parents Portal Link

Step 2:

At the LMS Login Page enter your Username and Password.
 Click Sign In

Step 3:

**At the Parents Portal page,
click on "Tools"**



The screenshot shows the top navigation bar of the Parents Portal. The 'Tools' menu item is highlighted in blue, and a hand icon is pointing to it. Other menu items include Home, eReports, Links, and Profile.

Parent's Notifications Parent's Resources Child Announcement Shared Blog

Mark as Read Unread Announcement ▾

ePN (Primary 1 to 6) (034-16)
Dear Parents/Guardians,


Pleas...

DLSS ADMINISTRATOR Expires on 31 Dec, 2016

ePN (Primary 1 to 6) (031-16)
Dear Parents/Guardians,

Step 4:

**Click on
"Travel Declaration (Version 2)"**



The screenshot shows the 'Tools' section of the Parents Portal. The 'Travel Declaration (Version 2)' tile is highlighted in blue, and a hand icon is pointing to it. Other tiles include Suggestion Space and My Child's Blog.

Home eReports Tools Links Profile

Travel Declaration (Version 2)

Suggestion Space

My Child's Blog

Step 5:

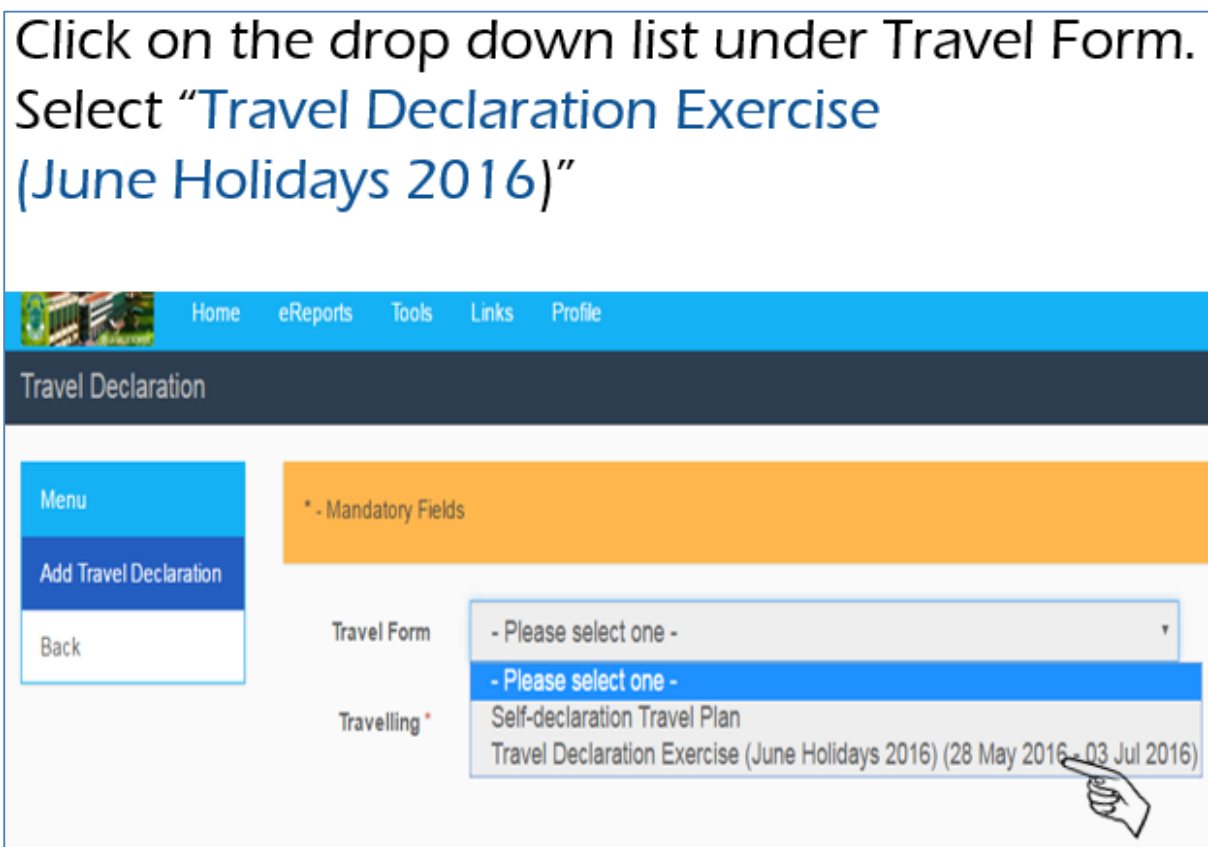
Click on
“+My Child/Ward Travel Declaration”



The screenshot shows a web interface with a blue navigation bar containing 'Home', 'eReports', 'Tools', 'Links', and 'Profile'. Below this is a dark grey header with the text 'Travel Declaration'. The main content area features a blue button with a white plus sign and the text '+ My Child/Ward Travel Declaration'. A hand icon is pointing to the right side of this button.

Step 6:

Click on the drop down list under Travel Form.
Select “Travel Declaration Exercise
(June Holidays 2016)”



The screenshot shows the same web interface as Step 5. On the left, there is a blue 'Menu' box with 'Add Travel Declaration' and 'Back' buttons. The main form area has an orange header for '* - Mandatory Fields'. Below this, there are two fields: 'Travel Form' and 'Travelling *'. The 'Travelling *' field has a dropdown menu open, showing three options: '- Please select one -', 'Self-declaration Travel Plan', and 'Travel Declaration Exercise (June Holidays 2016) (28 May 2016 - 03 Jul 2016)'. A hand icon is pointing to the selected option.

Travelling * Yes No

Start Date *

End Date *

Country * ▼

City * ▼

Please note that fields denoted with * are compulsory to be filled in.