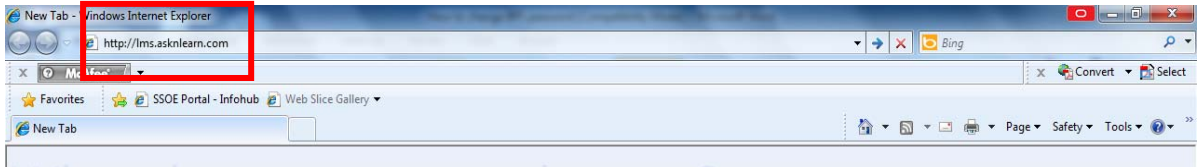


## How to access your Travel Declaration Form

1. Log in into your home computer
2. Open Internet Explorer/Chrome



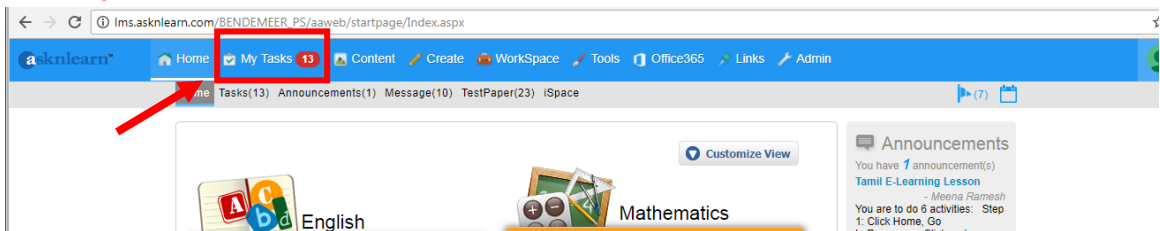
3. Type <http://lms.asknlearn.com>



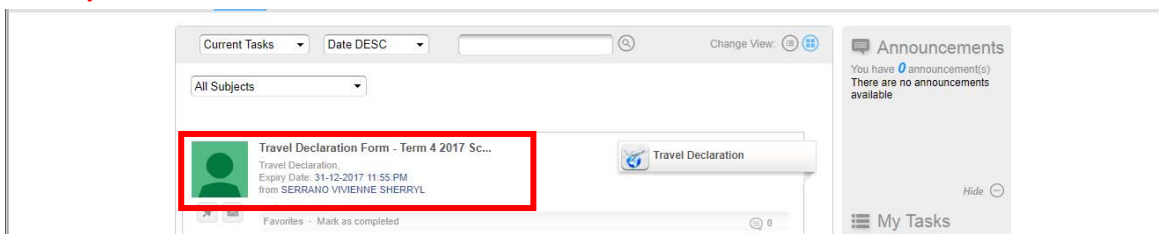
4. Key in your **BC or FIN number as your username** and your **password**. Pls make sure that it is under **School login** and the **School Origin** is **Bendemeer Primary School**



5. Click **My Tasks**



6. Browse my tasks page, search and click **Travel Declaration Form – Term 4 2017 School Holiday**



# How to access your Travel Declaration Form

## 7. Click accordingly

The screenshot shows the 'asknlearn' website interface. At the top, there is a navigation bar with 'Home', 'My Tasks', 'Content', 'Create', 'WorkSpace', 'Tools', 'Office365', 'Links', and 'Admin'. Below this is a secondary navigation bar with 'Travel Declaration', 'My Travel Declaration', 'Travel Form', 'Report', and 'Absentee List'. A 'Menu' sidebar on the left contains 'Add Travel Declaration' and 'Back'. The main content area has a blue banner that reads 'Complete one declaration per trip (form is for ONE trip, if more than one trip, declare in a new form)'. Below the banner, there is a dropdown menu for 'Travel Form' set to 'Travel Declaration Form - Term 4 2017 School Holid (06 Nov 2017 - 31 Dec 2017)'. The 'Travelling' field is highlighted with a red box, showing two radio buttons: 'Yes' (selected) and 'No'.

## 8. If Yes, fill in all the information needed then scroll down and then click Save

This screenshot shows the form fields for a 'Yes' response. The 'Travelling' radio button is selected. The fields include: 'Start Date', 'End Date', 'Country' (dropdown), 'City' (dropdown), 'Destination Address' (text area), 'Overseas Contact Number (Hotel Phone/Overseas Mobile)' (text area), and 'Mode of Travel' (text area). Below these fields is a 'Transit Info' section with an '+ Add Transit Info' button. A declaration checkbox is present: 'I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.' The 'Save' button is highlighted with a red box, along with the '+ Save and Add Another' button.

## 9. If you key in as No, do remember to click Save

This screenshot shows the form fields for a 'No' response. The 'Travelling' radio button is selected. The 'Save' button is highlighted with a red box, along with the '+ Save and Add Another' button.