Guideline to *Travel Declaration Form* in LMS
• Go to the school website, www.greendalesec.moe.edu.sg
• Under Visitor Information -> Students/Teachers
• Click on the LMS Portal link, it will bring you to LMS’s homepage
• Log into your LMS account (User ID: NRIC)
• Click *Tools* at the top of your page

• Under the tab *Tools*, scroll down and look for *Travel Declaration* at your bottom left hand corner
• Under *My Travel Declaration*, you are able to see...

• Click on *Add My Travel Declaration*
• Select **2015 March Holidays Travel Declaration** under *Travel Form* then you may fill in the form with your travelling details.

• Once you’re done with the form, click **Save**.