

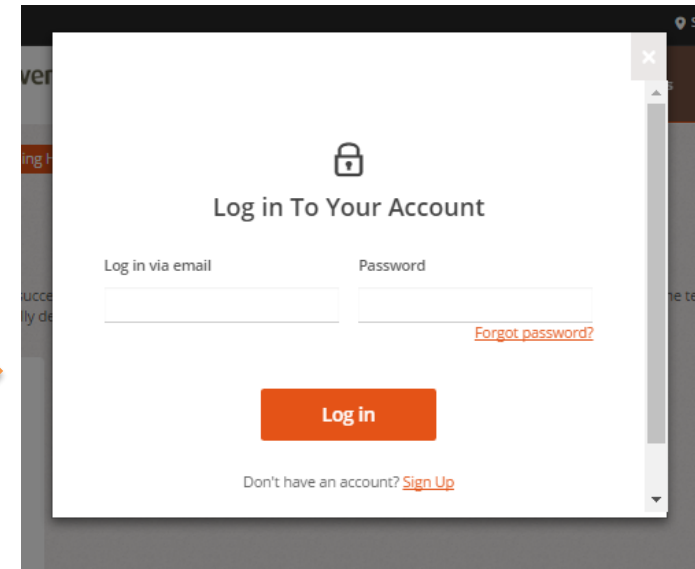
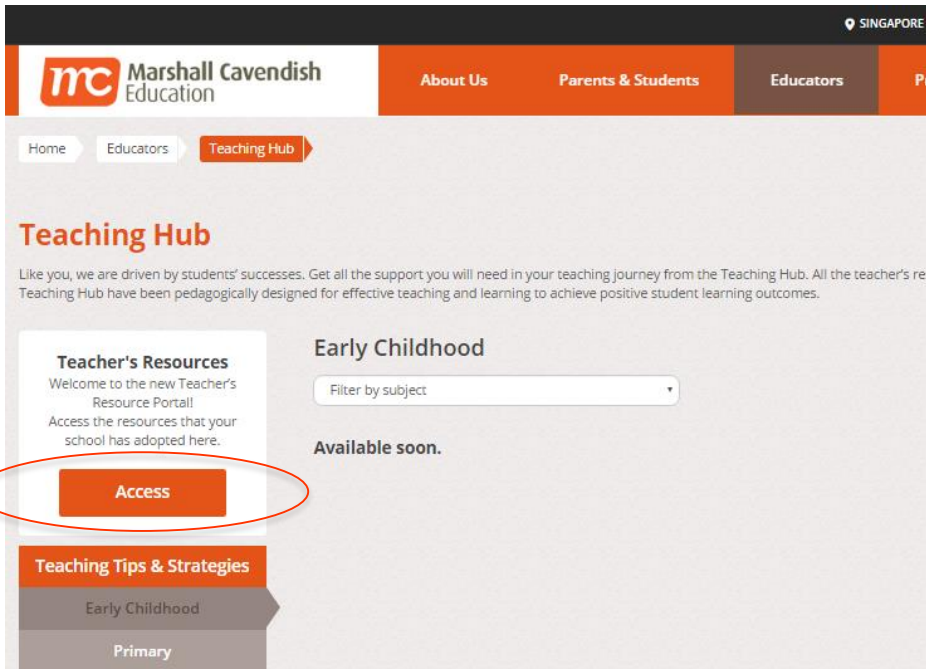
# Holistic Educational Solutions



## Teacher's Resource Portal – User Guide

# 1. Accessing your resources as an existing user

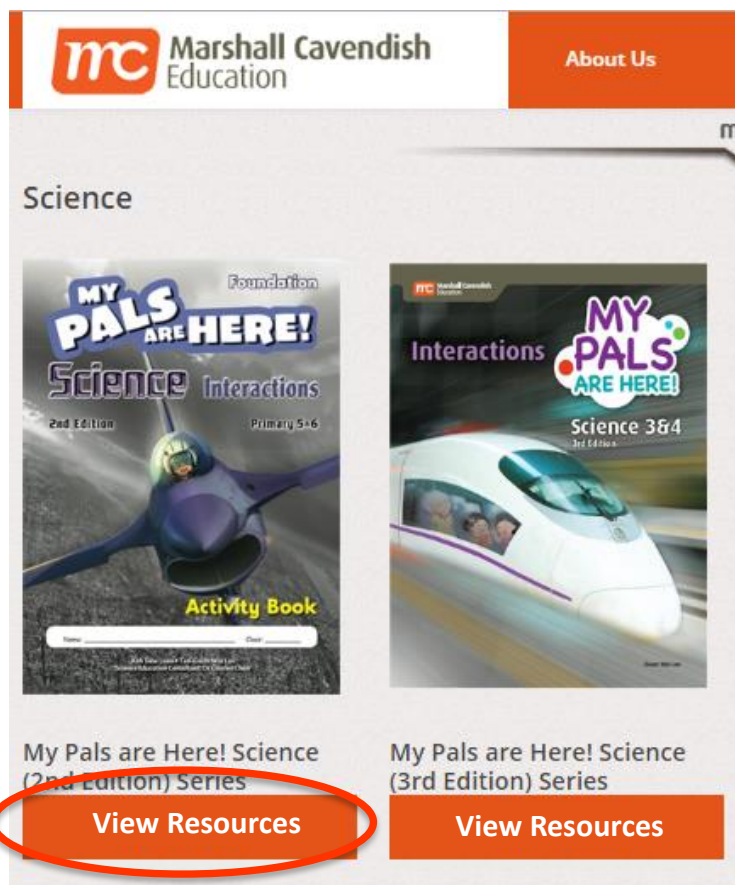
**Step 1:** Go to <http://www.mceducation.com/sg/educators/teaching-hub>



**Step 2:** Enter your existing User ID and Password in the fields provided.

If you experience any difficulties logging into your account, please contact us at [marketing@mceducation.com](mailto:marketing@mceducation.com) indicating your **Name, School** and the **Email Address** you used to access the portal.

# 1. Accessing your resources as an existing user



## Step 3:

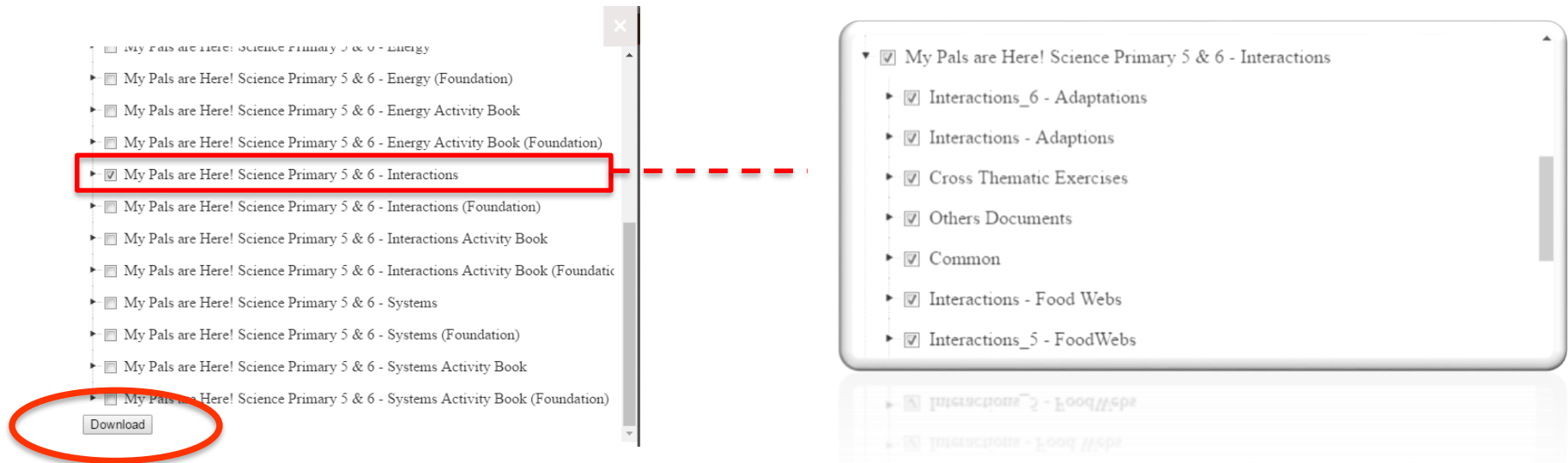
Select the series you wish to view by clicking on the '**View Resources**' button. A pop-up window will appear to show the resources available for download.

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# 1. Accessing your resources as an existing user

**Step 4:** There are 2 ways to retrieve your resources:

(a)  against the title to download ALL available resources for the selected title

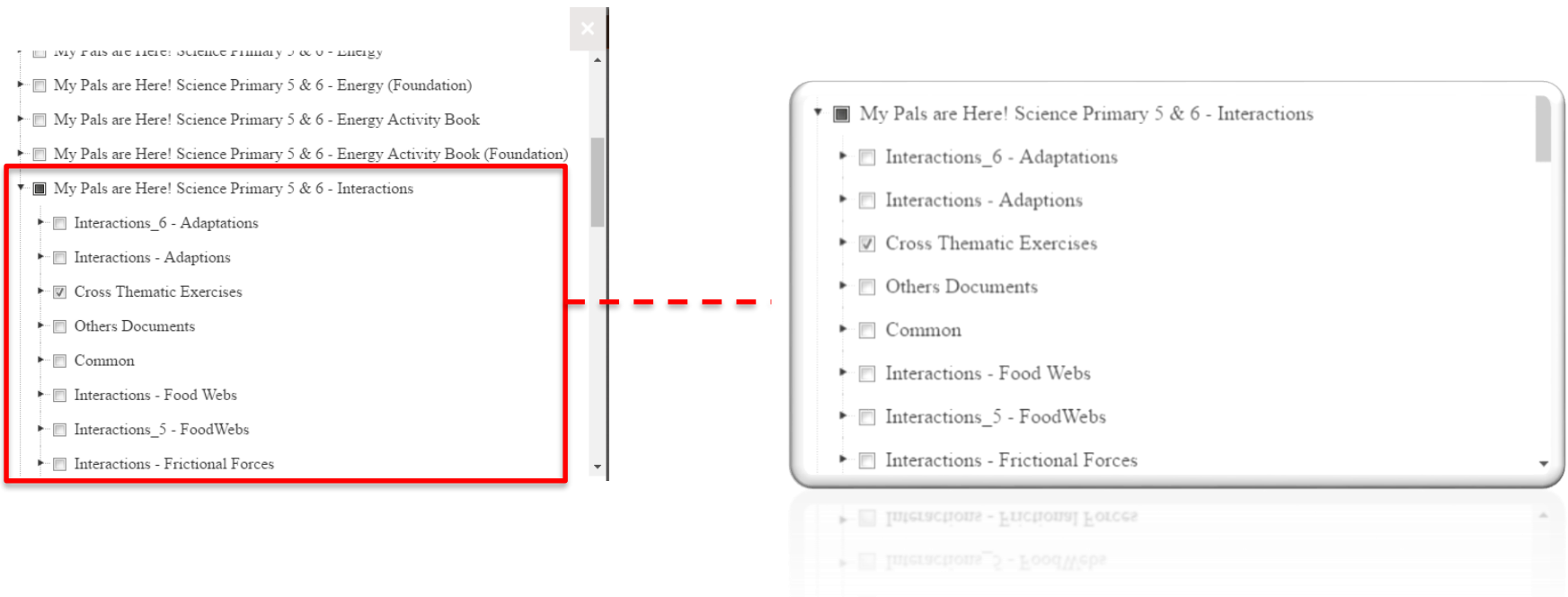


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# 1. Accessing your resources as an existing user

**Step 4:** There are 2 ways to retrieve your resources:

(b) Expand the title tab to select the resources by category/file type



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## 2. Registering an account to access resources

**Step 1:** Register at <http://www.mceducation.com/sg/register>

The screenshot shows the Marshall Cavendish Education website's registration page. At the top, there is a navigation bar with the logo and menu items: 'About Us', 'Parents & Students', 'Educators', and 'Products & Services'. Below the navigation bar, there are links for 'Home' and 'Register'. The main heading is 'Account Registration', followed by a note that 'All fields are mandatory.' The form is divided into three main sections: 1. 'YOU ARE A:' with a dropdown menu currently showing 'Teacher'. 2. 'Login Credentials' which includes a text input for 'USERNAME (EMAIL)', a text input for 'PASSWORD (MIN. 8 CHAR)', and a text input for 'CONFIRM PASSWORD'. 3. 'Personal Particulars' which includes text inputs for 'FIRST NAME' and 'LAST NAME'. Two red rectangular boxes are overlaid on the image: one around the 'YOU ARE A:' dropdown and another around the 'Login Credentials' section.

### Step 2:

Select 'Teacher' and complete the registration form. (Please enter a valid MOE registered email address for our verification e.g.: johntan@moe.edu.sg)

A verification email from Times Connect will be sent to your inbox upon successful registration. Click on the link to proceed.

Note: if you do not see it in your inbox, do check your spam folder.

If you experience any difficulties logging into your account, please contact us at [marketing@mceducation.com](mailto:marketing@mceducation.com) indicating your **Name, School** and the **Email Address** you used to access the portal.