

Setting Up and Accessing the My Child At School (MCAS) portal

This guide will guide you through setting up your MCAS account on either a PC / Laptop via a web browser or via the mobile app.

To access My Child At School, the School will have provided you with 2 emails which will have been emailed to your email address that the School has on record for you. One will contain the *School ID* and your *username*. The second will contain an *Invitation Code*,. If you have not had this invitation code, please contact the School and ask to be set up for My Child At School.

Setting up your MCAS Account – via a PC / Laptop / Web Browser

Browse to <https://www.mychildatschool.com/> where you will see the following screen. You need to click on Redeem Invitation Code to redeem the invitation code that has been sent to you. Enter the School ID, username and the Invitation Code. Click on **Redeem Code** to log into your account.

The screenshot shows the 'PARENT LOGIN' page. At the top is the 'my child at school.com' logo. Below it is a blue header with 'PARENT LOGIN'. There are three input fields: 'School ID' with a calendar icon, 'Username' with a person icon, and 'Password' with a lock icon. Below these is a checkbox for 'Remember School ID and Username'. There are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. A blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2020.7391.22595 Powered by Bromcom'.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. It has a blue header with the title. Below are three input fields: 'School ID' with a calendar icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these is a reCAPTCHA section with a checkbox for 'I'm not a robot' and the reCAPTCHA logo. A blue 'Redeem Code' button is at the bottom.

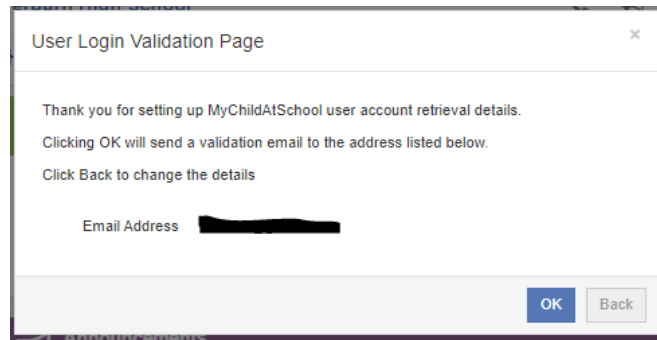
You will be asked to input your email address (please use the email address that the invitation code was sent to), enter a password (the password **must contain at least the following: 1 Capital Letter and 1 lower case letter and 1 number and 1 special character and be at least 8 characters long**).

The screenshot shows the 'SETUP YOUR ACCOUNT DETAILS' page. It has a blue header with the title. Below is the name 'Miss Shakespeare'. There are four input fields: 'Email' with an envelope icon, 'Confirm Email' with an envelope icon, 'Password' with a lock icon, and 'Confirm Password' with a lock icon. Below these is a section for a security question: 'Select a security question and then type your answer.' with a dropdown menu showing 'What was your childhood nickname?'. There are two more input fields: 'Security Answer' with a lock icon and 'Confirm Security Answer' with a lock icon. A blue 'Save Account Details' button is at the bottom.

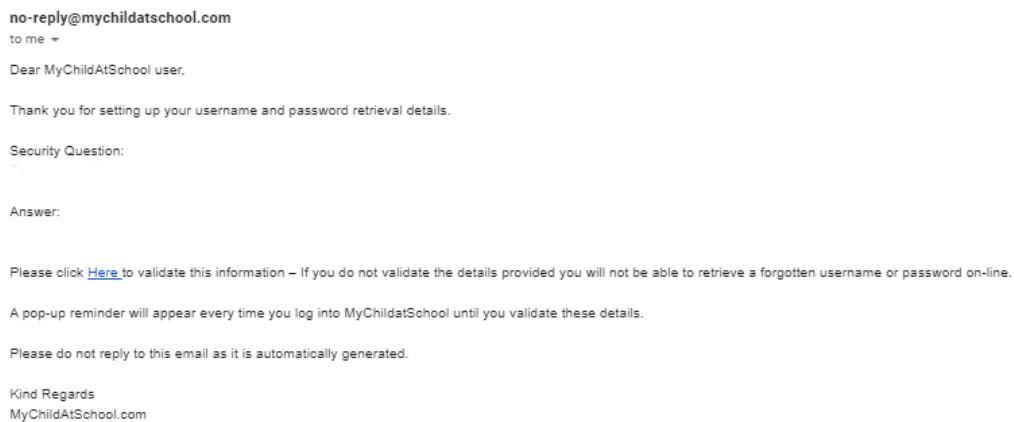
30.09.2020

Once setup, you will see the *Account Setup is Successful* screen and be taken back to the main login page where you can login to your MCAS account.

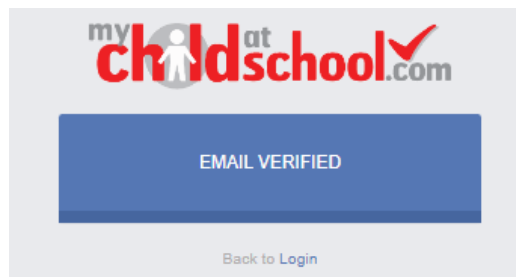
Upon first login, you will see a notification asking to Verify your email address.



Click OK for the verification email to be sent to your email address.



Click on the highlighted and underlined Here link to Verify your email address.



Upon verifying your email address, you will be taken back to the login screen.

Once everything has been setup, you will be able to see details about your child(ren) such as:

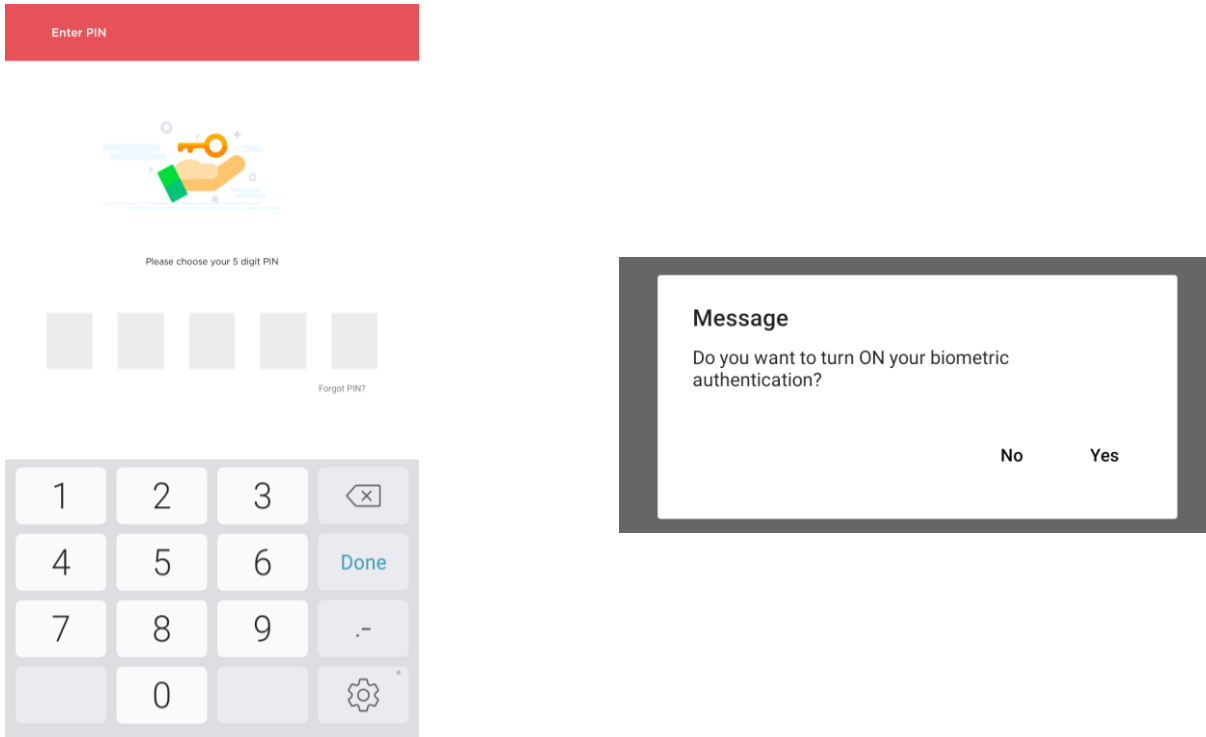
- Announcements
- Attendance
- Exam Timetables
- Reports
- Timetable

If you would like My Child At School on your mobile device / tablet, access your app store (iOS = AppStore | Android = Play Store). Search for **My Child At School** and install the app.

Setting up your MCAS Account – via the mobile / tablet app

You are able to install My Child At School on your mobile device / tablet, access your app store (iOS = AppStore | Android = Play Store). Search for **My Child At School** and install the app.

When you run the app, you will be asked to create a 5 digit pin and confirm it. You will be asked if you want to “turn ON your biometric Authentication” if you your device supports it. This is optional if you want to use it.



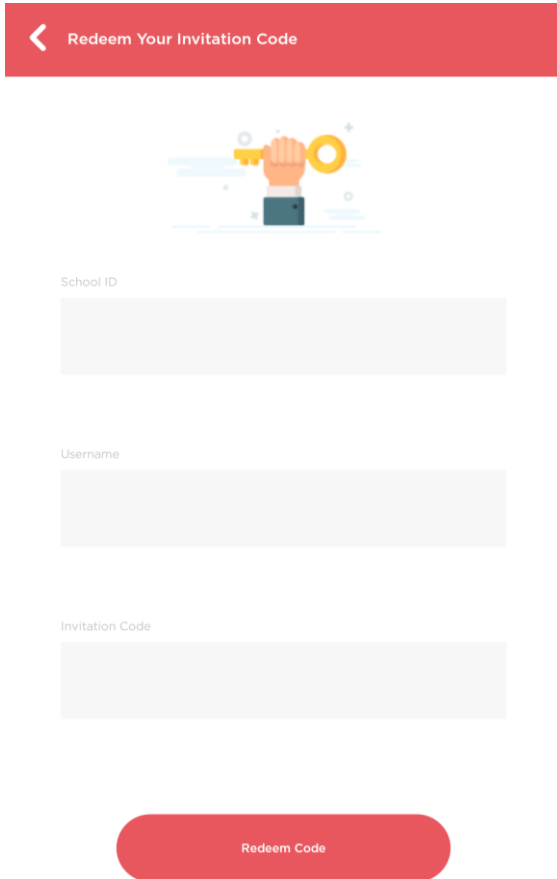
You will then be asked to Add an Account. If you have installed the app and not yet redeemed your invitation code, tap on Redeem Invitation Code.



Redeem Invitation Code via Mobile App

After Clicking Redeem Invitation Code, you will be taken to the Redeem Invitation Code screen.

You will be asked to input your email address (please use the email address that the invitation code was sent to, enter a password (the password **must contain at least the following: 1 Capital Letter and 1 lower case letter and 1 number and 1 special character and be at least 8 characters long**).



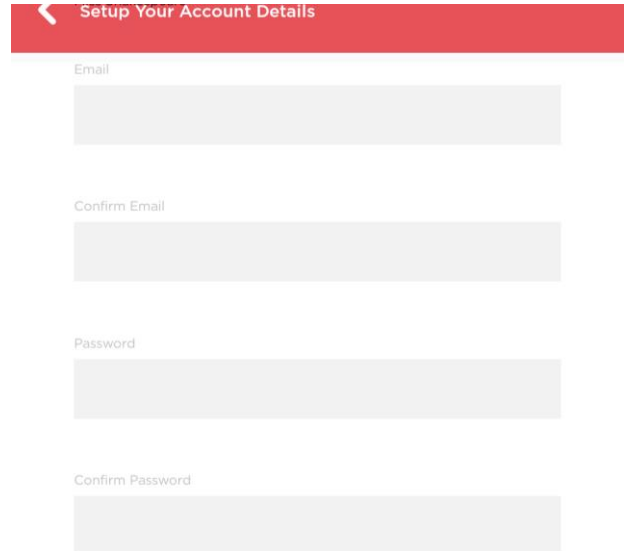
Redeem Your Invitation Code

School ID

Username

Invitation Code

Redeem Code



Setup Your Account Details

Email

Confirm Email

Password

Confirm Password

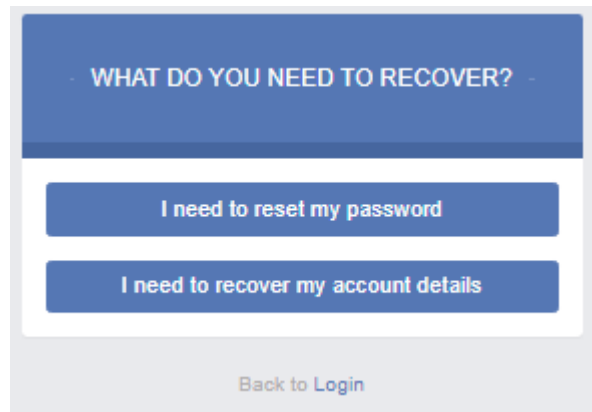
Once you have setup your account, you will be taken straight into the app where you will be able see details about your child(ren) such as:

- Announcements
- Attendance
- Exam Timetables
- Reports
- Timetable

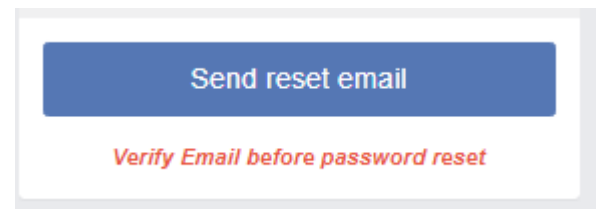
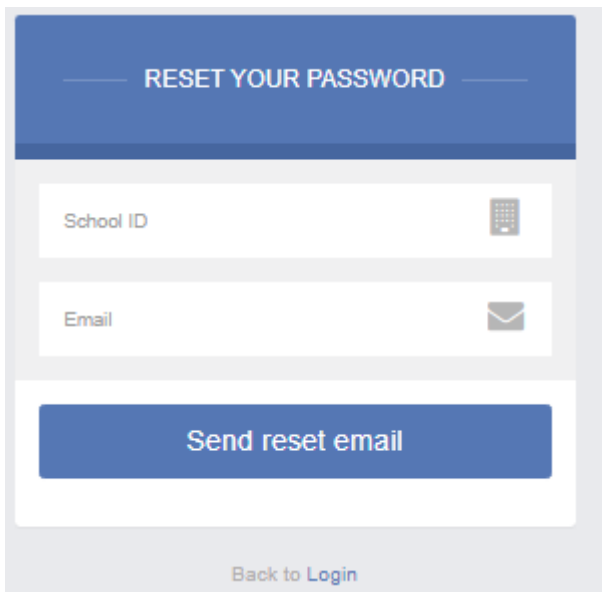
Forgotten Your Details

If you have forgotten your Password, there is no need to contact the School, you can click on the *Forgotten Login Details* from the MCAS login page.

You will be asked what you want to recover – this example will cover **I need to reset my password**.



Click on **I need to reset my password** and enter the School ID and your email address that you would have registered with when creating your MCAS account. Click on **Send reset email**. If the details match against what is on the system and you have verified your email address, you will have an email in your mailbox with a link to reset your password. The link is only valid for 4 hours.



no-reply@mychildatschool.com

to me ▾

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 4 hours.

Please do not reply to this email as any received emails are deleted immediately.

Regards

MyChildAtSchool.com

Clicking the link in the email will take you to a Reset Your Password screen where you will enter the answer of the security question you setup your MCAS account and enter the verification code / image that is shown.

Enter your new password and confirm it. Click Update Password and an email will be sent to you email address to confirm the change.

Recover Your Login Details – Retrieve your username

The Recover Your Login Details only recovers your Username if you have forgotten it. Click on Recover Your Login Details and you will be asked to enter the School ID and your Email address.

If your email address is found, you will be sent an email to your email address stating your MCAS username.

Hello from MyChildAtSchool.com

A request to retrieve your login details has been received.

If you did not request your login details, please contact your school.

The login associated with this email is [REDACTED]

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com