

Setting up your My Child at School (MCAS) account

MyChildAtSchool and the MyChildAtSchool Parent App

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's school data in real-time via a web browser. This facility allows exclusive access to such things as your child's Attendance, Timetable, Academic Calendar and Announcements and you can make payments to the school through the portal.

MyChildatSchool Parent App is an application enabling you to view your child's school data via a smartphone app. The structure of the module allows you to view most of the features of the MyChildatSchool web portal.

Please use the following link and the details provided in your welcome email to register your account prior to using the MCAS Parent App.

The screenshots below show account activation and registration using an Android phone. This can also be completed on any Android or Apple device, Tablet, Laptop or PC with internet/mobile data connection

1. Go to www.mychildatschool.com
2. You will see this screen

my child at school.com

PARENT LOGIN

Your School ID

Your User Name

Password

Remember School ID and Username

Forgotten Login Details?
Redeem Invitation Code?

Login

v5.2019.7195.22715 Powered by Bromcom

Click on 'Redeem Invitation Code'

3. You will then be taken to this screen

my child at school.com

REDEEM YOUR INVITATION CODE

School ID

Username

Invitation Code

I'm not a robot

RECAPTCHA Privacy - Terms

Redeem Code

Enter

- School ID - '11906'
- Username - provided in your welcome email
- Invitation Code - provided in your welcome email
- Tick 'I'm not a robot'
- Click 'Redeem Code'

4 You will then be taken to this screen.

my child at school.com

SETUP YOUR ACCOUNT DETAILS

Miss A Andrews

Email

Confirm Email

Password

Confirm Password

Select a security question and then type your answer.

What was your childhood nickname?

Security Answer

Confirm Security Answer

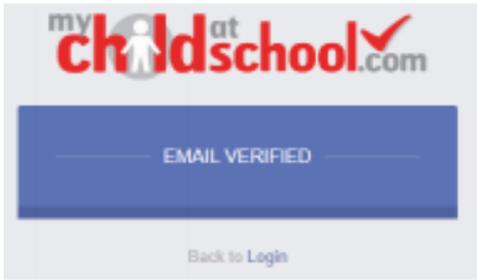
Save Account Details

Setup your account details

- Enter the required information to setup your Login details
- Password must contain
 - o 8 or more characters
 - o 1 uppercase character
 - o 1 numeric character
 - o 1 special character

- Security question and answer are required for password reset or retrieval.
- Click 'Save Account Details'

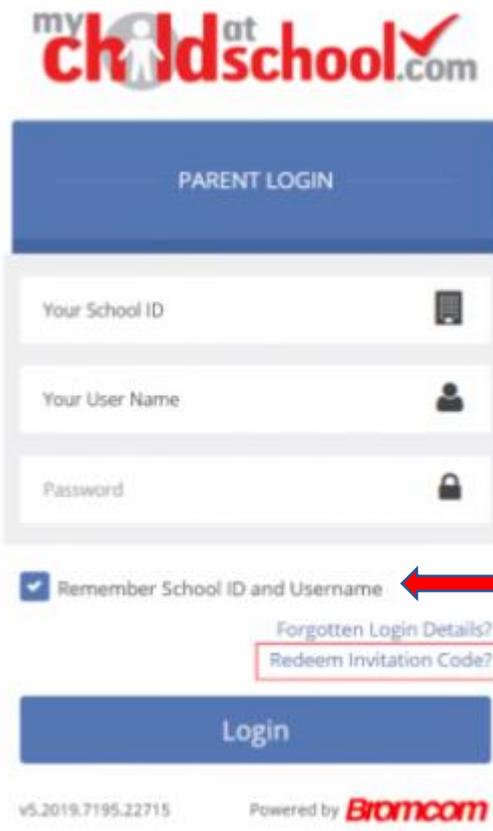
5 You will receive an email



Account verification

- You will receive an email from 'no-reply@mychildatschool.com' titled 'MCAS Security Question and Email validation'
- Please use the link provided in the email to validate your details and you will be taken to the Email Verified page.
- Click 'Back to Login'

6 You are now ready to login to the web portal



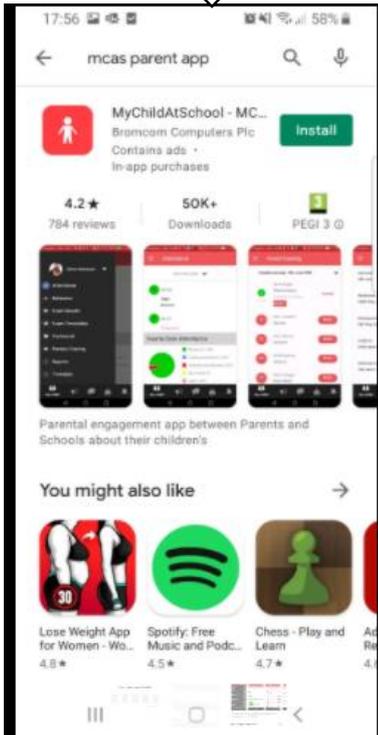
You will need to remember

- School ID - '11906'
- Username - provided in your welcome email
- Password - that you created
- Ticking 'Remember School ID and Username' is optional

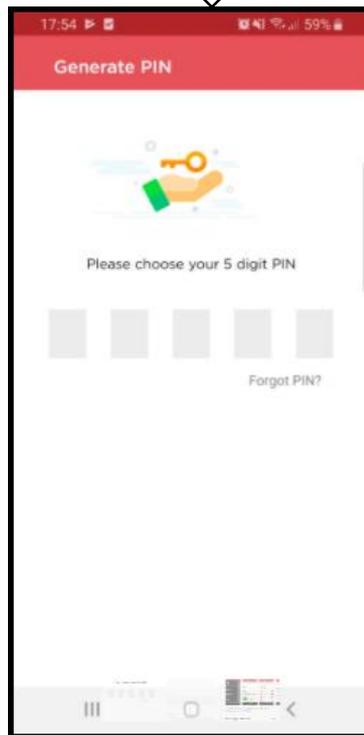
7 You can then go to either the Apple app store or the Google Play Store to download the app. Look up **MCAS Parent App**

Once you have downloaded the App, you can login using your school ID, Username and password that you set up on the portal (as numbers 1-7)

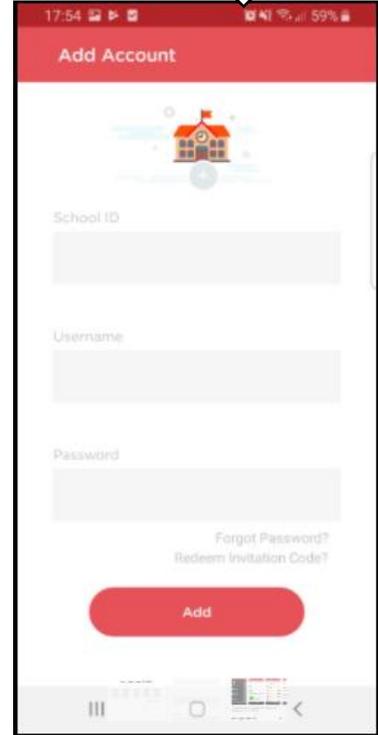
Download
MCAS Parent App
from your App Store



Open App
Create a 5 digit pin



Add your account details
School ID, Username
and Password



- 8 You can now use the Parent Portal from either your mobile device via the app or through your web browser using www.mychildatschool.com

If you Forget your Login Details?

From the Login page at <https://www.mychildatschool.com/MCAS/MCSParentLogin> click on 'Forgotten Login Details?'

Select 'I need to reset my password'

Enter the School ID (11906) and the email address associated with your MCAS account

You will then receive a MCAS Password Recovery email from no-reply@mychildatschool.com

Click the link to reset your password

Enter your memorable question security answer and the image code provided

Enter your new password, confirm your new password

You will receive a confirmation email

Please note that School does not have access to user passwords, pin numbers or security questions & answers