

MyChildAtSchool (MCAS) Parent Guide

Version 1 July 2024



Introduction This guide looks at accessing **MyChildAtSchool (MCAS)** for a parent with an **existing MCAS Account** in the following two ways;

The desktop web view

- The app view in the new User Interface (UI) of **MCAS**

The example screenshots in this guide are for illustration purposes only and may differ from your view of the desktop or app. **Your school configures how your MCAS Dashboard looks.** For the app screenshots where the android view is different to the iOS Apple view, we have shown both examples.

Email Addresses and Passwords

The **MCAS Login** process enables parents to log into the **MCAS** online parent portal using an **Email Address**.

- In the example parents have **MCAS** accounts across multiple schools then they will be able to view those **Students MCAS** accounts **in one place** .
- Parents will need to use the **Email Address** registered with their **MCAS** account and current **Password** (Recovery Email Addresses have been linked to the Password and will also work).
- If parents have multiple **Email Addresses** registered to their **MCAS** accounts - all **Email Addresses** (including the Recovery Email Address if they have one) will allow them to **Login**

Forgotten Login Details

- Forgotten **Email Address**? - Contact your school who will be able to help.
- Forgotten **Password**? - Follow the instructions in [How to reset your MCAS Password](#) in this guide.

New Parent Accounts

The **MCAS Login** process allows parents to log into the **MCAS** online portal using their **Email Address** and **Password**. Parents can view multiple **Student MCAS** accounts in one place.

- Schools also have the function to enable self-sign for parents see [How to Use Self Sign Up for MCAS Accounts](#)
- Parents who already have an MCAS account will not need to click the link in the email, the new student will appear automatically.
- Parents will receive an email from their school with a link to the **Parent Login** screen.
- Parents will click **Here** in the email to open the **CREATE YOUR PASSWORD** screen

Below is an **example email** sent to a parent.

Hello from MyChildAtSchool.com

A request to setup your MCAS account has been received.

Below are the details to setup your account.

Email - sravani.konidala@bromcom.com

Password - Please click [Here](#) to create your login password.

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

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

Regards
MyChildAtSchool.com

- Parents will **Enter Password** and **Confirm Password**.
- Parents will then click **Create Password**.



The screenshot shows a mobile-style interface for creating a password. At the top is the logo for 'my child at school.com' with a red checkmark. Below the logo is a blue header bar with the text 'CREATE YOUR PASSWORD'. The form contains two input fields: 'Enter Password' and 'Confirm Password'. Below these fields is a blue button labeled 'Create Password'. At the bottom of the form is a link that says 'Back to Sign in'.

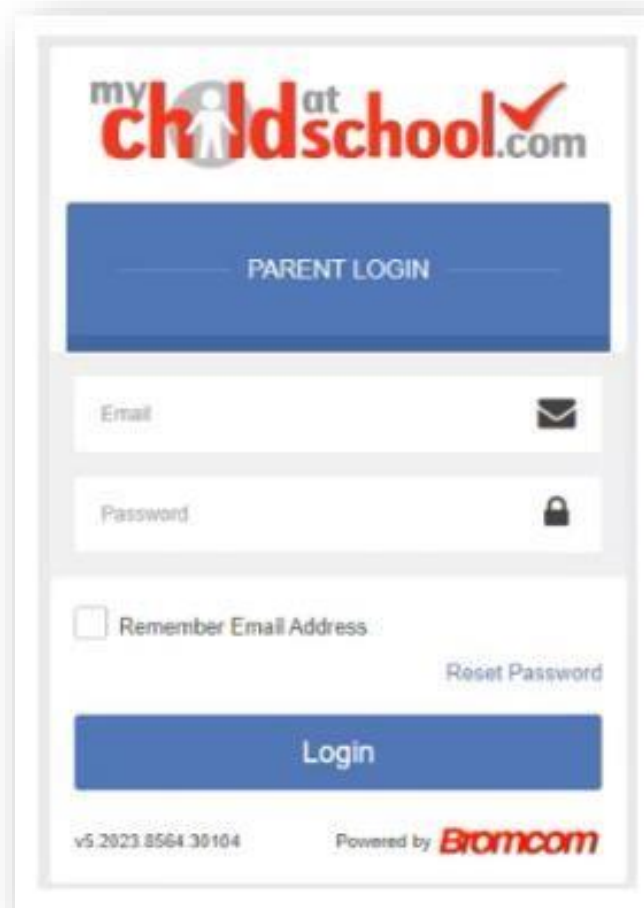
Desktop View

Login

- From within the web browser type www.mychildatschool.com
- This will open the **PARENT LOGIN** screen.
- Enter your **Email Address** and **Password**. Use the **Email Address** registered to the **MCAS** account and the **Password** to **Login**.
- Click on the **Login** button.

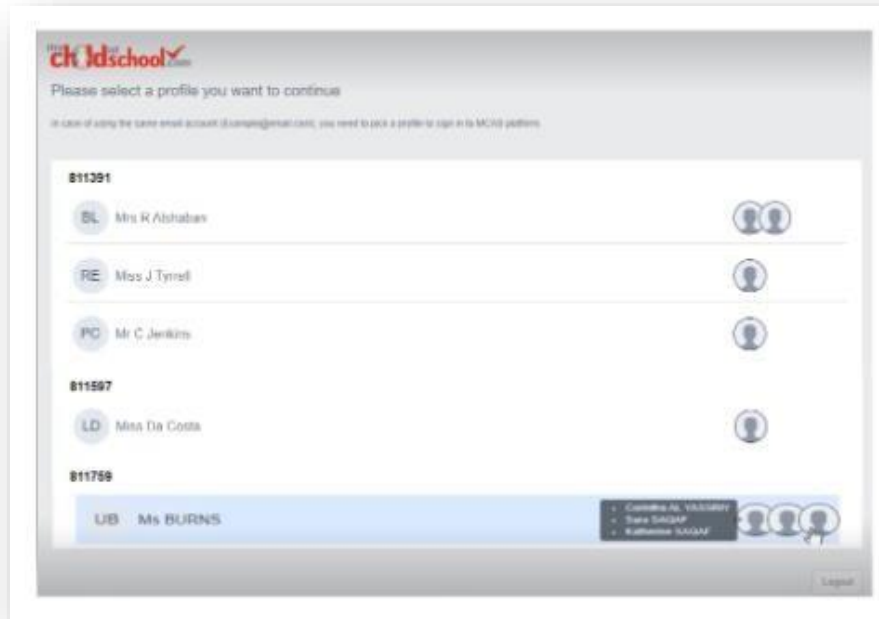
This **Login** will login to see all **Students** linked to that **Email Address**.

Note: Parents should contact the School if they receive the message **Incorrect Email Address or Password**.



The screenshot shows the login interface for mychildatschool.com. At the top is the logo "my child at school.com" with a checkmark. Below the logo is a blue button labeled "PARENT LOGIN". Underneath are two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the password field is a checkbox labeled "Remember Email Address" and a "Reset Password" link. At the bottom is a large blue "Login" button. The footer contains the version number "v5 2023 8564 30104" and the text "Powered by Bromcom".

- If parents have **more than one Profile** using the **same Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.
- Students associated with each **Profile** are displayed on the right-hand side. **Note:** Hover over the student icons on the right hand side to see the student's names associated with each **Profile**.

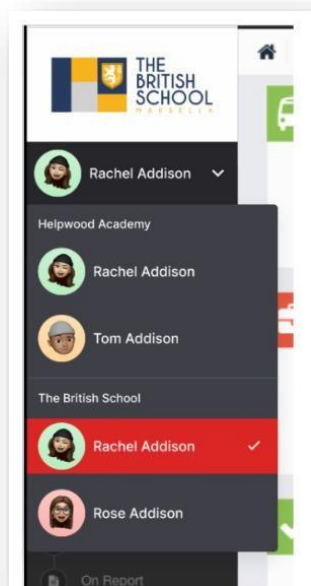


The **Dashboard** will open for the chosen **Profile**.

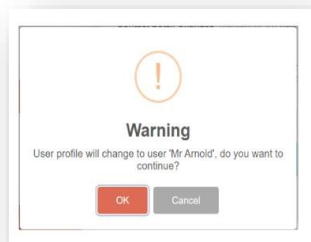
The MCAS dashboard

The **MCAS Dashboard** allows parents to view multiple **Student MCAS** accounts in one place.

- All **Students** linked to a parent account will appear in the top left dropdown in the **Dashboard** with **School** and **Student Name**. This dropdown allows parents to switch between different **Student** accounts.
- For the MCAS Desktop view in the example image below this shows the selected **Student** in **Red**.

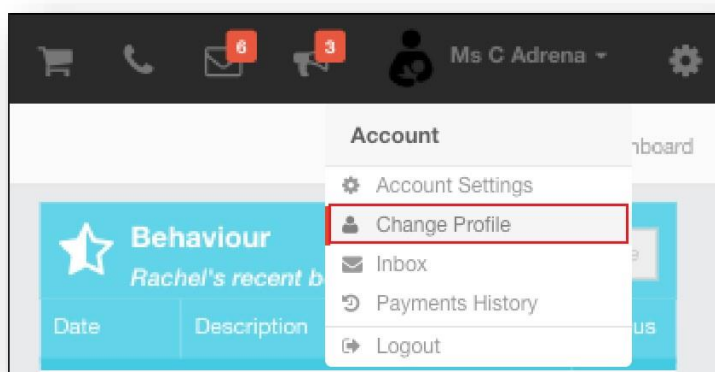


Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students**, they will get a message **In order to view the profile, select the relevant profile**.

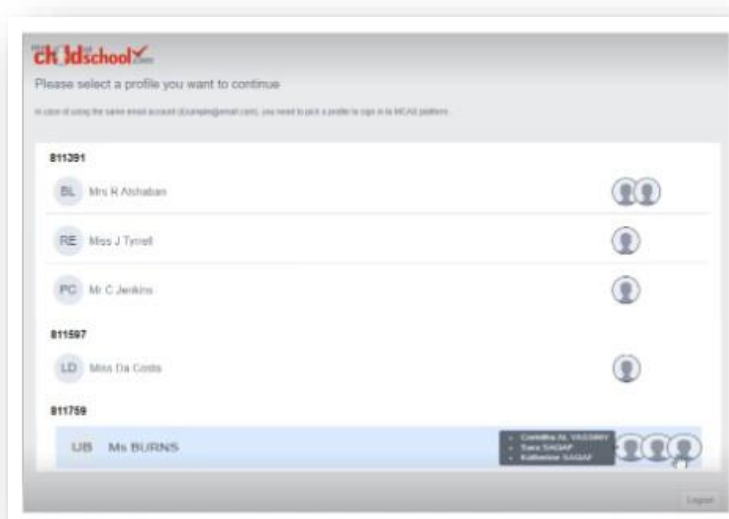


How to change profile

Click on **Account** in the top left-hand corner of the online parent portal and select **Change Profile** from the dropdown menu to change **Profile**.



The **Profile** popup opens, select a **Profile**, and click **Change Profile**



How to toggle between student accounts

Parents can toggle between different **Students** when viewing a page from the panel on the left-hand side. Click on **Timetable** (for example) in the left-hand panel and then toggle between **Students** using the **Student Name** dropdown to switch between **Timetables** for each **Student**.

The pages for each **Student** will retain the colour coding set up by their school.

Timetable *What lessons does Paul have?* YOU ARE HERE: # Dashboard > Timetable

Term 3 - Week 06 - 05/06/2022

Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
	1 11/MAT5 Mathematics Miss V Wilson	1 TFTF ZC Withdrawal Group Mr A Reid	1 11/ELA5 English Language Mrs T Folan	1 11OP3/HIS1 History Mr J Pearson	1 11/MAT5 Mathematics Miss C Gatiss	
	2 11OP1/BST1 L1/2 CNAT Enterprise Mr J Charles	2 11/ELA5 English Language Mrs T Folan	2 11/MAT5 Mathematics Miss V Wilson	2 11/ELA5 English Language Mrs T Folan	2 11OP3/HIS1 History Mr J Pearson	
	3 11/ELA5 English Language Mrs T Folan	3 11OP1/BST1 L1/2 CNAT Enterprise Mr J Charles	3 11B/SCI3 Combined Science Ms G Searson	3 11OP2/DAN1 BTEC L1/2 Tech Aw... Miss H Hunt	3 11/ELA5 English Language Mrs T Folan	
	4 11B/SCI3 Combined Science Ms G Searson	4 11B/PE2 Comp PE Miss C Gatiss	4 11OP1/BST1 L1/2 CNAT Enterprise Mr J Charles	4 11/MAT5 Mathematics Miss C Gatiss	4 11OP2/DAN1 BTEC L1/2 Tech Aw... Miss H Hunt	
	5 11OP3/HIS1 History Mr J Pearson	5 11B/SCI3 Combined Science Ms G Searson	5 11OP2/DAN1 BTEC L1/2 Tech Aw... Miss H Hunt	5 11B/SCI3 Combined Science Ms G Searson	5 11B/SCI3 Combined Science Ms G Searson	

Timetable *What lessons does Charlotte have?* YOU ARE HERE: # Dashboard > Timetable

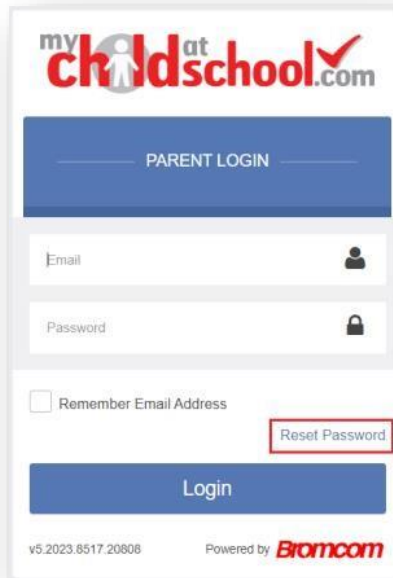
Term 6 - Week 01 - 05/05/2022

Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
	1 12bLaa Law Miss Mason		1 12bLab Law De Vivo		1 12cGgb Geography Mr Saxton	
	2 12bLaa Law Miss Mason		2 12bLab Law De Vivo		2 12cGgb Geography Mr Saxton	
	TG1 12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser	
	3 12eHia History Mrs Davies				3 12eHia History Mrs Davies	
	4 12eHia History Mrs Davies				4 12eHia History Mrs Davies	

How to reset your MCAS password

The following process shows parents how to reset the password for their **MCAS** account

- From within the web browser type www.mychildatschool.com or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.
- Click on the **Reset Password** link.



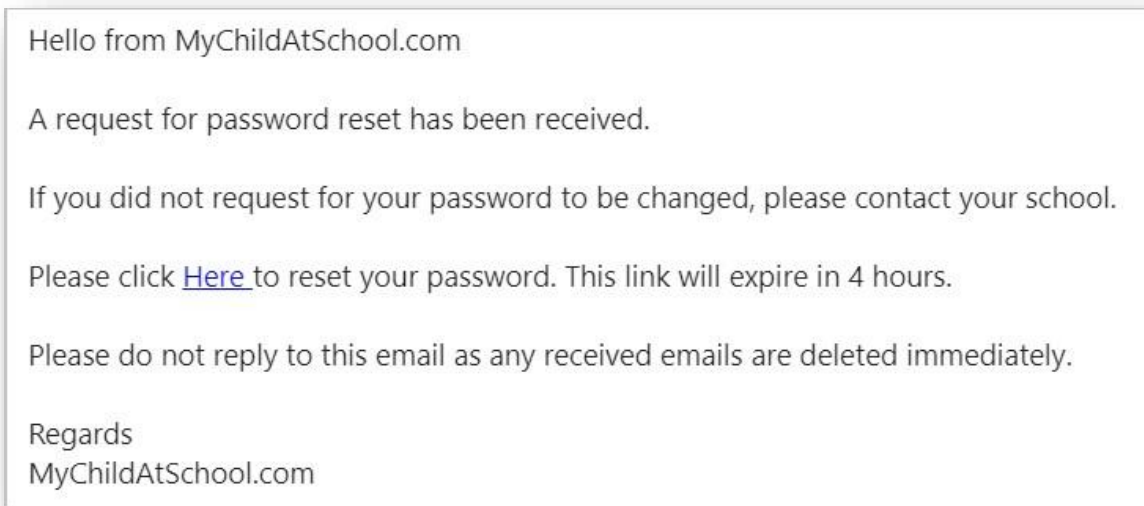
Parents will be asked to **Reset Your Password**.

- Enter the **Email Address**, this will be the **Email Address** that the school uses to contact the parent.
- Tick the **reCAPTCHA** box.



- Click on the **Send reset email** button.

Parents will receive an **Email** containing a **Reset Password** link.



Click on the **Here** link in the email to reset the **Password**.

Parents will then be asked to **Reset your Password** of at least eight characters.

- **Enter Password.** ○ **Confirm Password.**
- Click the **Update Password** button.

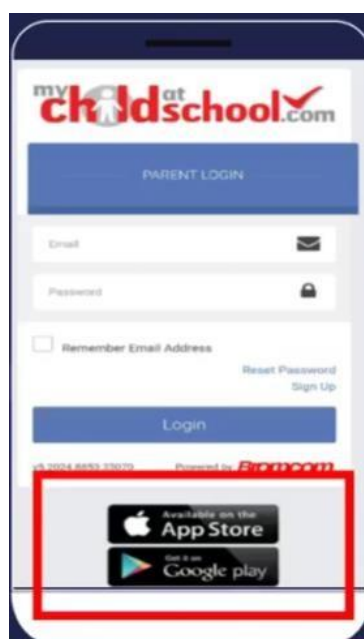


Parents will now be able to **Login** using their **Email Address** and new **Password**.

MCAS App

Install the App

When logging in either from an invitation email sent from your school for new accounts or from www.mychildatschool.com for existing accounts parent then have the option to **install the MCAS Parent App** either from the **App Store** or **Google Play** depending on what type of mobile device have.



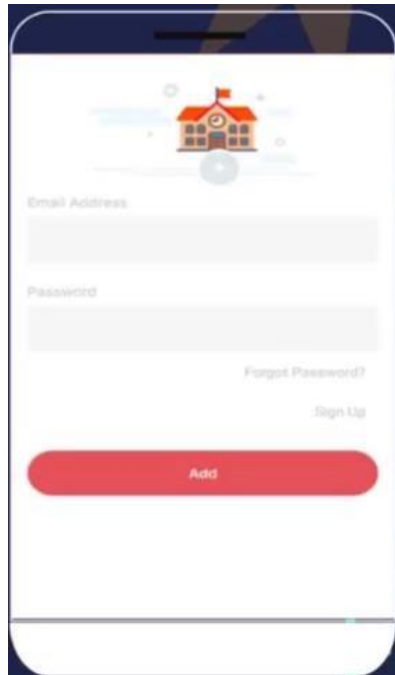
When you access either the **App Store** or **Google Play** you will see a screen that looks something like the example below;



Click **Install** then once the application has installed you can click **Open**. Please be aware users will need to enable notifications on mobile phones when they install the app to get notifications for important messages from their school.



This will take you to the **login screen**, here you can enter your **Email Address**, **Password** and click **Add**.



From here you will be asked to **set your 5 digit pin** and **tick** to confirm.

Navigation

When a parent loads the new MCAS Parent App on a mobile device they will first see the new **My Child** central dashboard for their child. The dashboard contains the following features:

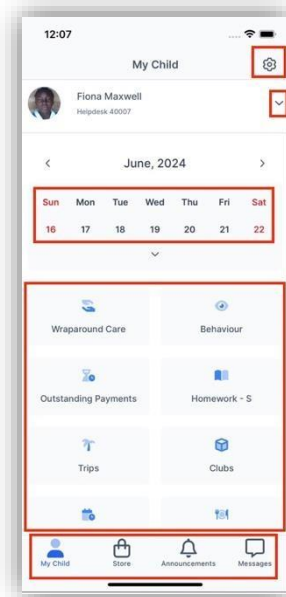
- **Settings** button – Account Settings, Privacy and Security, Financial Payment Methods, Financial Order History, and School Contact Information.
- **Student account** dropdown – switch to another student account.
- **Weekly calendar** with **Attendance** information by day.

- Access to the modules (e.g., Behaviour, Homework).

Banner

The banner along the bottom contains the following further options;

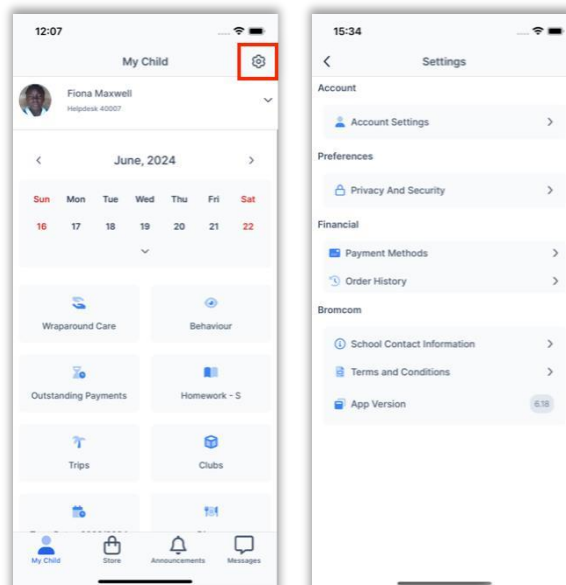
- **Store** – Displays school products that can be purchased online.
- **Announcements** – Displays announcements from the school.
- **Messages** – Displays messages from the school.



My Child > Settings

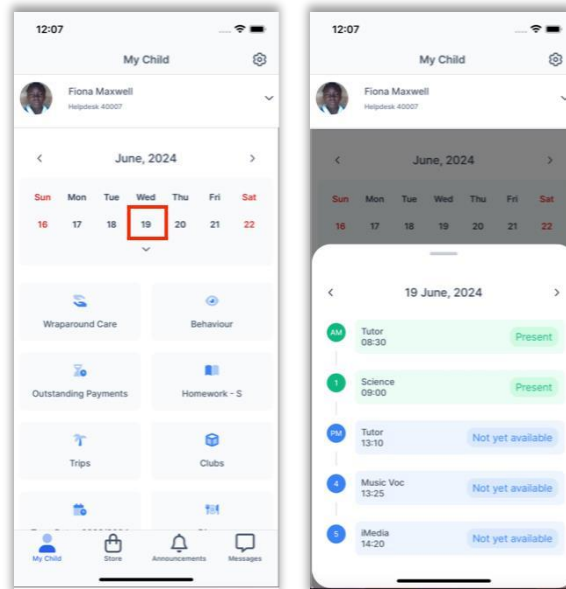
Clicking on the **Settings** cog, users will be able to access the following screen:

- **Account Settings** – change profile and log in to another account.
- **Privacy and Security** – change Pin and Password.
- **Financial Payment Methods.**
- **Financial Order History** - order transactions.



My Child > Calendar

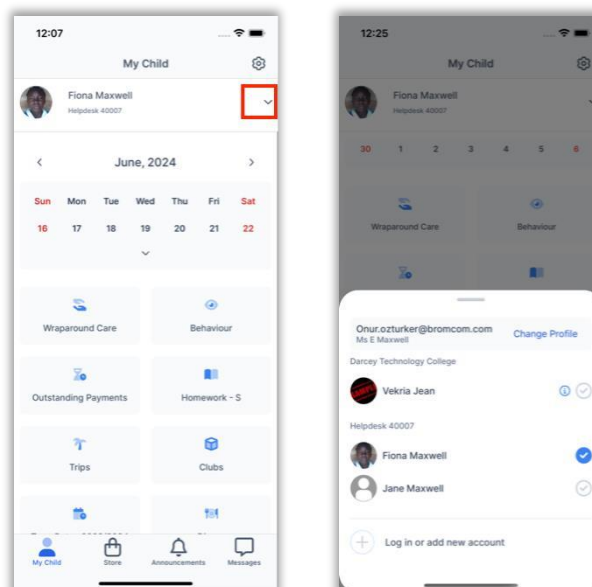
Clicking on a date in the calendar, users can see the student's **Attendance** information by day. Clicking on the arrows will display the previous or next day.



Switch to another student account

- On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
- Select the student account you would like to switch to.

Note: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.

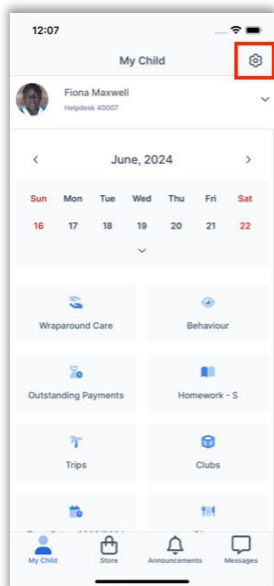


1.

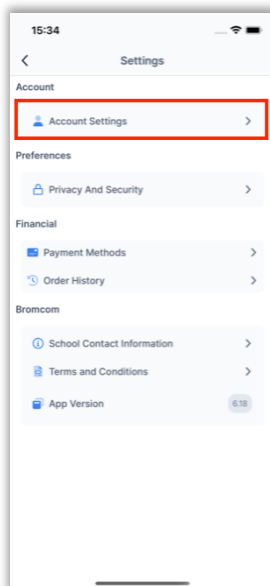
2.

Change Profile

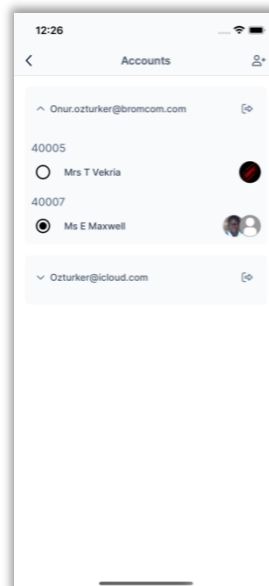
- On the **My Child** dashboard, go to **Settings**.
- Go to **Account Settings**.
- Select the user **Profile**, under the correct email address, that you would like to use.



1.



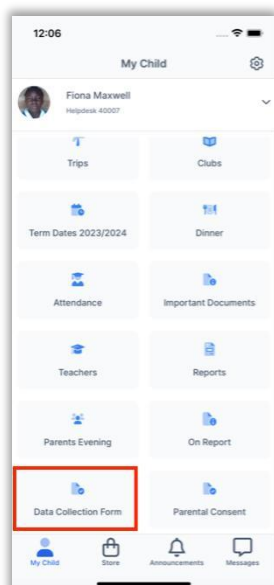
2.



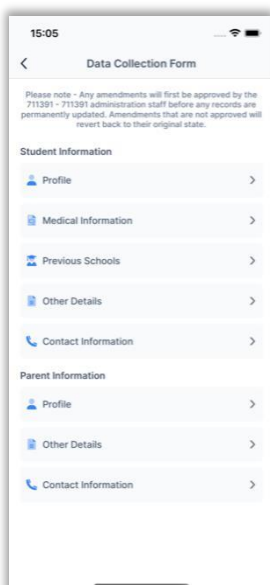
3.

Update the Data Collection Form

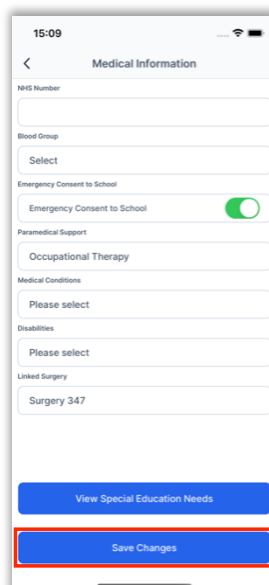
- On the **My Child** dashboard, go to the **Data Collection Form** module.
- Make amendments to the relevant sections.
- After all changes have been made, make sure to click **Save Changes**.



1.



2.



3.