



Alderman White School

Getting started

This document contains guidance on the following activities

- Activating your MCAS account
- Registering a new email
- Resetting your MCAS Password
- Reactivating your account in the app (e.g. after getting a new phone)
- Managing account for more than one student
- How to toggle between students

How to Activate your MCAS account

To login to the **MCAS Parent Portal** for the first time you will need to have a valid e-mail address registered with Alderman White School. To provide us with details of your email address please contact us at MCAS@aldermanwhite.school

All you need to log in is your email address and password.

Parents will receive an email from school containing a link to the **Parent Login** screen, follow this link to open the **Create Your Password** screen. You should **Enter Password** and **Confirm Password** then click **Create Password**.

From within your web browser type www.mychildatschool.com this will open the login page.

- 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.
- Login to the MCAS account and see all **Students** linked to that **Email Address**.

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

Web view

App view

Register a new Email address

Note: Parents should contact the school if they receive this message 'Your email address does not exist for the selected school'. Please contact the school at MCAS@aldermanwhite.school to get your email address updated in our records.

How to reset your MCAS password

- From within the web browser type <http://www.mychildatschool.com> or access the **MyChildAtSchool** mobile phone app, this will open the Parent Login screen.

- Click on the **Reset Password** link.

- **Enter your email** (this must be an address we have recorded for you in our school records).
- **Tick** the reCAPTCHA box.
- Click on the **Send reset email button**.

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

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

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

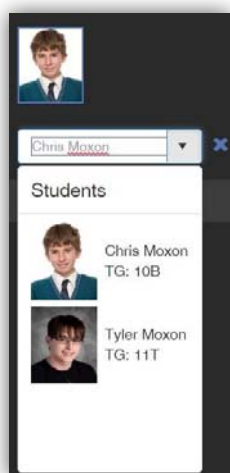
Parents will then be asked to **Reset your Password** of at least eight characters.

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

How to Reactivate your account in the app.

- If you get a new phone or if you forget the 5 digit passcode you have set for the MCAS, you will need to reinstall the app on your device.
- Once you have logged in using your Email address and password you will be able to set up a new passcode.
- If you have forgotten your password use the method shown above to set a new one.

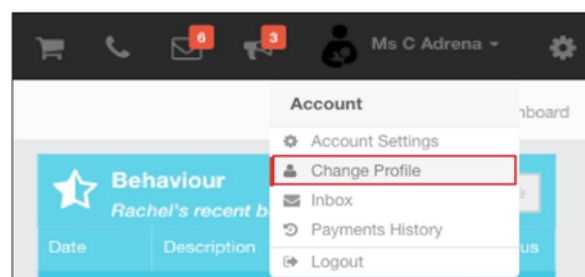
Managing accounts for more than one student



Clicking on the name of the student, next to the photograph, will open a list of other students associated with your account. If one or more of your children do not appear on your account, email MCAS@aldermanwhite.school

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

If you have a child at another school which also uses MCAS and you use the same email address for both systems, both profiles should automatically be linked for you so that all of your children can be viewed in the same app. You then change between profiles by clicking on **Account** in the top left-hand corner of the online parent portal and select **Change Profile** from the dropdown menu to 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**.