



# How to sign up for the 'My Child at School' parent app



1. You can access the **Parent Login** screen in two ways:
  - a. From within the web browser type **www.mychildatschool.com**
  - b. From the **MyChildAtSchool** mobile phone app (available for free on Google Play or Apple App Store).
2. Once in the **Parent Login** screen, click **Sign Up** (See below)

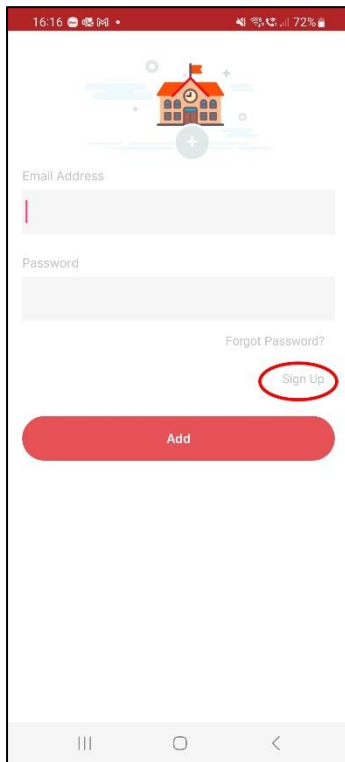


Figure 1: Android App

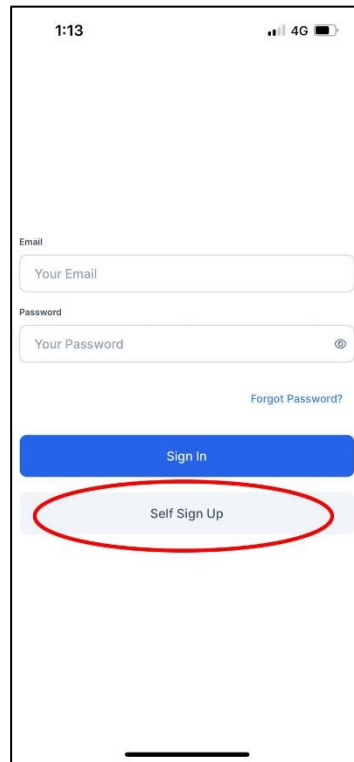


Figure 2: iPhone App

3. Enter the **School's Postcode (L4 6SH)** or **School ID (14385)**. Select the school from the list in the dropdown and click **Continue**.
4. Enter your email address (this will be the email address you receive school emails to) and click **Sign Up**.
5. You will receive an email from **MyChildAtSchool** with a **one-time passcode**.
6. Enter the one-time passcode in the app and click **Verify**.
7. You'll now be prompted to create a new password that meets the password criteria (see right). Then click **Create Password**.
8. Return to the login page, and login with the email and password you just created

## Password Criteria

- 8 Characters
- 1 capital letter
- 1 lower case letter
- 1 number
- 1 special character (!,@, etc.)



# Accessing the Admission Form



1. On the app or web browser, click on **Admission Form** from the **left-hand menu**:
  - a. Fields **marked with an asterisk\*** are required fields.

## Browser

The screenshot shows the 'my child at school.com' website for 'Alsop High School'. The user is logged in as 'Test Test'. The 'Admission Form' menu item in the left-hand navigation is circled in red. The main content area shows a 'Submit Changes' button, a warning message, and a 'Student Details' form with fields for Legal First Name, Legal Middle Name(s), Legal Last Name, Preferred First Name, Preferred Last Name, Former Last Name, and Date of Birth (marked with an asterisk).

## App

The screenshot shows the mobile app interface for 'Test Test' at 'Alsop High School'. The 'Admissions Form' menu item is circled in red. The bottom navigation bar includes 'My Child', a megaphone icon, a shopping cart icon, a school building icon, and a person icon.

2. On the app, you will need to click on **Edit Details** and fill in the **Student** and **Personal** pages.
3. When finished, please submit your form for approval.