

MyChildAtSchool (MCAS) Parent Guide



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Introduction

This guide looks at accessing both the web and app view of **MCAS** for a parent with an **existing MCAS Account**

For more guidance on **MCAS** for parents please click on [this link](#).

The example screenshots in this guide are for **illustration purposes only** and may differ from your view as your school configures how your **MCAS** Dashboard looks. In the example screenshots for the app where the iOS(Apple) app view is different to the android app view we have shown examples.

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 without the need to enter individual **School IDs** and **Usernames** for each **Student**.
- 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 **Email Address?** - Contact your school who will be able to help.
- Forgotten **Password?** - Use the **Reset Password** link in the **Parent Login** screen or follow the instructions in [How to reset your MCAS Password](#) in this guide.

New Accounts

Logging in

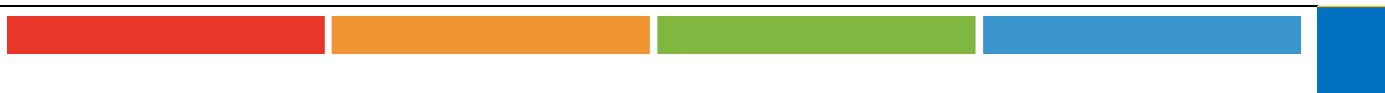
How to Self Sign Up for parents

Parents can access the **Parent Login** screen in two ways:

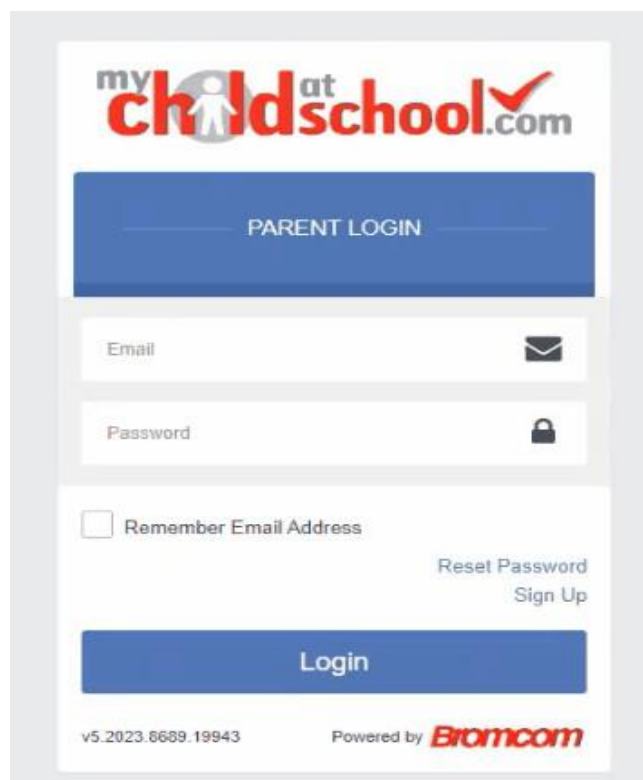
1. From within the web browser type **www.mychildatschool.com**, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

- ◊ Click on the **Sign Up** link in the Parent Login screen.
- ◊ Enter the **school's Postcode** or **School ID**.
- ◊ Select the school from the list in the dropdown.
- ◊ Click **Continue**.
- ◊ Enter the registered email address.
- ◊ Click **Sign Up**.



Parents will see the message 'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'.

The image shows a screenshot of the 'my child at school.com' parent login page. At the top is the logo with a checkmark. Below it is a blue bar with 'PARENT LOGIN' in white. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below these is a checkbox for 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2023.8689.19943' and 'Powered by Bromcom'.

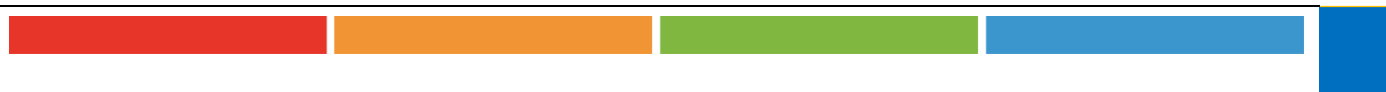
Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

- ◊ Click on the **link** for the one time passcode. Enter
- ◊ the one time passcode.
- ◊ Click **Verify**.

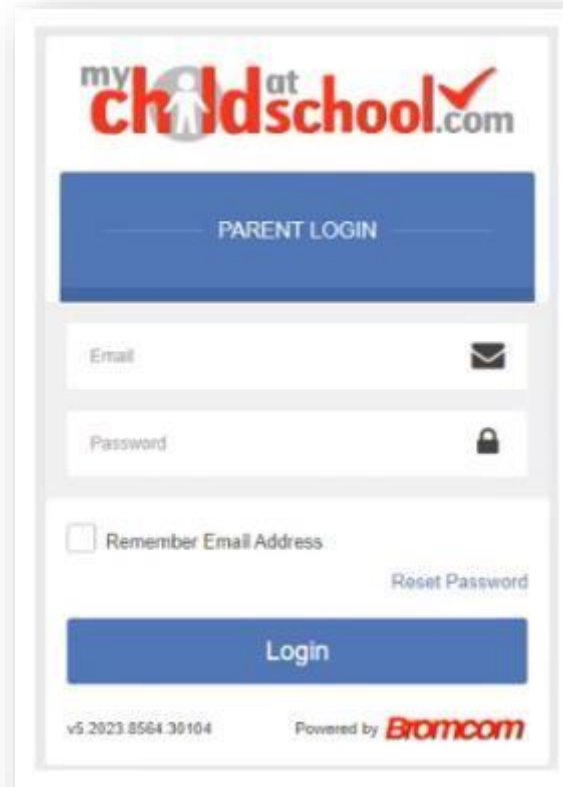
to MCAS New and Existing accounts

- From within the web browser type www.mychildatschool.com or access the **MCAS** mobile phone app, 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.
- **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*.

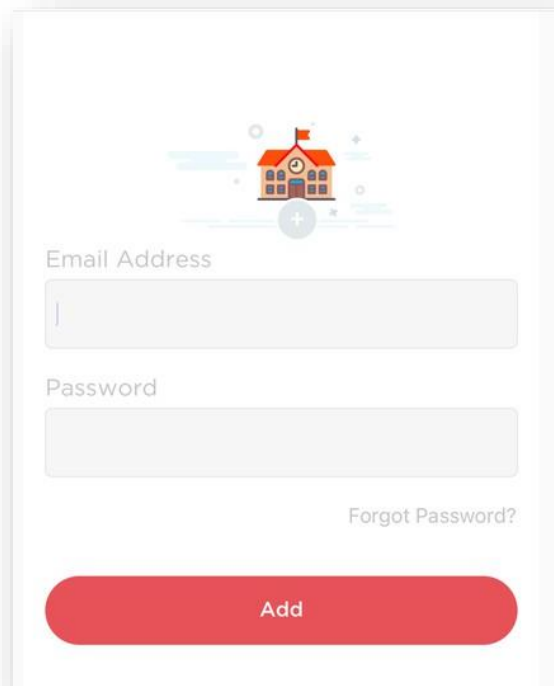


Web Login



The web login form features the 'my child's school.com' logo at the top, with a stylized child icon. Below the logo is a blue button labeled 'PARENT LOGIN'. The form includes two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. A checkbox labeled 'Remember Email Address' is positioned below the password field, with a 'Reset Password' link to its right. A large blue 'Login' button is centered at the bottom of the form. At the very bottom, the version number 'v5.2023.8564.30104' and the text 'Powered by Bromcom' are displayed.

App Login



The app login form features a schoolhouse icon with a plus sign at the top center. Below the icon are two input fields: 'Email Address' and 'Password'. A 'Forgot Password?' link is located to the right of the password field. At the bottom of the form is a large red rounded button labeled 'Add'.

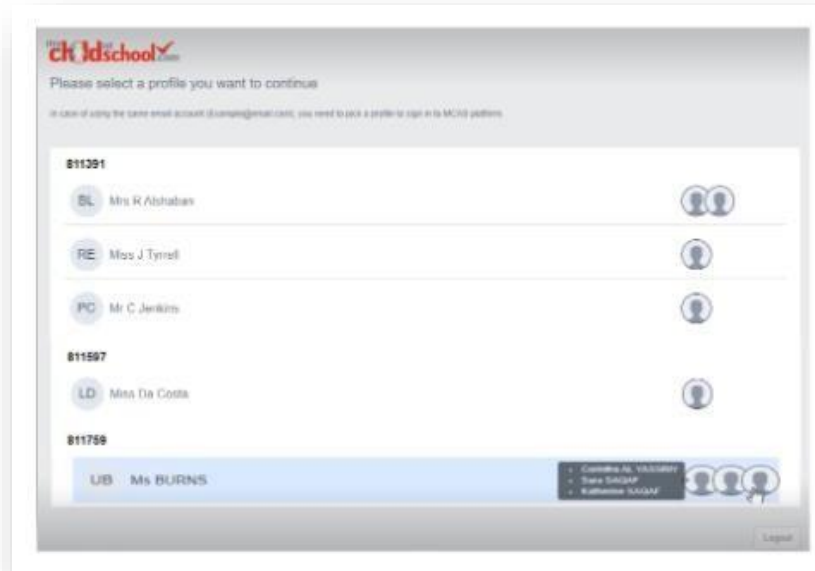


If parents have more than one **Profile** using the same **Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.

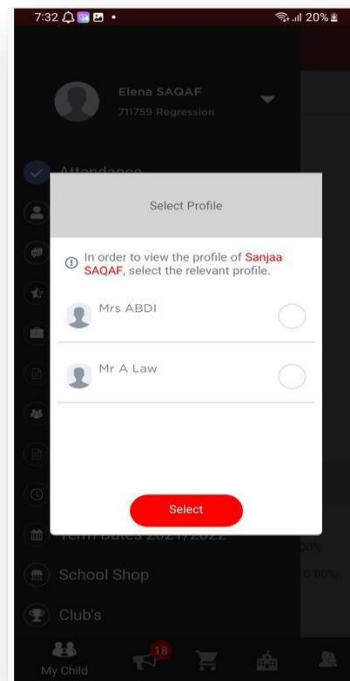
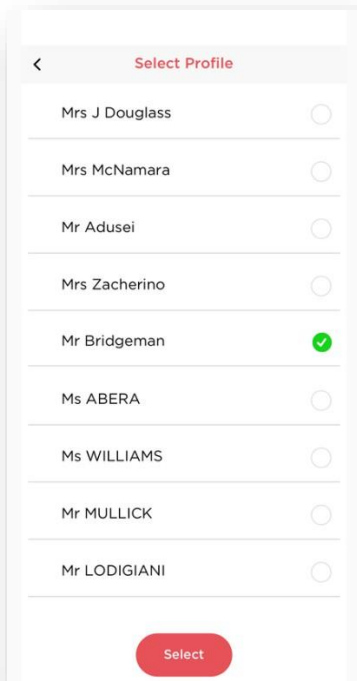
Students associated with each **Profile** are displayed on the right-hand side.

Note: Hover over the student icons on the right hand side to see the student's names associated with each **Profile**.

Web Pop Up to choose Profile



App Pop Up to choose Profile: iOS and Android



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

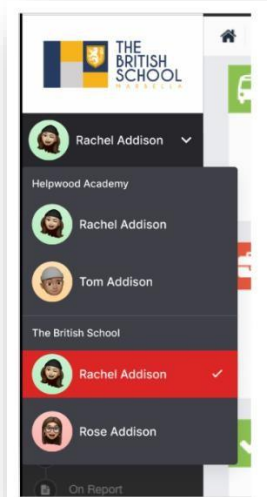
How to select the MCAS Dashboard

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.

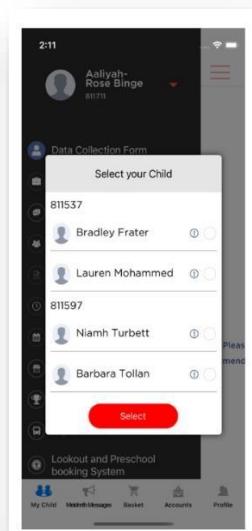
For the MCAS Desktop view in the example image below this shows the selected **Student** in **Red**.

Web Select the Student



For the App click on the required **Student** and click **Select**

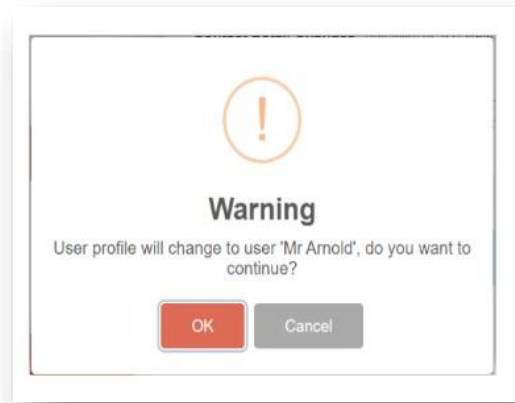
App Select the Student



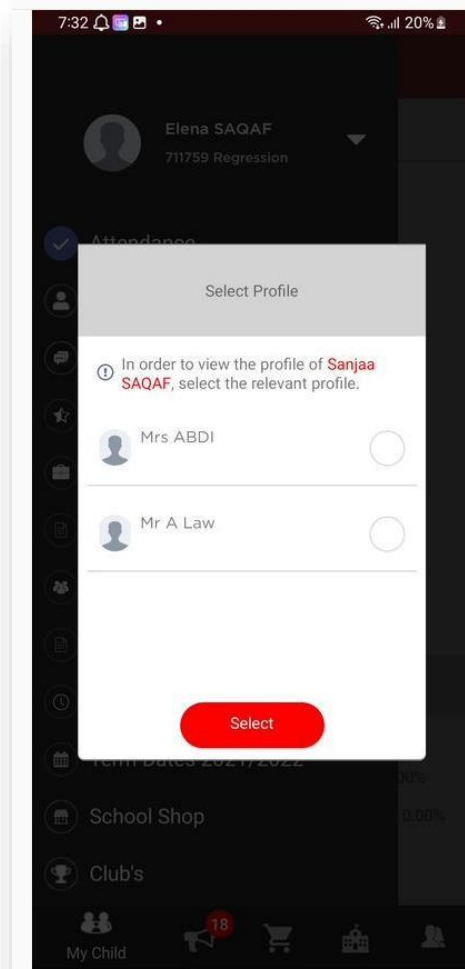
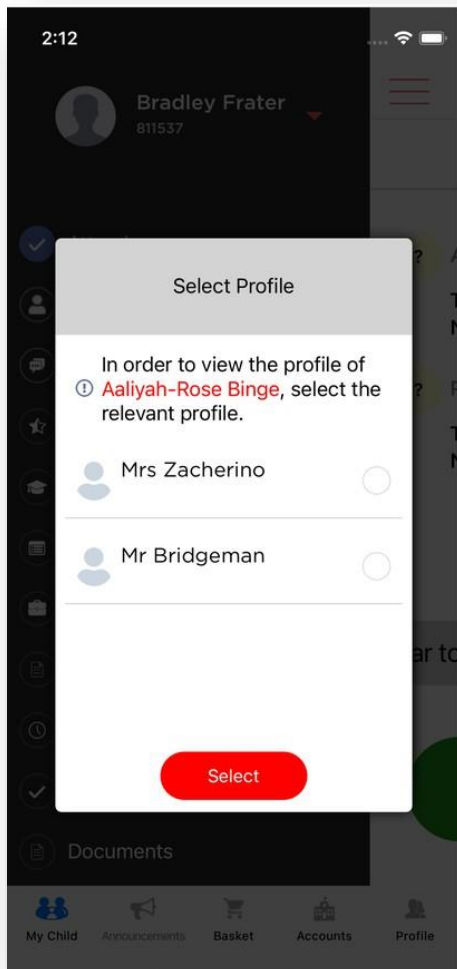
Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students**, they will get a message **In order to view the profile, select the relevant profile**.



Web Change Profile

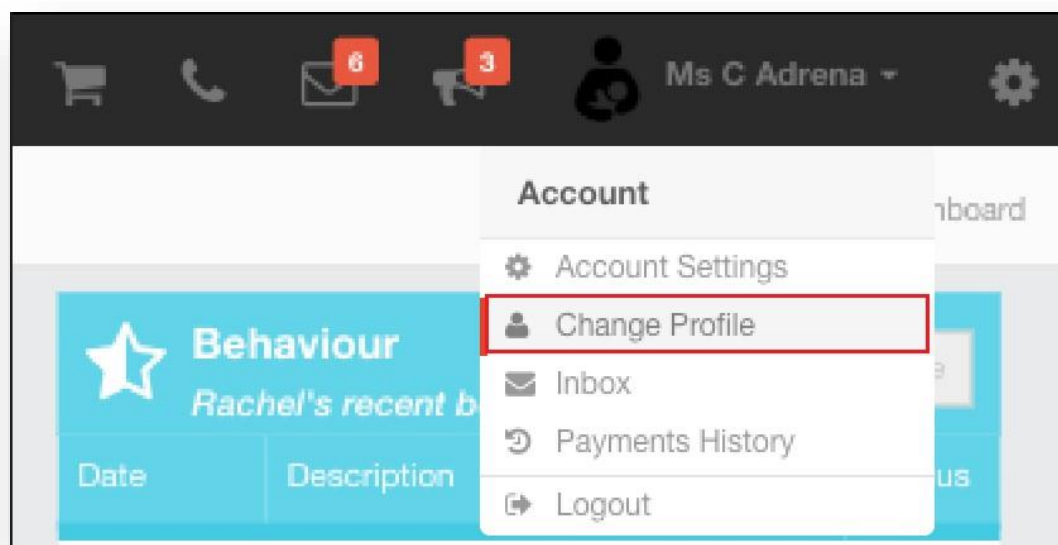


App Change Profile: iOS and Android



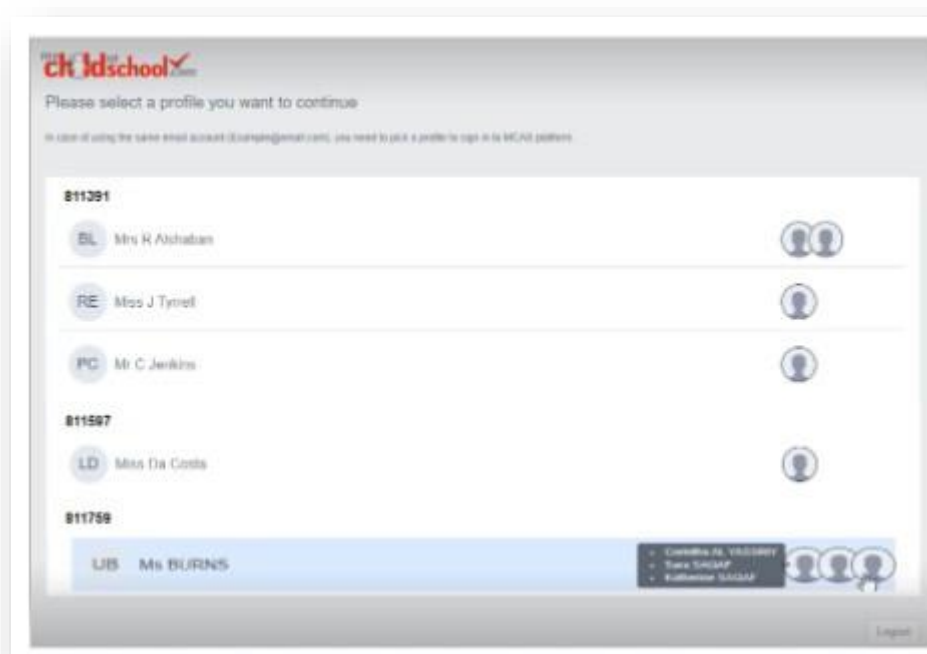
How to change profile

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**.

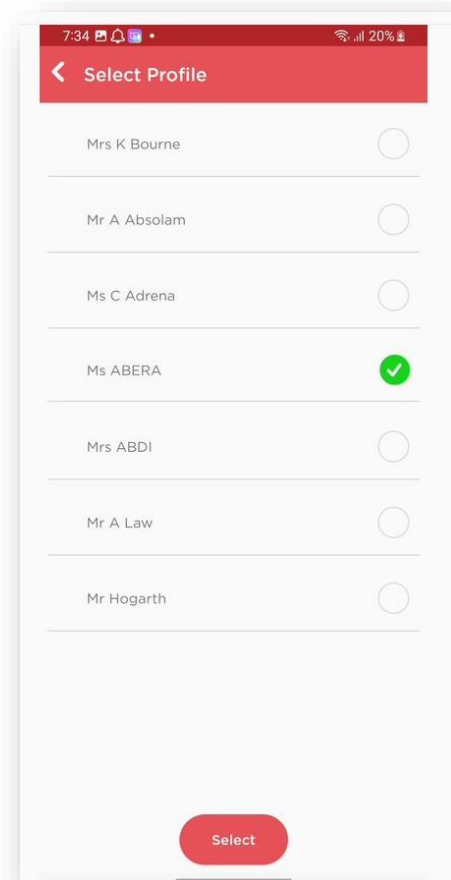
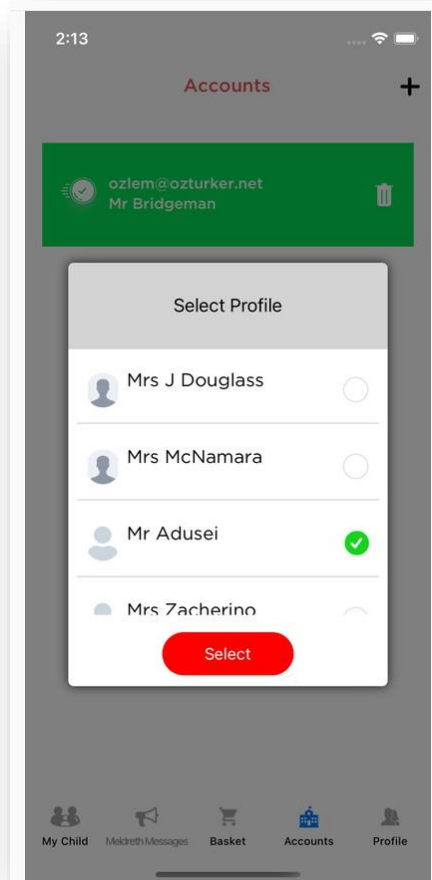


The **Profile** popup opens, select a **Profile**, and click **Change Profile**

Web Change Profile



App Change Profile: iOS and Android



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 08 - 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 Core 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	6 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

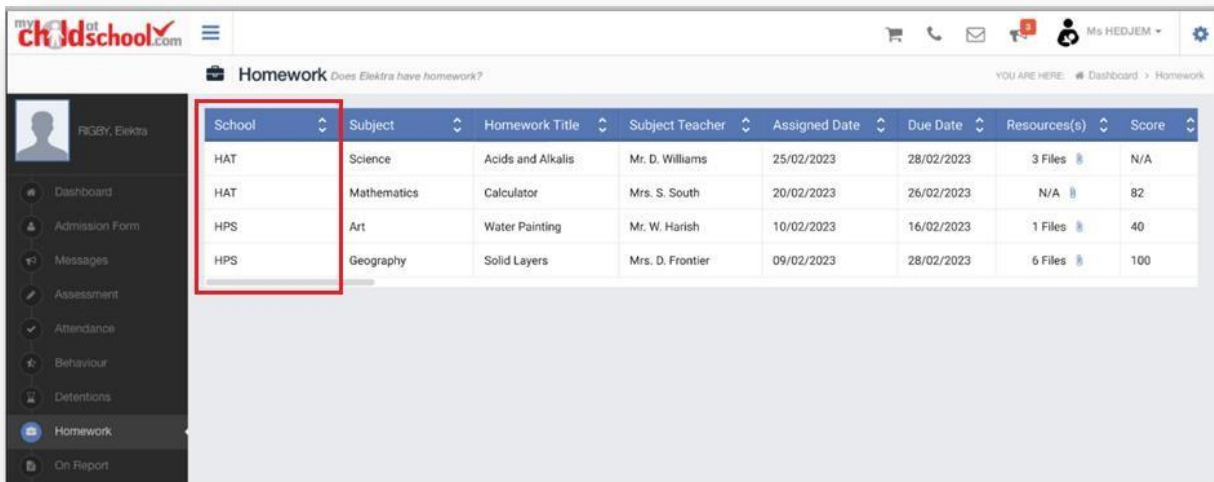
Term 6 - Week 01 - 05/05/2022

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	



Students attending multiple schools

If a **Student** attends multiple schools - the **Homework**, **Exams** (Results and Timetables) and **Timetable** pages will show the data for all schools merged together.

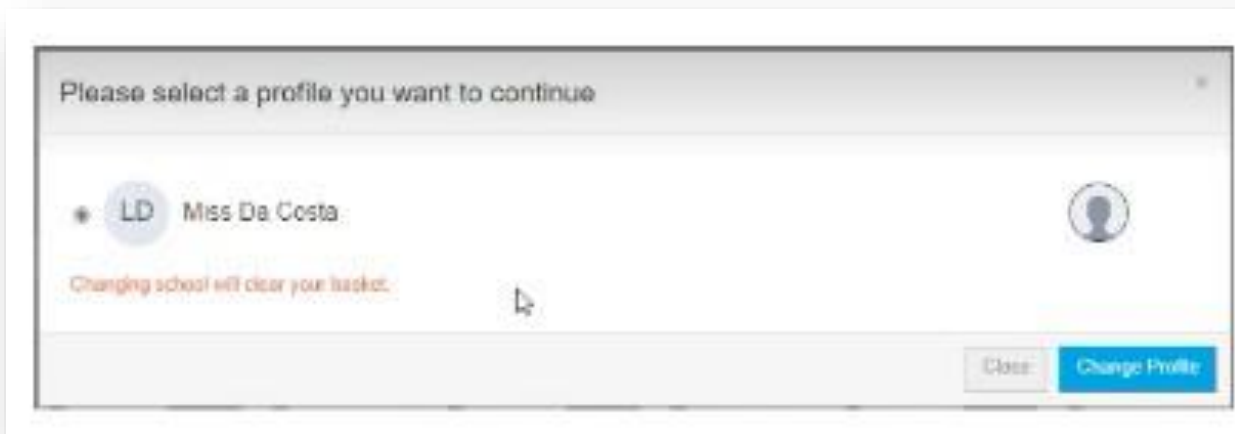


School	Subject	Homework Title	Subject Teacher	Assigned Date	Due Date	Resources(s)	Score
HAT	Science	Acids and Alkalis	Mr. D. Williams	25/02/2023	28/02/2023	3 Files	N/A
HAT	Mathematics	Calculator	Mrs. S. South	20/02/2023	26/02/2023	N/A	82
HPS	Art	Water Painting	Mr. W. Harish	10/02/2023	16/02/2023	1 Files	40
HPS	Geography	Solid Layers	Mrs. D. Frontier	09/02/2023	28/02/2023	6 Files	100

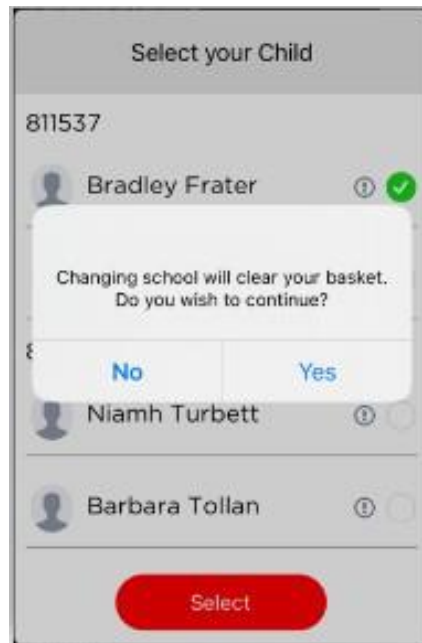
Shopping basket

If there are any items in the **Shopping Basket** and a parent switches to a student who attends a **different** school using the dropdown in the **Dashboard**, a message will appear '**Changing school will clear your basket. Do you wish to continue?**'.

Web Message



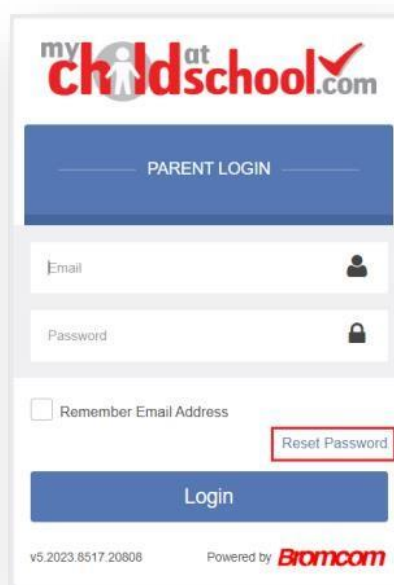
App Message



How to reset your MCAS password

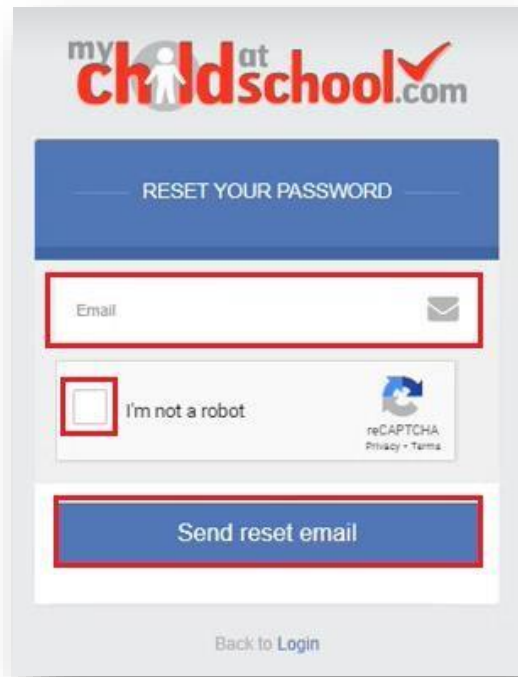
The following process shows parents how to reset the password for their **MCAS** account

- 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.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. There is an 'Email' input field with a red border and an envelope icon. Below the input field is a reCAPTCHA box with the text 'I'm not a robot' and a red square checkbox. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below the reCAPTCHA box is a blue button with the text 'Send reset email'. At the bottom of the form is a link that says 'Back to Login'.

Parents will 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.



The image shows a mobile-style form for resetting a password on the website 'my child at school.com'. At the top, the logo features a stylized child icon. Below the logo is a blue header bar with the text 'RESET YOUR PASSWORD'. The form contains two input fields: 'Enter Password' and 'Confirm Password'. Below these fields is a blue button labeled 'Update Password'. At the bottom of the form, there is a link that says 'Back to Sign in'.

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

This is the end of this guide.

