MyChildAtSchool Parent App

June 2024 New UI (User Interface)

The **MCAS** Parent App has been updated with a new UI that will provide parents with an improved user experience. Please note, we are implementing a phased release of the new UI and rolling it out incrementally to our users. **Important**: Parents will need to update to the latest version of the app unless they have auto-updates enabled for all apps on their phone settings.

The Parent App has a new look and feel, and users will only see a few minor updates to the functionality. This quick guide will take you through:

- **What's new?**
- **Coming Soon** – Parent App functionality that is coming in the following release
- **How To guides** for the most used features - *to access all How To guides please go to the Help Centre.*

Note: Parental access to the modules mentioned in this guide will be dependent on the school enabling them in the Parent App.

What's new?

- The Parent App has a new central dashboard **My Child** which replaces the side menu.
- Parents will now **Add Dinner Money** in the **Dinner** module.
- A new **Teacher** module has been added where, if enabled by the school, parents will be able to message teachers.
- Parents can now filter transactions by payment method.
- Parents will be able to save addresses to payment cards. The address will be saved to the local device and not the MIS.
- Parents will delete payment cards in the new **Settings** screen; they will no longer be able to delete payment cards from the Basket.
- **Basket** in the banner on the old UI has moved to the individual modules where online payments can be made e.g., **Store, Clubs, Trips, Wraparound Care** and **Dinner**.
- **Accounts** and **Profile** in the banner on the old UI have moved to the new **Settings** screen.

Coming soon

The following functionality is not available for this release of the new UI but will be coming soon in a future release:

- The ability to **preview pdf files** in the **Important Documents** and **Reports** modules.
  - Please download the files and view them until the feature is released.
- The ability to amend **Quick Checkout** amounts for **Wraparound Care**.
  - Quick Checkout for Wraparound Care will work without the option to amend amounts until the feature is released.

'How To' guides:

How to navigate the MCAS Parent App new UI

My Child dashboard

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.
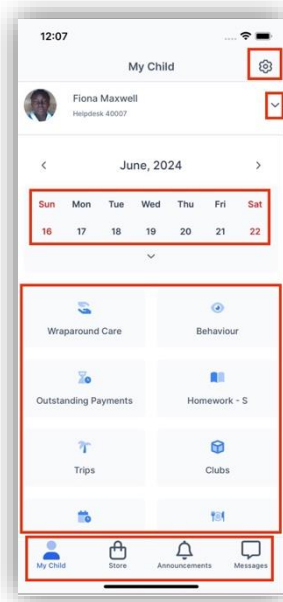
My Child > Settings

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.
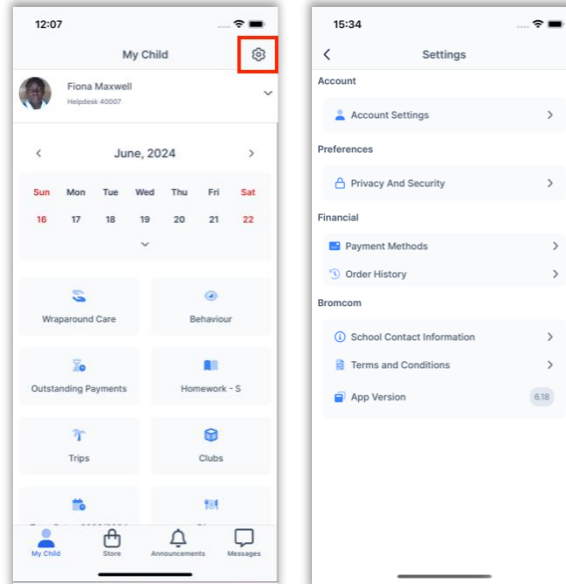
My Child > Calendar

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.
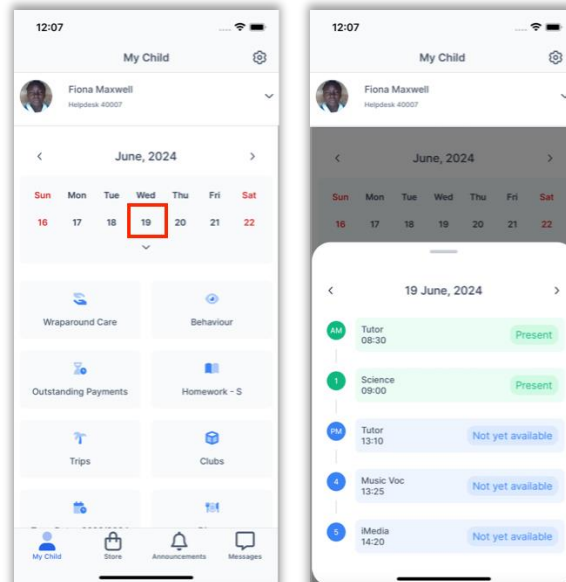
My Child > Modules

Scroll down in the **My Child** dashboard to see the different modules available to the parents.

- **New**: Parents will go to the **Dinner** module to **Add Dinner Money**.
- **New**: The **Teachers** module enables parents to message their child's teachers.
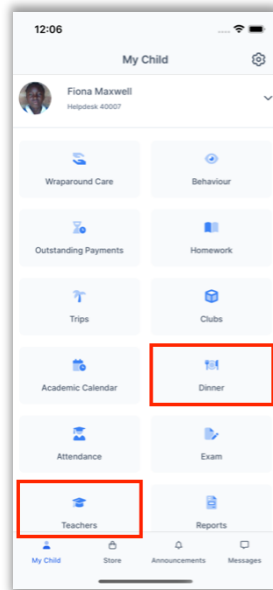
How to switch to another student account

1. On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
2. 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.

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![Bromcom logo] **Bromcom**
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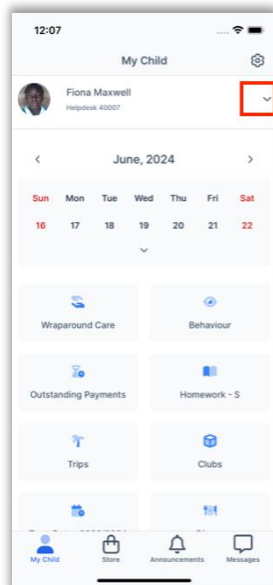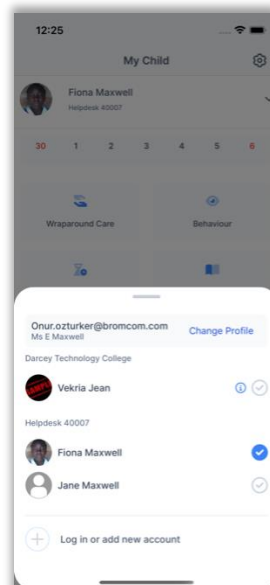
How to change Profile

1. On the **My Child** dashboard, go to **Settings**.
2. Go to **Account Settings**.
3. Select the user **Profile**, under the correct email address, that you would like to use.
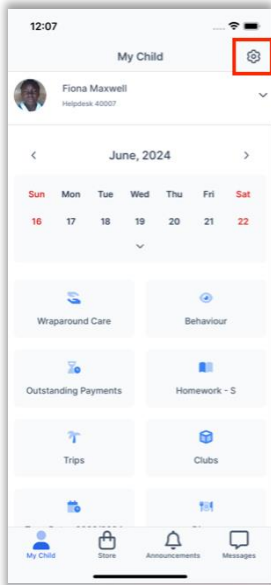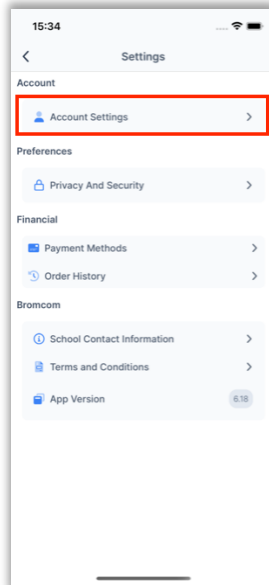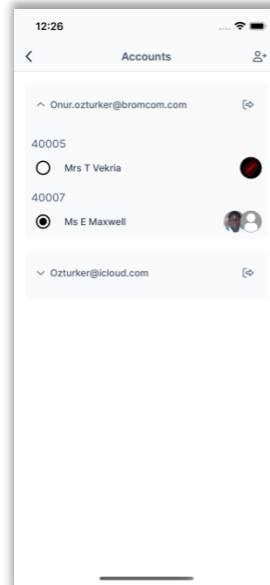
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How to update the Data Collection Form

1. On the **My Child** dashboard, go to the **Data Collection Form** module.
2. Make amendments to the relevant sections.
3. After all changes have been made, make sure to click **Save** Changes.
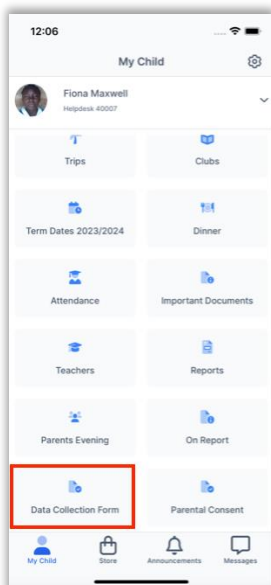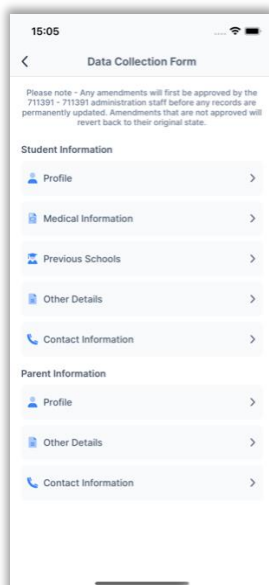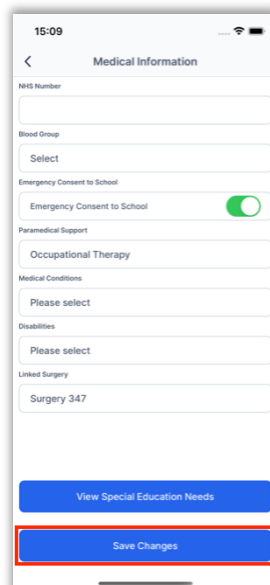
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How to enrol in a paid Club / Trip / Wraparound Care

1. On the **My Child** dashboard, go to the **Club/Trip/Wraparound Care** module.
2. Click the **View Detail** button for the Club/Trip/Wraparound Care you wish to pay for.
3. Select the **Payment Option**, if there any available, followed by **Add to Basket**.
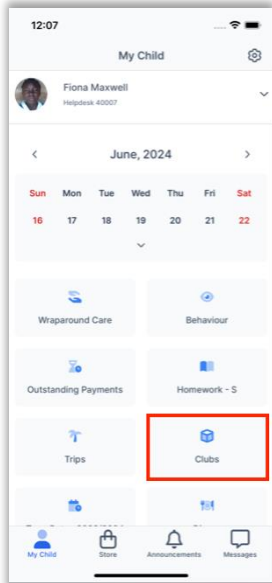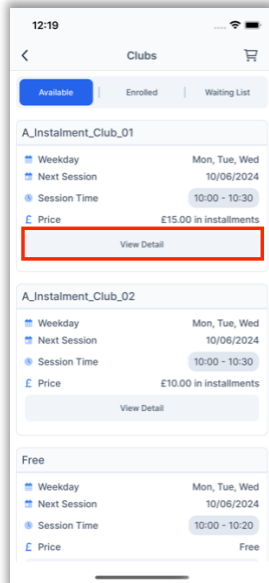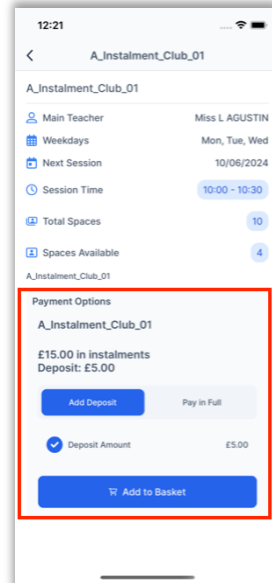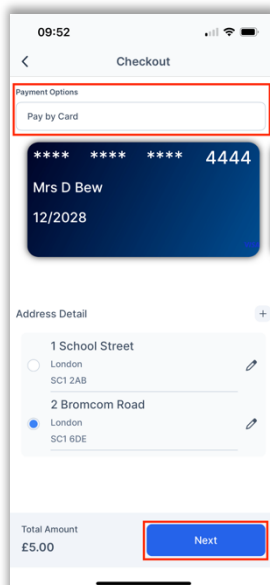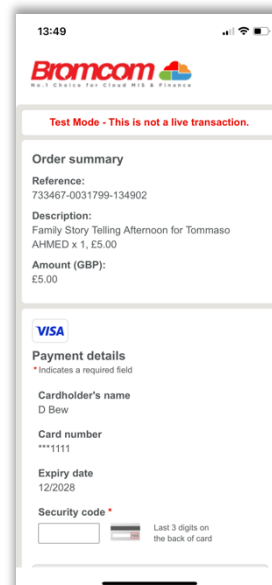

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4. Once it has been added to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.
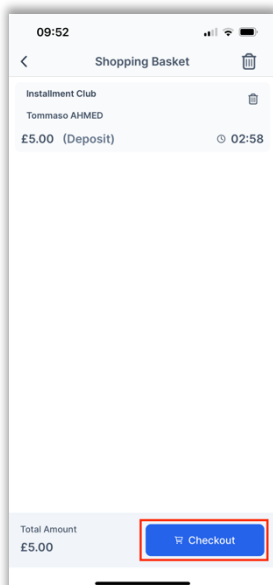
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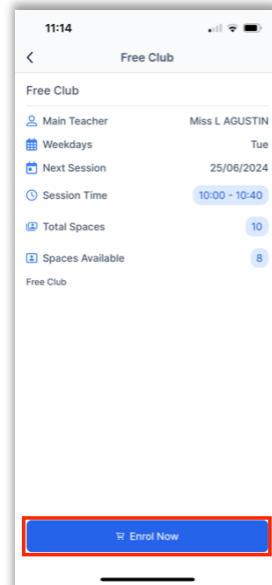
How to enrol in a free Club

1. On the **My Child** dashboard, go to the **Clubs** module.
2. Click the **View Detail** button for the free Club you wish to enrol in.
3. If there are spaces available, you will be able to click **Enrol Now**.
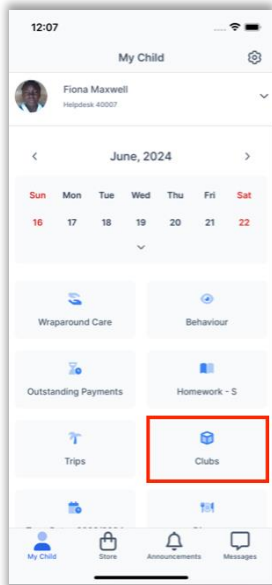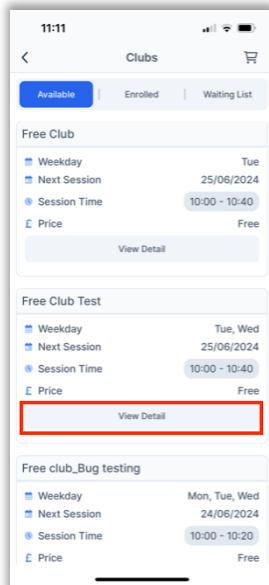
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How to view transaction history

1. On the **My Child** dashboard screen, go to **Settings**.
2. Go to **Financial > Order History**.
3. Click the **Filter** icon to filter to view one payment method at a time.
4. Select the payment method you would like to filter and click **Done**.

Note: Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.
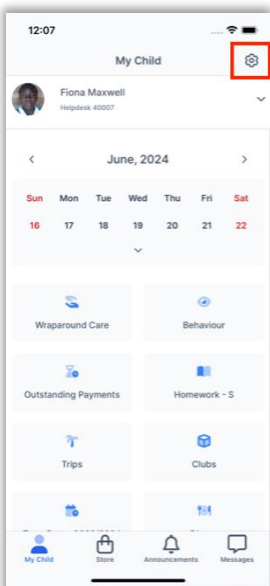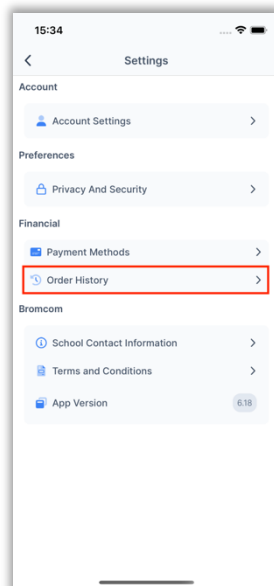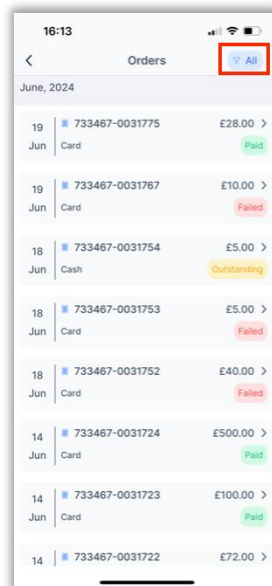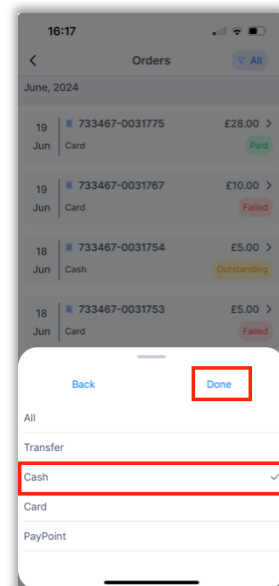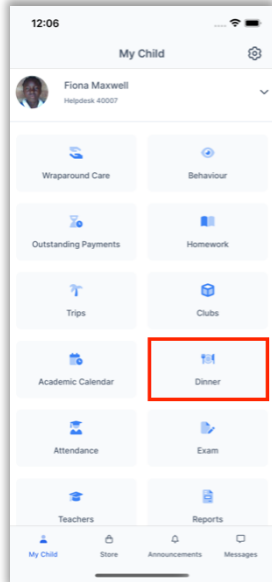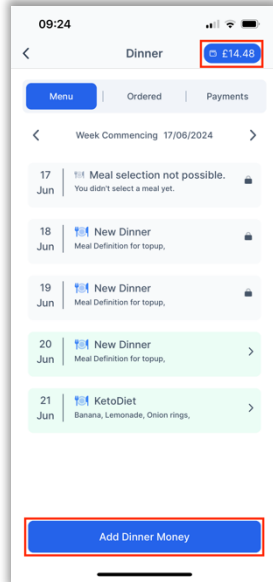
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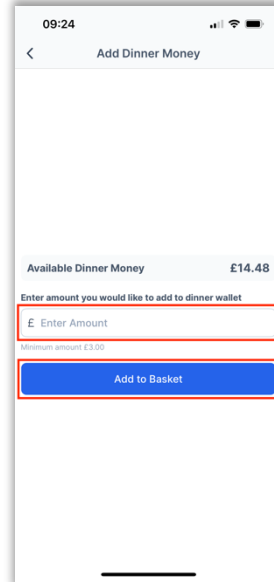
How to view and add Dinner money

1. On the **My Child** dashboard, go to the **Dinner** module.
2. The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.
3. Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.
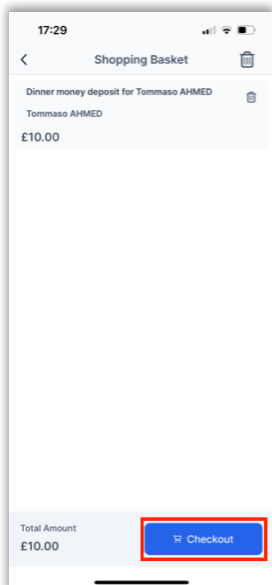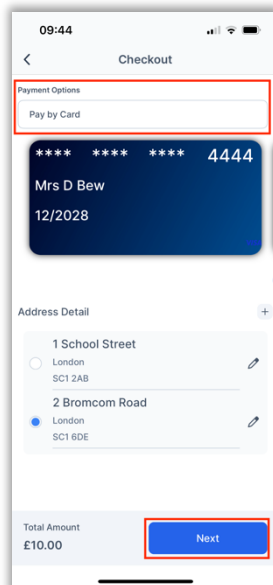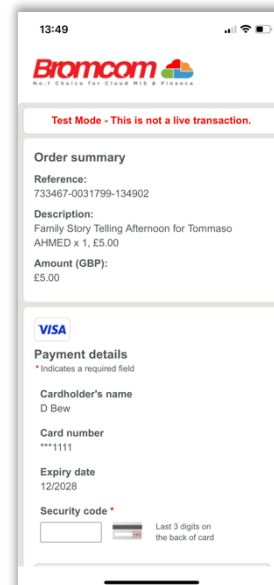

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4. Once you have added it to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
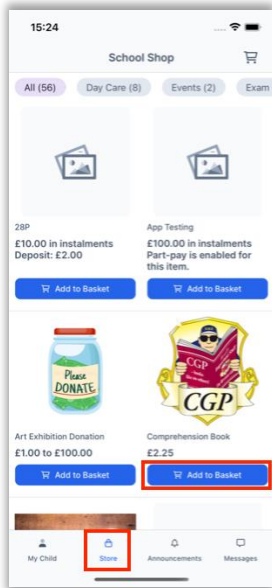6. This will take you to the Bromcom **Order Summary** screen to complete payment.
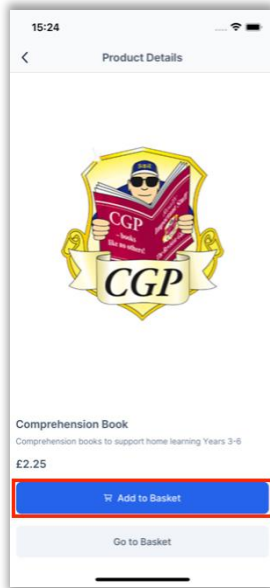

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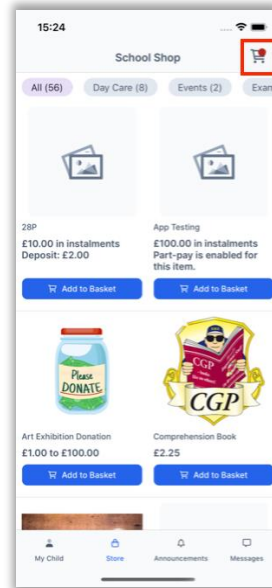

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How to purchase from the school Store

1. Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
2. Complete any payment options and select any sizing if relevant and click **Add to Basket**.
3. Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.
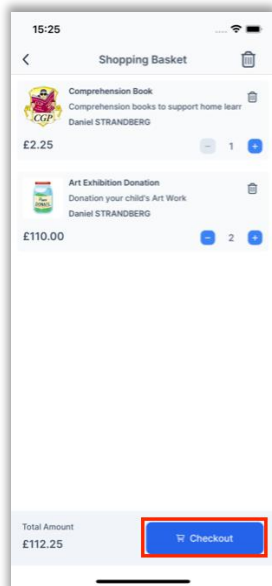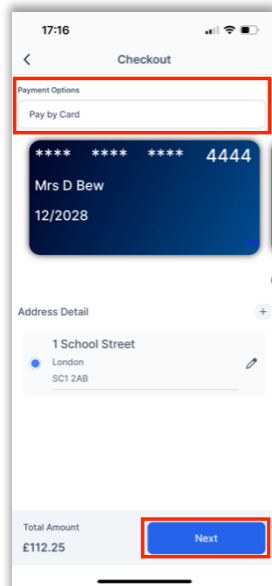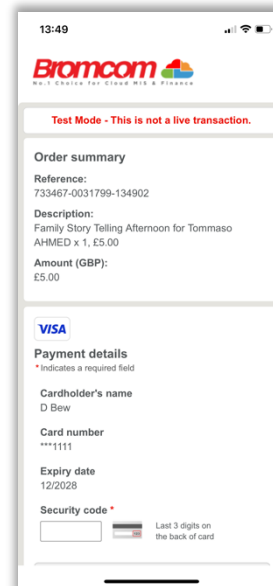

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4. On the **Shopping Basket** screen, click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.

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How to add a new card for online payments

1. When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.
2. This will take you to the Bromcom **Order Summary** screen to complete payment.
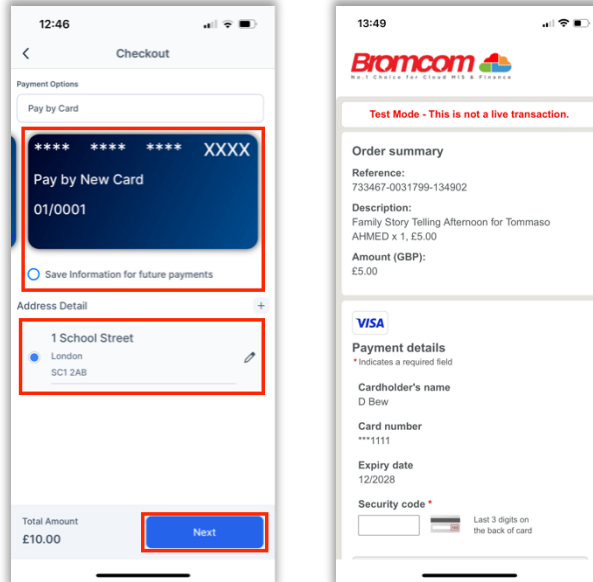
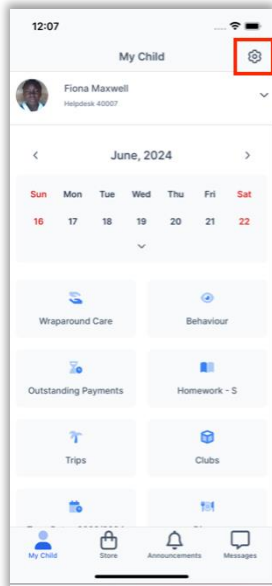1.   2.

How to add a new address to a payment card

1. When making an online purchase on the Checkout screen, simply click **+**.
2. Enter the new **Address Details** and click **Add Address**.
3. The new address will automatically be selected for the selected card.
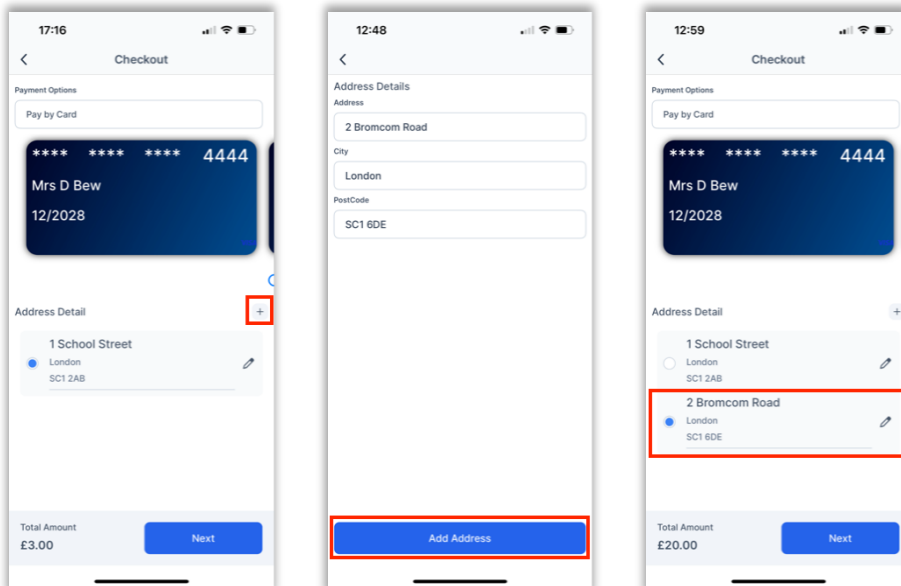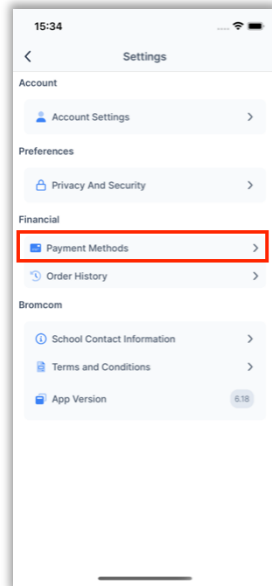

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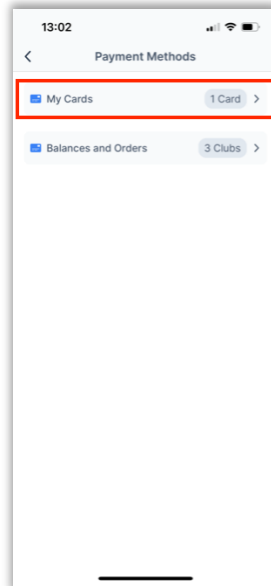
How to delete a payment card

1. On the **My Child** dashboard screen, go to **Settings**.
2. Go to **Financial > Payment Methods**.
3. Go to **My Cards**.
4. Click on the **three dots** next to the card you would like to delete and click **Delete Card**. The deleted card will be removed from the card Payment Options.
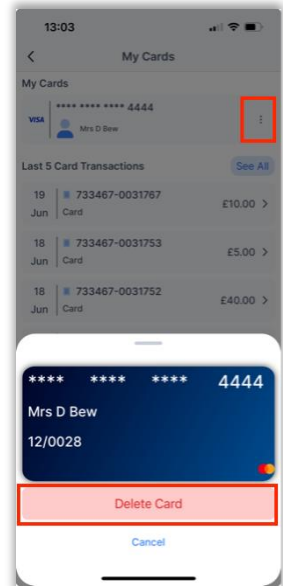

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