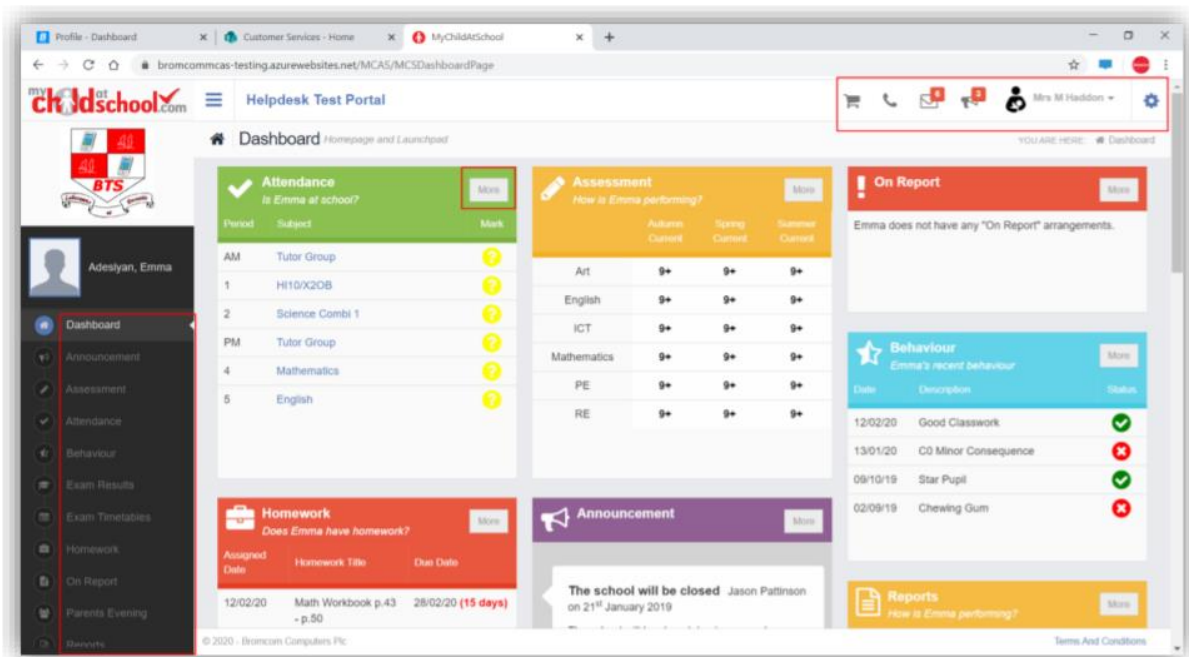


MyChildAtSchool [MCAS] Parent Guide

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser, communicate with school and pay for school dinners, club and trips.

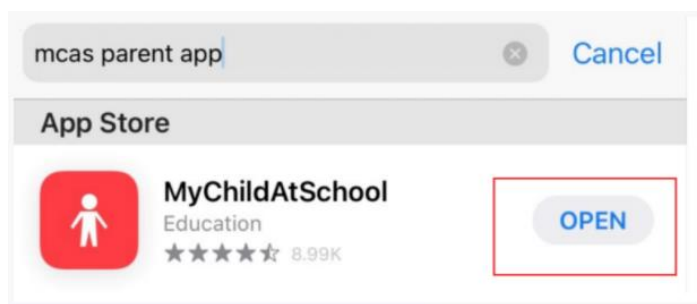
In summary, **MyChildAtSchool** provides:

- Access to real-time Attendance, Assessment and Behavioural data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to Published Reports and Letters
- Option to purchase school dinners, join Clubs or book Trips



Access and Download the MyChildAtSchool App

To download the **MyChildAtSchool Parent App** search for **MCAS Parent App** on your mobile phone and select **OPEN**.



How to Access MCAS

To login to the **MCAS Parent Portal** via web browser you will need to have a valid e-mail address registered with the school and an **Invitation Code which has been emailed to you by school**. If you do not have an Invitation Code please contact the school for one, as you will NOT be able to access the Parent Portal without one.

From within your web browser type <http://www.mychildatschool.com> this will open the login page.

The image displays two side-by-side screenshots of the mychildatschool.com website interface.

Left Screenshot (PARENT LOGIN):

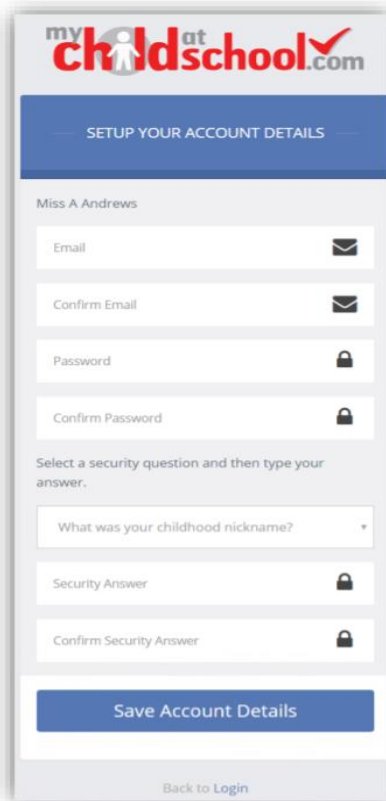
- Header: mychildatschool.com logo.
- Section: PARENT LOGIN.
- Fields: Your School ID, Your User Name, Password.
- Checkbox: ☒ Remember School ID and Username.
- Links: [Forgotten Login Details?](#), [Redeem Invitation Code?](#) (highlighted with a red box).
- Button: Login.
- Footer: v5.2019.7195.22715, Powered by Bromcom.

Right Screenshot (REDEEM YOUR INVITATION CODE):

- Header: mychildatschool.com logo.
- Section: REDEEM YOUR INVITATION CODE.
- Fields: School ID, Username, Invitation Code.
- reCAPTCHA: ☐ I'm not a robot, reCAPTCHA Privacy - Terms.
- Button: Redeem Code.
- Footer: [Back to Login](#).

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the Account], tick the I'm not a robot box and click on the Redeem Code button.

You will then be asked to Setup your Details, enter the required information to setup the Login Details and click on the **Save Account Details** button, a message will be displayed that the new Login setup has been successful and you will be returned to the Login page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header bar with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' (with an envelope icon), 'Confirm Email' (with an envelope icon), 'Password' (with a lock icon), 'Confirm Password' (with a lock icon), a dropdown menu for 'What was your childhood nickname?' (with a downward arrow icon), 'Security Answer' (with a lock icon), and 'Confirm Security Answer' (with a lock icon). At the bottom of the form is a blue button labeled 'Save Account Details'. Below the button is a link that says 'Back to Login'.

An e-mail will also be sent to the e-mail address entered asking for the **Login information to be verified**, if this is not verified the you will not be able to Recover Account Details or change the Password in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

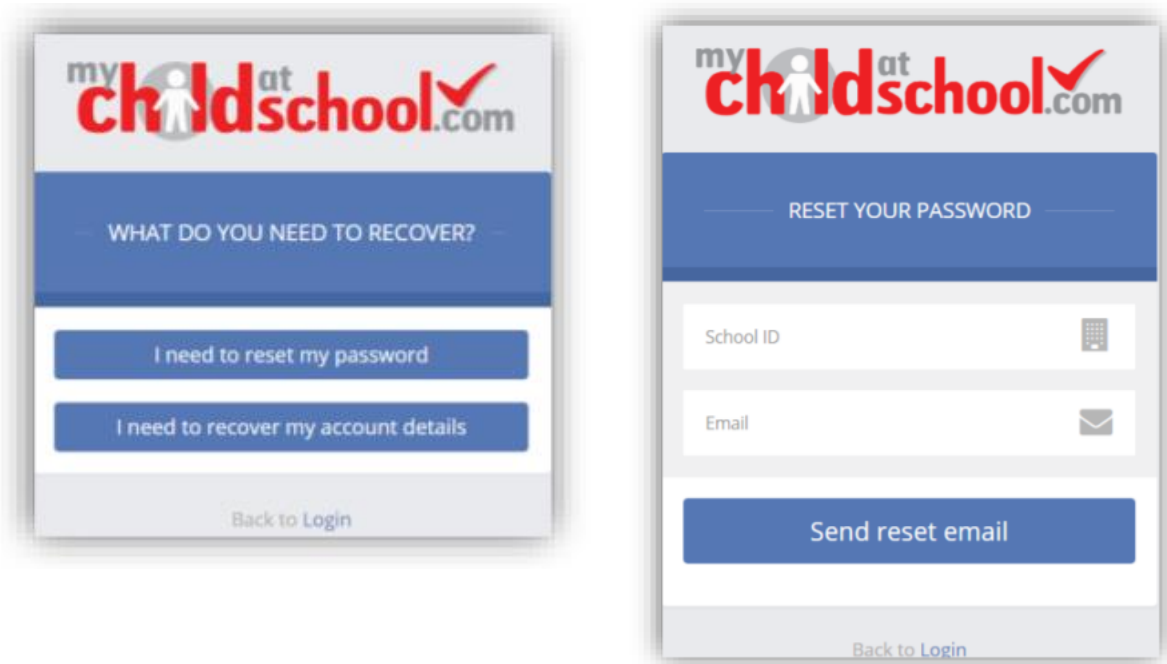
Kind Regards
MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.

If you should forget your Login Information, clicking on the **Forgotten Login Details?** Link will allow you to reset your Password or Recover Account Details.

Reset Password

Selecting the **I need to reset my password** option will open the Reset Password window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email button**.



The image displays two screenshots of the myChildschool.com website interface. The left screenshot shows the 'WHAT DO YOU NEED TO RECOVER?' screen with two buttons: 'I need to reset my password' and 'I need to recover my account details'. The right screenshot shows the 'RESET YOUR PASSWORD' screen, which includes input fields for 'School ID' and 'Email', a 'Send reset email' button, and a 'Back to Login' link at the bottom.

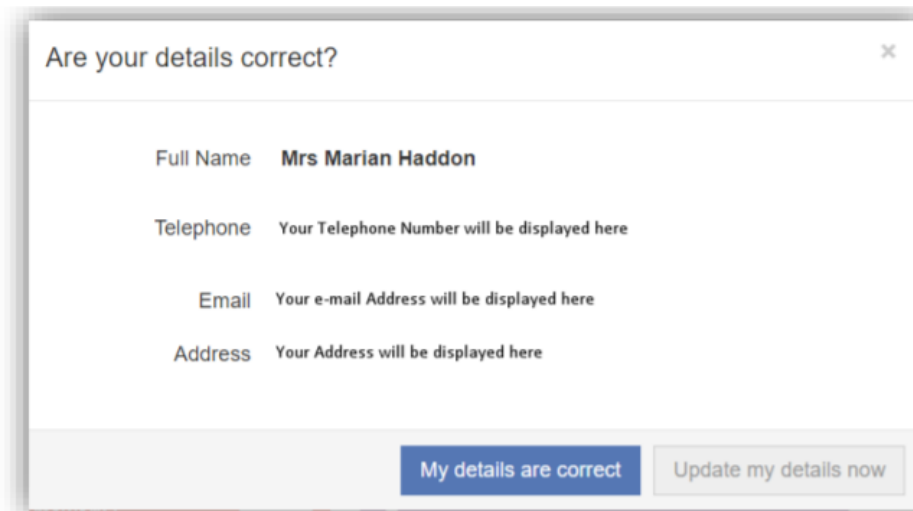
An e-mail will be sent to the verified e-mail address entered, click on the **Here** link to reset your password.

The **Security Question** set previously will be asked and the Code from the image will need to be entered, then click the **Verify Answer button**, a new page will show that the requested changes have been made and a confirmation email will be sent.

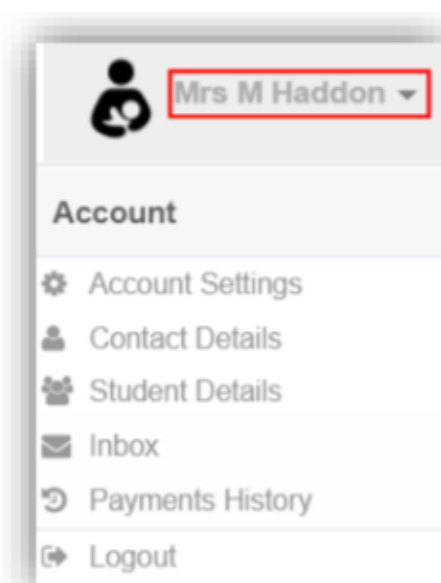
Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct button**, if they are not click on the **Update my details now button** and update your Details and **Save** when finished.

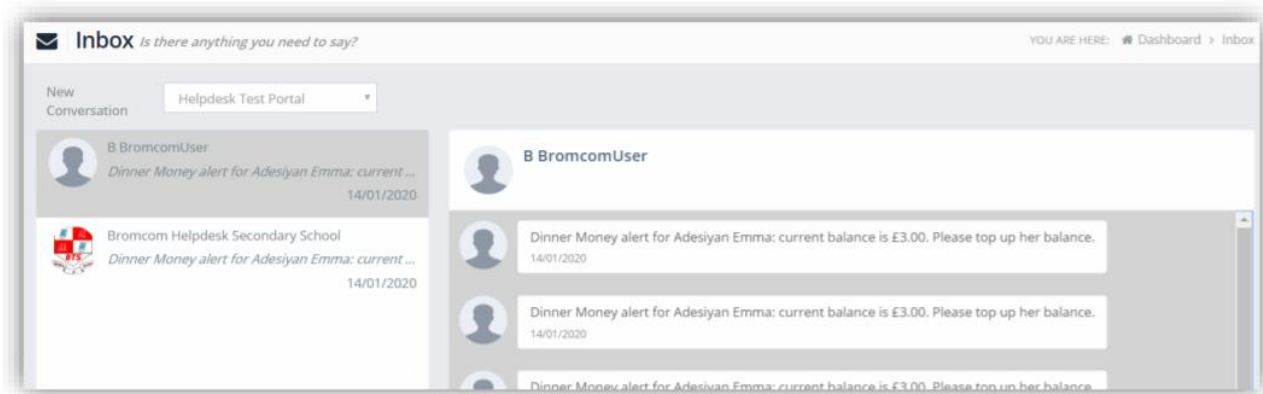
The school sets the frequency this option appears, it may be just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



These details can be updated at any time from the **Account option**, by clicking on the **down arrow right of your name** and selecting the option from the **dropdown menu**.



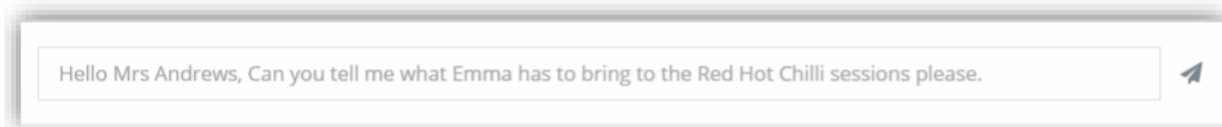
From this drop down box you can also update your **account details**, **student details** and access your **Inbox**. The **Inbox** page contains any **Conversations** between the **school** and the **User**.



The left panel displays the latest Conversations, clicking on one of these will display the content of the Conversation in the right panel.

To select a Conversation with a particular **member of staff**, select them from the **dropdown list**.

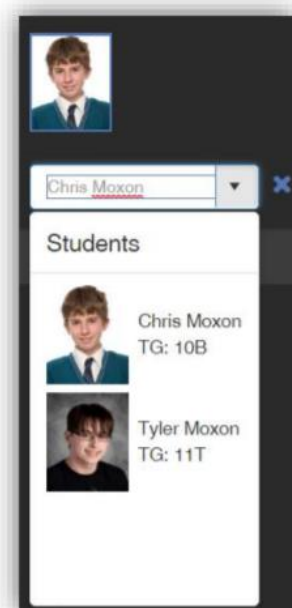
To start a **new Conversation** with a member of staff select them from the **dropdown list** and **enter your message at the bottom of the page and click on the Flight icon**.



Multiple Students

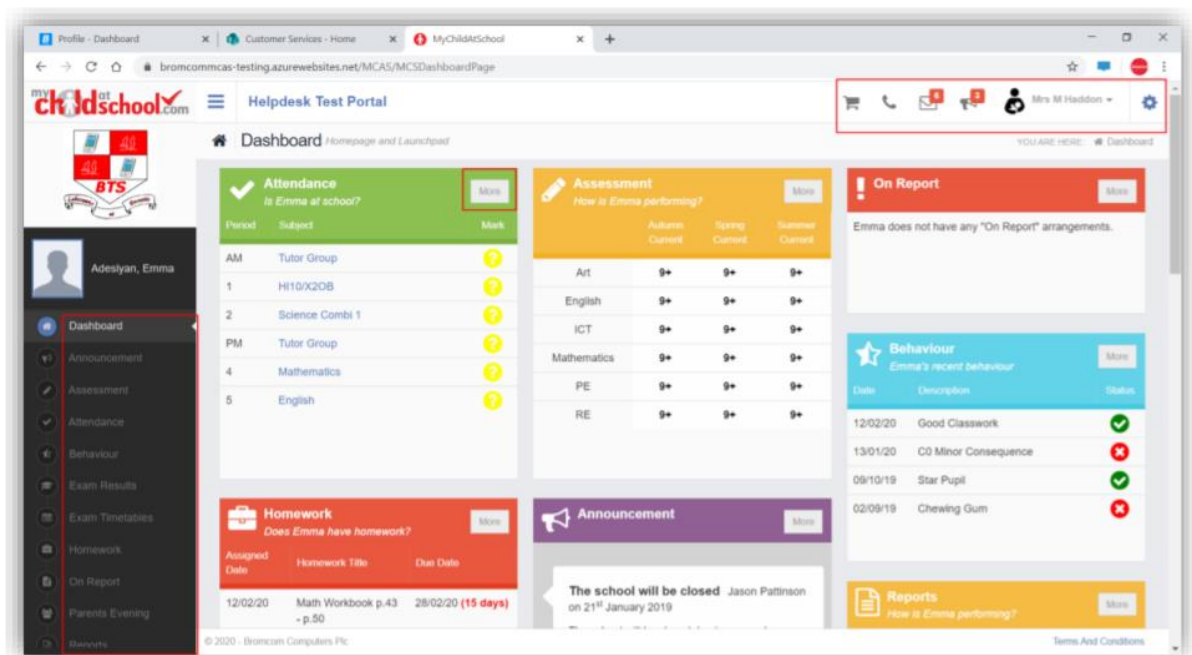
Clicking on the **name** of the student, **next to the photograph**, will open a list of other students linked to you.

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.



Selecting the MCAS Dashboard

Once you have logged in the Dashboard will be displayed.

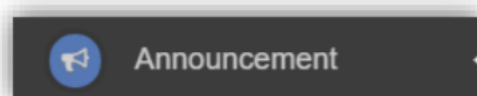


Please Note: What is displayed here is enabled by the school, who may NOT use all of the available options. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so may differ from the images in this Guide.

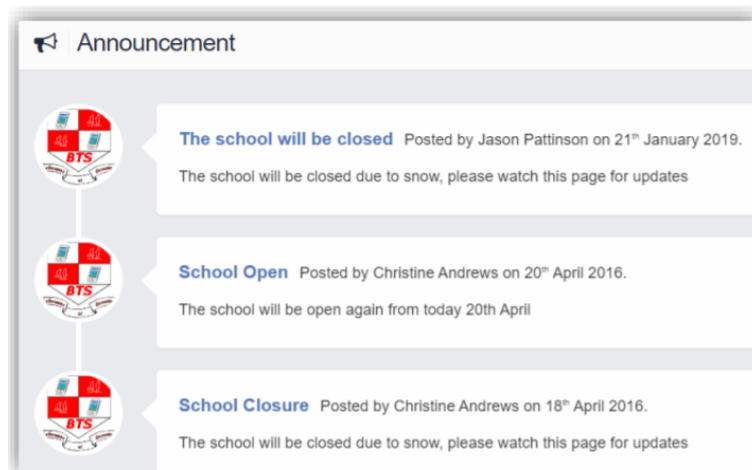
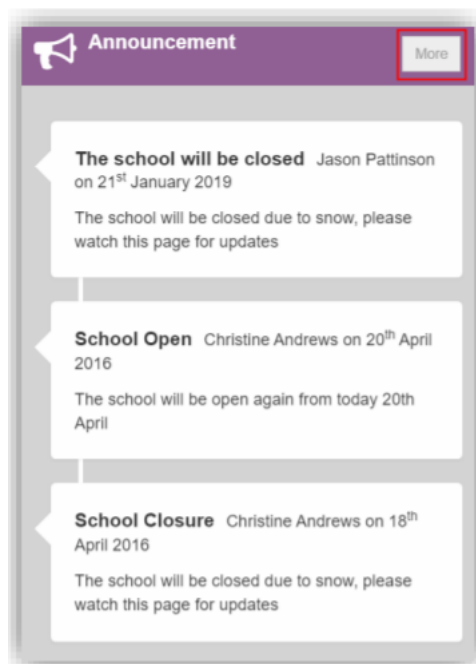
Each **Widget** will display a quick view, clicking on the **More button** will open that option, giving more detailed information. The Widget options can also be opened from the **Menu Bar** on the left by clicking on the option. The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar icon**.

Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.

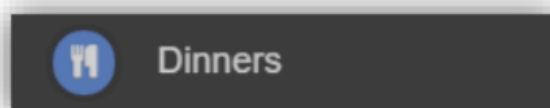


The **Widget** displays the latest Announcements, click on the **More button** to open the page. If there are any previous **Announcements** they will also be displayed.




Dinners

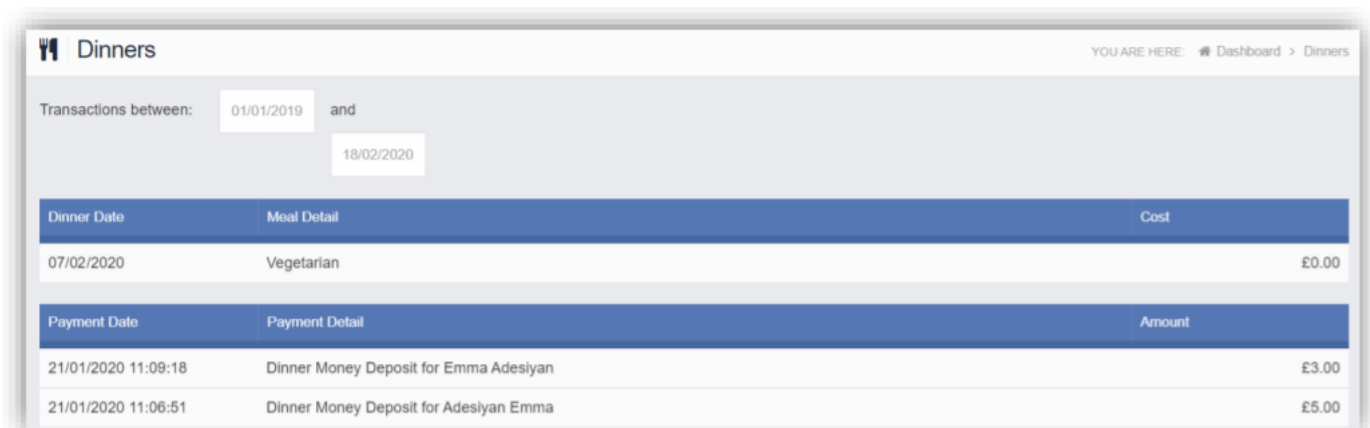
The Dinners option is accessible from both the **Menu Bar** and a **Widget**.



The Dinner Detail Widget, displays the last Meals that have been taken.

|  Dinner Detail <i>Emma's recent meals</i> More | | |
|--|--------------|-------|
| Date | Meal Details | Cost |
| 07/02/2020 | Vegetarian | £0.00 |

Clicking on the **More button** will display the last **Meals taken** and the **Dinner Money Payment Details**.



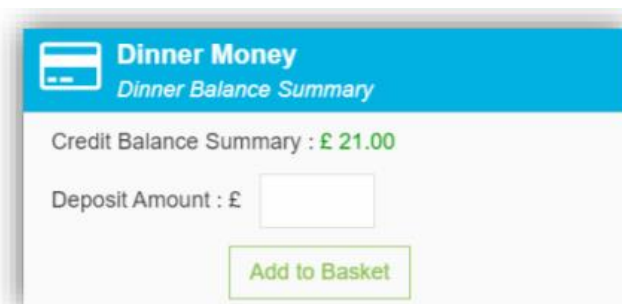
The screenshot shows a web interface for 'Dinners'. At the top, there's a header with a fork and knife icon and the word 'Dinners'. On the right, it says 'YOU ARE HERE: Dashboard > Dinners'. Below the header, there's a filter section 'Transactions between:' with two date pickers: '01/01/2019' and '18/02/2020'. The main content area has two tables. The first table has columns 'Dinner Date', 'Meal Detail', and 'Cost'. It contains one row: '07/02/2020', 'Vegetarian', '£0.00'. The second table has columns 'Payment Date', 'Payment Detail', and 'Amount'. It contains two rows: '21/01/2020 11:09:18', 'Dinner Money Deposit for Emma Adesiyen', '£3.00' and '21/01/2020 11:06:51', 'Dinner Money Deposit for Adesiyen Emma', '£5.00'.

| Dinner Date | Meal Detail | Cost |
|-------------|-------------|-------|
| 07/02/2020 | Vegetarian | £0.00 |

| Payment Date | Payment Detail | Amount |
|---------------------|--|--------|
| 21/01/2020 11:09:18 | Dinner Money Deposit for Emma Adesiyen | £3.00 |
| 21/01/2020 11:06:51 | Dinner Money Deposit for Adesiyen Emma | £5.00 |

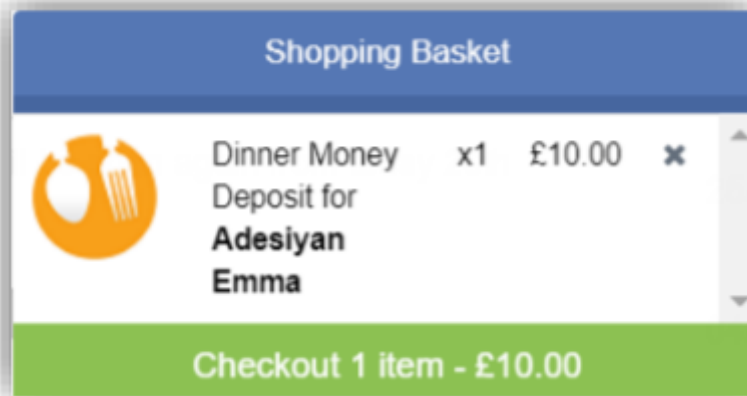
Dinner Money

The Dinner Money option is accessible only as a **Widget**.



The screenshot shows a widget titled 'Dinner Money' with a sub-header 'Dinner Balance Summary'. It displays 'Credit Balance Summary : £ 21.00'. Below this, there's a label 'Deposit Amount : £' followed by an empty input box. At the bottom, there's a green button labeled 'Add to Basket'.

The Widget displays the current **Credit Balance Summary** and gives the option to **top-up the Balance**. To do this enter the amount in the **Deposit Amount box** and click the **Add to Basket** button. The **Shopping Basket icon** on the top bar will now display that you have 1 item in the **Basket**, click here to open the Basket and view the contents, the item can be removed by clicking on the **X** to the right.



To continue click on the **green Checkout bar** at the bottom to page, which will open the **Shopping Basket**. Here you can click the Continue Shopping button to open the School Shop and add more items, the Clear Basket button to empty the Basket or the **Checkout** button to continue and make your payment.



Enter your **Payment Details** on the following page, once verified and paid a **Confirmation message** will be given and the **Credit Balance Summary** updated on the Widget.

