

# MCAS Parent Guide

## MyChildAtSchool [MCAS]



## How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. 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.

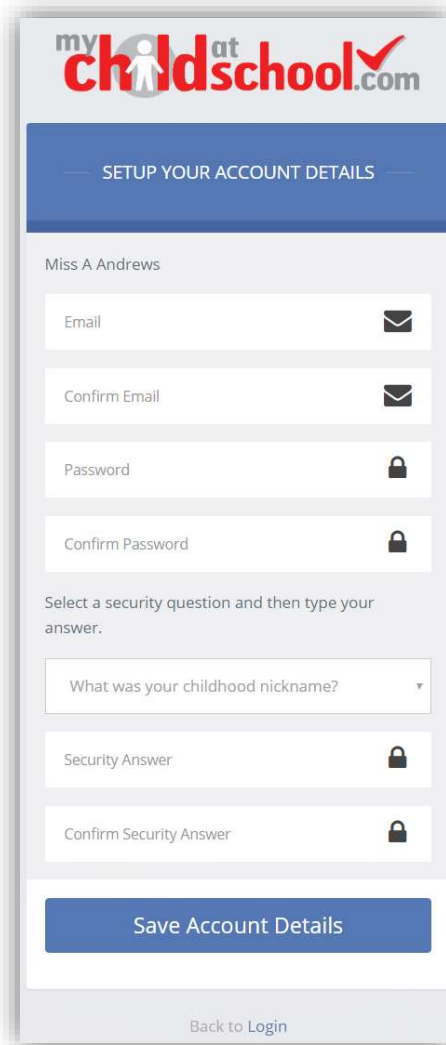
From within your web browser type [www.mychildatschool.com](http://www.mychildatschool.com) this will open the login page.

The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'PARENT LOGIN'. There are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember School ID and Username' which is checked. To the right of the checkbox are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. The 'Redeem Invitation Code?' link is highlighted with a red box. At the bottom is a large blue button labeled 'Login'. At the very bottom, it says 'v5.2019.7195.22715' and 'Powered by Bromcom'.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. There are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these fields is a checkbox labeled 'I'm not a robot' which is unchecked. To the right of the checkbox is a reCAPTCHA logo with the text 'reCAPTCHA Privacy - Terms'. At the bottom is a large blue button labeled 'Redeem Code'. At the very bottom is a link labeled '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 with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question section. The security question is 'What was your childhood nickname?' with a dropdown arrow. Below it are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). At the bottom of the form is a blue button labeled 'Save Account Details' and a link labeled '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.

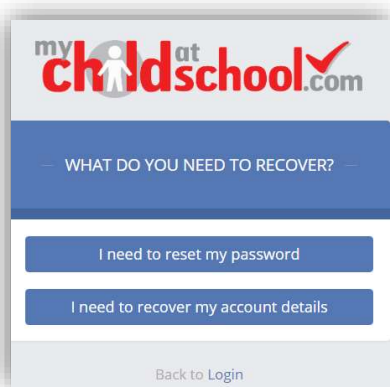
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

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

Kind Regards  
MyChildAtSchool.com

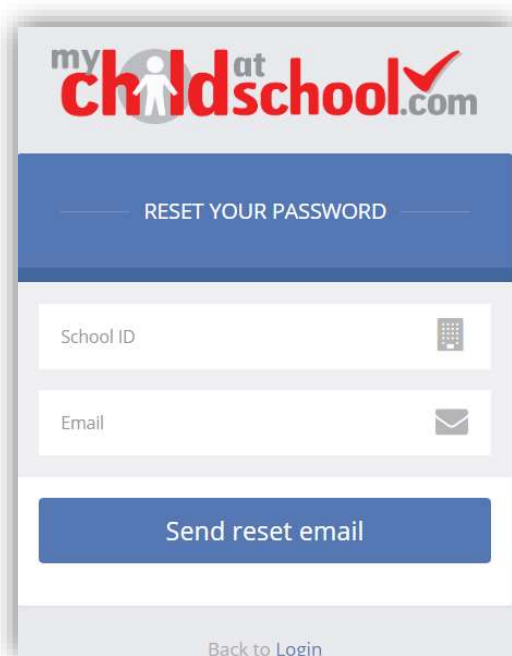
You will now be able to **Login** using your new **Login Details**.

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**.

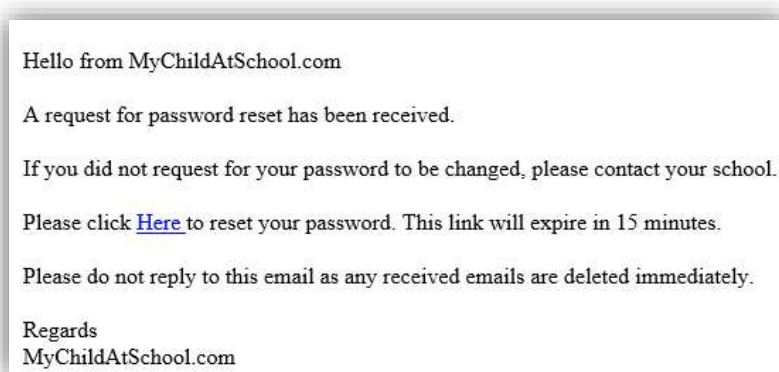


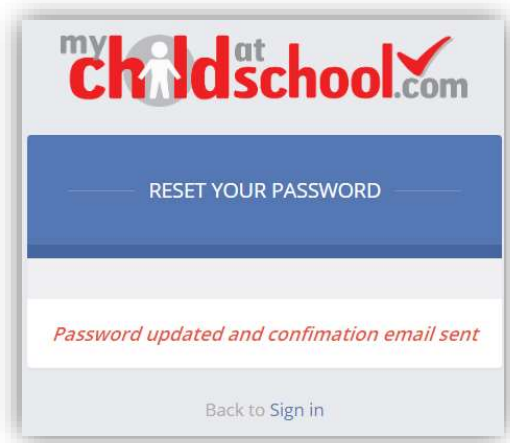
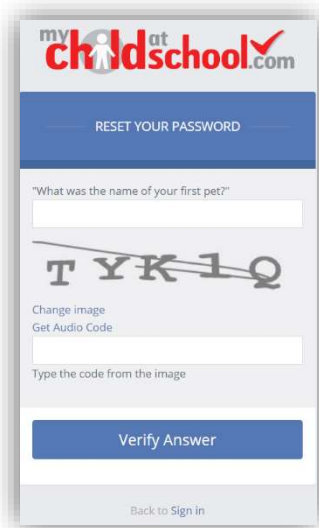
### Reset Password

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.

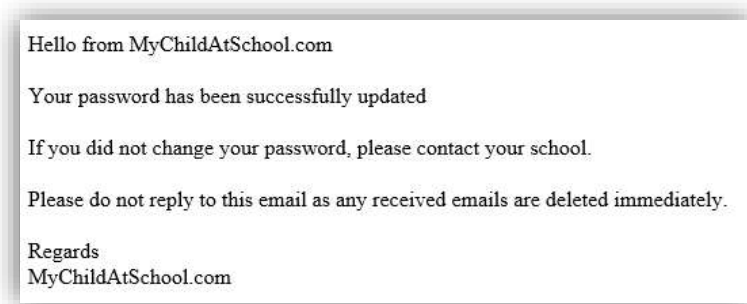


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



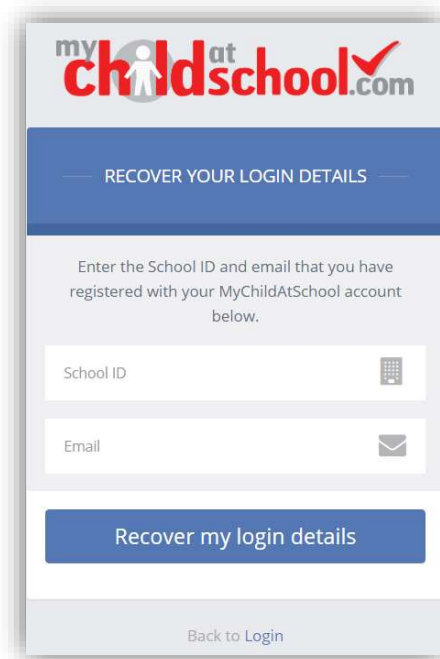


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.



### Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.



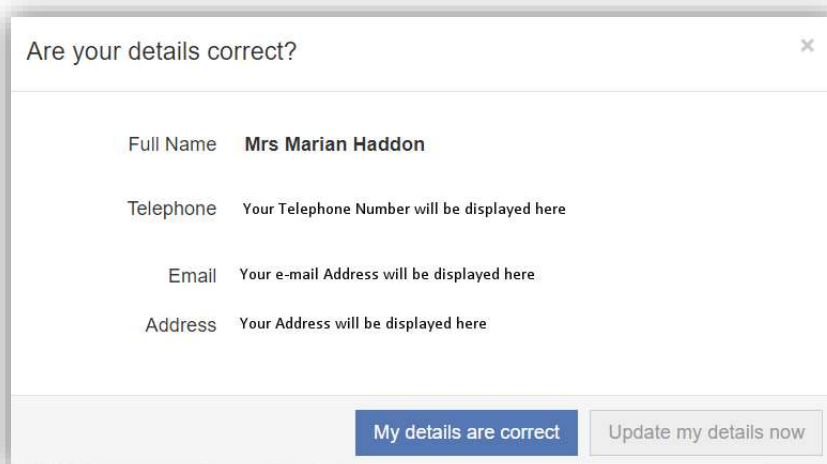
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



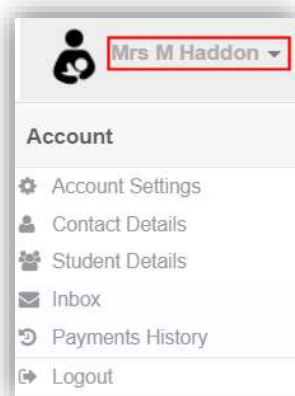
## Account Options

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 set the frequency this option appears, it maybe 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.



**Note:** What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

The screenshot shows the 'Account Settings' page with the following elements:

- Header:** 'Account Settings' with a sub-link 'Update your account information here' and a breadcrumb 'YOU ARE HERE: Dashboard > Account Settings'.
- Update Button:** A green 'Update' button is highlighted with a red box.
- Reset Password Section:** A blue header 'Reset Password' followed by the instruction 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. It contains three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header 'Email Address' followed by the instruction 'Enter a new email address, then click 'Update' to save your email address information.'. It contains one input field labeled 'Email address' with the placeholder 'Your e-mail address'. A light blue callout box below states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header 'Security Details' followed by the instruction 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. It contains a dropdown menu for 'Question' (currently showing 'What was your childhood nickname?') and an input field for 'Answer' (placeholder 'Security Answer').

Update the information and click on the **Update** button to save.