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Parent Guide

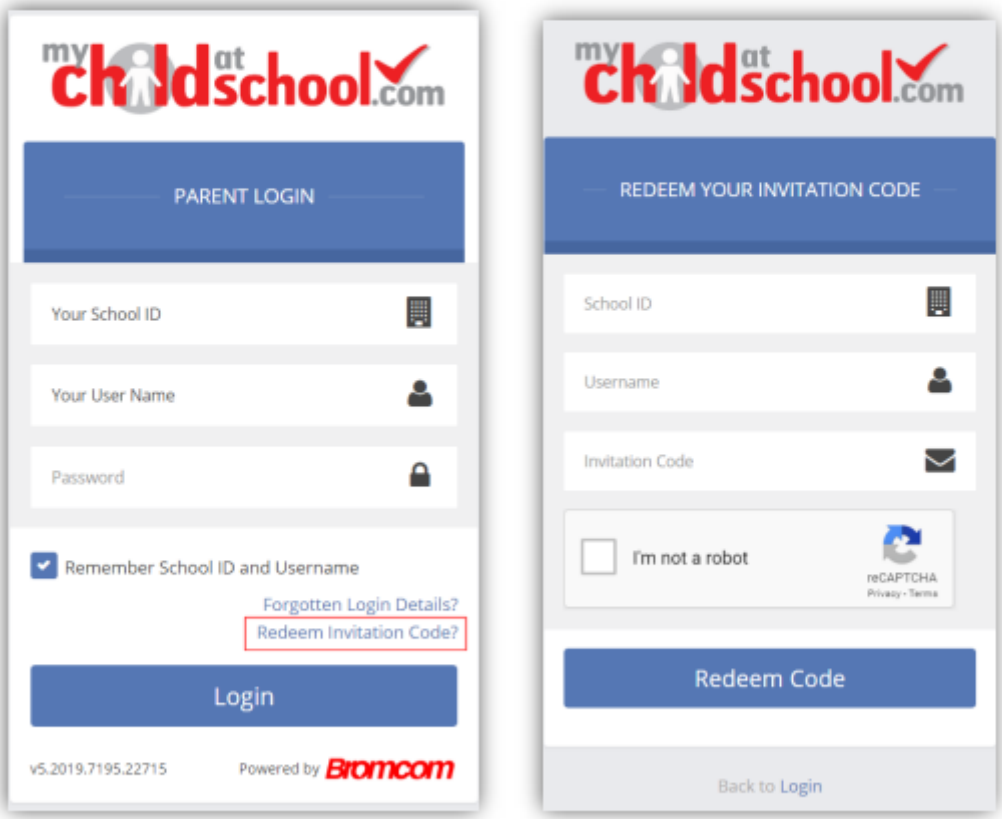
My Child At School (MCAS)



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** this will open the login page.

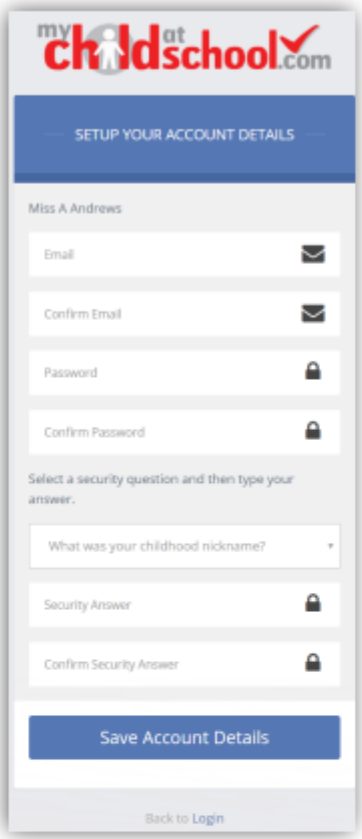


Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

- When you access the webpage, you will see the app is available to download.
- Please download the app and 'allow push notifications'.

IF YOU DO NOT DOWNLOAD THE APP AND ALLOW PUSH NOTIFICATIONS, YOU WILL NOT RECEIVE TEXTS AND EMAILS FROM THE SCHOOL/NURSERY

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.



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.

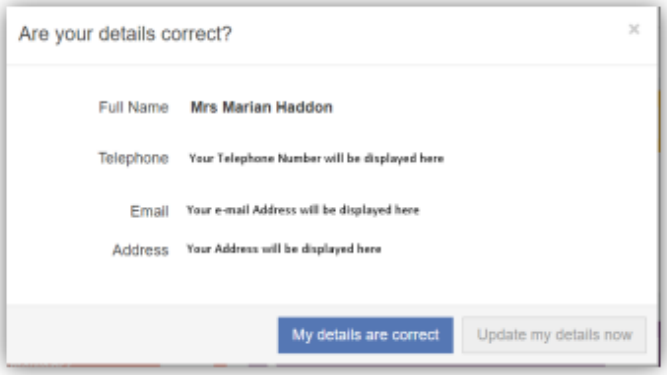
Kind Regards
MyChildAtSchool.com

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

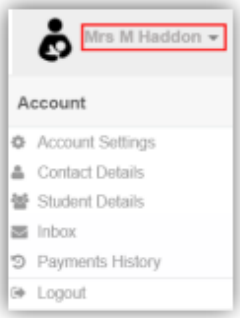
Account Options

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.

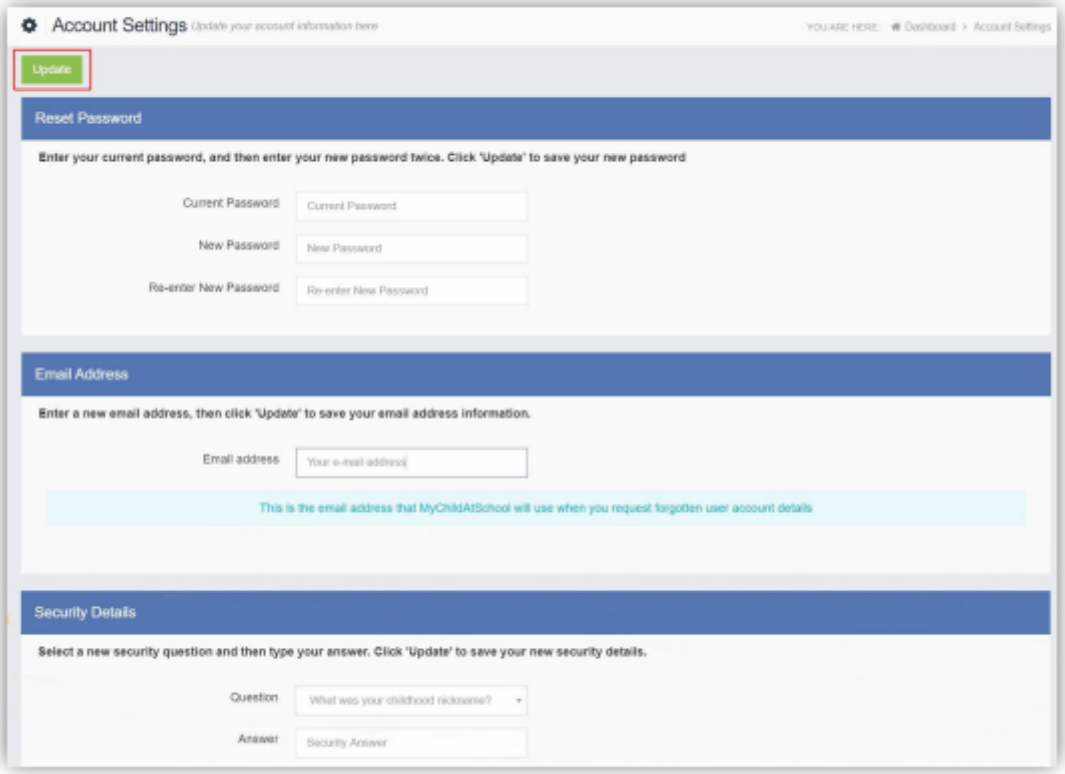
The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



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.

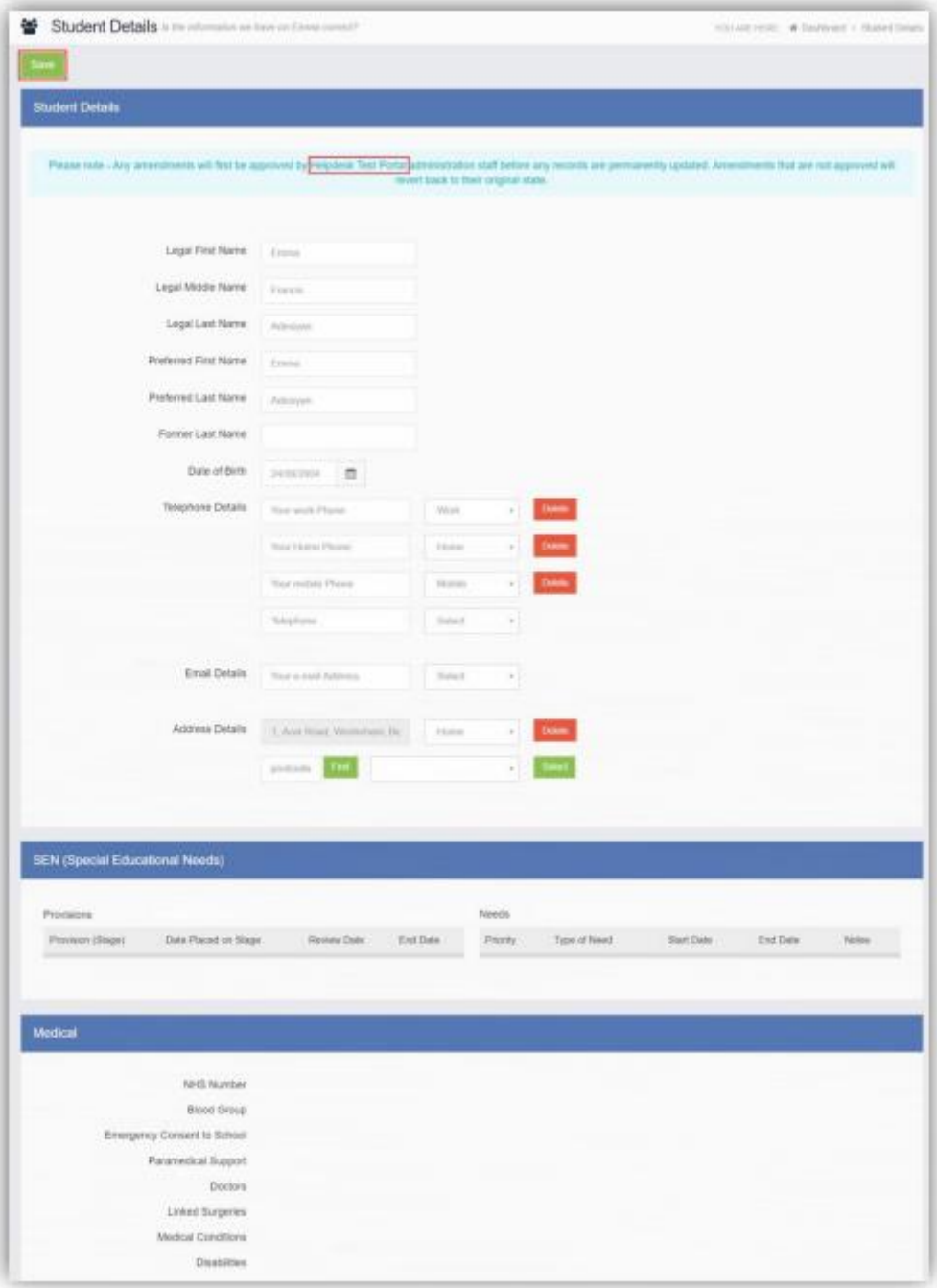


The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.



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

The **Student Details** page contains the **Student Details**, SEN (**Special Educational Needs**) and **Medical Information**.

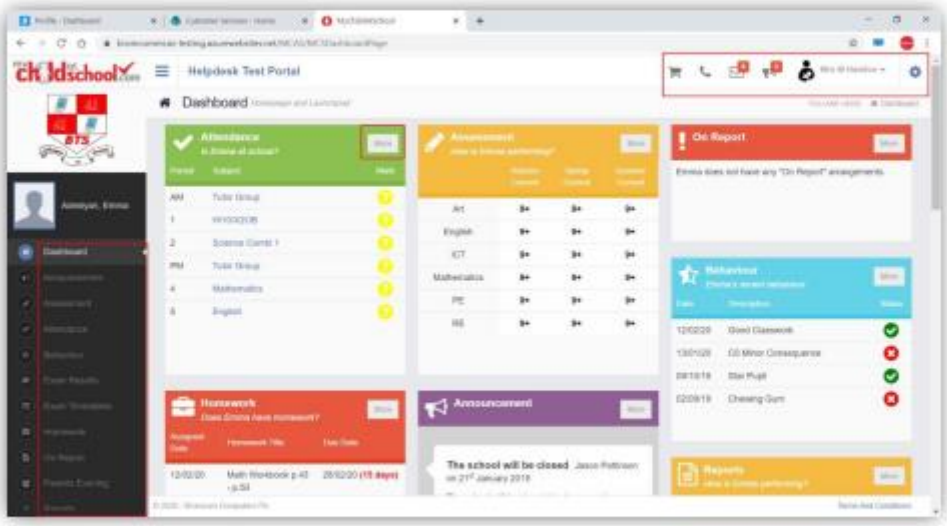


If changes are needed, update the **Student Details** then click on the **Save** button.

Note: Information edited in your account settings is linked to the information held within the school but will not be updated within the school until they have accepted the changes. If not approved the updated information will revert to its original state.

Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.



The Dashboard shows a quick view of each section – referred to as **Widgets**. Clicking on the **More** button will open that option, giving more detailed information. The sections can also be opened from the **Menu Bar** on the left by clicking on the option.

Note: Each dashboard will vary depending on your child's school selection of content. The dashboard above is an example.

Multiple Students

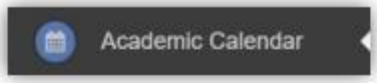
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User.

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.

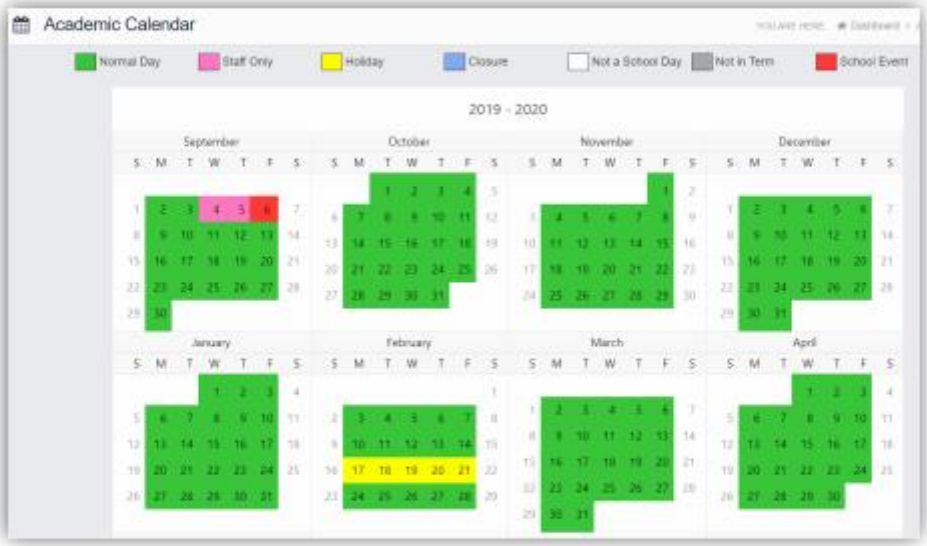


Academic Calendar

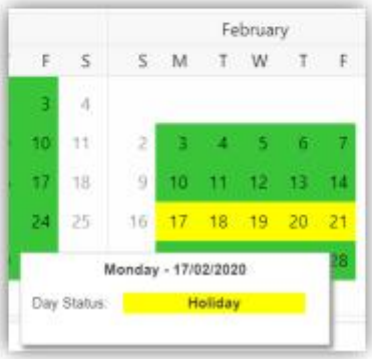
The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

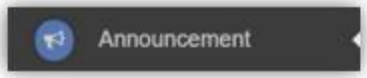


Clicking on a day will display the details for that day.

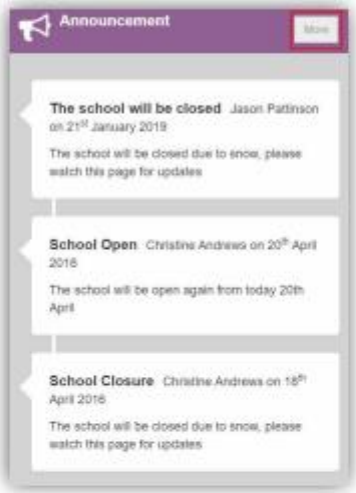


Announcements

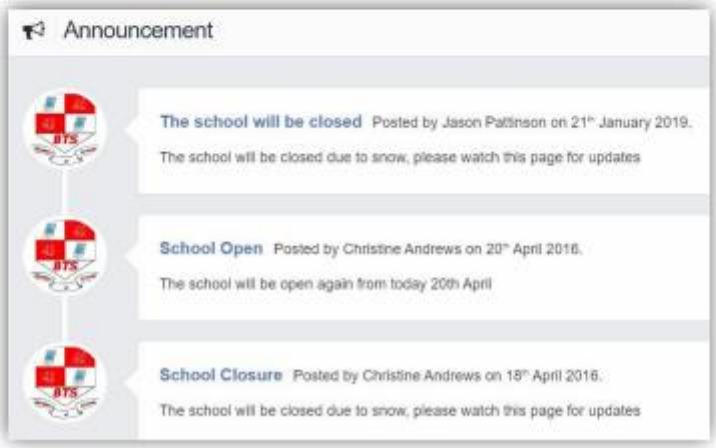
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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.



NOTE: PLEASE CHECK YOUR ANNOUNCEMENTS REGULARLY SO YOU DON'T MISS ANY IMPORTANT COMMUNICATION FROM THE SCHOOL