MCAS (MyChildAtSchool) Parent Guide



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Introduction

This guide explains how parents with an existing **MyChildAtSchool (MCAS)** account can use:

- the **desktop website**
- the **app** with the new user interface (UI)

For more parent guidance about **MCAS**, click here.

The example screenshots in this guide are for illustration purposes only and may differ from your view of the desktop or app. **Your school configures how your MCAS Dashboard looks**. For the app screenshots where the android view is different to the iOS Apple view, we have shown both examples.

Email Addresses and Passwords

Parents can sign in to the **MCAS** parent portal with their registered **email address** and **password**.

- If a parent has MCAS accounts at more than one school, they can see all linked students in one place.
- Use the email address registered to the MCAS account and the current password. A linked recovery email address will also work.
- If several email addresses are registered to the account, any of them can be used to sign in.

Forgotten Login Details

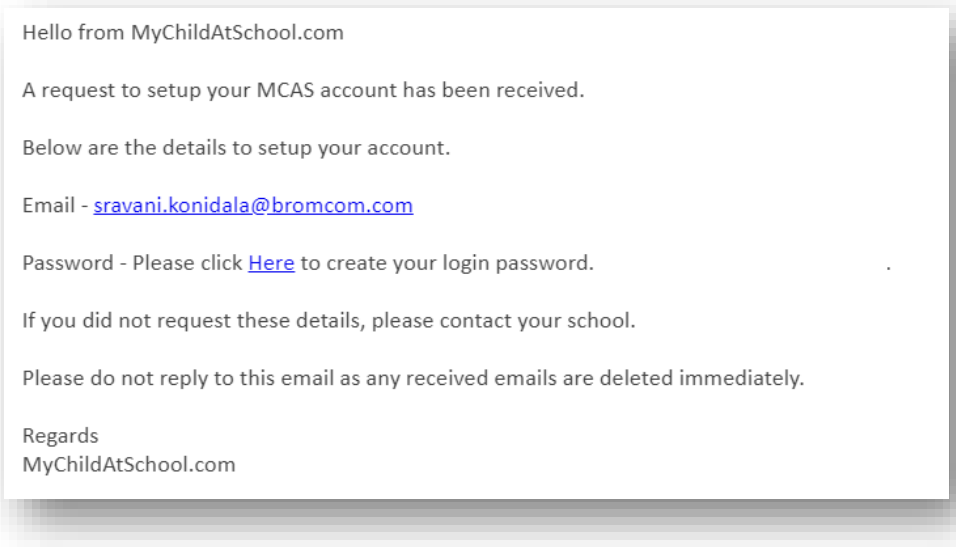
- Forgotten your **email address**? Contact your school.
- Forgotten your **password**? Follow How to reset your MCAS password in this guide.

New Parent Accounts

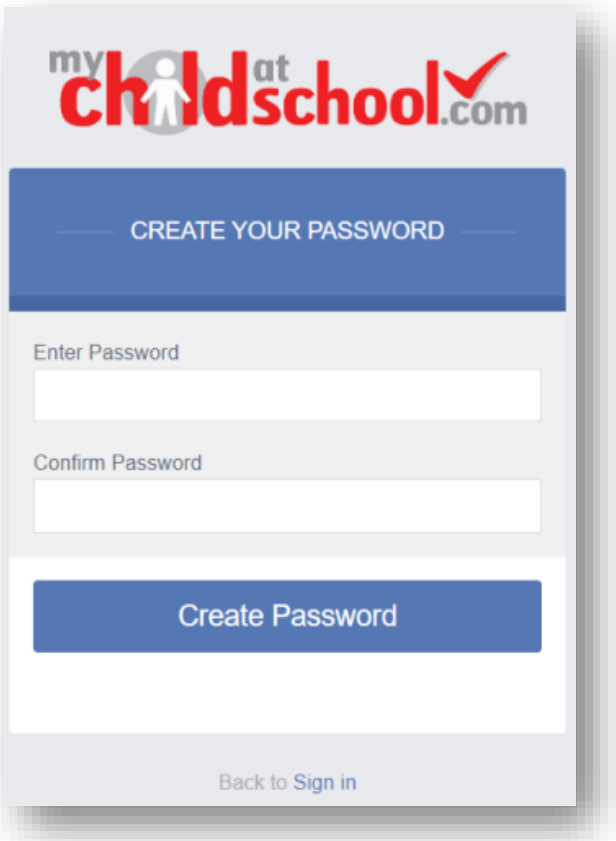
Parents can sign in to the **MCAS** portal with their **email address** and **password**. They can see all linked students in one place.

- Schools can also let parents create their own account. See How to Use Self Sign Up for MCAS Accounts.
- If a parent already has an MCAS account, they do not need to use the email link. The new student appears automatically.
    - The school sends the parent an email with a link to the **Parent Login** screen.
    - Click **Here** in the email to open the **Create Your Password** screen.

The example below shows the email sent to a parent.



- Enter and confirm the new password.
- Click **Create Password**.



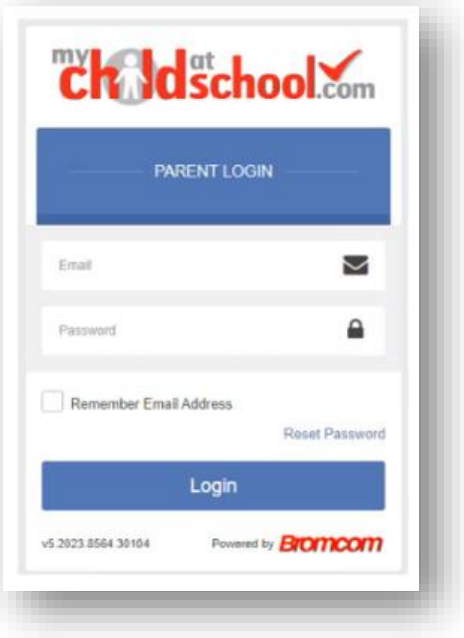
Desktop View

Login

- Go to **www.mychildatschool.com** in a web browser.
- The **Parent Login** screen opens.
- Enter the email address registered to the MCAS account and the password.
- Click **Login**.

This sign-in shows all students linked to that email address.

Note: Parents should contact the School if they receive the message **Incorrect Email Address or Password**.



If the same email address is linked to more than one profile, select the profile you want to use. The dashboard then opens.

- The students linked to each profile appear on the right. **Note:** Hover over a student icon to see the student's name.

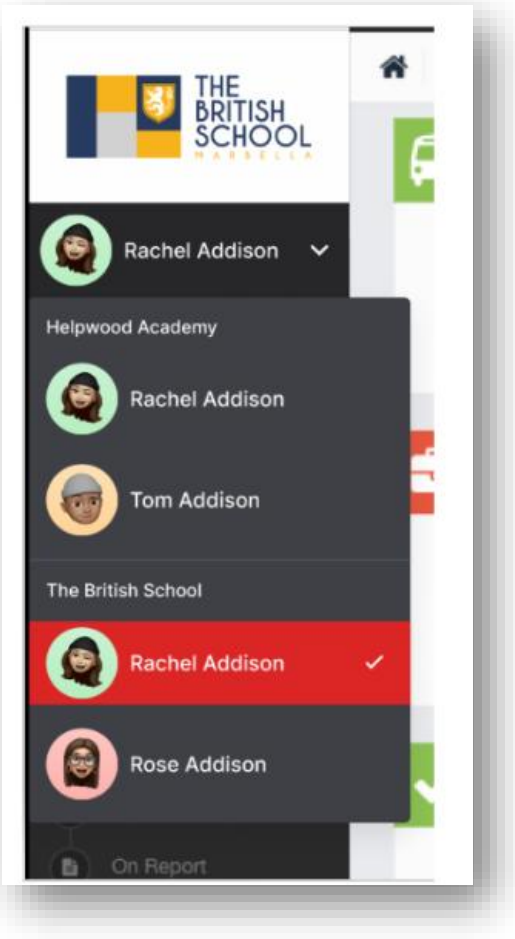


The **Dashboard** will open for the chosen **Profile.**

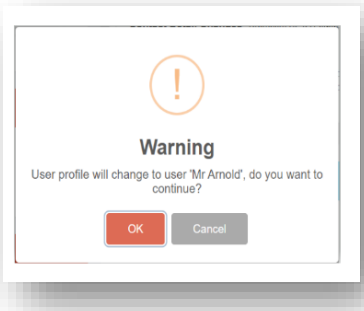
The MCAS dashboard

The **Dashboard** shows all student accounts linked to the parent.

- Use the dropdown at the top left of the Dashboard to switch between students. It shows each student's name and school.
- In the example below, the selected student is shown in red.

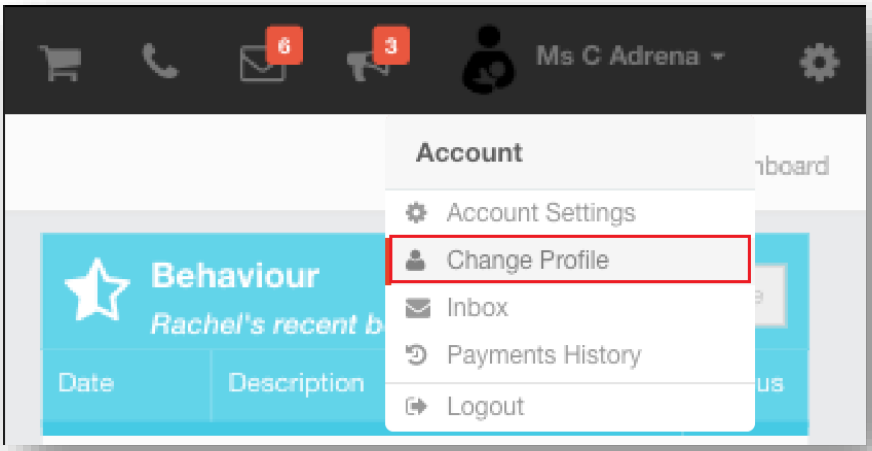


Note: You may see students linked to another profile that uses the same email address. To view one, select the relevant profile.

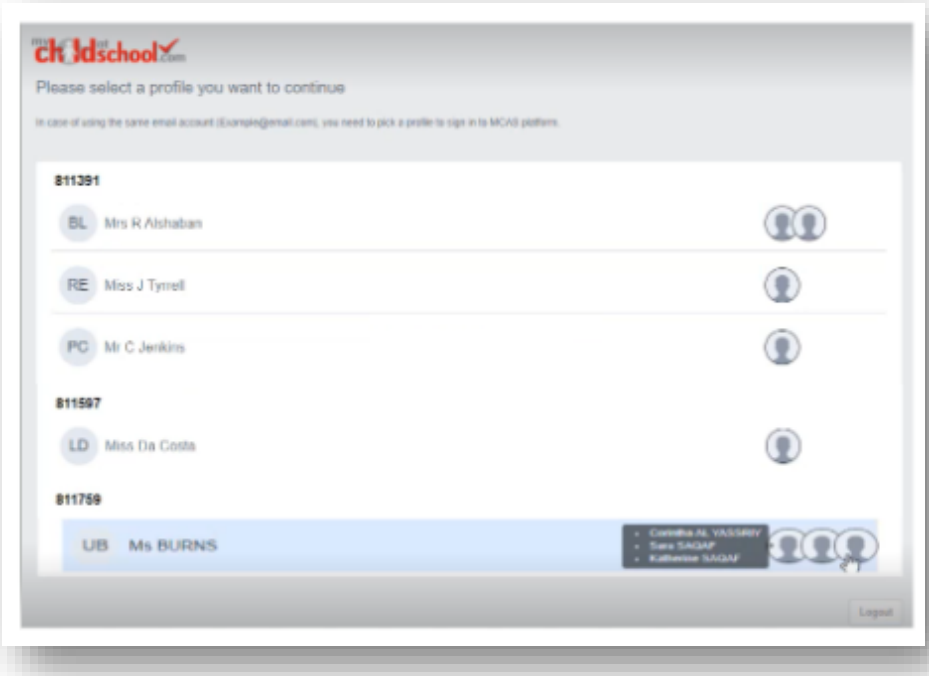


How to change profile

Select **Account** at the top left, then choose **Change Profile**.

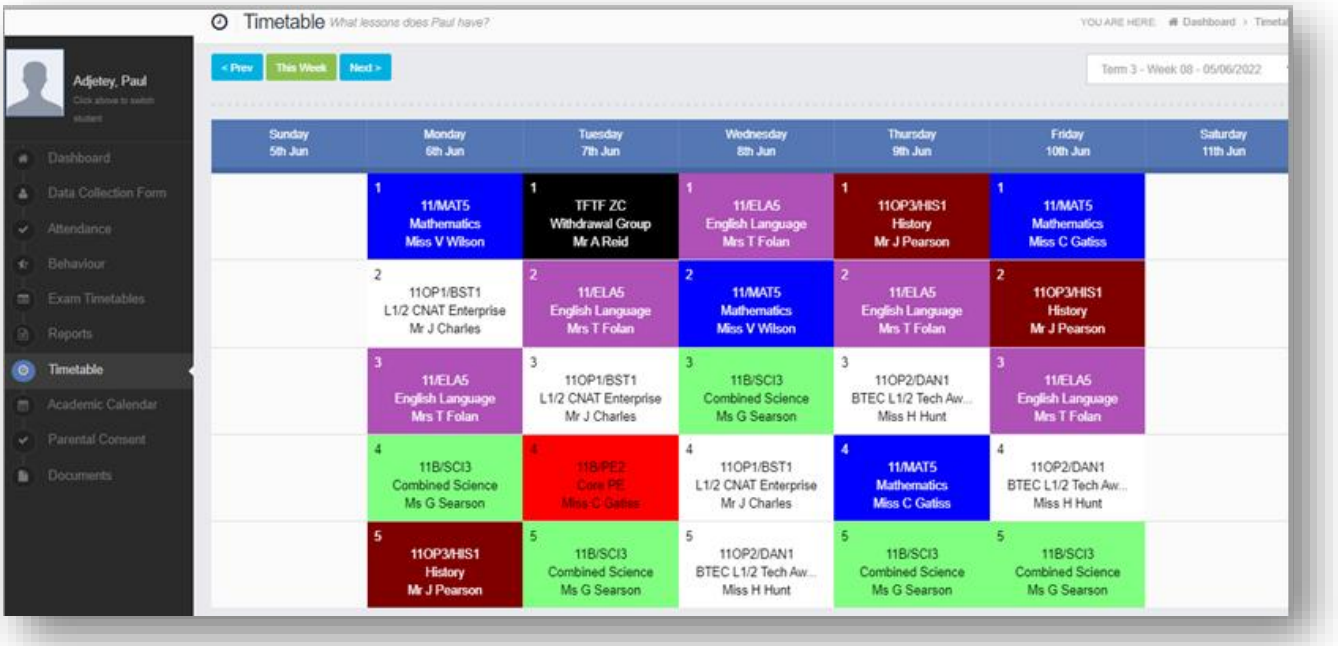


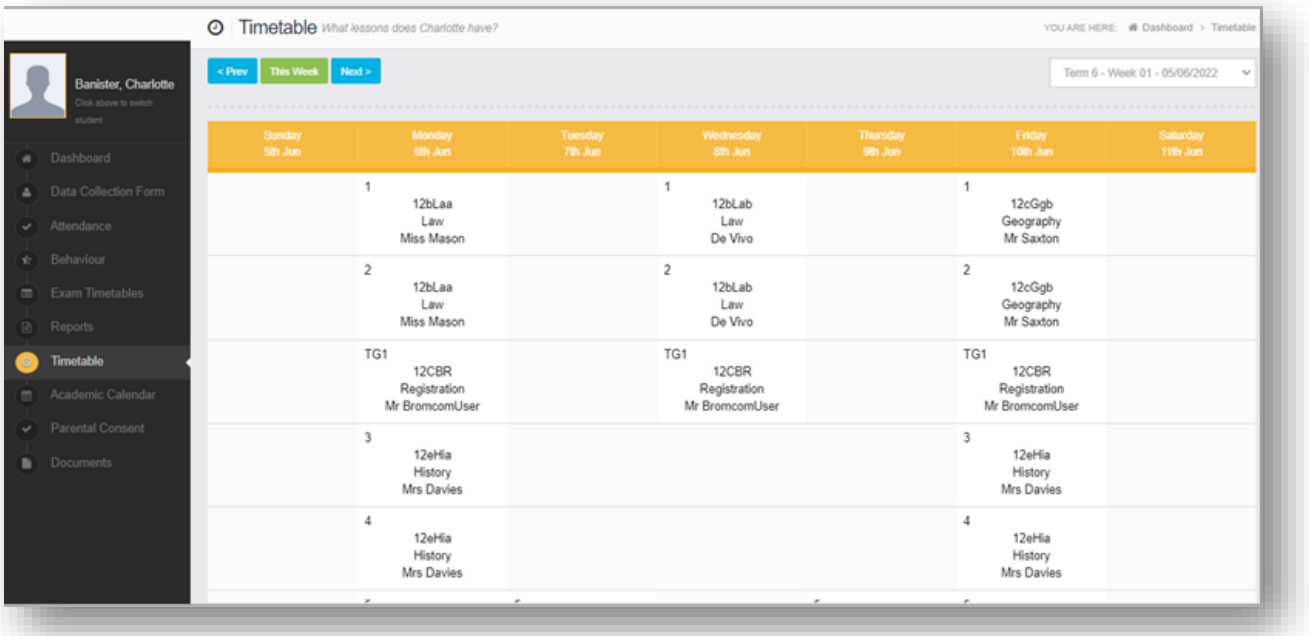
In the profile window, select a profile and click **Change Profile**.



How to toggle between student accounts

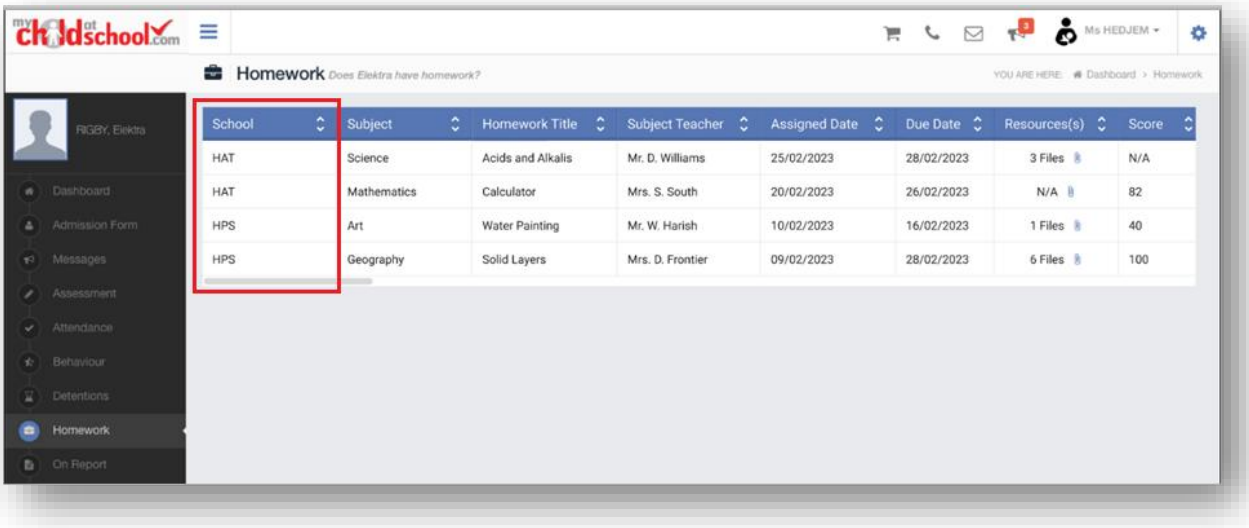
- Use the student dropdown to switch between students while viewing a page.
- For example, open **Timetable**, then choose a student to view their timetable.
- Each student's pages keep the colour scheme set by their school.





Students attending multiple schools

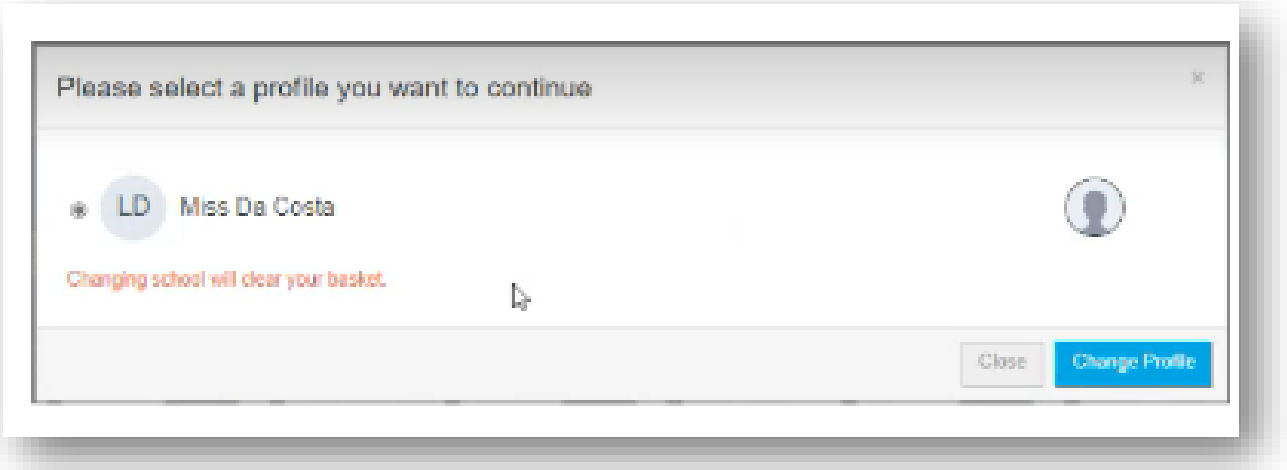
If a student attends more than one school, the **Homework**, **Exams** and **Timetable** pages combine information from all schools.



Shopping basket

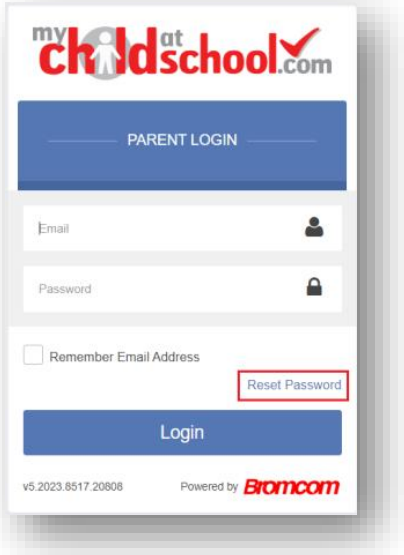
If the basket contains items and you switch to a student at another school, MCAS warns that the basket will be cleared. Choose whether to continue.

Web Message



How to reset your MCAS password

- Go to **www.mychildatschool.com** or open the MCAS app.
- On the **Parent Login** screen, click **Reset Password**.

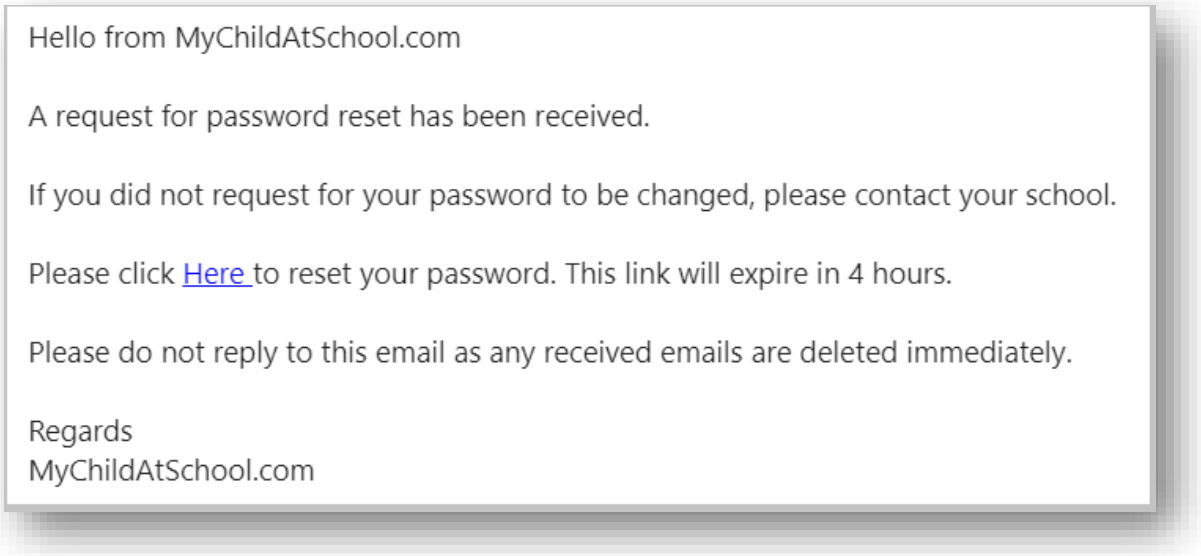


The **Reset Your Password** screen opens.

- Enter the email address your school uses to contact you.
- Tick the **reCAPTCHA** box.
- Click **Send reset email**.



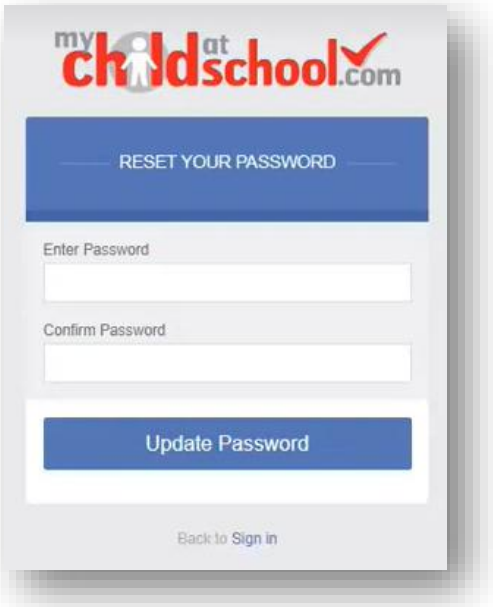
You will receive an email with a **Reset Password** link.



Click on the **Here** link in the email to reset the **Password**.

Create a new password with at least eight characters.

- Enter the new password.
- Enter it again to confirm it.
- Click **Update Password**.



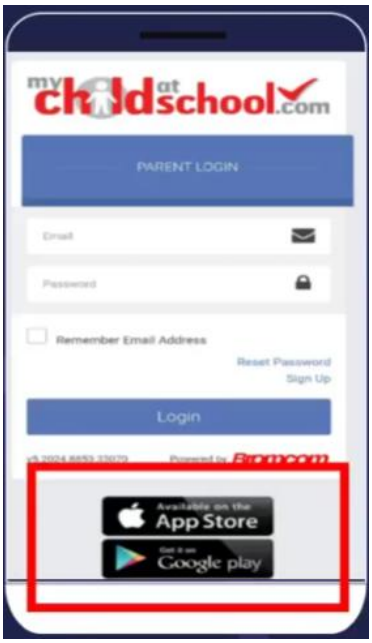
You can now sign in with your email address and new password.

MCAS App

Install the App

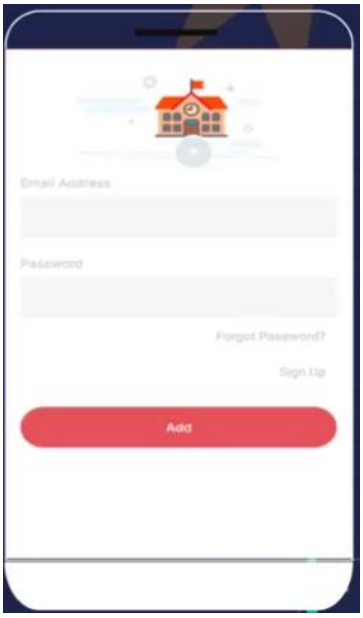
New users can open MCAS from the school invitation email. Existing users can go to **www.mychildatschool.com**. From there, install the MCAS Parent App from the **App Store** or **Google Play**.

The store page will look similar to the example below.



Click **Install**, then **Open**. Allow notifications so you can receive important messages from the school.

On the login screen, enter your email address and password, then click **Add**.



Set a five-digit PIN, then tick to confirm.



Navigation

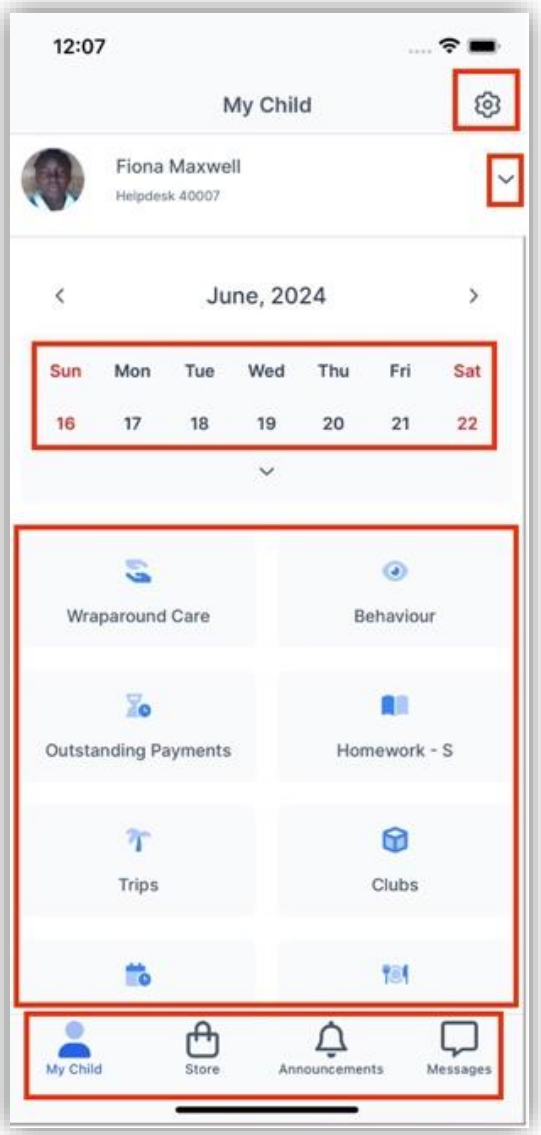
When you open the MCAS Parent App, the **My Child** dashboard appears. It includes:

- **Settings** – manage your account, privacy, security, payment methods, order history and school contact details.
- **Student account** – switch to another student.
- **Weekly calendar** – view attendance by day.
- **Modules** – open features such as Behaviour and Homework.

Banner

The banner at the bottom includes:

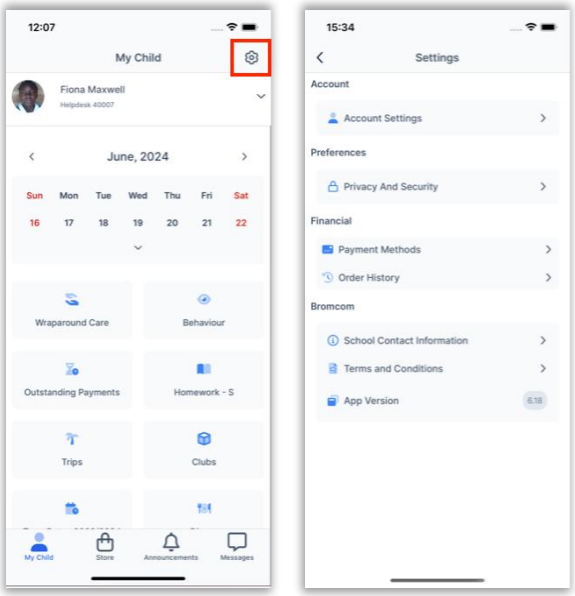
- **Store** – buy school products online.
- **Announcements** – view school announcements.
- **Messages** – view school messages.



My Child > Settings

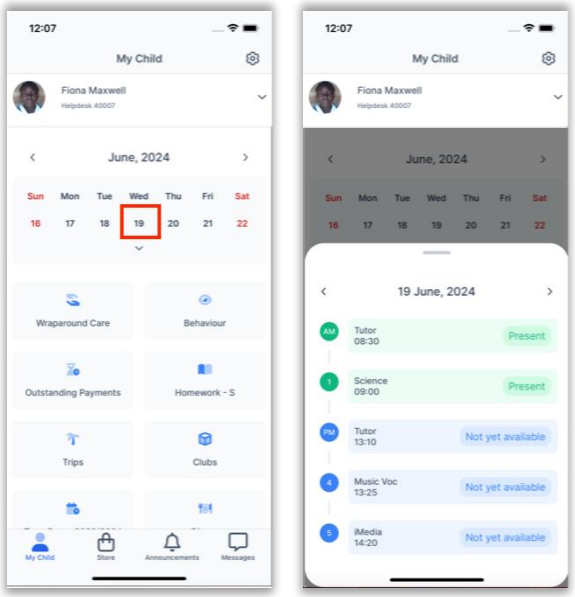
Select the **Settings** cog to open:

- **Account Settings** – change profile or sign in to another account.
- **Privacy and Security** – change your PIN or password.
- **Financial Payment Methods** – manage payment methods.
- **Financial Order History** – view transactions.



My Child > Calendar

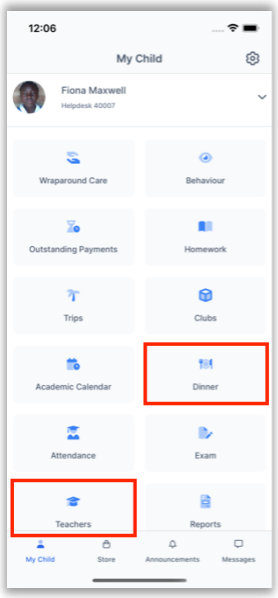
Select a date to view the student's attendance for that day. Use the arrows to move to the previous or next day.



My Child > Modules

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

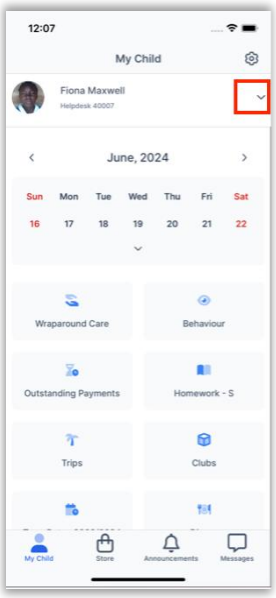
- Use **Dinner** to add dinner money.
- Use **Teachers** to message your child's teachers.

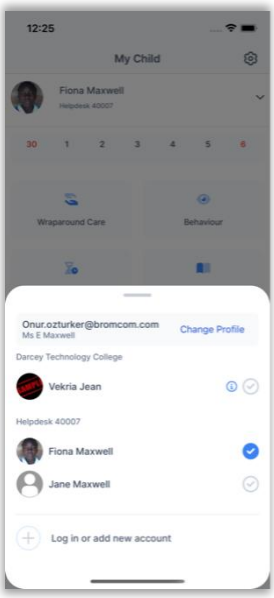


Switch to another student account

- On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
- Select the student account you would like to switch to.

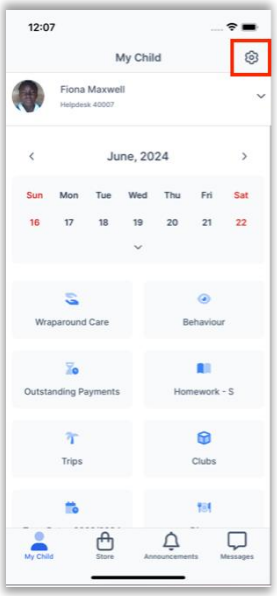
Note: Change Profile opens **My Child > Settings > Account Settings**, where you can choose another profile.

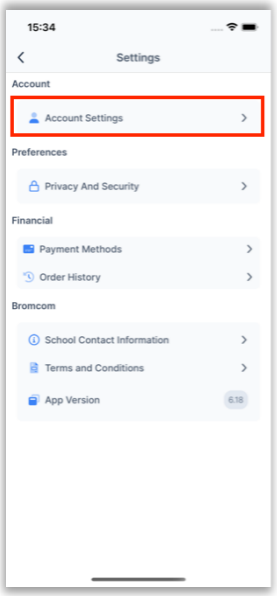
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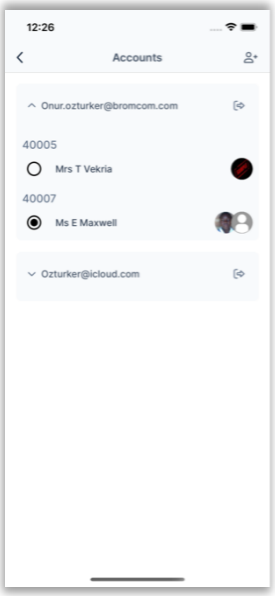
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Change Profile

- On the **My Child** dashboard, go to **Settings**.
- Go to **Account Settings**.
- Select the user **Profile**, under the correct email address, that you would like to use.

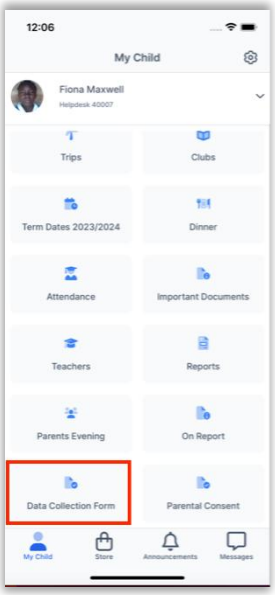
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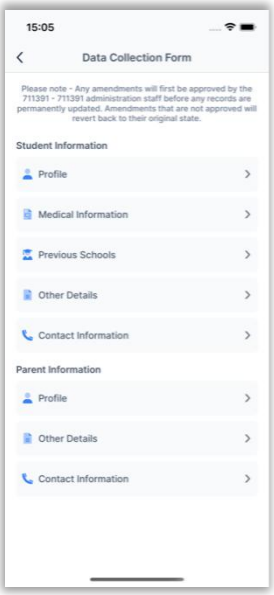
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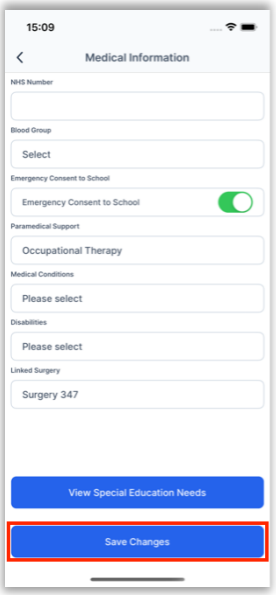
3. 

Update the Data Collection Form

- Open **Data Collection Form** from the **My Child** dashboard.
- Update the relevant sections.
- Click **Save Changes**.

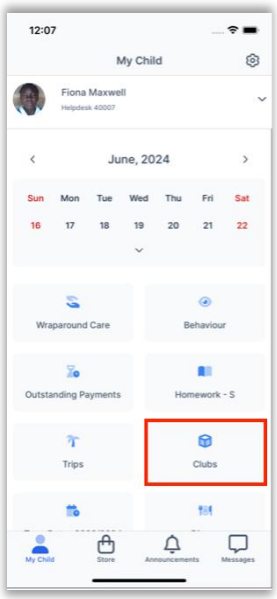
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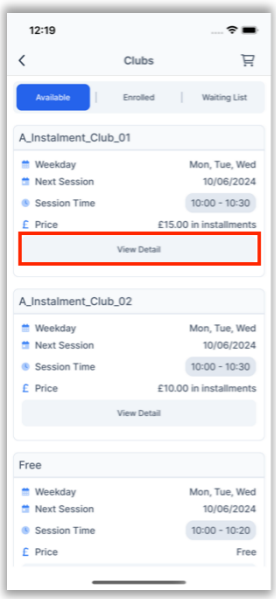
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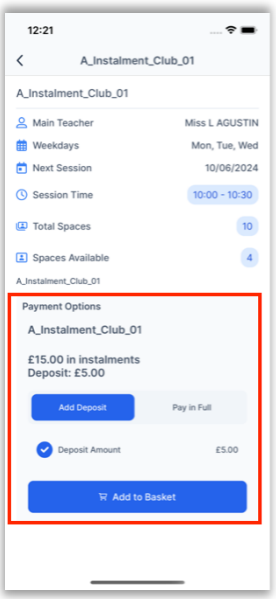
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Enrol in a paid Club, Trip or for Wraparound Care

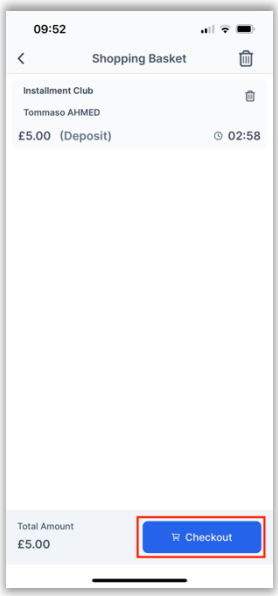
- Open the **Club/Trip/Wraparound Care** module.
- Select **View Detail** for the item you want.
- Choose a payment option, if available, then select **Add to Basket**.

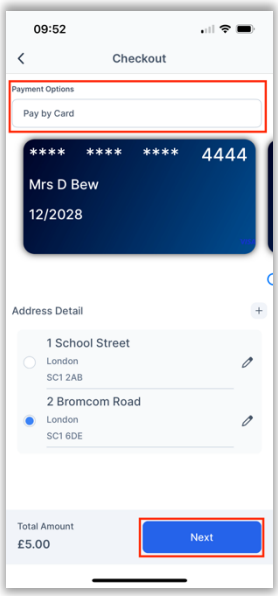
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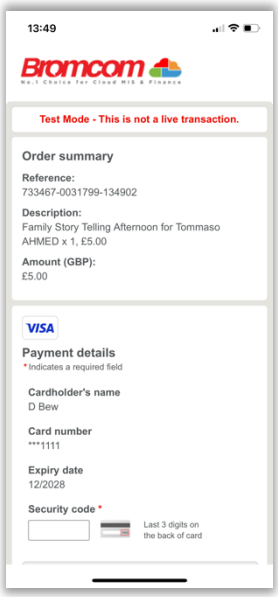
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3. 

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

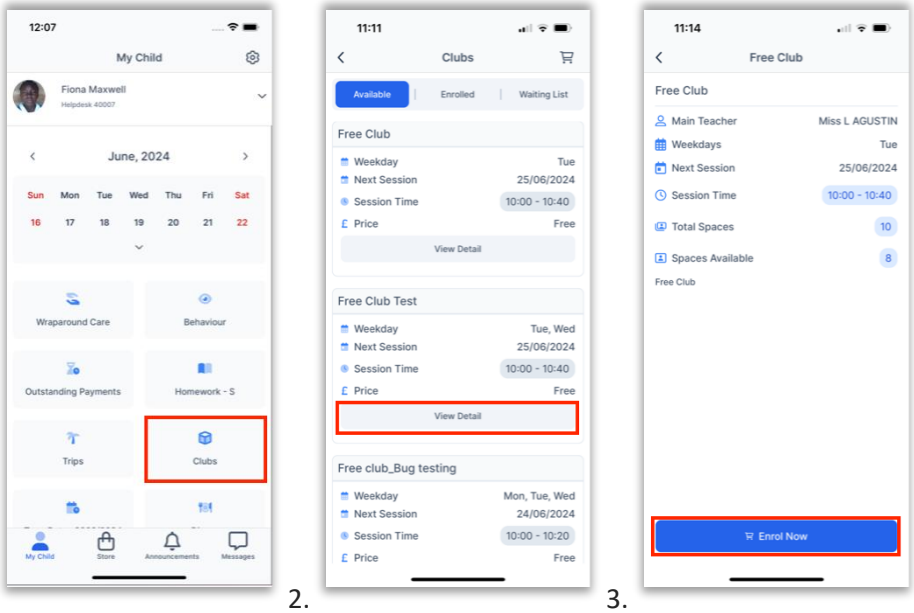
4. 

5. 

6. 

Enrol in a free Club

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

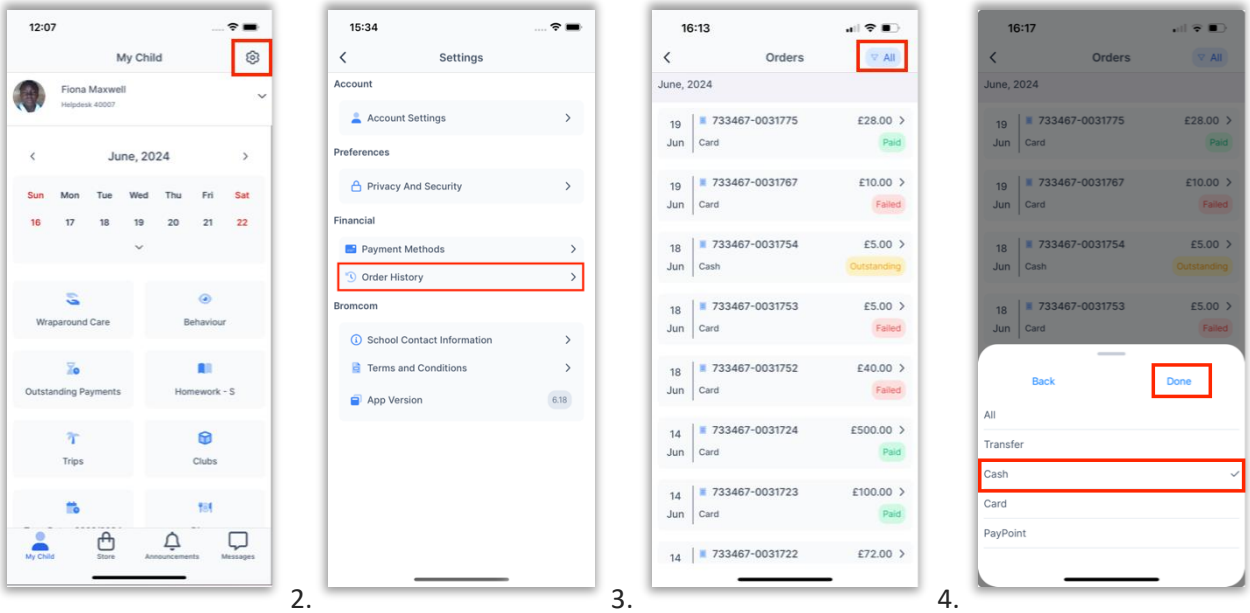


1. 2. 3.

View transaction history

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

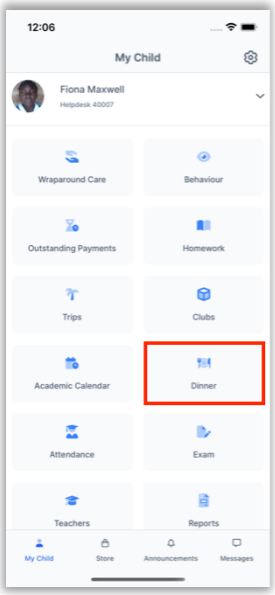
  Note: To see the five most recent transactions, go to **My Child > Settings > Payment Methods > My Cards**. Select **See All** to open Order History.

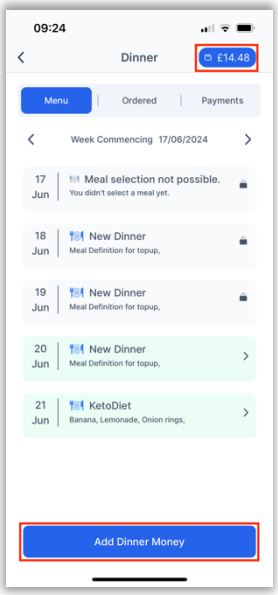


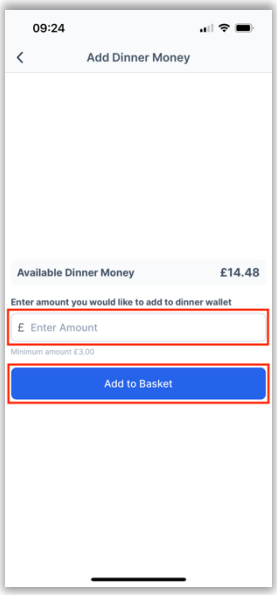
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View and add Dinner money

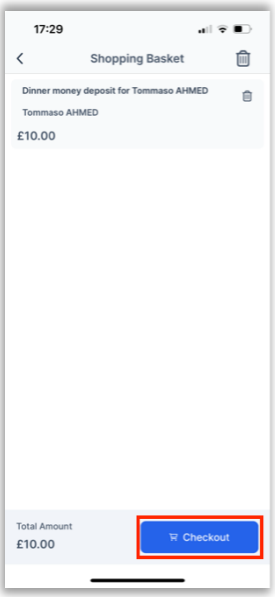
- On the **My Child** dashboard, go to the **Dinner** module.
- The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.
- Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.

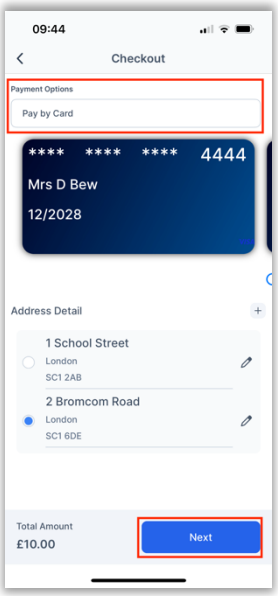
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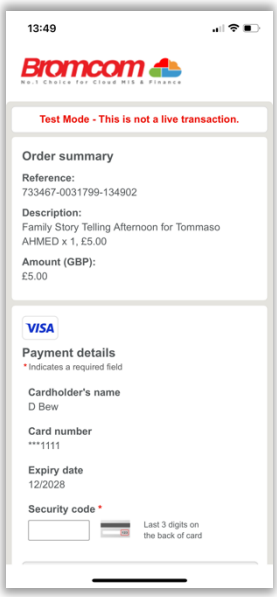
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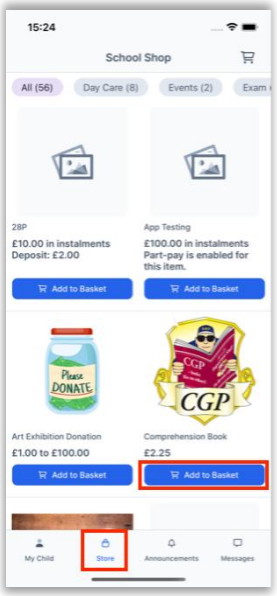
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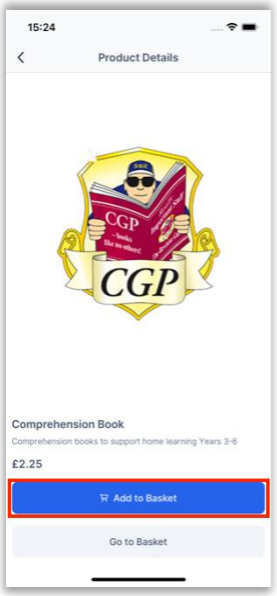
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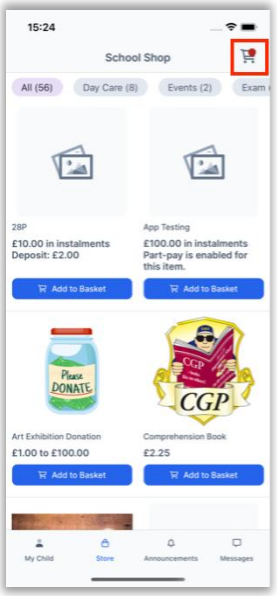
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Store

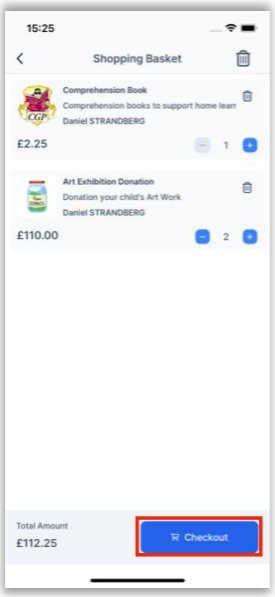
- Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
- Complete any payment options and select any sizing if relevant and click **Add to Basket**.
- Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.

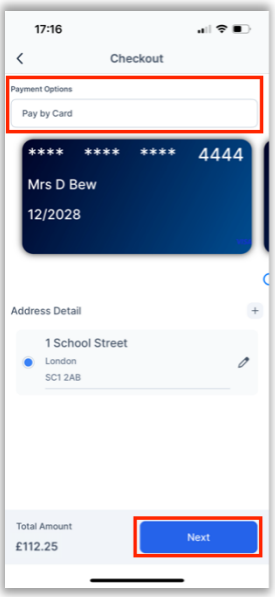
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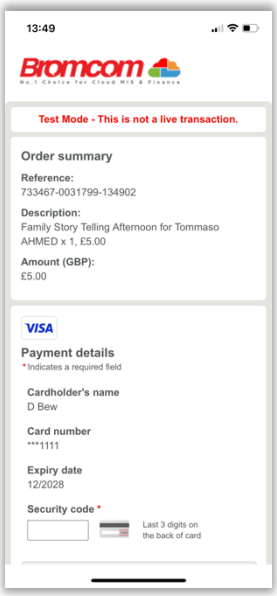
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- On the **Shopping Basket** screen, click **Checkout**.
- Select a **Payment Option** from the dropdown and click **Next**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.

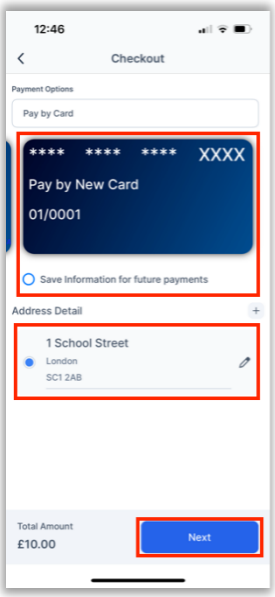
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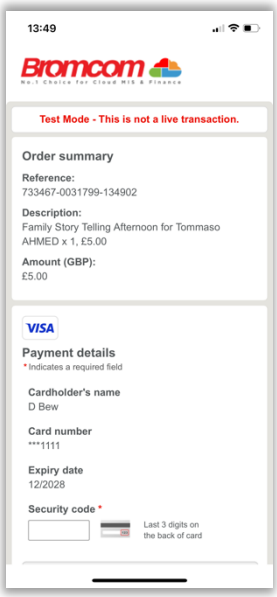
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Add a new card for online payments

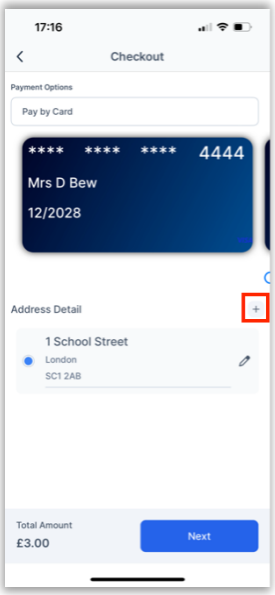
- At checkout, choose **Pay by New Card**. You may need to swipe past saved cards.
- To save the card, tick **Save information for future payments**.
- Choose a saved address and click **Next**.
- Complete the payment on the Bromcom **Order Summary** screen.

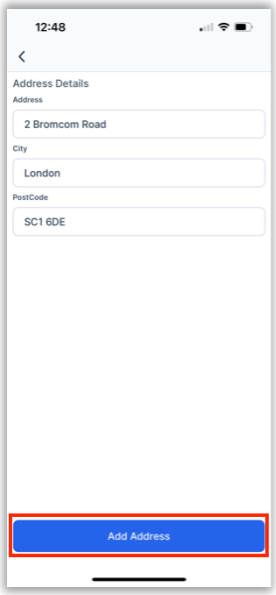
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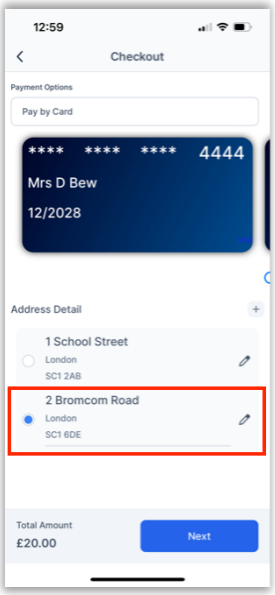
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Add a new address to a payment card

- At checkout, click **+**.
- Enter the new address and click **Add Address**.
- The new address is selected for the card.

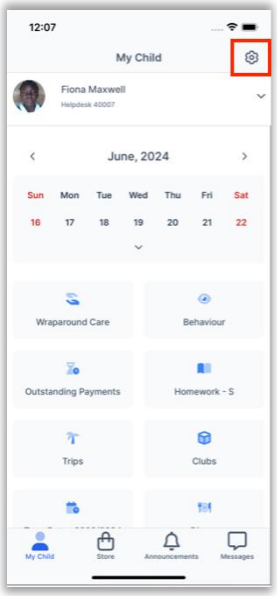
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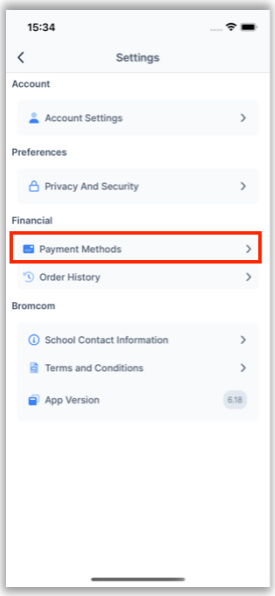
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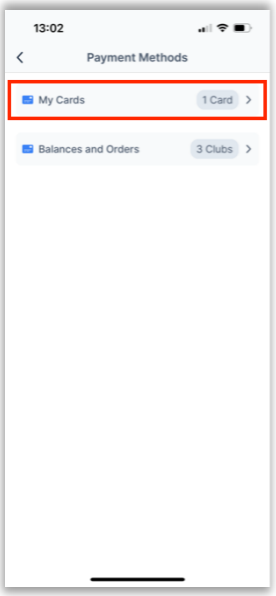
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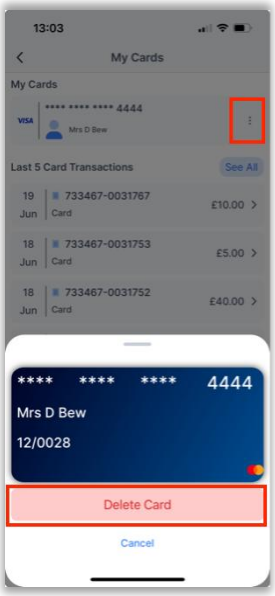
Delete a payment card

- Go to **My Child > Settings > Financial > Payment Methods > My Cards**.
- Select the three dots next to the card, then click **Delete Card**.
- The card is removed from the payment options.

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4. 

This is the end of this guide.

For more **MCAS** help, use this link.