

MyChildAtSchool (MCAS) Parent Guide

Version 1 July 2024





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Introduction

This guide looks at accessing **MyChildAtSchool (MCAS)** for a parent with an **existing MCAS Account** in the following two ways;

- The desktop web view
- The app view in the new User Interface (UI) of MCAS

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.

For more guidance on MCAS for parents please click here

Email Addresses and Passwords

The MCAS Login process enables parents to log into the MCAS online parent portal using an Email Address.

- In the example parents have MCAS accounts across multiple schools then they will be able to view those Students MCAS accounts in one place .
- Parents will need to use the **Email Address** registered with their **MCAS** account and current **Password** (Recovery Email Addresses have been linked to the Password and will also work).
- If parents have multiple Email Addresses registered to their MCAS accounts all Email Addresses (including the Recovery Email Address if they have one) will allow them to Login

Forgotten Login Details

- Forgotten Email Address? Contact your school who will be able to help.
- Forgotten **Password**? Follow the instructions in <u>How to reset your MCAS Password</u> in this guide.

New Parent Accounts

The **MCAS Login** process allows parents to log into the **MCAS** online portal using their **Email Address** and **Password**. Parents can view multiple **Student MCAS** accounts in one place.

- Schools also have the function to enable self-sign for parents see <u>How to Use Self Sign Up for MCAS Accounts</u>
- Parents who already have an MCAS account will not need to click the link in the email, the new student will appear automatically.
- Parents will receive an email from their school with a link to the **Parent Login** screen.
- Parents will click Here in the email to open the CREATE YOUR PASSWORD screen

Below is an **example email** sent to a parent.



- Parents will Enter Password and Confirm Password.
- Parents will then click **Create Password**.

Child school.com
CREATE YOUR PASSWORD
Enter Password
Confirm Password
Create Password
Back to Sign in

Desktop View

Login

- From within the web browser type www.mychildatschool.com
- This will open the **PARENT LOGIN** screen.
- Enter your **Email Address** and **Password**. Use the **Email Address** registered to the **MCAS** account and the **Password** to **Login**.
- Click on the **Login** button.

This Login will login to see all Students linked to that Email Address.

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

PAR	ENT LOGIN
Email	$\mathbf{\Sigma}$
Password	۵
Remember Email A	Address
	Reset Password

- If parents have **more than one Profile** using the **same Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.
- Students associated with each **Profile** are displayed on the right-hand side. **Note**: Hover over the student icons on the right hand side to see the student's names associated with each **Profile**.

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ease select a profile you want to continue	
on of a gray the tanke error account (Accessing) error cost, you need to pack a payment sign in to MCNO par	Bern.
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BL Mrs R Abhabas	
RE Miss J Tyrrell	۲
PO Mr C Jacobies	۲
811597	
LD Miss De Cotta	۲
811759	
UB Ms BURNS	- Content & Vallanti - Stare Salation - Mathema Social
	Logast

The Dashboard will open for the chosen Profile.

The MCAS dashboard

The MCAS Dashboard allows parents to view multiple Student MCAS accounts in one place.

- All **Students** linked to a parent account will appear in the <u>top left dropdown</u> in the **Dashboard** with **School** and **Student Name**. This dropdown allows parents to switch between different **Student** accounts.
- For the MCAS Desktop view in the example image below this shows the selected **Student** in Red.



Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students**, they will get a message **In order to view the profile**, **select the relevant profile**.



How to change profile

Click on **Account** in the top left-hand corner of the online parent portal and select **Change Profile** from the dropdown menu to change **Profile**.

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		A	ccount	hboard
		Φ	Account Settings	
A Bel	naviour	4	Change Profile	
	hel's recent b	\geq	Inbox	9
		Ð	Payments History	
Date	Description	€	Logout	us

The Profile popup opens, select a Profile, and click Change Profile

B11391 BL Mrs R Alshaban	
RE Miss J Tymel	۲
PG Mr C Jenkins	۲
811597	
LD Miss Da Costa	۲
811759	
UB Ms BURNS	Convertie AL VASSERV Seco SAGAP Addresser SAGAP Kultureser SAGAP

How to toggle between student accounts

Parents can toggle between different **Students** when viewing a page from the panel on the left-hand side. Click on **Timetable** (for example) in the left-hand panel and then toggle between **Students** using the **Student Name** dropdown to switch between **Timetables** for each **Student**.

The pages for each **Student** will retain the colour coding set up by their school.





Students attending multiple schools

If a **Student** attends multiple schools - the **Homework**, **Exams** (Results and Timetables) and **Timetable** pages will show the data for all schools merged together.

		Home	work 🛛	oes Elektra have hor	newor	k7				YOU ARE HERE - 🐗 Dashb	pard > Homework
(RiGBY, Elektra	School	\$	Subject	\$	Homework Title	Subject Teacher 💲	Assigned Date 💲	Due Date 💲	Resources(s) 💲	Score 🗘
		HAT		Science		Acids and Alkalis	Mr. D. Williams	25/02/2023	28/02/2023	3 Files 💧	N/A
	Dashboard	HAT		Mathematics		Calculator	Mrs. S. South	20/02/2023	26/02/2023	N/A	82
	Admission Form	HPS		Art		Water Painting	Mr. W. Harish	10/02/2023	16/02/2023	1 Files 💧	40
	Messages	HPS		Geography		Solid Layers	Mrs. D. Frontier	09/02/2023	28/02/2023	6 Files 💧	100
	Assessment	1									
	Attendance										
	Behaviour										
	Detentions										
۲	Homework										
	On Report										

Shopping basket

If there are any items in the **Shopping Basket** and a parent switches to a student who attends a **different** school using the dropdown in the **Dashboard**, a message will appear **'Changing school will clear your basket**. **Do you wish to continue?'**.

Web Message

LD Miss Da Costa		
Changing school will clear your basket.	Þ	
		Close Change Profile

How to reset your MCAS password

The following process shows parents how to reset the password for their **MCAS** account

- From within the web browser type **www.mychildatschool.com** or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.
- Click on the **Reset Password** link.

P	ARENT LOGIN	
Email		4
Password		
Remember Ema		set Password
	Login	
2023.8517.20808	Powered by B	omcom

Parents will be asked to Reset Your Password.

- Enter the **Email Address**, this will be the **Email Address** that the school uses to contact the parent.
- Tick the **reCAPTCHA** box.
- Click on the **Send reset email** button.

Child st	hool.com
RESET YOUR P	ASSWORD
Email	
I'm not a robot	reCAPTCHA Prisey - Tema
Send rese	t email
Back to L	ogin

Parents will receive an **Email** containing a **Reset Password** link.

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click <u>Here</u> to reset your password. This link will expire in 4 hours.

Please do not reply to this email as any received emails are deleted immediately.

Regards MyChildAtSchool.com

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

Parents will then be asked to **Reset your Password** of at least eight characters.

- Enter Password.
- Confirm Password.
- Click the **Update Password** button.

C	dschool.com
	RESET YOUR PASSWORD
Enter Pa	assword
Confirm	Password
	Update Password
	Back to Sign in

Parents will now be able to Login using their Email Address and new Password.

MCAS App

Install the App

When logging in either from an invitation email sent from your school for new accounts or from <u>www.mychildatschool.com</u> for existing accounts parent then have the option to <u>install the MCAS Parent App</u> either from the **App Store** or **Google Play** depending on what type of mobile device have.

ch lds	chool
	VT LOGIN
Drust	2
Password	•
Remember Email Add	Bess Reset Password Sign Up
Lo	
	and a second sec

When you access either the **App Store** or **Google Play** you will see a screen that looks something like the example below;

	-		
← Go	ogle Play	Q	:
*	MyChildAt Parent App Bromcorn Comput	o	
4.3 ★ 17K reviews O	100K+ Downloads	PEGI 3	0
	Install	-	
•			
About this	app		→
	gement app betwee t their children's	en Parents and	e - 1
Education)		

Click **Install** then once the application has installed you can click **Open.** Please be aware users will need to enable notifications on mobile phones when they install the app to get notifications for important messages from their school.

← Ga	ogle Play	Q	÷
*	MyChildAt Parent App Bromcom Compu	р	-
Unin	stall	Open	
0			
		0	
	s app agement app betwe ut their children's	en Parents ar	→ nd
Education	G		

This will take you to the login screen, here you can enter your Email Address, Password and click Add.

Email Address	
	Forgok Panaword? Sign Up
	Add



From here you will be asked to **set your 5 digit pin** and **tick** to confirm.

Navigation

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.

Fiona Maxwell Helpdesk 40007			
< June, 2024	>		
<mark>Sun</mark> Mon Tue Wed Thu	Fri Sat		
16 17 18 19 20	21 22		
To Dutstanding Payments Home	Homework - S		
	Clubs		
10	181		

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.

12:06	····· 🕈 🔳
,	My Child 🛞
Fiona Maxwe Helpdesk 40007	
S Wraparound Care	 Behaviour
Zo Outstanding Payments	Homework
ጉ Trips	Clubs
to Academic Calendar	181 Dinner
Attendance	D Exam
Teachers	Reports
My Child Store	Announcements Messages

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: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.



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.

12:07		15:34	† 12:26	
м	y Child 🛞	< C Settings €	<	Accounts
Fiona Maxwell	~	Account		
Helpdesk 40007		Account Settings	> Onur.oztu	rker@bromcom.com
< Jur	ie, 2024 >	Preferences	40005	
		Privacy And Security	> Mrs T \	/ekria
Sun Mon Tue	Wed Thu Fri Sat		40007	
16 17 18	19 20 21 22	Financial	Ms E M	laxwell
	×	Payment Methods	>	
5		Order History	> V Ozturker@	licloud.com
Wraparound Care	Behaviour	Bromcom		
		 School Contact Information 	>	
Zo		Terms and Conditions	>	
Outstanding Payments	Homework - S	App Version	6.18	
Ŧ	6			
Trips	Clubs			
16	181			
My Child Store	Announcements Messages			
My Cristo Store	Actious energia Messages			

Update the Data Collection Form

- On the My Child dashboard, go to the Data Collection Form module.
- Make amendments to the relevant sections.

• After all changes have been made, make sure to click **Save** Changes.

12:06	?■	15:05	🗢 🖬 15:09	
My	My Child 🔞 🕻 Data Collection Form		<	Medical Information
Fiona Maxwell Helpdesk 40007	~	Please note - Any amendments will first by 711391 - 711391 administration staff befor permanently updated. Amendments that an revert back to their original st	any records are not approved will	
Trips	Clubs	Student Information	Blood Group	
inps	Clubs	2 Profile	> Emergency Consent t	School
10	101	Medical Information	Emergency Cor	sent to School
Term Dates 2023/2024	Dinner		Paramedical Support	
		Z Previous Schools	> Occupational Medical Conditions	Therapy
Attendance	Important Documents	Cther Details	> Please select	
		Contact Information	Disabilities	
*	8		Please select	
Teachers	Reports	Parent Information	Linked Surgery	
÷	lb.	Profile	> Surgery 347	
Parents Evening	On Report	Cther Details	>	
ľò	De .	📞 Contact Information	> Vie	w Special Education Needs
Data Collection Form	Parental Consent			
My Child Store				Save Changes
My cristo Store	Announcements Messages			

Enrol in a paid Club, Trip or for Wraparound Care

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

12:07						≈ ■	12:19		🕆 🔳	12:21		4
		N	ly Chi	ld		٢	<	Clubs	Ä	<	A_Instalmen	t_Club_01
	Fiona M		8			~	Available	Enrolled	Waiting List	A_Insta	lment_Club_01	
						_	A_Instalment_Cl	-h 01		음 Main	Teacher	Miss L AGU
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<		Ju	ne, 20	024		>	 Weekday Next Session 		Mon, Tue, Wed 10/06/2024		Session	10/06/
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Session Time		10:00 - 10:30	() Sess	ion Time	10:00 - 10
16	17	18	19	20	21	22	£ Price	£15	5.00 in installments	🛄 Tota	Spaces	
			~					View Detail		🔳 Spac	es Available	
						_				A_Instalm	ent_Club_01	
	6				۲		A_Instalment_Cl	ub_02		Payme	nt Options	
Wrap	around (Care		E	Behaviou	r i	Weekday		Mon, Tue, Wed	A_Ins	stalment_Club_01	
						_	Next Session		10/06/2024	£15.0	0 in instalments	
	Zo						Session Time		10:00 - 10:30		sit: £5.00	
Outstan	iding Pay	ments		Но	mework	- S	£ Price	£10	0.00 in installments			
						_		View Detail			Add Deposit	Pay in Full
	T				0						Deposit Amount	£5.0
	Trips		1		Clubs		Free					
			-	_		_	Weekday		Mon, Tue, Wed		₩ Add to	Basket
	to				181		Next Session		10/06/2024			
		r A		Δ			8 Session Time		10:00 - 10:20			
My Child		Store		Ļ		Messages	£ Price		Free			

- 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.

17

09:52	all 🗢 🚍	09:52	.il 🗢 🗩	13:49	'∥ ≎
Shopping Basket	Ŵ	< Checkor	ıt	Bromcom	1
Installment Club		Payment Options		No.1 Choice for Cloud MIS & F	n a n c e
Tommaso AHMED		Pay by Card		Test Mode - This is not a	live transaction.
£5.00 (Deposit)	© 02:58	**** **** **	*** 4444	Order summary	
		Mrs D Bew		Reference: 733467-0031799-134902	
		12/2028	Visit	Description: Family Story Telling Afternoor AHMED x 1, £5.00	ı for Tommaso
			2	Amount (GBP): £5.00	
		Address Detail	+	VISA	
		1 School Street		Payment details	
		London SC1 2AB	0	* Indicates a required field	
		2 Bromcom Road		Cardholder's name	
		London	0	D Bew	
		SC1 6DE		Card number	
				Expiry date	
				Security code *	
Total Amount £5.00 ₩ C	Checkout	Total Amount £5.00	Next	Las	t 3 digits on back of card
13.00		£3.00			

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.



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: 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.



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**.



- Once you have added it 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.

Shopping Basket	Ē	< Checkout		
Dinner money deposit for Tommaso AHMED	-	Payment Options		
Tommaso AHMED £10.00	Û	Pay by Card		Test Mode - This is not a live transaction.
210.00		**** **** ****	4444	Order summary
		Mrs D Bew		Reference: 733467-0031799-134902
		12/2028	Vest	Description: Family Story Telling Afternoon for Tommaso AHMED x 1, £5.00
			à	Amount (GBP): £5.00
		Address Detail	+	VISA
		1 School Street London SC1 2AB	0	Payment details Indicates a required field
		2 Bromcom Road London	0	Cardholder's name D Bew Card number
		SC1 6DE		•••111 Expiry date 12/2028
		Total Amount		Security code •

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.



- 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.

15:25		ail 🗢	13:49	an S
ζ Shopping Basket	<u> </u>	Checkout	Bro	omcom 📥
Comprehension Book Comprehension books to support home le Daniel STRANDBERG	Payment Options Pay by Card		Tes	at Mode - This is not a live transaction
£2.25 🔤 1	****	**** **** 444	14 Order	summary
Art Exhibition Donation Donation your child's Art Work	Mrs D Be	2W	Refere 733467	nce: -0031799-134902
Daniel STRANDBERG	12/2028			ption: Story Telling Afternoon for Tommaso D x 1, £5.00
				nt (GBP):
	Address Detail		+ VISA]
	1 Schoo	ol Street	Paym	ent details
	SC1 2AB		Card	es a required field nolder's name
				number
			***111 Expir 12/20	y date
				ze *
Total Amount £112.25	Total Amount £112.25	Next		Last 3 digits on the back of card
	_	-		

Add a new card for online payments

- 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**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.

Pay by Card		Test Mode - This is not a live transaction
**** **** ****	XXXX	Order summary
Pay by New Card		Reference: 733467-0031799-134902
01/0001		Description: Family Story Telling Afternoon for Tommaso AHMED x 1, £5.00
 Save Information for future payme 	nts	Amount (GBP): £5.00
Address Detail	+	
1 School Street London SC1 2AB	0	VISA Payment details • Indicates a required field
		Cardholder's name D Bew
		Card number ***1111
		Expiry date 12/2028

Add a new address to a payment card

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

Checkout		<		< Che	eckout
Payment Options		Address Details		Payment Options	
Pay by Card		Address		Pay by Card	
ray by card		2 Bromcom Road		Pay by Cald	
**** **** **** 4	4444	City		**** ****	**** 44
Mrs D Bew		London		Mrs D Bew	
		PostCode			
12/2028		SC1 6DE		12/2028	
London SC1 2AB	0			London SC1 2AB	
				2 Bromcom Roa	ad
				London	
				SC1 6DE	
Total Amount				Total Amount	_
£3.00	ĸt	Add A	ddress	£20.00	Next

Delete a payment card

- On the My Child dashboard screen, go to Settings.
- Go to Financial > Payment Methods.
- Go to My Cards.
- 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.

My	Child 🔞	< Settings		< Payment Meth	ods	< My Cards	
Fiona Maxwell Helpdesk 40007	~	Account		My Cards	1 Card >	My Cards	
		account Settings	>			VrsA A444	
< June	, 2024 >	Preferences		Balances and Orders	3 Clubs >	Last 5 Card Transactions	
<mark>Sun</mark> Mon Tue W	Ved Thu Fri Sat	Privacy And Security	>			19 733467-0031767	£10
16 17 18 1	19 20 21 <mark>22</mark>	Financial				Jun Card	
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5	۲	③ Order History Bromcom	>			18 733467-0031752	£40
Wraparound Care	Behaviour	School Contact Information	>			Jun Card	
70		 Terms and Conditions 	>				
Outstanding Payments	Homework - S	App Version	6.18			**** **** ****	44
	~	-				Mrs D Bew	
۳ Trips	Clubs					12/0028	
10	181					Delete Card	
My Child Store	Announcements Messages					Cancel	
	MESSAGES				-		

This is the end of this guide. For more information on **MCAS** click on <u>this link</u>.