



MCAS Parent Guide

HOW TO

LOG-IN MCAS - ALREADY USING THE APP

Introduction

If you have already been using MCAS through a primary school and have already downloaded the App, you simply need to add the Park School Account to your App, so that you can switch between school accounts. See page 4. When accessing the Portal you will use separate log-in details for each school.

Using the Portal or the App?

The My Child At School **Parent Portal** can be accessed via an internet browser using a laptop/PC or tablet.

The My Child At School **Parent App** is also available on iOS and Android devices.

There are slight variations on what information is displayed through the Portal and the App See diagram (right) for the differences.

Please Note: If you have any issues logging into your account, please contact the school directly and not Bromcom as Bromcom only supplies the software, the school maintains the User Login details.

MY CHILD AT SCHOOL FEATURES AVAILABLE		
	PORTAL	APP
Academic Calendar	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Class List	<input checked="" type="checkbox"/>	
Current Assessment	<input type="checkbox"/>	
Data Collection Form	<input checked="" type="checkbox"/>	
Dinner Money purchases	<input type="checkbox"/>	
Dinner Money Top-ups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Important School Documents	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outstanding Payments	<input type="checkbox"/>	<input type="checkbox"/>
Parental Consents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parents Evening	<input type="checkbox"/>	<input type="checkbox"/>
Park School Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Shop	<input type="checkbox"/>	<input type="checkbox"/>
Timetable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trip/Clubs	<input type="checkbox"/>	<input type="checkbox"/>

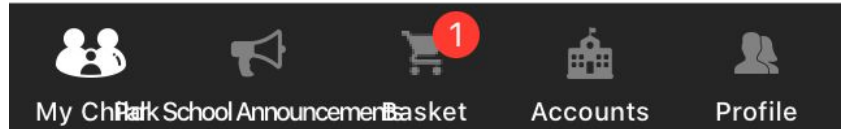


How to Access MCAS via the Parent APP

If you have already been using MCAS through a primary school and have already downloaded the App, you simply need to add the Park School Account to your App, so that you can switch between school accounts.

Using the APP you can add **Park Community School** as an additional **Account**, you will have one login, but can switch between the two schools.

To add **Park** to your account > Click Accounts on the menu bar > Click the +



Add the Park School Account

If you have already accessed MCAS using the Portal

Step 1. Enter the required information to add your Park Community School account.

- 1) The **School ID** is 11857
- 2) Your **Username** (shown in your email)
- 3) Your **Password** you created when signing into the Park School Portal

Step 2. Click Add

If you have not set up your account in the portal and therefore do not have a password, please follow these steps

Step 1. Click the [Redeem Invitation Code](#) link (just above the Add button).

Step 2. Enter the following information:
 The School ID is **11857**
 Your **Username** (shown in your email)
 Your **Invitation Code** (shown in your email)

Step 3. Click 'Redeem Code'.

Setup Your Account Details

Step 4. Enter your email address and confirm

Step 5. Create a password and confirm
Password Tip - Password must be 8 or more characters, 1 uppercase, 1 lowercase, 1 numeric, 1 special character (eg "-*\${})

Step 6. Select your security question and enter an answer
This will be used for security if at any time you select Forgotten Password.

Step 7. Click "Save Account Details".

You should now successfully be logged in.

How to Log out of the app

There is not a sign out option for this app, if you wish to log out, please close the app.

Switching between School Account

To switch from one school account to another, simply Click **Accounts** on the menu bar and select the school you wish to view.

Do you have more than one Child at Park?

If you have more than one child at the school, you can change to a different student by clicking on the name of the visible student, next to the photograph, this will open a list of other students you are the Contact for.

How to Access MCAS using the Parent Portal - First Time

If you use the portal to access MCAS, you will need to use your **separate** log-in details provided by each school.

Please Note: If you have already set-up your account details in the Parent App, enter your account details and you will be logged straight in.

Setting Up Your Account

Redeem Your Invitation Code

- Step 1.** Using the email the school have sent to you:
Click the [Redeem Invitation Code](#) link in the email.
Enter the following information:
- The School ID is **11857**
 - Your **Username** (shown in your email)
 - Your **Invitation Code** (shown in your email)

- Step 2.** Tick the box "I'm not a robot"
Click '**Redeem Code**'.

Setup Your Account Details

- Step 3.** Enter your email address and confirm
- Step 4.** Create a password and confirm
Password Tip - Password must be 8 or more characters, 1 uppercase, 1 lowercase, 1 numeric, 1 special character (eg "-*\$!")
- Step 5.** Select your security question and enter an answer
This will be used for security if at any time you select Forgotten Password.
- Step 6.** Click "Save Account Details".

A message will be displayed that the new Login setup has been successful and you will be returned to the Login page.

- Step 7.** Login using your new Login Details

*Tip: Ticking the **Remember School ID and Username** box will retain these details for future logins, leaving just the Password to be entered.*

The screenshot shows the 'Redeem Your Invitation Code' form. At the top is the myChildsSchool.com logo. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. The form contains four input fields: 'School ID' with a keyboard icon, 'Username' with a person icon, 'Invitation Code' with an envelope icon, and a reCAPTCHA box with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom is a blue button labeled 'Redeem Code'.

The screenshot shows the 'Setup Your Account Details' form. At the top is the myChildsSchool.com logo. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Mrs L Raymond' and contains several input fields: 'Email' with an envelope icon, 'Confirm Email' with an envelope icon, 'Password' with a lock icon, and 'Confirm Password' with a lock icon. Below these is a section for a security question: 'Select a security question and then type your answer.' with a dropdown menu showing 'What was your childhood nickname?'. Below that are 'Security Answer' and 'Confirm Security Answer' fields, both with lock icons. At the bottom is a blue button labeled 'Save Account Details'.

User Login Validation Screen

Step 8. A User Login Validation Screen will appear, to verify your email.
Click **OK** if your email is correct.

If you have any trouble logging into your account please contact the school by emailing admin@theparkschool.org.uk.

Portal Dashboard

Once you have logged in, the Dashboard will be displayed (see below).

Class Name	Class Details
5AM2	Music Miss K Beardshall kbeardsh@theparkschool.org.uk
5BA2	Art Miss A Clark acklar@theparkschool.org.uk
5CPy1	Pe Goe Mr D Goe dgoe@theparkschool.org.uk
5H06	Computing Mrs A Duffhall aduffhall@theparkschool.org.uk
5H06	Geography Mrs S Goe sgoe@theparkschool.org.uk
5H16	History Mr M Duffhall mduffhall@theparkschool.org.uk
5H16	Philosophy Mrs E Fisher efisher@theparkschool.org.uk
5SG	Tutor Group Mr S Griffiths sgriff@theparkschool.org.uk
5SG/Pp	PYp Mr S Griffiths sgriff@theparkschool.org.uk

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.

Other options

There are other options at the top right of the page.



The **Telephone** icon will open the School Contact details.

Clicking on the **Envelope** opens the Message option, allowing messages to be sent to and received from the school.

If a red flag shows on the **Announcement** icon, it shows there is a “Live” announcement from the school to be read.

Further How To Guides

Please refer to our **How To Guides** on the school website MCAS Page ([Linked Here](#)), for additional help with other MCAS features.