

MCAS Parent Guide



HOW TO RECOVER MY ACCOUNT DETAILS

If you wish to recover your username click link [How to Recover your Username](#)

How To Reset your Password

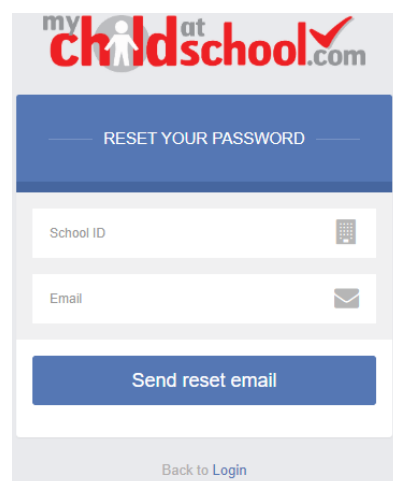
1. Got to <https://www.mychildatschool.com/>
2. Click the link - Forgotten Log in Details?



3. Click - I need to reset my password



4. Enter School id: 11857 and your email address
5. Click "Send reset email".



6. Open the email that has been sent to you -
Click the “Here” link.

Hello from MyChildAtSchool.com

A request for password reset has been received.

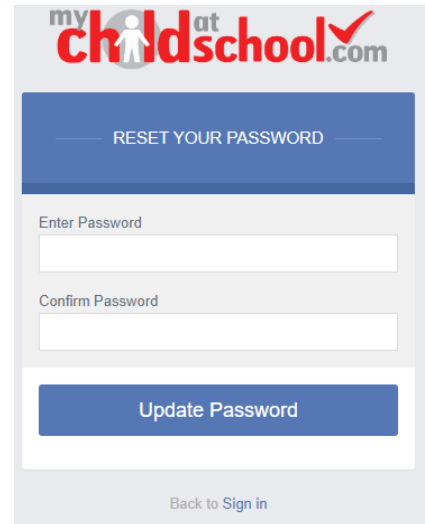
If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 15 minutes.

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

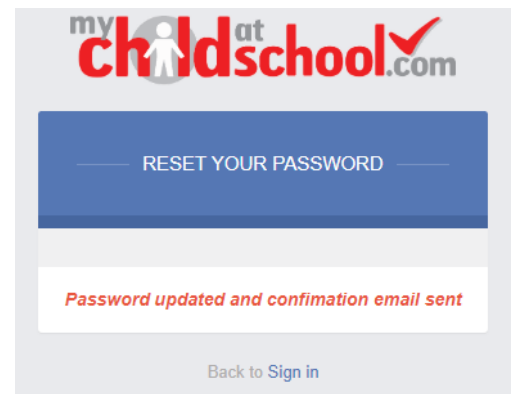
Regards
MyChildAtSchool.com

7. Enter a new password and confirm your new password.
Click “Update Password”.



The screenshot shows the MyChildAtSchool.com logo at the top. Below it is a blue button labeled "RESET YOUR PASSWORD". Underneath are two input fields: "Enter Password" and "Confirm Password". At the bottom of the form is a blue button labeled "Update Password" and a link labeled "Back to Sign in".

8. Click “Sign in” link
9. Enter your new log-in details:
 - a. School ID: 11857
 - b. Username - surnamennnn
 - c. your new password



The screenshot shows the MyChildAtSchool.com logo at the top. Below it is a blue button labeled "RESET YOUR PASSWORD". Underneath is a white box with the text "Password updated and confirmation email sent" in red. At the bottom is a link labeled "Back to Sign in".

Accessing the APP after changing you Password

If you change your password you will need to link your school account to the APP using your **new** password, as you have one set of **Log-in details** which gives you access to the Portal and the APP.

1. When you access the password it will tell you “Wrong Username or Password”.
2. Click OK

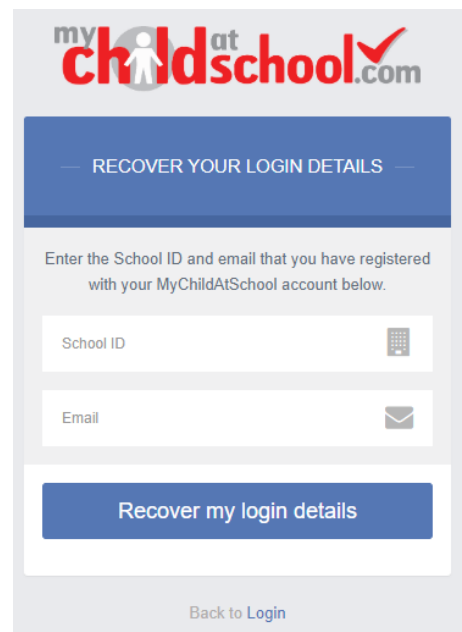
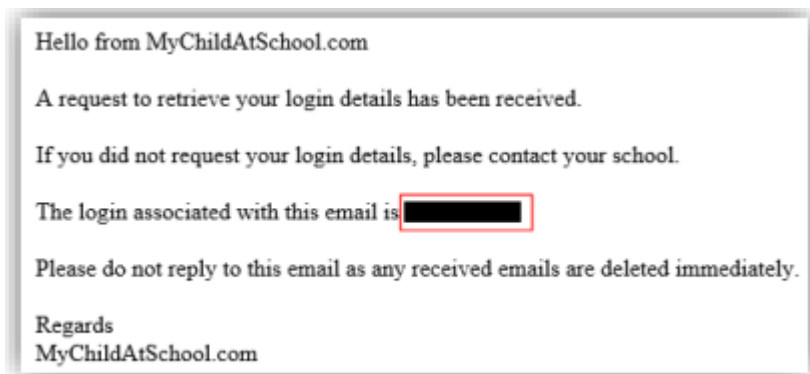
How to link your “new password” to your Park School Account

3. The phone should take you to “Accounts”
 - a. If not click “Accounts” on the bottom menu.
4. Remove the Park School account by clicking the bin icon
5. Click “Yes” to delete the account.
6. Click the + (Too left of screen)
7. Add the new Park School Account details
 - a. School Id: 11857
 - b. Your username: surnameNNNN
 - c. Your new password
8. Click add

How to recover your Username

Selecting the 'I need to recover my account details' option will open the Recover login Details window, where you will be asked to enter the **School ID - 11857** and your **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].



my child at school.com

RECOVER YOUR LOGIN DETAILS

Enter the School ID and email that you have registered with your MyChildAtSchool account below.

School ID

Email

Recover my login details

[Back to Login](#)

Account Options

On first login to MCAS your Contact Details will be displayed, if they are correct click '**My details are correct**'. If they are not correct, please click '**Update my details now**' and update your Details as necessary and **Save** when finished.

The school has set the frequency to check your account contact details, to every 6 months, allowing for new phone numbers or changes to e-mails to be captured.

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.