

# MCAS Parent Guide



# HOW TO

## TOP UP YOUR CHILD'S DINNER BALANCE

### How to top-up Dinner Money via the APP

(for instructions via the Portal go to page 2)



**Step 1.** Open the App on your device

**Step 2.** Enter the school ID **11857**, your **username** and **password** details to log in.

Only if you have not saved your login details on your device (or used touch ID/face ID security) -

### Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of linked students associated with your account.

**Step 3.** First ensure you have chosen the correct child you wish to top-up.

**Step 4.** Scroll down the black **Menu Bar** and select the **Dinner Money** option.

**Step 5.** Check the balance and Enter the amount you wish to **top-up** the account with.

**Step 6.** Click '**Add To Basket**'.

**Step 7.** If you have finished shopping - go to step 9.

**Step 8.** **If you wish to top-up another child's account:**

- A. Click anywhere on the black menu bar
  - B. Click on the 3 horizontal lines (Top- left of screen)
  - C. Click on your child's name, to swap to another child.
- Repeat steps 4-6

*Tip: At this point you could also purchase something from the shop or make a payment to a trip (if applicable).*

**Step 9.** If you are ready to make the payment, click '**Checkout**'.

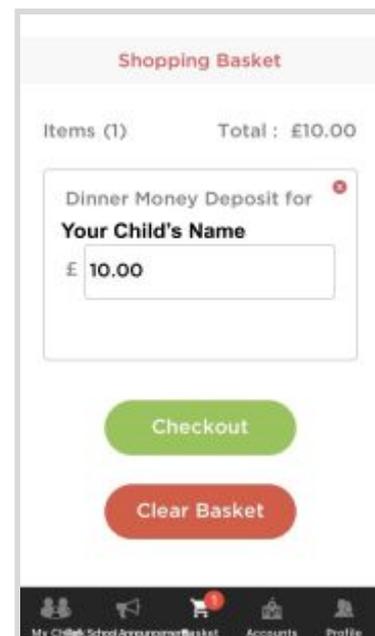
**Step 10.** Enter your payment card details

**Step 11.** Enter your address details

**Step 12.** At this point you could tick the box to save your card payment details for the next time you securely pay.

**Step 13.** Click Confirm & Pay - the payment will go through the Secure Payment process and when completed a **confirmation message** will be given.

You will also receive an **email confirmation**.



## How to top-up Dinner Money via the Portal

- Step 1.** Open the My Child At School Portal by either :
1. Clicking the '**MCAS**' link on the school website menu.
  2. Alternatively using a browser - search "Bromcom my child at school".
  3. Or click this link <https://www.mychildatschool.com/>

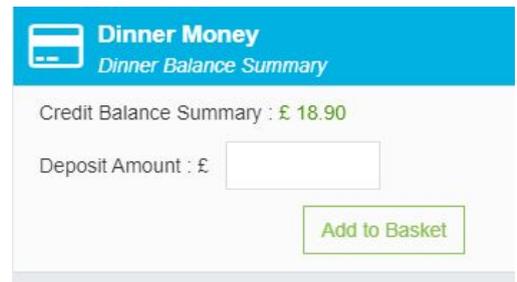
- Step 2.** If you have not saved your login details on your device - Enter the following details:  
School ID - **11857**, your **username** and **password** details to log in.

### Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of linked students associated with your account.

- Step 3.** First ensure you have chosen the correct child for the account you wish to top-up.

- Step 4.** The Dinner Money option is accessible via the **Dashboard menu option** - using the widget called '**Dinner Money**'.



The screenshot shows a blue header with a card icon and the text "Dinner Money" and "Dinner Balance Summary". Below the header, it displays "Credit Balance Summary : £ 18.90" in green. There is a "Deposit Amount : £" label followed by a white input field. At the bottom right, there is a green "Add to Basket" button.

- Step 5.** Enter the amount you wish to **top-up** the account with.

- Step 6.** Click '**Add To Basket**'. The transaction has been added to your shopping basket

- Step 7.** **If you wish you can top-up another child's account:**  
**Click on your child's name**, to swap to another child.  
**Repeat steps 4-6**

You could also purchase something from the shop or make a payment to a trip.

- Step 8.** If you are ready to make the payment, **click the shopping basket icon.**

- Step 9.** A list of your items will be displayed - **Click Checkout** (green bar)

- Step 10.** A further shopping basket screen will be displayed, **click 'Checkout'**

- Step 11.** Enter your **debit or credit card** details

- Step 12.** Enter your **address details**

- Step 13.** At this point you could tick the box to save your card payment details for the next time you pay.

- Step 14.** **Click Confirm & Pay** - the payment will go through the Secure Payment process and when completed a **confirmation message** will be given.  
You will also receive an **email confirmation**.



## How to view Dinner transaction via the Portal

1. Scroll down the left hand menu bar, click the '**Dinners**' menu option
2. Dinner transactions and payments will be displayed here.