



MCAS Parent Guide

HOW TO

LOG-IN MCAS PORTAL - FIRST TIME

Introduction

Bromcom's MyChildAtSchool, gives schools a simple and convenient way of engaging with parents, while simultaneously reducing the school office's workload. MyChildAtSchool allows schools to move away from a deluge of paper forms, payment platforms and booking systems, simplifying school-parent communication and interaction.

Using the Portal or the App?

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

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.

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

Your Login details

To access **My Child At School** you will need a **valid e-mail address** registered with the school and an **Invitation Code** which the school would have emailed to you. If you do not have an Invitation Code please contact the school for one, as you will NOT be able to access the Parent Portal without one.

How to Access MCAS using the Parent Portal - First Time

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.*

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.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' form. It features the 'my child at school.com' logo at the top. Below the title bar, there are four input fields: 'School ID' with a keypad icon, 'Username' with a person icon, 'Invitation Code' with an envelope icon, and a reCAPTCHA 'I'm not a robot' checkbox with a robot icon and 'reCAPTCHA Privacy - Terms' link. A blue 'Redeem Code' button is at the bottom.

The screenshot shows the 'SETUP YOUR ACCOUNT DETAILS' form. It features the 'my child at school.com' logo at the top. Below the title bar, the user's name 'Mrs L Raymond' is displayed. There are five input fields: 'Email' with an envelope icon, 'Confirm Email' with an envelope icon, 'Password' with a lock icon, 'Confirm Password' with a lock icon, and a dropdown menu for 'What was your childhood nickname?'. Below these are two more input fields: 'Security Answer' with a lock icon and 'Confirm Security Answer' with a lock icon. A blue 'Save Account Details' button is at the bottom.

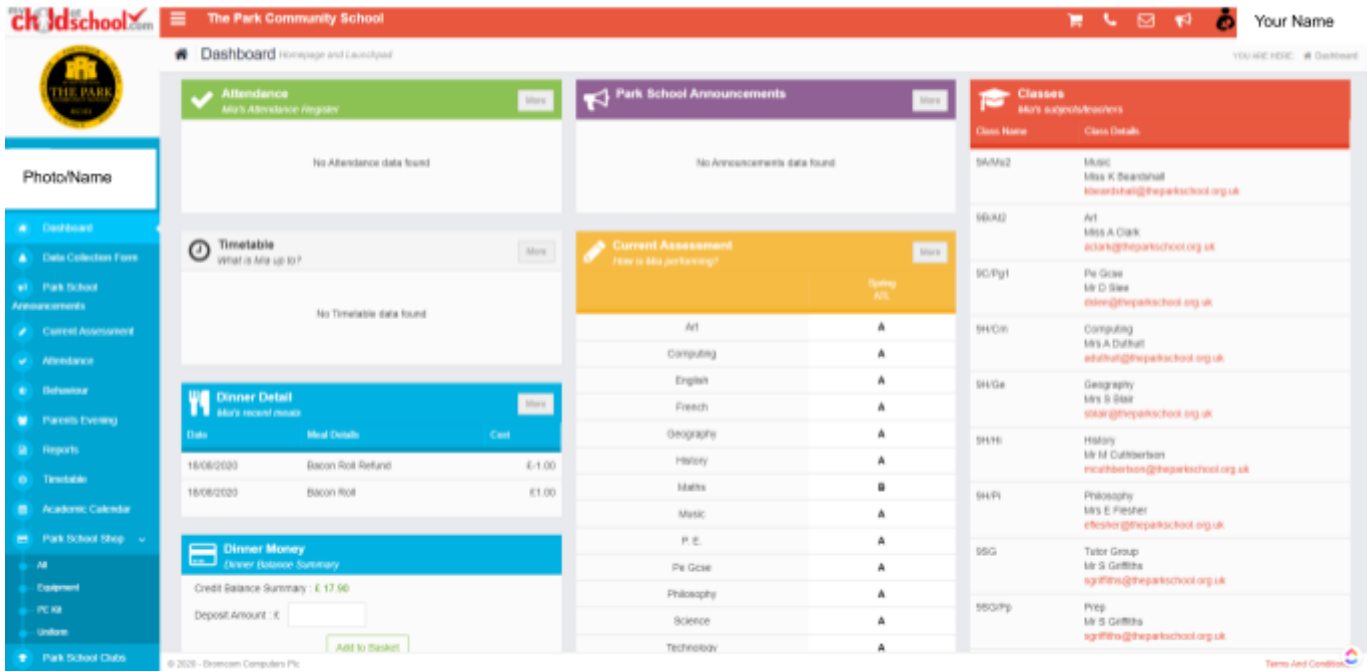
Future Access To The Portal

Once you have set-up your account - you will be able to access the **Portal** via the School Website Menu Link - 'MCAS'.

Bookmark this link in your browser for quick access.

Portal Dashboard

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



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