

MCAS Parent Guide

MyChildAtSchool [MCAS]



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Introduction

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent 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.

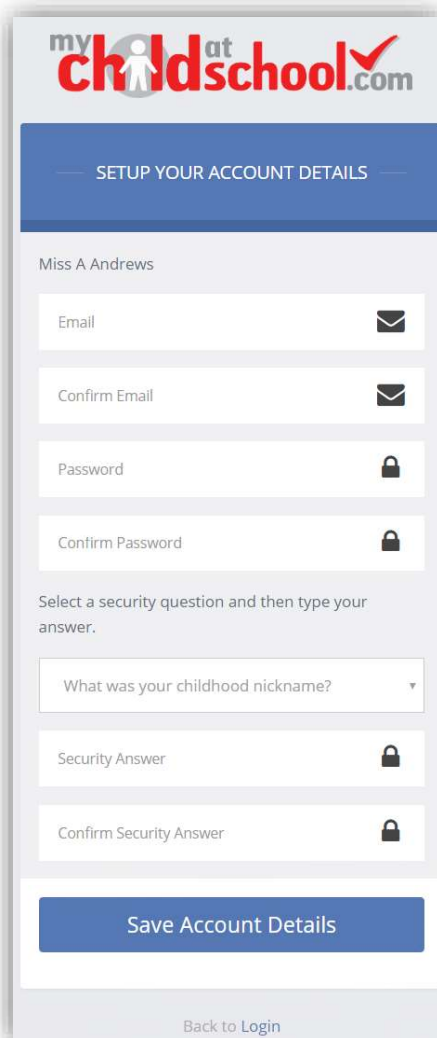
From within your web browser type www.mychildatschool.com this will open the login page.

The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'PARENT LOGIN'. The main form has three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember School ID and Username' which is checked. To the right of the checkbox are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. The 'Redeem Invitation Code?' link is highlighted with a red rectangle. At the bottom of the form is a large blue button labeled 'Login'. At the very bottom, it says 'v5.2019.7195.22715' and 'Powered by Bromcom'.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. The main form has three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a large blue button labeled 'Redeem Code'. At the very bottom is a link labeled 'Back to Login'.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Miss A Andrews' and includes the following fields: 'Email' (with an envelope icon), 'Confirm Email' (with an envelope icon), 'Password' (with a lock icon), 'Confirm Password' (with a lock icon), a security question dropdown menu (currently showing 'What was your childhood nickname?'), 'Security Answer' (with a lock icon), and 'Confirm Security Answer' (with a lock icon). At the bottom is a large blue button labeled 'Save Account Details' and a link labeled 'Back to Login'.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:

What was the name of your first pet?

Answer:

S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards

MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.

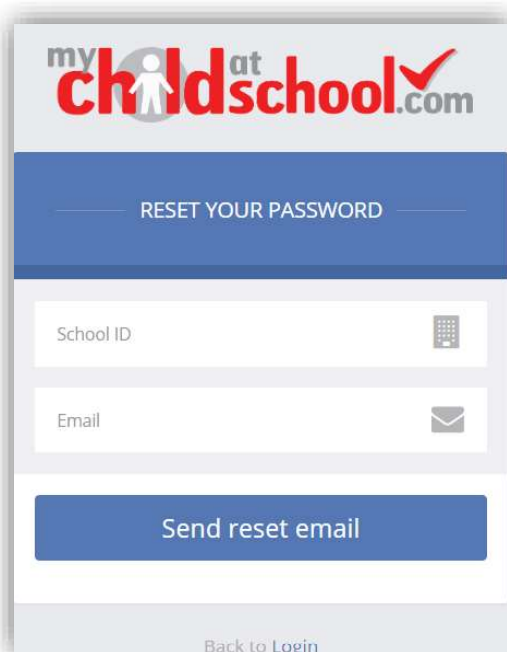
If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



The screenshot shows the MyChildAtSchool.com logo at the top. Below it is a blue header with the text "WHAT DO YOU NEED TO RECOVER?". Underneath the header are two blue buttons: "I need to reset my password" and "I need to recover my account details". At the bottom of the form is a link that says "Back to Login".

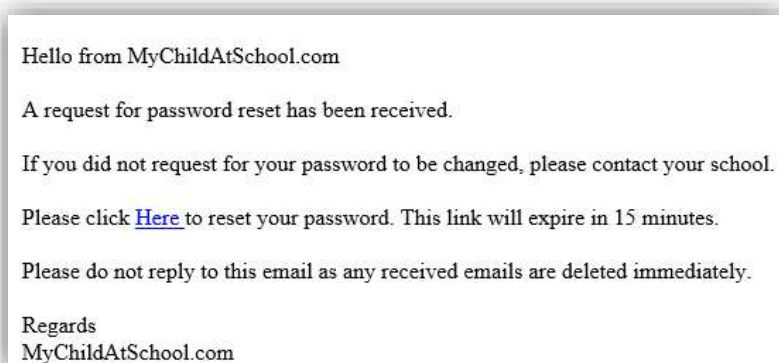
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



The screenshot shows the MyChildAtSchool.com logo at the top. Below it is a blue header with the text "RESET YOUR PASSWORD". Underneath the header are two input fields: "School ID" with a phone icon and "Email" with an envelope icon. Below these fields is a large blue button that says "Send reset email". At the bottom of the form is a link that says "Back to Login".

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



The screenshot shows an email from MyChildAtSchool.com. The text reads: "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".

The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.

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

Regards
MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **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].



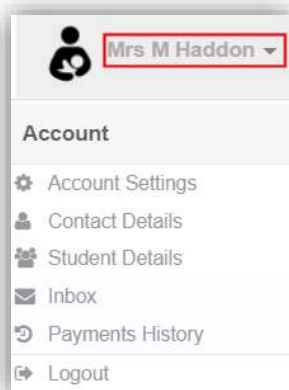
Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.

A screenshot of a dialog box titled "Are your details correct?". It contains four rows of details: "Full Name Mrs Marian Haddon", "Telephone Your Telephone Number will be displayed here", "Email Your e-mail Address will be displayed here", and "Address Your Address will be displayed here". At the bottom, there are two buttons: "My details are correct" (blue) and "Update my details now" (grey).

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.



Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

The screenshot shows the 'Account Settings' page with a green 'Update' button highlighted by a red box. The page has a breadcrumb trail: 'YOU ARE HERE: Dashboard > Account Settings'. The 'Update' button is located at the top left of the settings area. Below it are three sections: 'Reset Password', 'Email Address', and 'Security Details'. Each section has a blue header bar and a light gray content area. The 'Reset Password' section prompts the user to enter their current password and a new password twice. The 'Email Address' section prompts the user to enter a new email address. The 'Security Details' section prompts the user to select a security question and provide an answer. A light blue informational message is present below the email address field.

Account Settings *Update your account information here* YOU ARE HERE: Dashboard > Account Settings

Update

Reset Password

Enter your current password, and then enter your new password twice. Click 'Update' to save your new password

Current Password

New Password

Re-enter New Password

Email Address

Enter a new email address, then click 'Update' to save your email address information.

Email address

This is the email address that MyChildAtSchool will use when you request forgotten user account details

Security Details

Select a new security question and then type your answer. Click 'Update' to save your new security details.

Question

Answer

Update the information and click on the **Update** button to save.

The **Contact Details** page contains the **Personal Details** of the User.

Contact Details *Is the information we have correct?* YOU ARE HERE: [Dashboard](#) > [Contact Details](#)

Save

Personal Details

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal Full Name

Honours

Salutation

Preferred Form of Written Contact

Member of UK Armed Forces ☐

Telephone Details **Delete**

Email Details **Delete**

Address Details **Delete**

Find **Select**

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.