

MCAS Parent Guide

MyChildAtSchool [MCAS]



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 'PARENT LOGIN'. There are 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 is a checkbox labeled 'Remember School ID and Username' which is checked. There are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. A blue 'Login' button is at the bottom. 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 'REDEEM YOUR INVITATION CODE'. There are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'reCAPTCHA Privacy - Terms' link. A blue 'Redeem Code' button is at the bottom. At the very bottom, there is a 'Back to Login' link.

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.

my child at school.com

SETUP YOUR ACCOUNT DETAILS

Miss A Andrews

Email

Confirm Email

Password

Confirm Password

Select a security question and then type your answer.

What was your childhood nickname?

Security Answer

Confirm Security Answer

Save Account Details

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.

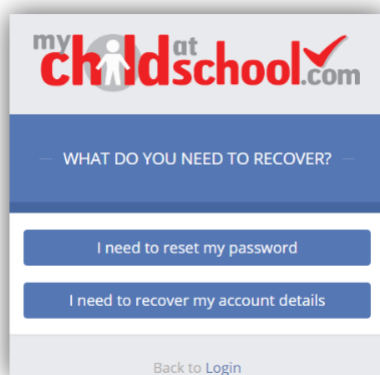
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

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**.

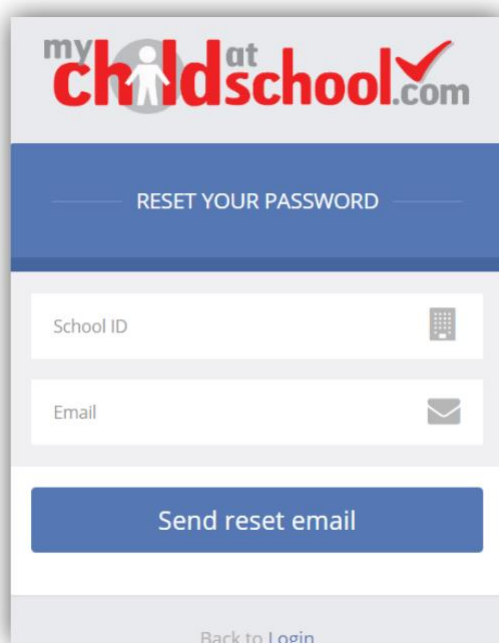
If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



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 are two blue buttons: "I need to reset my password" and "I need to recover my account details". At the bottom is a "Back to Login" link.

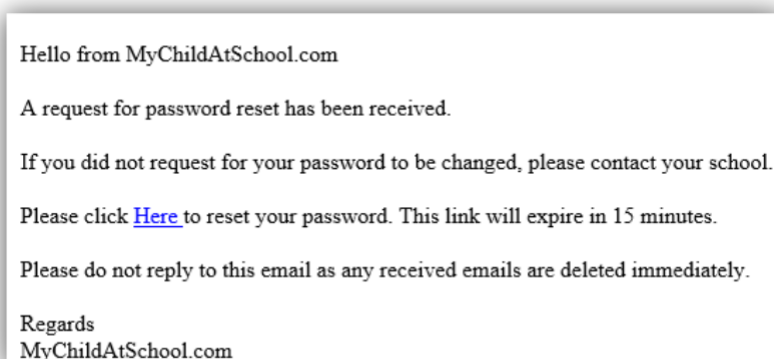
Reset Password

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 are two input fields: "School ID" with a phone icon and "Email" with an envelope icon. Below the fields is a large blue button labeled "Send reset email". At the bottom is a "Back to Login" link.

An e-mail will be sent to the verified e-mail address entered, click on 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

my child at school.com

RESET YOUR PASSWORD

"What was the name of your first pet?"

Change image
Get Audio Code

Type the code from the image

Verify Answer

Back to Sign in

my child at school.com

RESET YOUR PASSWORD

Password updated and confirmation email sent

Back to Sign in

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.

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

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].

Hello from MyChildAtSchool.com

A request to retrieve your login details has been received.

If you did not request your login details, please contact your school.

The login associated with this email is [REDACTED]

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

Regards
MyChildAtSchool.com