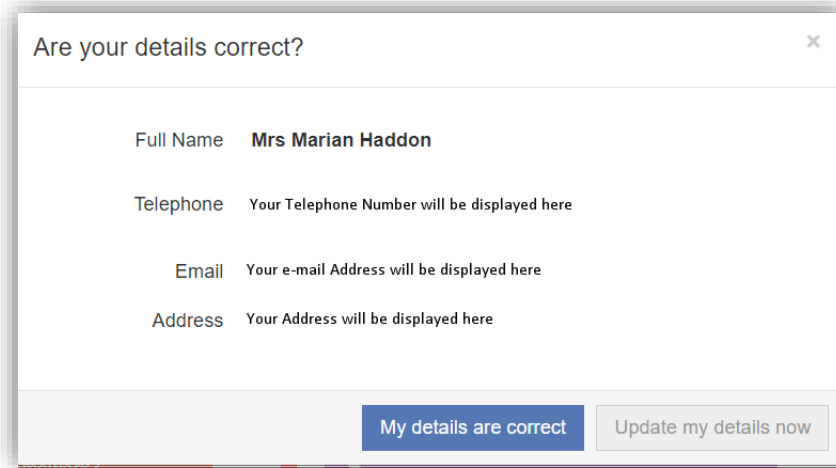


## Account Options

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.

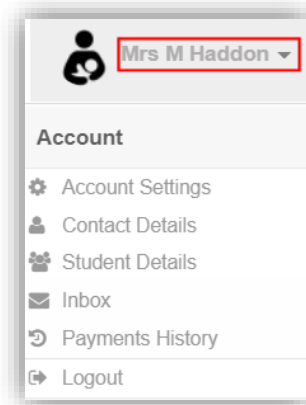


A dialog box titled "Are your details correct?" with a close button (X) in the top right corner. The dialog contains the following fields:

- Full Name: Mrs Marian Haddon
- Telephone: Your Telephone Number will be displayed here
- Email: Your e-mail Address will be displayed here
- Address: Your Address will be displayed here

At the bottom of the dialog, there are two buttons: "My details are correct" (highlighted in blue) and "Update my details now" (disabled).

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 in a red box. The page is divided into three sections:

- Reset Password:** A blue header bar. Below it, a text prompt reads: "Enter your current password, and then enter your new password twice. Click 'Update' to save your new password". There are three input fields: "Current Password", "New Password", and "Re-enter New Password".
- Email Address:** A blue header bar. Below it, a text prompt reads: "Enter a new email address, then click 'Update' to save your email address information.". There is one input field labeled "Email address" with the placeholder text "Your e-mail address". A light blue callout box below the field states: "This is the email address that MyChildAtSchool will use when you request forgotten user account details".
- Security Details:** A blue header bar. Below it, a text prompt reads: "Select a new security question and then type your answer. Click 'Update' to save your new security details.". There are two input fields: a dropdown menu for "Question" (currently showing "What was your childhood nickname?") and a text field for "Answer" (with placeholder text "Security 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

Email Details

Address Details

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.

The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical Information**.

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

[Save](#)

**Student 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 First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

Your work Phone

Your Home Phone

Your mobile Phone

Telephone

Email Details

Your e-mail Address

Address Details

postcode

**SEN (Special Educational Needs)**

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date

Needs

Priority	Type of Need	Start Date	End Date	Notes

**Medical**

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

Disabilities

Only the **Student Details** can be updated, once done 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.