

How to Access MCAS

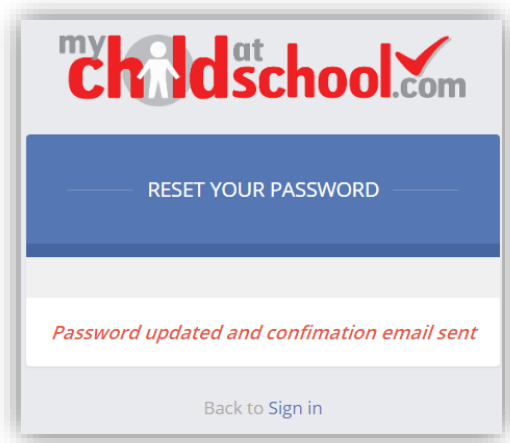
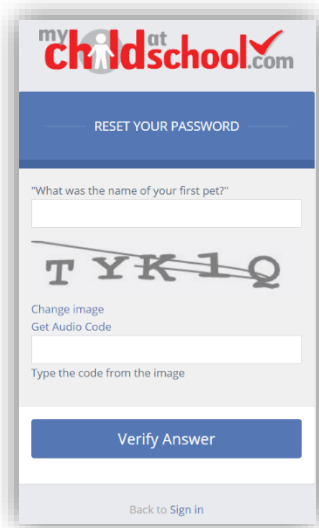
To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent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

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

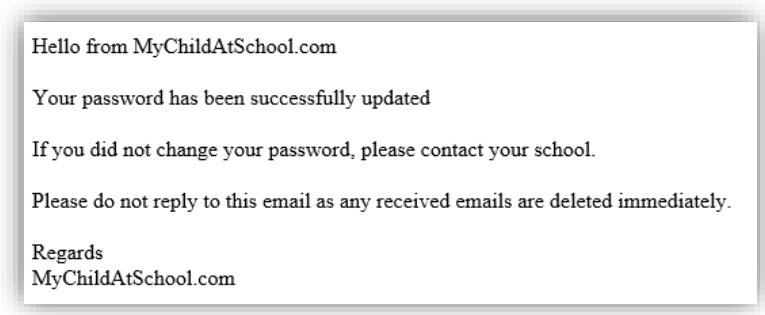
The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'PARENT LOGIN'. There are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. Below the fields is a checkbox labeled 'Remember School ID and Username' which is checked. There are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. A large 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 the text '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 the fields is a checkbox labeled 'I'm not a robot' which is unchecked, and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. A large blue 'Redeem Code' button is at the bottom. At the very bottom, there is a link '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.

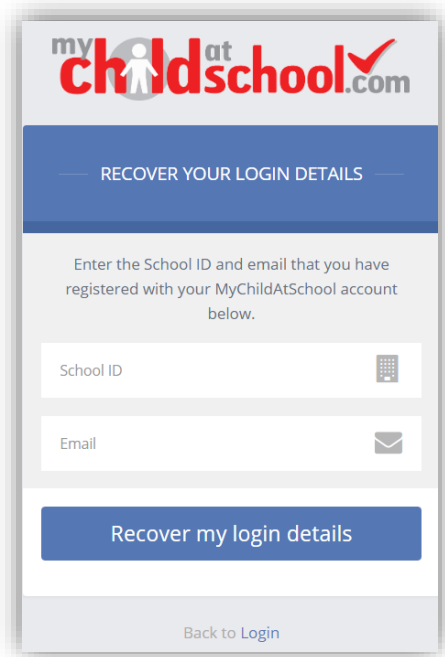


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.



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.



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

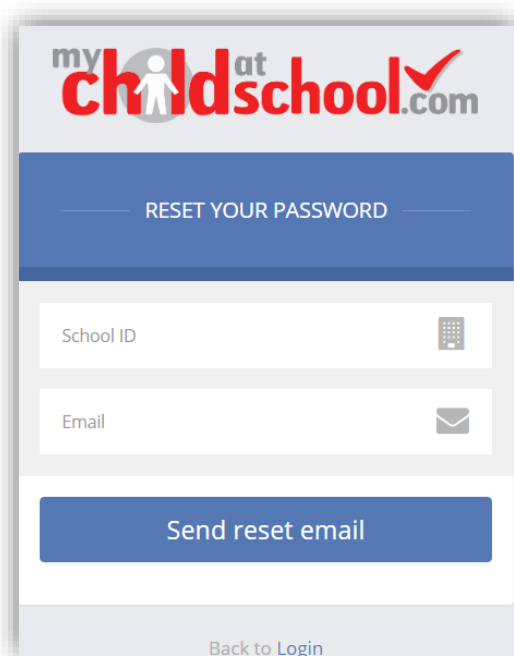
You will now be able to **Login** using your new **Login Details**.

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**.



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.



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

