

MCAS Parent Guide



HOW TO LOG-IN MCAS APP - 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"/>	
Current Assessment	<input checked="" type="checkbox"/>	
Data Collection Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dinner Money purchases	<input checked="" 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"/>

How to Access MCAS via the Parent APP - First Time

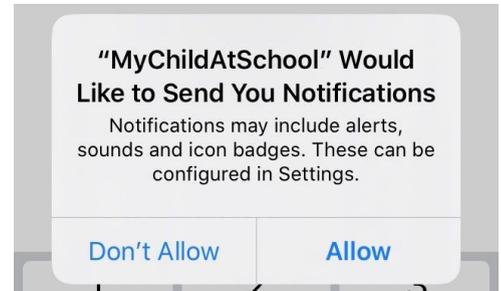


Download The App

Download the app from the Apple or Google Play stores. Simply search for **my child at school** and follow the instructions for installation on your phone or tablet. Direct links are also available by clicking the images above.

Allow Push Notifications

When you access the App for the first time you will be asked if you give permission for **push notifications**, if you allow this, you will receive push notifications from the school, so that you don't miss any important communication.



Create your 5 digit Pin code

You are required to create a **5-digit PIN** as your password. You also have the option to add your devices biometric authentication (if you want to use face or fingerprint recognition to sign in).

Setting Up Your Account

Add the Park School Account

Have you already logged into the Portal Account?

Step 1. Enter the required information to add your Park Community School account.

- 1) The **School ID** is 11857
- 2) Your **Username** (shown in your email)
- 3) Your **Password** you created when signing into the Park School Portal

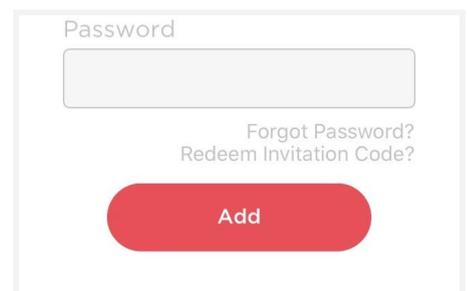
Step 2. Click Add

If you have not set up your account in the portal

Step 1. Click the [Redeem Invitation Code](#) link (just above the Add button).

Step 2. Enter the following information:
The School ID is **11857**
Your **Username** (shown in your email)
Your **Invitation Code** (shown in your email)

Step 3. Click 'Redeem Code'.



Setup Your Account Details

Step 4. Enter your email address and confirm

Step 5. 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 6. Select your security question and enter an answer
This will be used for security if at any time you select
Forgotten Password.

Step 7. Click “Save Account Details”.

You should now successfully be logged in.

How to Log out of the app

There is not a sign out option for this app, if you wish to log out, please close the app.

my childschool.com

— SETUP YOUR ACCOUNT DETAILS —

Mrs L Raymond

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