MyChildAtSchool (MCAS)

Parent Guide

Introduction

This guide looks at accessing both the web and app view of **MCAS** for a parent with an **existing MCAS Account**

For more guidance on **MCAS** for parents please click on this link.

The example screenshots in this guide are for **illustration purposes only** and may differ from your view as your school configures how your **MCAS** Dashboard looks. In the example screenshots for the app where the iOS(Apple) app view is different to the android app view we have shown examples.

The **MCAS Login** process enables parents to log into the **MCAS** online parent portal using an **Email Address.**

- In the example parents have **MCAS** accounts across multiple schools then they will be able to view those **Students MCAS** accounts in one place without the need to enter individual **School IDs** and **Usernames** for each **Student.**
- Parents will need to use the **Email Address** registered with their **MCAS** account and current **Password** (Recovery Email Addresses have been linked to the Password and will also work).
- **I**f parents have multiple **Email Addresses** registered to their **MCAS** accounts - all **Email Addresses** (including the Recovery Email Address if they have one) will allow them to **Login**
- Forgotten **Email Address**? - Contact your school who will be able to help.
- Forgotten **Password**? - Use the **Reset Password** link in the **Parent Login** screen or follow the instructions in How to reset your MCAS Password in this guide.

New Accounts

Parents will receive an email from the school with a link to the **Parent Login** screen , then Parents will click **Here** to open the **Create Your Password** screen.

Example Email
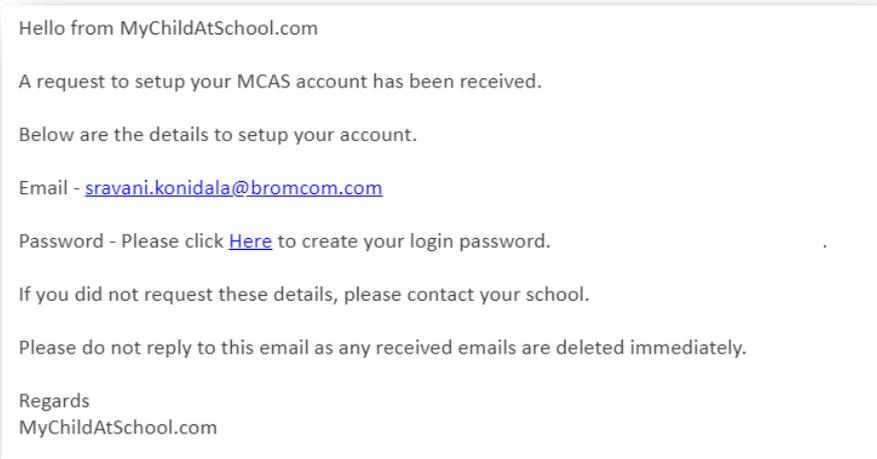
Hello from MyChildAtSchool.com

A request to setup your MCAS account has been received.

Below are the details to setup your account.

Email - sravani.konidala@bromcom.com

Password - Please click Here to create your login password.   .

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

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

Regards
MyChildAtSchool.com

Parents will **Enter Password** and **Confirm Password** then click **Create Password**. Then continue to the next section Logging in to MCAS New and Existing Accounts
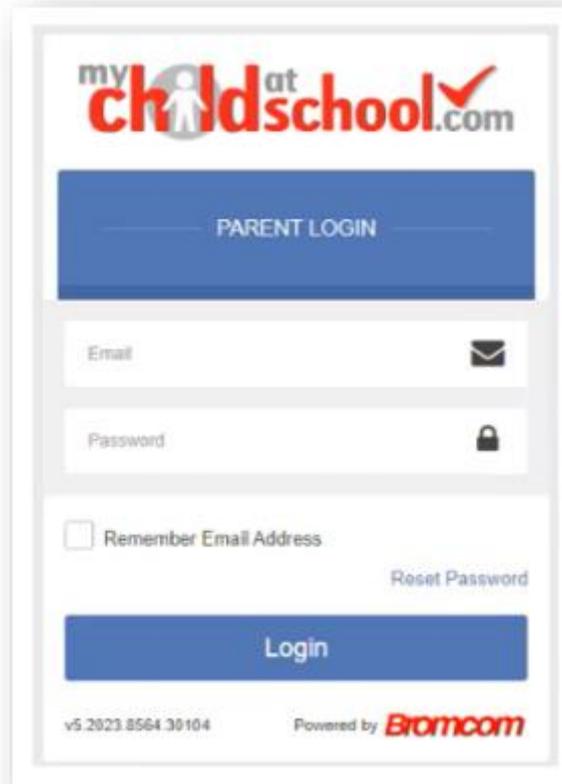
Logging in to MCAS New and Existing accounts

- From within the web browser type **www.mychildatschool.com** or access the **MCAS** mobile phone app, this will open the **Parent Login** screen.
- Enter your **Email Address** and **Password**. Use the **Email Address** registered to the **MCAS** account and the **Password** to **Login**.
- Click on the **Login** button.
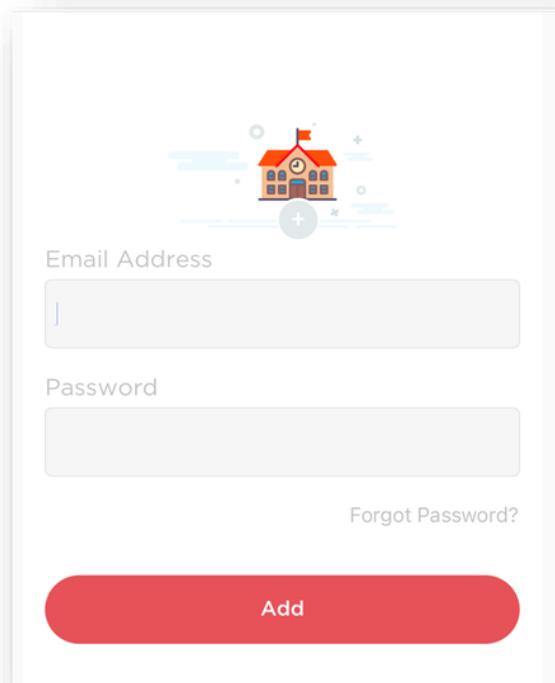- **Login** to the **MCAS** account and see all **Students** linked to that **Email Address**.

Note: Parents should contact the school if they receive the message *Incorrect Email Address or Password*.

Web Login

App Login

If parents have more than one **Profile** using the same **Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.
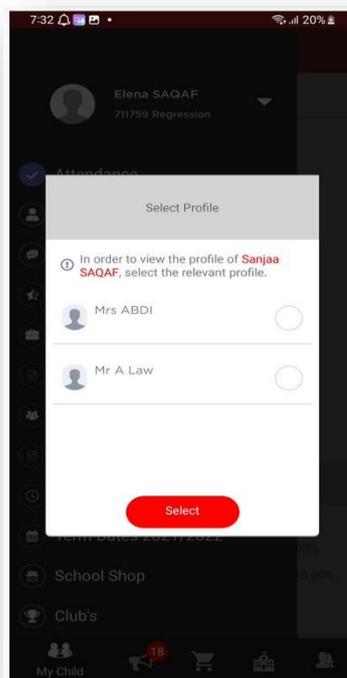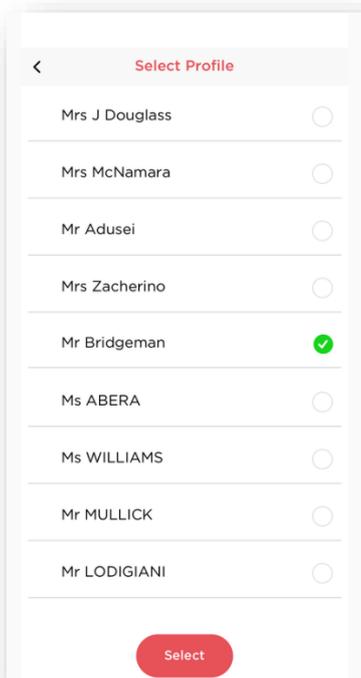Students associated with each **Profile** are displayed on the right-hand side.

Note: Hover over the student icons on the right hand side to see the student's names associated with each **Profile**.

Web Pop Up to choose Profile
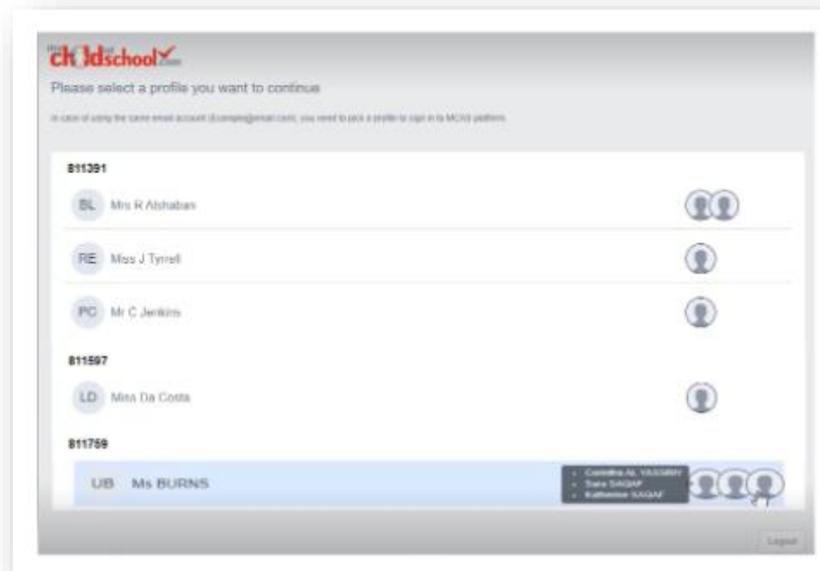
App Pop Up to choose Profile: iOS and Android

The **Dashboard** will open for the chosen **Profile**

How to select the MCAS Dashboard

The **MCAS Dashboard** allows parents to view multiple **Student MCAS** accounts in one place.

All **Students** linked to a parent account will appear in the <u>top left dropdown</u> in the **Dashboard** with **School** and **Student Name**. This dropdown allows parents to switch between different **Student** accounts.
For the MCAS Desktop view in the example image below this shows the selected **Student** in Red.

Web Select the Student
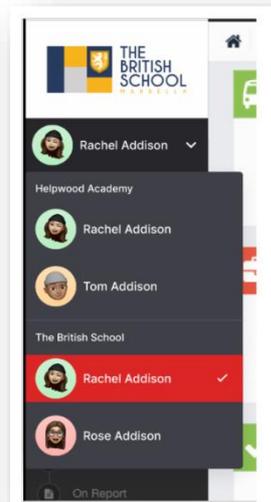
For the App click on the required **Student** and click Select

App Select the Student
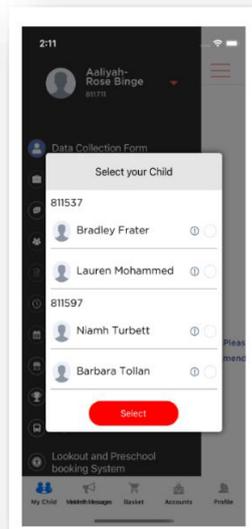
Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students,** they will get a message **In order to view the profile, select the relevant profile**.
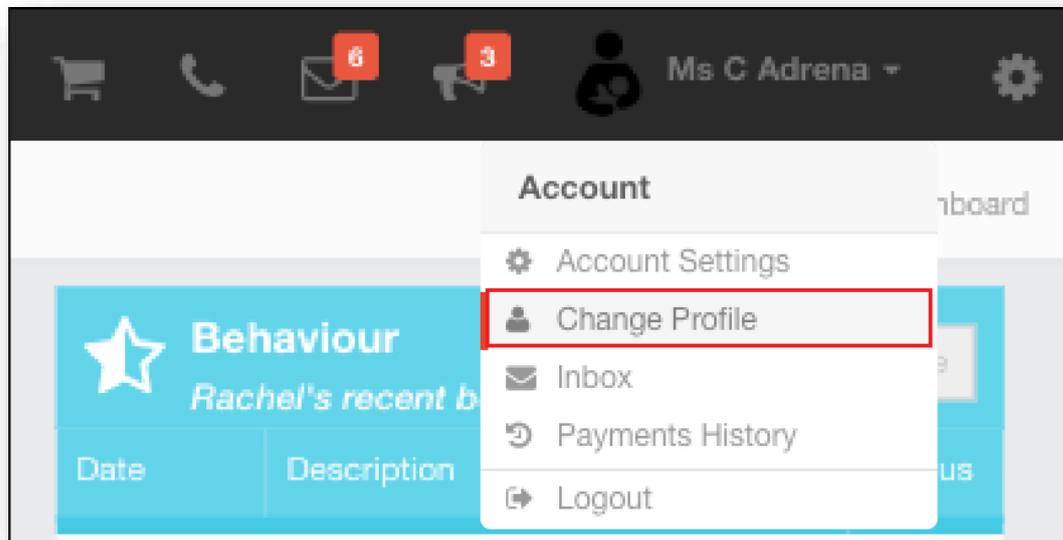
Web Change Profile
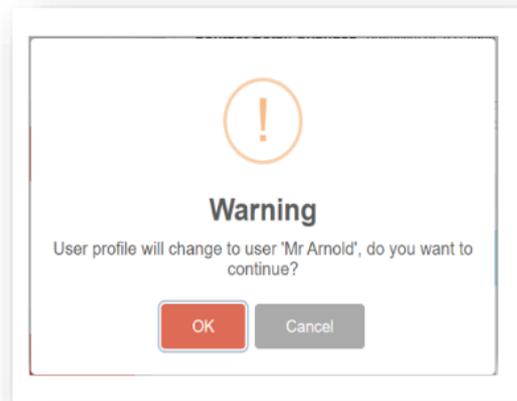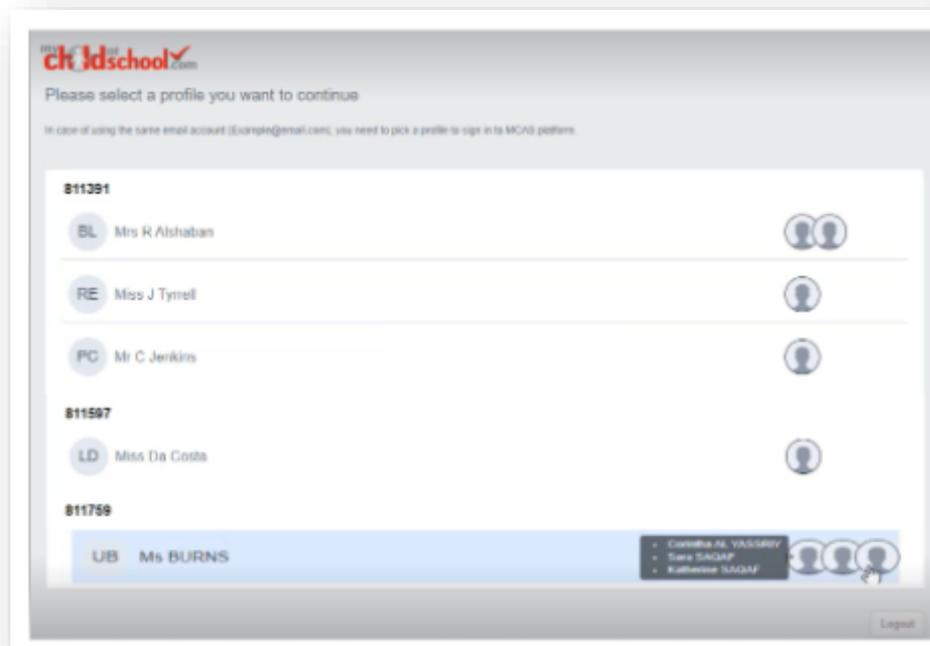

App Change Profile: iOS and Android
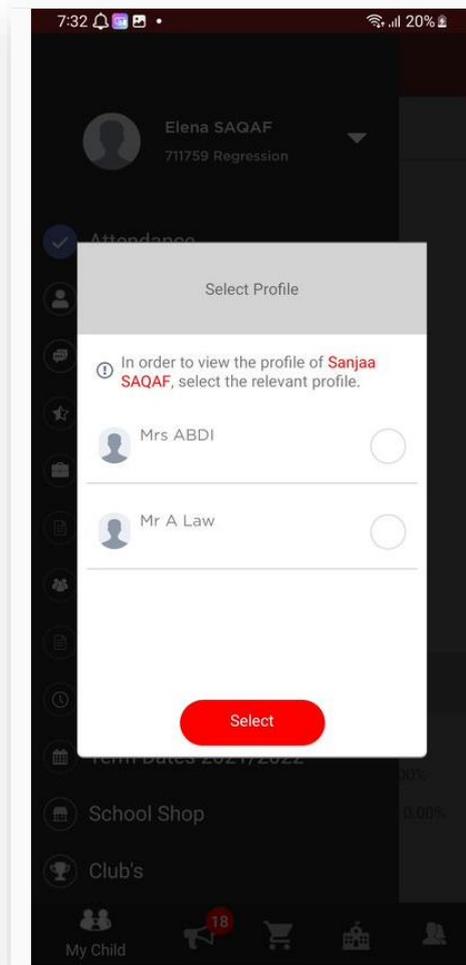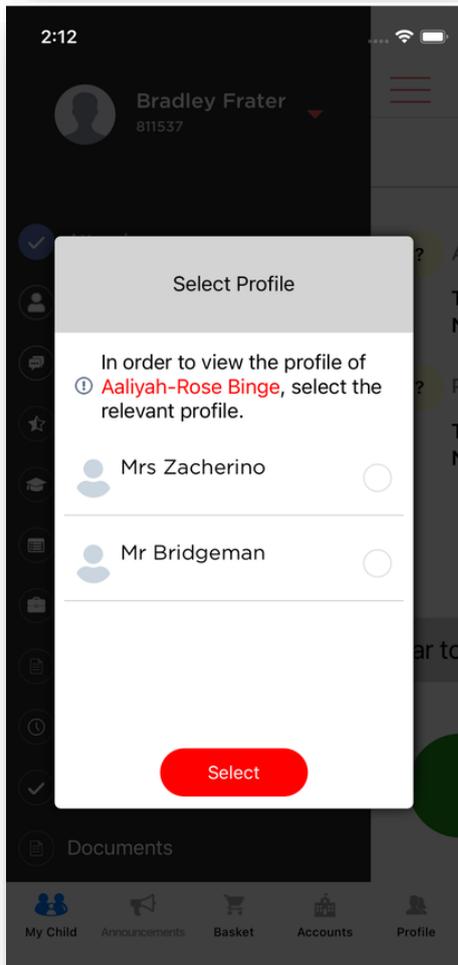
How to change profile

Click on **Account** in the top left-hand corner of the online parent portal and select **Change Profile** from the dropdown menu to change **Profile**.
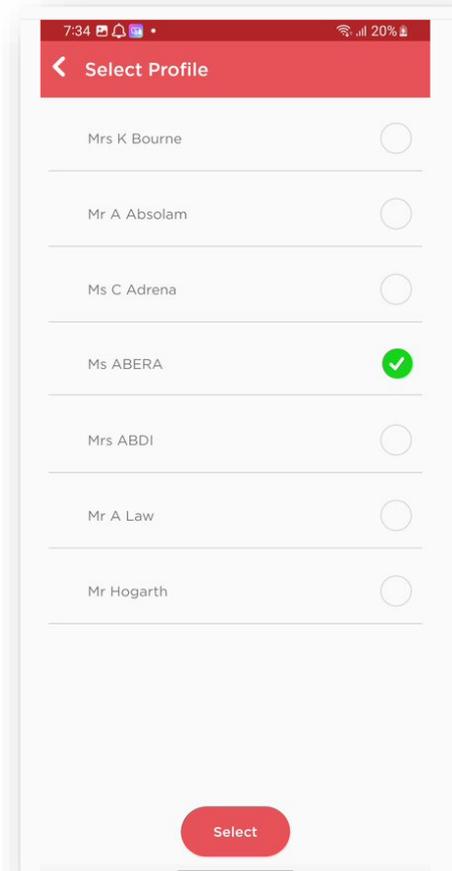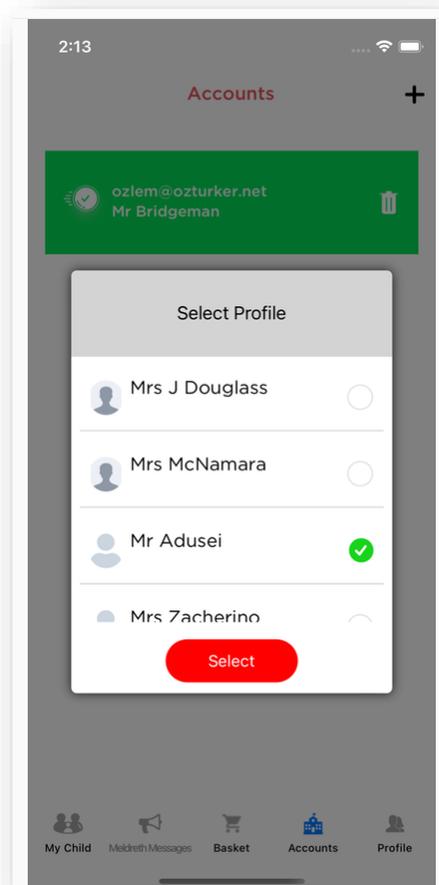

The **Profile** popup opens, select a **Profile,** and click **Change Profile**

Web Change Profile

App Change Profile: iOS and Android

How to toggle between student accounts

Parents can toggle between different **Students** when viewing a page from the panel on the left-hand side. Click on **Timetable** (for example) in the left-hand panel and then toggle between **Students** using the **Student Name** dropdown to switch between **Timetables** for each **Student**.
The pages for each **Student** will retain the colour coding set up by their school.