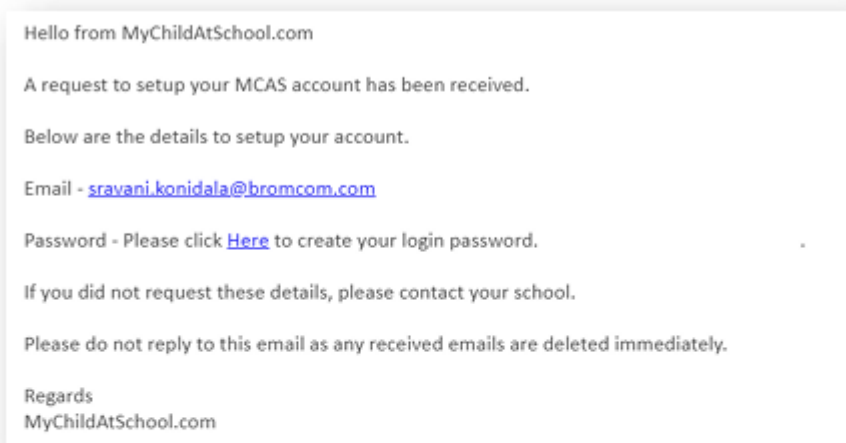
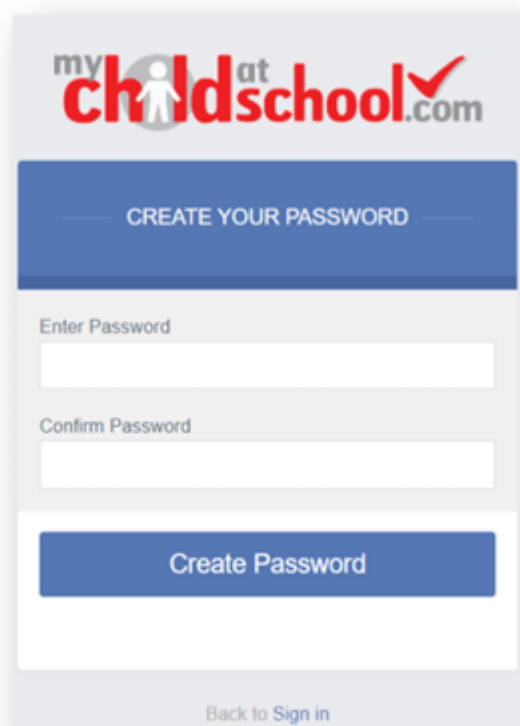


You will have received an Invitation Email from Prince Henry's High School which looks like this sample below. Please follow the instructions in this Guide. You can log in via a Desktop or by downloading the MCAS App.



- Parents will **Enter Password** and **Confirm Password**.
- Parents will then click **Create Password**.



my child at school .com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

[Back to Sign in](#)

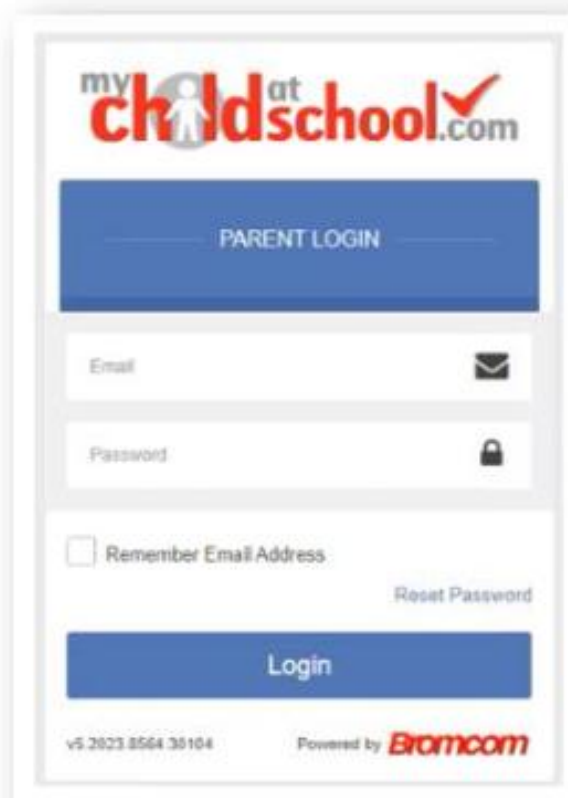
Desktop View

Login

- From within the web browser type www.mychildatschool.com
- 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.

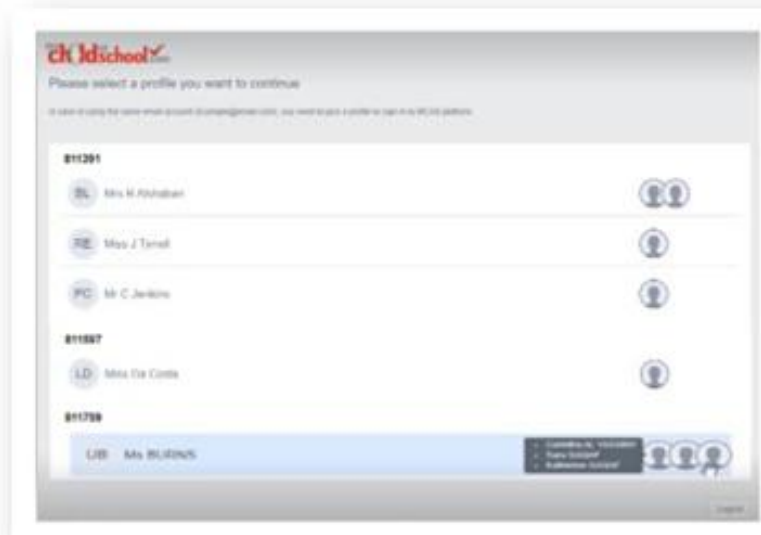
This **Login** will login to see all **Students** linked to that **Email Address**.

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



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'PARENT LOGIN'. Underneath are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Email Address' and a link labeled 'Reset Password'. At the bottom is a large blue button labeled 'Login'. The footer contains the text 'v5.2023.8564.30104' and 'Powered by Bromcom'.

- 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**.



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

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 top left dropdown 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**.

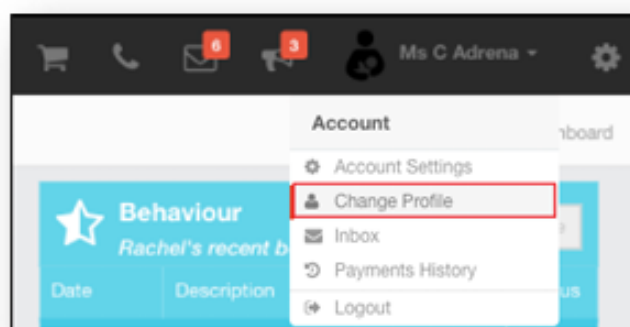


Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students**, they will get a message **In order to view the profile, select the relevant profile**.



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**



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.

Timetable What lessons does Paul have?

Term 2 - Week 22 - 05/06/2022

Paul

Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
	1 11MAT5 Mathematics Mrs V Wilson	1 TFF 2C Withdrawal Group Mr A Reid	1 11ELAS English Language Mrs T Folan	1 11OP3MS1 History Mr J Pearson	1 11MAT5 Mathematics Mrs C Gellies	
	2 11OP1BST1 L1/Q CNAT Enterprise Mr J Charles	2 11ELAS English Language Mrs T Folan	2 11MAT5 Mathematics Mrs V Wilson	2 11ELAS English Language Mrs T Folan	2 11OP3MS1 History Mr J Pearson	
	3 11ELAS English Language Mrs T Folan	3 11OP1BST1 L1/Q CNAT Enterprise Mr J Charles	3 11BSC3 Combined Science Ms G Seaton	3 11OP2DAN1 BTEC L1/Q Tech Av... Miss H Hunt	3 11ELAS English Language Mrs T Folan	
	4 11BSC3 Combined Science Ms G Seaton	4 11MAT5 Mathematics Mrs C Gellies	4 11OP1BST1 L1/Q CNAT Enterprise Mr J Charles	4 11MAT5 Mathematics Mrs C Gellies	4 11OP2DAN1 BTEC L1/Q Tech Av... Miss H Hunt	
	5 11OP3MS1 History Mr J Pearson	5 11BSC3 Combined Science Ms G Seaton	5 11OP2DAN1 BTEC L1/Q Tech Av... Miss H Hunt	5 11BSC3 Combined Science Ms G Seaton	5 11BSC3 Combined Science Ms G Seaton	

Timetable What lessons does Charlotte have?

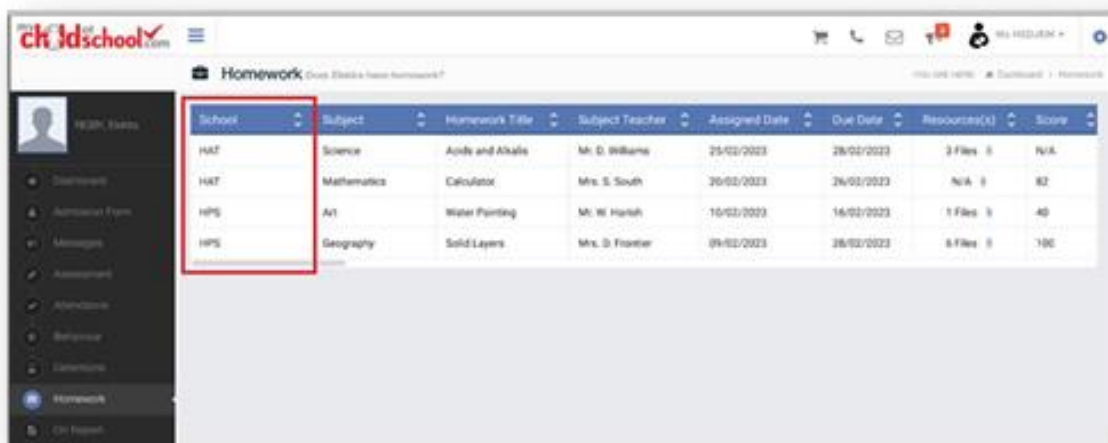
Term 2 - Week 21 - 05/06/2022

Charlotte

Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
	1 12bLae Law Mrs Mason		1 12bLae Law De Vivo		1 12bOgb Geography Mr Seaton	
	2 12bLae Law Mrs Mason		2 12bLae Law De Vivo		2 12bOgb Geography Mr Seaton	
	TG1 12C8R Registration Mr BromcomUser		TG1 12C8R Registration Mr BromcomUser		TG1 12C8R Registration Mr BromcomUser	
	3 12eHia History Mrs Davies				3 12eHia History Mrs Davies	
	4 12eHia History Mrs Davies				4 12eHia History Mrs Davies	

Students attending multiple schools

If a **Student** attends multiple schools - the **Homework**, **Exams** (Results and Timetables) and **Timetable** pages will show the data for all schools merged together.



School	Subject	Homework Title	Subject Teacher	Assigned Date	Due Date	Resources(s)	Score
HAT	Science	Acids and Alkalis	Mr. D. Williams	25/02/2023	28/02/2023	3 Files 0	N/A
HAT	Mathematics	Calculator	Mrs. S. South	26/02/2023	26/02/2023	N/A 0	82
HPS	Art	Water Painting	Mr. W. Marsh	10/02/2023	16/02/2023	1 File 0	40
HPS	Geography	Solid Layers	Mrs. D. Frontier	09/02/2023	28/02/2023	5 Files 0	100

Shopping basket

If there are any items in the **Shopping Basket** and a parent switches to a student who attends a **different** school using the dropdown in the **Dashboard**, a message will appear 'Changing school will clear your basket. Do you wish to continue?'.

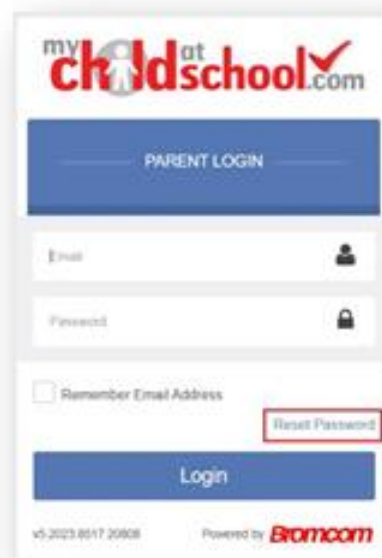
Web Message



How to reset your MCAS password

The following process shows parents how to reset the password for their **MCAS** account

- From within the web browser type **www.mychildatschool.com** or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.
- Click on the **Reset Password** link.



mychildatschool.com

PARENT LOGIN

Email

Password

☐ Remember Email Address

[Reset Password](#)

Login

v5.2023.0517 20008 Powered by Bromcom

Parents will be asked to **Reset Your Password**.

- Enter the **Email Address**, this will be the **Email Address** that the school uses to contact the parent.
- Tick the **reCAPTCHA** box.
- Click on the **Send reset email** button.

The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'RESET YOUR PASSWORD'. Underneath is an email input field with a red border and an envelope icon. Below the email field is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and a '4CAPTCHA' logo. At the bottom of the form is a blue button labeled 'Send reset email' and a link labeled 'Back to Login'.

Parents will receive an **Email** containing a **Reset Password** link.

The email content is as follows:

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 4 hours.

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

Regards
MyChildAtSchool.com

Click on the **Here** link in the email to reset the **Password**.

Parents will then be asked to **Reset your Password** of at least eight characters.

- o **Enter Password.**
- o **Confirm Password.**
- o Click the **Update Password** button.



my child at school.com

RESET YOUR PASSWORD

Enter Password

Confirm Password

Update Password

[Back to Sign in](#)

Parents will now be able to **Login** using their **Email Address** and new **Password**.

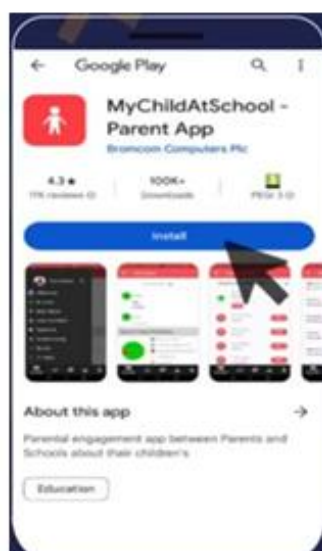
MCAS App

Install the App

When logging in either from an invitation email sent from your school for new accounts or from www.mychildatschool.com for existing accounts parent then have the option to **install the MCAS Parent App** either from the **App Store** or **Google Play** depending on what type of mobile device have.



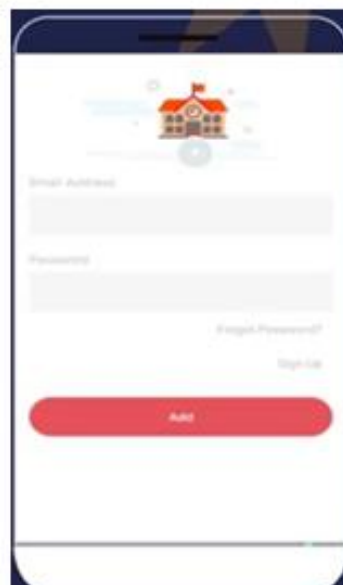
When you access either the **App Store** or **Google Play** you will see a screen that looks something like the example below;



Click **Install** then once the application has installed you can click **Open**. Please be aware users will need to enable notifications on mobile phones when they install the app to get notifications for important messages from their school.



This will take you to the **login screen**, here you can enter your **Email Address**, **Password** and click **Add**.





From here you will be asked to **set your 5 digit pin** and **tick** to confirm.

Navigation

When a parent loads the new MCAS Parent App on a mobile device they will first see the new **My Child** central dashboard for their child. The dashboard contains the following features:

- **Settings** button – Account Settings, Privacy and Security, Financial Payment Methods, Financial Order History, and School Contact Information.
- **Student account** dropdown – switch to another student account.
- **Weekly calendar** with **Attendance** information by day.
- Access to the modules (e.g., Behaviour, Homework). These can only be viewed when they have been enabled by the school.

Banner

The banner along the bottom contains the following further options;

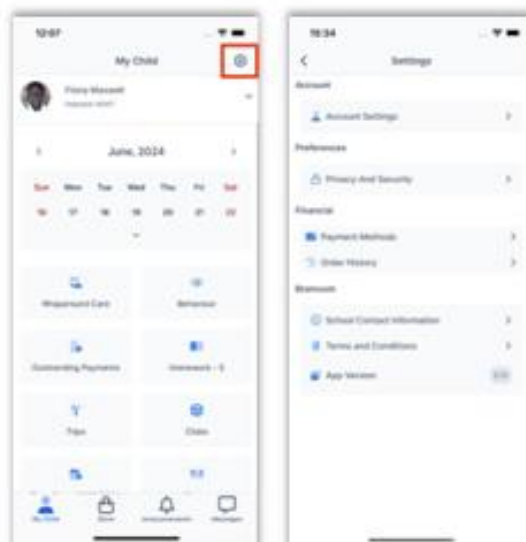
- **Store** – Displays school products that can be purchased online.
- **Announcements** – Displays announcements from the school.
- **Messages** – Displays messages from the school.



My Child > Settings

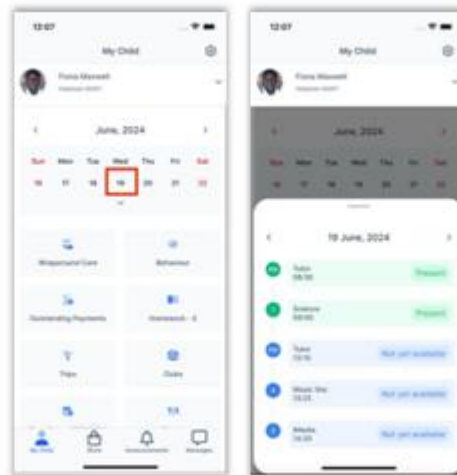
Clicking on the **Settings** cog, users will be able to access the following screen:

- **Account Settings** – change profile and log in to another account.
- **Privacy and Security** – change Pin and Password.
- **Financial Payment Methods**.
- **Financial Order History** - order transactions.



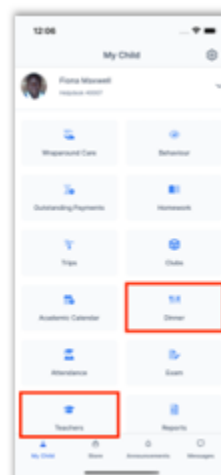
My Child > Calendar

Clicking on a date in the calendar, users can see the student's **Attendance** information by day. Clicking on the arrows will display the previous or next day.



My Child > Modules

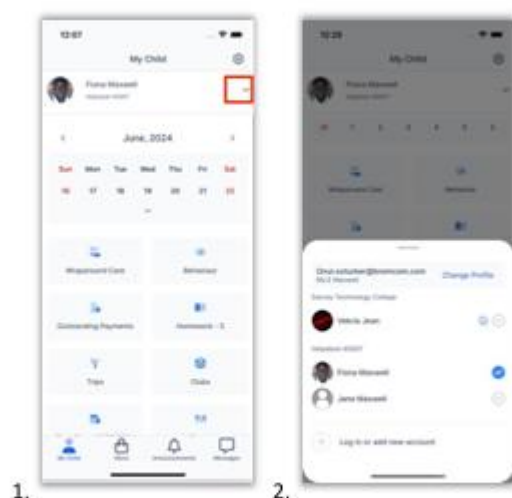
Scroll down in the **My Child** dashboard to see the different modules available to the parents.



Switch to another student account

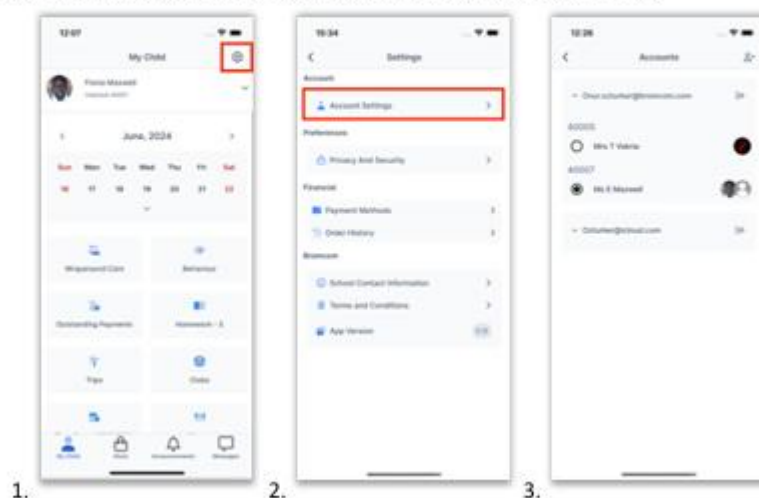
- On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
- Select the student account you would like to switch to.

Note: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.



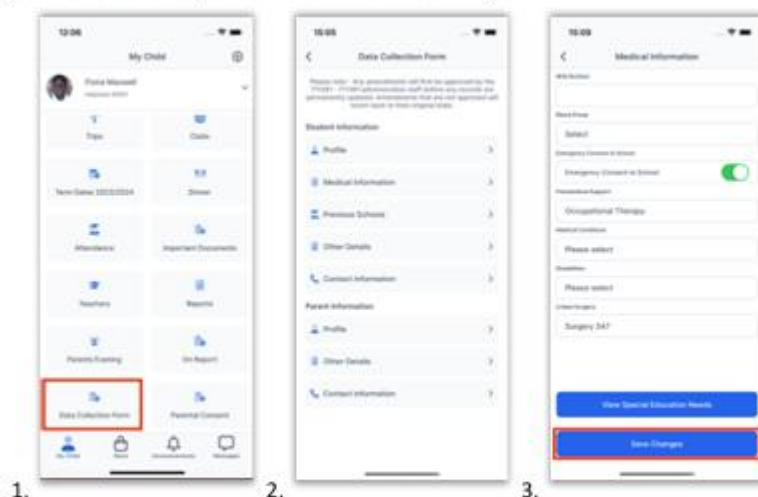
Change Profile

- On the **My Child** dashboard, go to **Settings**.
- Go to **Account Settings**.
- Select the user **Profile**, under the correct email address, that you would like to use.



Update the Data Collection Form

- On the **My Child** dashboard, go to the **Data Collection Form** module.
- Make amendments to the relevant sections.
- After all changes have been made, make sure to click **Save Changes**.



After School Extra-Curricular Clubs

Enrol in a free Club

- On the **My Child** dashboard, go to the **Clubs** module.
- Click the **View Detail** button for the free Club you wish to enrol in.
- If there are spaces available, you will be able to click **Enrol Now**.

