Introduction to MCAS [My Child at School] App

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. **The school will not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool**. Also some of the options are configurable and the school may not give access to all of the options for example access to staff emails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: **If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.**

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.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 8 character alphanumeric code with at least one special character, [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.

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.

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.
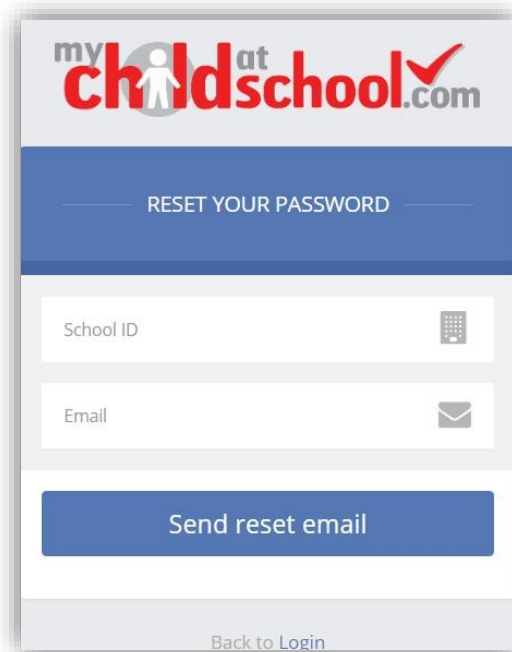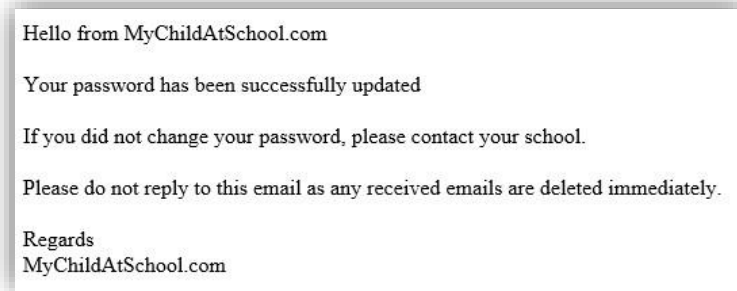

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.
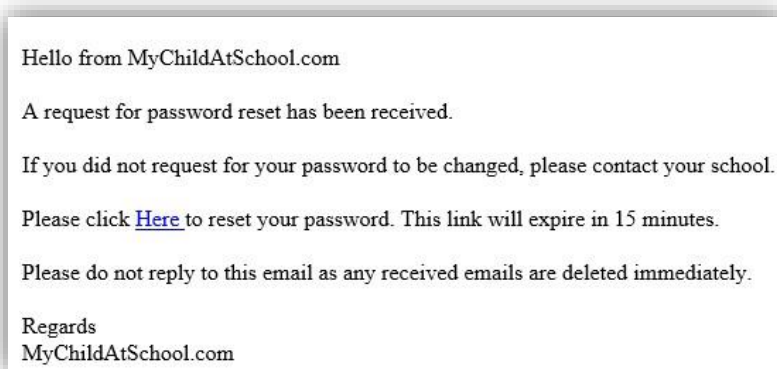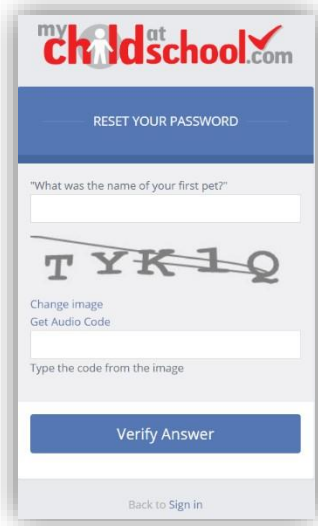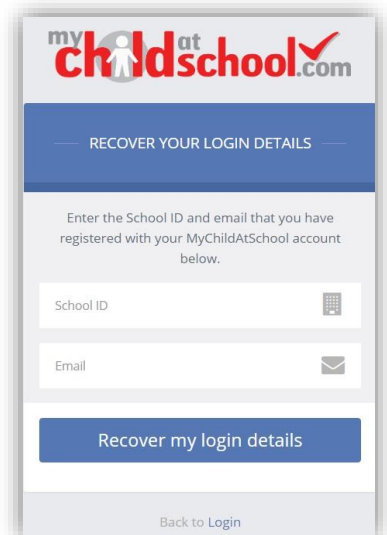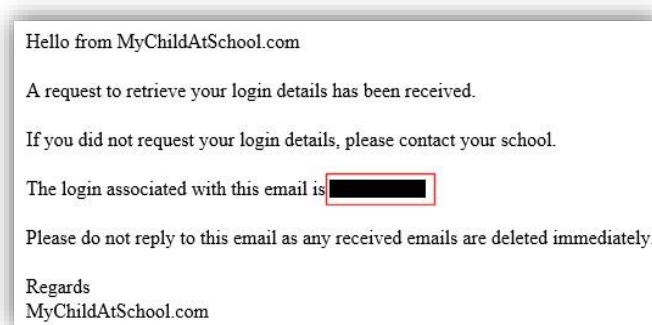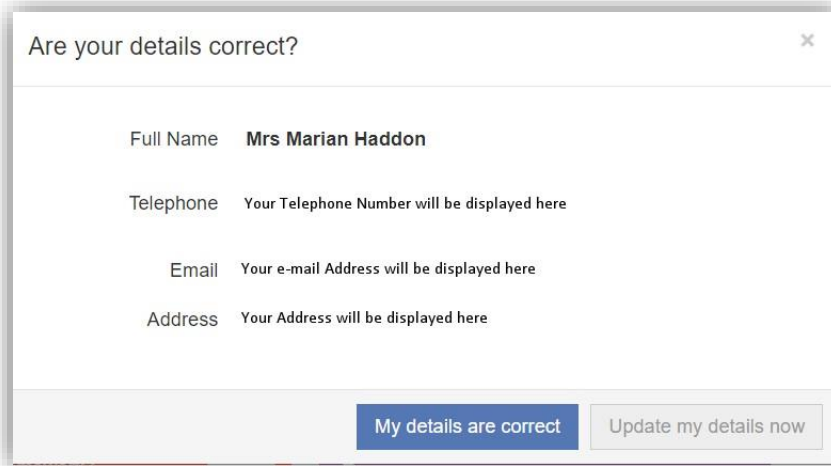
The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation email will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.

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

Regards
MyChildAtSchool.com

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.

An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].

Hello from MyChildAtSchool.com

A request to retrieve your login details has been received.

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

The login associated with this email is ▮▮▮▮▮▮

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

Regards
MyChildAtSchool.com

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.
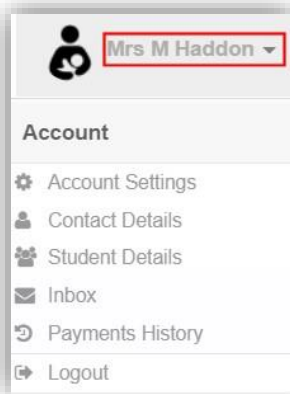
These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.
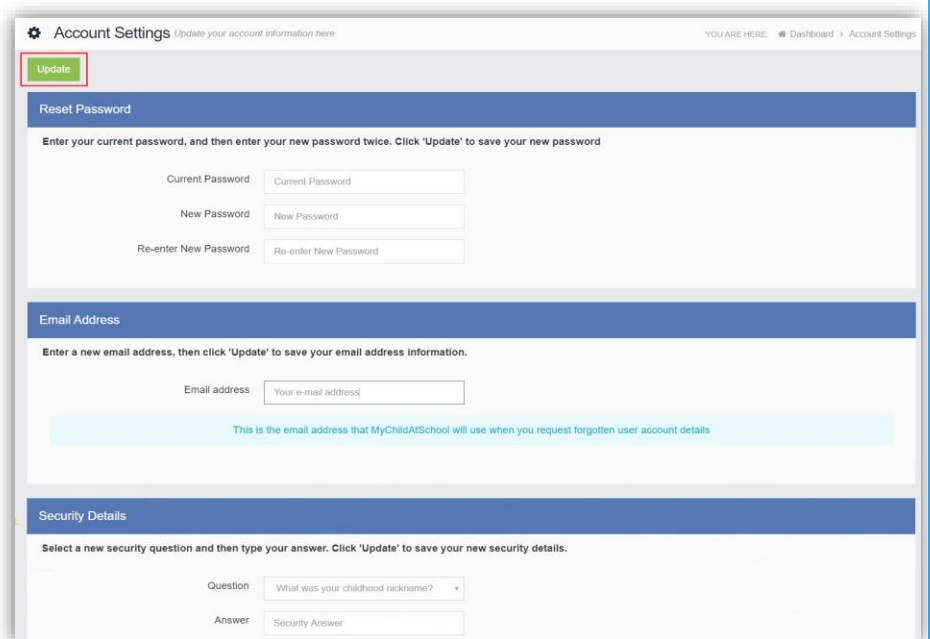
Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

Update the information and click on the **Update** button to save.

Contact Details page contains the **Personal Details** of the **User**.

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.

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

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.

Customising the Pages

The **Colour Scheme** option allows the **Homepage** to be customised.

Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.
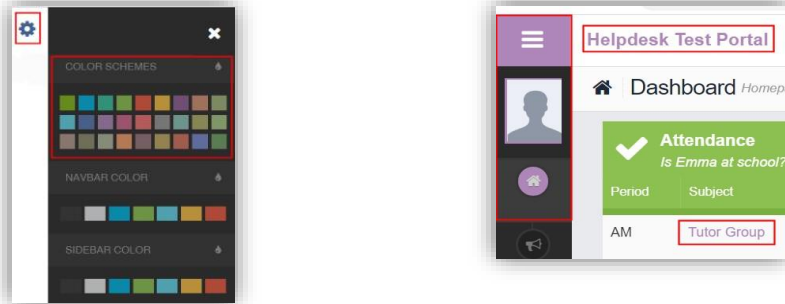
The **Navbar Colour** option will change the background colour of the **Navbar**.
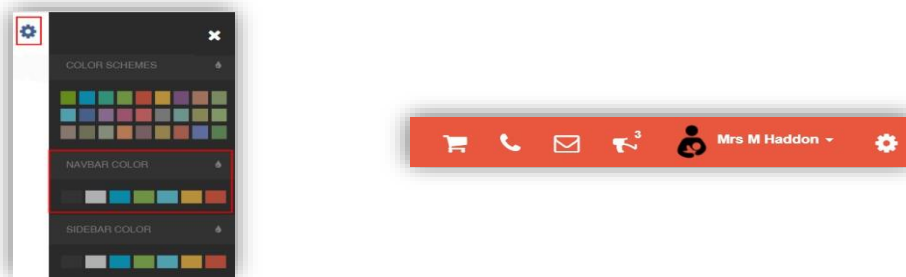
The **Sidebar Colour** option will change the colour of the **Menu Bar**.

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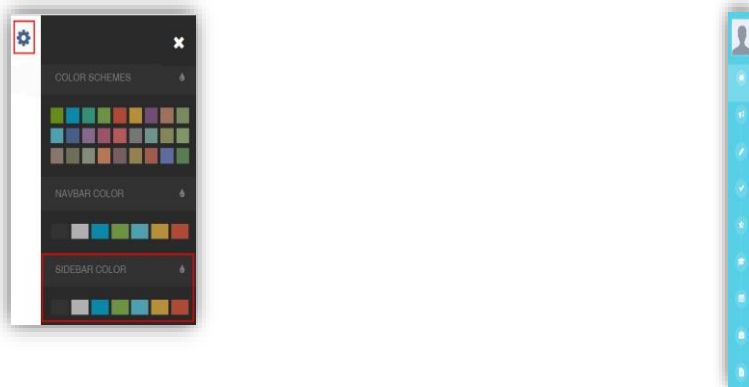
Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.
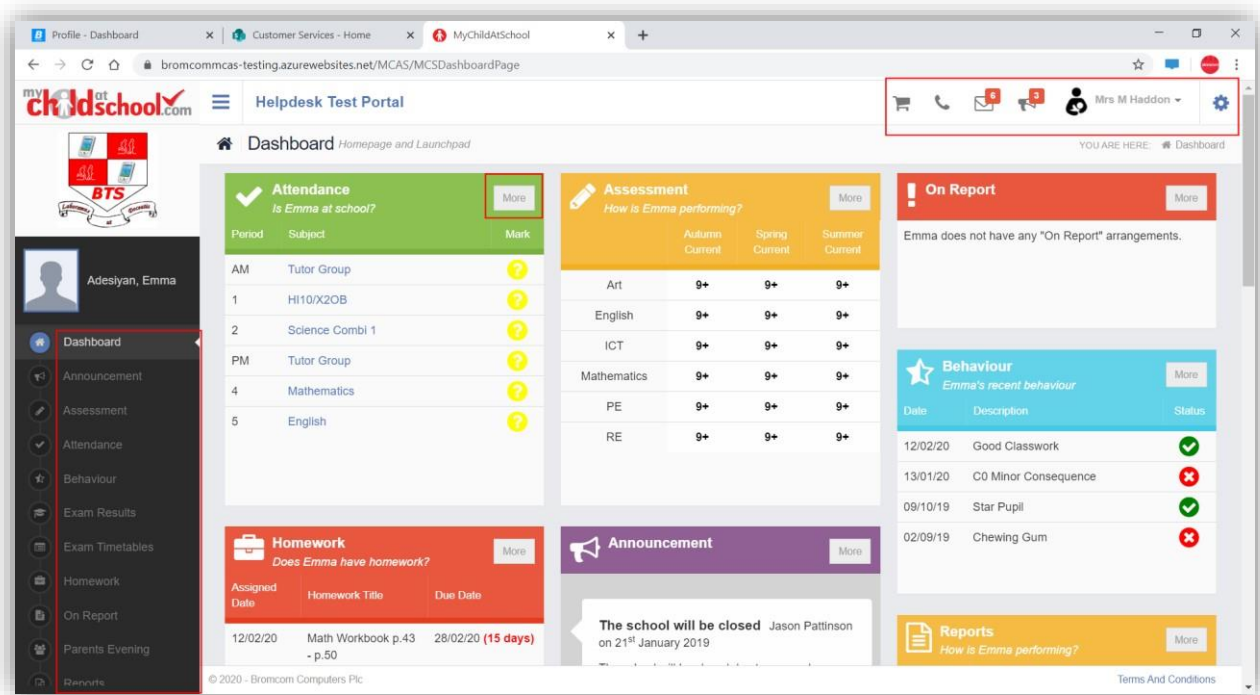
Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.

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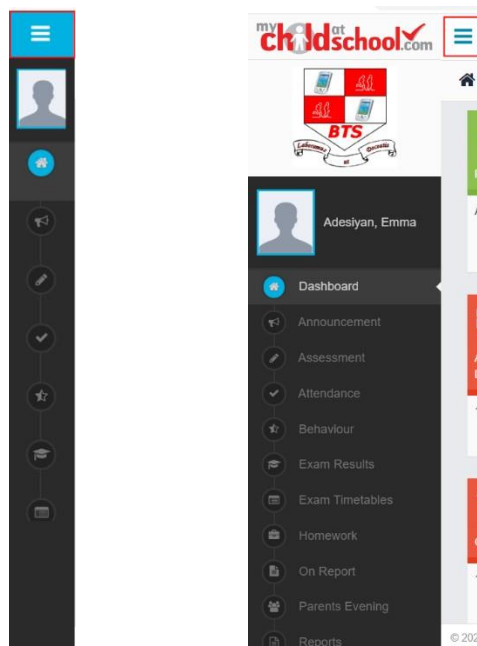
Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

You will always know where you are within the **MCAS Module**.

The following options are available and will only be displayed if enabled by the school:

> Academic Calendar
> Announcement
> Parent Evenings
> Parental Consent
> Parent/Student Contact Details checking

Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.
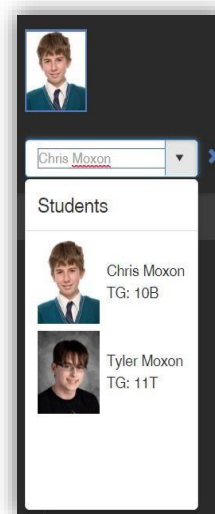
Academic Calendar

The **Academic Calendar** is accessible from the **Menu Bar** only.
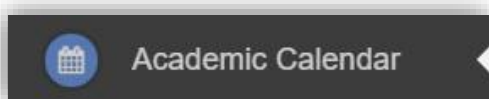
It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.
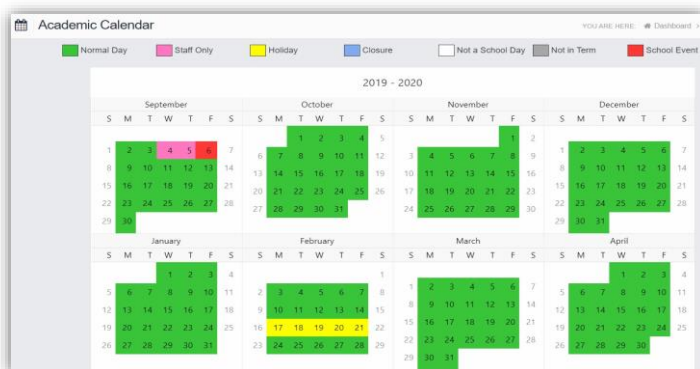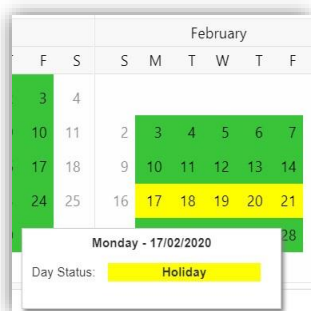
Clicking on a day will display the details for that day.
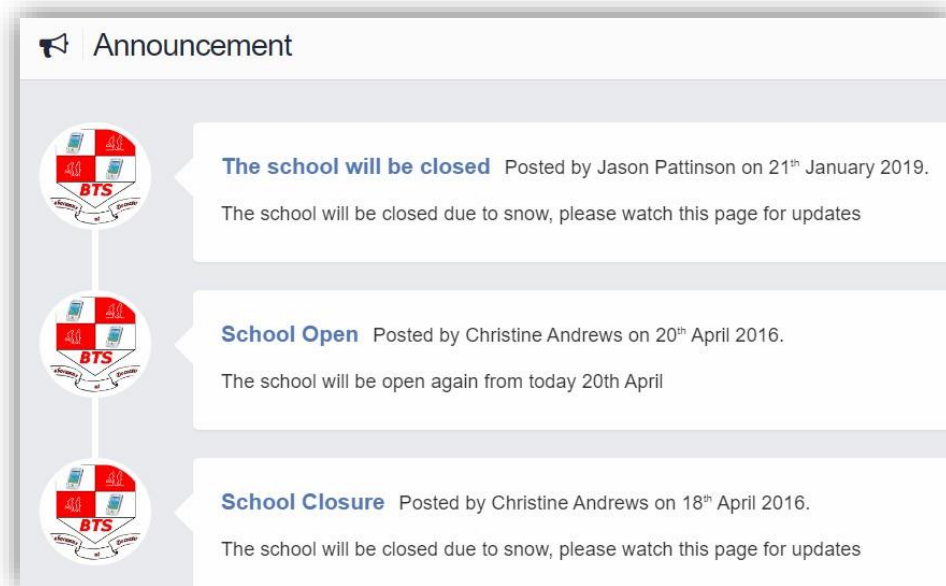
Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.
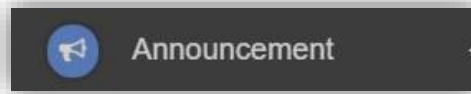
The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.
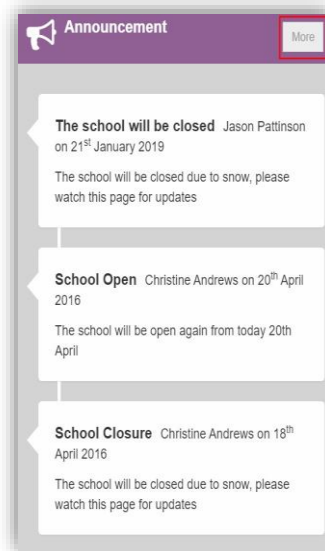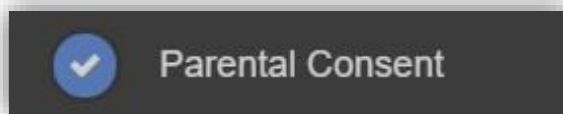

If there are any previous **Announcements** they will also be displayed.

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.

It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

Parents Evening

The **Parents Evening** option is accessible only from the **Menu Bar**.
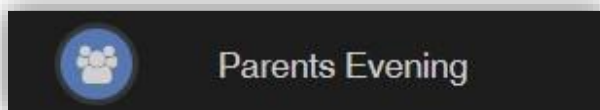
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.

Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.
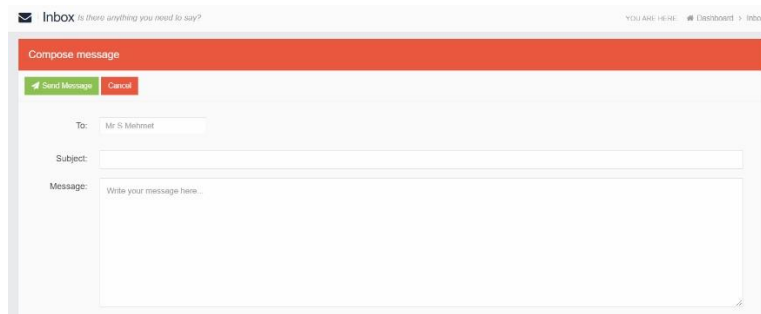
Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.


The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.
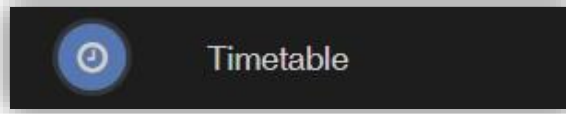
The **Widget** will display the timetabled sessions for the day highlighting the current session.

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.