

MCAS Parent Guide

MyChildAtSchool [MCAS]



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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 blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2019.7195.22715 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 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.

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

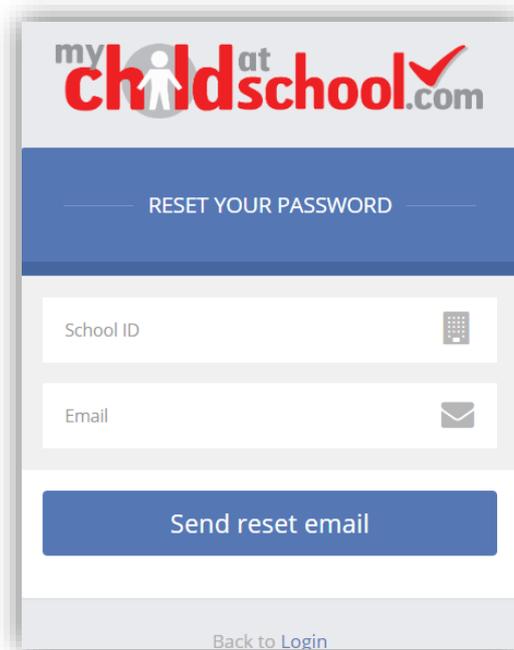
You will now be able to **Login** using your new **Login Details**.

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**.

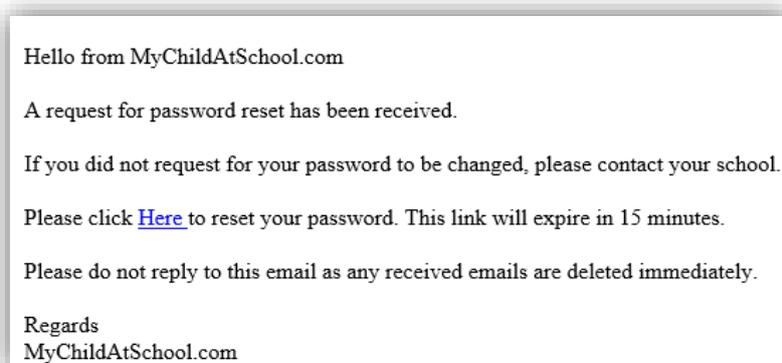


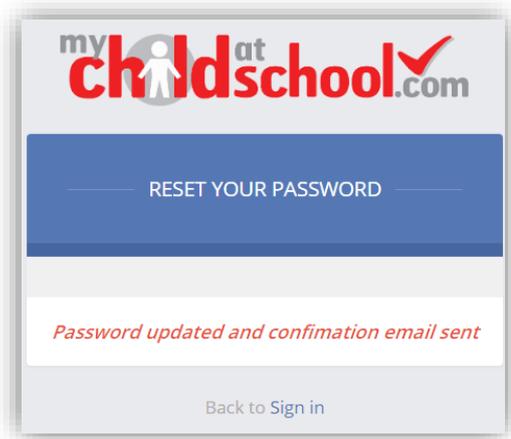
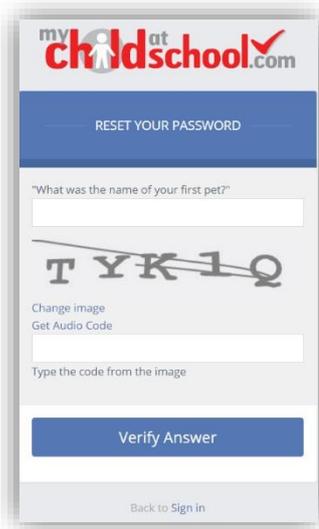
Reset Password

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.

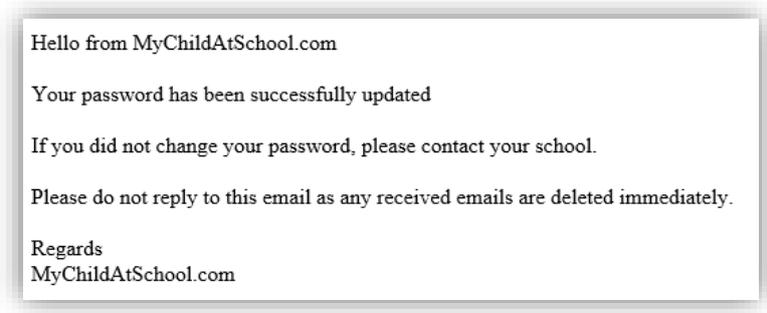


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



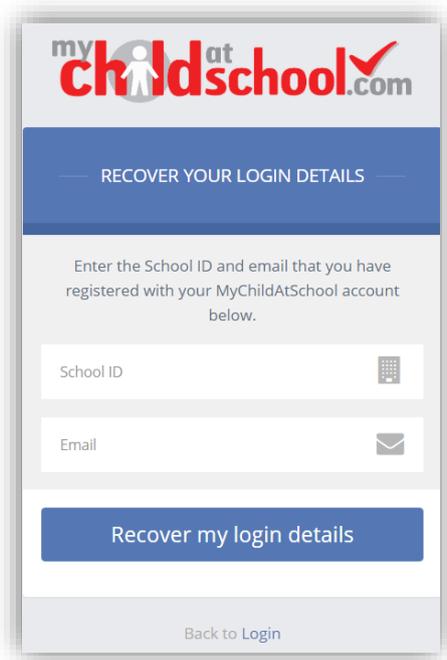


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

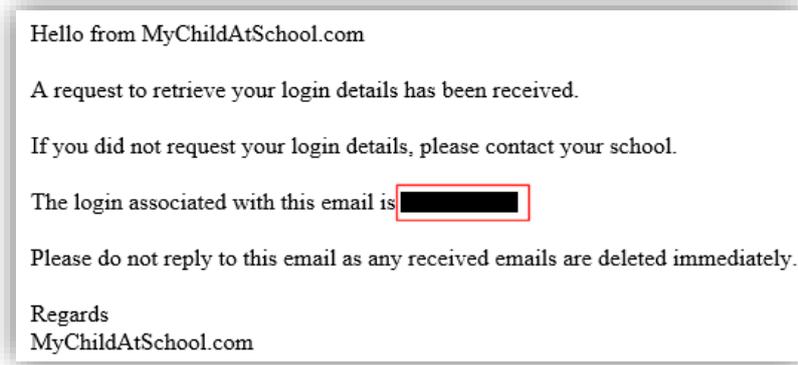


Recover Login Details

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.



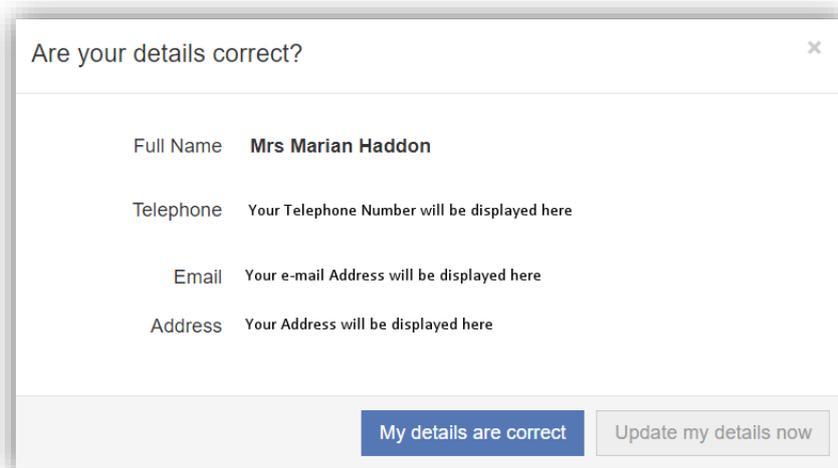
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



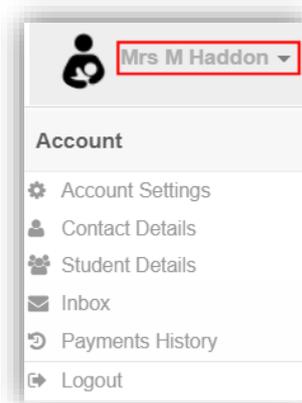
Account Options

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.

The screenshot shows the 'Account Settings' page with the following elements:

- Header:** 'Account Settings' with a gear icon and the subtitle 'Update your account information here'. On the right, it says 'YOU ARE HERE: Dashboard > Account Settings'.
- Update Button:** A green button labeled 'Update' is highlighted with a red box.
- Reset Password Section:** A blue header 'Reset Password' is followed by the instruction: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. Below are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header 'Email Address' is followed by the instruction: 'Enter a new email address, then click 'Update' to save your email address information.'. Below is an input field labeled 'Email address' with the placeholder text 'Your e-mail address'. A light blue note below the field states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header 'Security Details' is followed by the instruction: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. Below are two input fields: a dropdown menu for 'Question' with the value 'What was your childhood nickname?' and a text field for 'Answer' with the placeholder 'Security Answer'.

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

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

The screenshot shows a web interface for 'Contact Details' with a breadcrumb trail 'Dashboard > Contact Details'. A 'Save' button is highlighted in the top left. A blue header bar contains the text 'Personal Details'. A light blue notice box states: 'Please note - Any amendments will first be approved by Helpdesk Test Portal administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.' The form includes several sections: 'Legal Full Name' with dropdowns for 'Mrs', 'Marian', and 'Haddon'; 'Honours' and 'Salutation' (pre-filled with 'Mrs M Haddon'); 'Preferred Form of Written Contact' (dropdown 'Mail'); 'Member of UK Armed Forces' (checkbox); 'Telephone Details' with input fields for 'Your Mobile Number' and 'Telephone', dropdowns for 'Mobile' and 'Select', and a 'Delete' button; 'Email Details' with input fields for 'Your e-mail address' and 'Email address', dropdowns for 'Home' and 'Select', and a 'Delete' button; and 'Address Details' with input fields for 'Your Address' and 'Postcode', dropdowns for 'Home' and 'Select', and 'Find' and 'Select' buttons.

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.

The **Student Details** page contains the **Student Details** and **Medical Information**.

Student Details *Is the information we have on Emma correct?* YOU ARE HERE: Dashboard > Student Details

Save

Student Details

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name: Emma
Legal Middle Name: Francis
Legal Last Name: Adesiyan
Preferred First Name: Emma
Preferred Last Name: Adesiyan
Former Last Name:
Date of Birth: 24/09/2004
Telephone Details:
Your work Phone: Work
Your Home Phone: Home
Your mobile Phone: Mobile
Telephone: Select
Email Details:
Your e-mail Address: Select
Address Details:
1, Acer Road, Westerham, Biggin Hill, Kent, TN11 9AB Home
postcode: Find

SEN (Special Educational Needs)

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date
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Needs

Priority	Type of Need	Start Date	End Date	Notes
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Medical

NHS Number
Blood Group
Emergency Consent to School
Paramedical Support
Doctors
Linked Surgeries
Medical Conditions
Disabilities

Only the **Student Details** can be updated, once done click on the **Save** button to save.

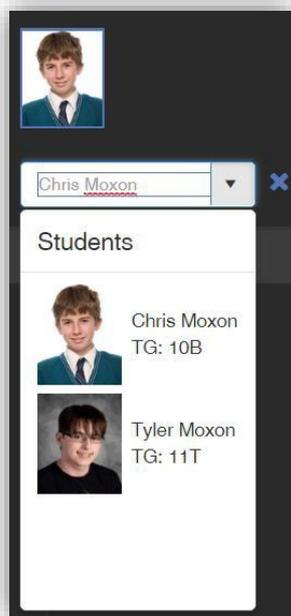
Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

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.

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.

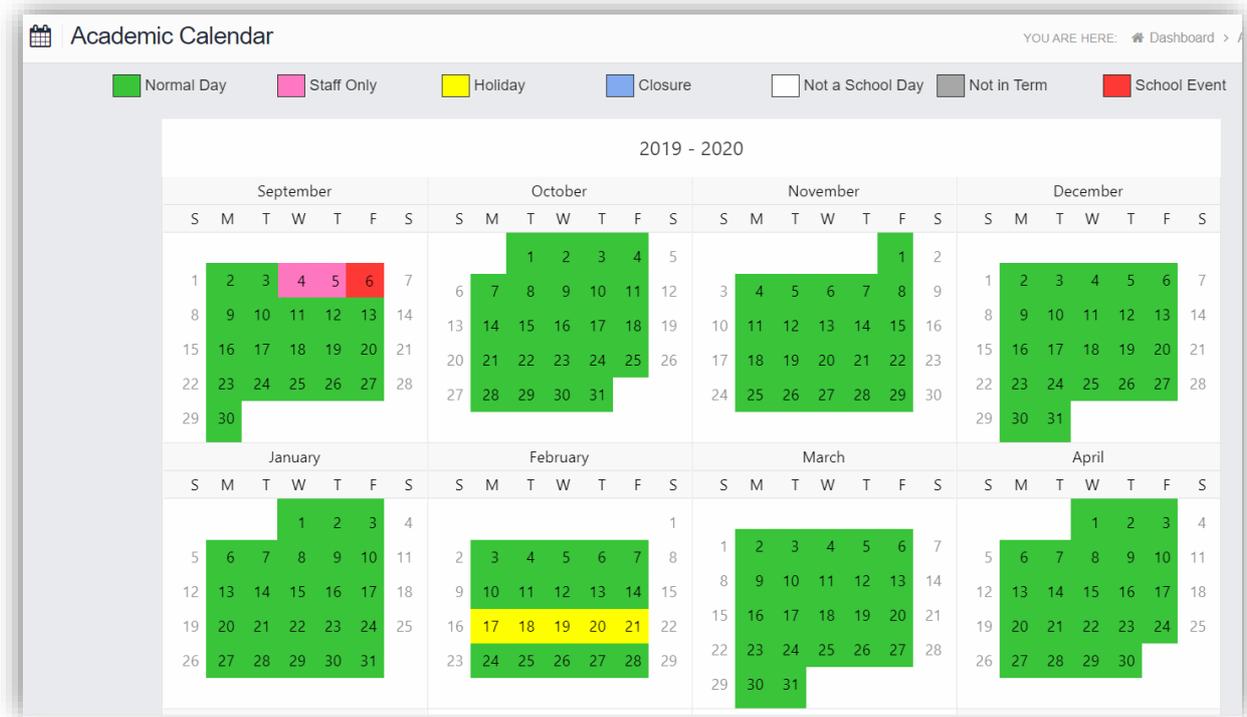


Academic Calendar

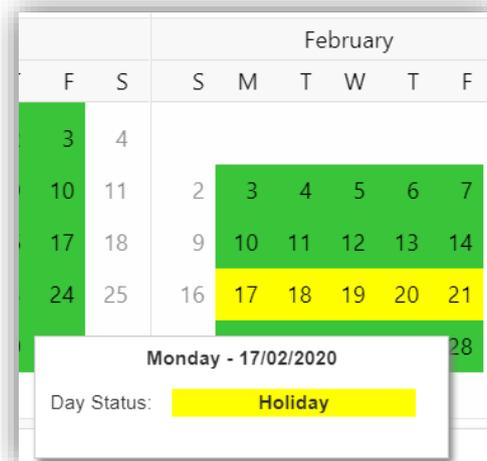
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

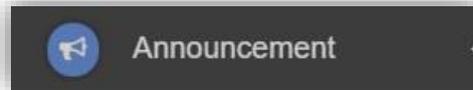


Clicking on a day will display the details for that day.

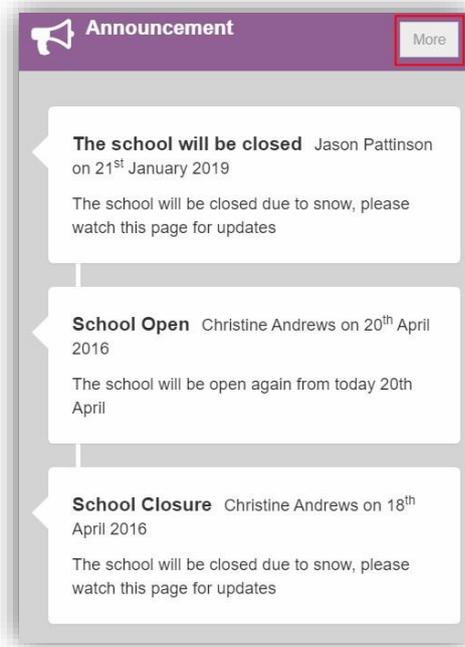


Announcements

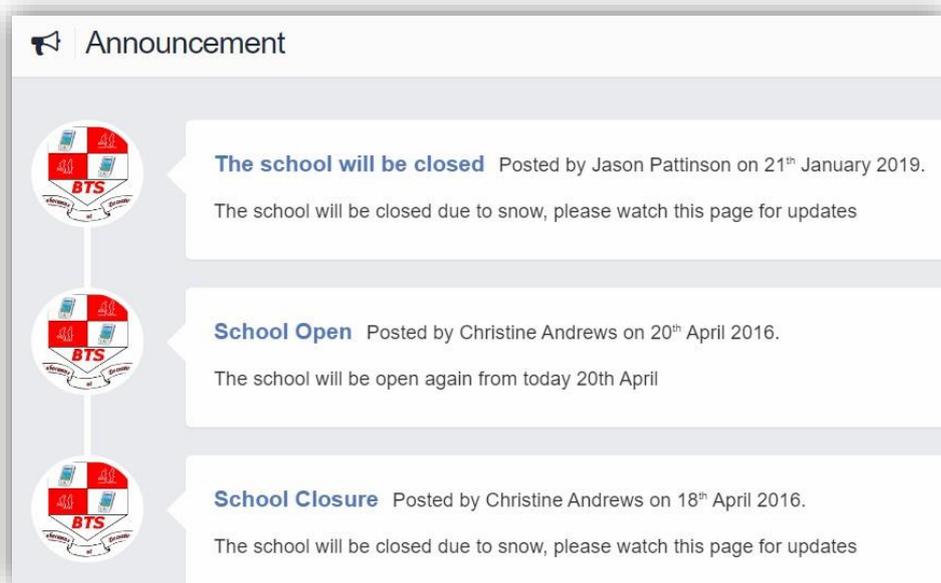
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

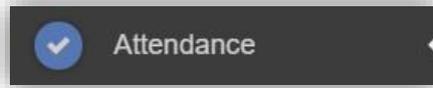


If there are any previous **Announcements** they will also be displayed.



Attendance

The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.

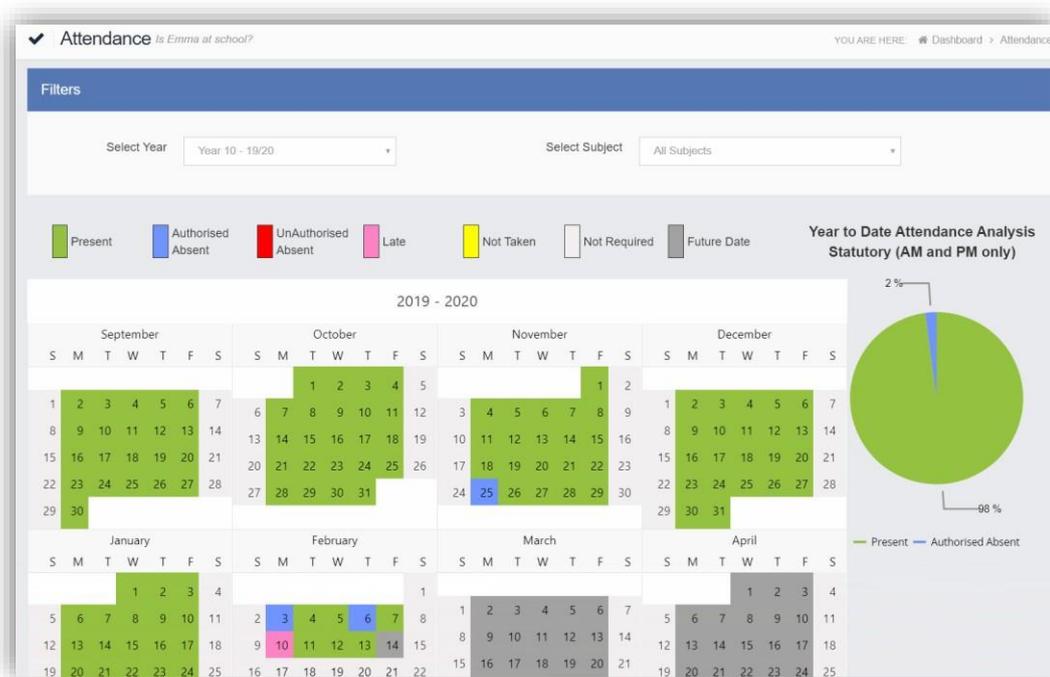


The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

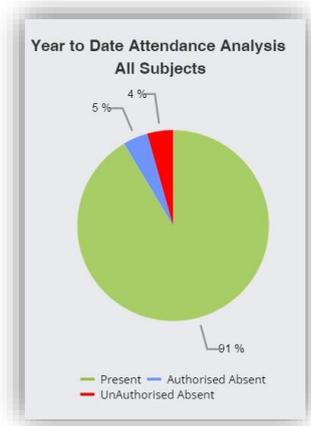
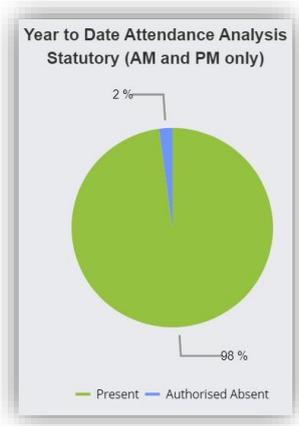
The screenshot shows a widget titled "Attendance" with a checkmark icon and the text "Is Emma at school?". A "More" button is in the top right. Below is a table with columns "Period", "Subject", and "Mark".

Period	Subject	Mark
AM	Tutor Group	✓
1	HI10/X2OB	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Attendance *Is Emma at school?* YOU ARE HERE: Dashboard > Attendance

Filters

Select Year: Year 10 - 19/20 | Select Subject: PE

■ Present
 ■ Authorised Absent
 ■ UnAuthorised Absent
 ■ Late
 ■ Not Taken
 Not Required
 ■ Future Date

Year to Date Attendance Analysis PE

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												24	25	26	27	28	29	30	29	30	31					

■ Present
 ■ Authorised Absent

Year to Date Attendance Analysis PE

94% Present, 6% Authorised Absent

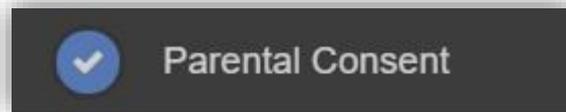
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

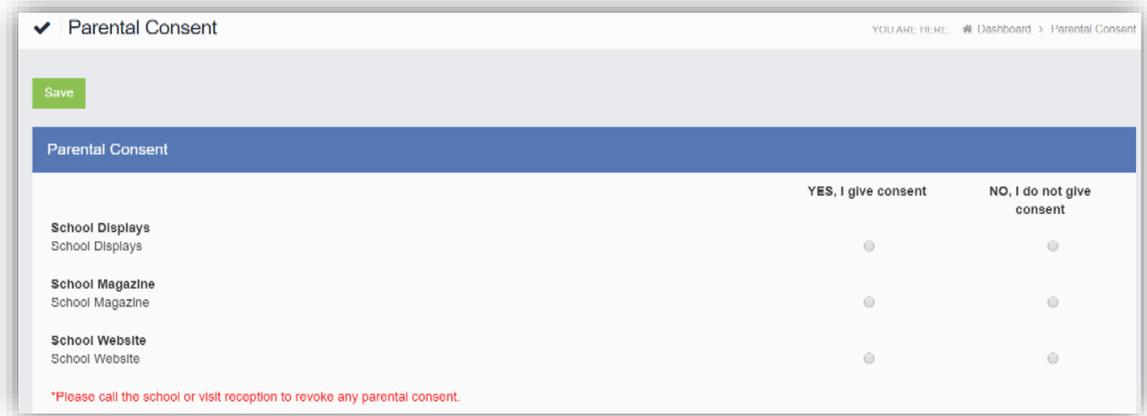
Period	Attendance	Subject
08:45 AM	✔ Present	Tutor
09:05 1	✔ Present	PE
10:16 2	✔ Present	Science Combi 1
11:11 3	✔ Present	PE
12:45 PM	✔ Present	Tutor
13:00 4	✘ 5 min Late	Mathematics
13:55 5	✔ Present	English

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.



	YES, I give consent	NO, I do not give consent
School Displays School Displays	<input type="radio"/>	<input type="radio"/>
School Magazine School Magazine	<input type="radio"/>	<input type="radio"/>
School Website School Website	<input type="radio"/>	<input type="radio"/>

*Please call the school or visit reception to revoke any parental consent.