MCAS Parent Guide

MyChildAtSchool [MCAS]

Contents

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 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.

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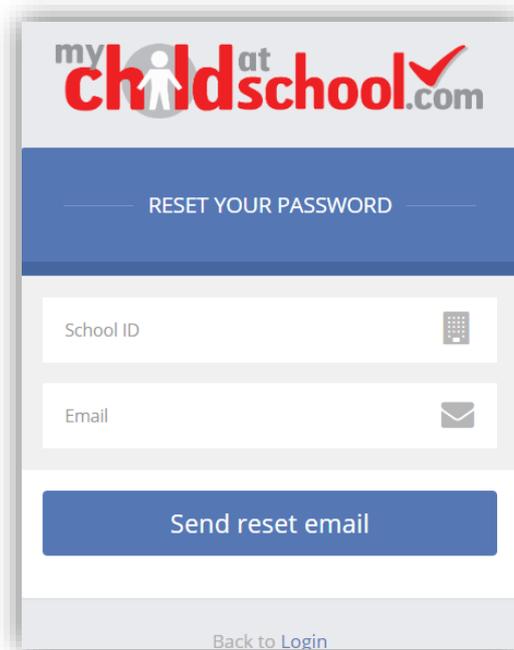
An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.

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 15 minutes.

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

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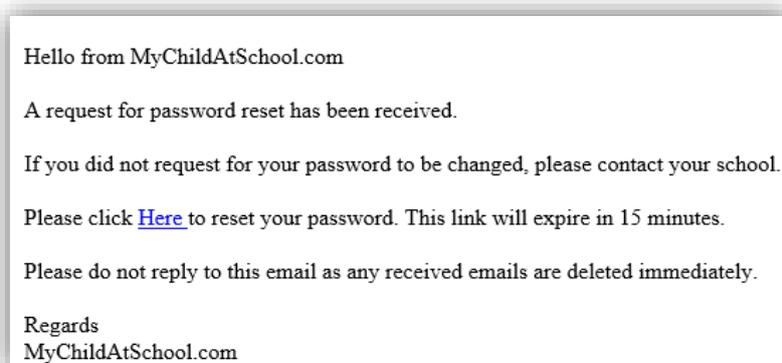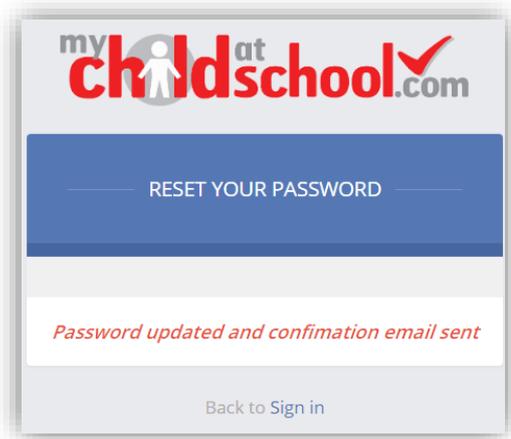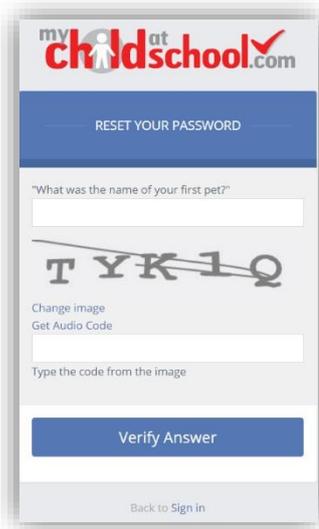
The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

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
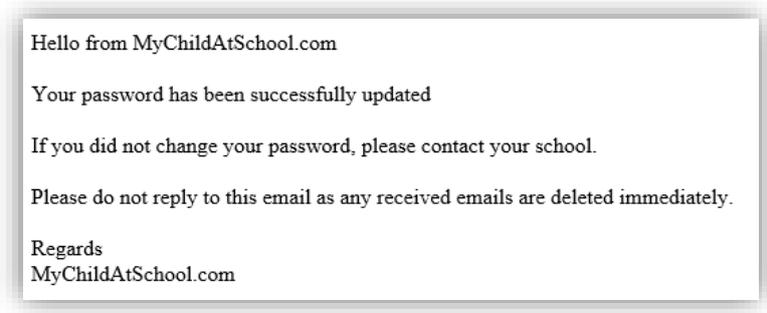
Recover Login Details

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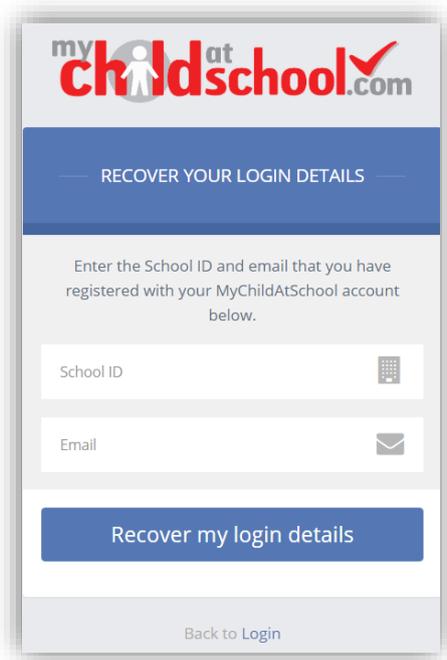
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].

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
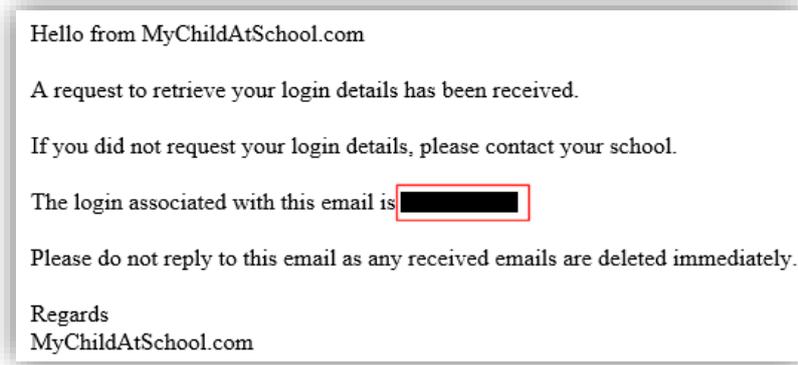
Account Options

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.

Are your details correct?   ✕

Full Name   **Mrs Marian Haddon**

Telephone   Your Telephone Number will be displayed here

Email   Your e-mail Address will be displayed here

Address   Your Address will be displayed here

My details are correct   Update my details now
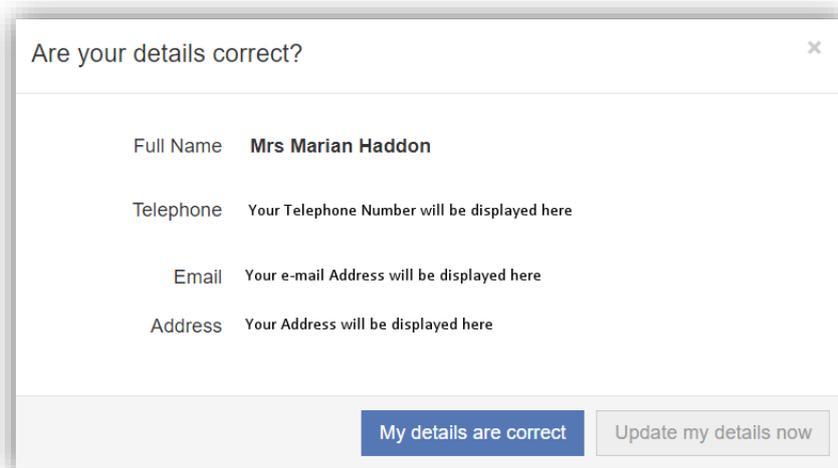
These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.

Mrs M Haddon ▼

Account

⚙ Account Settings
👤 Contact Details
👥 Student Details
✉ Inbox
🕘 Payments History
➡ Logout
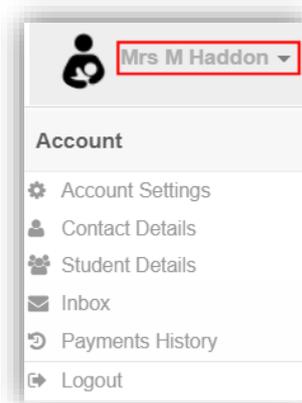
Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

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.

The **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.

The **Student Details** page contains the **Student Details** 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.

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.
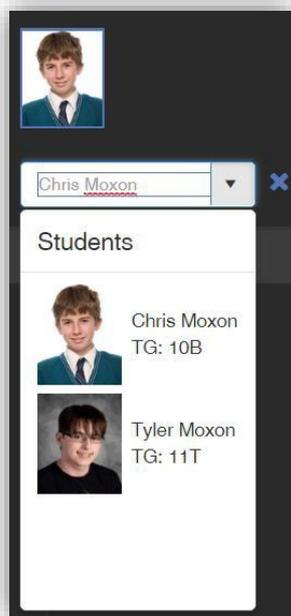
Academic Calendar

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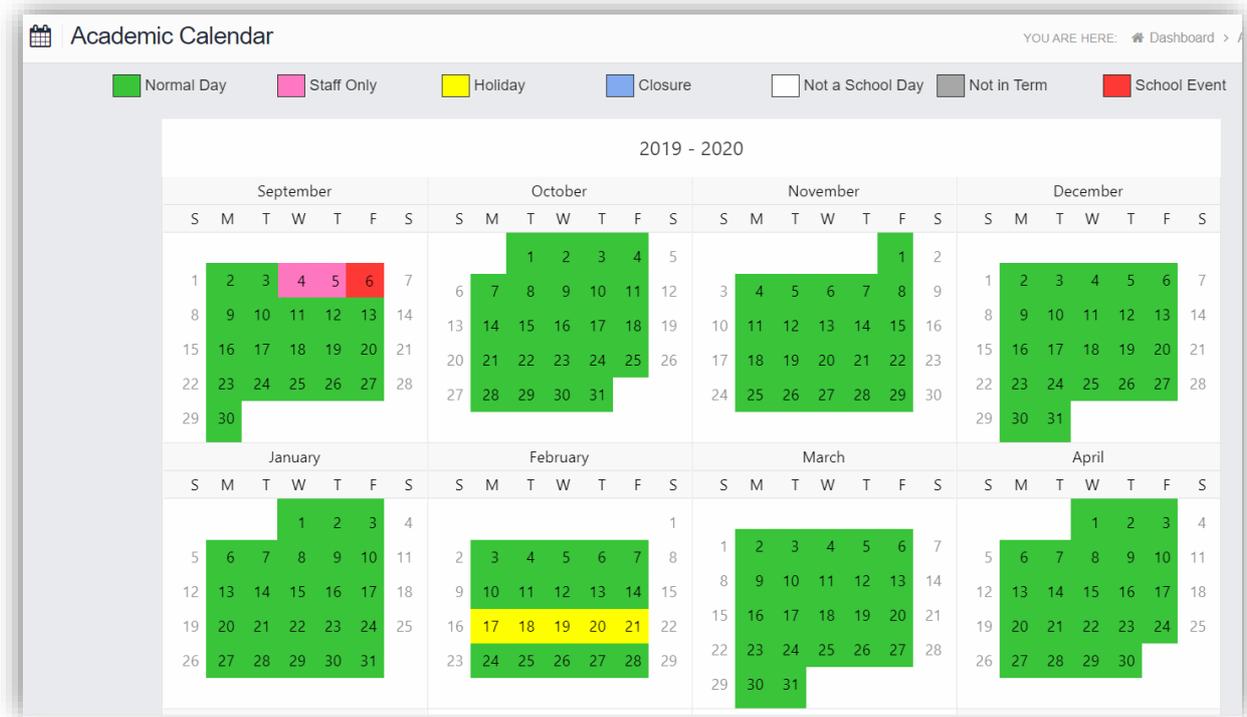
Clicking on a day will display the details for that day.
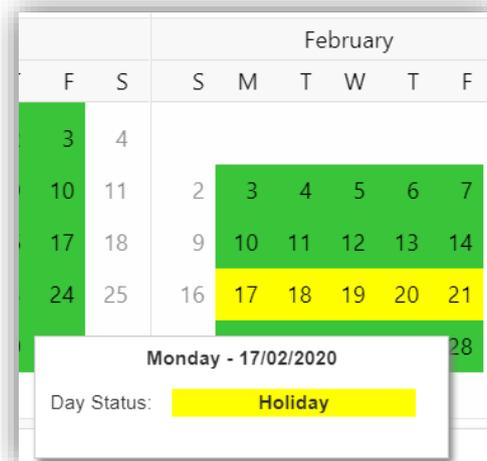
Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.
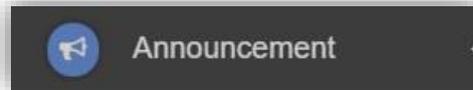
The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.
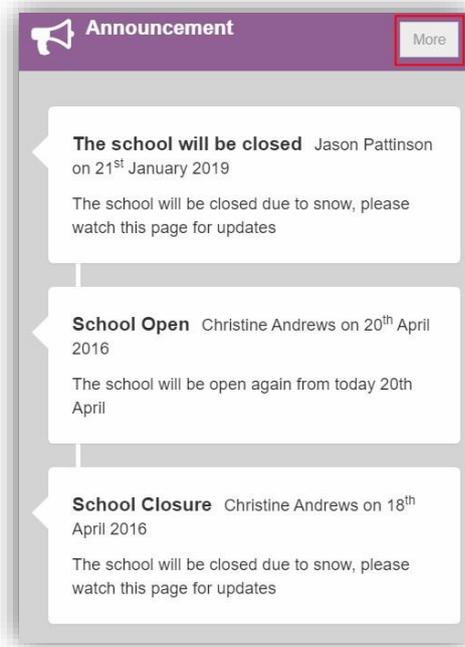
If there are any previous **Announcements** they will also be displayed.
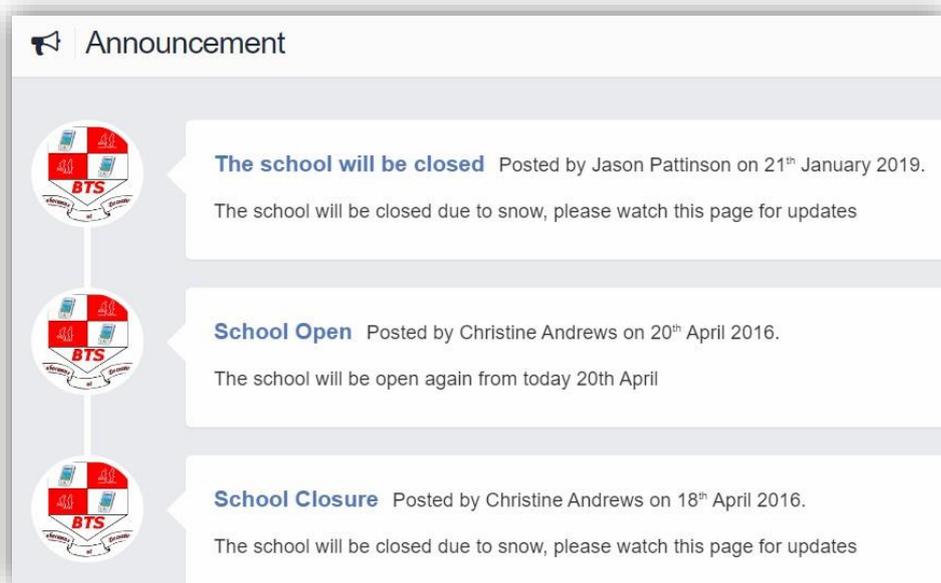
Attendance

The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.
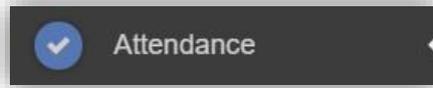
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

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.
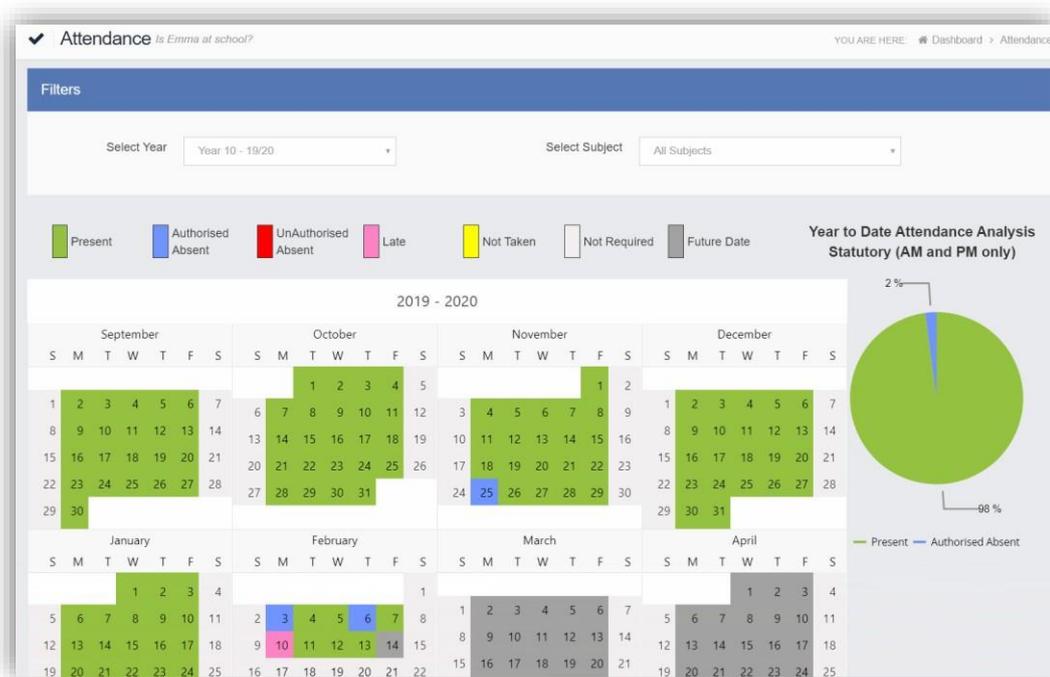
The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.
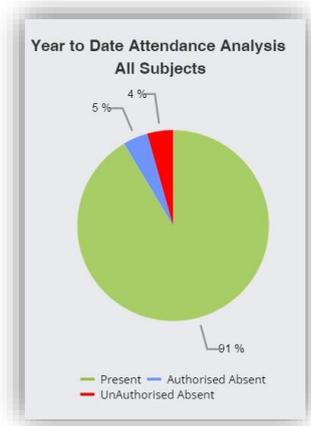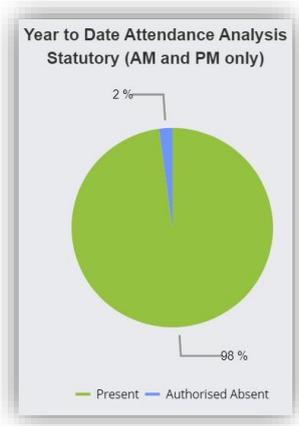
The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

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

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

Monday 10/02/2020

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.
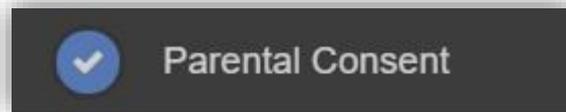
It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.