

MCAS Parent Guide: Browser Sign Up

About MyChildAtSchool

- MCAS is a portal allowing parents to see information about their child at school.
- Your school may make information available on **attendance, behaviour and timetables**.
- Your school may also publish documents such as **school reports** through MCAS.
- You can use a browser or the App to access MCAS
- **Please use the App if you can.** You can help save your school money as you can receive notifications via the App instead of texts.

Step 1 – Access MCAS

1. To login to MCAS you will need to have a 'Redeem Invitation Code' email from the school.
2. You should be able to click on the link in the email and be taken straight to step 2:

Please click [Here](#) to redeem your invitation code.

If for some reason this link does not work for you:

- a. Go to www.mychildatschool.com
- b. Click Redeem Invitation Code



Step 2 – Redeem Code

4. If you clicked the link in the email, the details in this screen may already be filled in.
5. If the details are not filled in, go back to the email to find the details and enter:
 - a. School ID (5 digit number)
 - b. Username
 - c. Invitation Code (10 character code with letters and numbers)

6. Tick 'I'm not a robot'
7. Click 'Redeem Code'



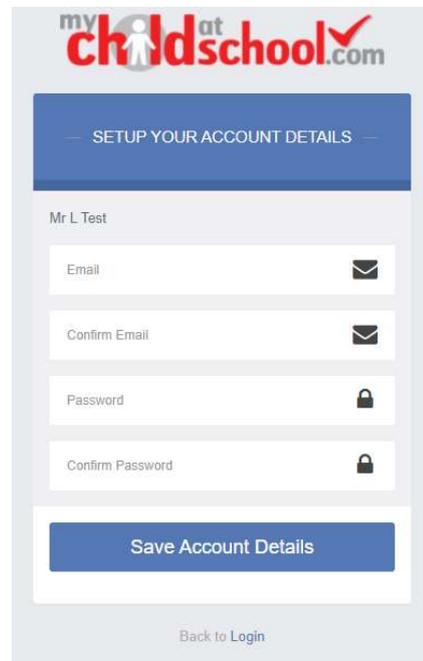
Please make a note of your School ID and Username as you will need it to login to the App

Step 3 – Set Up Your Details

8. Enter your email address and confirm it. The Email addresses must match

9. Enter a password. The password must be at least 8 characters long and include lower and upper case letters, a number and a symbol

10. Click 'Save Account Details'

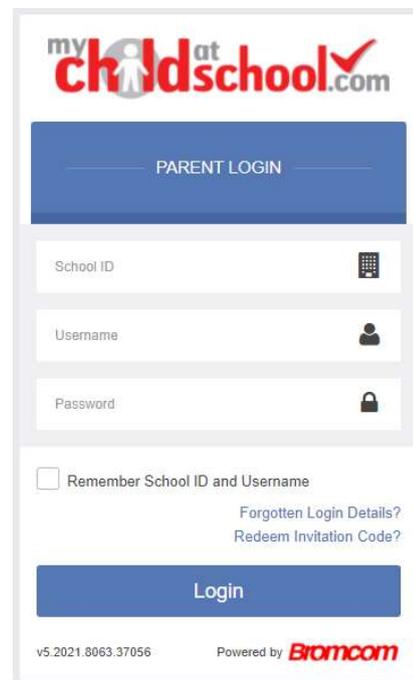


Step 4 – Login

11. Now Login to your account using:
a. School ID and Username - these will be in the email
b. Password - entered in Step 3

13. Tick 'Remember School ID and Username'

14. Click 'Login'



Step 5 – Verify your Email

15. The first time you login you will see this message. Click OK

16. Then go to your emails, find the 'MCAS – Email Verification' email and click the link:

Please click [Here](#) to verify your email -

User Login Validation Page

Thank you for setting up MyChildAtSchool user account retrieval details.
Clicking OK will send a validation email to the address listed below.
Click Back to change the details

Email Address

OK

Back

Now download and login via the App - Search for 'MyChildAtSchool'