

**MCAS**

**Parent Start Up Guide**

**MyChildAtSchool [MCAS]**



Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows access to manage school payments (Dinner, Trips and Clubs) as well as other features like Attendance, Assessment and Behaviour The portal also provides general useful information about school such as the AcademicCalendar and Announcements.

In summary, **MyChildAtSchool** provides:

* Option to purchase **Items**, join **Clubs** or book **Trips**
* Manage **School Dinner Payments**
* Access to real-time **Attendance**, **Assessment** and **Behavioural** data
* Communication facilities to improve contact between parents and schools
* Instant access to **Published** **Reports** and **Letters**

**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 initial guide will explain the steps required to obtain access to the MyChildAtSchool portal.

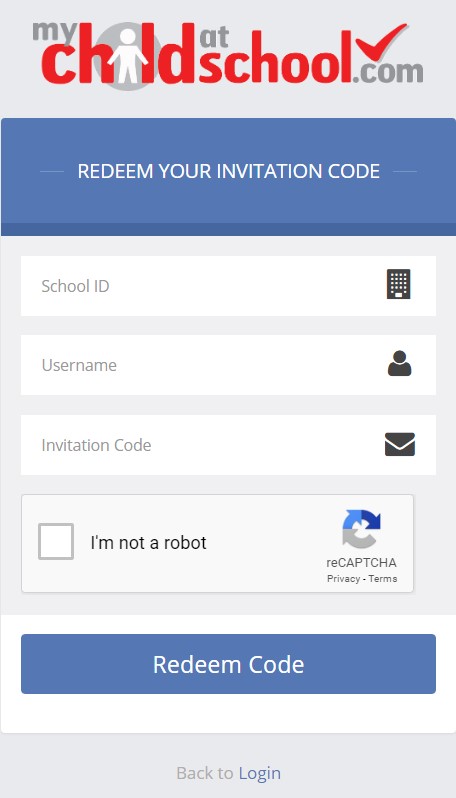
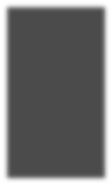
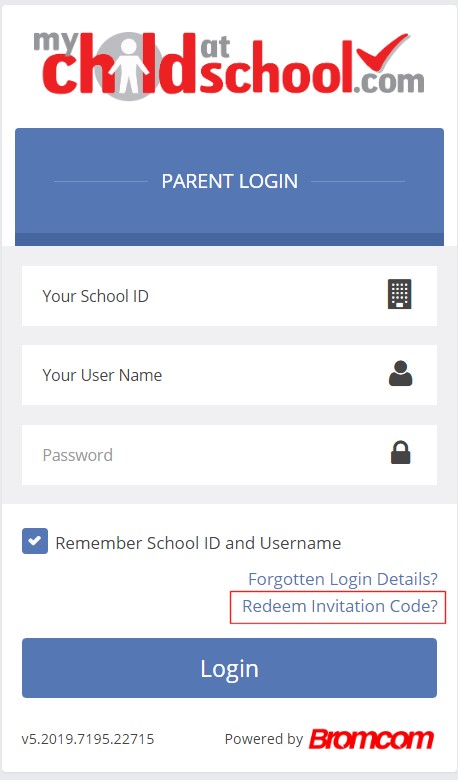
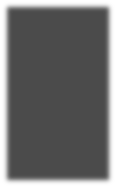
**Note**: **If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.**

MIS Parent Guide MyChildAtSchool

## How to Access MCAS

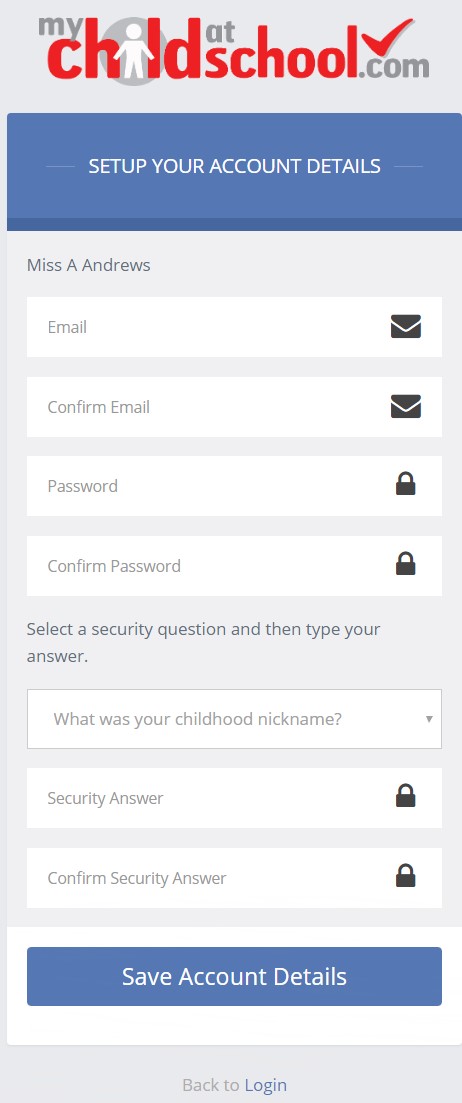
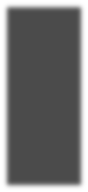
To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent** **Portal** without one.

From within your web browser type [**www.mychildatschool.com**](http://www.mychildatschool.com/) this will open the login page.

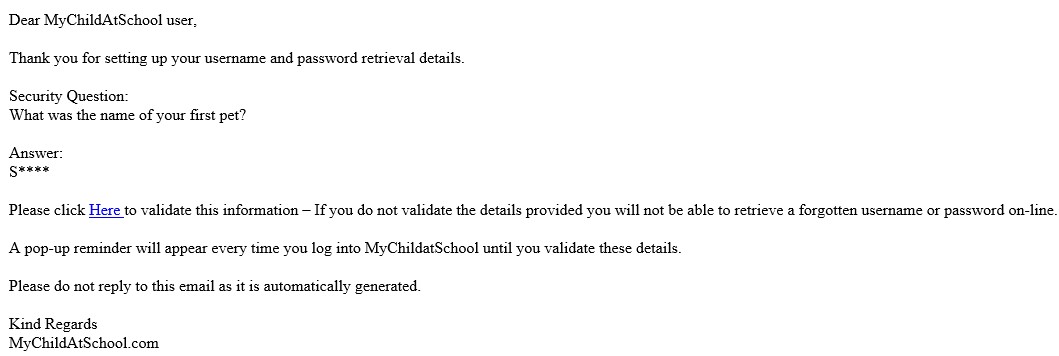
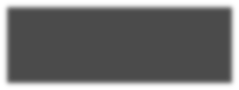


Click on the **Redeem Invitation Code?** link and enter your **School** **ID**, **Username** and the **Invitation** **Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I’m not a robot** box and click on the **Redeem Code** 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.



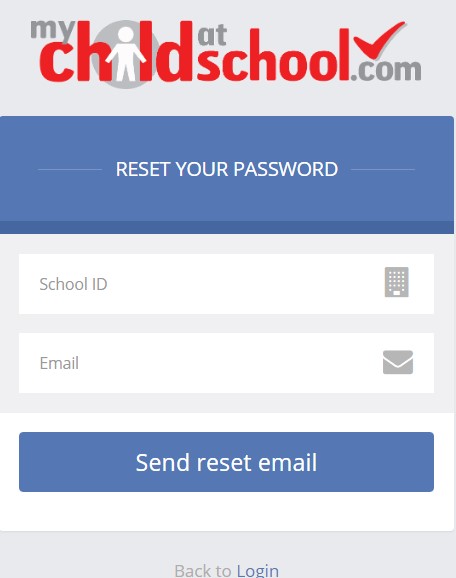
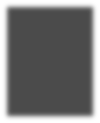
You will now be able to **Login** using your new **Login Details**.

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**.

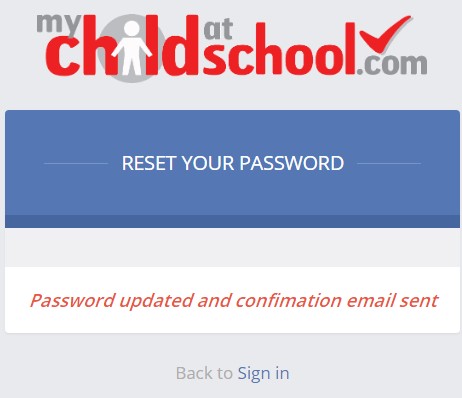
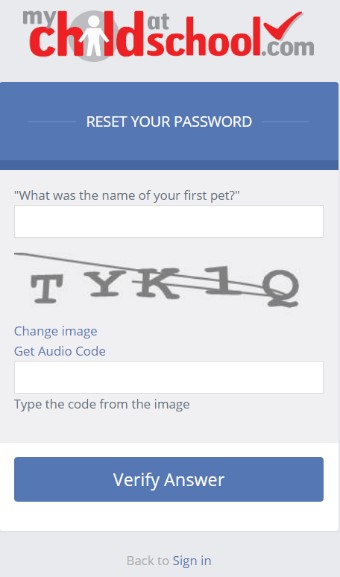
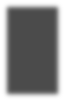
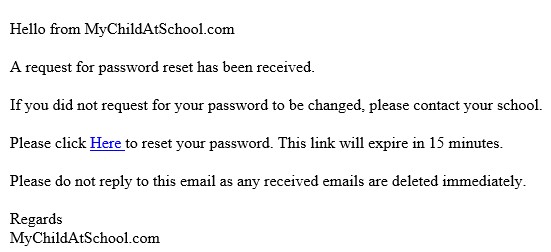
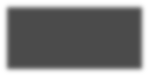


### Reset Password

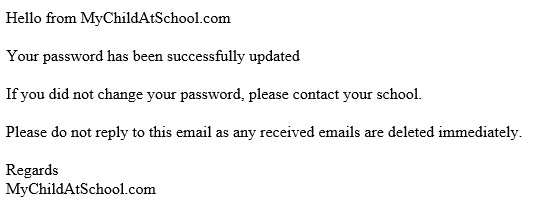
Selecting the **I need to reset my password** option will open the **Reset** **Password** window, where you will be asked to enter the **School** **ID** and **Email** address then click the **Send** **Reset** **email** button.



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

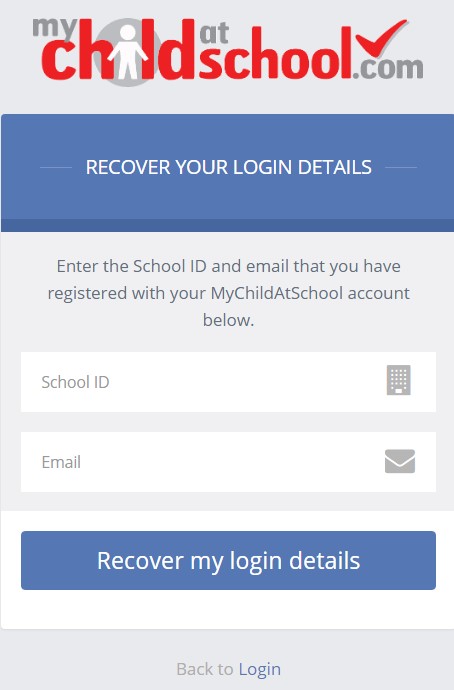
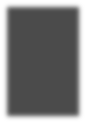


The **Security** **Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify** **Answer** button, a new page will show that the requested changes have been made and a confirmation email will be sent.

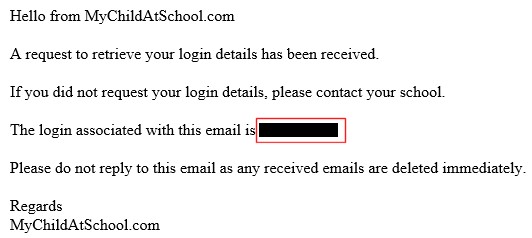
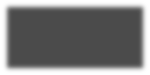


### Recover Login Details

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.



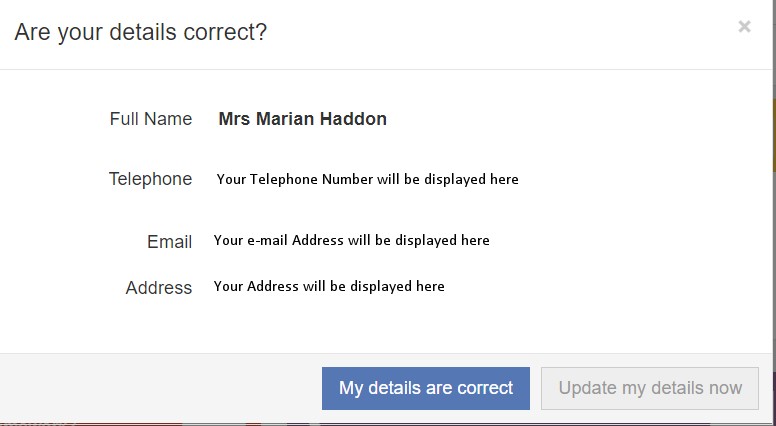
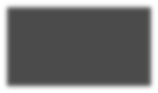
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



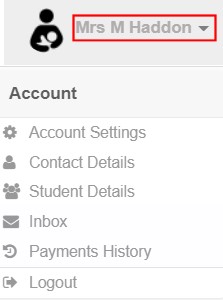
## Account Options

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.

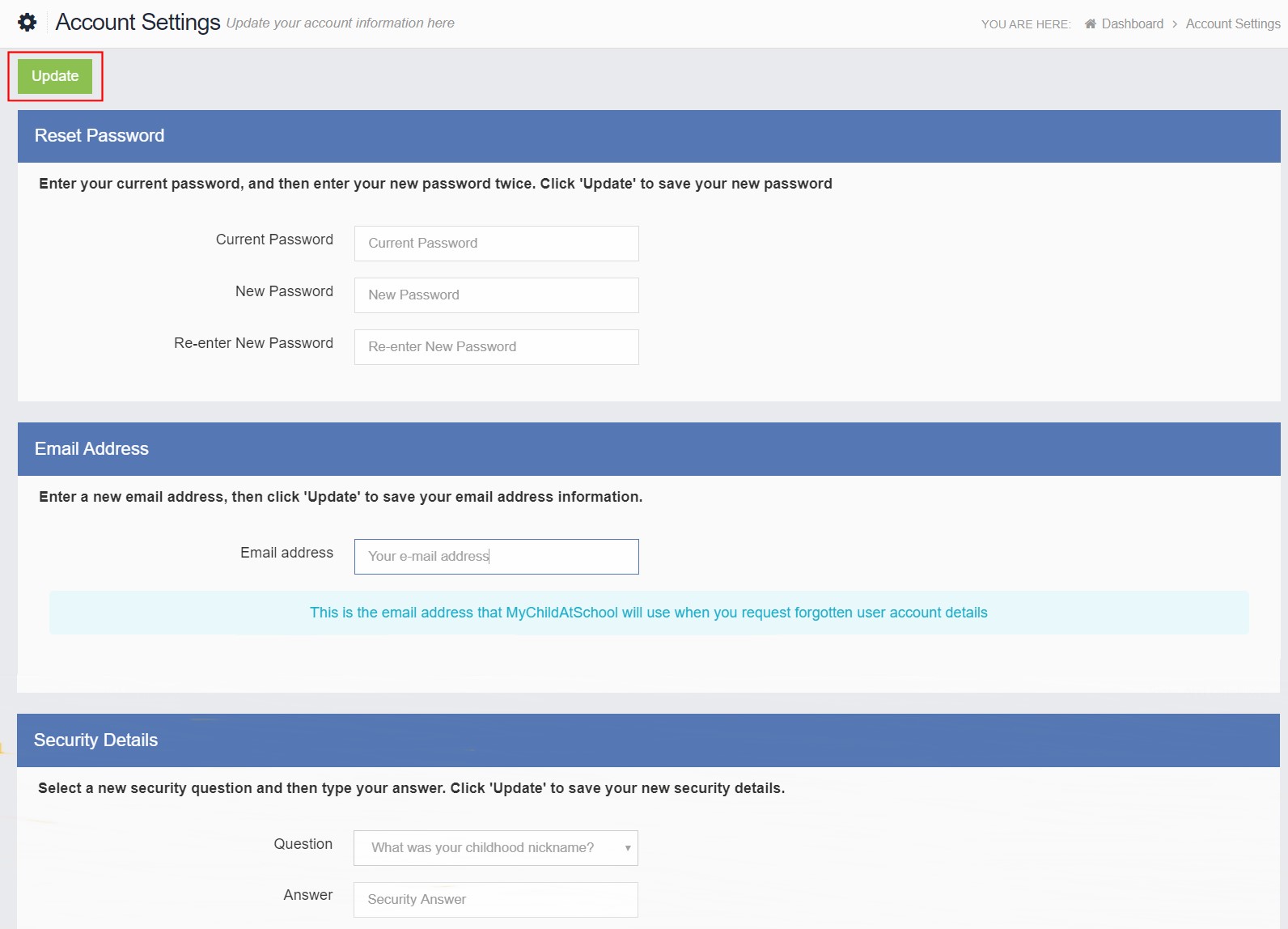
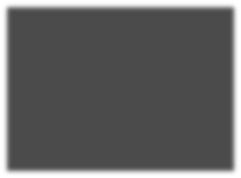


These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



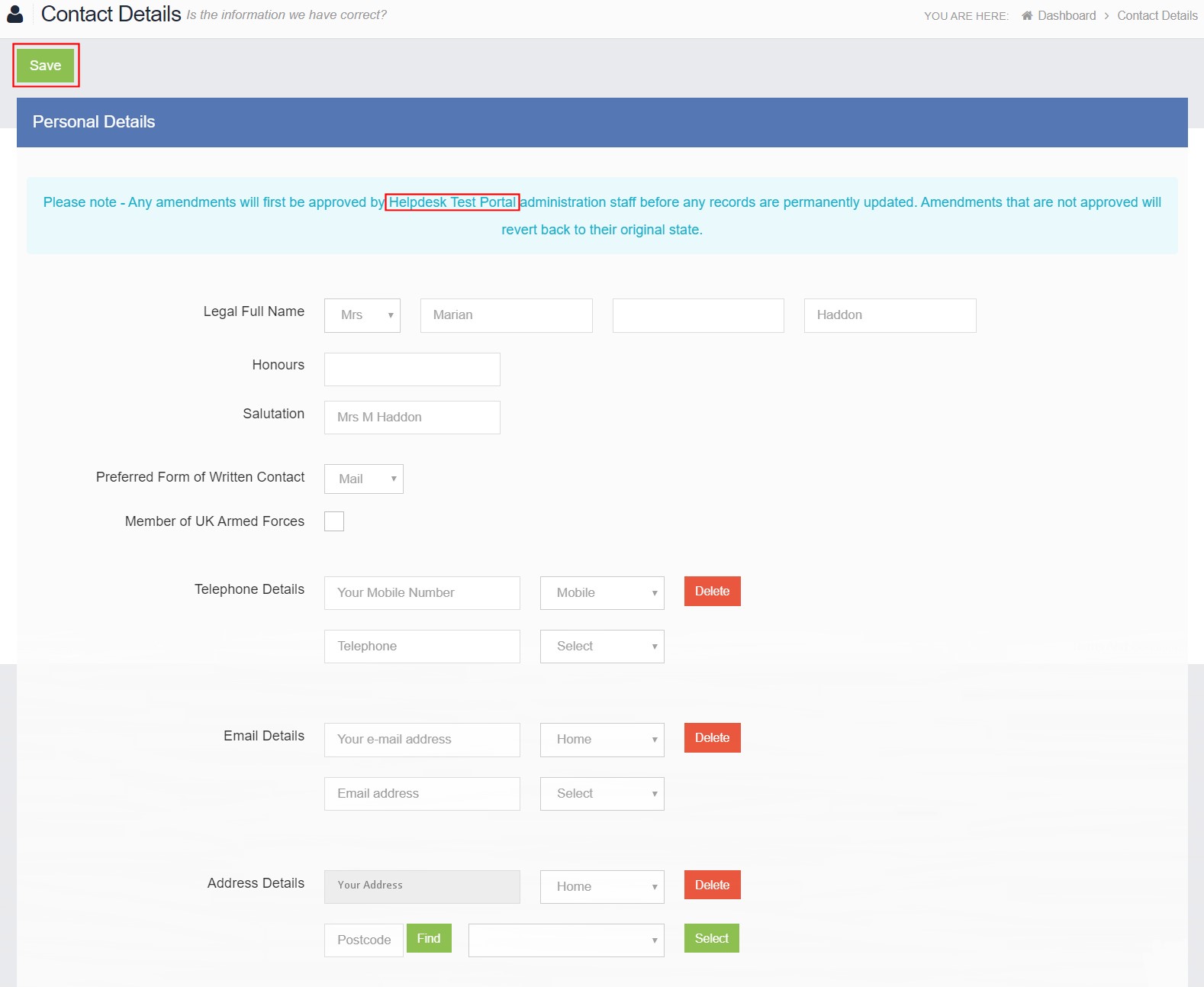
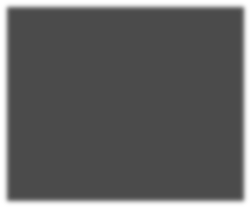
**Note**: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

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



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

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

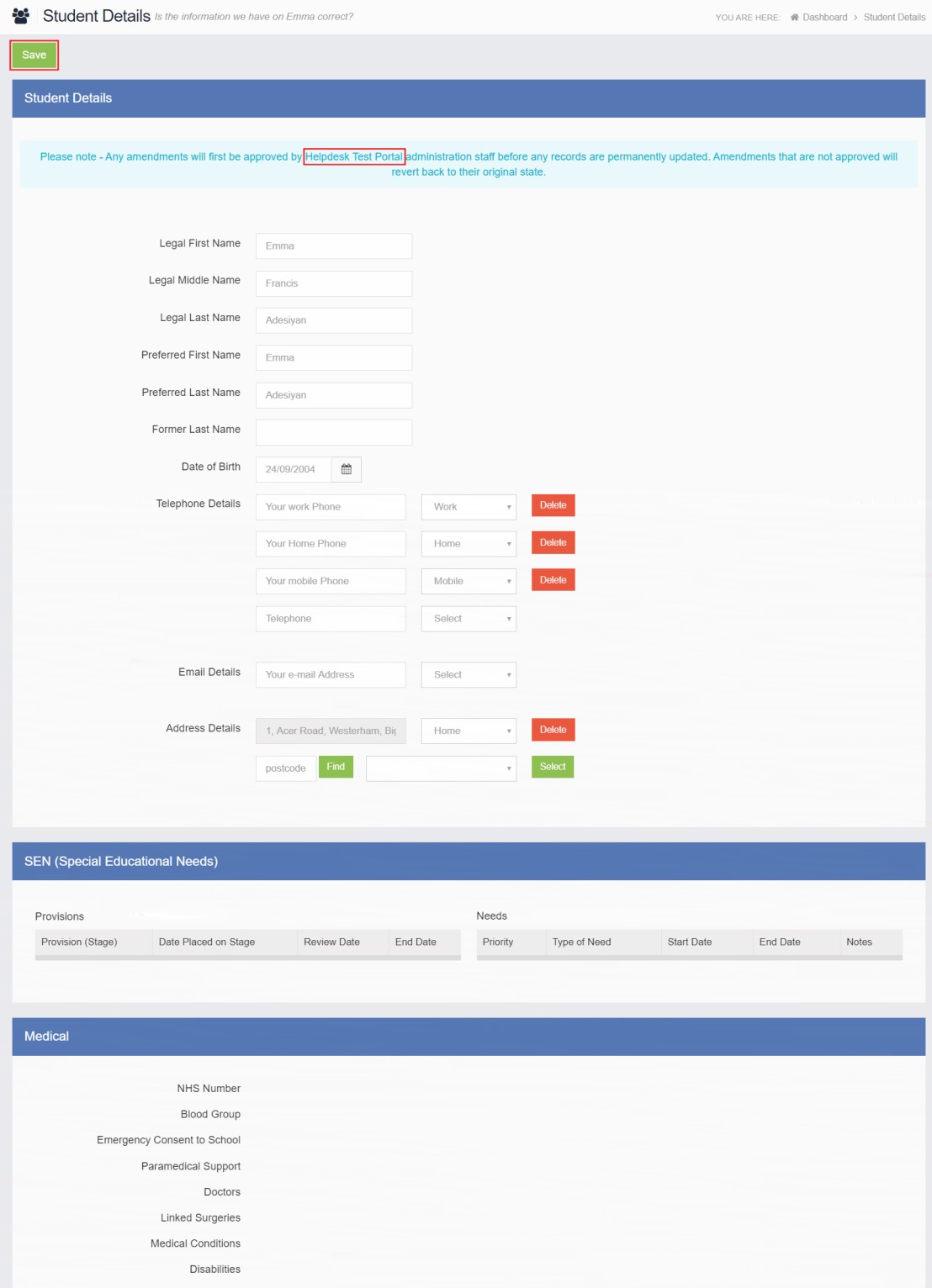
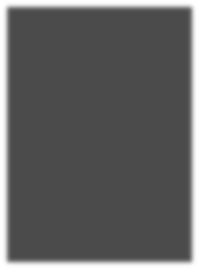


Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**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**.



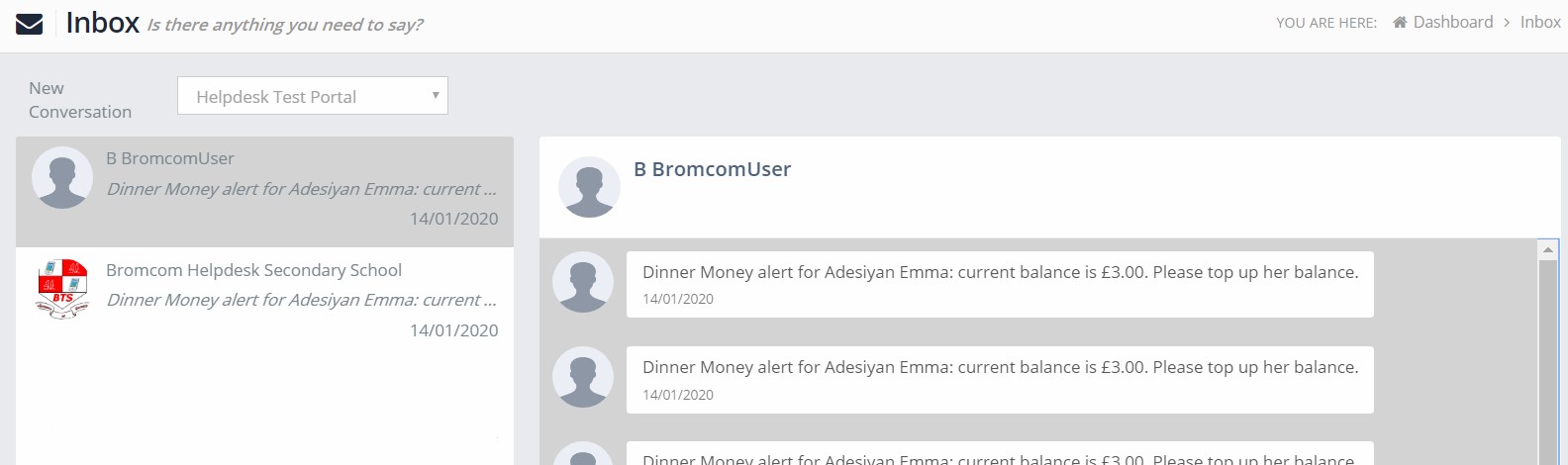
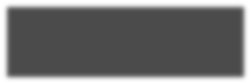
Only the **Student** **Details** can be updated, once done click on the **Save** button to save.

**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.

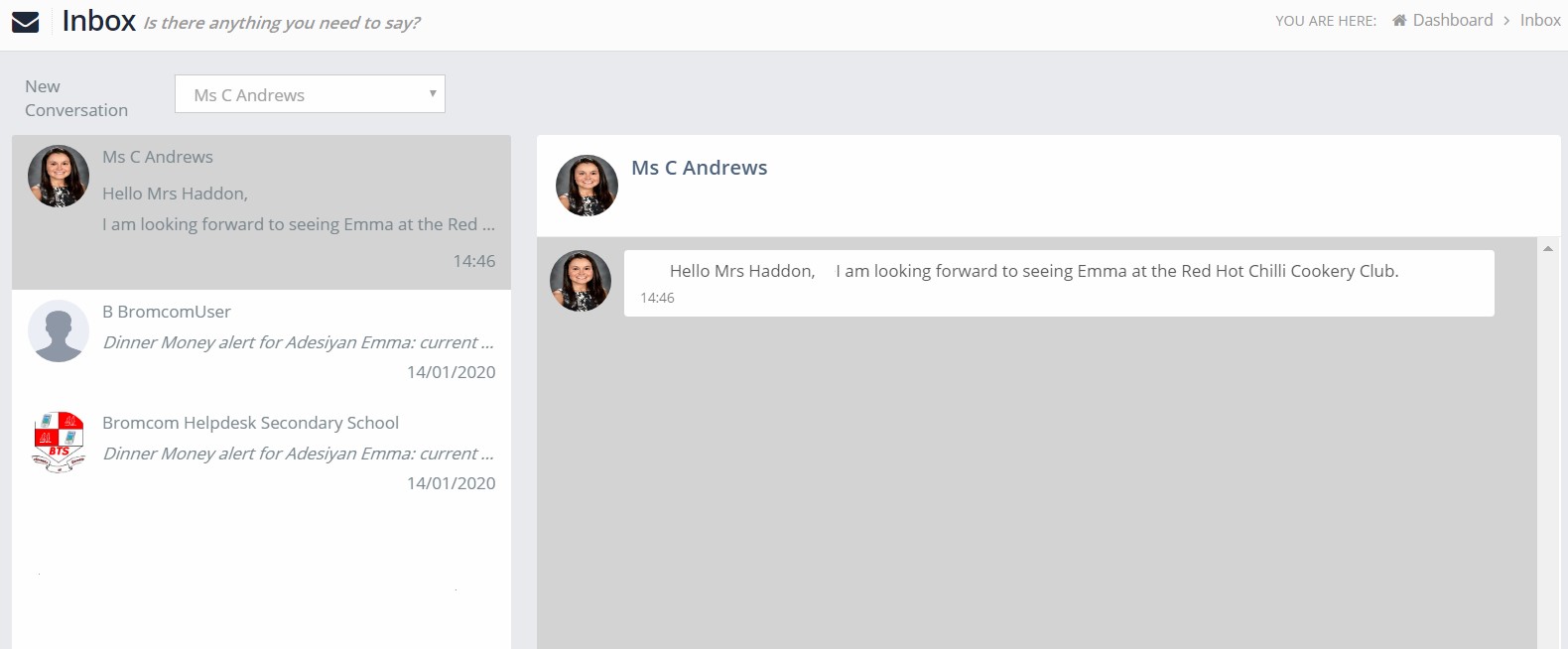
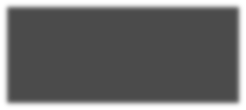
**Communication**

**Inbox** page contains any **Conversations** between the school and the **User**.

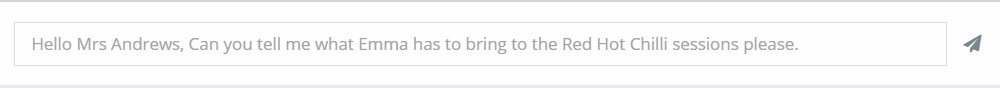


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

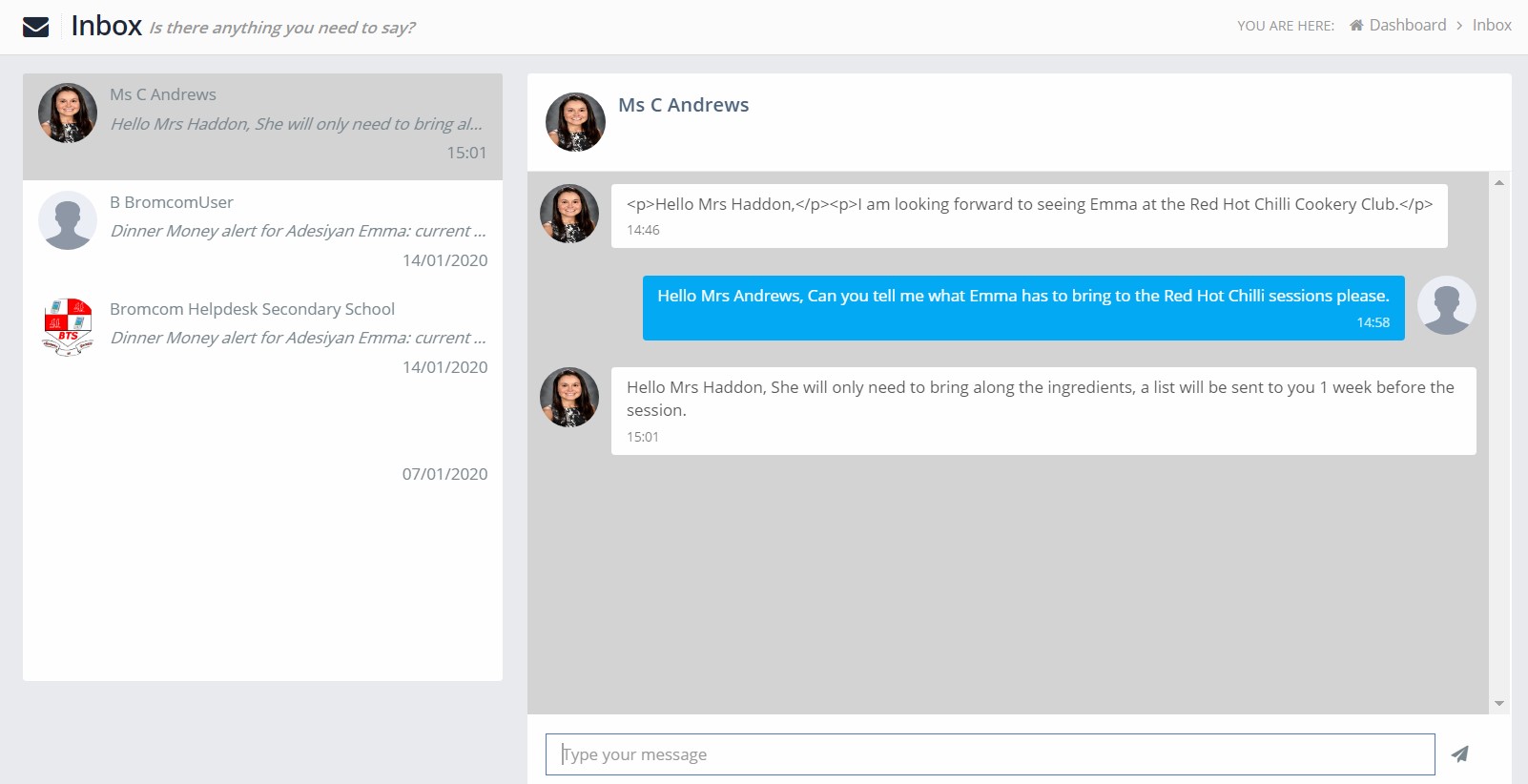
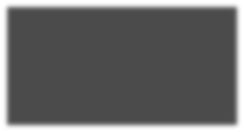
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.

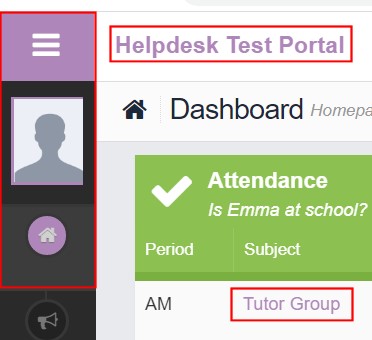
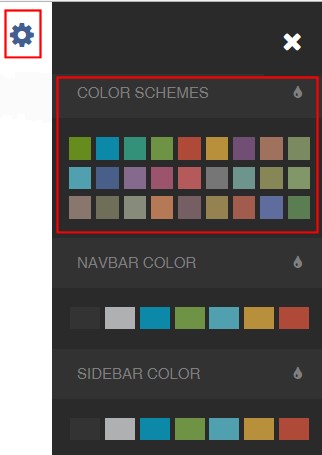


**Note**: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

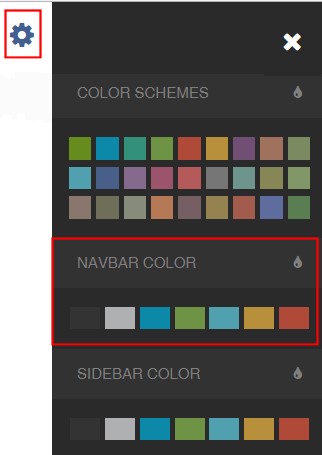
## Customising the Pages

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

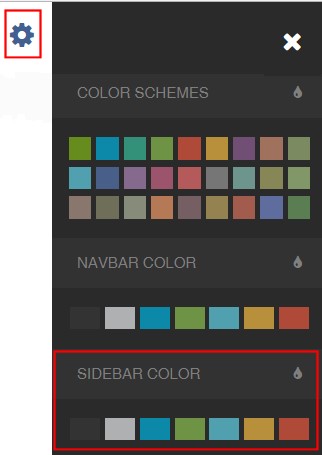
Selecting a colour from the **Colour** **Schemes** section will change the colour of the header bars and the text.



The **Navbar** **Colour** option will change the background colour of the **Navbar**.

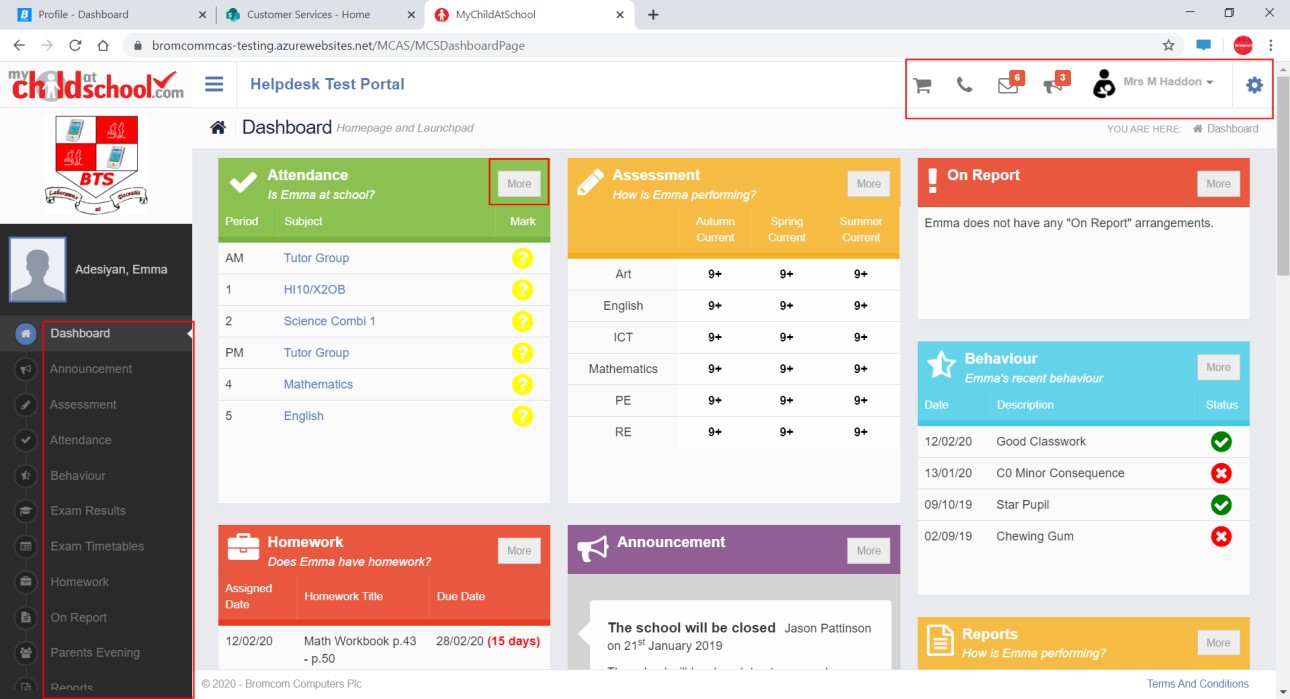
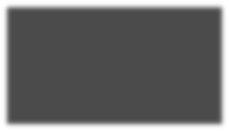


The **Sidebar** **Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

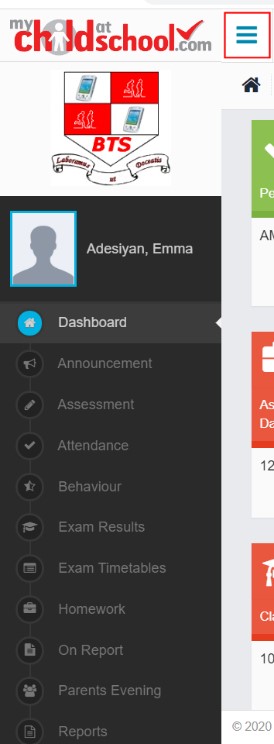
Once you have logged in the **Dashboard** will be displayed.



**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.

**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**.



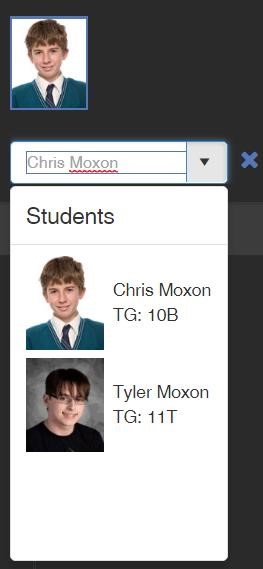
The following options are available and will only be displayed if enabled by the school:

|  |  |  |
| --- | --- | --- |
| * Academic Calendar * Announcement * Assessment * Attendance * Behaviour * Classes * Clubs & Trips | * Dinner Money * Dinners * Dinner Detail  Exam Results * Exam Timetables * Homework * On Report | * Parent Evenings * Parental Consent  PayPoint Balance * Reports * School Shop * Timetable * Outstanding Payments |

## Multiple Students

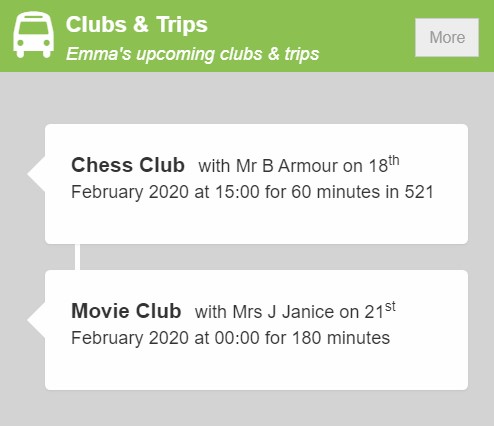
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

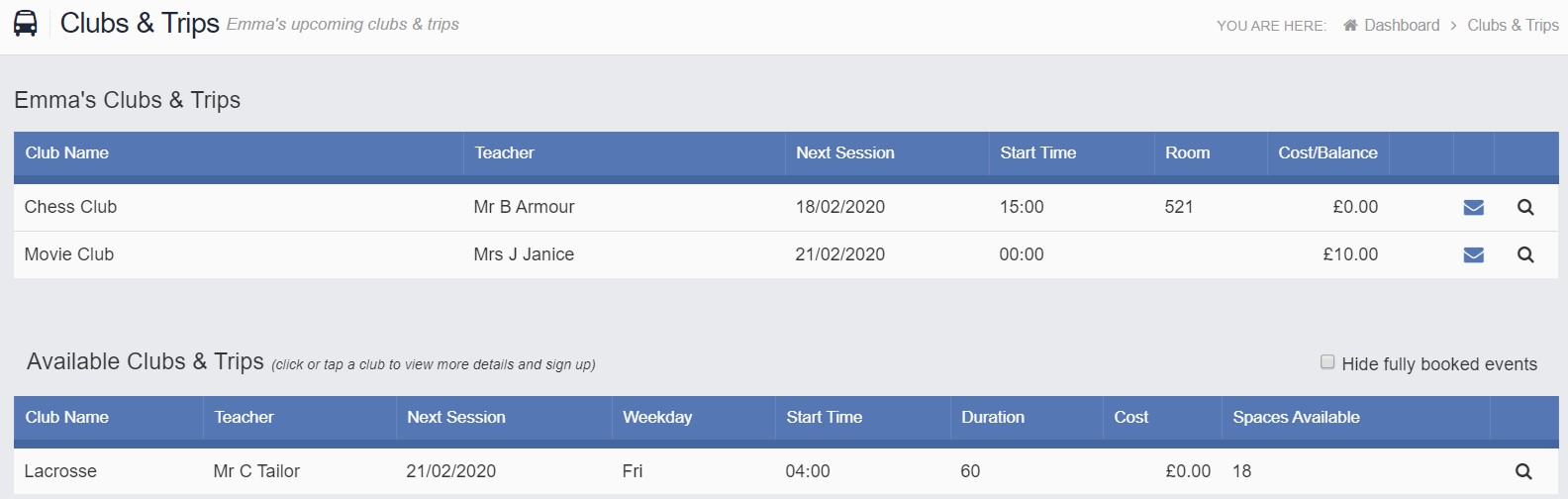
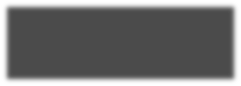


## Clubs & Trips

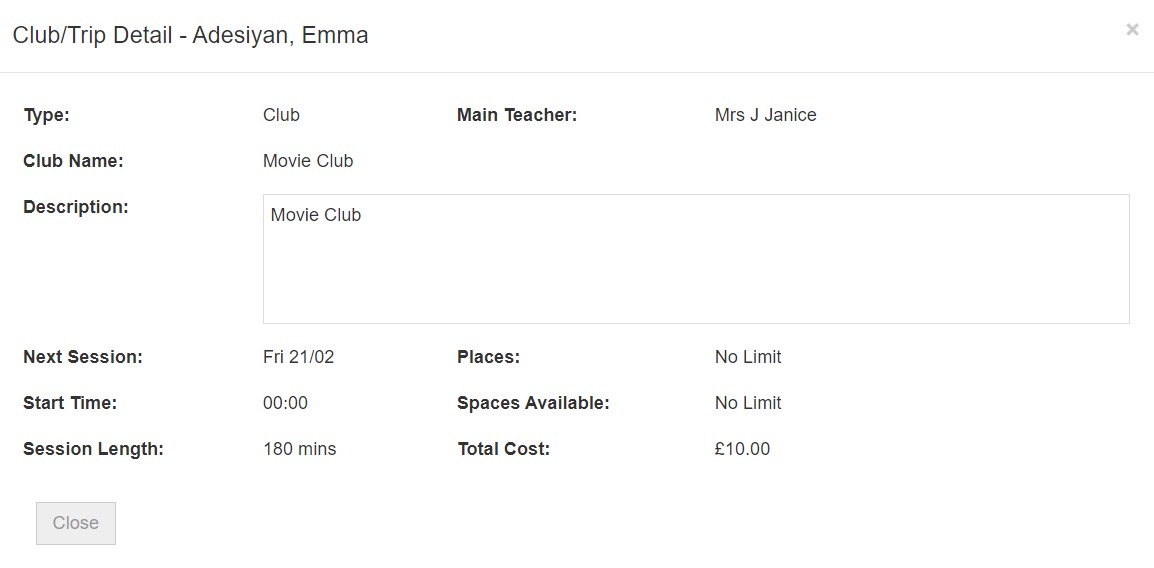
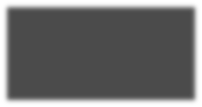
The **Clubs & Trips** option is accessible from both the **Menu** **Bar** and a **Widget**.



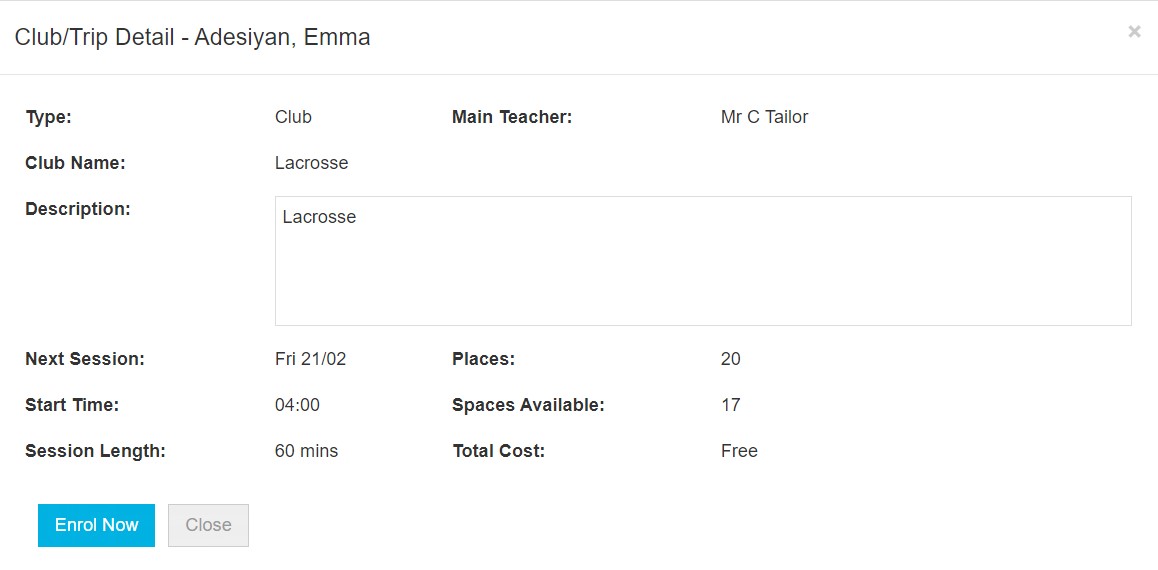
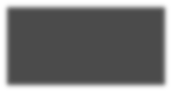
The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.



Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

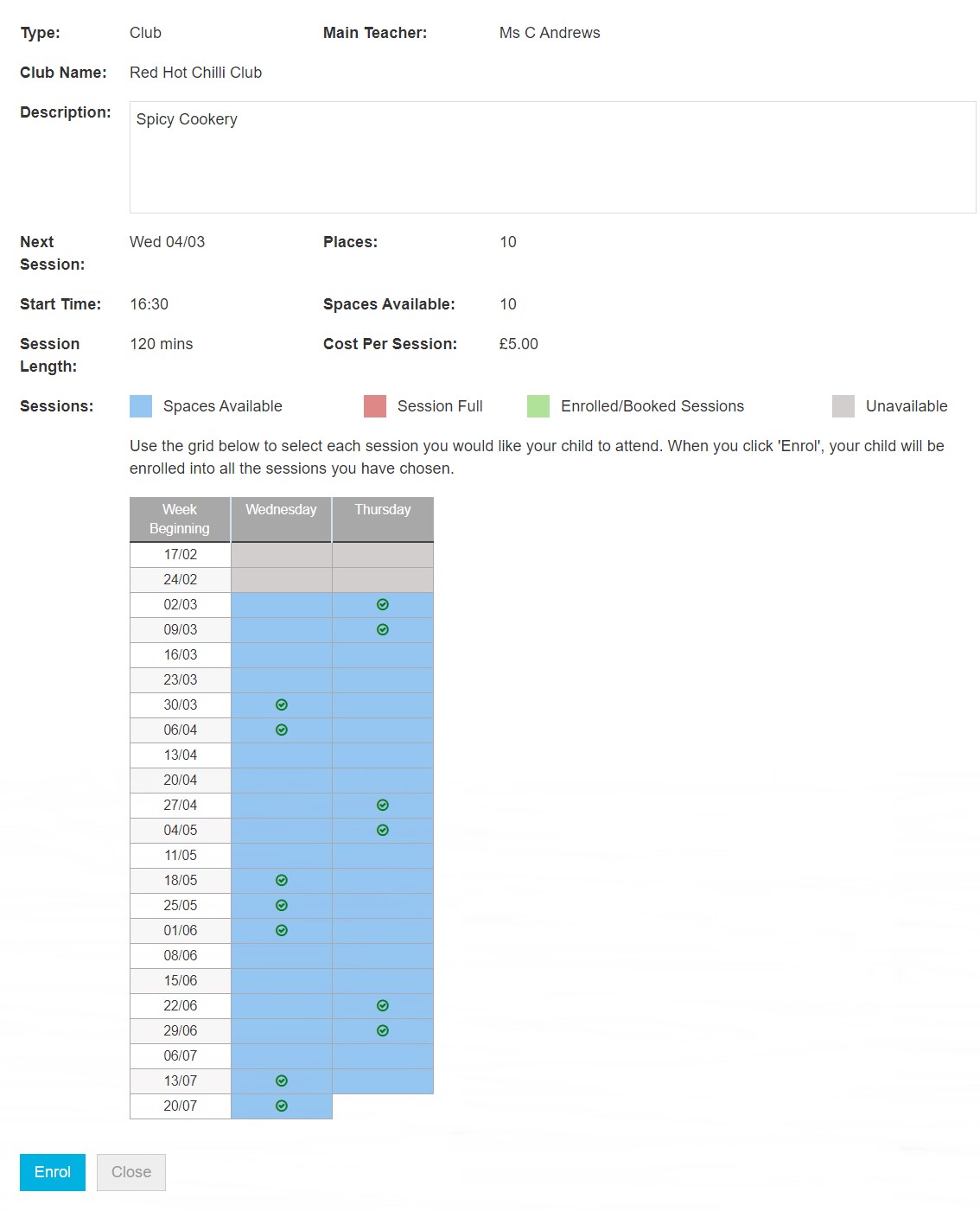
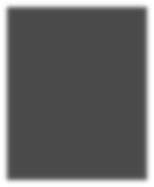


Clicking on a **Club** that is available will open the booking details

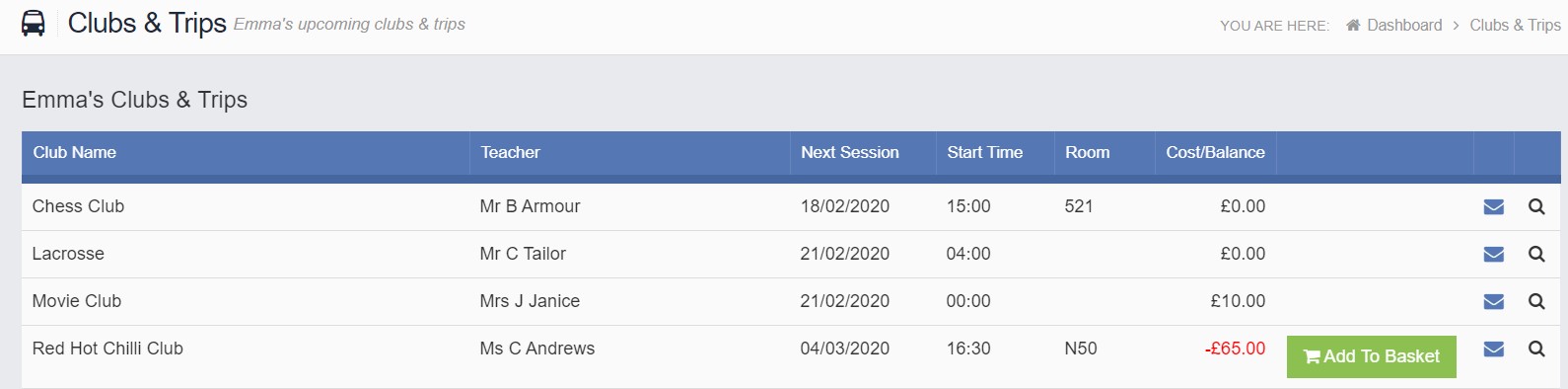


Click on the **Enrol** **Now** button, if this is a **Free** **Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.



A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

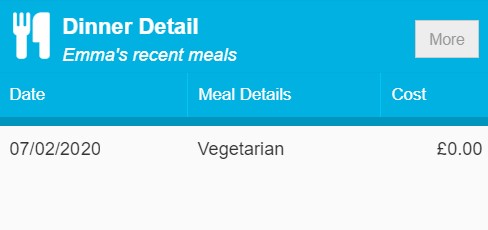


## Dinners

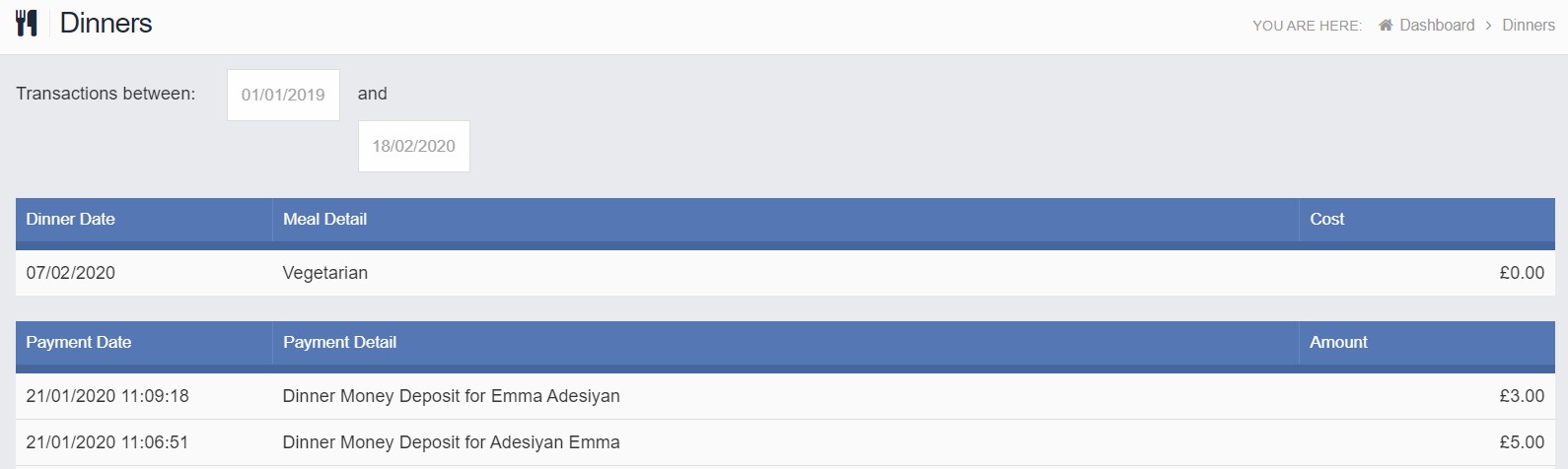
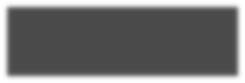
The **Dinners** option is accessible from both the **Menu** **Bar** and a **Widget**.



The **Dinner** **Detail** **Widget**, displays the last **Meals** that have been taken.

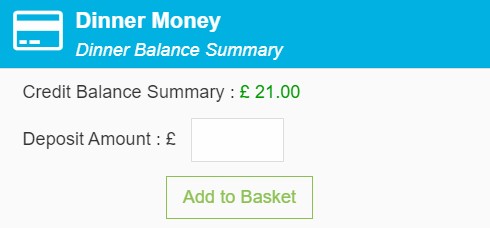


Clicking on the **More** button will display the last **Meals** taken and the **Dinner** **Money** **Payment** **Details**.



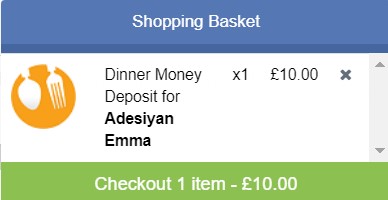
## Dinner Money

The **Dinner Money** option is accessible only as a **Widget**.

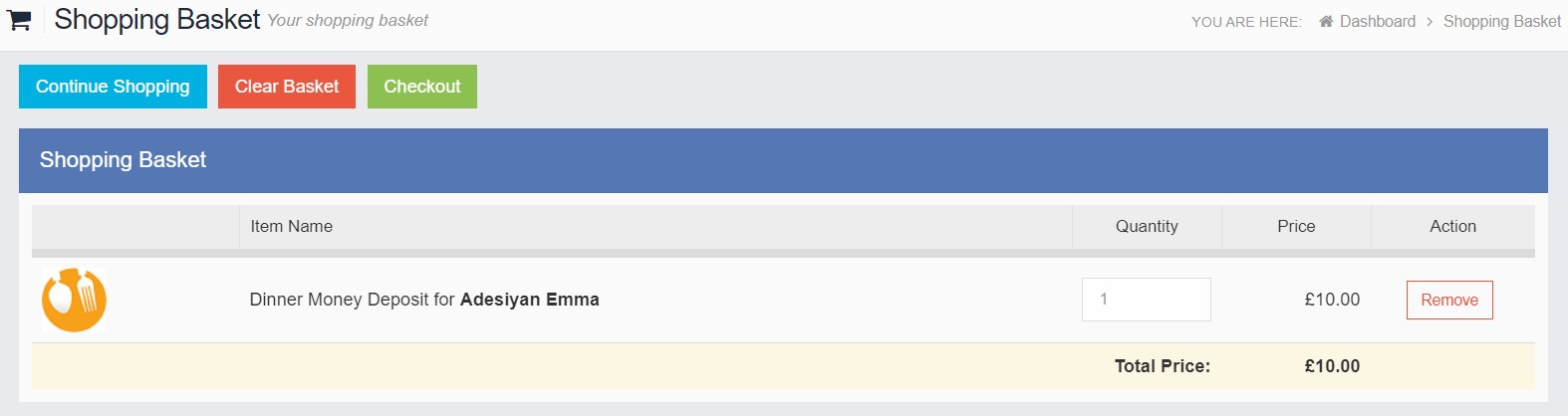
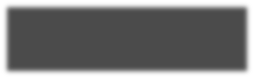


The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

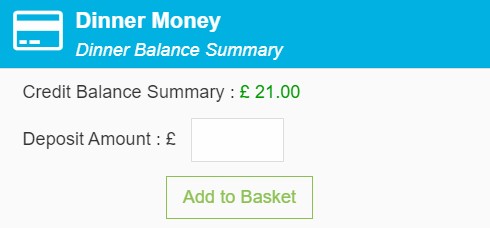
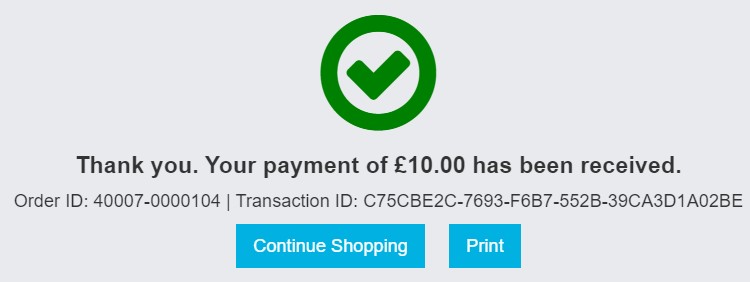
To do this enter the amount in the **Deposit** **Amount** box and click the **Add** to **Basket** button. The **Shopping** **Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping** **Basket**. Here you can click the **Continue** **Shopping** button to open the **School** **Shop** and add more items, the **Clear** **Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.

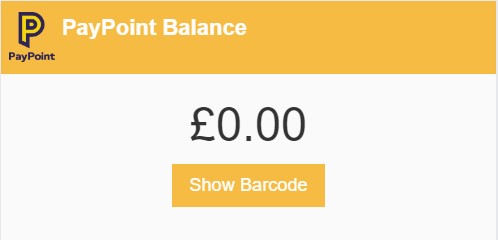


Enter your **Payment** **Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit** **Balance** **Summary** updated on the **Widget**.



## PayPoint

The **PayPoint** option is accessible only as a **Widget**.

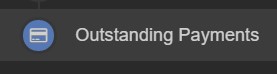


The **Widget** displays the current **PayPoint Balance,** clicking on the **Show** **Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.

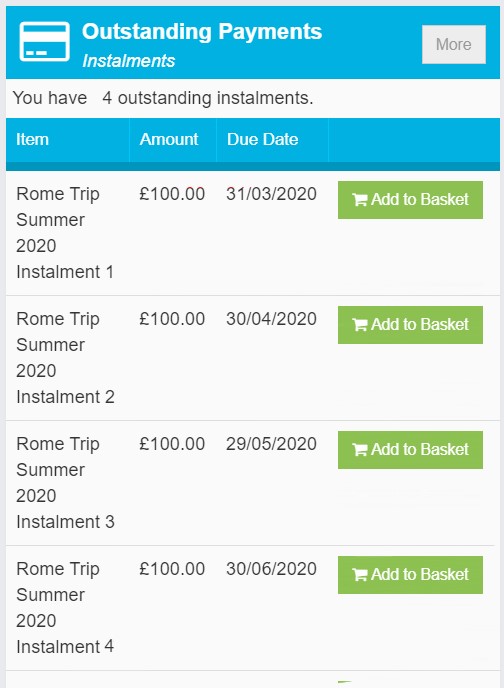
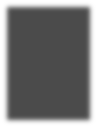


## Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu** **Bar** and a **Widget**.



When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments** **Widget**.



Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

