MyChildAtSchool (MCAS)
Parent Guide Website Version

Contents

Introduction

MyChildAtSchool [MCAS] is a portal designed to increase the parental engagement between parents and schools by sharing key information about their children in school. The portal also provides general useful information about school.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance** data
- **Communication** facilities
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

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 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.

Note: When creating a **Password,** it must meet the following criteria**;**

-8 or more characters   -1 uppercase character   -1 numeric character
-1 special character (!$+_)   -1 lowercase character

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 then 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

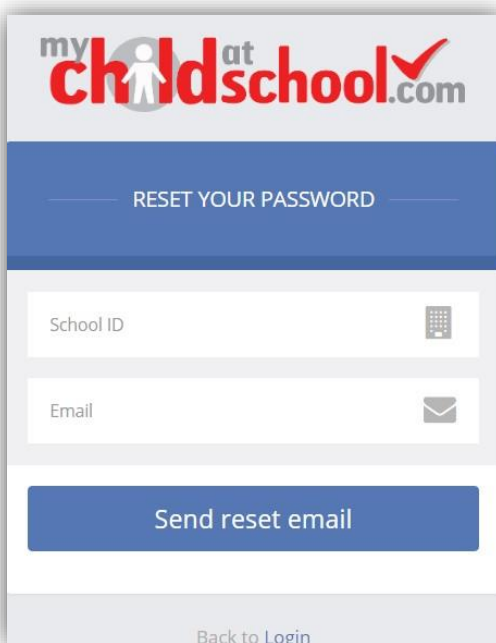You will now be able to **Login** using your new **Login Details**.

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 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 [REDACTED]

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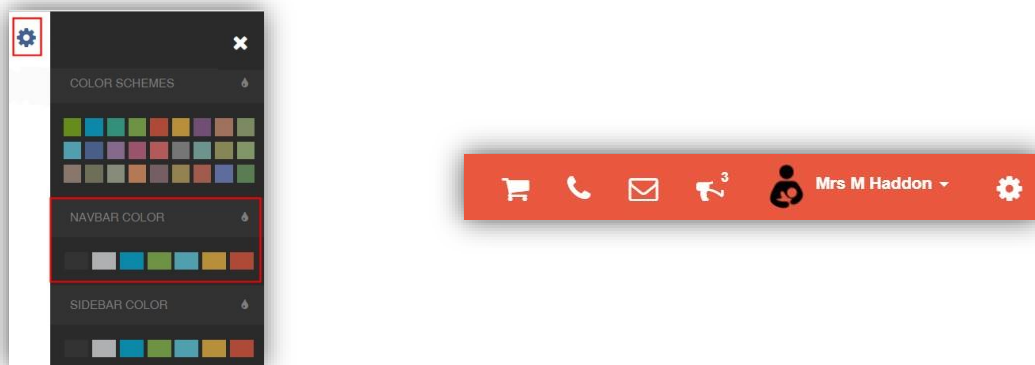
Regards
MyChildAtSchool.com

Customising the Pages

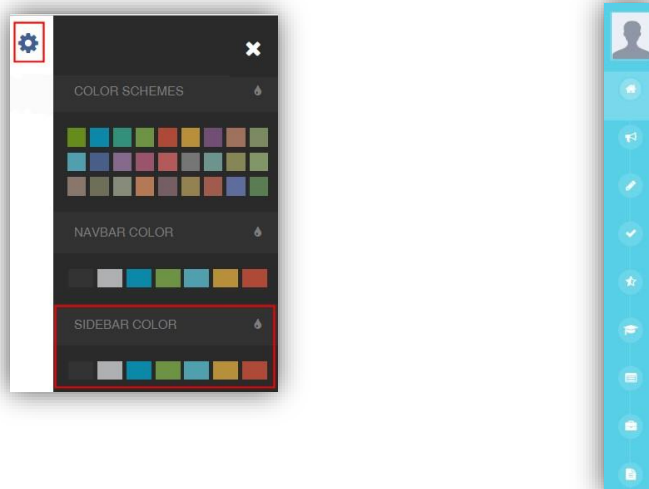The **Colour Scheme** option allows the **Homepage** to be customised.

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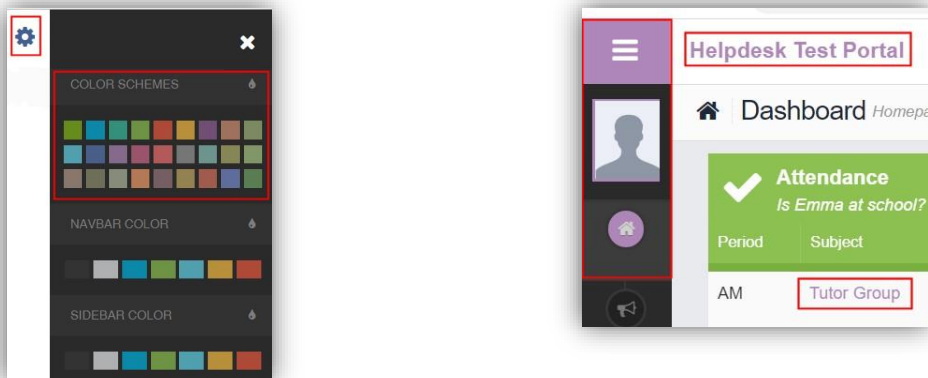
The **Navbar Colour** option will change the background colour of the **Navbar**.
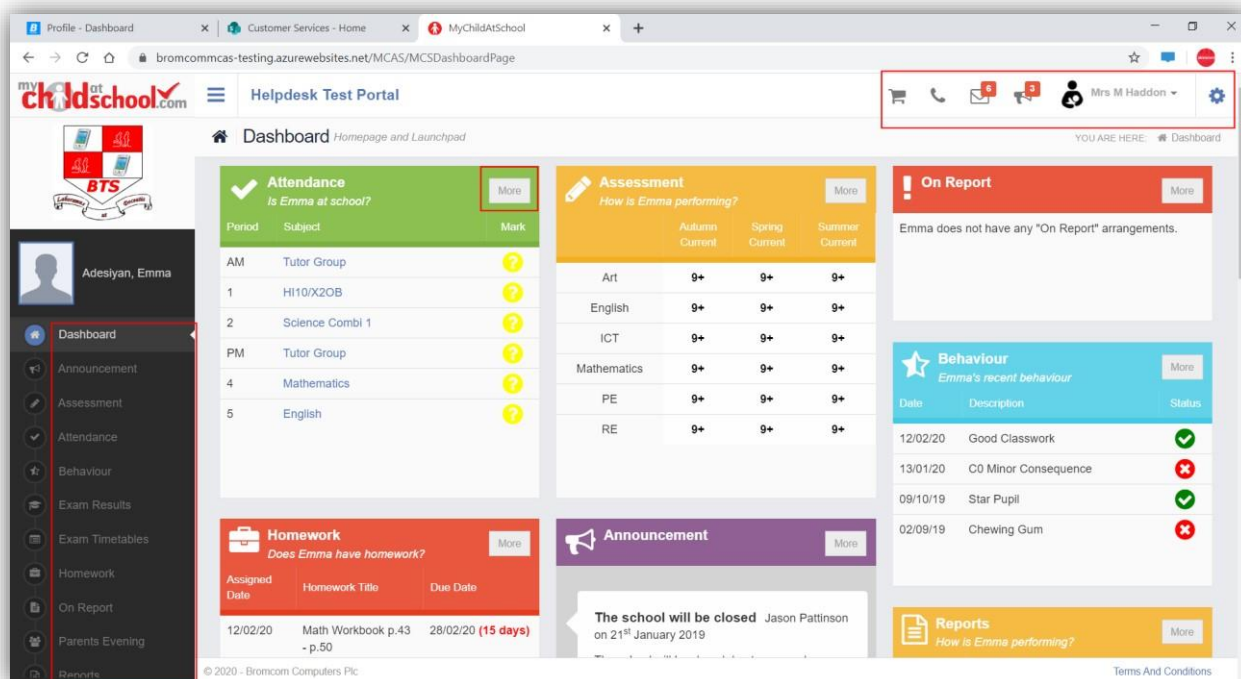

The **Sidebar Colour** option will change the colour of the **Menu Bar**.

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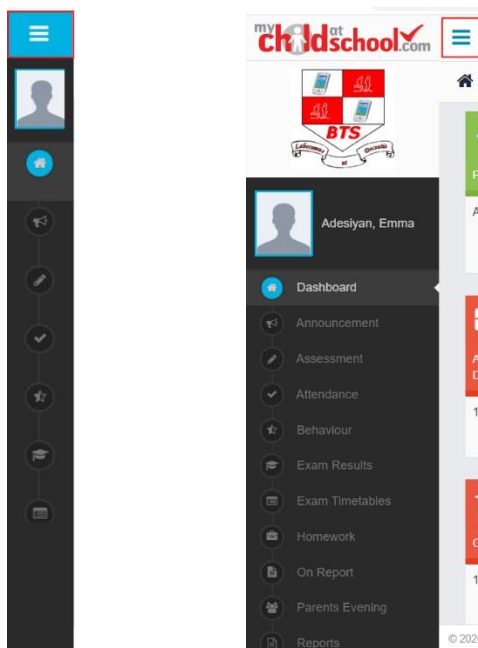
Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

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.
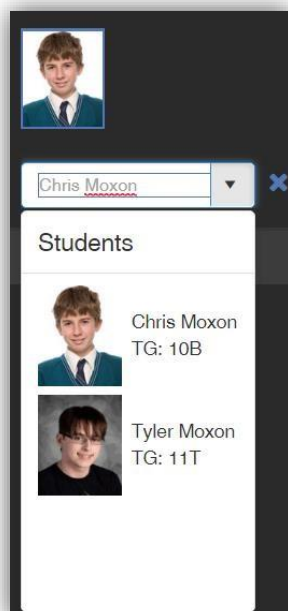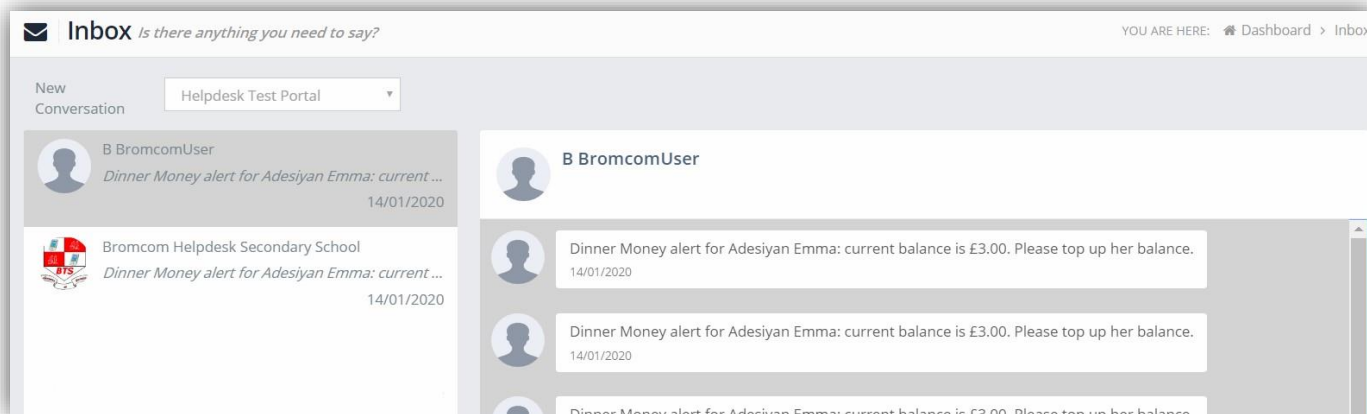
Account Options Menu

The **Account** options menu can be accessed by clicking on the down arrow right of your name and selecting the option from the dropdown menu.
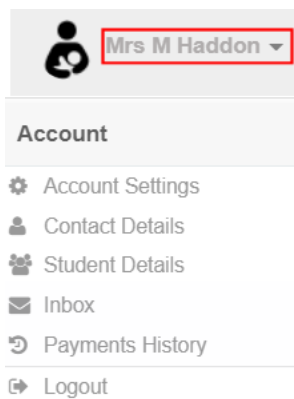
Inbox

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.

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.

Payment History

The **Payment History** page contains the last **10 Payments** made by to the **User**.

Order Number ⇕	Authorisation Code ⇕	Order Date ▲	# of Items ⇕	Payment Method ⇕	Total Amount ⇕	Order Status ⇕
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3039176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
99995-0000087	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

Showing 10 entries

This page can be **Searched** or **Ordered** by **Columns**.

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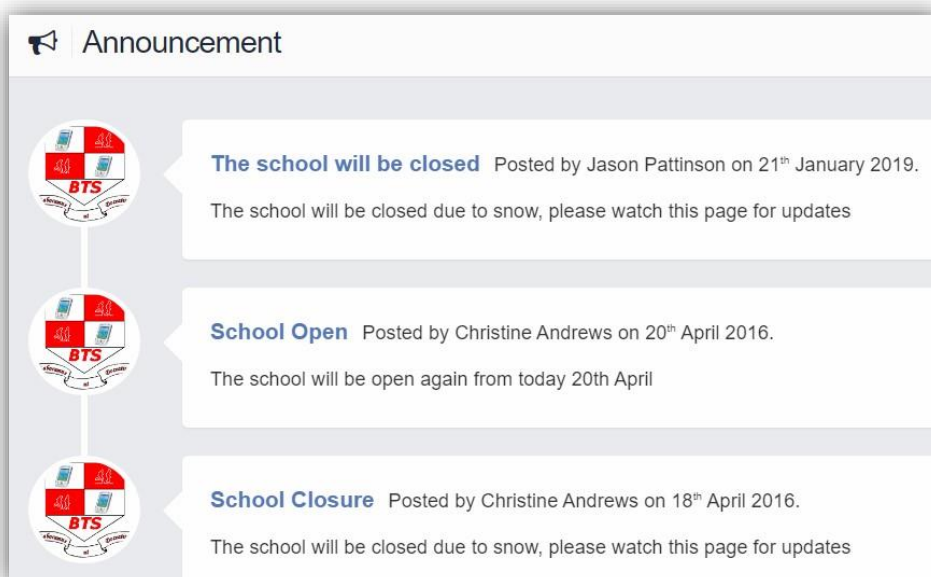
Announcements

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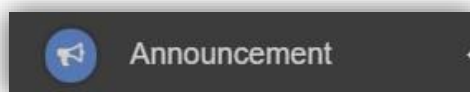
The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.
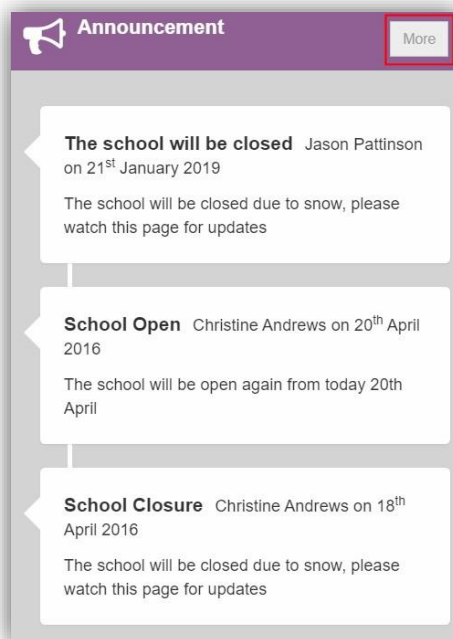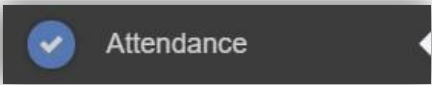

If there are any previous **Announcements** they will also be displayed.

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.
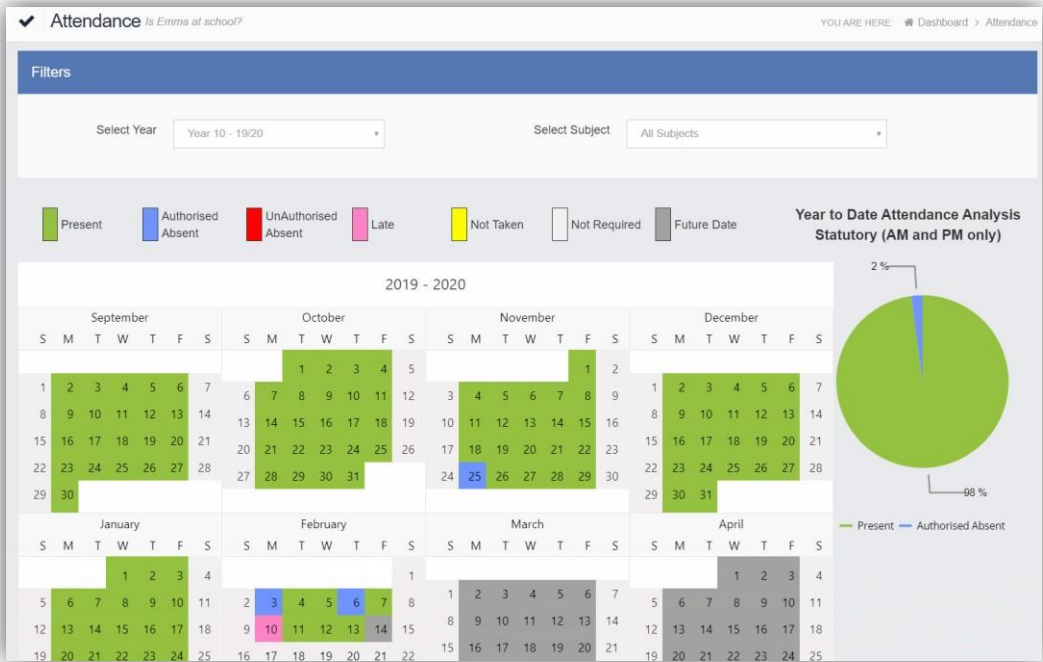
The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.
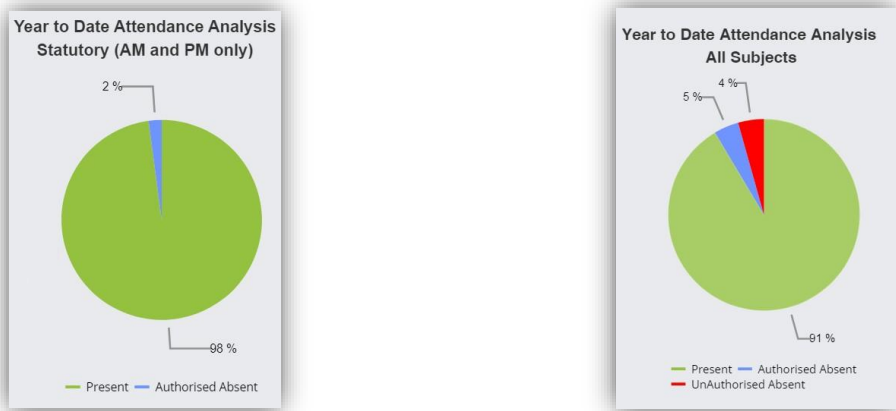
The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.
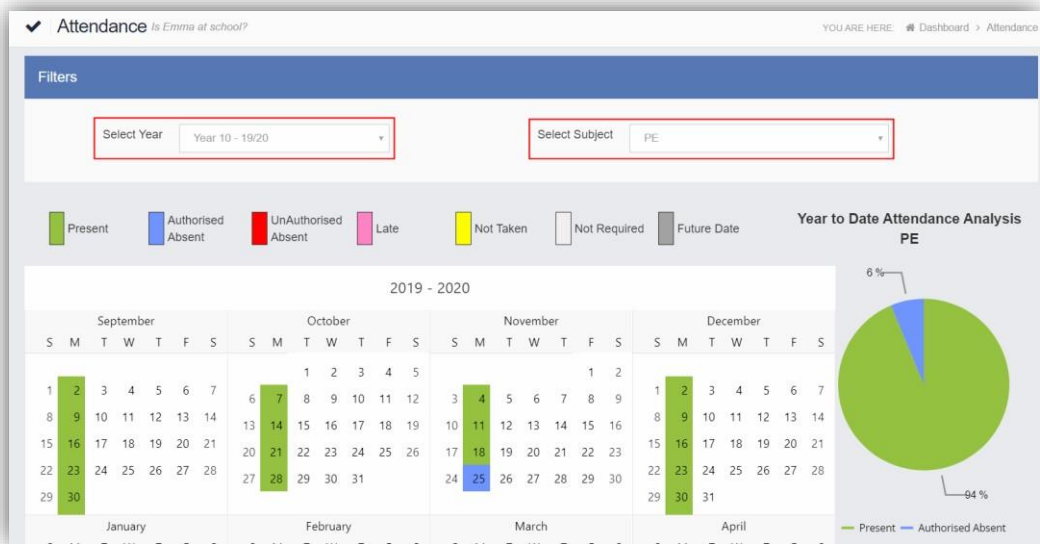
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.
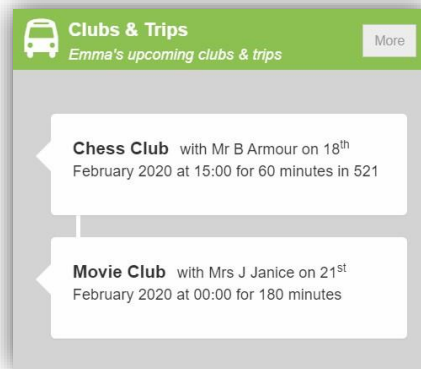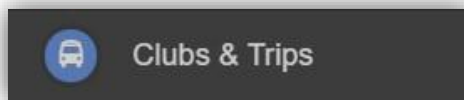
Clubs & Trips

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

The **Widget** only displays the current **Clubs & Trips** that the **Student** is part of, while the **Clubs & Trips** page from the **Menu Bar** shows the same, as well as any **Clubs & Trips** 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 or Trip** 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 or Trip** 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.

Type:	Club	Main Teacher:	Ms C Andrews
Club Name:	Red Hot Chilli Club		
Description:	Spicy Cookery		

Next Session:	Wed 04/03	Places:	10
Start Time:	16:30	Spaces Available:	10
Session Length:	120 mins	Cost Per Session:	£5.00

Sessions: ☐ Spaces Available   ☐ Session Full   ☐ Enrolled/Booked Sessions   ☐ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		⊘
09/03		⊘
16/03		
23/03		
30/03	⊘	
06/04	⊘	
13/04		
20/04		
27/04		⊘
04/05		⊘
11/05		
18/05	⊘	
25/05	⊘	
01/06	⊘	
08/06		
15/06		
22/06		⊘
29/06		⊘
06/07		
13/07	⊘	
20/07	⊘	

Enrol   Close

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.

🚌 Clubs & Trips *Emma's upcoming clubs & trips*   YOU ARE HERE: 🏠 Dashboard > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance			
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		✉	🔍
Lacrosse	Mr C Tailor	21/02/2020	04:00		£0.00		✉	🔍
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		✉	🔍
Red Hot Chilli Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	🛒 Add To Basket	✉	🔍

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.

PayPoint

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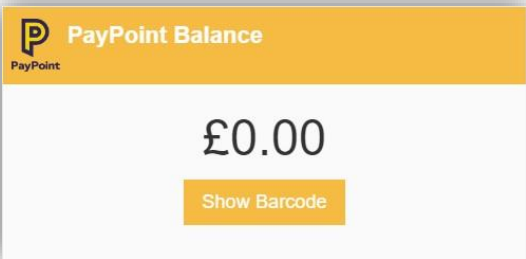
The **Widget** displays the current **PayPoint Balance,** clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.

Online Shop

The **Online Shop** option is accessible only from the **Menu Bar**.

This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.
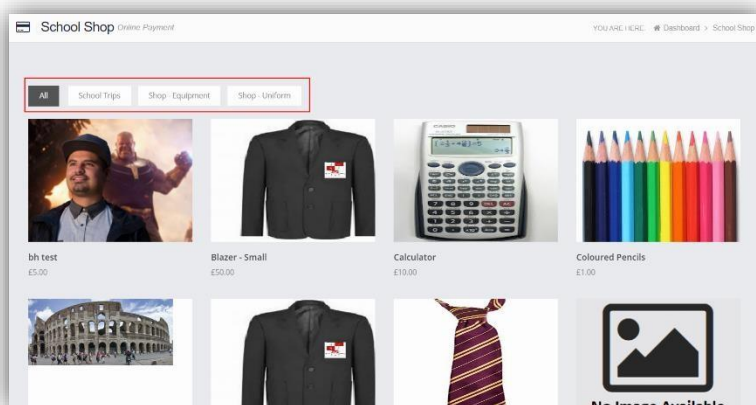
The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop- Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.


The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.
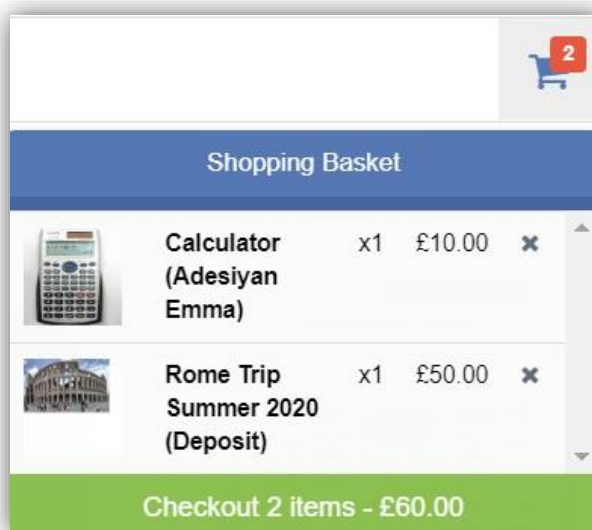
To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.
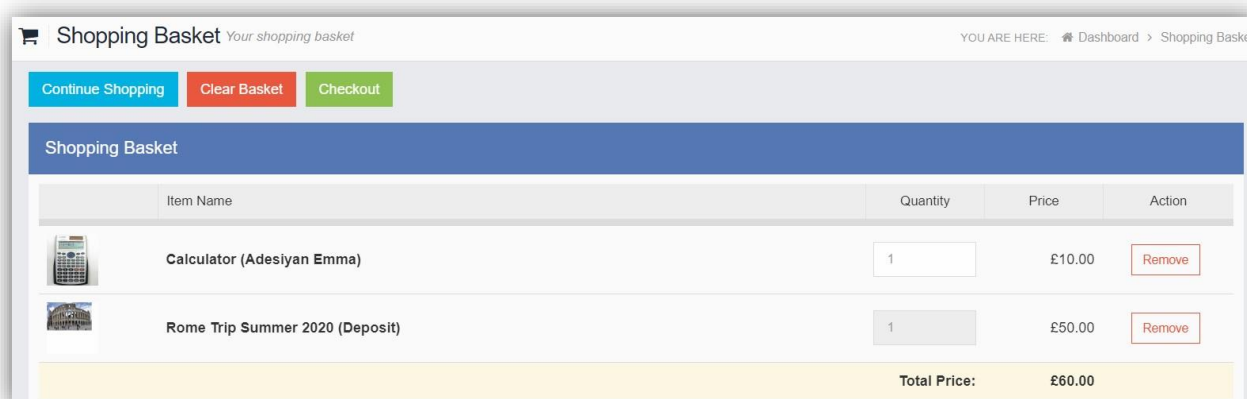
To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

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On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**.

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

Outstanding Payments

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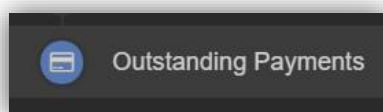
When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.

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.