

MyChildAtSchool: Getting Started Guide for Parents/Contacts

MyChildAtSchool (MCAS) is a parental engagement tool, which allows for the sharing of information between Schools and parents/contacts. MCAS is available via an App or through a Web Browser.

Account Creation

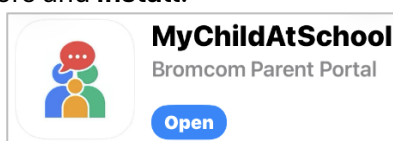
The school will generate MCAS accounts for parents/contacts. An activation email with instructions will be sent to the email address linked to your contact record.

Please ensure:

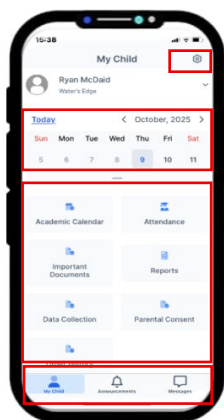
- The school has your correct email address.
- If you have more than one child attending the school, each record should have the same email address.

How to use MCAS App

- Search for **MyChildAtSchool** on your required App Store and **install**.



- Login using your registered email address and the password from the initial setup
- Choose a **PIN** that will be used to login
- Allow **App Push Notification** alerts to your smart device
- Selecting any of the modules will give the additional information about the student.

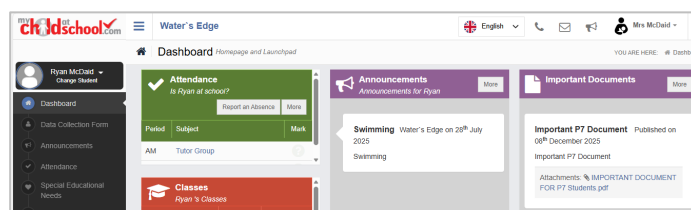


- Use the **Student Selector** and change to another linked student if required

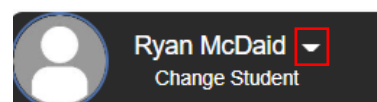


How to use MCAS Web Browser

- Enter www.mychildatschool.com into the address bar on the web browser to access MCAS
- Login using your registered email address and the password from the initial setup

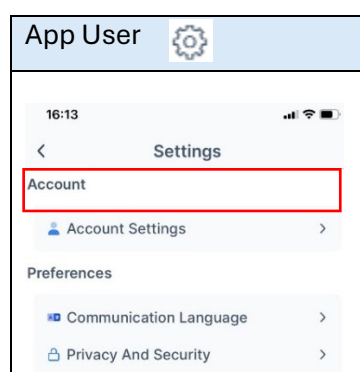
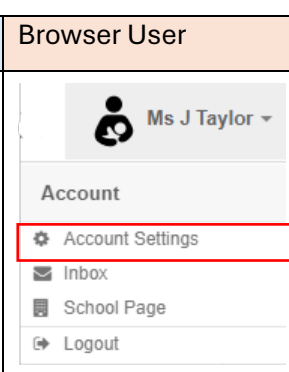


- Use the **Selector** to change to another linked student if required



Preferred Communication Language

From **Account Settings**, a parent/contact can **reset their password**, **Change PIN** and select a **Preferred Communication Language**.

App User	Browser User
	

- Click **Done/Update** when complete

Detailed guidance on the MCAS portal is available from your school.