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MyChildAtSchool (MCAS)

Parent Guide

Summary

MyChildAtSchool (**MCAS**) is designed for engagement between parents/contacts and Schools, by sharing key relevant information. This guide provides support on downloading and accessing **MyChildAtSchool (MCAS)** for a parent/contact. MCAS is available as a mobile app as well as a web browser.

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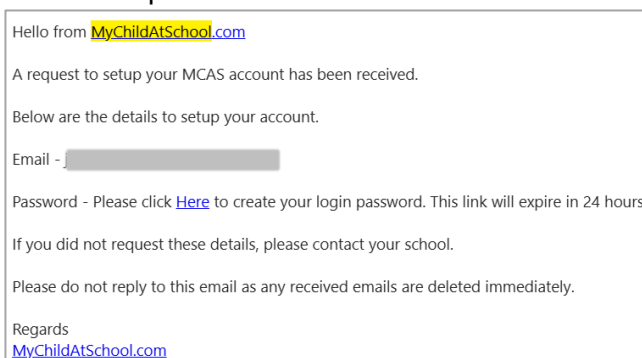
1. MCAS User Accounts

The **MyChildAtSchool (MCAS) Login process** allows parents/contacts to log into the **MCAS** portal using their **Email Address** (initially given to the school during enrolment) and **Password** (setup during the initial setup process).

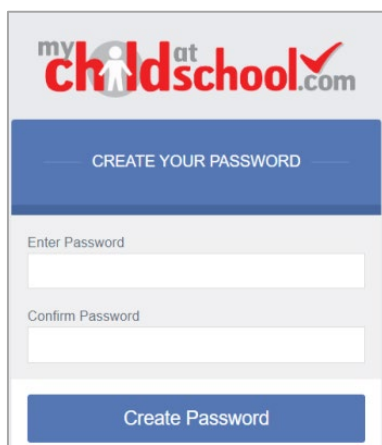
1. An email will be sent from their school with a link to the **Parent Login** screen
2. If you already have an MCAS account i.e. from a student in another school, you do **not need** to click the link in the email, the new student will appear automatically
3. Click the hyperlink **Here** in the email to open the **CREATE YOUR PASSWORD** screen

N.B. Please be advised the link is only active for 24 hours.

Below is an **example email** sent to a parent.



- **Enter Password and Confirm Password**
- **Click Create Password**



my child at school.com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

If the Link Expires – Click [Back to Sign in](#) and follow the instructions [How to reset your MCAS Password](#), page 15

1.1 Forgotten Login Details

- Forgotten **Email Address**? - Contact your child's school who will be able to help
- Forgotten **Password**? - Follow the instructions [How to reset your MCAS Password](#), page 15

2. MyChildAtSchool App

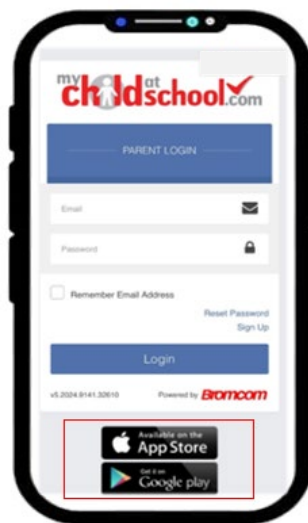
Parents have a choice how to view MCAS. They can choose

1. **App**
2. **Browser** (from page 8)

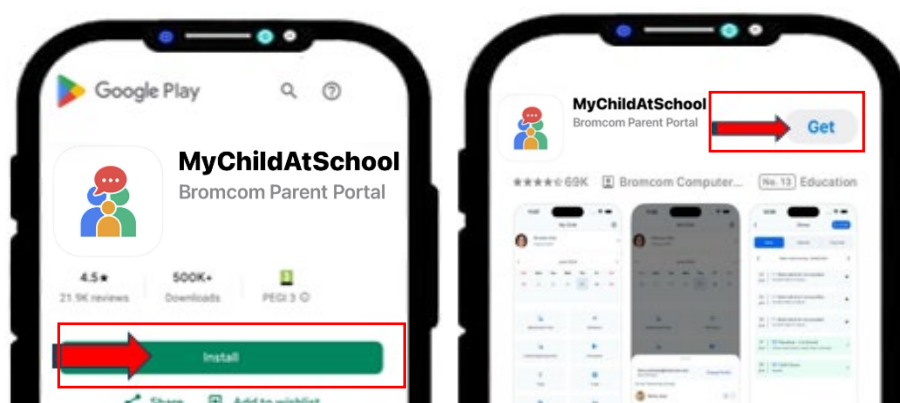
There are differences between the App and the Browser view. See **Appendix 1**

2.1 Installing the App

When logging in from an invitation email sent from the school, there is the option to **install the MCAS Parent App** from the **App Store** or **Google Play**.



- Click **Install** or **Get** depending on download store



- Click **Open** when the application has installed,

N.B. Users need to enable notifications on mobile devices when they install the app to get push notifications from MCAS.

- At the **login screen**, enter your **Email Address** and then **Create a Password**

N.B. Password must have 8 or more characters, 1 uppercase character, 1 numeric character and 1 special character

- Click **Add Login**
- **Set your 5-digit pin** and **re-enter** to confirm

2.2 App - Navigation

On opening the MCAS Parent App on a mobile device the **My Child** central dashboard will be displayed. The dashboard contains the following features:

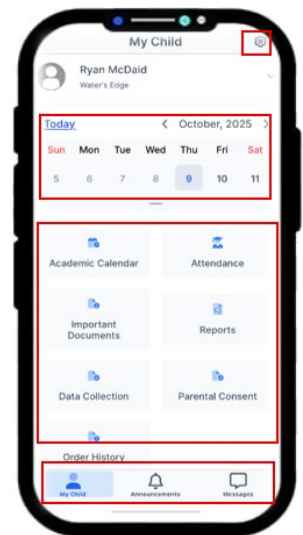
Settings button – Account Settings, Communication Language, Privacy and Security, School Contact Information and Terms and Conditions.

Student Profile dropdown – switch to another student profile.

Weekly Calendar

Access to **modules** (e.g., Attendance, Academic Calendar etc).

Banner – which gives access to Announcements or Messages from school.



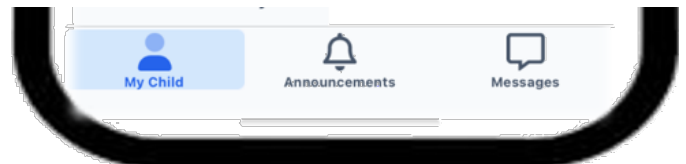
2.3 App - Banner

The banner along the bottom contains the following further options:

My Child – displays the main dashboard.

Announcements – displays announcements from the school.

Messages – displays direct messages sent from the school, these may include information about absences reported or requests to data collection changes.



2.4 App - Settings

Selecting the **Settings cog**, users will be able to access the following screen:

Account Settings – allows selection of another linked student profile.

Communication Language – choose preferred communication language.

Privacy and Security – change Pin and Password.



2.5 App - Switch to Another Linked Student Profile

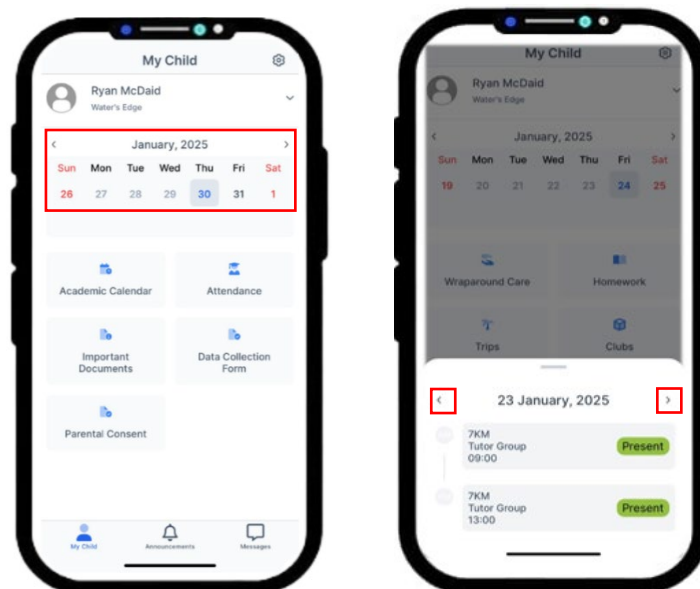
- On the **My Child** dashboard, click the **drop-down arrow** next to the student's name
- Select the student profile to switch to



If you **do not see** all linked children within MCAS. Please contact the school of the missing student to ensure that the same email address has been used for all students.

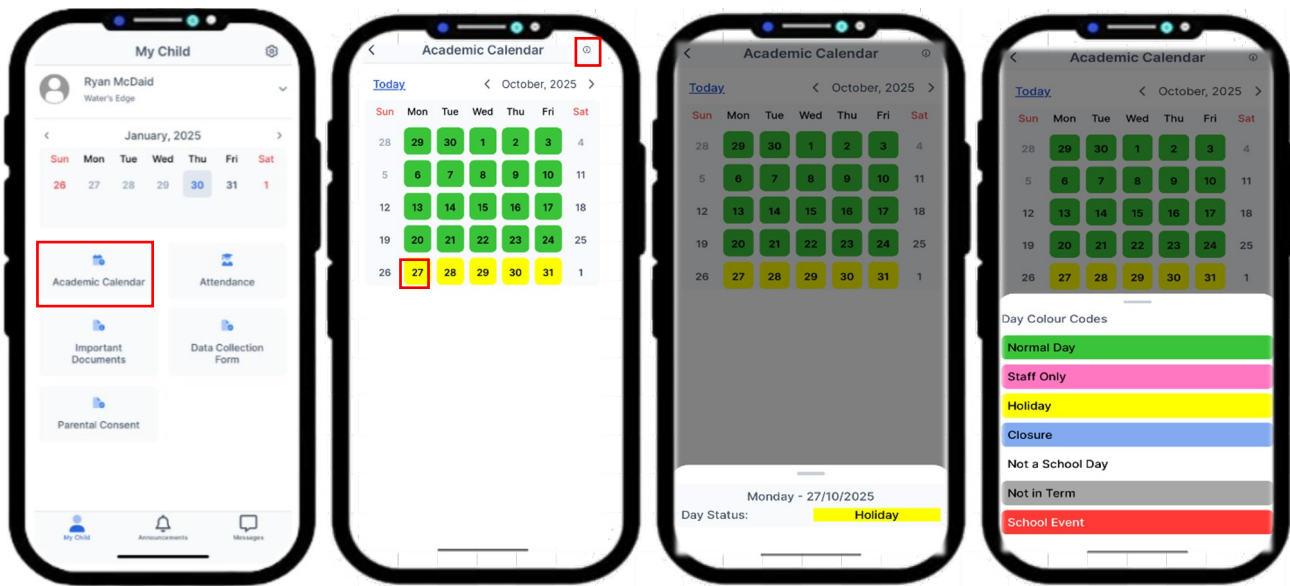
2.6 App - Calendar

- Selecting a date on the calendar shows the student's **Attendance** information
- Click the **arrows** to display the previous or next week



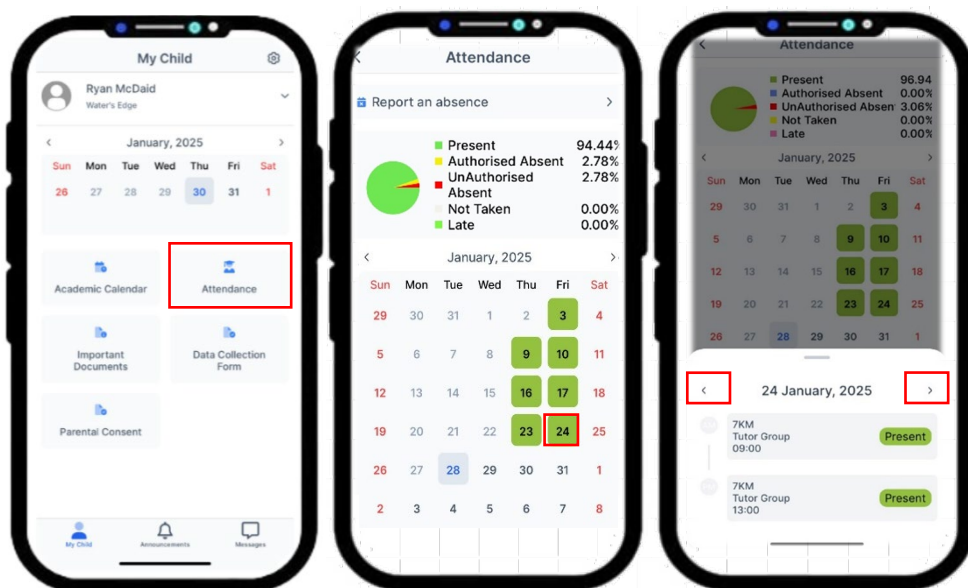
2.7 App – Modules - Academic Calendar

- Select the **Academic Year** module. This displays a monthly view of the Academic Calendar for the school. Selecting a date will give further information
- Selecting  will give a key to colour coding
- Use **arrows** to move through the months, as required



2.8 App – Modules - Attendance

- Select **Attendance** module. This displays a monthly view of the student's attendance. The pie-chart represents the student's attendance to date
- Click a date to show the session attendance for that date
- Use **arrows** to navigate through the days/months

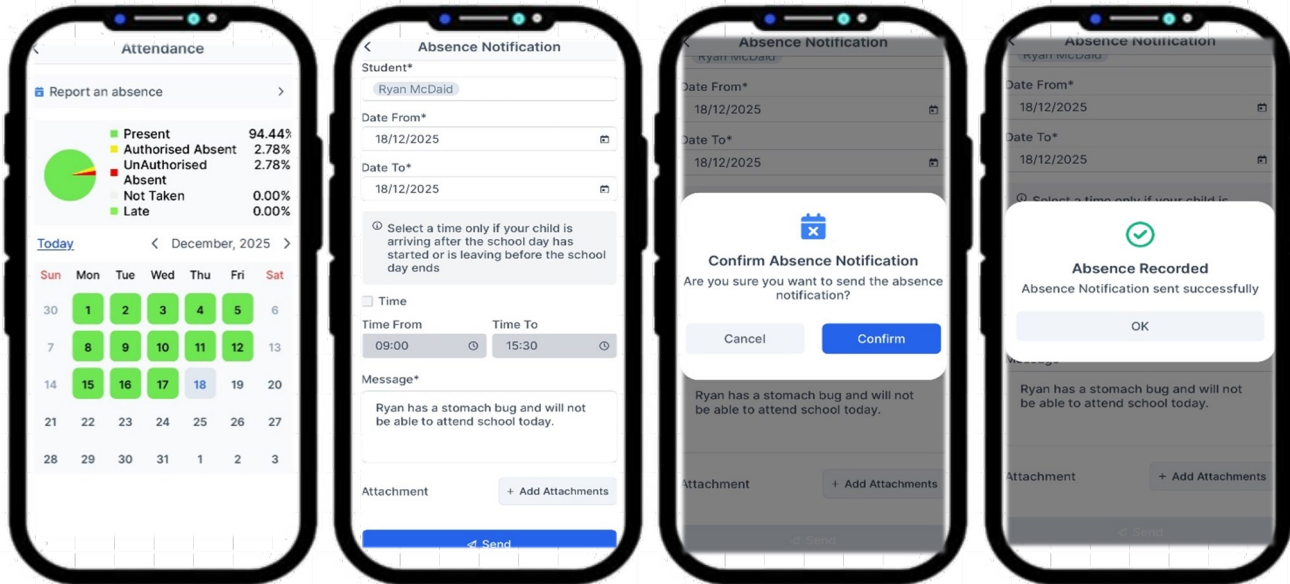


2.8.1 Attendance – Report an Absence

Absences can only be recorded for current day and for future dates. The absence notification will be sent to the school to record appropriately.

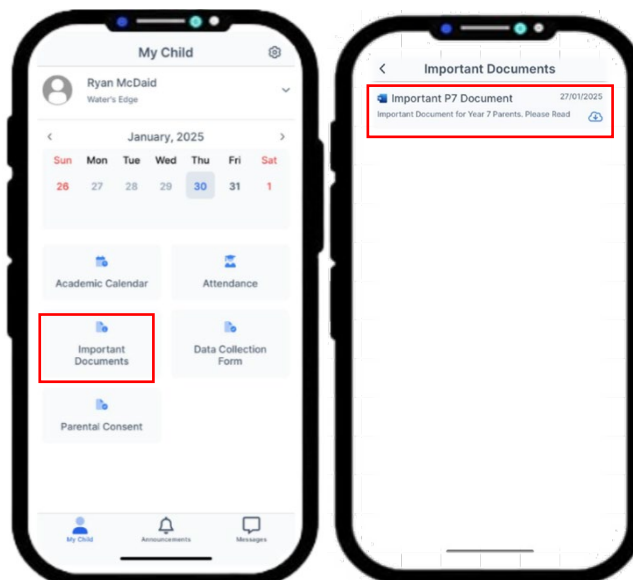
- Select the **Attendance** module
- Click **Report an absence**

- Fill in the required information: Date, Time if only a part day absence, A short accurate message and any attachments if required.
- Click **Send**
- Click **Confirm**
- Click **OK**



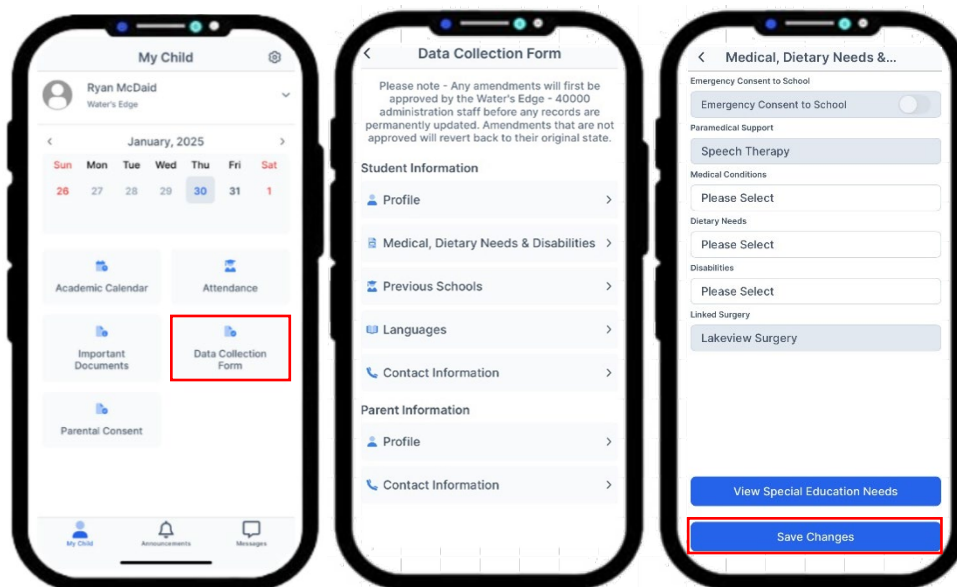
2.9 App – Modules - Important Documents

- Select the **Important Documents** module
- Any documents that the school has shared will be displayed here
- Select the document to view it



2.10 App – Modules - Data Collection Form

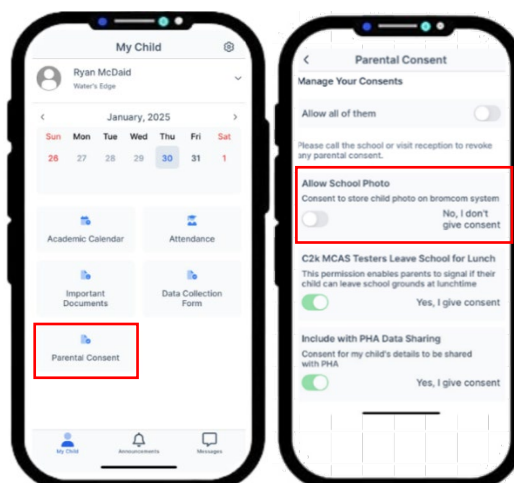
- Select the **Data Collection Form** module
- Select relevant sections and complete or add any amendments.
- Select **Save Changes**



A school will define what information is viewable and/or editable. Any amendments made need to be approved by the school before being implemented and updated on the system.

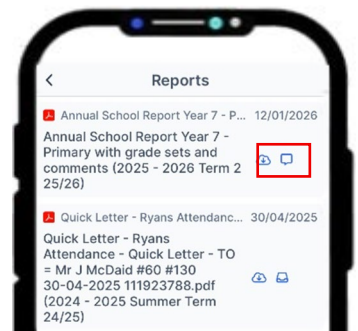
2.11 App – Modules - Parental Consent

- Select the **Parental Consent** module. This shows all consents made active by school and pertaining to your child
- Select the slider to give consent
- To revoke consent, contact the school and have this recorded



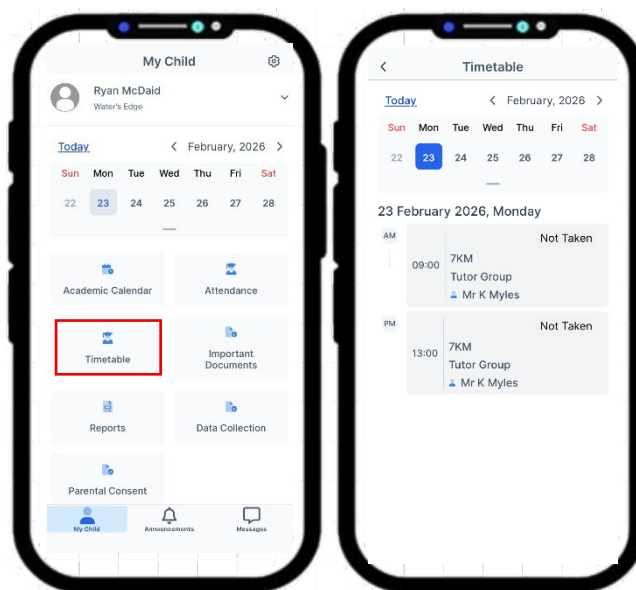
2.12 App – Modules – Reports

- Select the **Reports** module. This module will show all reports that the school have generated pertaining to the student
- Download the report 
- If available –Use  to send a comment regarding the report to the school
- Click  to send the comment



2.13 App – Modules – Timetable

- Select the **Timetable** module. This module will show the student's timetable. For primary students this will show the Tutor group they are in, for post primary students this will show the academic classes



3. MyChildAtSchool Browser View

Parents/Contacts have a choice on how they view MCAS. They can choose

1. **App** (from page 2)
2. **Browser**

There are differences between the App and the Browser view. See [Appendix 1](#)

3.1 Browser - Login

- Enter **www.mychildatschool.com** in a web browser
- This will open the **PARENT LOGIN** screen
- Enter **Email Address** and **Password** used during setup of MCAS account from the activation email
- Click **Login**

All **Students** linked to that **Email Address** will be displayed.
N.B. Contact school if the following message is received
“Incorrect Email Address or Password”.

- Select the correct **Profile** listed under the required school to continue to the **Dashboard**
- Students associated with each school **Profile** are displayed on the right-hand side.

N.B: Hover over the icons on the right-hand side to see the student's name associated with each **Profile**.

The example shows a parent/contact with a child in a primary and another in a post primary school



The **Dashboard** will open for the chosen **Profile**.

3.2 Browser – Messages, Notifications & Settings

At the top right-hand corner of the browser, some settings are available for MCAS.

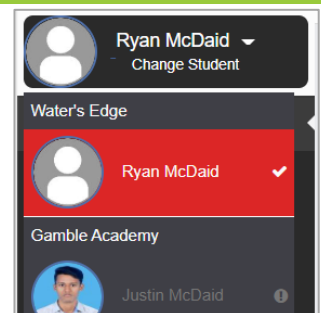


	Provides details on how to contact the school
	Any messages sent will be available here. These may be in relation to Absence notifications sent, Data Change requests
	Any notifications or alerts will be highlighted here
	This is your account information. Password can be changed and Inbox can be viewed
	This setting cog allows you to change the colours within MCAS

3.3 Browser - Switch to Another Linked Student Account

The **Change Student** drop-down allows for switch between connected students or connected school environments in one place.

- All **Students** linked to the email account will appear in the top left dropdown in the **Dashboard** with **School** and **Student Name(s)**
- The selected **Student** is highlighted in RED
- **If a child is missing, contact school and ensure details are correct**



3.4 Browser - MCAS Dashboard

The MCAS Dashboard on a browser contains Widgets which the school has shared. The default widgets include:

- **Attendance:** displays information about attendance for that week/day
- **Classes:** displays information on the class(es) the student is a member of
- **Announcements:** displays announcements from the school
- **Important Documents:** displays important documents that the school shares
- **Personal Learning Plan:** displays, if relevant, the student's PLP
- **Reports:** displays reports the school has generated for the student
- **Timetable:** displays classes student has today



The Widgets give some information, but further details are displayed within the relevant sections from the **Navigation** menu on the left-hand side.

3.5 Browser - MCAS Navigation Menu

The MCAS **Navigation** menu on the left-hand side provides further information on the student.

 Ryan McDaid Change Student	The Dashboard – displays widgets and information. Clicking More on a widget will open it to display further information.
Dashboard	
Data Collection Form	Relevant information held by the school can be updated
Announcements	Communication between school and parent/contact sent through this module
Attendance	Displays Attendance, and functionality to Report an Absence.
Special Educational Needs	If relevant, displays the Personal Learning Plan for the student.
Reports	Displays any Reports sent out pertaining to the student.
Timetable	Displays the student's timetable
Academic Calendar	Displays the School Academic Calendar including Holidays etc
Parental Consent	Displays consents that have given or not given.
Important Documents	Displays important documents that the school has shared.

3.6 Browser - Attendance

Attendance can be viewed from a **widget** in the dashboard or from the **Navigation** menu.

- To view further information, click **More** on the widget or
- Click  **Attendance** from the Navigation menu

 Attendance Report an Absence More		
Is Ryan at school?		
Period	Subject	Mark
AM	Tutor Group	?
PM	Tutor Group	?

A calendar of the Academic Year is shown. It will display all attendance for the student for that year to date.

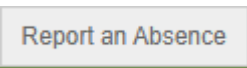
- To change to a previous year, select the required year from the dropdown

Select Year

Year 7 - 25/26
 

3.7 Browser - Reporting an Absence

A student's absence can be recorded through the Attendance widget or the Attendance menu. Absences can be recorded for today's date or a date in the future.

- Click  on the widget or click  **Report an Absence** from Attendance menu
- Enter or Select the **Date From** and the **Date To**
- Select a **Time From** and a **Time To** if required. This is only required if a student is arriving late or leaving early within the school day
- Enter a **Reason** for the absence

- Upload any **Attachment**, if required
- Click  when complete or  if required.

✓ Absence Notification *Absence Notification* YOU ARE HERE: Dashboard > Absence Notification

Student *

Date From *  

Date To *  

Time From 

Time To 

☐ Time

 Select a time only if your child will be arriving late or leaving early during the school day.

Reason *

Attachment  Drop your file here or [Browse files](#)

3.8 Browser - Classes

The **Classes** widget will display the information for the student's class(es), the Attendance Percentage for that class, along with the name of the Teacher.

Classes Ryan's Classes		
Class Name	Class Details	Attendance
7KM	Tutor Group Mr K Myles	95%

3.9 Browser - Announcements

Announcements can be viewed from a **widget** in the dashboard or from the **Navigation** menu. Some Announcements may have documents attached to them.

- Click the Attachment, if applicable, to download and open it

 **Announcements**
Announcements for Ryan More

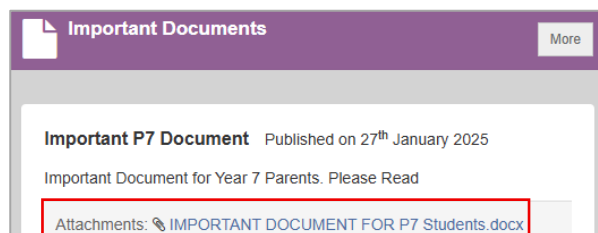
Science Club Water's Edge on 06th March 2025
Science Club - KS3 Science Club
Location: ROOM 1
Between 06/03/2025 15:00 and 30/06/2025 16:00

Year 7 Information Water's Edge on 13th March 2025
Year 7 Information
Attachments:  [IMPORTANT DOCUMENT FOR P7 Students.docx](#)

3.10 Browser - Important Documents

Important Documents can be viewed from a **widget** in the dashboard or from the **Navigation** menu.

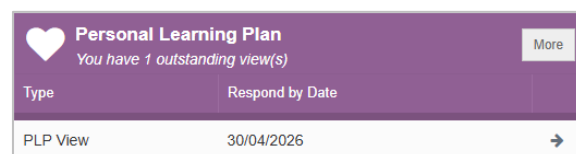
- Click the Attachment to download and open it



3.11 Browser – Personal Learning Plan

Personal Learning Plan (PLP) can be viewed from a **widget** in the dashboard or from the **Navigation** menu. Not all students will have a PLP.

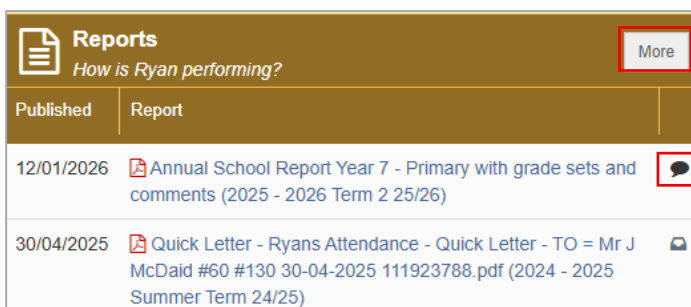
If the school decides to share the PLP through MCAS, it will be displayed here. Further guidance will be shared if the school decides to use this method.



3.12 Browser – Reports

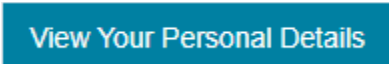
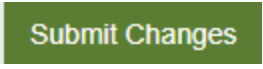
Reports can be accessed from a **widget** in the dashboard or from the **Navigation** menu. This will show all reports, e.g. Annual Reports that the school have sent out pertaining to the student.

- Click the Report and a copy will be downloaded
- Click , if available, to send a comment to the school regarding the report
- Clicking **More** a preview of the report can be seen



3.13 Browser - Data Collection Form

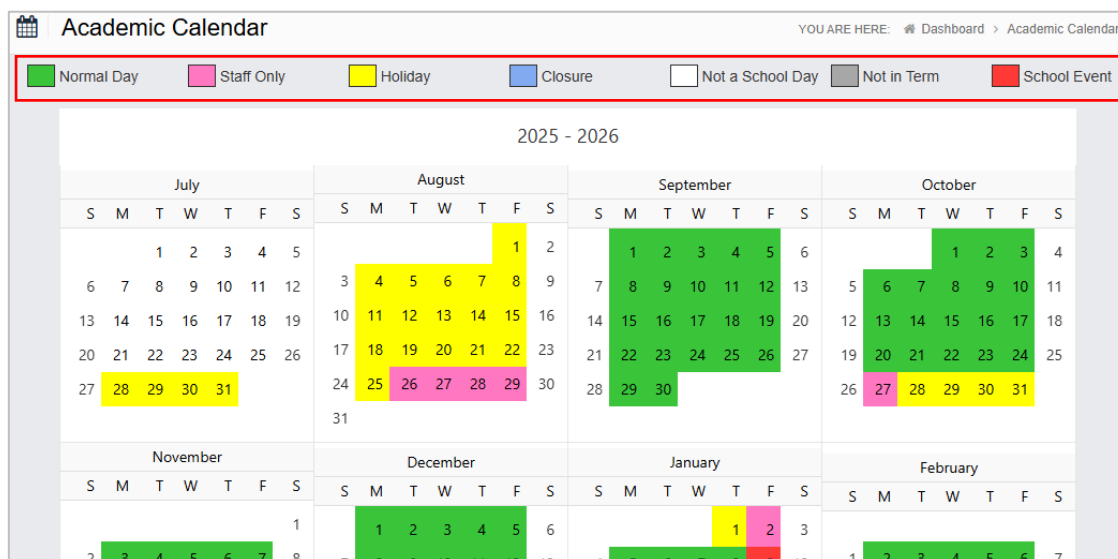
Data Collection Form can only be viewed from the **Navigation** menu. A school will define what student and contact information is viewable and/or editable. Any fields marked with an asterisk* are required fields.

- White cells are editable, while cells coloured grey can be viewed but not edited
- Click  to edit and update the parent/contact information
- Click  when all updates are complete
- Any amendments will be forwarded to the school. Approval of changes occurs before implementing and updating the change on the system

3.14 Browser - Academic Calendar

Academic Calendar can be viewed from the **Navigation** menu.

This shows the Academic Calendar for the school year. The colour coding key will be displayed just above the calendar.

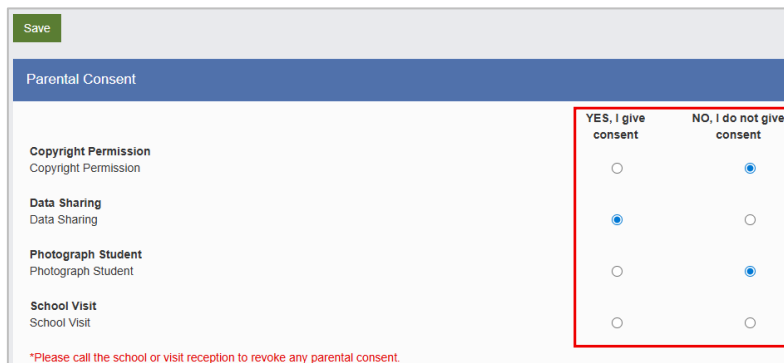


- Click a date to obtain more information, especially for School Events

3.15 Browser – Parental Consent

Parental Consent can be viewed from the **Navigation** menu. This shows all consents made active by school and pertaining to your child.

- Select to give or decline consent, if first time
- To revoke consent, contact the school and have this recorded
- Click **Save**, when complete



Save

Parental Consent

Copyright Permission
Copyright Permission

Data Sharing
Data Sharing

Photograph Student
Photograph Student

School Visit
School Visit

*Please call the school or visit reception to revoke any parental consent.

YES, I give consent	NO, I do not give consent
☐	☒
☒	☐
☐	☒
☐	☐

3.16 Browser – Timetable

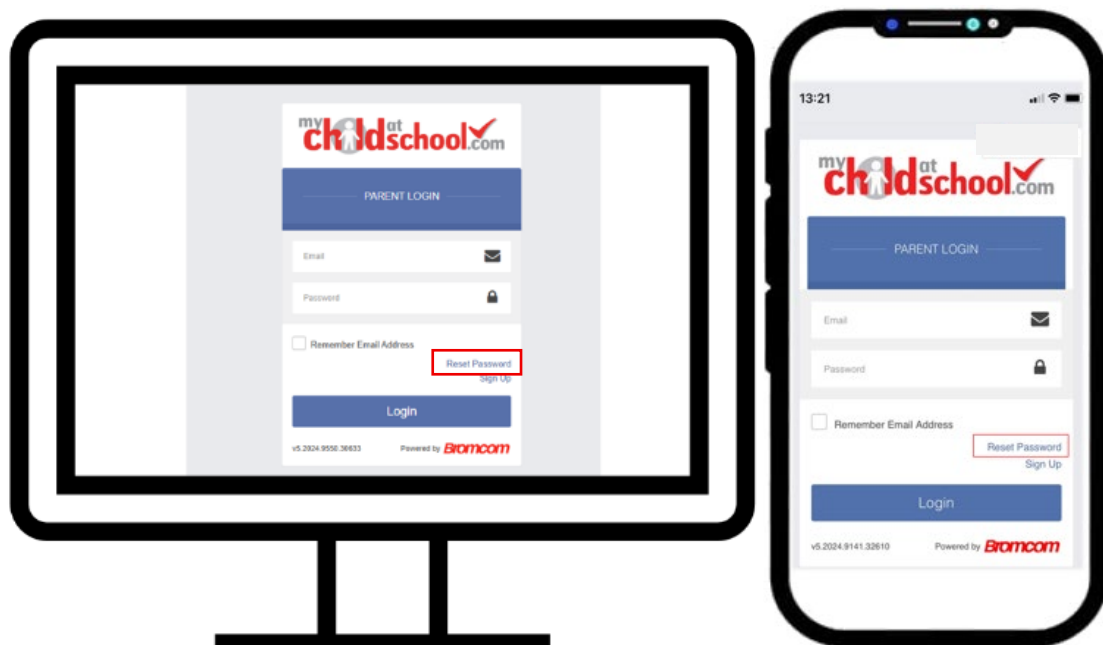
- **Timetable** can be viewed from a **widget** in the dashboard or from the **Navigation** menu. This module will show the student's timetable. For primary students this will show the Tutor group they are in, for post primary students this will show the academic classes
- Click  or **Timetable** from the **Navigation** menu, will show the student timetable for the week

 Timetable <i>What is Ryan up to?</i> More				
Period	Subject	Class	Teacher	Time
AM	Tutor Group	7KM	Mr K Myles	09:00
PM	Tutor Group	7KM	Mr K Myles	13:00

4. How to Reset MCAS password

The following details how to reset the password for a **MCAS** account

- Enter www.mychildatschool.com into a web browser or access the **MyChildAtSchool** app, this will open the **Parent Login** screen
- Click the **Reset Password** link

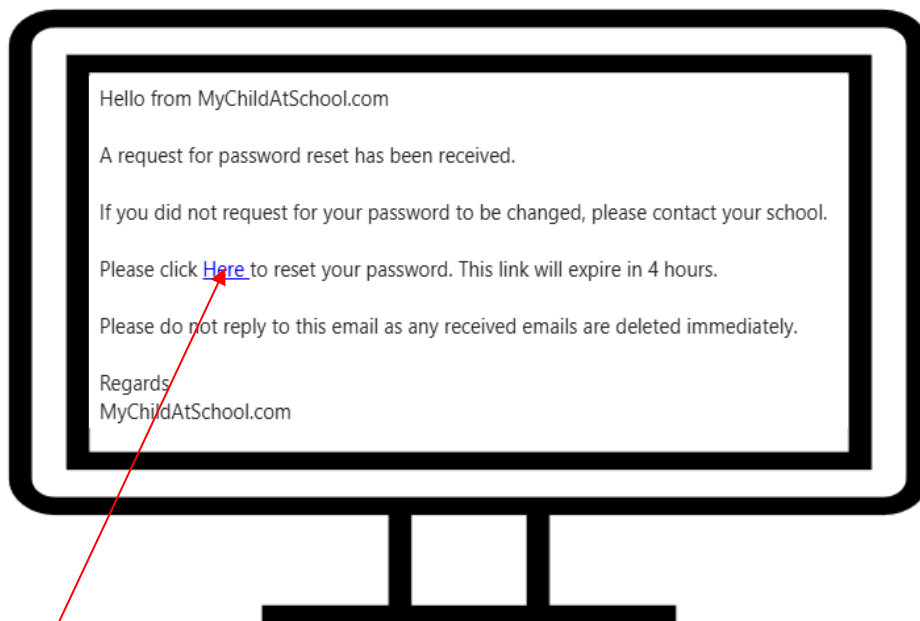


The **Reset Your Password** window will open.

- Enter your **Email Address**, this will be the **Email Address** that the school uses for communication purposes
- Tick the **reCAPTCHA** box
- Click **Send reset email** button



A **Reset Password** email will be sent



- Click the [Here](#) link in the email to reset the **Password**. **N.B.** the link will expire in 4 hours.

Reset your Password window will appear

- **Enter Password**, this must be 8 or more characters, 1 uppercase character, 1 numeric character and 1 special character
- **Confirm Password**
- Click **Update Password** button.



Access will now be available using your **Email Address** and new **Password**.

APPENDIX 1 – Differences between MCAS App and MCAS Browser

Module	App	Browser
Data Collection Form	Yes	Yes
Announcements	Yes	Yes
Attendance	Yes	Yes
Attendance - Report an Absence	Yes	Yes
Academic Calendar	Yes	Yes
Parental Consent	Yes	Yes
Important Documents	Yes	Yes
Messages/Inbox	Yes	Yes
School Page		Yes
Classes		Yes
Special Educational Needs (PLP)		Yes
Reports	Yes	Yes
Timetable	Yes	Yes