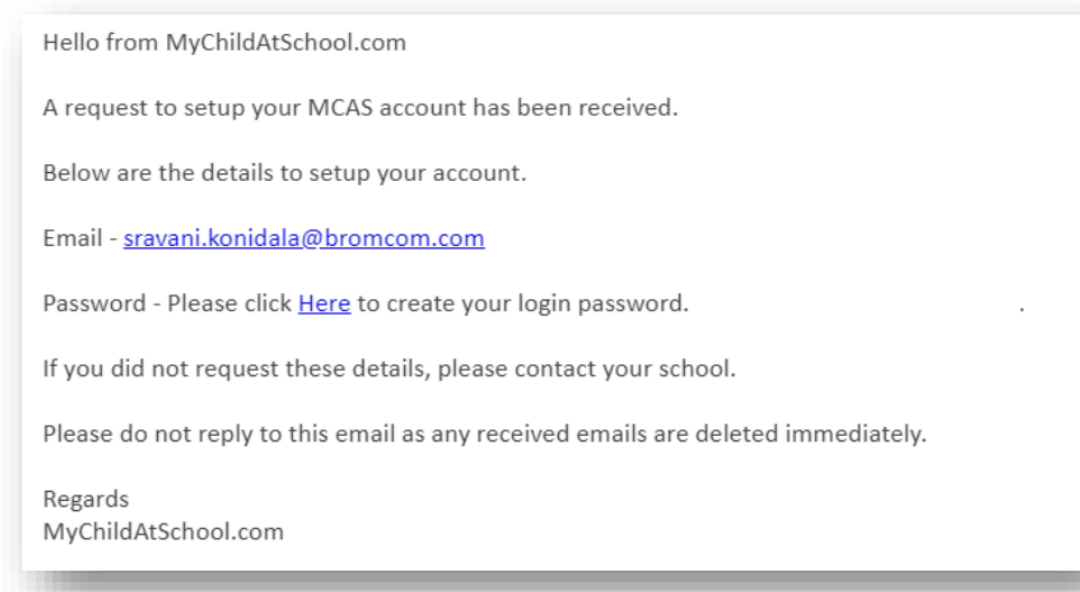


Dear Parent/Carer,

You should shortly receive an email that looks like the one below.



You will need to click 'Here' to create a password, taking you to a page that looks like below.

A screenshot of the MyChildAtSchool.com password creation page. The page has a light gray background. At the top is the logo for 'my child at school.com' with a red checkmark. Below the logo is a blue header bar with the text 'CREATE YOUR PASSWORD'. Underneath the header bar are two white input fields: 'Enter Password' and 'Confirm Password'. Below these fields is a blue button with the text 'Create Password'. At the bottom of the page is a link that says 'Back to Sign in'.

Once you have created your password you can access MCAS using the instructions below using desktop/laptop and/or mobile device:

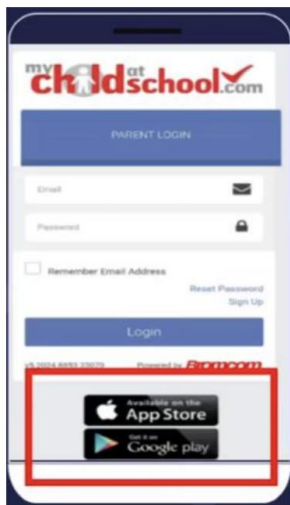
Desktop View

Login

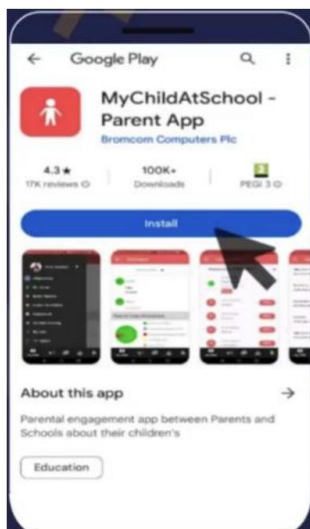
- From within the web browser type www.mychildatschool.com
- This will open the PARENT LOGIN screen.
- Enter your Email Address and Password. Use the Email Address registered to the MCAS account and the Password to Login.
- Click on the Login button.

MCAS App

Install the App

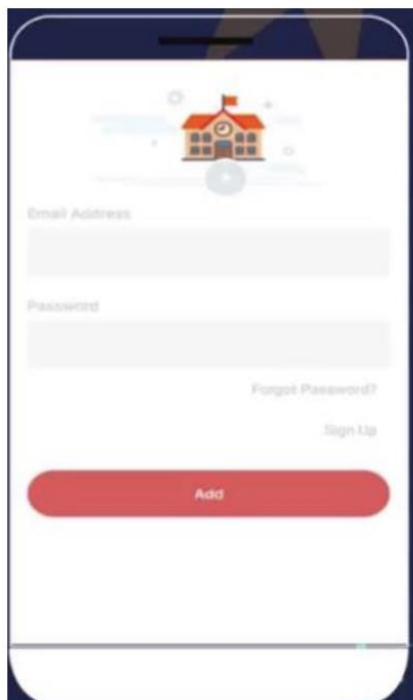


When you access either the App Store or Google Play you will see a screen that looks something like the example below;



Click **Install** then once the application has installed you can click **Open**. Please be aware users will need to enable notifications on mobile phones when they install the app to get notifications for important messages from their school.

This will take you to the login screen, here you can enter your **Email Address**, **Password** and click **Add**.



From here you will be asked to set your 5 digit pin and tick to confirm.

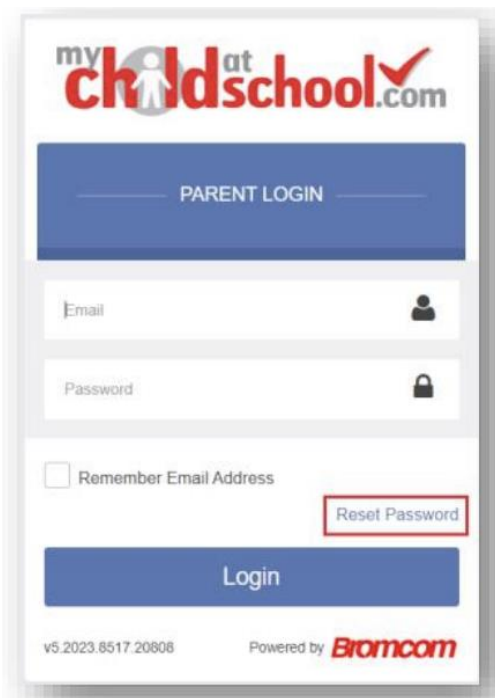


Other useful information:

How to reset your MCAS password

The following process shows parents how to reset the password for their MCAS account

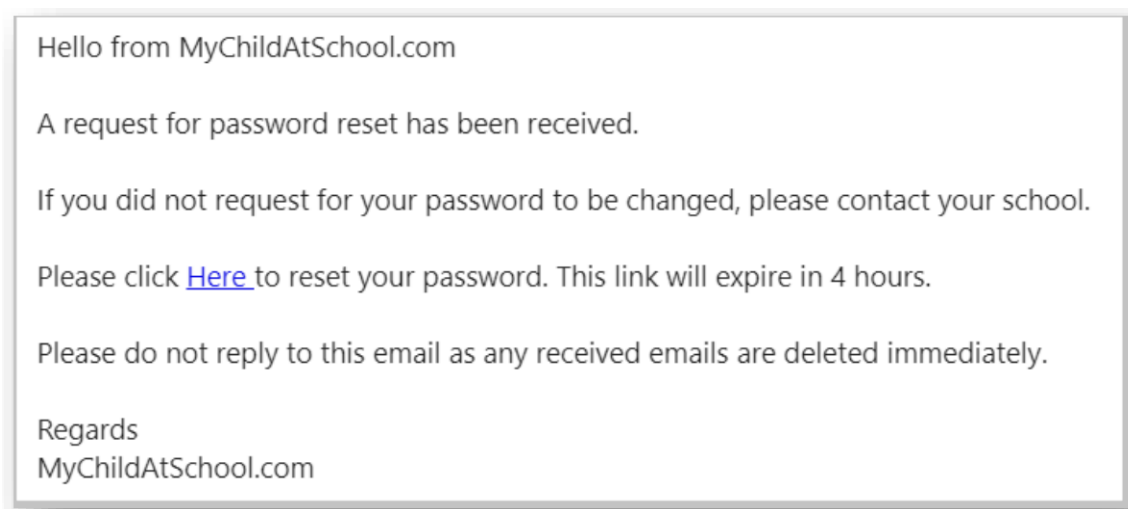
- From within the web browser type www.mychildatschool.com or access the MyChildAtSchool mobile phone app, this will open the Parent Login screen.
- Click on the Reset Password link.



You will be asked to Reset Your Password.

- Enter the Email Address, this will be the Email Address that the school uses to contact the parent.
- Tick the reCAPTCHA box.
- Click on the Send reset email button.

You will receive an Email containing a Reset Password link.



Click on the **Here** link in the email to reset the Password.

You will then be asked to Reset your Password of at least eight characters.

- Enter Password
- Confirm Password
- Click the Update Password button