



# MCAS (MY CHILD AT SCHOOL)

## Sign-up Process

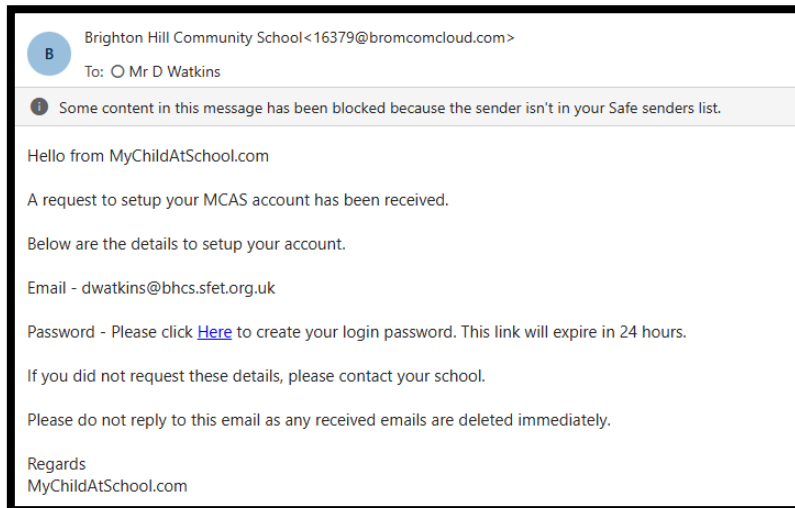
### Abstract

This guide is designed to support parents and carers in successfully registering for and accessing the Bromcom MCAS (My Child At School) platform. MCAS provides a secure and convenient way to stay informed about your child's school life, including keeping your child's contact details, medical up to date as well as seeing their timetable, attendance, communication from the school and information about clubs. The document offers a step-by-step walkthrough of the sign-up process, including how to set up your password/login credentials, and navigate the web portal or app. Whether you're using a smartphone, tablet, or computer, this guide ensures a smooth and confident start to using MCAS.

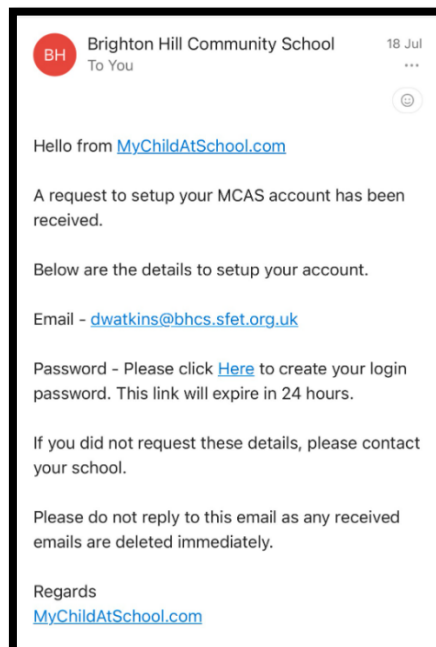
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- 1) Look out for the '**Create Password for your new MCAS account**' email. Be sure to check your spam/junk folder if you do not see this email land in your primary inbox.

## View from Desktop Computer



## View from Smart Phone



Whichever route you use, please note the link expires within 24 hours. Please contact the school if you need the link to be resent.

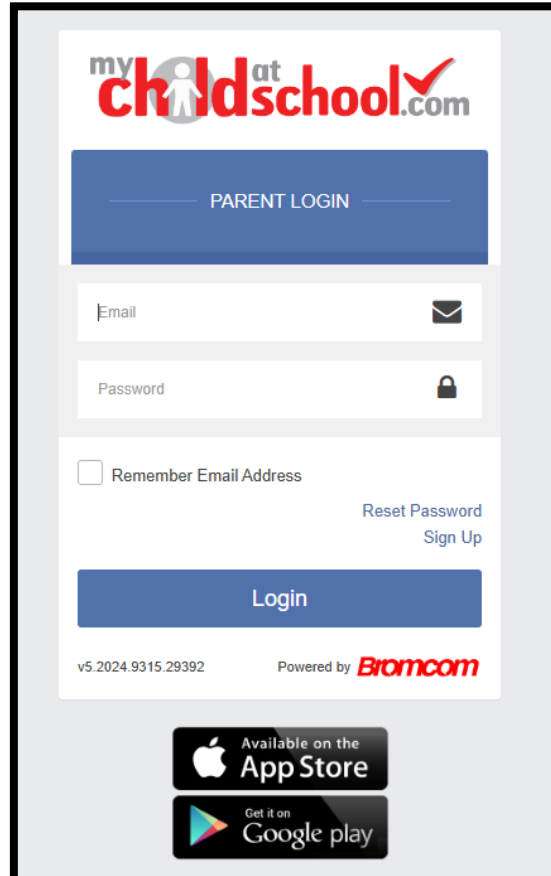


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2) You will be asked to enter and then confirm a password of your choice.

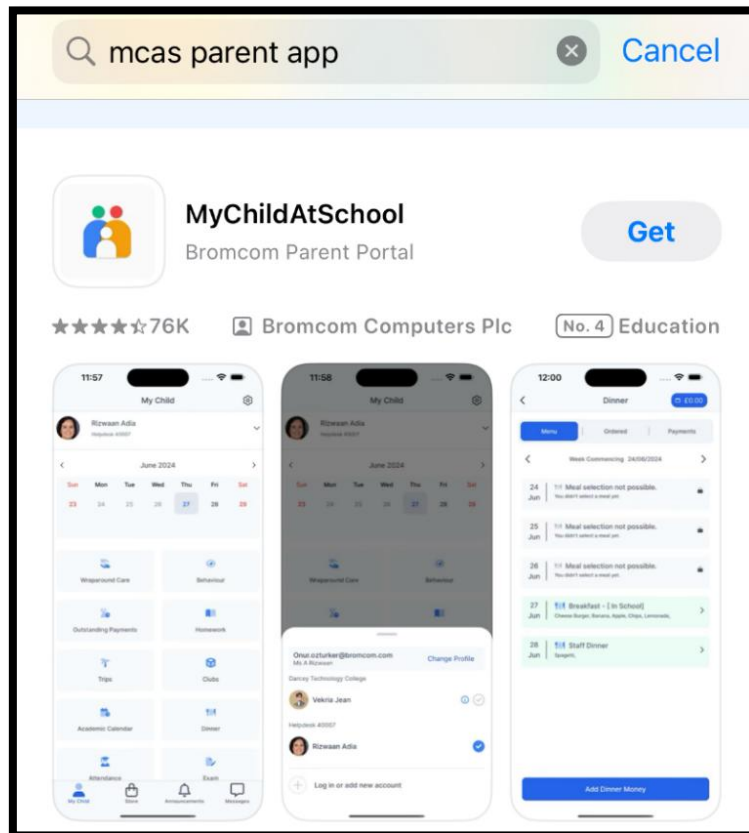


3) **If following this process on your desktop computer**, (got to step 4 for Smartphone) you will then proceed to the parent login screen. Simply enter your email and password that you set up and click 'Login' to enter. Note you can tick the 'Remember Email Address' should you wish.

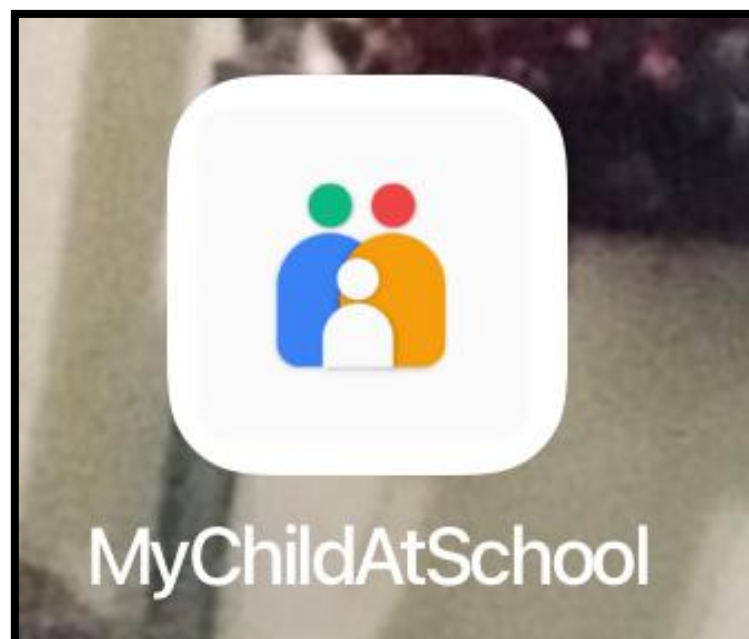


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- 4) **If following this process on your Smart Phone**, you will need to download the app from your preferred app store (Apple example below)

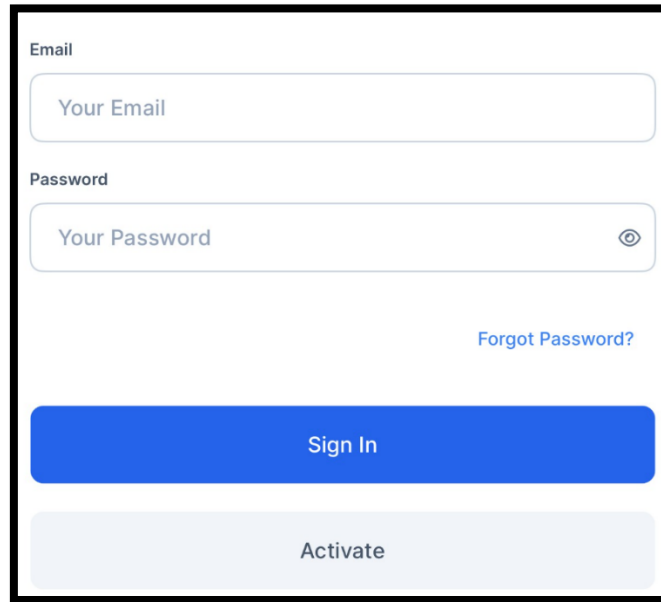


- 5) Once downloaded you'll see this app button.



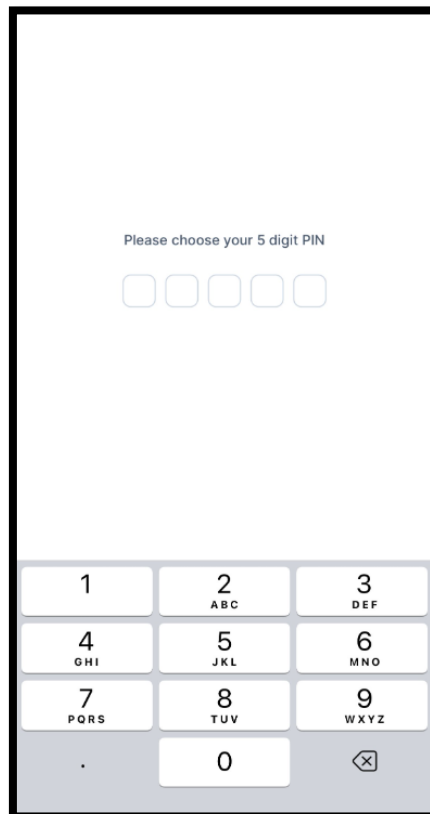
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- 6) When you launch the app, just sign in using your email and the password you set up. Be sure to click 'Sign In'.



The image shows a mobile app sign-in screen. It features two input fields: 'Email' with the placeholder text 'Your Email' and 'Password' with the placeholder text 'Your Password'. To the right of the password field is an eye icon for toggling visibility. Below the password field is a link that says 'Forgot Password?'. At the bottom, there are two buttons: a blue 'Sign In' button and a grey 'Activate' button.

- 7) You will then be invited to choose a 5-digit PIN.

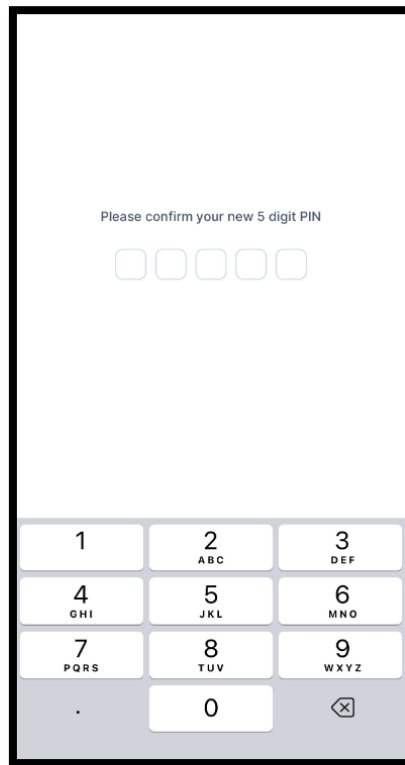


The image shows a mobile app screen for selecting a 5-digit PIN. The text 'Please choose your 5 digit PIN' is centered at the top. Below the text are five empty square boxes for entering the digits. At the bottom, there is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace key (X).

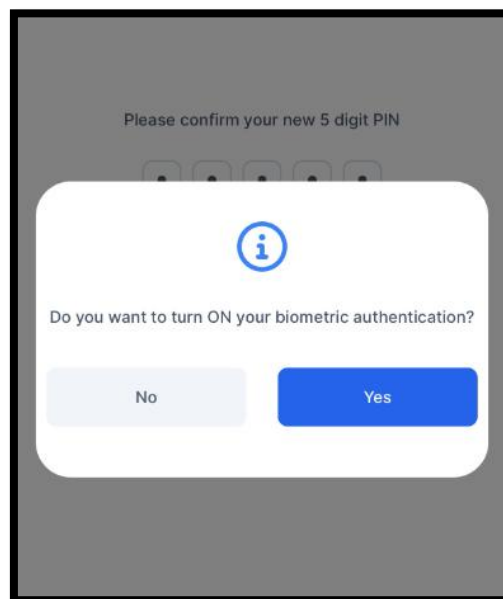


# MCAS Sign-up Process

8) You'll then be asked to confirm the PIN.

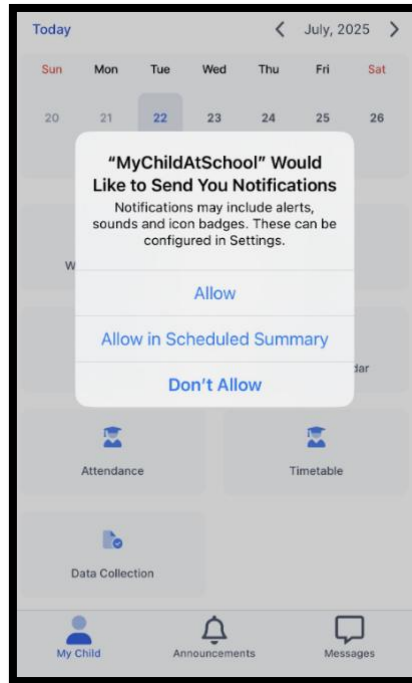


9) You will then be given the opportunity to turn ON your biometric authentication. Selecting yes will mean you will use your biometric authentication rather than the 5-digit pin to sign into the app in future.



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10) You will then be asked if you want to allow notifications. We recommend you allow this option so communications from school are flagged to you. One of the benefits of this system is that you will only receive notifications relevant to your child(ren).



11) If your Smartphone supports Face ID you'll also be asked if you wish to allow this feature. As with the previous biometric data, allowing this will remove the need to use the 5-digit pin to sign in. Pending your preferences, you will then be able to access the system. Look out for additional navigation & support documents to follow.

