

## MCAS login instructions

### New Users

Please follow the instructions below to access the MCAS App. These include your individual login details:

#### **Step 1 – MyChildAtSchool Website**

To login for the first time, please access the MyChildAtSchool website:

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

The login screen will be displayed. Select the **Redeem Invitation Code?** option at the bottom of the screen

Enter the school ID - **10229**

Enter your MCAS Username – received via email

Enter your MCAS Invitation Code – received via email

The Invitation Code is a unique 10 character alphanumeric code, which can only be used once.

Click the box next to **I'm not a robot**

Select **Redeem Code**.

The **Setup your Account Details** screen will be displayed. Enter the email, password and security information and click on the **Save Account Details** button.

A message will be displayed that the new Login setup has been successful. You will then be returned to the **Login** page.

#### **Step 2 – Important for Receiving/Sending School Communication**

Please download the **MyChildAtSchool - MCAS (Bromcom)** App from the **App Store** or **Google Play**.

**This will give you access to all school communications, as well as being able to view school reports, attendance, timetable and behaviour information. You will also use the App to book Parents Evening.**

Once you have downloaded and opened the MyChildAtSchool App, please choose your 5 digit pin. *This is all you will need to log in to the App once it is set up.*

Enter the School ID, Username and Password.

Select **Add**

### Existing Users – to recover login details

To recover your password or account details, please select the **Forgotten Login Details?** option from the MCAS login screen. The system will then guide you through the process to reset your login information.