How to Activate your MCAS account

To login to the **MCAS Parent Portal** for the first time you will need to have a valid e-mail address registered with Bramcote College. To provide us with details of your email address please contact us at MCAS@bramcote.college .

All you need to log in is your email address and password.

Parents will receive an email from school containing a link to the **Parent Login** screen, follow this link to open the **Create Your Password screen**. You should **Enter Password** and **Confirm Password** then click **Create Password**.

From within your web browser type **www.mychildatschool.com** this will open the login page.

- 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.
- Login to the MCAS account and see all **Students** linked to that **Email Address.**

Note: Parents should contact the school if they receive the message Incorrect Email Address or Password.

Web view

App view

Register a new Email address

Note: Parents should contact the school if they receive this message 'Your email address does not exist for the selected school'. Please contact the school at MCAS@bramcote.college to get your email address updated in our records.

Selecting Profiles

If parents have more than one **Profile** using the same **Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.
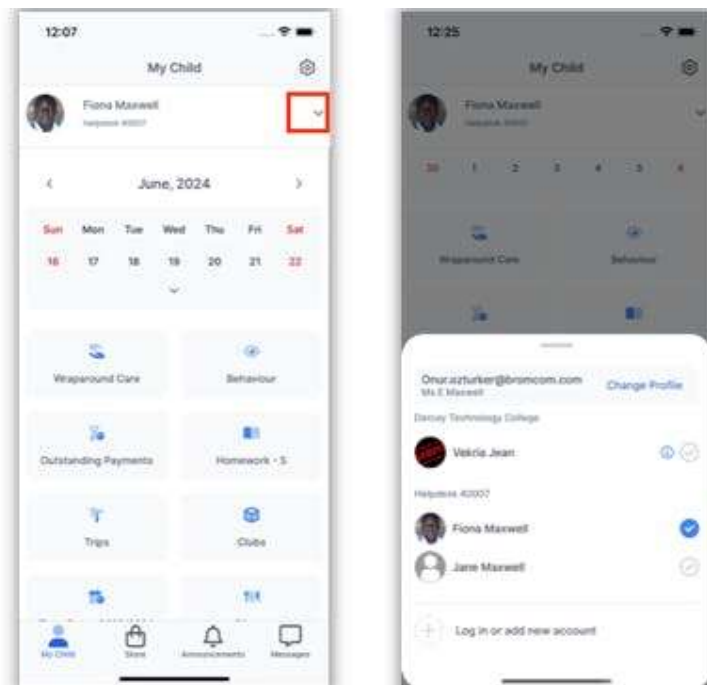Students associated with each **Profile** are displayed on the right-hand side.

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

Web Pop Up to choose Profile
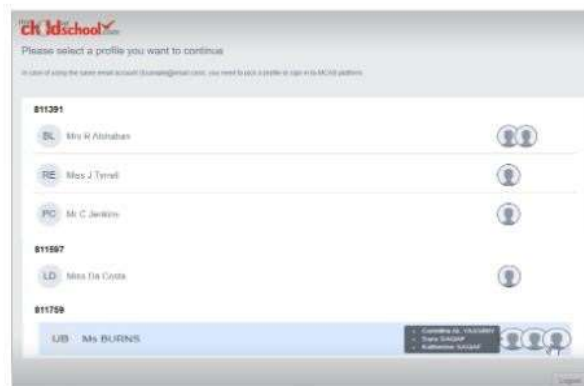
App Pop Up to choose Profile: iOS and Android

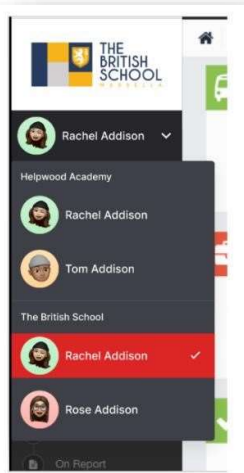The **Dashboard** will open for the chosen **Profile**

How to select the MCAS Dashboard

The **MCAS Dashboard** allows parents to view multiple **Student MCAS** accounts in one place.

All **Students** linked to a parent account will appear in the top left dropdown in the **Dashboard** with **School** and **Student Name**. This dropdown allows parents to switch between different **Student** accounts.
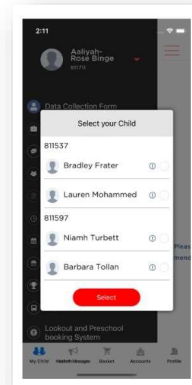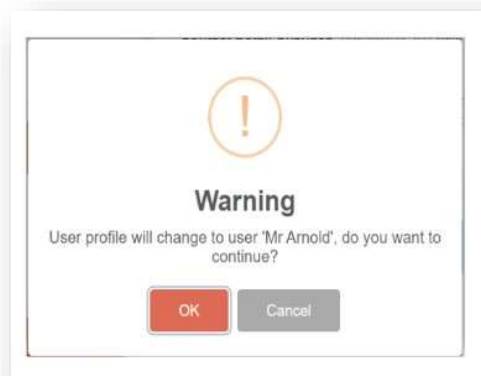For the MCAS Desktop view in the example image below this shows the selected **Student** in Red.

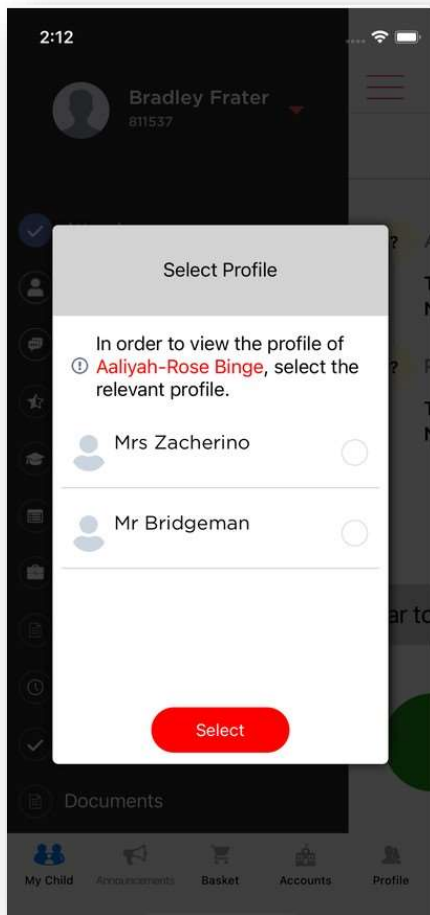|	
Web Select the Student	**App Select the Student**
	For the App click on the required **Student** and click Select

Note: Parents will see **Students** who are viewed by a different **Profile** who share the same **Email Address**. If parents click on those **Students,** they will get a message **In order to view the profile, select the relevant profile**.
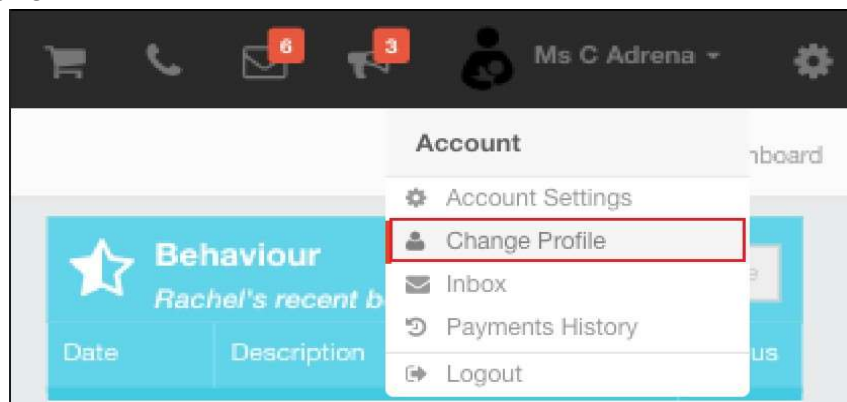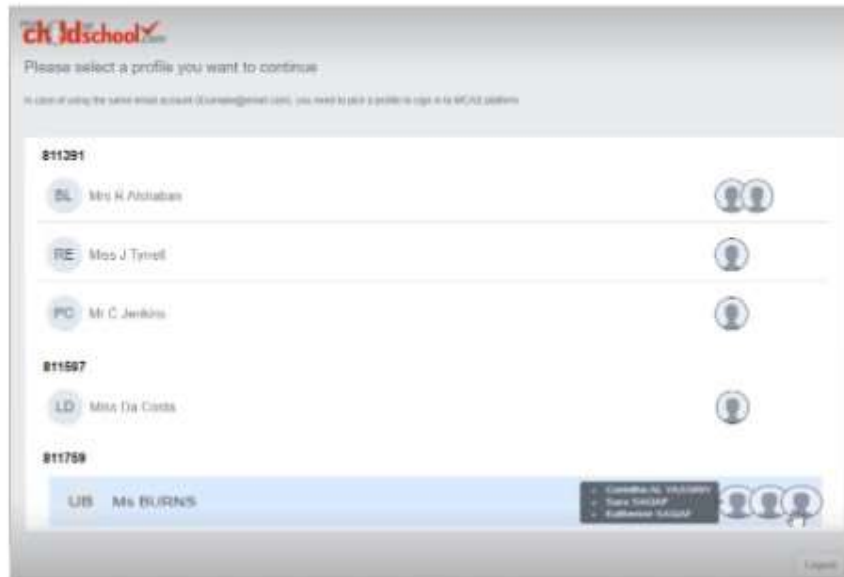 **Web Change Profile**

How to change profile

Click on **Account** in the top left-hand corner of the online parent portal and select **Change Profile** from the dropdown menu to change **Profile**.
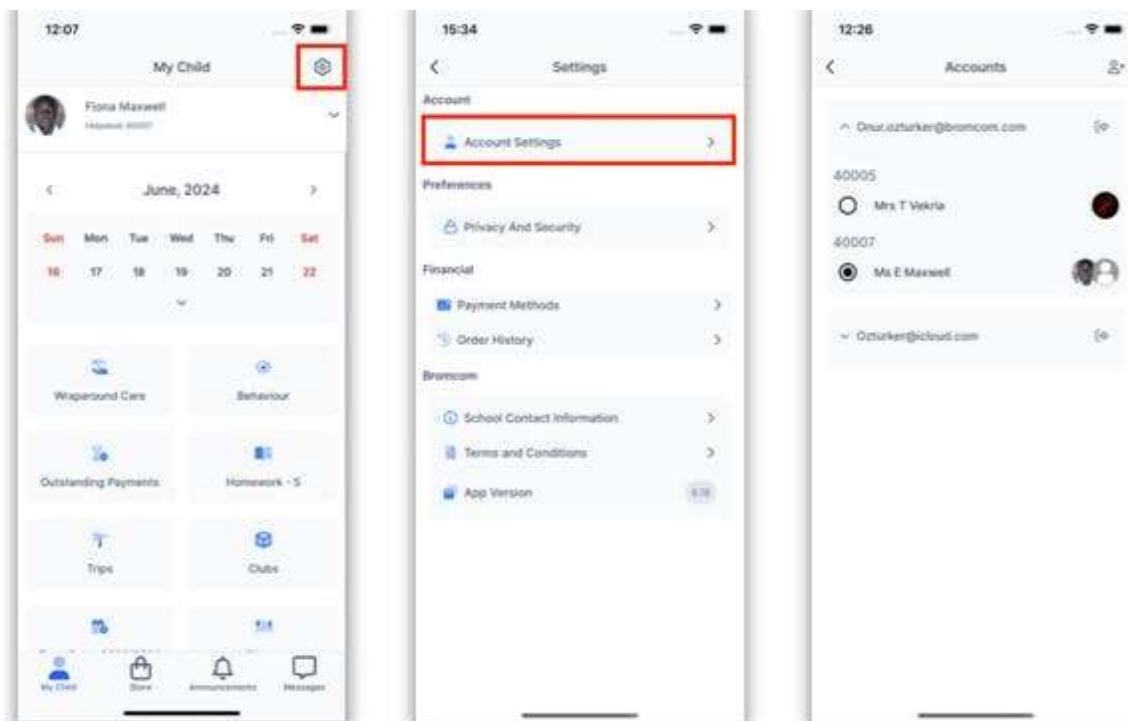
The **Profile** popup opens, select a **Profile,** and click **Change Profile**

Web Change Profile

App Change Profile: iOS and Android

 Go to Settings – Go to Account settings – Select the profile under the correct email address

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How to toggle between student accounts

Parents can toggle between different **Students** when viewing a page from the panel on the left-hand side. Click on **Timetable** (for example) in the left-hand panel and then toggle between **Students** using the **Student Name** dropdown to switch between **Timetables** for each **Student**.
The pages for each **Student** will retain the colour coding set up by their school.

Students attending multiple schools

If a **Student** attends multiple schools - the **Homework**, **Exams** (Results and Timetables) and **Timetable** pages will show the data for all schools merged together.
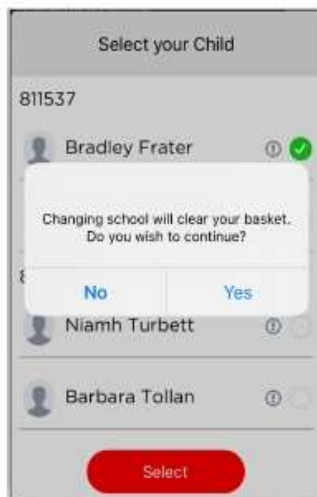

Shopping basket

If there are any items in the **Shopping Basket** and a parent switches to a student who attends a **different** school using the dropdown in the **Dashboard**, a message will appear **'Changing school will clear your basket**. **Do you wish to continue?'**.
Web Message

App Message

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How to reset your MCAS password

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

- **Enter your email** (this must be an address we have recorded for you in our school records).
- **Tick** the reCAPTCHA box.
- Click on the **Send reset email button.**

Parents will receive an **Email** containing a **Reset Password** link.

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click Here to reset your password. This link will expire in 4 hours.

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

Click on the **Here** link in the email to reset the **Password**.
Parents will then be asked to **Reset your Password** of at least eight characters.

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

How to Reactivate your account in the app.

- If you get a new phone or if you forget the passcode you will have set for the MCAS, you will need to reinstall the app on your device.
- Once you have logged in using your Email address and password you will be able to set up a new passcode.
- If you have forgotten your password use the method shown above to set a new one.