



Alderman White School

Getting started

This document contains guidance on the following activities

- Activating your MCAS account
- Registering a new email
- Resetting your MCAS Password
- Reactivating your account in the app (e.g. after getting a new phone)
- Managing account for more than one student
- How to toggle between students

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 Alderman White School. To provide us with details of your email address please contact us at MCAS@aldermanwhite.school

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@aldermanwhite.school to get your email address updated in our records.

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 then receive an **Email** containing a **Reset Password** link.

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

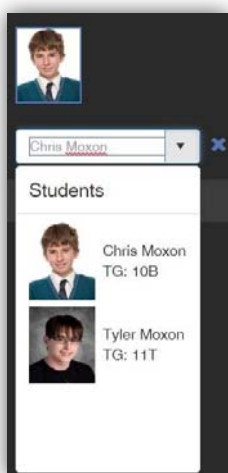
Parents will then be asked to **Reset your Password** of at least eight characters.

- 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 5 digit passcode you 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.

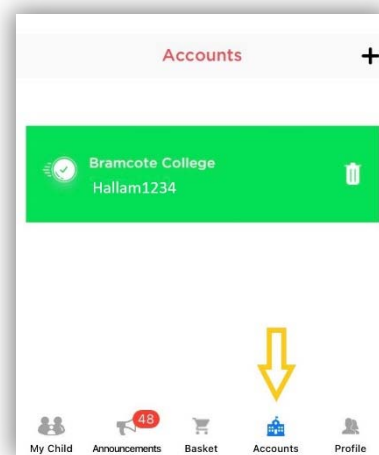
Managing accounts for more than one student



Clicking on the name of the student, next to the photograph, will open a list of other students associated with your account. If one or more of your children do not appear on your account, email MCAS@aldermanwhite.school

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

If you have a child at another school which also uses MCAS you can add more than one account to the MCAS app and switch between these via the **Accounts** link at the bottom of the screen.



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**.