

## How to Activate your MCAS account

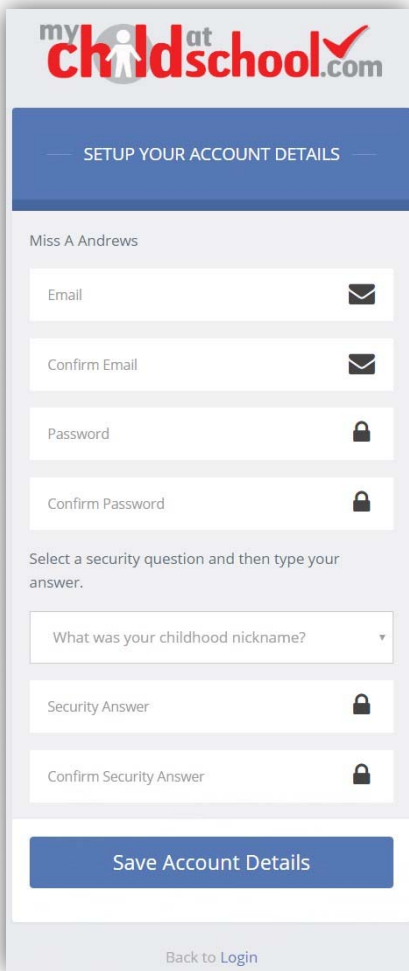
To login to the **MCAS Parent Portal** for the first time you will need to have a valid e-mail address registered with Bramcote College and an **Invitation Code** will have been emailed to you. If you do not have an **Invitation Code** please email [MCAS@aldermanwhite.school](mailto:MCAS@aldermanwhite.school)

From within your web browser type [www.mychildatschool.com](http://www.mychildatschool.com) this will open the login page.

The image displays two screenshots of the mychildatschool.com website. The left screenshot shows the 'PARENT LOGIN' page. It features a blue header with the logo, followed by a blue bar with the text 'PARENT LOGIN'. Below this are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. There is a checked checkbox for 'Remember School ID and Username', a link for 'Forgotten Login Details?', and a link for 'Redeem Invitation Code?' which is highlighted with a red box. A blue 'Login' button is at the bottom. The footer includes 'v5.2019.7195.22715' and 'Powered by Bromcom'. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page. It has a blue header with the logo, followed by a blue bar with the text 'REDEEM YOUR INVITATION CODE'. Below this are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. There is an 'I'm not a robot' checkbox with a reCAPTCHA logo and a 'Redeem Code' button. A 'Back to Login' link is at the bottom.

Click on the **Redeem Invitation Code?** link and enter your **School ID (12037)**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question section. The security question is 'What was your childhood nickname?' with a dropdown arrow. Below it are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). At the bottom of the form is a large blue button labeled 'Save Account Details' and a smaller link labeled 'Back to Login'.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:  
What was the name of your first pet?

Answer:  
S\*\*\*\*

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards  
MyChildAtSchool.com

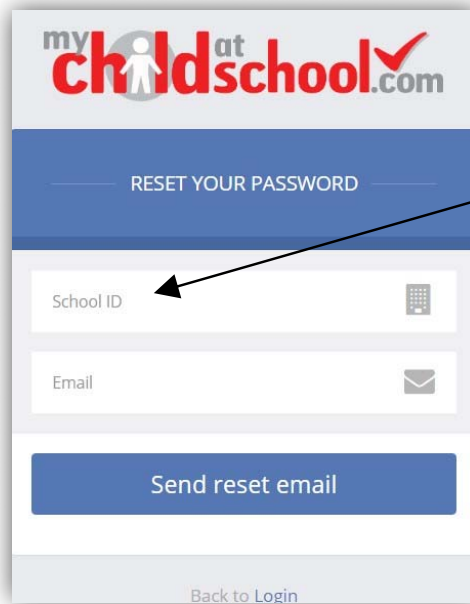
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



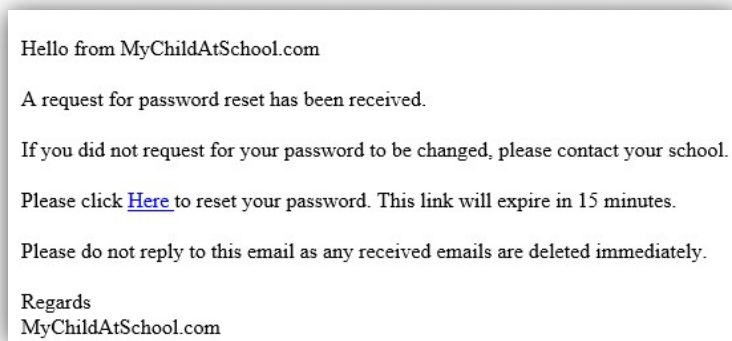
## Reset Your Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



Alderman White  
School ID is **12037**

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation email will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.

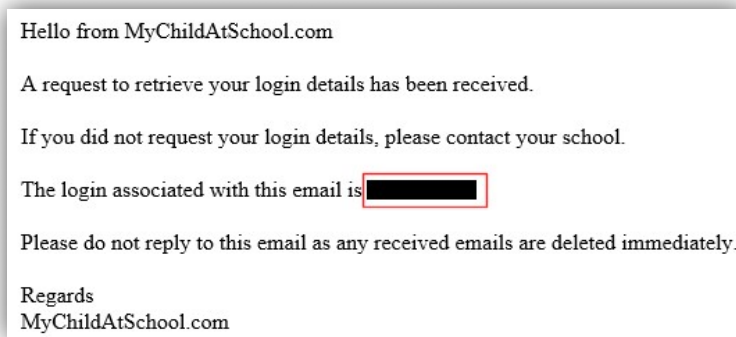
Please do not reply to this email as any received emails are deleted immediately.

Regards  
MyChildAtSchool.com

## Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

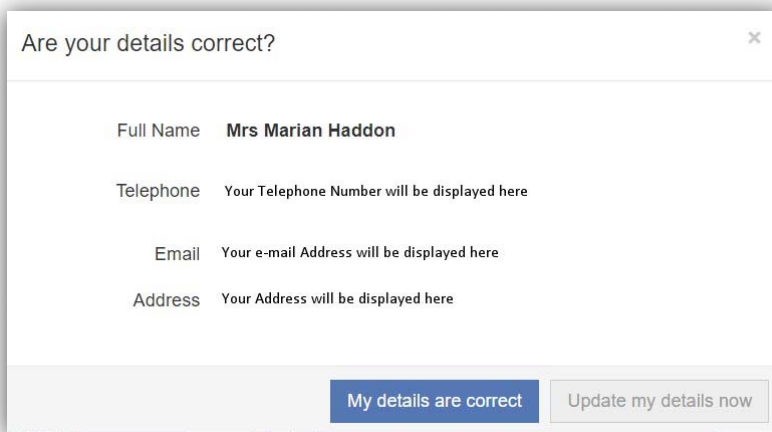
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



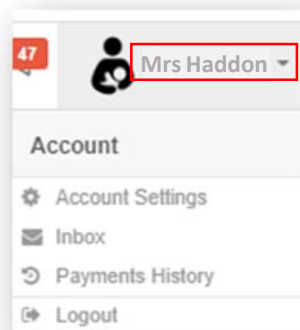
## Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



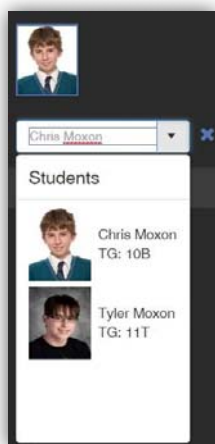
These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

Update the information and click on the **Update** button to save.

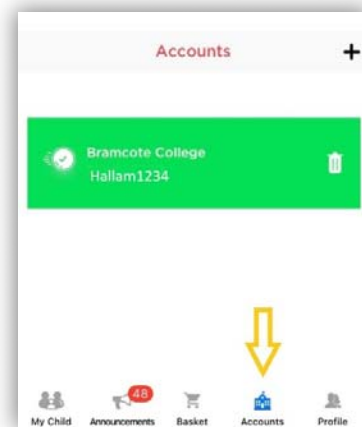
## Managing accounts for more than one student



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](mailto: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.



## Reactivating the MCAS App on a new device

myChildatSchool.com

PARENT LOGIN

Your School ID

Your User Name

Password

Remember School ID and Username

[Forgotten Login Details?](#)  
[Redeem Invitation Code?](#)

Login

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If you get a new phone or if you forget the passcode you have set for the MCAS, you will need to reinstall the app on your device.

When you open the newly installed app you will need to enter:

School ID: **12037**

Your User Name: ***The Username you were emailed in your 'MCAS Welcome Email'***

Password: ***Your MCAS account password – If you have forgotten it select the 'Forgotten Login Details?' link***

If you cannot find your Username, email [MCAS@aldermanwhite.school](mailto:MCAS@aldermanwhite.school) for help