Parents Guide to MyChildAtSchool (mobile app)

MyChildAtSchool [MCAS] is a portal linked to the school MIS enabling parents to view their child's academic performance in real-time via a web browser or mobile application. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes.

Download and Setup the MyChildAtSchool App:

To download the MyChildAtSchool Parent App, search for **MCAS Parent App** on your mobile phone via your app store or use one of the links below:

Once downloaded, the MyChildatSchool App icon will appear on your phone's home screen.

Tap the icon to open the app and, if asked, allow notifications – this will mean you receive instant notifications to your phone when a new message has been sent.

You will then be asked to create a 5-digit PIN and complete the setup by confirming your biometric authentication settings (if applicable to your phone).

Initially the school will send you a 'Create password for your new MCAS account' email, you will be asked to create a password.

If your password link has expired or you would like to set up a new account:

- Visit **www.mychildatschool.com**
- Click **'Sign Up'** in the bottom right hand corner.
- Enter the school Postcode: **SP10 3RH**
- Enter the **email address** the school has registered for you.
- You will then receive an email to create a password.

You should now be able to log in to the MCAS app using your email address and the password you have created. If you do not wish to use the mobile application you can login through a web browser by visiting:

www.mychildatschool.com

Note: Parents should contact the School if they receive the message:

Incorrect Email Address or Password.

Navigating the MCAS App

When you open and login to the MCAS app the first screen will be the **My Child** central dashboard. The dashboard contains the following features:

Settings Cog
Change account, privacy and security settings.

Change contact information held by the school.

Weekly Calendar
Click on the day to view lesson attendance information.

Student Account
If you have multiple students at the school, switch between them here, using the drop down.

Access to Modules
Display further information on your child, including:

- Behaviour
- Attendance
- Timetable
- Reports and documents
- Parents Evening
- Data Collection Form

Navigation Banner
This banner is displayed on all screens, so you can easily navigate back to the My Child dashboard.

Navagation Banner

My Child - Takes you back to the intial dashboard for the selected child.

Announcements - The Announcements tab will show any announcements that have been published by the school office. If you have enabled notifications, you will receive a notification when announcements are posted.

Messages - When the school sends you messages, they will appear here. It is not possible to send messages to the school via MCAS.

Help and Support

If you need assistance, please contact the school:

Email: adminoffice@harrowway.hants.sch.uk

Telephone: 01264 364533