



Sackville School
TOGETHER WE ACHIEVE



SETTING UP MCAS FOR THE FIRST TIME

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one. You can either download the app onto your device through the app store or from within your web browser visit www.mychildatschool.com to will open the login page.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page on the my child at school.com website. The page has a blue header with the school's logo and the text 'REDEEM YOUR INVITATION CODE'. Below the header are three input fields: 'School ID' with a keyboard icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. There is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'Privacy - Terms' links. At the bottom, there is a blue 'Redeem Code' button and a grey 'Back to Login' link.

On the login screen, click on 'Redeem Invitation Code'

The screenshot shows the 'myChildschool.com' logo at the top. Below it is a blue button labeled 'PARENT LOGIN'. The form contains three input fields: 'Your School ID' with a mobile phone icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. There is a checkbox labeled 'Remember School ID and Username'. Below the checkbox are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. A blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2019.7195.22715 Powered by Bromcom'.

Enter the School ID (13395), 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.

The screenshot shows the 'myChildschool.com' logo at the top. Below it is a blue button labeled 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Miss A Andrews' and includes fields for 'Email', 'Confirm Email', 'Password', and 'Confirm Password', each with an envelope or lock icon. Below these is a section for a security question: 'Select a security question and then type your answer.' with a dropdown menu showing 'What was your childhood nickname?'. There are also fields for 'Security Answer' and 'Confirm Security Answer', each with a lock icon. A blue 'Save Account Details' button is at the bottom. At the very bottom, there is a 'Back to Login' link.

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.

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:

g****

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**.