

MyChildAtSchool (MCAS)

Parent Guide



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Introduction

This guide looks at accessing both the web and app view of MCAS for parents.

The example screenshots in this guide are for illustration purposes only and may differ from your view as your school configures how your MCAS Dashboard looks. In the example screenshots for the app where the iOS(Apple) app view is different to the android app view we have shown examples.

The MCAS login process enables parents to log into the MCAS online parent portal using an email address.

- Parents will need to use the email address registered with their MCAS account and current password
- Forgotten email address? Contact your school who will be able to help at admin@beaumont.school.
- Forgotten password? - Use the “Reset Password” link in the parent login screen or follow the instructions in “How to reset your MCAS password” in this guide.

Parents can use their MCAS accounts to access the following for their child:

- Timetable
- Reports
- Positive / Negatives
- Top up dinner money
- Make payments for trips, equipment and events
- Attendance



Logging in to MCAS New and Existing accounts

Initial Log in - New Accounts

Parents will receive an email from the school with a link to the parent login screen, and a prompt to create the password

Initial Log in - Existing Parents with siblings

Parents will automatically have access to their new year 7 student – see later instructions on how to toggle between students

Subsequent Log in

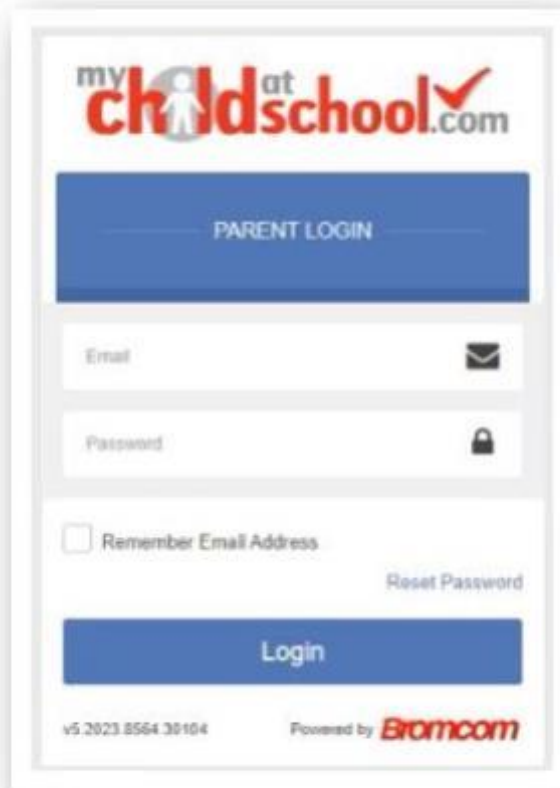
- From within the web browser type www.mychildatschool.com or access the MCAS mobile phone app, this will open the parent login screen.
- Enter your email address and password. Use the email address registered to the MCAS account and the password to login.
- Log into the MCAS account and see all students linked to that email address.

Note: Parents should contact the school if they receive the message *Incorrect Email Address* at admin@beaumont.school If they receive the message *Incorrect Password*, then click on “Reset Password”.



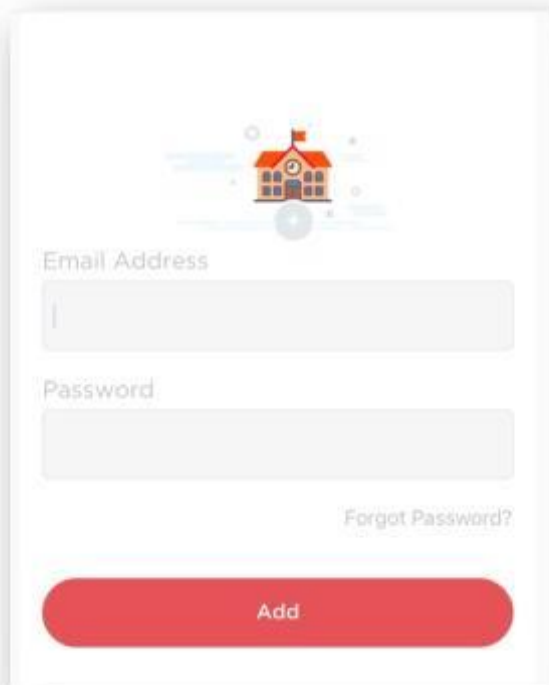
The image shows a mobile app interface for creating a password. At the top is the logo 'my child at school.com' with a red checkmark. Below the logo is a blue bar with the text 'CREATE YOUR PASSWORD'. Underneath are two input fields: 'Enter Password' and 'Confirm Password'. Below the input fields is a blue button with the text 'Create Password'. At the bottom of the screen is a link that says 'Back to Sign in'.

WebLogin



The web login interface features the 'my child at school.com' logo at the top. Below the logo is a blue button labeled 'PARENT LOGIN'. The form includes an 'Email' field with an envelope icon, a 'Password' field with a lock icon, and a checkbox for 'Remember Email Address'. A 'Reset Password' link is positioned to the right of the checkbox. A large blue 'Login' button is at the bottom of the form. At the very bottom, it displays 'v5.2023.8564.30104' and 'Powered by Bromcom'.

App Login



The app login interface features a schoolhouse icon at the top. Below the icon are two input fields: 'Email Address' and 'Password'. A 'Forgot Password?' link is located to the right of the password field. At the bottom, there is a red rounded button labeled 'Add'.

How to select the MCAS Dashboard

The Dashboard page displays a number of “widgets”, which are highlights of information, for example Timetable, Attendance, Behaviour, Dinner money payments

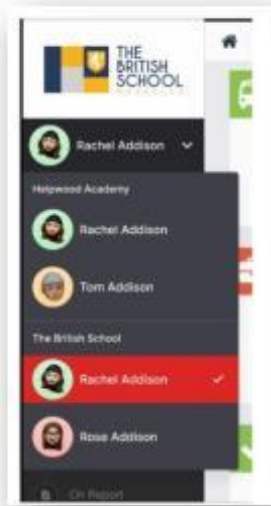
There is also a black ribbon that runs down the left side of the page which has options for you to select for further information eg Dinners, Beaumont School Shop, Trips

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.

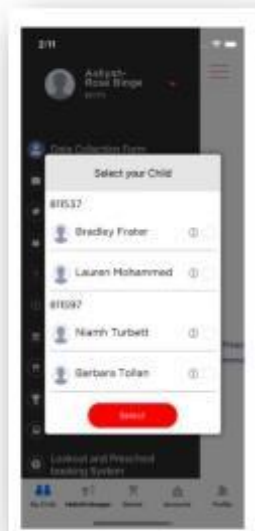
For the MCAS desktop view in the example image below this shows the selected student in red.

Web Select the Student



For the App click on the required Student and click Select

App Select the Student



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.

Timetable *What lessons does Paul have?* YOU ARE HERE | Dashboard | Timetable

Term 3 - Week 05 - 05/06/2022

	Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
1		11MAT5 Mathematics Mrs V Wilson	1 TFTF ZC Withdrawal Group Mr A Reid	1 11ELAS English Language Mrs T Folan	1 11OP3MRS1 History Mr J Pearson	1 11MAT5 Mathematics Mrs C Galton	
2		11OP1BST1 L1/2 CNAT Enterprise Mr J Charles	2 11ELAS English Language Mrs T Folan	2 11MAT5 Mathematics Mrs V Wilson	2 11ELAS English Language Mrs T Folan	2 11OP3MRS1 History Mr J Pearson	
3		11ELAS English Language Mrs T Folan	3 11OP1BST1 L1/2 CNAT Enterprise Mr J Charles	3 11B/SC3 Combined Science Ms G Seanson	3 11OP2/DAN1 BTEC L1/2 Tech Av... Miss H Hurt	3 11ELAS English Language Mrs T Folan	
4		11B/SC3 Combined Science Ms G Seanson	4 11OP1BST1 L1/2 CNAT Enterprise Mr J Charles	4 11OP1BST1 L1/2 CNAT Enterprise Mr J Charles	4 11MAT5 Mathematics Mrs C Galton	4 11OP2/DAN1 BTEC L1/2 Tech Av... Miss H Hurt	
5		11OP3MRS1 History Mr J Pearson	5 11B/SC3 Combined Science Ms G Seanson	5 11OP2/DAN1 BTEC L1/2 Tech Av... Miss H Hurt	5 11B/SC3 Combined Science Ms G Seanson	5 11B/SC3 Combined Science Ms G Seanson	

Timetable *What lessons does Charlotte have?* YOU ARE HERE | Dashboard | Timetable

Term 6 - Week 01 - 05/06/2022

	Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
1		12BLaw Law Miss Mason		1 12BLab Law De Vivo		1 12cGgb Geography Mr Saxton	
2		12BLaw Law Miss Mason		2 12BLab Law De Vivo		2 12cGgb Geography Mr Saxton	
TG1		12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser	
3		12eHia History Mrs Davies				3 12eHia History Mrs Davies	
4		12eHia History Mrs Davies				4 12eHia History Mrs Davies	

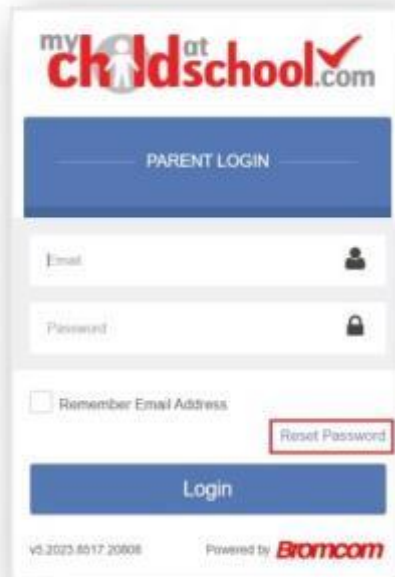


How to reset your MCAS password

The following process shows parents how to reset the password for their MCAS account

From within the web browser type www.mychildatschool.com or access the MyChildAtSchool mobile phone app, this will open the Parent Loginscreen.

Click on the Reset Password link.



Parents will receive an email containing a Reset Password link.

Enter the email address, this will be the email address that the school uses to contact the parent.

Tick the reCAPTCHA box.

Click on the Send reset email button.

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.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. The form contains two input fields: 'Enter Password' and 'Confirm Password'. At the bottom of the form is a blue button labeled 'Update Password' and a link that says 'Back to Sign In'.

Parents will now be able to login using their email address and new password.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. The form contains an 'Email' input field with an envelope icon, a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo, and a blue button labeled 'Send reset email'. At the bottom of the form is a link that says 'Back to Login'.

Using MCAS to make Payments

You can make payments in MCAS for the following:-

- Trips
- Equipment for example blazer badges, revision guides, calculators
- Tickets for events such as drama performances, sports award evenings

Parents will be informed in all communications as to which section the payment can be made.

Making Payments for Trips

If your child has the opportunity to participate in a school trip, you will receive an email with all the trip information including the cost. The school runs day trips and residential trips.

Once you have logged into your MCAS account, go to the Dashboard where you will see a black ribbon on the left hand side of the screen.

Select the option “Trips”.

The screenshot shows the MCAS website interface for Beaumont School. The user is logged in as Mrs M Bledi. The 'Trips' section is active, showing a table of available trips. The table has columns for Trip Name, Teacher, Next Session, Weekday, Start Time, Duration, Cost, and Spaces Available. One trip is listed: '23/24 Y12 University and Apprenticeship Fair' by Mr R Brooks, scheduled for 21/06/2024 on a Friday at 08:00, with a cost of £17.00 and 107 spaces available. A red message above the table states: 'Please check in the Trips section (underneath your child's photo) for details on any upcoming Trips'. The left sidebar contains various navigation options, with 'Trips' highlighted. The footer includes copyright information for Bromcom Computers Plc and a 'Terms And Conditions' link.

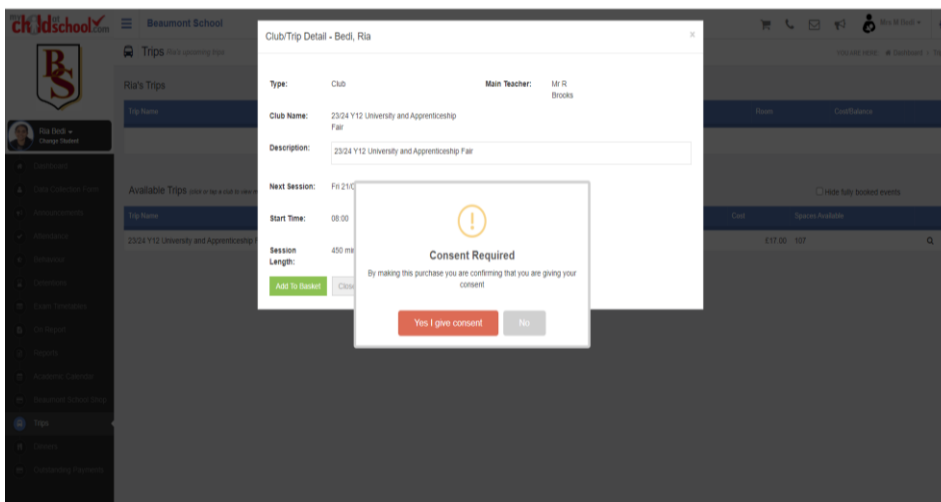
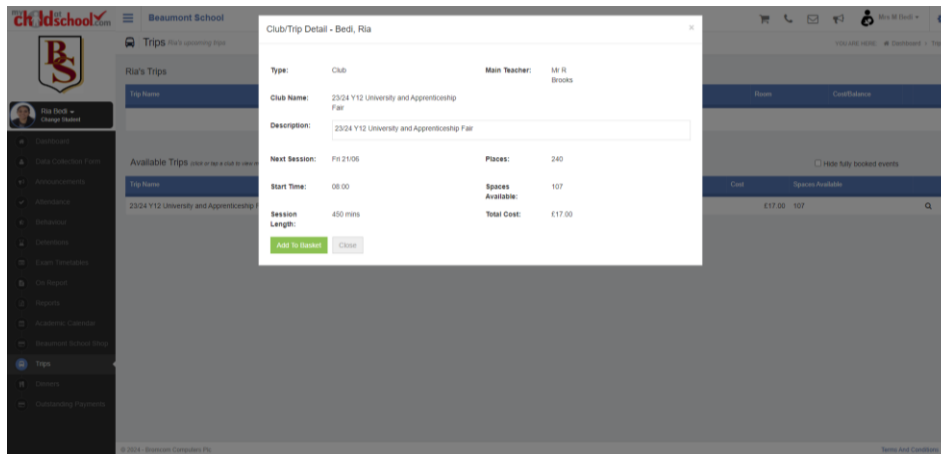
Trip Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance		
Please check in the Trips section (underneath your child's photo) for details on any upcoming Trips							
Available Trips (click or tap a club to view more details and sign up)							
Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
23/24 Y12 University and Apprenticeship Fair	Mr R Brooks	21/06/2024	Fri	08:00	450	£17.00	107

Click on the trip you wish to make a payment for

Click on “Add to Basket” to add the cost of the trip to your basket

You will then get a second box asking you to confirm that you give consent for your child to go on this trip.

We are legally required to obtain your consent to allow your child attend any offsite school trip.

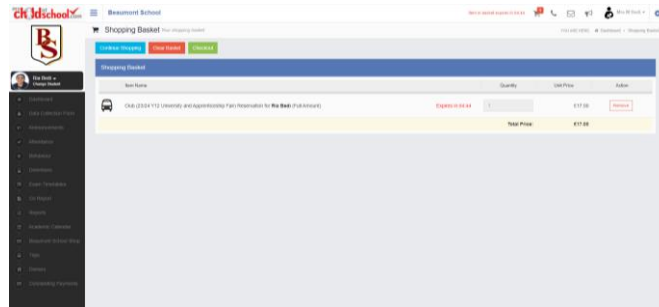
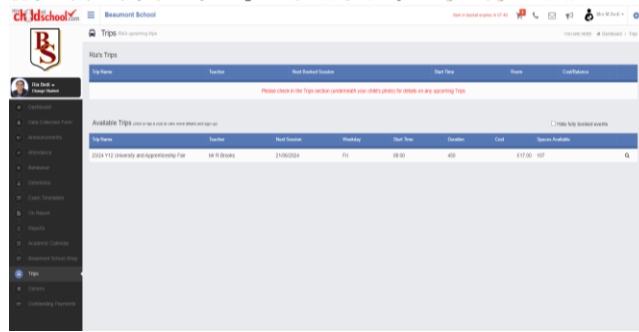


At the top of the screen, there is a trolley symbol, which will now have a number 1 next to it, which shows you have added an item to your basket.

Click on the trolley symbol and click on checkout.

You will need to complete your address details and then your card details.

You have the option to save your card details securely for future payments.



Making Payments for Equipment and Events

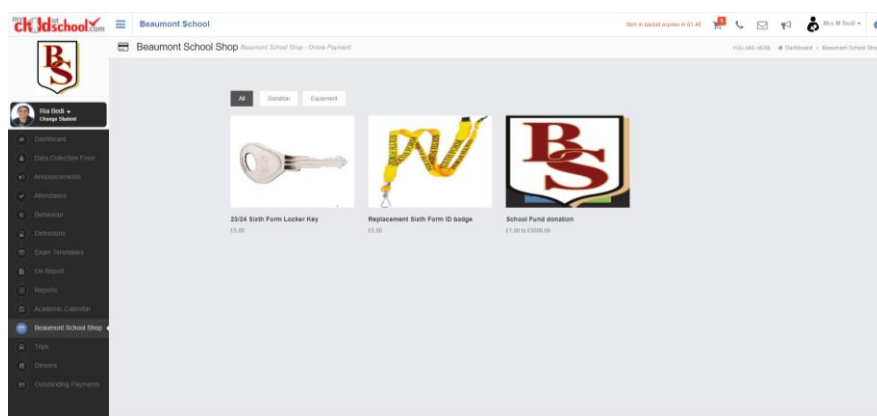
Parents will be sent an email if there is an opportunity to purchase equipment or tickets to an event.

Once you have logged into your MCAS account, go to the Dashboard where you will see a black ribbon on the left hand side of the screen.

Select the option “Beaumont School Shop”.

Click on the item you wish to purchase and add it to your basket.

Click on the trolley symbol at the top of the screen and checkout to pay.

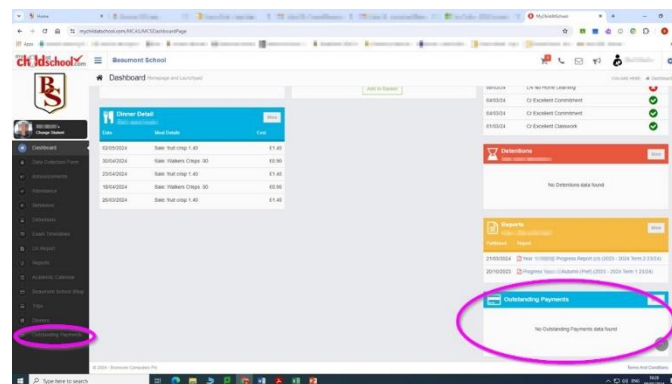


Outstanding Payments

There will be some instances where a payment will need to be made via the option of “Outstanding Payments”, for example instalments for a residential trip. If this is the case, then the parent will be sent an email containing this information.

The outstanding payments box can be found on your dashboard page at the bottom right hand side of the screen and also on the black ribbon on the left hand side.

If there is an item here, then please click on it and you will have the option to add it to your basket, and then checkout in the usual way.



Dinner Money

The Dinner Money option is accessible only as a **Widget**.



Dinner Money
Dinner Balance Summary


Credit Balance Summary : £ 21.00

Deposit Amount : £

[Add to Basket](#)



The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon  on the top bar will now display that you have **1** item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



Shopping Basket

 Dinner Money x1 £10.00 x

Deposit for
Adesiyan
Emma

Checkout 1 item - £10.00

To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.




Shopping Basket Your shopping basket YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

[Continue Shopping](#) [Clear Basket](#) [Checkout](#)

Item Name	Quantity	Price	Action
 Dinner Money Deposit for Adesiyan Emma	<input type="text" value="1"/>	£10.00	Remove
Total Price:		£10.00	

Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.





Thank you. Your payment of £10.00 has been received.

Order ID: 4007-000194 | Transaction ID: C75C9E2C-7665-F907-602B-38CA3D1A03BE

[Continue Shopping](#) [Pay](#)



Dinner Money
Dinner Balance Summary

Credit Balance Summary : £ 21.00

Deposit Amount : £

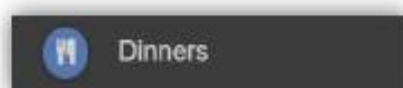
[Add to Basket](#)

A Confirmation message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

Club Name	Teacher	Next Session	Start Time	Room	Cost/Session	
Chess Club	Mr B Armour	18/02/2020	15:00	621	£0.00	📄 🔍
Lapsope	Mr C Taylor	21/02/2020	04:00		£0.00	📄 🔍
Movie Club	Ms J Jarrod	21/02/2020	03:00		£10.00	📄 🔍
Red Hot Chili Club	Ms C Andrews	04/03/2020	16:30	N50	-£88.00	📄 🔍 Add to Basket

Dinners

The **Dinners** option is accessible from both the **Menu Bar** and a **Widget**.



The **Dinner Detail Widget**, displays the last **Meals** that have been taken.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

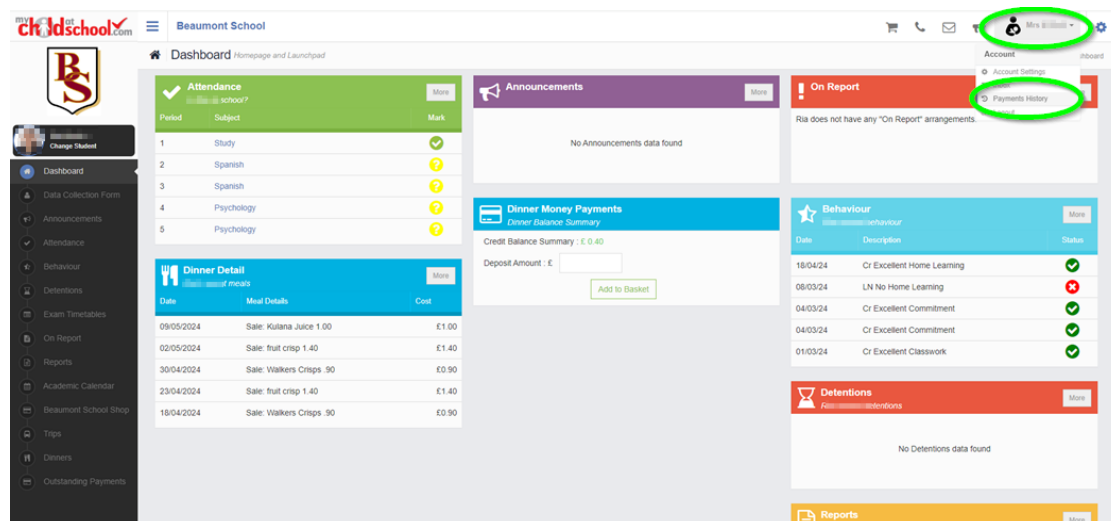
Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:06:16	Dinner Money Deposit for Emma Adeslyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adeslyan Emma	£3.00

Payments History

You can check if a payment has been made via the option of “Payments History” which can be found under your name on the top right hand side of the screen, in the browser version:



If you are using the mobile app version it can be found under “Profile” then select “Order History”.