

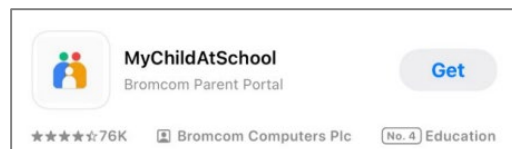
HOW TO ACCESS MY CHILD AT SCHOOL (MCAS)

MCAS is available via a web browser and in the form of an app on both Android and Apple devices.

<https://www.mychildatschool.com>

Or

Download the **MyChildAtSchool** app from the App Store or Google Play

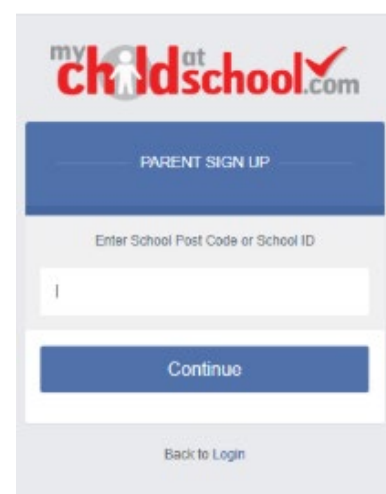


TO SIGN UP FOR YOUR MCAS ACCOUNT

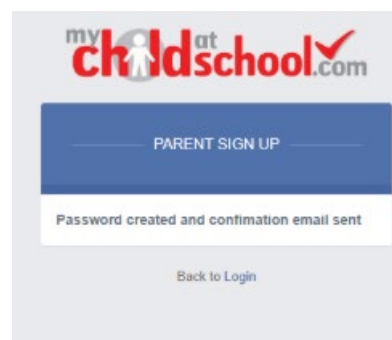
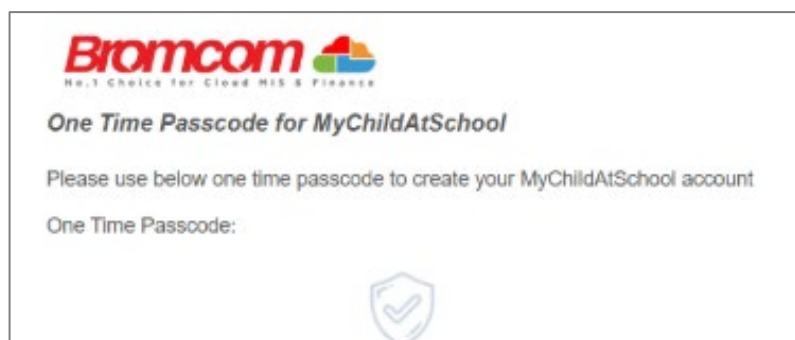
- Open the app and click **Activate**; or if using the web browser click **Sign Up**
- Enter the school's Post Code: **RG22 6HA**
- Click **Continue**
- Enter the email address that the school uses to contact you
- Click **Sign up**

Please Note: The email address you use here **MUST** be the same email address the school have recorded for you, otherwise the process will not work

You should receive the following message: **To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password**



- Copy the **One Time Passcode**, go back to the My Child At School screen, enter the passcode and click Verify.
- Create a password by entering and confirming it, then click Create Password



If any of the following errors are displayed, please contact the school for assistance:

- *Email address not recognised. Please check and try again.* – this means that the **Email Address** used to sign up is not the same as the email address the school have on record, contact the school to check which email address to use/update the record.
- *Email address invalid. Please contact the school to gain access to your child's account.* – this means that **Parental Responsibility** has not been assigned and the School may need to update the **Contact Record**.
- *Account already registered for this email please use login screen to sign into your account - please return to the login screen and use the **Reset Password** option*

We recommend that you allow the MyChildAtSchool app to send you notifications.