



MyChildAtSchool – How to set up your account



Dear Parent/Carer

We are happy to inform you that we are now in a position to roll out the MyChildAtSchool app here at Neatherd High School.

MyChildAtSchool replaces both Classcharts and the SIMS Parent Portal, which are now no longer in use. It is a portal enabling you to view your child's academic performance in real-time via a web browser. This facility allows access to your child's attendance, behaviour, class information and timetable whenever you wish. You can set up MyChildAtSchool on your web browser or download the MyChildAtSchool App from Apple and Play stores. More information can be found here: <https://parents.neatherd.org/>

On Monday 26th September you will receive a MyChildAtSchool invitation email similar to the example below. The Subject will be **'MCAS – Redeem Invitation Code'**:

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **12791**

Username: **Username**

Invitation Code: **codeexample**

If you did not request an Invitation Code, please contact your school.

Please click [Here](#) to redeem your invitation code.

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

Regards

MyChildAtSchool.com

To set up MyChildAtSchool via a web browser:

- 1) There will be a link in the email to redeem your invitation code. **Click on the link**, you will then be taken to the MCAS screen with the details above already entered for you.
- 2) Tick **I'm not a robot** and then select **Redeem Code**.
- 3) You will then be asked to set up your details. Enter a valid email address and create a password for your account. Passwords must have 8 or more characters and include: 1 uppercase character, 1 numeric character, 1 special character and 1 lowercase character. Please note the email given is only used for recovery purposes, it will not be required to log in to your account.
- 4) Once an email and strong password has been entered, click on **Save Account Details**.
- 5) The screen will display a message to say this was successful.
- 6) You will be redirected to the original log in screen. Enter the **School ID**, **Username** and the **Password** you have just created. Select **Login**.
- 7) There will be a popup called **'User Login Validation Page'** which will ask to validate your email address. **Click on OK**. A Validation email with the subject 'MCAS Email Verification' will be sent to your address. Validate your email address by **clicking on the link** in the email.
- 8) You should now be set up to use the MCAS app for your child/children.

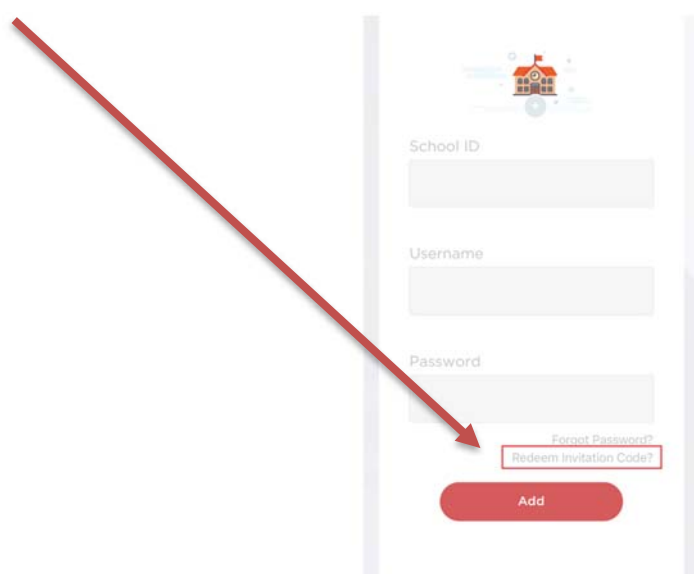
Log in at <https://www.mychildatschool.com/MCAS/MCSParentLogin>

To set up the App on a mobile device:

- 1) Download the MyChildAtSchool app from Apple or Play stores:



- 2) Once the app is launched you may be asked to set up a 5 digit PIN and Biometric login at this point (this depends on model of phone).
- 3) Then select to log in with **Username and Password**
- 4) When the screen below appears, **do not fill in the fields** but click on **Redeem Invitation Code**:



- 5) Enter the **School ID**, **Username** and **Invitation Code** that is written in your invitation email. Click on **Redeem Code**
- 6) You will then be asked to set up your details. Enter a valid Email address and create a password for your account. Please note the Email given is only used for recovery purposes, it will not be required to log in to your account. Passwords must have 8 or more characters and include: 1 Uppercase character, 1 numeric character, 1 special character and 1 lowercase character.
- 7) Once an email and strong password has been entered, click on **Save Account Details**.
- 8) There will be a success message. You can then navigate the app as you wish.

If you have not received an invitation email by the end of day on **Monday 25th September** or you are experiencing any difficulties with the MyChildAtSchool app contact the Data Team for assistance at:

Data@neatherd.org