

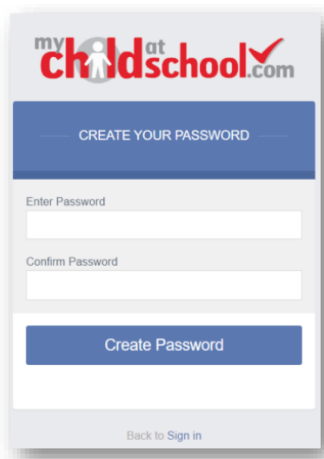
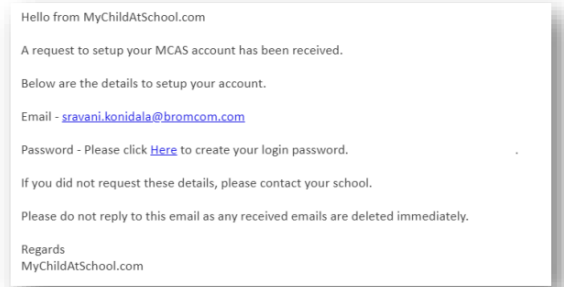
## BROMCOM ACCOUNT – NEW PARENT ACCOUNTS QUICK SIGN-UP GUIDE

Parents who already have an MCAS account will not need to click the link in the email, the new student will appear automatically.

Parents receive an email from school with a link to the Parent Login screen.

- Parents will click **Here** in the email to open the **CREATE YOUR PASSWORD** screen

Below is an example email sent to a parent.

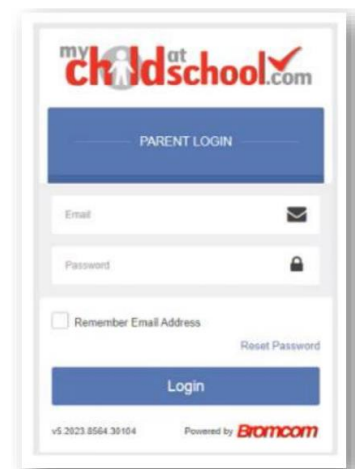
A mobile app screen titled "CREATE YOUR PASSWORD" for myChildAtSchool.com. It has two input fields: "Enter Password" and "Confirm Password". Below them is a blue "Create Password" button and a "Back to Sign in" link at the bottom.

- Parents will **Enter Password** and **Confirm Password**.
- Parents will then click **Create Password**.

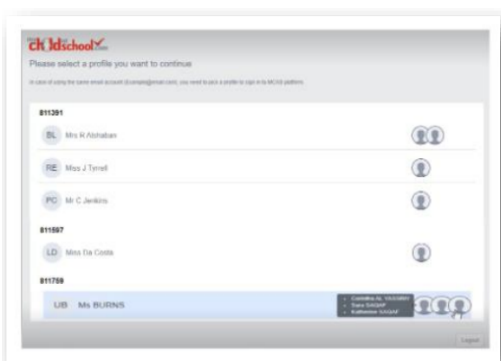
## Computer Desktop View Login

- From your web browser type [www.mychildatschool.com](http://www.mychildatschool.com)
- 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**.
- Click on the **Login** button.

This **Login** will login to see all **Students** linked to that **Email Address**.

A desktop web page titled "PARENT LOGIN" for myChildAtSchool.com. It has fields for "Email" and "Password". There is a "Remember Email Address" checkbox and a "Reset Password" link. A blue "Login" button is at the bottom. Footer text includes "v5.2023.8564.30104" and "Powered by Bromcom".

**Note: Parents should contact the School if they receive the message Incorrect Email Address or Password.**

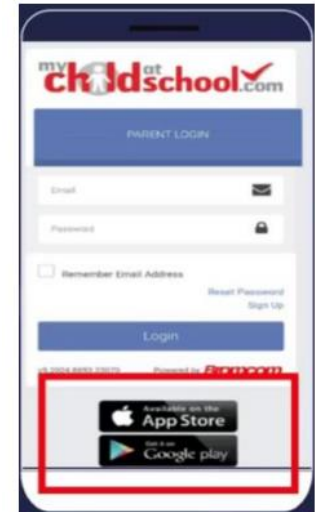
A desktop dashboard for myChildAtSchool.com. It says "Please select a profile you want to continue". It lists several profiles with initials and names: BL Mrs M Alshaban, RE Mrs J Terrell, PC Mr C Jenkins, LD Mrs Dia Costa, and LTB Mrs BLUDINS. Each profile has a small icon to its right. At the bottom, there are links for "Create New Profile", "Forgot Password", and "Administer Account".

- If parents have **more than one Profile** using the **same Email Address**, a popup will appear, select the **Profile** they wish to use to continue to the **Dashboard**.
- Students associated with each **Profile** are displayed on the right-hand side. **Note:** Hover over the student icons on the right hand side to see the student's names associated with each **Profile**.

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### MCAS App - Install the App

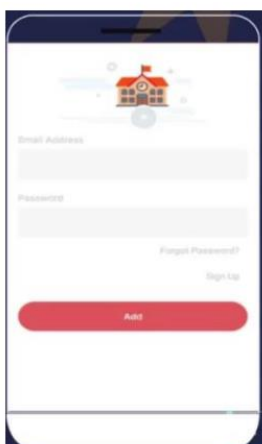
When logging in from the invitation email sent from your school you have the option to **install the MCAS Parent App** either from the **App Store** or **Google Play** depending on what type of mobile device have.



When you access either the **App Store** or **Google Play** you will see a screen that looks something like the example below;



Click **Install** then once the application has installed you can click **Open**. Please be aware users will need to enable notifications on mobile phones when they install the app to get notifications for important messages from their school.



This will take you to the **login screen**, here you can enter your **Email Address**, **Password** and click **Add**.

From here you will be asked to **set your 5 digit pin** and **tick** to confirm.

