

Creating a New My Child at School Account

Please follow the instructions below to set up your My Child at School Account

To set up your account for the first time

Please click the link in the email issued by the school (valid for 24 hours) or alternatively, visit the desktop version of the website or use your web browser on your mobile phone at www.mychildatschool.com (you will not be able to do this initial set up via the mobile phone app):

1. Type in www.mychildatschool.com into the address bar.
2. Select "Sign Up"
3. School ID **15044** or School Postcode **GL20 8DF**
4. Enter email address, click on sign up.
5. This will send you a onetime passcode, click on verify.
6. Create a password.
7. The password must have: Password must have: 8 or more characters / 1 uppercase character / 1 numeric character / 1 special character / 1 lowercase character
8. Click on back to Login and login with the email address and password you have just set.



To set up the mobile phone app

1. Download the app on play store/app store, simply search MCAS or my child at school and install. [Apple App Store](#) / [Google Play](#)
2. Once installed the MCAS logo will appear, open the app and complete the security prompts, (select your own preference of PIN)
3. Log in with your email address and password.

Next time to log in only your PIN/fingerprint is required.

- A toolbar is permanently displayed at the bottom of the page. Simply tap an icon to open the feature.
- Tapping on the three dashes top left will bring up a menu enabling you to switch siblings (if relevant).
- Under this menu you can see all the different tabs with real time information on your child's attendance, behaviour etc.

Any messages sent out from school will appear on your lock screen (ensure notifications are switched on for MCAS in your phone settings).

Many thanks for helping us to support you and your child.

