



MyChildAtSchool (MCAS) Self Sign Up Guide

Signing up without a registration email

STEP 1: You can access the Parent Login screen in two ways:

1. Visit www.mychildatschool.com on a web browser to open the Parent Login screen.
2. Download the MyChildAtSchool mobile phone app from the app store.

STEP 2: On the Parent Login screen, follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the school's **Postcode** or **School ID**.
- **Select the school** from the list in the dropdown.
- Click **Continue**.
- Enter the **email address** you have registered with the school (if your email address isn't recognised, please contact the school office).
- Click **Sign Up**.

Once you've completed the Sign Up process, you will see this 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'*.

STEP 3: You will then receive an email from MyChildAtSchool with a link to a one time passcode. Follow these steps:

- Click on the **link** for the one time passcode.
- Enter the **one time passcode**.
- Click **Verify**.

STEP 4: Once the one time passcode has been verified, you will be prompted to enter a password:

- **Enter** Password.
- **Confirm** Password (by re-entering the same Password).
- Click **Create Password**.

STEP 5: Once you have created a password, you can log into your MCAS account via the app or by visiting www.mychildatschool.com on a web browser.

You can change or reset your password at any time by clicking on Forgot Password.