

# MyChildAtSchool MCAS - How to Self Sign Up for parents

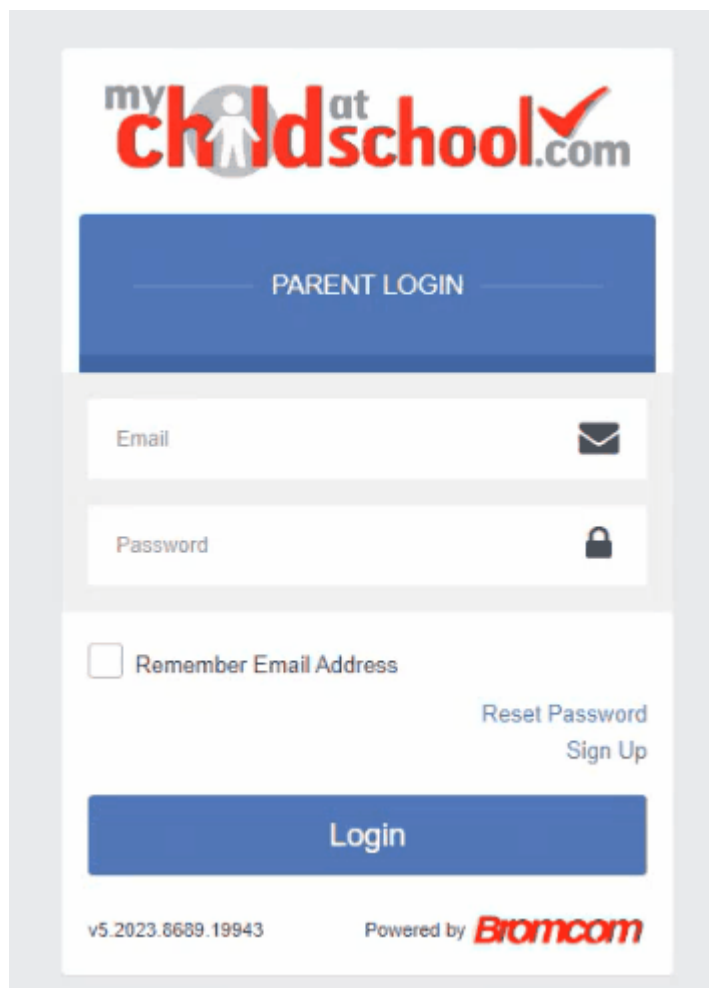
Parents can access the Parent Login screen in two ways:

1. From within the web browser type [www.mychildatschool.com](http://www.mychildatschool.com), this will open the Parent Login screen.
2. From the MyChildAtSchool mobile phone app, this will open the Parent Login screen.

Once in the Parent Login screen parents should follow these steps:

- Click on the Sign Up link in the Parent Login screen.
- Enter the school's Postcode or School ID. (**Glossopdale School ID is 14945. Postcode: SK13 2DA**)
- Select the school from the list in the dropdown.
- Click Continue.
- Enter the registered email address.
- Click Sign Up.

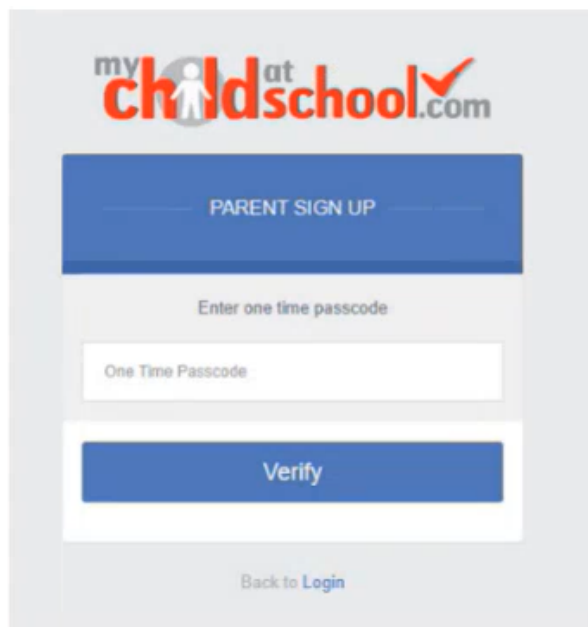
Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'PARENT LOGIN'. Underneath are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below these is a checkbox labeled 'Remember Email Address'. To the right of the checkbox are two links: 'Reset Password' and 'Sign Up'. At the bottom is a large blue button labeled 'Login'. The footer contains the version number 'v5.2023.8689.19943' and the text 'Powered by Bromcom'.

Parents will receive an email from MyChildAtSchool with a link to a one time passcode


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



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header bar with the text 'PARENT SIGN UP'. Underneath is a light gray box containing the text 'Enter one time passcode' above a white input field labeled 'One Time Passcode'. Below the input field is a blue button labeled 'Verify'. At the bottom of the form is a link that says 'Back to Login'.

As soon as the one time passcode has been verified, parents will be prompted to enter a password.

- Enter Password.
- Confirm Password.
- Click Create Password.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header bar with the text 'CREATE YOUR PASSWORD'. Underneath is a light gray box containing two input fields: 'Enter Password' and 'Confirm Password'. Below the input fields is a blue button labeled 'Create Password'. At the bottom of the form is a link that says 'Back to Sign in'.

Once the password has been created, parents can login from within the web browser and type [www.mychildatschool.com](http://www.mychildatschool.com), or access the MyChildAtSchool mobile phone app, this will open the Parent Login screen.

Note: Parents should contact the school if:

- Self Sign Up has not been enabled for the school.
- Parental Responsibility has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- The parent's email address is not recognised. Schools should update the email address for that Contact in *Modules > MyChildAtSchool > Administration > User Accounts > User Account Maintenance* or *Students > Student Details > Contacts*.

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.