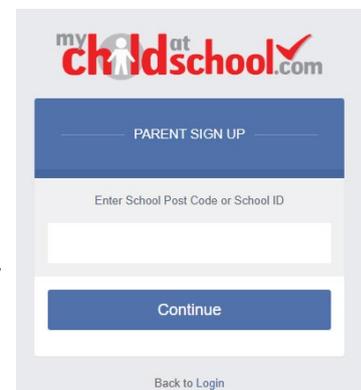# Creating a New My Child at School Account

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

**To set up your account for the first time**

Please visit the desktop version of the website at **www.mychildatschool.com** (please don't set up via the mobile phone app – you can activate the app after setting up your account):

1. Type in www.mychildatschool.com into the address bar
2. Select "Sign Up"
3. Enter School ID **14287** or School Postcode **BS15 8BD**
4. Enter your email address (this must be the email address we have on file for communications), then click on sign up
5. This will email you a onetime passcode. Enter this code and click on verify
6. Create a password which must have:
   *8 or more characters.*
   *1 uppercase character.*
   *1 numeric character.*
   *1 special character.*
   *1 lowercase character*
7. 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 mychildatschool and install
2. Once installed the MCAS logo will appear, open the app and complete the security prompts, (select your own preference of a 5 digit PIN code)
3. Log in with your email address and password.

## *Next time to log in only your PIN/fingerprint is required (no password).*

**Notes:**

▪ A toolbar is permanently displayed at the bottom of the page along with other functions in sections. Simply tap an icon to open the section.

▪ All icons contain real time information on your child's attendance, behaviour etc.

▪ If you have more than 1 child at the school, tapping on the drop down next to your child's name will bring up a menu enabling you to switch siblings.

▪ The default language for received communications is English. You can change your preferred language for communications in the app by tapping on the cog and selecting communication language.

To ensure you receive all messages sent out from school, you must ensure notifications are switched on/allowed for MCAS in your device settings. When a new message is sent to you, you will then receive a MCAS notification on your device. Open the app and navigate to the messages icon.

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