

# Bromcom

Home > MyChildAtSchool > How Parents can access and add Accounts on the MCAS App

## How Parents can access and add Accounts on the MCAS App

**Note:** All pages below are subject to having relevant **Roles and Permissions**.

See also **MyChildAtSchool Desktop Parent Guide** [Download](#)

**Parents** can use this guide to;

- Access and download the **MyChildAtSchool** App for the first time.
- **Redeem** their **Invitation Code**.
- Create and confirm Account Information.
- Add an Account if they have more than one username.

**Note:** When a **MyChildAtSchool** User Account is created for a Parent by the School, the Parent will receive notification from the school with the following 3 pieces of information;

- **School ID**
- **Username**
- **Invitation Code**

Below is an example of an email sent to a Parent (Note the email format may be different from this example);

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **40024**

Username: **Bishop2998**

Invitation Code: **2BEC3B9B40**

If you did not request an Invitation Code, please contact your school.

Please click [Here](#) to redeem your invitation code.

Please do not reply to this email as any received emails are deleted immediately.

Regards

MyChildAtSchool.com

*Example email*

**Note:** If a Parent is unsure of the **School ID**, you can resend the **Invitation Code** email to them via **Modules>MCAS>User Accounts** or you can tell them directly.

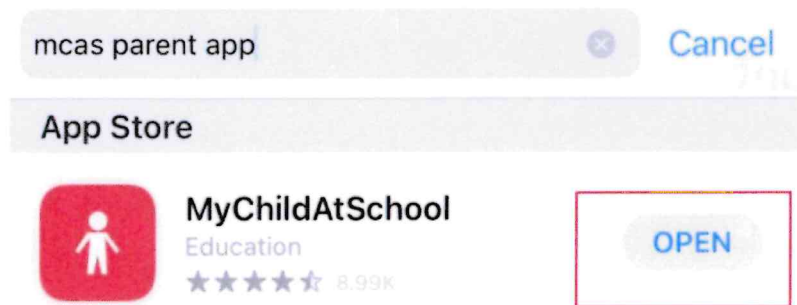
The **School ID** can be retrieved when you log in to the MIS and click on the school name as shown below;

The screenshot shows the Bromcom MIS interface. At the top, there is a blue navigation bar with a 'Secondary' button and a 'HELPDESK 40007!' button. To the right of the helpdesk button, it says 'Interval: 21/22'. Below the navigation bar, there is a sidebar on the left with 'Attendance' and 'SMS C' options. The main content area displays the Bromcom logo and user details for Mr Simon Lewin. The user ID 40007 is highlighted with a red box. The user details include a phone number (02082906153), a website (http://www.bromcom.com), a location (London, BR2 9JG), and an email address (email2@bromcomcloud.com).

## Access and Download the MyChildAtSchool App

To download the **MyChildAtSchool Parent App**, search for **MCAS Parent App** on your respective mobile app/play store and select download.

Once the app is downloaded, you will be able to press **OPEN**.



Once downloaded the first screen looks like this;






The app will show the following screen when **accessing for the first time**.

## Redeem the Invitation Code


Once the app is open, click on **Redeem Invitation Code** first.

There is no need to complete the **School ID and Username** at this point.

13:29



< Add Account



School ID

Username

Password

[Forgot Password?](#)


[Redeem Invitation Code?](#)

Add

In the **Redeem Your Invitation Code** screen, type in the **School ID, Username and Invitation Code** that has been given to you by your school.

Then click **Redeem Code**.

< **Redeem Your Invitation Code**



School ID

Username

Invitation Code

**Redeem Code**

## Create and Confirm Account Information

On the next screen, enter and confirm a valid **email address**.

Then, create and confirm a strong **password**.



## Setup Your Account Details

Mr A Bishop

Email

Confirm Email

Password

Confirm Password

Save Account Details

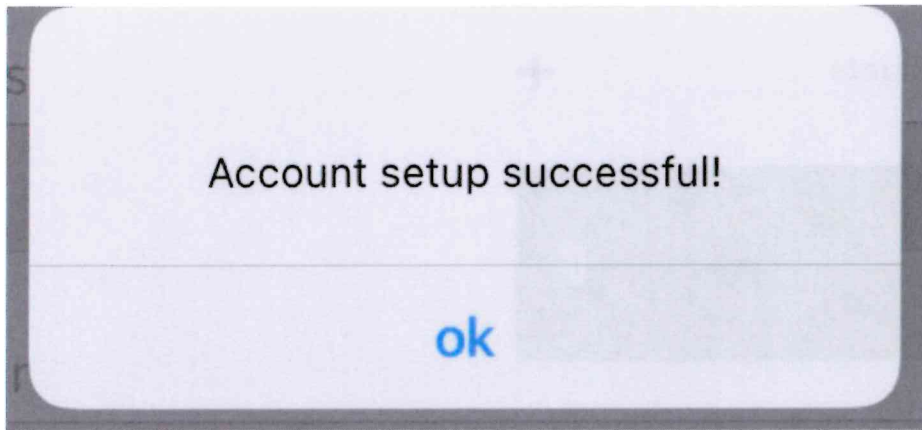
**Note:** the **Password** must have the following format; **8 or more characters, 1 uppercase character, 1 numeric character and 1 special character.**

Password must have 8 or more  
characters, 1 uppercase character, 1  
numeric character, 1 special character

ok

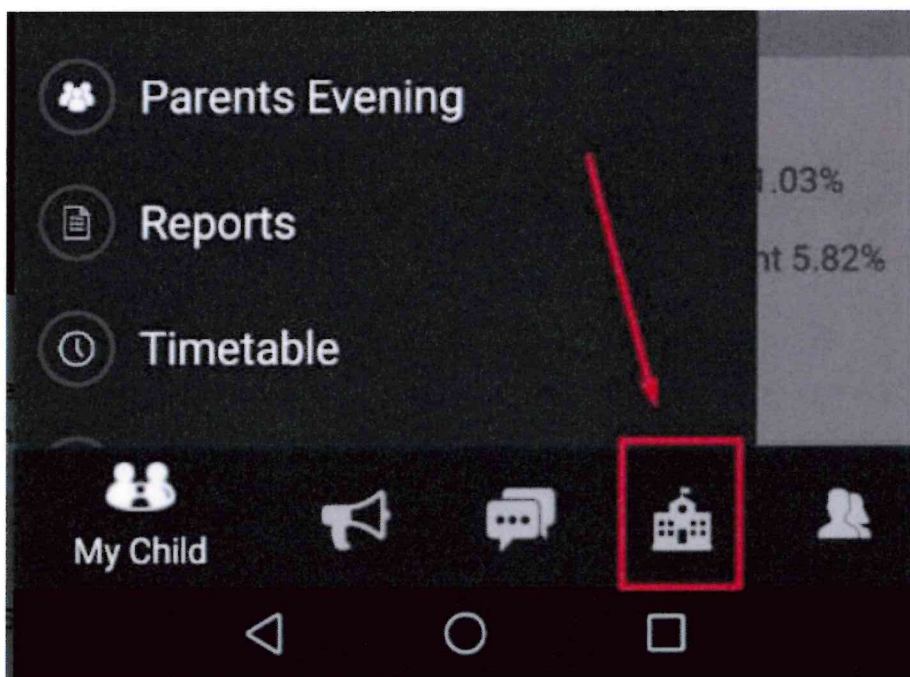
Once completed the following confirmation will appear.





## Add an Account for another School if you have more than one Username

If you have more than one account i.e. children at different Schools that use MCAS, click on the **Accounts** Icon at the bottom of the screen.



Then click the + at the top right of screen.

## Accounts



From here, you can either repeat the **Redeem Invitation Code** process with your other account details, or enter your credentials if you have already redeemed them and just wish to add the account to the MCAS app now.

Updated on June 22, 2022

Tagged: [How to Administer MyChildAtSchool Accounts](#) [MyChildAtSchool](#) [Parent App](#) [Parents](#)