



Introduction to MCAS

"Everything you need, all in one place"



The Grange School uses a communication app for parents and carers called My Child at School (MCAS). This allows us to update you on important news as well as providing a record of your child's attendance, achievements and progress, enrol in clubs and trips, make dinner money payments and much more.

It is important that all parent / carers create an account, this guide shows you how to download the app and gives an overview of the key features available.

Getting Started – Downloading the App

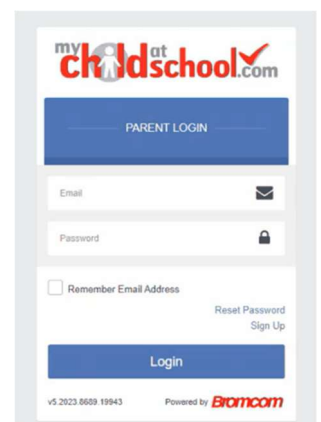


STEP 1

Download the app from the relevant app store, and follow the instructions below to activate your account

STEP 2

- Open the App and then select the **Activate** link in the Parent Login screen
- Enter the School ID **15576**
- Click **Continue**
- Enter the registered email address (the one you received the link to this communication from)
- Click **Sign Up**
- You will be sent a onetime passcode to your email account. Enter the passcode into the app and then press **verify**



STEP 3

You will be sent an invitation to set a password to your registered email. Please follow the instructions in the email to create your password. Please note this must be greater than 8 characters and include the following:

- 1 uppercase character
- 1 lowercase character
- 1 special character (e.g. ! ? @)
- 1 number

STEP 4

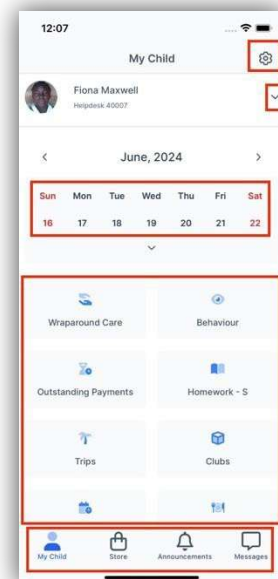
Login with your email address and password created in step 3. If prompted, create your own unique 5 digit pin to allow secure access to the app



Key Features

When you log in you will see the **My Child** central dashboard for your child(ren). The dashboard contains the following features:

- **Settings** button – Account Settings, Privacy and Security, Financial Payment Methods, Financial Order History, and School Contact Information.
- **Student account** dropdown – switch to another student account.
- **Weekly calendar** with **Attendance** information by day.
- Access to the modules (e.g., Behaviour, Homework).



Banner

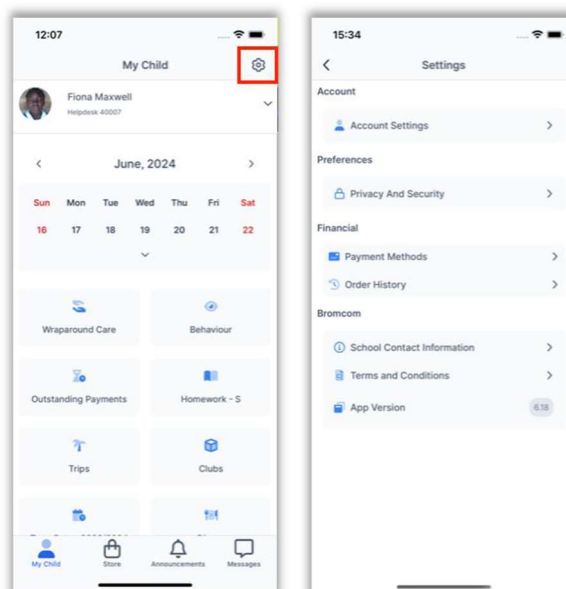
The banner along the bottom contains the following further options;

- **Store** – Displays school products that can be purchased online.
- **Announcements** – Displays announcements from the school.
- **Messages** – Displays messages from the school.

My Child > Settings

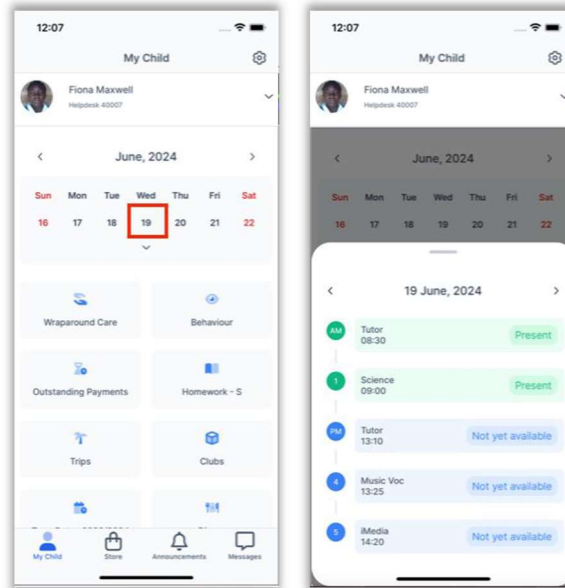
Clicking on the **Settings** cog, users will be able to access the following screen:

- **Account Settings** – change profile and log in to another account.
- **Privacy and Security** – change Pin and Password.
- **Financial Payment Methods**.
- **Financial Order History** - order transactions.



My Child > Calendar

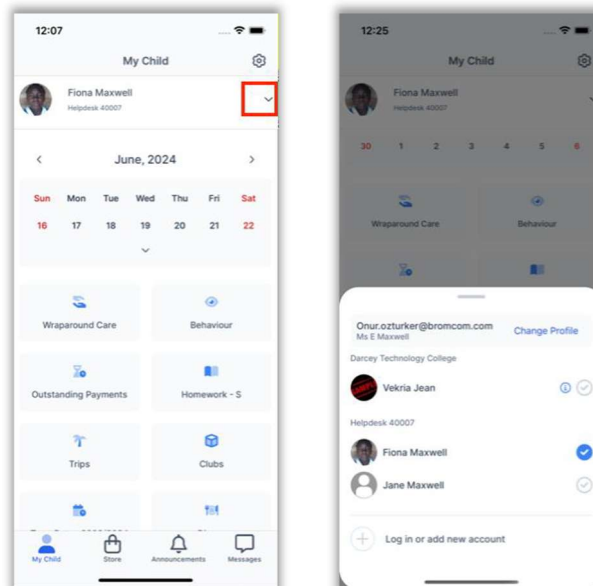
Clicking on a date in the calendar, users can see the student's **Attendance** information by day. Clicking on the arrows will display the previous or next day.



Switch to another student account if you have more than one child in the school

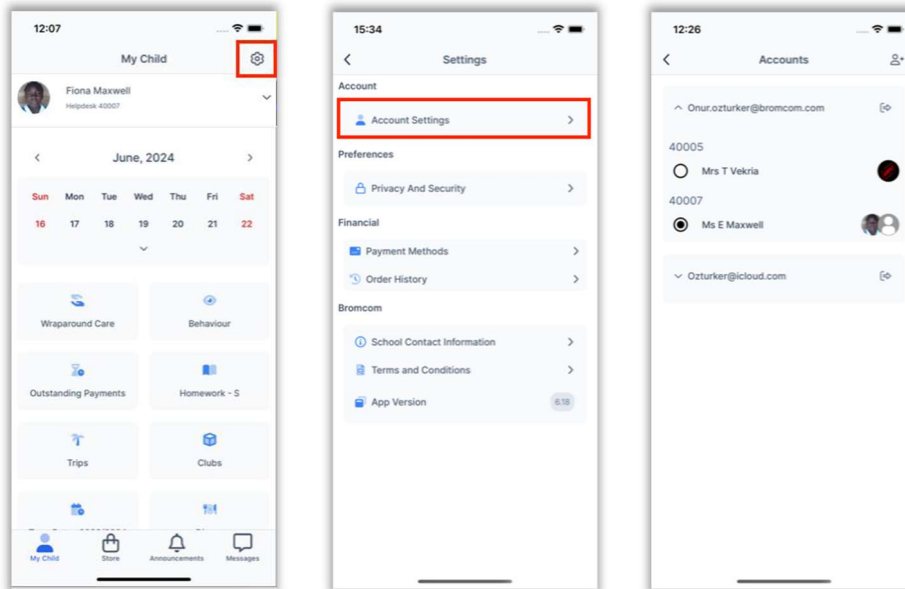
- On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
- Select the student account you would like to switch to.

Note: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.



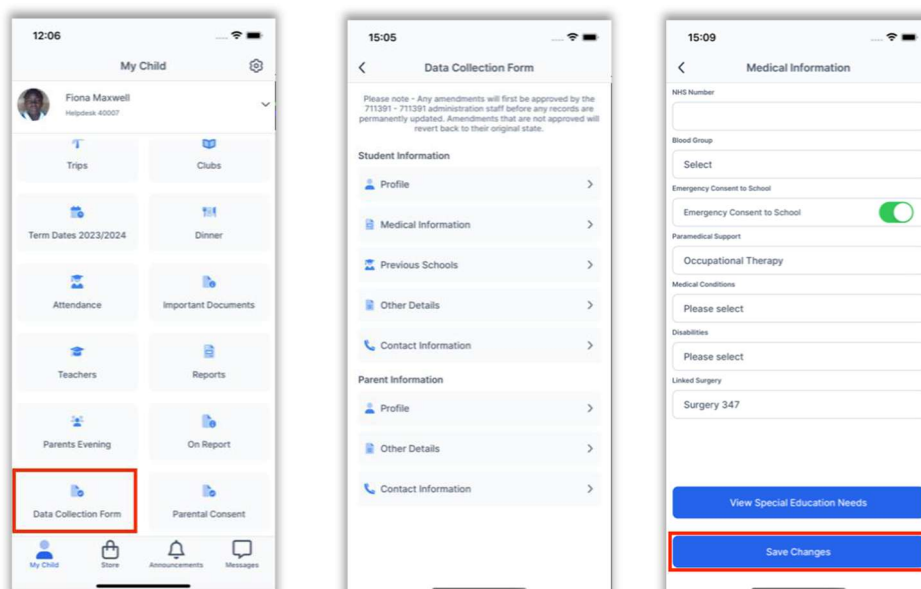
Change Profile

- On the **My Child** dashboard, go to **Settings**.
- Go to **Account Settings**.
- Select the user **Profile**, under the correct email address, that you would like to use.



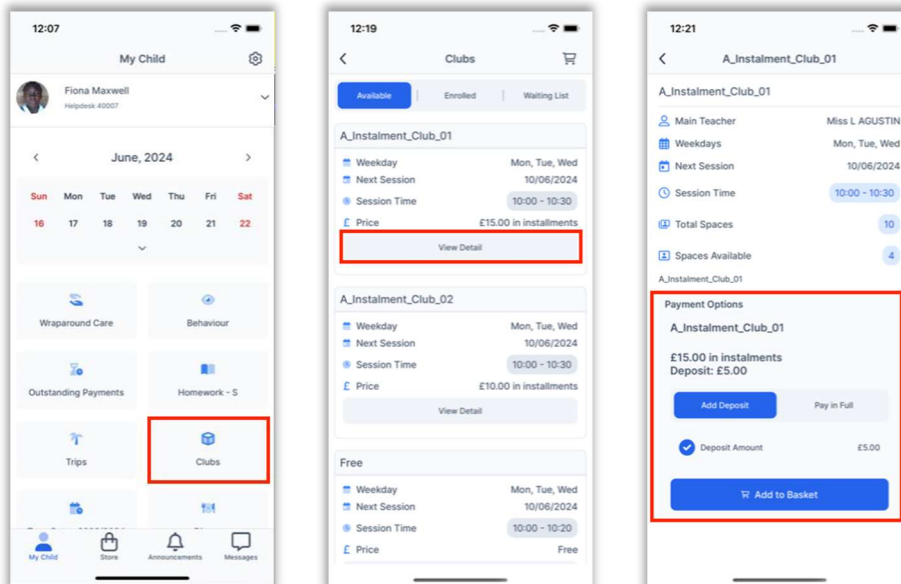
Update the Data Collection Form

- On the **My Child** dashboard, go to the **Data Collection Form** module.
- Make amendments to the relevant sections.
- After all changes have been made, make sure to click **Save Changes**.

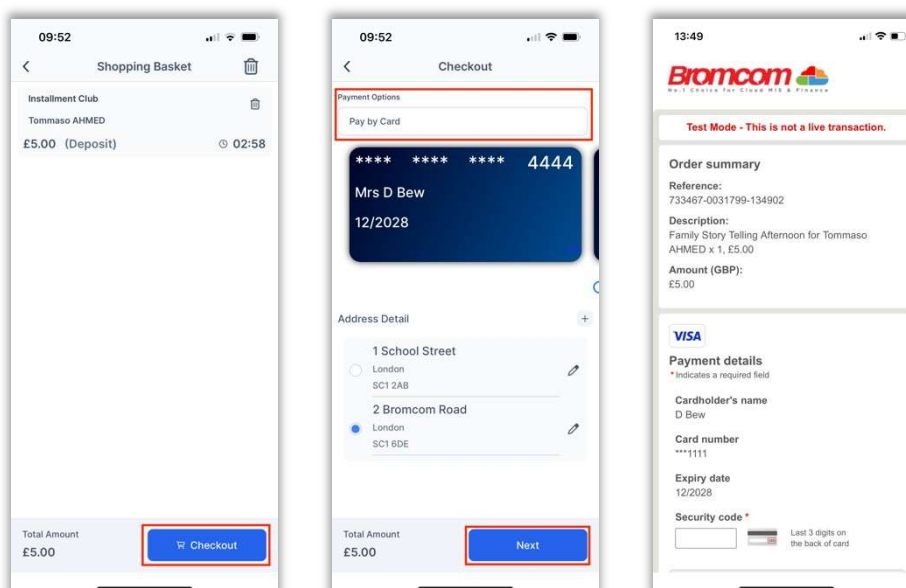


Enrolling in a paid Club

- On the **My Child** dashboard, go to the **Club/Trip/Wraparound Care** module.
- Click the **View Detail** button for the Club/Trip/Wraparound Care you wish to pay for.
- Select the **Payment Option**, if there any available, followed by **Add to Basket**.

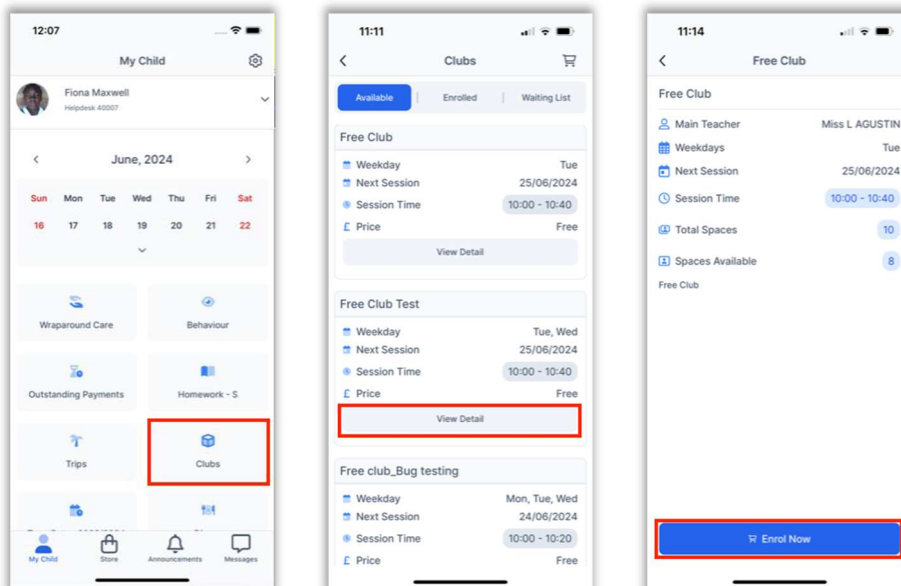


- Once it has been added to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
- Select a **Payment Option** from the dropdown and click **Next**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.



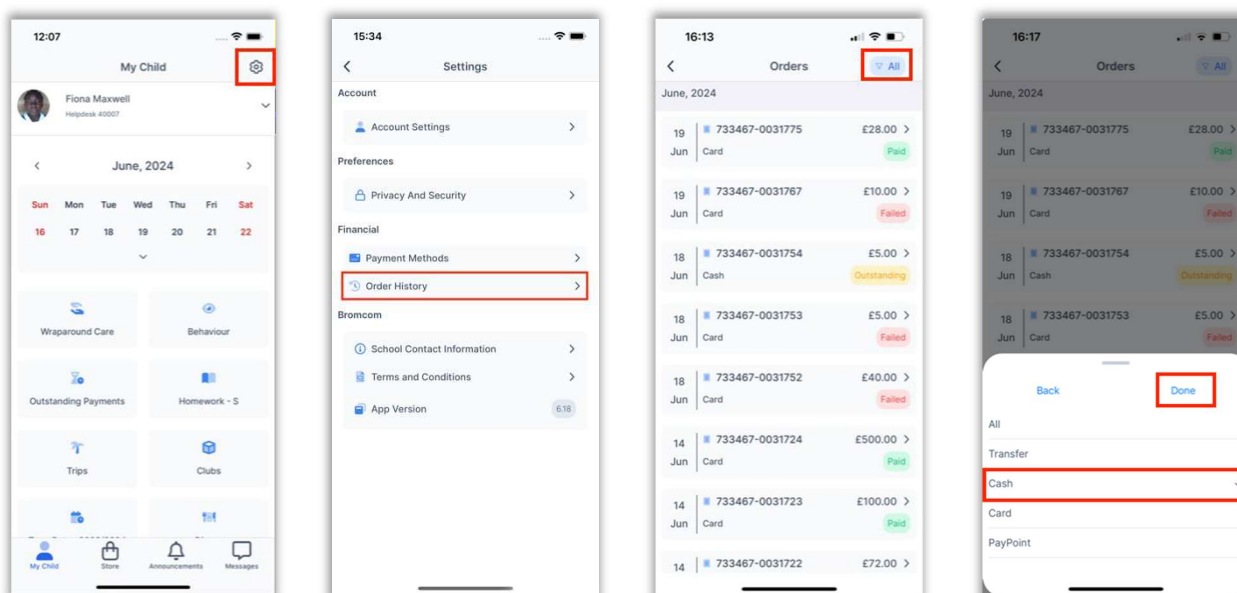
Enrolling in a free Club

- On the **My Child** dashboard, go to the **Clubs** module.
- Click the **View Detail** button for the free Club you wish to enrol in.
- If there are spaces available, you will be able to click **Enrol Now**.



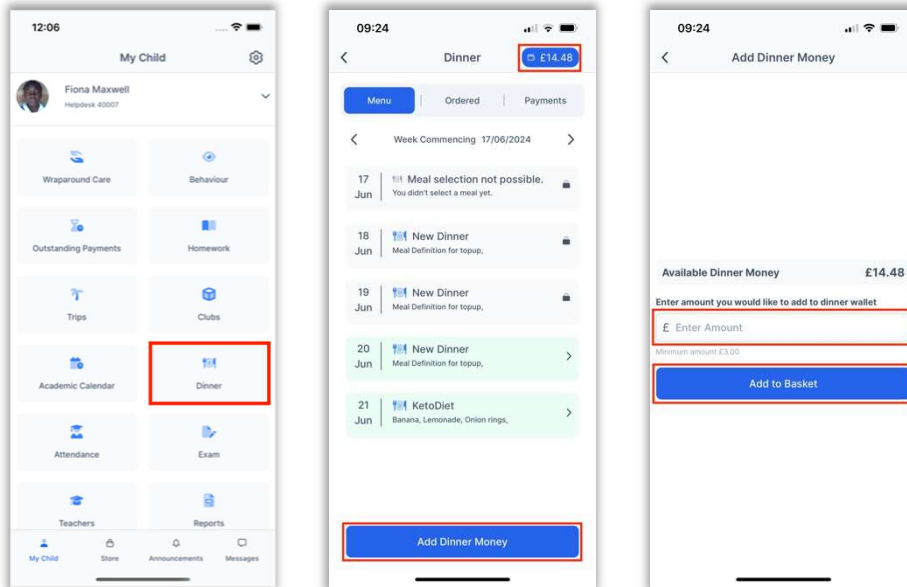
View transaction history

- On the **My Child** dashboard screen, go to **Settings**.
 - Go to **Financial > Order History**.
 - Click the **Filter** icon to filter to view one payment method at a time.
 - Select the payment method you would like to filter and click **Done**.
- Note:** Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.

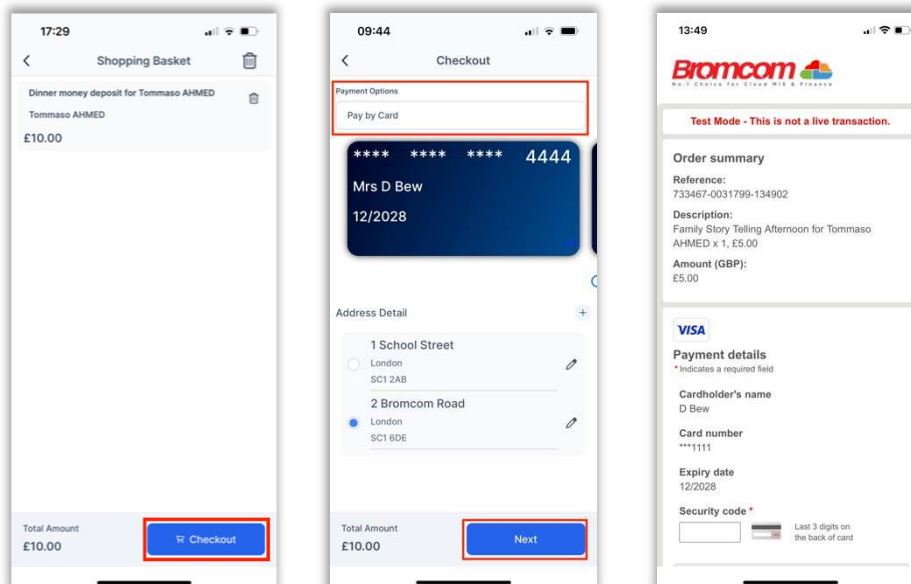


View and add Dinner money

- On the **My Child** dashboard, go to the **Dinner** module.
- The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.
- Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.

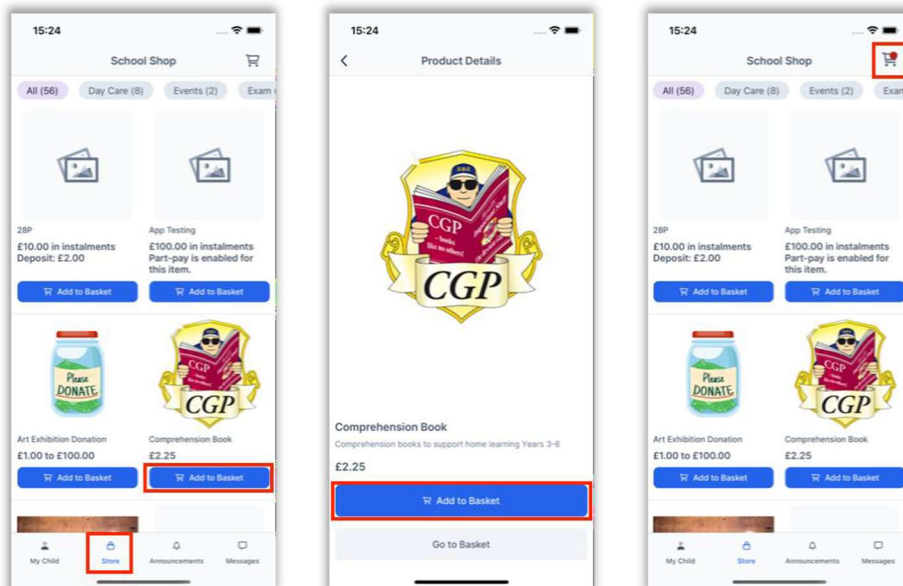


- Once you have added it to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
- Select a **Payment Option** from the dropdown and click **Next**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.

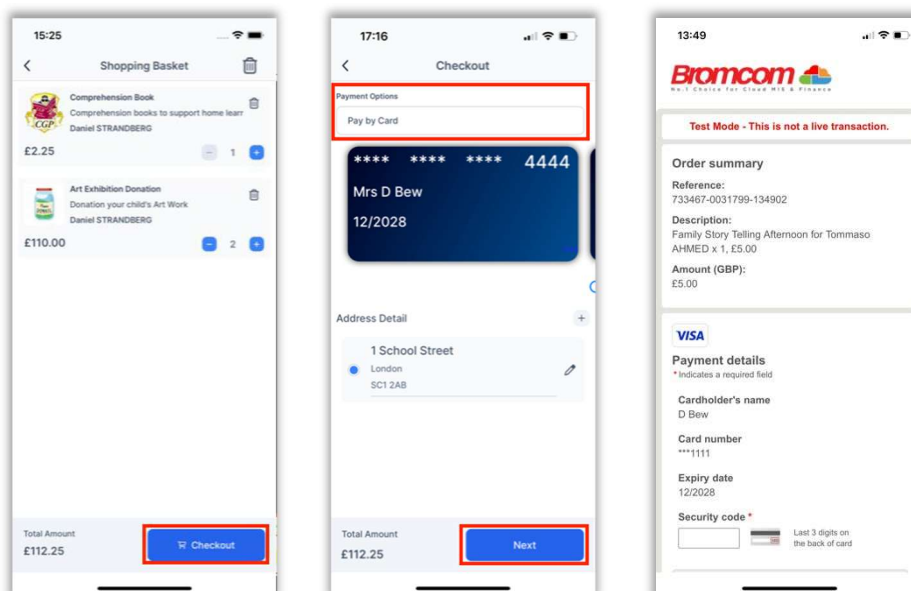


Store

- Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
- Complete any payment options and select any sizing if relevant and click **Add to Basket**.
- Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.

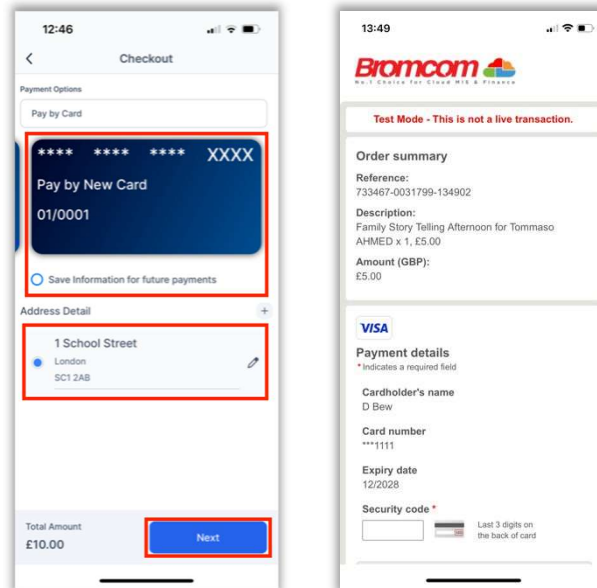


- On the **Shopping Basket** screen, click **Checkout**.
- Select a **Payment Option** from the dropdown and click **Next**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.



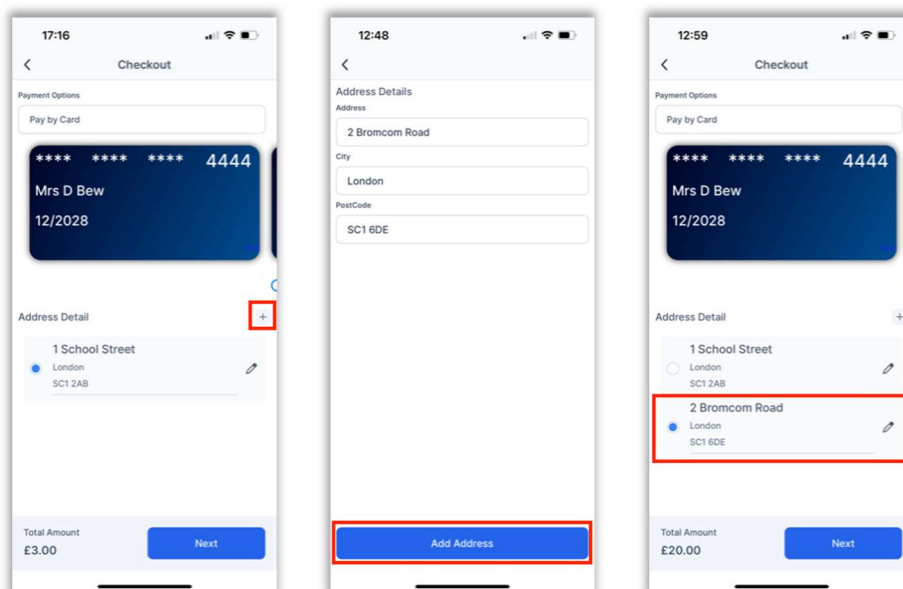
Add a new card for online payments

- When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.
- This will take you to the Bromcom **Order Summary** screen to complete payment.



Add a new address to a payment card

- When making an online purchase on the Checkout screen, simply click **+**.
- Enter the new **Address Details** and click **Add Address**.
- The new address will automatically be selected for the selected card.



Delete a payment card

- On the **My Child** dashboard screen, go to **Settings**.
- Go to **Financial > Payment Methods**.
- Go to **My Cards**.
- Click on the **three dots** next to the card you would like to delete and click **Delete Card**. The deleted card will be removed from the card Payment Options.

