

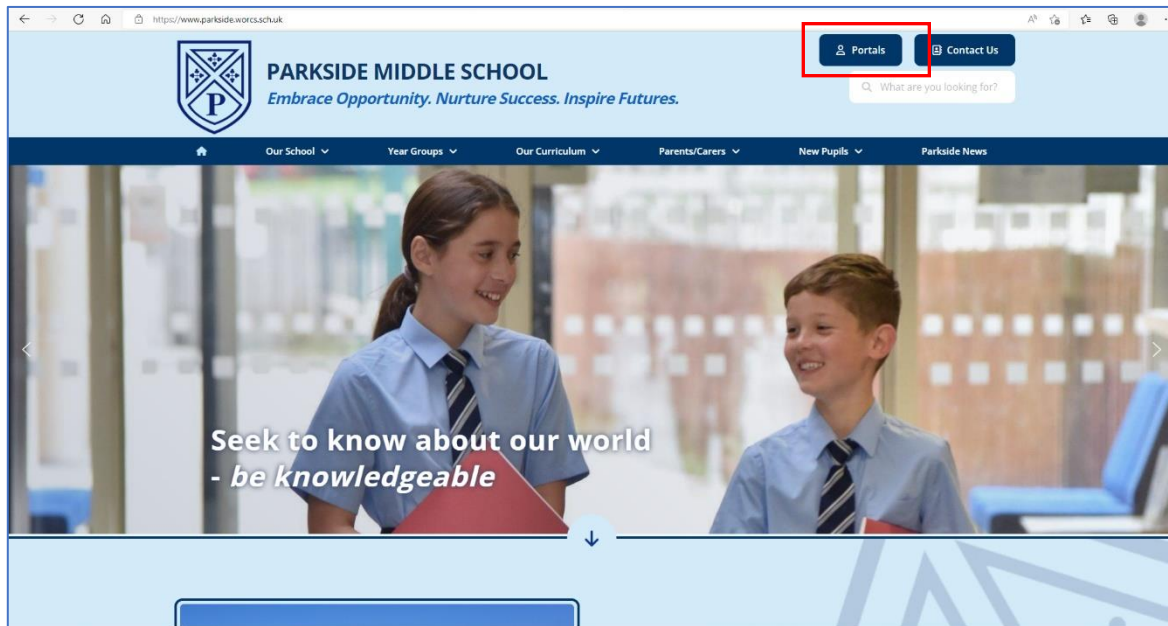
Bromcom Setup Guide

My Child At School (MCAS) – Parent Portal

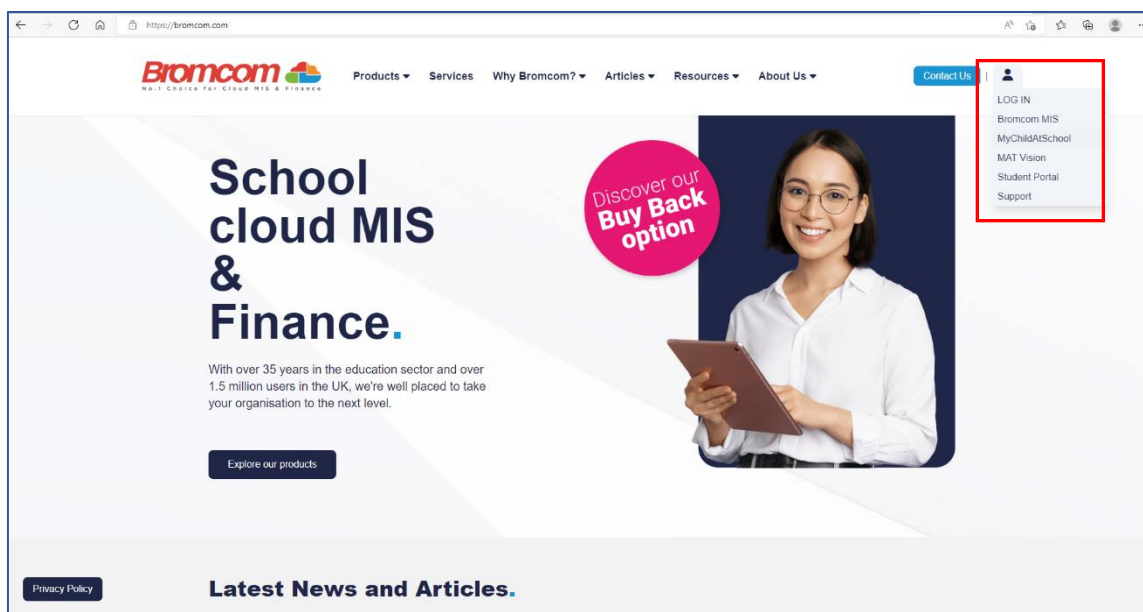
Web Version

To access My Child At School (MCAS) through a web browser you can simply go to www.bromcom.com or visit our school website www.parkside.worcs.sch.uk as below.

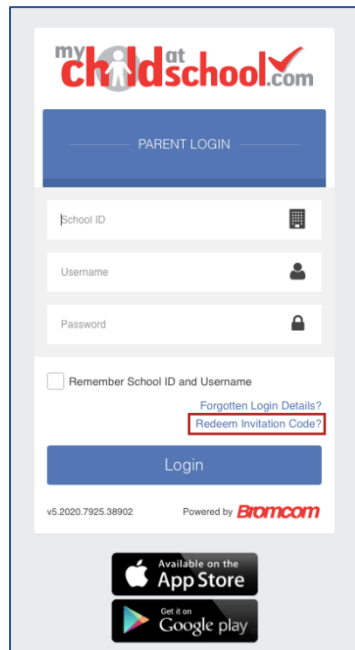
If accessing via the school website, please select the 'Portals' button at the top of the home page and select 'Parent Portal'.



If accessing via www.bromcom.com please select the button on the right hand side and select 'MyChildAtSchool'. This will take you to the MCAS log in page where you can follow the steps below.



Important Note: When accessing MCAS for the first time, you **MUST ONLY** press **REDEEM INVITATION CODE**, nothing else.



myChildschool.com

PARENT LOGIN

School ID

Username

Password

☐ Remember School ID and Username

[Forgotten Login Details?](#)

[Redeem Invitation Code?](#)

Login

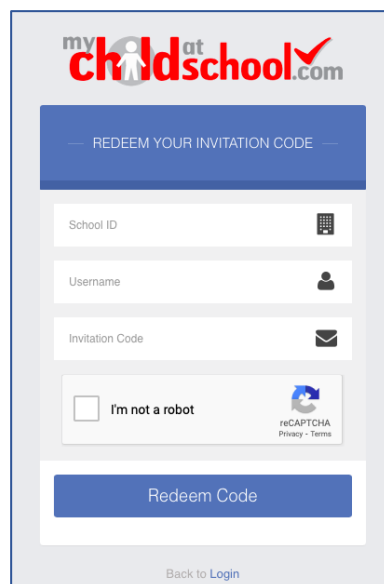
v5.2020.7925.38902 Powered by Bromcom

Available on the App Store

Get it on Google play

Pressing **Redeem Invitation Code** will redirect you to a very similar looking screen, but the web address will have changed to –

<https://www.mychildatschool.com/MCAS/MCSRedeemInvitationCode>



myChildschool.com

REDEEM YOUR INVITATION CODE

School ID

Username

Invitation Code

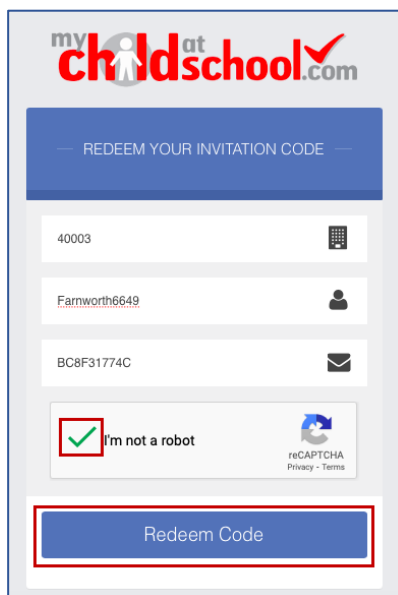
☐ I'm not a robot

reCAPTCHA Privacy - Terms

Redeem Code

[Back to Login](#)

From here, you will enter your unique credentials that you have received via Email, tick **I am not a robot** and press **Redeem Code** as seen below;

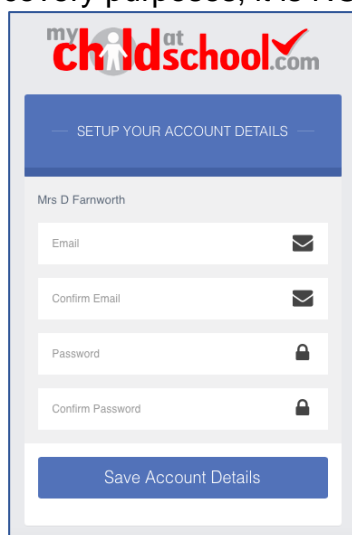


The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. The form contains four input fields: a numeric field with '40003', a text field with 'Farnworth6649', and a text field with 'BC8F31774C'. Below these is a checkbox labeled 'I'm not a robot' which is checked, and a reCAPTCHA icon. At the bottom is a blue button labeled 'Redeem Code' which is highlighted with a red rectangle.

Pressing **Redeem Code** will mean the log in details have now been created and the Invitation Code has served its purpose and is now redundant.

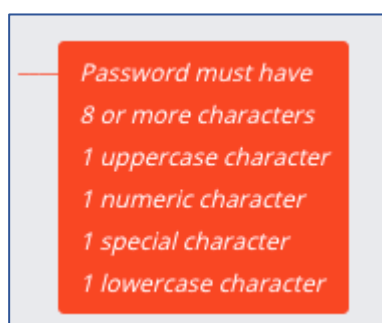
Now that the **Invitation Code** and **Username** have been redeemed, the screen will update and you must now enter a VALID Email Address and then CREATE a **Password** which you will use to log in once this step is completed.

Note: The Email is only used for recovery purposes, it is NOT used to log in to MCAS.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The form shows the name 'Mrs D Farnworth' and four input fields: 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. At the bottom is a blue button labeled 'Save Account Details'.

When creating a Password, it must contain all of the following;



The screenshot shows a red box with white text listing the password requirements:

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

Once an **Email** and strong **Password** are entered, press **Save Account Details**.

Pressing **Save Account Details** will register the Email and Password against the account, the screen will then update to say you were successful.

Finally, you will then be redirected to the original log in screen – <https://www.mychildatschool.com/MCAS/MCSParentLogin>

PLEASE NOTE

Parkside's School ID is 13515.

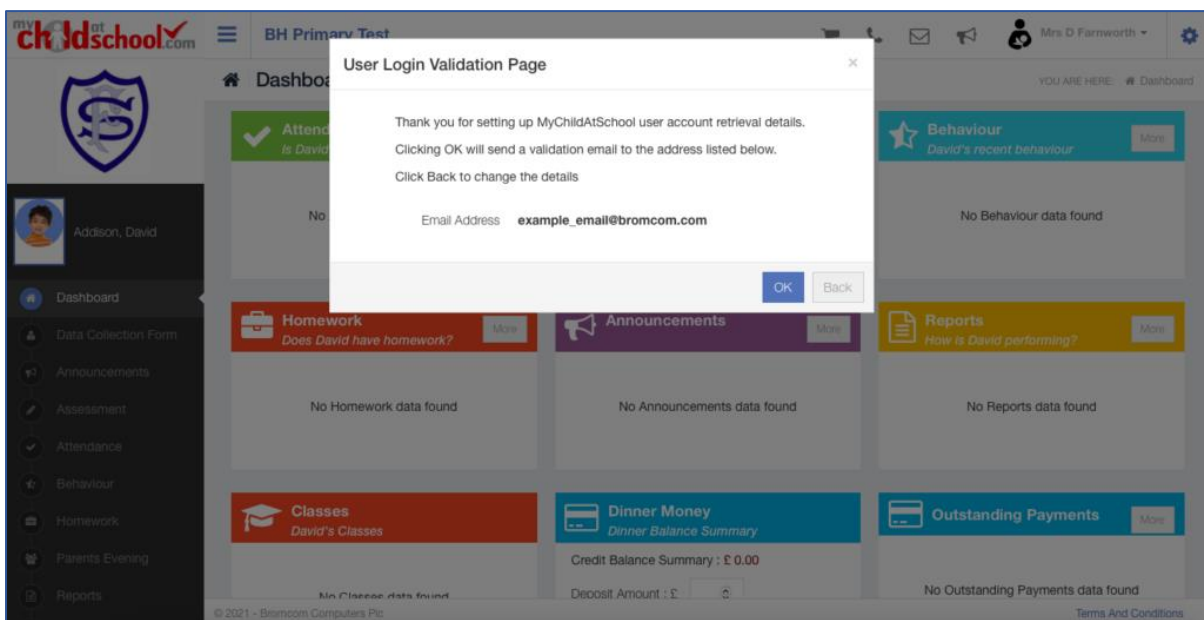
You can now enter the **School ID**, your **Username** and **Password** before pressing Login.

Note: Many Parents think they need to enter their Email Address here and is a common Helpdesk query.

Again, you MUST enter the School ID, your **Username** (received in **Invitation Code Email**) and t **Password** (created during the previous step) to log in to MCAS, nothing else.

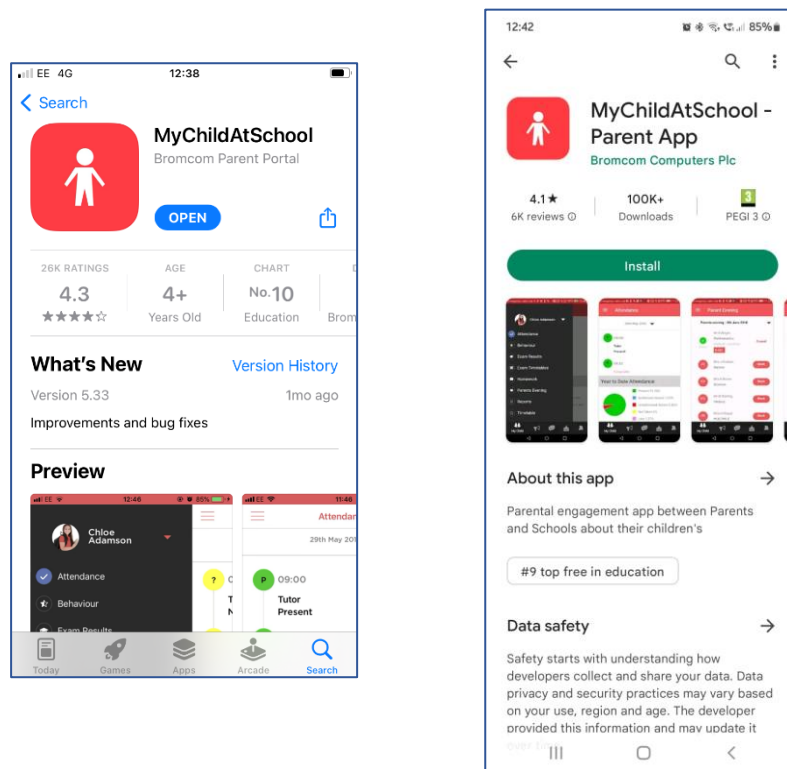
You will then be taken through to your MCAS Account where you can now see check MCAS for your child/children.

The pop up notification seen below is for security, you should press **OK** and then validate your Email Address by checking the subsequent **validation Email** you will have just received.

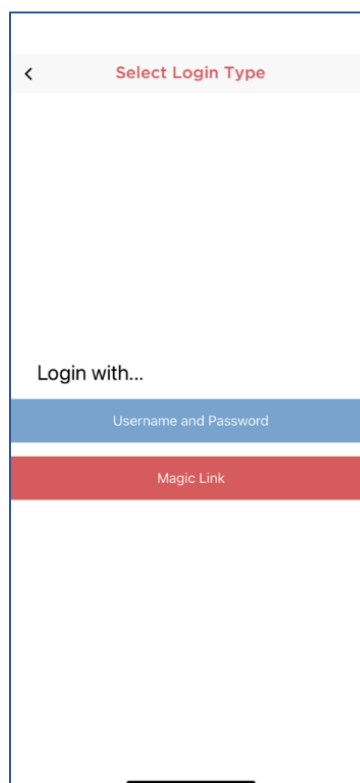


App Version

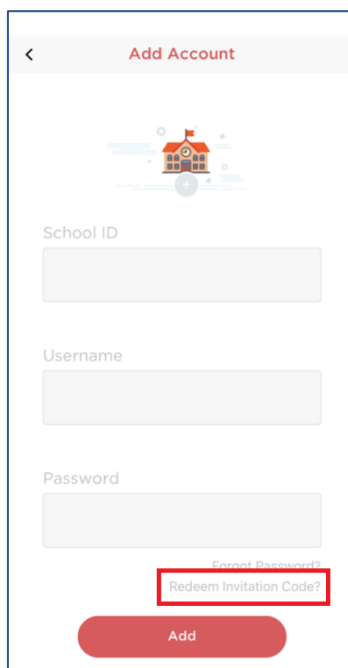
To install MCAS as an app on your Apple or Android device, please go to the app/play store and type in 'Bromcom MCAS'. The app should display one of the following which you can then install:



Once the App is launched, you can choose to log in with **Username and Password**.



Pressing **Username** and **Password** will provide you with the screen shown below. At this point, you **MUST** press **Redeem Invitation Code** at the bottom of the screen. **Note:** Parents often try to enter their **Invitation Code** or Email Address on this page but this is only for users who have already redeemed their credentials, you will use it later but not now.

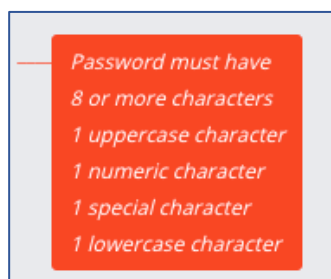


Once they press **Redeem Invitation Code**, the screen will update and you will be asked to provide the **School ID** as well as your **Username** and **Password**. So, in the same way as you would on the Web Version, you enter the **School ID**, **Username** and **Password** before pressing **Redeem Code**.

Parkside's School ID is 13515.

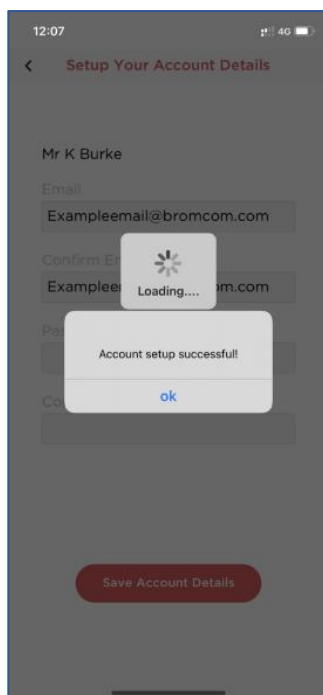
Once you press **Redeem Code**, you will be redirected to the next screen where you must enter a **VALID** Email Address and **CREATE** a **Password**.

When creating a Password, it must contain all of the following;



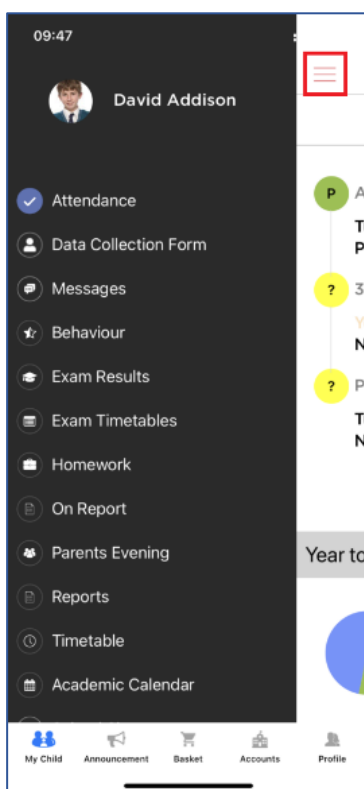
Once an Email Address and **Password** are both entered, press **Save Account Details**.

Once this step has been completed and the account details are saved, you will receive a success message and be logged in to the App where you can now Navigate as you wish.



You can now Navigate the App using the **side Menu** and selecting a **Module**.

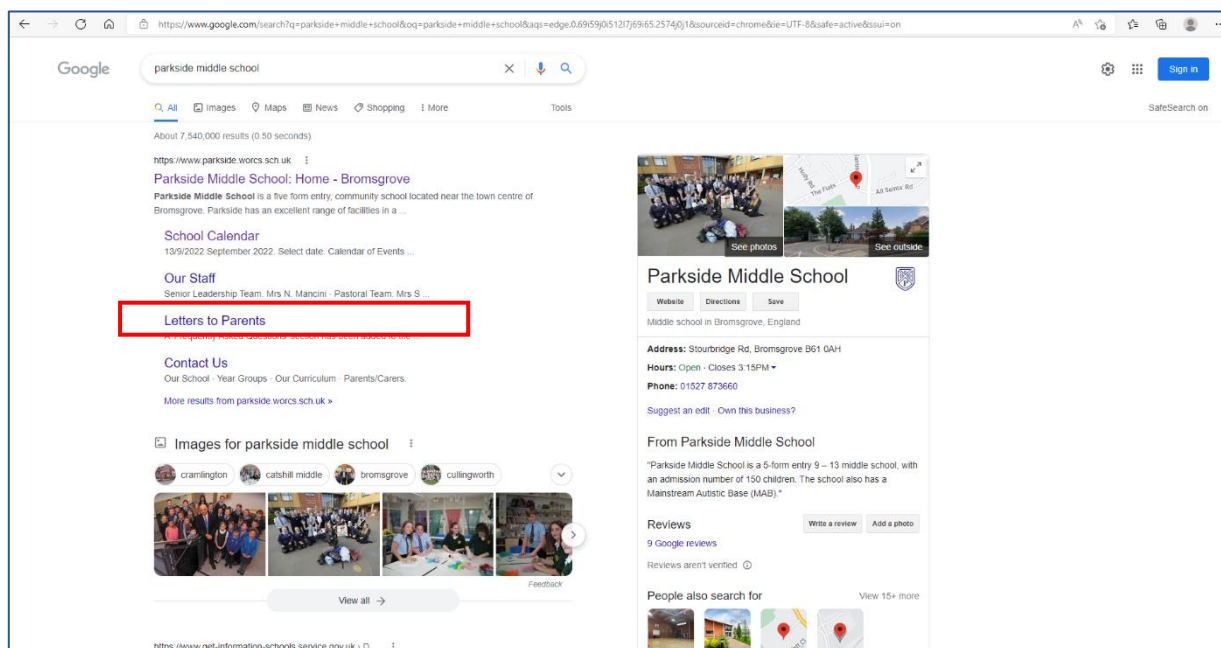
Note: If the **side Menu** is not visible, it may be hidden and can be expanded by using the three horizontal red lines highlighted below'.



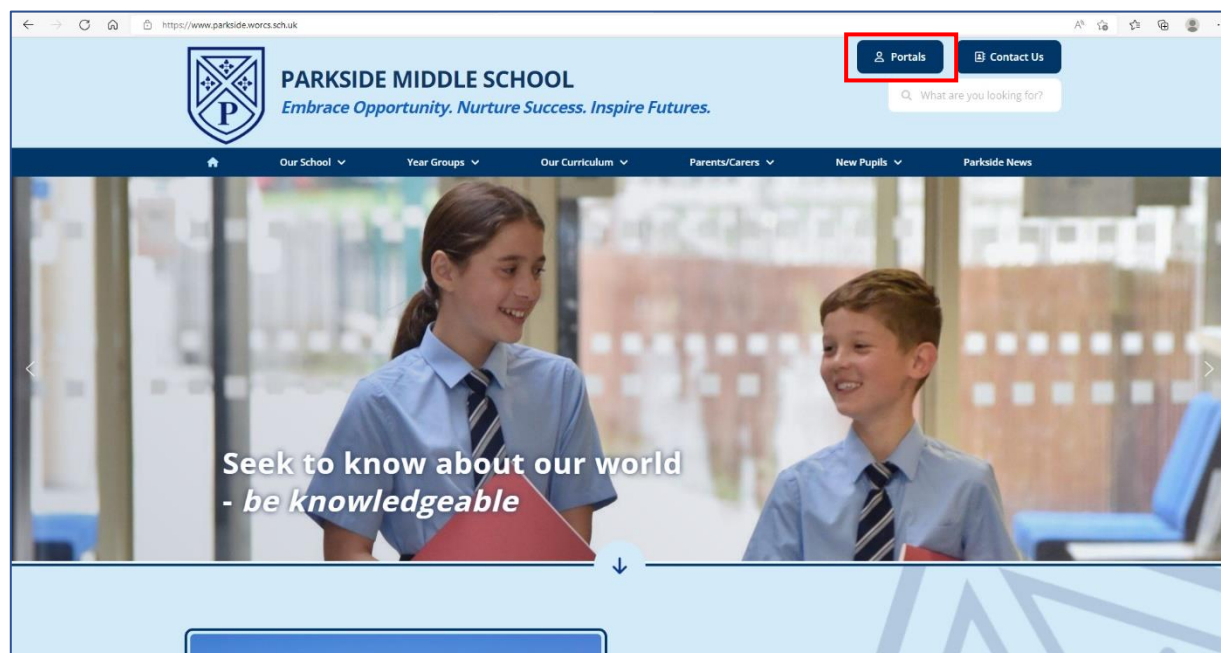
Student Portal

Note: Pupils are only able to access the Student Portal via a web browser – they **will not** have access to the Student Portal app.

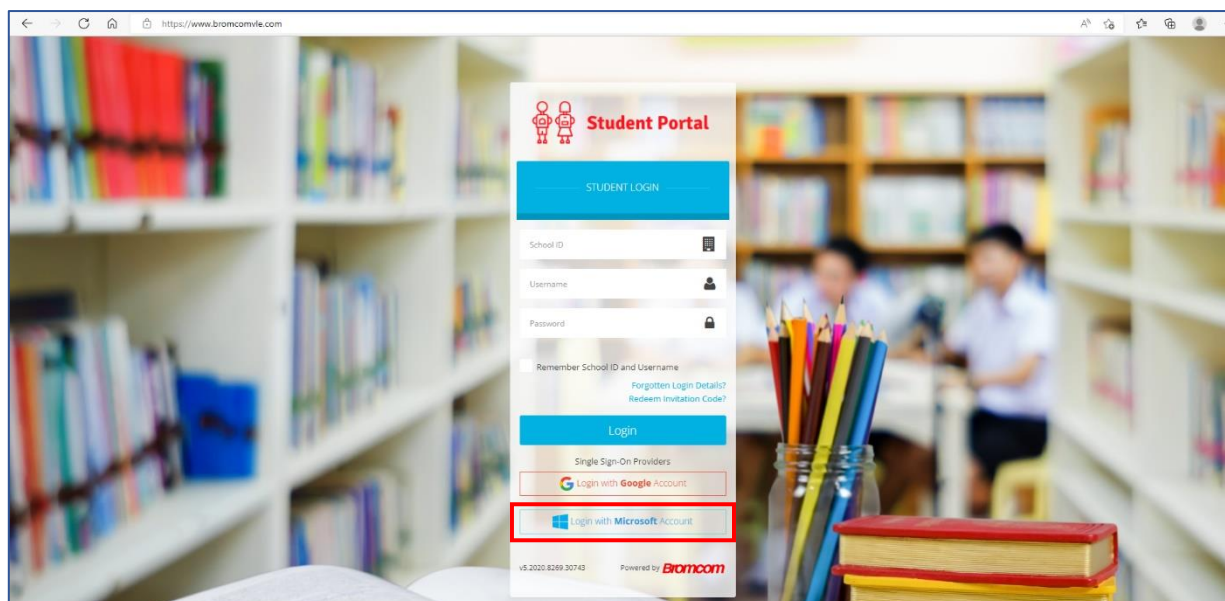
1. Google 'Parkside Middle School' and select the school website.



2. At the top of the school homepage, you should see the 'Portals' button. Click it, then click 'Student Portal'.



3. You should now see the Bromcom Student Portal page. Click the blue link at the bottom which says, 'Log in with your **MICROSOFT** account'.



4. You will be prompted to enter your email address. This is the email address you use to log into the computers at school. It ends with the suffix @parkside.worcs.sch.uk.

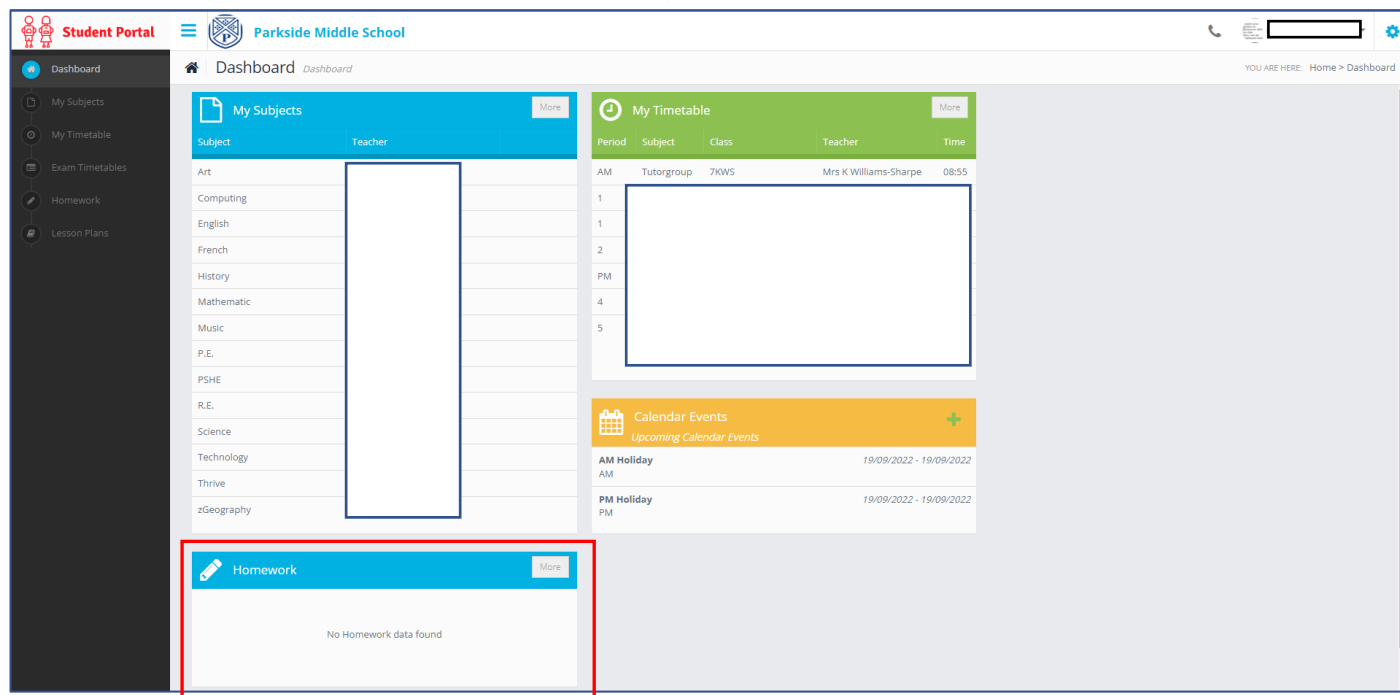
A screenshot of the Microsoft Sign in screen. It features the Microsoft logo at the top. Below it, the text 'Sign in' is displayed. There is an input field for the email address, which is partially filled with '@parkside.worcs.sch.uk'. Below the input field, there are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom, there are two buttons: 'Back' and 'Next'. A 'Sign-in options' link is visible at the very bottom.

5. Once you have entered your email address click Next. On the next screen, enter your password and click Sign in.

A screenshot of the Concero 'Enter password' screen. It features the Concero logo at the top. Below it, there is an input field for the email address, which is partially filled with '@parkside.worcs.sch.uk'. Below the input field, the text 'Enter password' is displayed. There is a password input field with dots. Below the password field, there is a link for 'Forgot my password'. At the bottom, there is a blue 'Sign in' button. At the very bottom, there is a welcome message: 'Welcome to Parkside Middle School's Office 365, supported by Concero'.

6. You should now be logged into your Bromcom account. Scroll down on your landing page and you will see a box containing information on homework.

If using a web browser on a computer, your page may look like this.



If using a web browser on your mobile phone or tablet, your page may look like this.

