



## Introduction

**MyChildAtSchool** (MCAS) is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance, Timetable** and **Behaviour** whenever the parent/guardian wishes. The portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance** and **Behavioural** data
- Communication facilities to improve contact between parents and ABA
- Instant access to **Published Reports** and **Letters**

This guide will explain all the options available to a MyChildAtSchool User at Ark Blake Academy.

Note: If you have any issues logging into your account, please contact [info@arkblake.org](mailto:info@arkblake.org)

## How to Access MCAS

To login to the **MCAS Parent Portal** you will receive an e-mail and you will need to 'Click here' to access the **Parent Portal**. If you did not receive a 'Redeem Invitation Code' e-mail please contact [infor@arkblake.org](mailto:infor@arkblake.org). You will not be able to access MCAS without one. The Ark Blake School ID is 11964.

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Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **11964**  
Username: [REDACTED]  
Invitation Code: [REDACTED]

If you did not request for 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



Click on the '**Click Here**' link and make sure you make a note of the **School ID (11964)**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, (which can only be used once to setup the **Account**), tick the **I'm not a robot** box and click on the **Redeem Code** button. Please note once you click on 'Click Here' a new page will open in your browser and the fields will be pre-populated as you can see below.

myChildschool.com

REDEEM YOUR INVITATION CODE

11964

Cyrus207

D54E81D14C

I'm not a robot

reCAPTCHA  
Privacy - Terms

Redeem Code

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

myChildschool.com

SETUP YOUR ACCOUNT DETAILS

Mr Jordan J

Email

Confirm Email

Password

Confirm Password

Save Account Details



You will now be able to **Login** using your new **Login Details**. Please ensure that you have your username available to Login.

myChildAtSchool.com

PARENT LOGIN

11964

j.cyrus@arkblake.org

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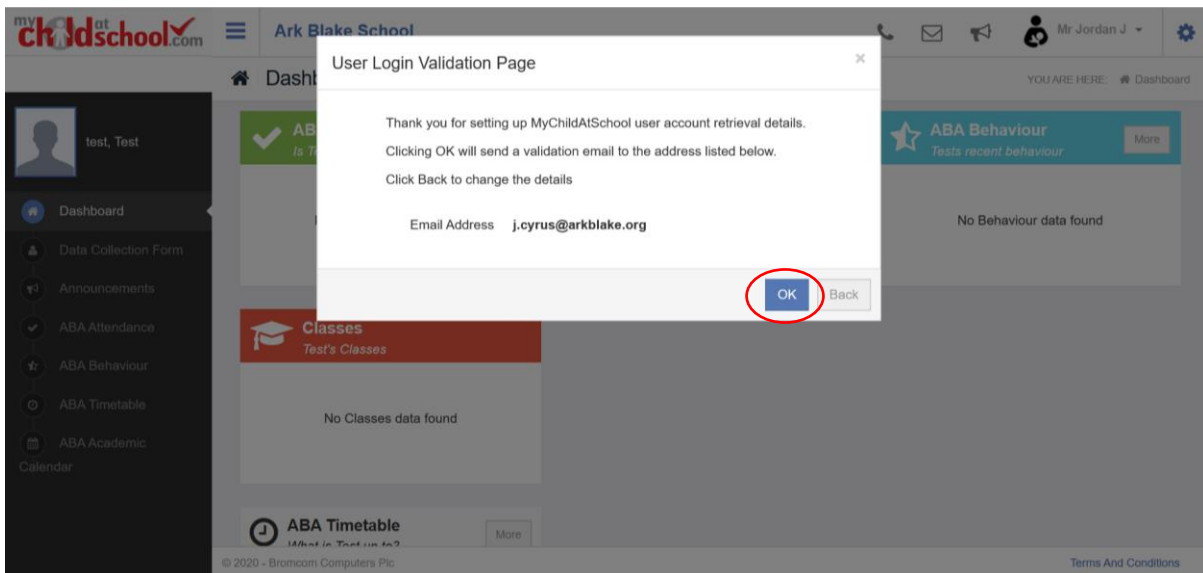
Remember School ID and Username

[Forgotten Login Details?](#)  
[Redeem Invitation Code?](#)

Login

v5.2020.7566.30388 Powered by **Bromcom**



After successfully logging in you will be prompted to send a validation e-mail to the email address used to setup the account. If the details are correct, please click 'OK'.










You will receive an e-mail for you to **verify** your e-mail address. This will enable you to reset your password should you ever forget it. Once you receive this e-mail you can '**Click Here**' to confirm.

MCAS - Email Verification

 no-reply@mychildatschool.com  
To  Jordan Cyrus

    12:57

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear MyChildAtSchool user,


Thank you for setting up your username and password.

Please click [Here](#) to verify your email – If you do not verify your email, you will not be able to retrieve a forgotten username or password on-line.

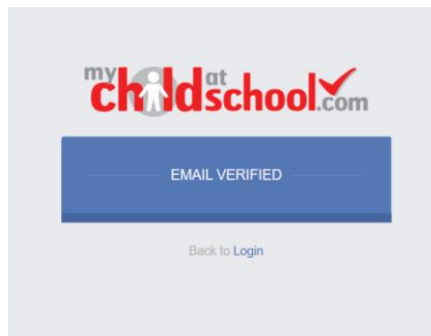
A pop-up reminder will appear every time you log into MyChildatSchool until you verify your email.

Please do not reply to this email as it is automatically generated.

Kind Regards  
MyChildAtSchool.com

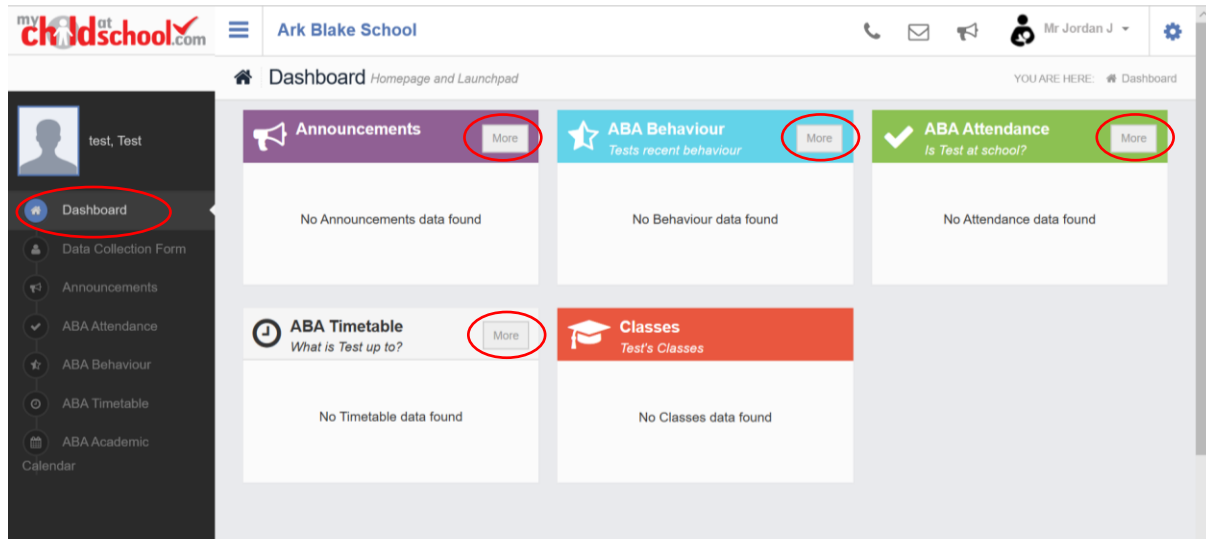
 no-reply@mychildatschool.com  
MCAS - Email Verification  
Dear MyChildAtSchool user, Thank you for setting up your username and password.  
Outlook

When you '**Click Here**' your browser will open a new window that should display the below. This is confirmation that you have successfully **verified** your e-mail address. You can now close the window.



## Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed. You can reconfigure the layout of the Dashboard by using drag and drop. In addition you can click 'More' on any of the modules (Announcements, ABA Behaviour, ABA Attendance and ABA Timetable to expand the selection)

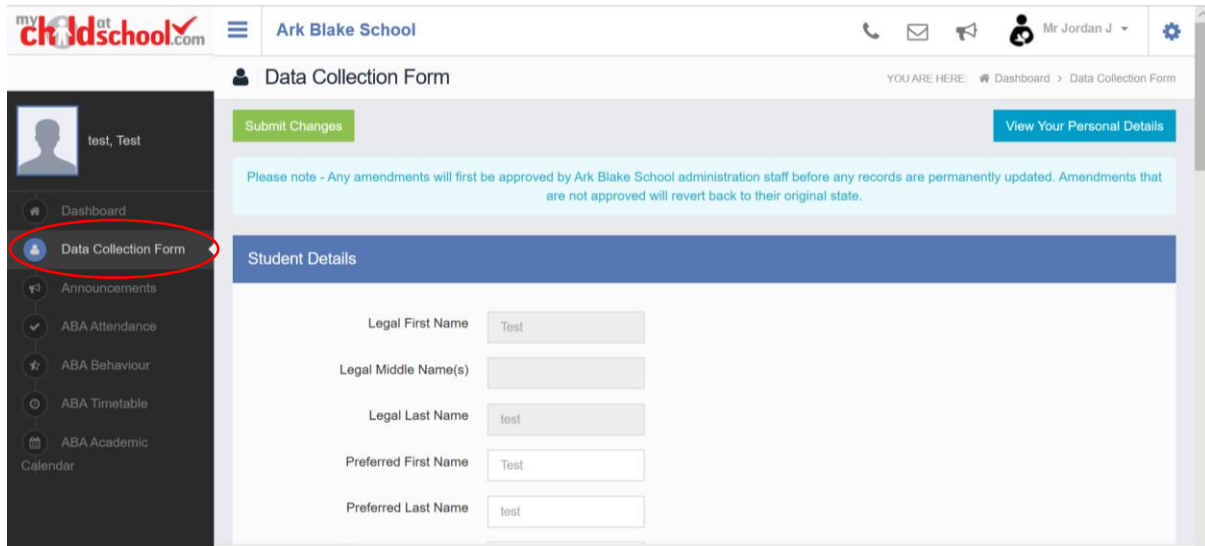


## Data Collection Form

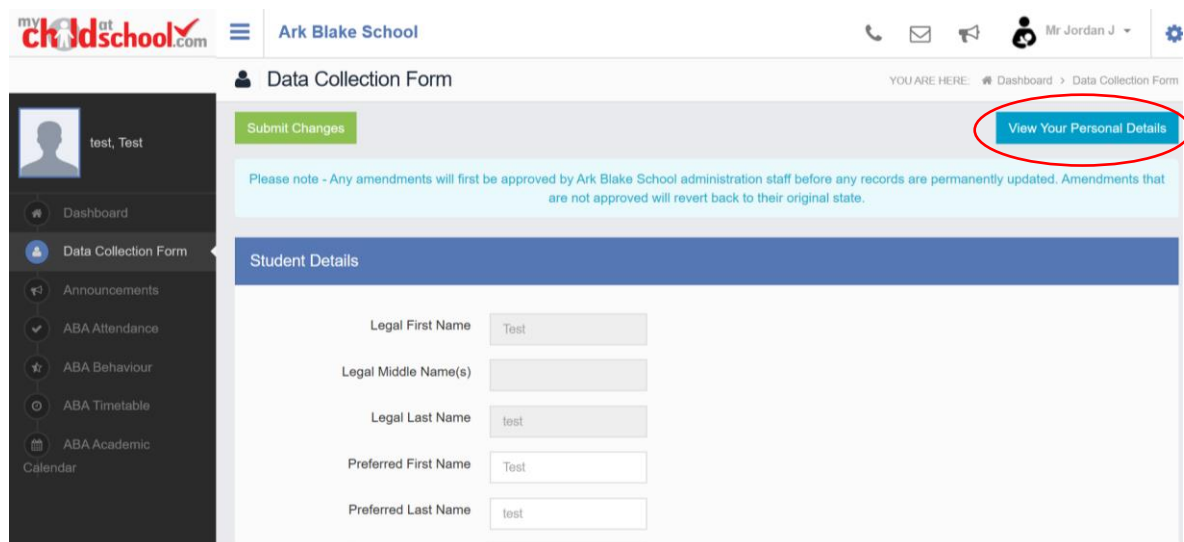
The **Student Details** page contains the **Student Details**, SEN (**Special Educational Needs**) and **Medical Information**.

Only the **Student Details** can be updated, once done click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.



The **Contact Details** page contains the **Personal Details** of the **User** (parent/ guardian). This can be found in the top right of the page once you have clicked Data Collection Form.



Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the we have accepted the changes. If not approved the updated information will revert to its original state.

## MCAS APP

You can not download the app and access the platform on the app until you login via the web first.

Please download the app for iOS and Android once you have logged in online.



If you require further support, please contact [info@arkblake.org](mailto:info@arkblake.org)