



Ark Boulton
Academy



Parent Portal User Guide





Introduction

My Child At School (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, My Child At School 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:

- How to setup MCAS for the first time via your computer (pages 3 - 5)
- Using MCAS on your computer (page 6 - 7)
- Accessing MCAS via the mobile app (page 8)

We request all parents download the app to ensure that they get instant updates from the school, via push notifications.

These notifications can be read by clicking on the announcements (megaphone) button or by opening your messages.

Pre-Setup Email Requirements

Before any account can be set-up Ark Boulton Academy requires parents to provide a personal email address. The Academy can then send an 'invitation' email to each parent allowing them to create their MCAS account.

Each parent/guardian will receive an individual email to set up their personal login.

How to Access MCAS

Step 1: Invitation Email

Look for an email titled 'redeem invitation code' in your inbox and junk email.

If you do not receive the email please contact info@arkboulton.org.

You will not be able to access MCAS without one.

You will need to click on the 'Click here' button to access the **MCAS Parent Portal**.

Please keep the **School Code: 11414** and **your username** to hand.
You will need these to login in the future

MCAS - Redeem Invitation Code Inbox x

Ark Boulton Academy <bromcom@arkschools.org>
to me ▾

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **11414**

Username: [REDACTED]

Invitation Code: [REDACTED]

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

Step 2: Redeem Code

Once you have clicked on the 'Click Here' link you will need to:

1. Enter the following information (It may be pre-populated):
 - the School ID (11414),
 - Username
 - the Invitation Code, which will be a unique 10 character alphanumeric code, (which can only be used once to setup the Account).
2. Tick the 'I'm not a robot' box
3. Click on the Redeem Code button.

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 three input fields: the first is pre-filled with '11414', the second with a redacted username, and the third with a redacted invitation code. Below these fields is a reCAPTCHA section with an unchecked box and the text 'I'm not a robot'. At the bottom of the form is a large blue button labeled 'Redeem Code' and a link for 'Back to Login'.





Step 3: Account Details

You will be asked to **Setup your Details**.

Enter the required information to setup the **Login Details** and click on the 'Save Account Details' button.

Your details will need to include:

- Email (Confirm your email address)
- Password (requires 8 characters including: 1 uppercase letter and 1 symbol)

A message will be displayed that the new Login setup has been successful and you will be returned to the Login page.

my child at school.com

SETUP YOUR ACCOUNT DETAILS

Mr Jordan J

Email

Confirm Email

Password

Confirm Password

Save Account Details

my child at school.com

PARENT LOGIN

11414

Username

Password

Remember School ID and Username

[Forgotten Login Details?](#)

[Redeem Invitation Code?](#)

Login

Step 4: Login

You will now be able to Login using your new Login Details.

Please enter the following information:

- School ID: 11414
- Username (can be found in the first email you received)
- Password (you set this up when you logged in online)

Tip: Click 'Remember School ID and Username' to speed up signing in next time.

Please note: Only do this on trusted devices.

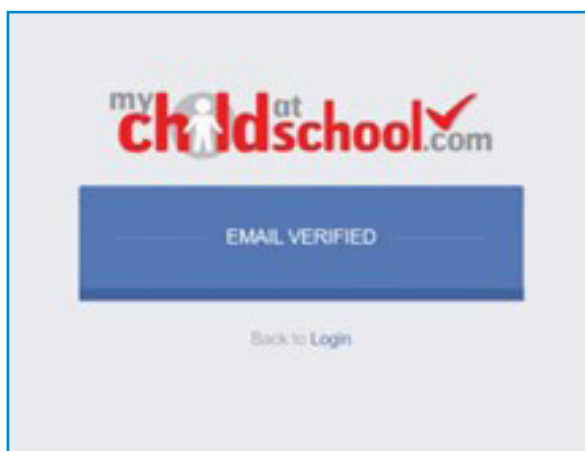
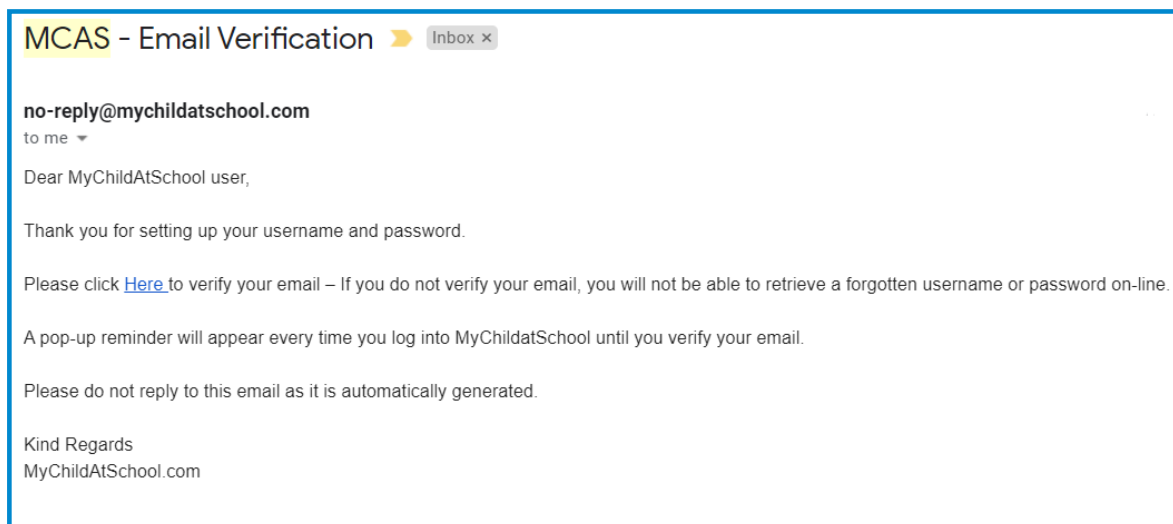
Step 5: Email Verification

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'. If you are required to enter your details, please ensure you enter the same email you did to setup your account.

Then, **GO TO YOUR EMAIL** where 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.



Your browser will open a new window that should display the image on the left.

This is confirmation that you have successfully verified your e-mail address.

You can now close the window.





Using MCAS

1 - MCAS Dashboard

Once you have logged in the Dashboard will be displayed.
(This is also the first link under the image on the left).

You can reconfigure the layout of the Dashboard by using drag and drop.
In addition you can click 'More' on any of the modules (e.g. Announcements, Behaviour etc) to expand the selection.

Ark Boulton Academy

Dashboard *Homepage and Launchpad*

YOU ARE HERE: Dashboard

Attendance

What is [redacted] at school?

Period	Subject	Mark
AM	Tutor Group	

Assessment

How is [redacted] performing?

No Assessment data found

Behaviour

Recent behaviour

Date	Description	Status
		✗
		✓

Timetable

What is [redacted] up to?

Period	Subject	Class	Teacher	Time
AM	Tutor Group			08:20
PDP	PDP			08:30
1	English (Assessment+)			09:00
2	Mathematics (Assessment+)			10:00
3	History (Assessment+)			11:20

Announcements

No Announcements data found

2 - Data Collection Form

The 'Data Collection Form' can be reached by clicking on the second circular icon under the image on the left.

It will open on the '**Student Details**' page.

This 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 screenshot shows the 'Data Collection Form' interface for Ark Boulton Academy. The page title is 'Data Collection Form' and the breadcrumb trail is 'YOU ARE HERE: Dashboard > Data Collection Form'. There are two main buttons: 'Submit Changes' (green) and 'View Your Personal Details' (blue). A light blue notification banner states: 'Please note - Any amendments will first be approved by Ark Boulton Academy administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.' Below this is the 'Student Details' section, which contains several input fields: 'Legal First Name', 'Legal Middle Name(s)', 'Legal Last Name', 'Preferred First Name', 'Preferred Last Name', 'Former Last Name', 'Date of Birth' (with a calendar icon), and 'Telephone Details'. At the bottom right of the form, there is a 'Home' dropdown menu and a red 'Delete' button.

To view **your personal details**, click on the blue button on the top left.

This will open the '**Contact Details**' page, containing the Personal Details of the User (parent/guardian).

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.

Clicking on the blue button again will allow you to switch between your details and student details.





MCAS App

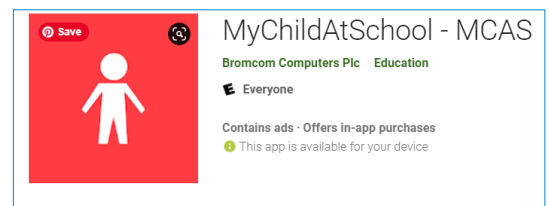
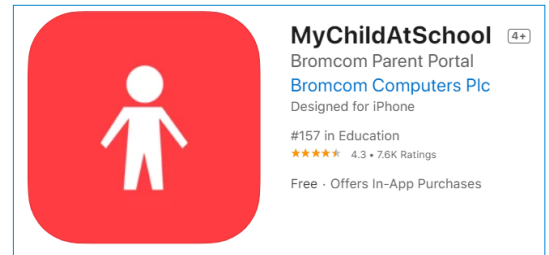
Please note: You cannot access the platform on the app until you login via the web first.

Step 1: Download App

The app can be downloaded on both Apple and Android devices. **Search for: My Child At School**

Once you have downloaded, installed and opened the app, please continue with step 2.

Step 2: Choose a Pin



Step 3: Biometric Authentication Login

You will receive a prompt asking if you wish to use biometric authentication.

Choosing 'yes' will allow you to use your face or fingerprint ID to open the app. You will need to provide additional permissions to the app.

If you choose 'no' you will need to use your PIN to login.

Step 4: Connect MCAS Account

To connect your account you need to login using the same information you provided on the website:

- School ID: 11414
- Username (can be found in the first email you received)
- Password (you set this up when you logged in online)

Once you have typed the information into the app click 'add'.

Step 5: Receive live updates

Use the menu and app buttons to see the same data you viewed on the computer.

Ensure you remain logged in to the app so that instant notifications and announcements can reach you on your phone.

Closing the app will not log you out.