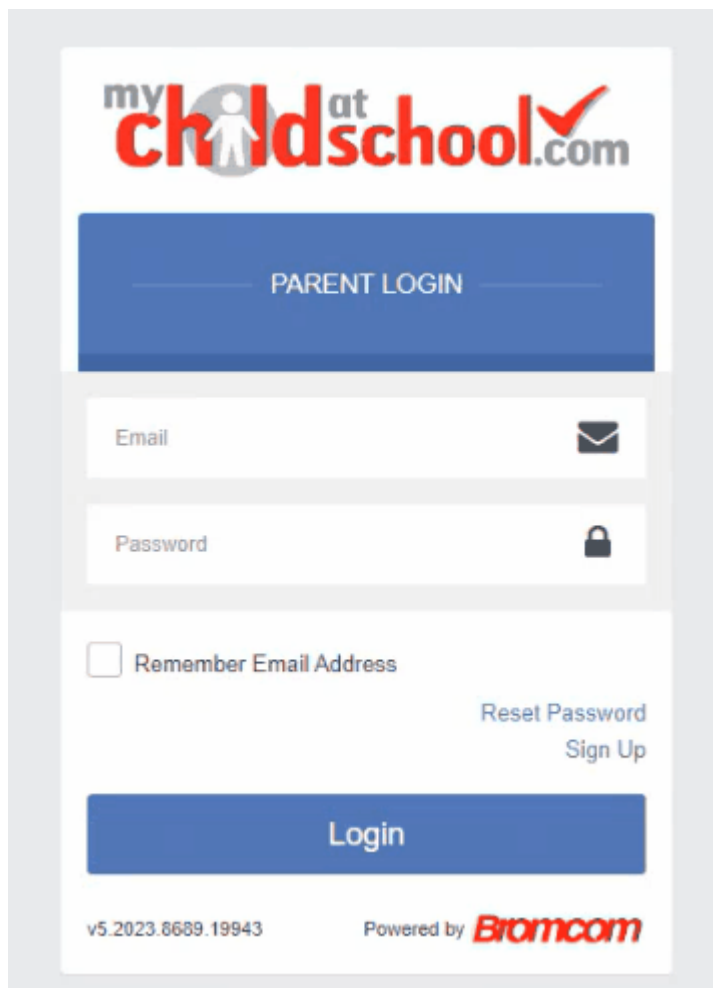# MCAS - Parent account self Sign Up

MyChildAtSchool Parent Login
Parents can now set up their new parent account (email address and password) directly from the Parent Login screen. Parents will need to select the **Sign Up** link. In the Parent Sign Up screen they will need to enter the **school's Postcode** or **School ID** to see the school and select from the dropdown. Clicking **Continue** prompts parents to enter an email address and then click **Sign Up**.

After parents have entered their **Email** address and clicked on the **Sign Up** button, checks will take place to certify that:

- The school has given the parent Parental Responsibility.

- The school has linked the parent and the parent's email address to a student in the school's MIS.

- The account should not have previously been activated.

Once the checks are passed, the parent will see the message '*To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password*'.
Parents will receive an email with a link to a one time passcode.

After verifying the code in the link they will be asked to create a password for the account. Parents will then be able to login with their email address and password.

Config > MyChildAtSchool > General Settings

To allow parents to perform Self Sign Up, schools will need to tick the checkbox **Enable Self Sign-Up for Parents** and **Save**. This will work only for parents with Parental Responsibility (found in Students > Student Details > Contacts > Linked Students).

Note: If **Enable Self-Sign Up for Parents** is not ticked, parents will see the message '*Self Sign-Up is not enabled for this school. Please contact the school to gain access to your child's account*'.

🖫 Save

General Settings ⓘ

Head Teacher Title:

Principal

Last Update Notification Threshold:

60

Academic year data to display in MCAS
Select which years you wish MCAS users to have access to (Default is set to ALL) If Academic Year has not been selected on User Defined section, system will automatically set ALL option

○ All ● User Defined

☐ 14/15 ☐ 15/16 ☐ 16/17 ☐ 17/18 ☐ 18/19 ☐ 19/20 ☐ 20/21 ☐ 21/22 ☑ 22/23 ☑ 23/24 ☐ 24/25

Days of the week to display in MCAS (Attendance and Timetable)

☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday
☐ Saturday
☐ Sunday

Automatic Removal of Parent(s) when all associated students are off roll
● Yes ○ No

☑ Show Preferred Name instead of Legal Name

☐ Enable Self Sign-Up for Parents ⓘ

Upload an image to use as Login Background (recommended minimum size 1024 × 768)

📂 Browse Choose a file