

Creating a **New** My Child at School Account

Thank you for supporting your child at Pendle Vale by taking advantage of our unique app where you can monitor the progress and successes of your child/children at Pendle Vale.

Please follow the instructions below to set up your My Child At School Account on your **mobile phone**:

To set up your account for the first time (accounts can be created on multiple phones with the same login details)

1. Download the app from your phone's app store, simply search MCAS or mychildatschool and install.
2. Once installed the MCAS logo will appear, open the app and **'allow'** send notifications if asked.
3. Choose your own preference of a 5-digit PIN, confirm as requested.
4. Click **'yes'** to turn on biometric (fingerprint) authentication.
5. You should now be at the add account page.
6. Select **'Redeem Invitation Code'** towards the bottom of page.
7. Complete all three sections using the details below (using capitals where necessary and no spaces):
8. School ID **11213**
9. Username
10. Invitation code
11. Select **'Redeem Code'**
12. On the next page complete all sections as requested, once this is accepted you will be directed to the login page; school ID/username/password where you can login with the password you've just created.
13. Please make a note of your password here

If you enabled fingerprint login (step 4) the next time you log in to the app only your fingerprint is required (the PIN can be used if a fingerprint isn't registered).

- A toolbar is permanently displayed at the bottom of the page. Simply tap an icon to open the feature.
- Tapping on the three dashes top left will bring up a menu enabling you to switch siblings (if relevant).
- Under this menu you can see all the different tabs with real time information on your child's attendance, behaviour, homework etc.

Forgot password

Click on forgotten password towards the bottom of the page. This will redirect you to the website where you can reset password or recover account details. School don't keep any passwords that have created only parents can reset.

We encourage parents to check the app daily for behaviour & homework entries and discuss as needed. Any messages sent out from school will appear on your lock screen (ensure notifications are switched on for MCAS in your phone settings).

Many thanks for helping us to support you and your child.

Pendle Vale College

NB: If you already have an account for an existing child the new year 7 student can be viewed on the same account, contact college if they aren't showing