

MyChildAtSchool Parent App

June 2024 New UI (User Interface)

The **MCAS** Parent App has been updated with a new UI that will provide parents with an improved user experience. Please note, we are implementing a phased release of the new UI and rolling it out incrementally to our users. **Important**: Parents will need to update to the latest version of the app unless they have auto-updates enabled for all apps on their phone settings. Example of the new Parent App icon:



The Parent App has a new look and feel, and users will only see a few minor updates to the functionality. This quick guide will take you through:

- What's new?
- **Coming Soon** Parent App functionality that is coming in the following release
- How To guides for the most used features to access all How To guides please go to the <u>Help Centre</u>.

Note: Parental access to the modules mentioned in this guide will be dependent on the school enabling them in the Parent App.

What's new?

- The Parent App has a new central dashboard **My Child** which replaces the side menu.
- Parents will now Add Dinner Money in the Dinner module.
- A new Teacher module has been added where, if enabled by the school, parents will be able to message teachers.
- Parents can now filter transactions by payment method.
- Parents will be able to save addresses to payment cards. The address will be saved to the local device and not the MIS.
- Parents will delete payment cards in the new **Settings** screen; they will no longer be able to delete payment cards from the Basket.
- **Basket** in the banner on the old UI has moved to the individual modules where online payments can be made e.g., **Store, Clubs, Trips, Wraparound Care** and **Dinner**.
- Accounts and Profile in the banner on the old UI have moved to the new Settings screen.

Coming soon

The following functionality is not available for this release of the new UI but will be coming soon in a future release:

- The ability to preview pdf files in the Important Documents and Reports modules.
 - \circ $\;$ Please download the files and view them until the feature is released.
- The ability to amend **Quick Checkout** amounts for **Wraparound Care**.
 - Quick Checkout for Wraparound Care will work without the option to amend amounts until the feature is released.

1



HOW TO NAVIGATE THE MCAS PARENT APP NEW UI	2
HOW TO SWITCH TO ANOTHER STUDENT ACCOUNT	4
How to change Profile	5
HOW TO UPDATE THE DATA COLLECTION FORM	5
HOW TO ENROL IN A PAID CLUB / TRIP / WRAPAROUND CARE	6
HOW TO ENROL IN A FREE CLUB	7
How to view transaction history	7
How to view and add Dinner Money	8
How to purchase from the school Store	9
HOW TO ADD A NEW CARD FOR ONLINE PAYMENTS	
HOW TO ADD A NEW ADDRESS TO A PAYMENT CARD	
HOW TO DELETE A PAYMENT CARD	11

How to navigate the MCAS Parent App new UI

My Child dashboard

When a parent loads the new MCAS Parent App on a mobile device they will first see the new **My Child** central dashboard for their child. The dashboard contains the following features:

- Settings button Account Settings, Privacy and Security, Financial Payment Methods, Financial Order History, and School Contact Information.
- Student account dropdown switch to another student account.
- Weekly calendar with Attendance information by day.
- Access to the modules (e.g., Behaviour, Homework).

Banner

The banner along the bottom contains the following further options;

- Store Displays school products that can be purchased online.
- Announcements Displays announcements from the school.
- Messages Displays messages from the school.

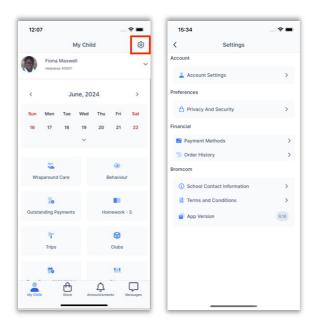
12:0	7					÷ •	
		1	My Chil	d		8	
		Maxwe	911				
<		Ju	ine, 20	24		>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
16	17	18	19	20	21	22	
	To						
	iparound				ehaviou		
Outsta	anding Pa	ayments		Hor	nework	- S	
	کر Trips				Clubs		
	to				181		
	_	-					



My Child > Settings

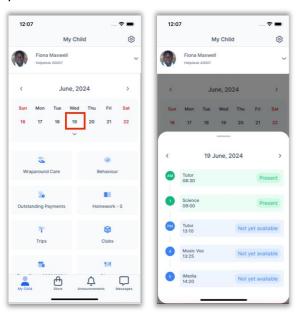
Clicking on the **Settings** cog, users will be able to access the following screen:

- Account Settings change profile and log in to another account.
- **Privacy and Security** change Pin and Password.
- Financial Payment Methods.
- Financial Order History order transactions.



My Child > Calendar

Clicking on a date in the calendar, users can see the student's **Attendance** information by day. Clicking on the arrows will display the previous or next day.

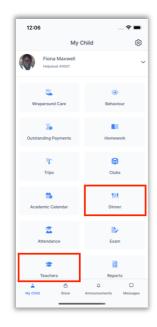




My Child > Modules

Scroll down in the **My Child** dashboard to see the different modules available to the parents.

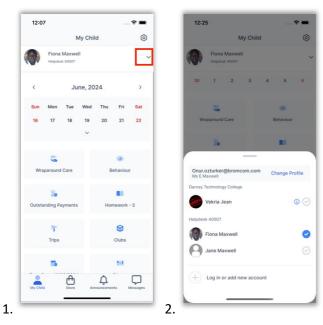
- New: Parents will go to the Dinner module to Add Dinner Money.
- New: The Teachers module enables parents to message their child's teachers.



How to switch to another student account

- 1. On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
- 2. Select the student account you would like to switch to.

Note: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.



4



How to change Profile

- 1. On the My Child dashboard, go to Settings.
- 2. Go to Account Settings.
- 3. Select the user **Profile**, under the correct email address, that you would like to use.

	My Chi	ld		0	< Settings		< Acc	counts
Fiona M				~	Account			
Helpdesk 4	0007			_	💄 Account Settings	>	∧ Onur.ozturker@bror	mcom.com
<	June, 20	24		>	Preferences		40005	
					Privacy And Security	>	O Mrs T Vekria	
Sun Mon	Tue Wed	Thu	Fri	Sat			40007	
16 17	18 19	20	21	22	Financial		Ms E Maxwell	
	~				Payment Methods	>		
				_	Order History	>	 Ozturker@icloud.co 	om
5			۲		Bromcom			
Wraparound Ci	are	Be	ehaviou		 School Contact Information 	>		
Zo					Terms and Conditions	>		
Outstanding Payr	nents	Hom	nework	- S	App Version	6.18		
T			0					
Trips			Clubs					
10			181					
	⊕	Ų		\Box				
My Child	Store An	nouncemen	ts 1	Aessages				

How to update the Data Collection Form

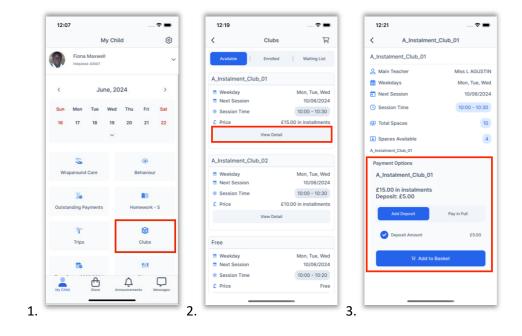
- 1. On the **My Child** dashboard, go to the **Data Collection Form** module.
- 2. Make amendments to the relevant sections.
- 3. After all changes have been made, make sure to click **Save** Changes.

My C	child 🔞	C Data Collection Form	< Medical Information	ation
Fiona Maxwell Helpdesk 40007	~	Please note - Any amendments will first be 711391 - 711391 administration staff before permanently updated. Amendments that are revert back to their original sta	ny records are ot approved will	
т	0		Blood Group	
Trips	Clubs	Student Information	Select	
		🚊 Profile	> Emergency Consent to School	
10	181		Emergency Consent to School	
Term Dates 2023/2024	Dinner	Medical Information	> Paramedical Support	
		2 Previous Schools	> Occupational Therapy	
2	llo -	-	Medical Conditions	
Attendance	Important Documents	Cther Details	> Please select	
			Disabilities	
*	8	Contact Information	> Please select	
Teachers	Reports	Parent Information	Linked Surgery	
		Profile	Surgery 347	
12	lio -			
Parents Evening	On Report	Cther Details	>	
ľo	lie	📞 Contact Information	>	Marcada
Data Collection Form	Parental Consent		View Special Education	unneeds
My Child Store	Announcements Messages		Save Change	s
My Crind Store	Announcements Messages			_
	2		3.	



How to enrol in a paid Club / Trip / Wraparound Care

- 1. On the My Child dashboard, go to the Club/Trip/Wraparound Care module.
- 2. Click the View Detail button for the Club/Trip/Wraparound Care you wish to pay for.
- 3. Select the Payment Option, if there any available, followed by Add to Basket.



- 4. Once it has been added to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
- 5. Select a Payment Option from the dropdown and click Next.
- 6. This will take you to the Bromcom **Order Summary** screen to complete payment.

09:52	ul ≎ ■	09:52	🗢 🗩	13:49 🤋
Shopping Bask	et 🔟	< Checkout		Bromcom 📤
Installment Club		Payment Options		No.1 Choice for Cloud HIS & Finance
Tommaso AHMED		Pay by Card		Test Mode - This is not a live transaction
£5.00 (Deposit)	© 02:58	**** **** ****	4444	Order summary
		Mrs D Bew		Reference: 733467-0031799-134902
		12/2028	Ver	Description: Family Story Telling Afternoon for Tommaso AHMED x 1, £5.00
				Amount (GBP): £5.00
		Address Detail	+	VISA
		1 School Street London SC1 2AB	0	Payment details • Indicates a required field
		2 Bromcom Road		Cardholder's name D Bew
		London SC1 6DE	0	Card number ***1111
				Expiry date 12/2028
				Security code *
£5.00	7 Checkout	10tal Amount £5.00	Next	the back of card
	-			
	-	5.	6	



How to enrol in a free Club

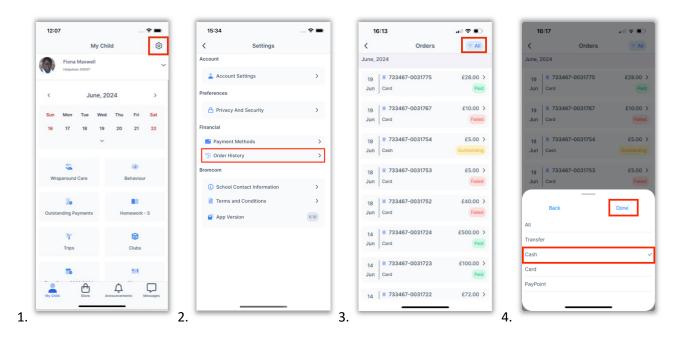
- 1. On the **My Child** dashboard, go to the **Clubs** module.
- 2. Click the View Detail button for the free Club you wish to enrol in.
- 3. If there are spaces available, you will be able to click Enrol Now.

12:0	7					* •		11:11		ali 🗟 🔳		11:14		•113
		N	/ly Chil	ld		۲	<		Clubs	È		<	Free Club	
		Maxwe	81			~		vailable	Enrolled	Waiting List		Free Club		
								0 Lit				A Main Teacher		Miss L A
							Free	Club				iii Weekdays		
<		Ju	ne, 20	24		>		Veekday lext Session		Tu 25/06/202		Next Session		25/0
Sun	Mon	Tue	Wed	Thu	Fri	Sat		ession Time		10:00 - 10:40		Session Time		10:00 -
16	17	18	19	20	21	22	£F	rice		Fre	2	Total Spaces		
			~						View Detail			Spaces Availa	able	
	-				-							Free Club		
	69				۲		Fre	e Club Test						
Wra	paround	Care		В	lehaviou	r -	= \	Veekday		Tue, We	i			
						_		lext Session		25/06/202				
	To						8 9	ession Time		10:00 - 10:40				
Outsta	anding Pa	syments		Hor	mework	- S	EF	rice		Fre				
	T		Г		8				View Detail					
	Trips				Clubs		Fre	e club_Bug to	esting					
	10		1		181	_		Veekday		Mon, Tue, We				
					101			lext Session		24/06/202				
-		⊕		Ċ		\Box		ession Time		10:00 - 10:20			₩ Enrol Now	
My Child	đ	Store	An	nounceme	nts 1	Messages	£ F	rice		Fre	9			

How to view transaction history

- 1. On the My Child dashboard screen, go to Settings.
- 2. Go to Financial > Order History.
- 3. Click the Filter icon to filter to view one payment method at a time.
- 4. Select the payment method you would like to filter and click **Done**.

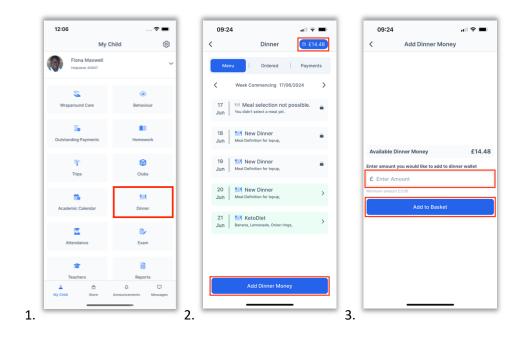
Note: Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.





How to view and add Dinner money

- 1. On the **My Child** dashboard, go to the **Dinner** module.
- 2. The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.
- 3. Enter the amount you would like to add to the dinner wallet and click Add to Basket.



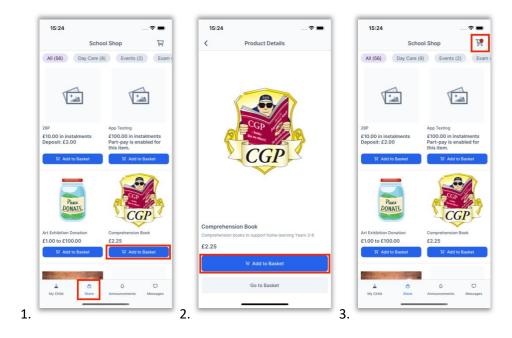
- 4. Once you have added it to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
- 5. Select a **Payment Option** from the dropdown and click **Next**.
- 6. This will take you to the Bromcom **Order Summary** screen to complete payment.

Shopping Basket	🗊 < Ch	eckout	Bromcom 📤
Dinner money deposit for Tommaso AHMED	Payment Options		No.1 Choice for Cloud His & Finance
Tommaso AHMED £10.00	Pay by Card		Test Mode - This is not a live transaction.
210.00	**** ****	**** 4444	Order summary
	Mrs D Bew		Reference: 733467-0031799-134902
	12/2028	Visi	Description: Family Story Telling Afternoon for Tommaso AHMED x 1, £5.00
		à	Amount (GBP): £5.00
	Address Detail		VISA
	1 School Street London SC1 2AB	t Ø	Payment details * Indicates a required field
	2 Bromcom Ro		Cardholder's name D Bew
	London SC1 6DE		Card number ***1111
			Expiry date 12/2028
Total Amount	Total Amount		Security code •
£10.00	£10.00	Next	the back of card
		6	



How to purchase from the school Store

- 1. Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
- 2. Complete any payment options and select any sizing if relevant and click Add to Basket.
- 3. Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.



- 4. On the Shopping Basket screen, click Checkout.
- 5. Select a **Payment Option** from the dropdown and click **Next**.
- 6. This will take you to the Bromcom Order Summary screen to complete payment.

Shopping Basket						
Shopping basket	Ŵ	-	eckout	/	Bromcom a	1
omprehension Book omprehension books to support h aniel STRANDBERG	ome learr	Payment Options Pay by Card			Test Mode - This is not a	live transaction.
	1	**** ****	**** 444	4	Order summary	
rt Exhibition Donation onation your child's Art Work	ê	Mrs D Bew				
aniel STRANDBERG	2 3	12/2028			amily Story Telling Afternoon	for Tommaso
		_				
		Address Detail		•	2//54	
		1 School Street	t		Payment details	
		SC1 2AB			Cardholder's name	
		Total Amount				3 digits on
₩ Che	ckout	£112.25	Next			back of card
o a	Ingertheneiden books to support he inel STRANDBERO Exhibition Donation Attack of the strain of the strain inel STRANDBERO	Ingerthension books to support home lear In dis TRANDBERD I Chibbiton Donation nation your child's Art Work nel STRANDBERD	repredension books to support home isan: Inel STRANDEERG Pur by Card Fur bibliotion Donation Inel STRANDEERG Contained to a support of the support Total Amount	Prychonion books to support home lear. Indi STRANDEERO Pry by Card Ferbihetin Donation Indi STRANDERO I I I I Children Constraint I School Street I School Street I School Street I School Street I Card	mprehension Book mprehension Book is support home learner ins STAAKUBERD TENhibition Donation mation your child's Art Work mel STRAKUBERD 2 2 0 Total Arnount Total Arnount Total Arnount	mprehension Book mprehension Book Bugent home Ber his STAADDERD 1 1 Ethibition Donation nation your child's Art Work ned STRANDERD 2 2



How to add a new card for online payments

- 1. When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.
- 2. This will take you to the Bromcom Order Summary screen to complete payment.

Payment Options		No.1 Choice for Cloud Hi5 & Finance
Pay by Card		Test Mode - This is not a live transaction.
**** **** ****	XXXX	Order summary
Pay by New Card		Reference: 733467-0031799-134902
01/0001		Description: Family Story Telling Afternoon for Tommaso AHMED x 1, £5.00
Save Information for future pays	ments	Amount (GBP): £5.00
Address Detail	+	VISA
1 School Street		Payment details
London SC1 2AB	0	* Indicates a required field
SCIZAB		Cardholder's name
		D Bew
		Card number
		Expiry date 12/2028
		Security code *
Total Amount		Last 3 digits on

How to add a new address to a payment card

- 1. When making an online purchase on the Checkout screen, simply click +.
- 2. Enter the new Address Details and click Add Address.
- 3. The new address will automatically be selected for the selected card.

17:16 all 🗢 🗈	12:48 🔐 🗢	 12:59
< Checkout	<	< Checkout
Payment Options	Address Details Address	Payment Options
Pay by Card	2 Bromcom Road	Pay by Card
**** **** **** 4444	City	**** **** **** 4
Mrs D Bew	London	Mrs D Bew
	PostCode	
12/2028	SC1 6DE	12/2028
London SC1 2AB		London SC1 2AB
1 School Street		1 School Street
SC1 2AB		
		2 Bromcom Road
		SC1 6DE
Total Amount	Add Address	Total Amount Next
£3.00		£20.00
	2.	3.



How to delete a payment card

- 1. On the My Child dashboard screen, go to Settings.
- 2. Go to Financial > Payment Methods.
- 3. Go to My Cards.
- 4. Click on the **three dots** next to the card you would like to delete and click **Delete Card**. The deleted card will be removed from the card Payment Options.

