

How parents can access My Child At School

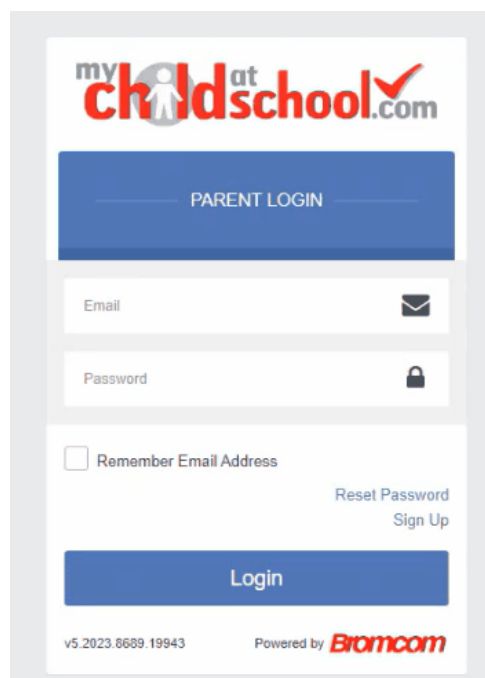
Parents can access the **Parent Login** screen in two ways:

1. From within the web browser type **www.mychildatschool.com**, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app (downloadable from GooglePlay and the Apple App Store), this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** – **SG8 5NJ**
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.

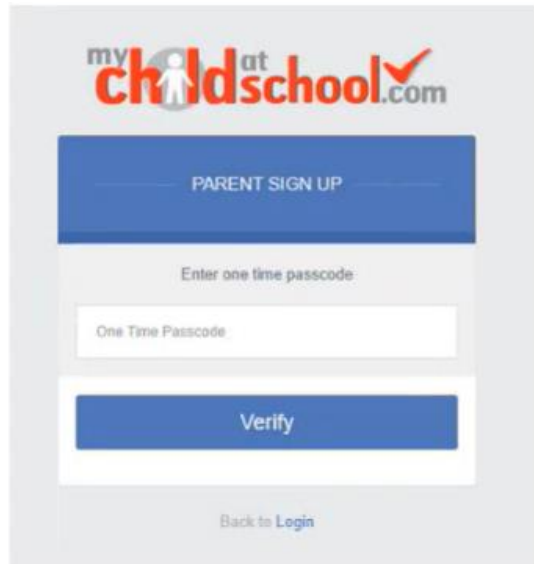
Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with 'PARENT LOGIN'. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. At the bottom is a large blue 'Login' button. The footer contains the version number 'v5.2023.8689.19943' and 'Powered by Bromcom'.

Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

- Click on the **link** for the one time passcode.
- Enter the one time passcode.
- Click **Verify**.



myChildAtSchool.com

PARENT SIGN UP

Enter one time passcode


One Time Passcode

Verify

Back to Login

As soon as the **one time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.



myChildAtSchool.com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

Back to Sign in

Once the password has been created, parents can login from within the web browser and type **www.mychildatschool.com**, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:

- **Parental Responsibility** has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- **The parent's email address is not recognised.**

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.