How to Self Sign Up for Parents/Carers

To login to the **MCAS Parent Portal** for the first time you will need to have a valid e-mail address registered with Sharples School.

Parents/Carers 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.
<div align="center">or</div>
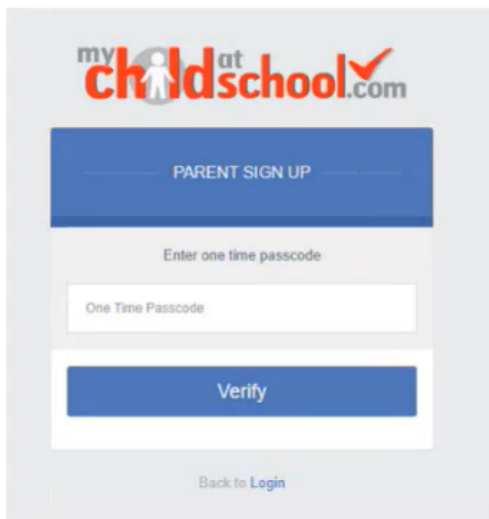2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

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

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** or **School ID**.
- 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'.*

Parents will then 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**.

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

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

Once the password has been created, parents/carers 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.