

# MIS Parent Guide

## Using MCAS MyChildAtSchool



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## Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**

**Note:** The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

**Note:** This guide will explain all of the options available to a MyChildAtSchool user. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

**Note:** If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school create and maintain all User login details.

## How to Access MCAS

From within your web browser type [www.mychildatschool.com](http://www.mychildatschool.com)  
This will open the login page.

mychildatschool.com

PARENT LOGIN

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

Remember School ID and Username

[Forgotten Login Details?](#)

Login

v5.2018.6584.14966 Powered by Bromcom

Enter the details you have been supplied by the school, this will be the **School ID**, your **User ID** and your **Password**. Ticking the **Remember School ID and Username** box will retain these details for future logins leaving just the **Password** to be entered.

If you have forgotten your login details click on the **Forgotten Login Details?** link.

mychildatschool.com

RESET YOUR PASSWORD

School ID

Email

Send reset email

[Back to Login](#)

mychildatschool.com

RESET YOUR PASSWORD

"What is your mothers maiden name?"

\*\*\*\*\*

TS43K

Change Image  
Get Audio Code

TS43K

Type the code from the image

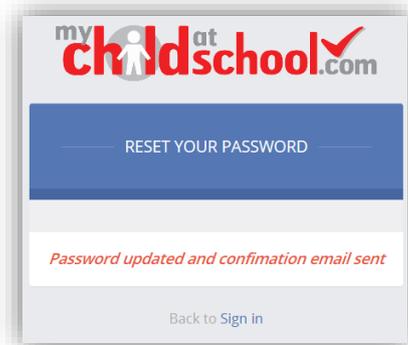
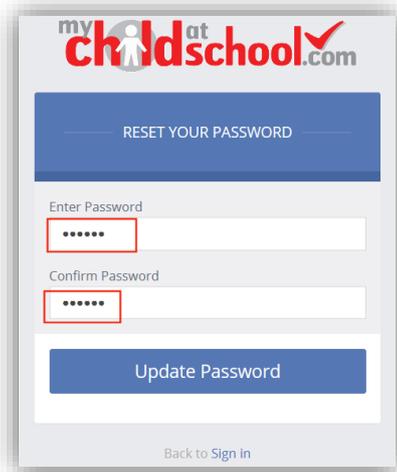
Verify Answer

You will then be asked to enter the **School ID** and your **e-mail** address. A **Password Recovery**



e-mail will then be sent to that address, click the link within the text.

Enter the answer to the **Memorable Question** and the code from the image above and click on the **Verify Answer** button.



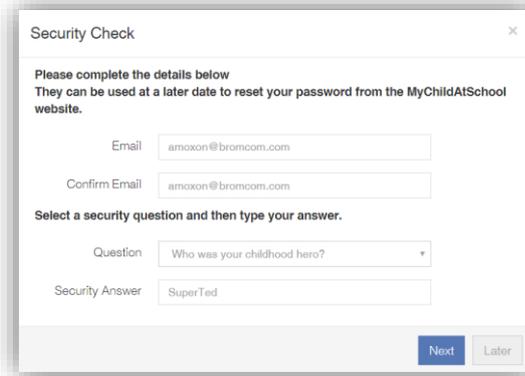
You will then be asked to enter a new **Password**, do this and click on the **Update Password** button, this will be confirmed both onscreen and via another e-mail.

**Note:** If the e-mail has not previously been verified the first e-mail received will be for verification and setup of **Memorable Question**.



## Security Check

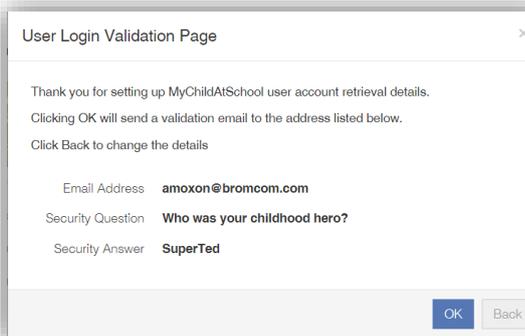
There are security checks that are done on first login to setup your **Login Validation** if these are not completed each time you login the same questions will be asked.



The screenshot shows a 'Security Check' window with the following fields and options:

- Email:** amoxon@bromcom.com
- Confirm Email:** amoxon@bromcom.com
- Select a security question and then type your answer:**
  - Question:** Who was your childhood hero?
  - Security Answer:** SuperTed
- Buttons:** Next, Later

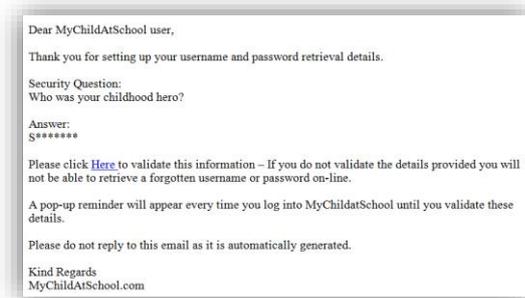
Enter the e-mail you will be using for MyChildAtSchool and select a question for a memorable word from the dropdown list and click **Next**.



The screenshot shows a 'User Login Validation Page' with the following information:

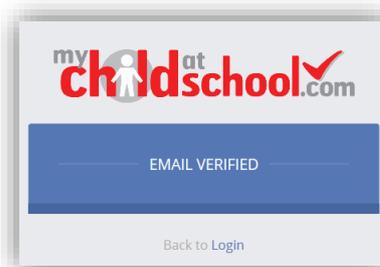
- Message:** Thank you for setting up MyChildAtSchool user account retrieval details. Clicking OK will send a validation email to the address listed below. Click Back to change the details.
- Email Address:** amoxon@bromcom.com
- Security Question:** Who was your childhood hero?
- Security Answer:** SuperTed
- Buttons:** OK, Back

You will receive an e-mail with a validation link, click on the link.



The screenshot shows an email message with the following content:

Dear MyChildAtSchool user,  
Thank you for setting up your username and password retrieval details.  
Security Question:  
Who was your childhood hero?  
Answer:  
S\*\*\*\*\*  
Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.  
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.  
Please do not reply to this email as it is automatically generated.  
Kind Regards  
MyChildAtSchool.com



The screenshot shows the MyChildAtSchool.com logo and a blue bar with the text 'EMAIL VERIFIED'. Below the bar is a 'Back to Login' link.



## MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.

The screenshot shows the MCAS Dashboard for a student named Chris Moxon. The dashboard is organized into several sections:

- Attendance:** A table showing attendance for Chris. A 'More' button is highlighted in the top right corner of this section.
- Announcements:** A section for school announcements, including a 'Snow Alert - School Closed' on 19th January 2018.
- Behaviour:** A table showing Chris's recent behaviour, including dates, descriptions, and status (e.g., 'Homework not completed', 'Merits KS4').
- Homework:** A section showing homework assignments, including 'Renaissance Artists' due on 05/02/18 (6 days).
- Assessment:** A table showing assessment results, including 'Aut1 Prog' for 'Yr09 Computing' and 'Yr09 Design Technology'.
- Reports:** A section showing reports, including a 'Parent Student Report\_2018013011385590.DOCX' published on 30/01/2018.

A navigation menu on the left side of the dashboard includes options like Dashboard, Announcements, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, and On Report.

**Please Note:** What is displayed here is enabled by the school, who may NOT use all of the available options. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so may differ from the images in this guide.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the menu bar on the left by clicking on the option.

**Note:** Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**. The **Menu Bar** also has a scrollbar to the left.

You will always know where you are within the **MCAS Module**.

The screenshot shows the navigation bar with 'Attendance' selected and highlighted. The breadcrumb trail indicates the current location: 'YOU ARE HERE: Dashboard > Attendance'.

The following options are available and will only be displayed if enabled by the school:

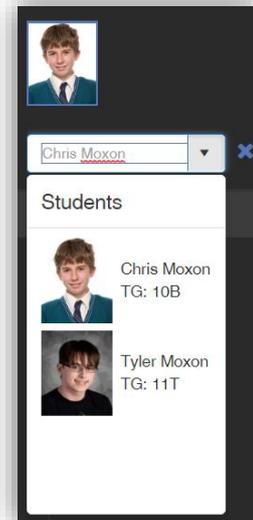
- Academic Calendar
- Announcements
- Assessment
- Attendance
- Behaviour
- Class List
- Dinner Money
- Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Reports
- Timetable



## Multiple Students

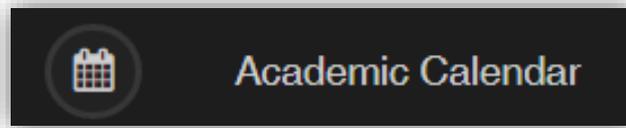
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User.

Click on the photograph or the text to change views. Allowing information for more than one associated student to be viewed without having multiple logins.



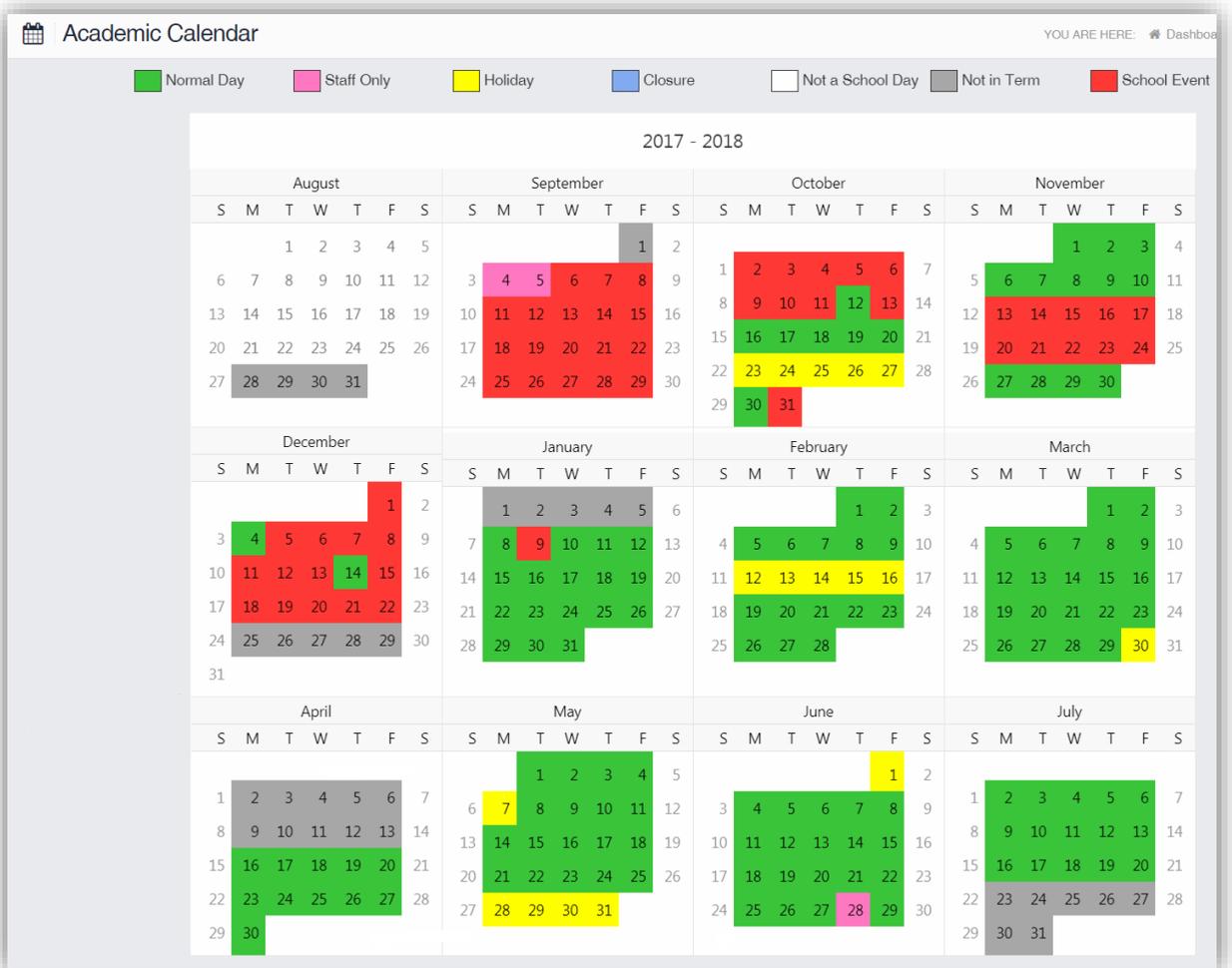
# Academic Calendar

The **Academic Calendar** is accessible from the **Menu Bar** only.



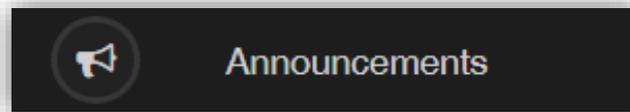
It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

The data is static and not interactive.

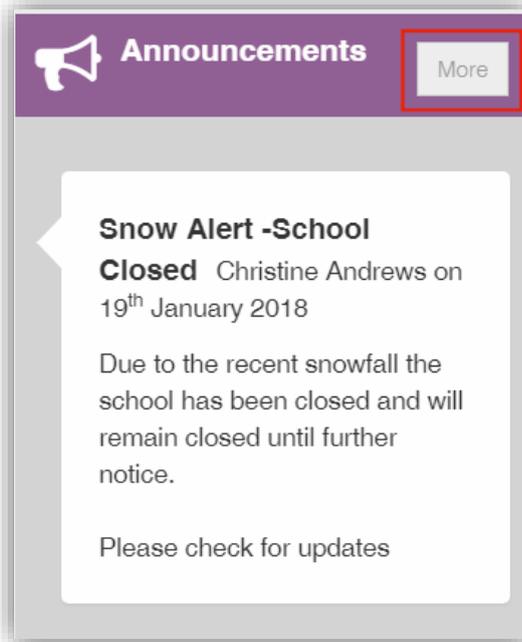


## Announcements

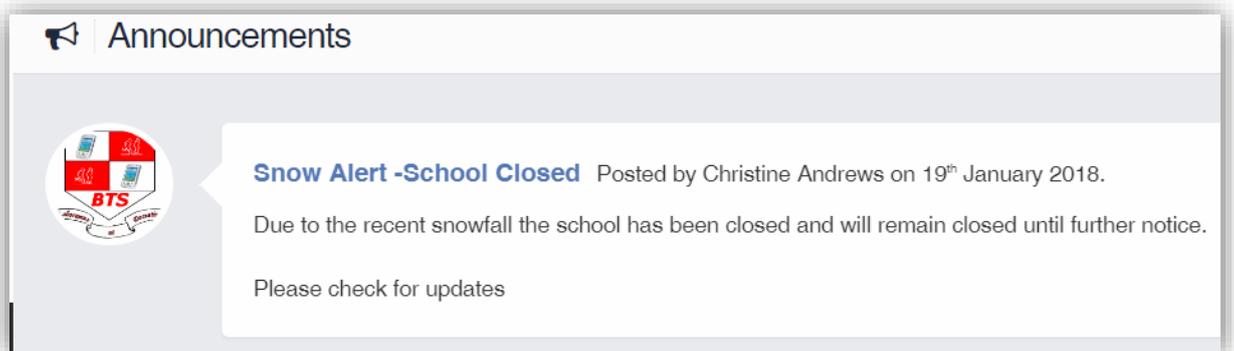
The **Announcements** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.



If there are any previous **Announcements** they will also be displayed.



## Assessment

The **Assessment** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the last 5 published **Assessment** grades, click on the **More** button to open the page.

Assessment <i>How is Chris performing?</i> <span style="float: right;">More</span>		
Assessment Column	Assessment Collection	Result
Aut1 Prog	Yr09 Computing	+1
Aut1 Prog	Yr09 Design Technology	+1
Aut1 Prog	Yr09 French	+1
Aut1 Prog	Yr09 History	+1
Aut1 Prog	Yr09 Science	+1

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

Assessment Column	Assessment Collection	Result	Notes	Result Date
_A2L-Aut1_A2L	Drama Year 7	1		02-02-2015
_A2L-Aut1_A2L	Literacy Year 7	1		05-02-2015
_A2L-Aut1_A2L	Geography	1		06-02-

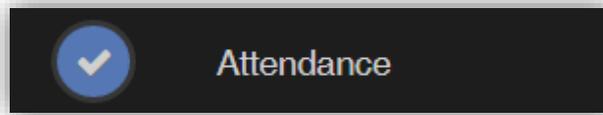
A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.

Assessment Column	Assessment Collection	Result	Notes	Result Date
_A2L-Aut1_A2L	English Year 7	2		07-02-2015
_A2L-Spr1_A2L	English Year 7	2		07-02-2015
Aut1 A2L	Yr08 English	2		05-11-2015



## Attendance

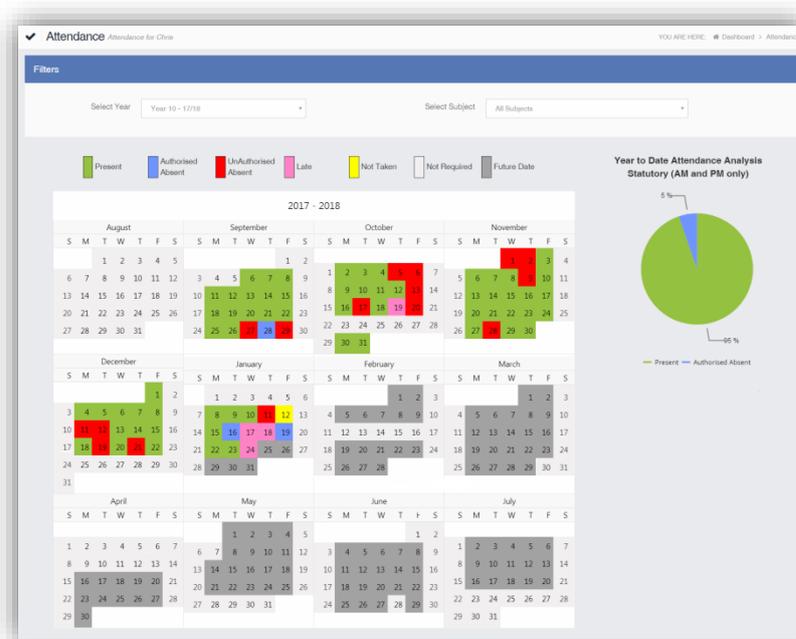
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year for that subject. Click on the **More** button to open the **Attendance** page.

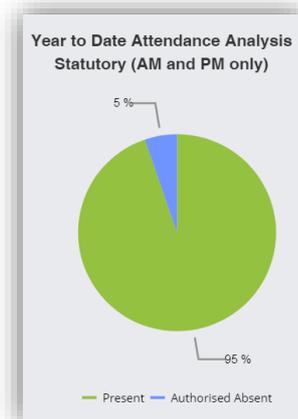
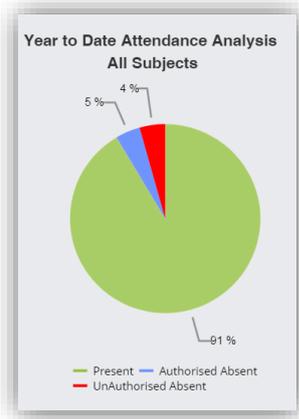
Period	Subject	Mark
AM	Tutor Group	
1	Triple Science	✓
2	Science	✓
3	French	✓
T2	Tutor	✓
PM	Tutor Group	✓
4	Design & Technology	✓
5	History	✓

It displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.





The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Attendance *Attendance for Chris* YOU ARE HERE: Dashboard > Attendance

**Filters**

Select Year: Year 10 - 17/18 | Select Subject: English

■ Present 
 ■ Authorised Absent 
 ■ UnAuthorised Absent 
 ■ Late 
 ■ Not Taken 
  Not Required 
  Future Date

2017 - 2018

August							September							October							November							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5							1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			
December							January							February							March							

**Year to Date Attendance Analysis English**

Category	Percentage
Present	91%
Authorised Absent	5%
UnAuthorised Absent	4%

Wednesday 24/01/2018

Period	Attendance	Subject
08:53 AM	4 min Late	10B
08:53 AM	4 min Late	Tutor
08:55 1	Present	Triple Science
09:55 2	Present	Science
11:15 3	Present	French
13:15 T2	Present	Tutor
13:38 PM	Present	10B
13:38 PM	Present	Tutor
13:40 4	Present	Design & Technology
14:40 5	Present	History

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.



## Behaviour

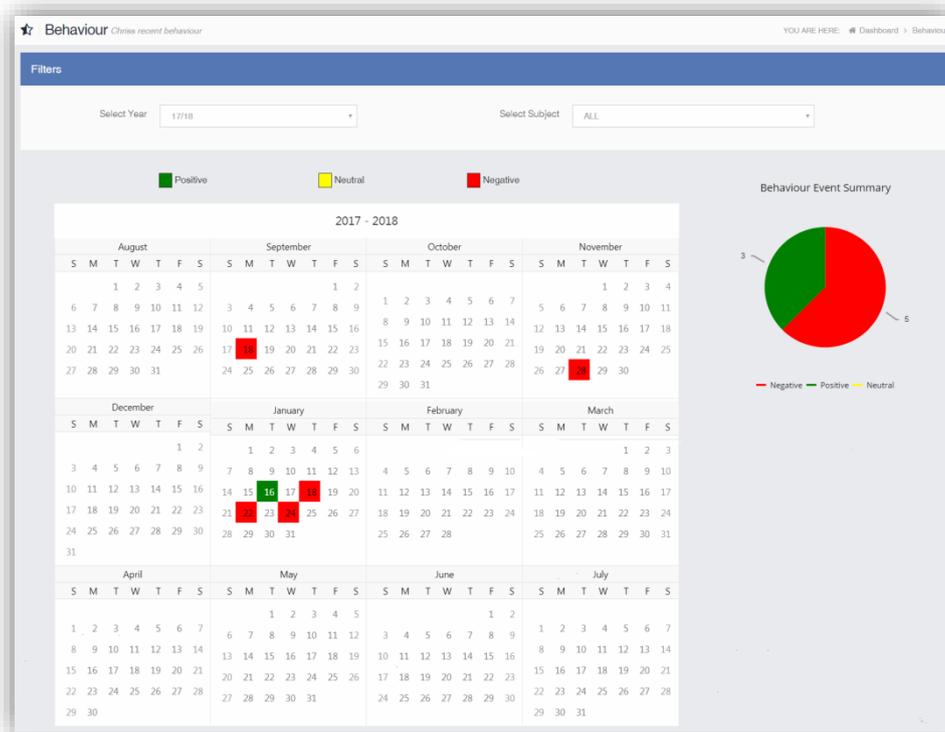
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the Behaviour page.

Date	Description	Status
24/01/18	Merits KS4	✓
24/01/18	Punctuality	✗
22/01/18	Merits KS4	✓
22/01/18	Lack of Organisation	✗
18/01/18	Punctuality	✗

It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.



The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.



★ Behaviour *Chriss recent behaviour*

**Filters**

Select Year: 17/18 | Select Subject: History

■ Positive
 ■ Neutral
 ■ Negative

2017 - 2018

August							September							October							November																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											
		1	2	3	4	5						1	2																									
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11											
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18											
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25											
27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30															
														29	30	31																						
December							January							February							March																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											

Clicking on any day in the **Calendar** will display the **Behaviour Events** for that day.

Behaviour Events ✕

Date	Class	Subject	Teacher	Comment	Event	Outcome	Action	ActionDate
24/01/2018			MRS C Andrews	Must be on time for AM Registration	🚫 Punctuality	VER		24/01/2018
24/01/2018			MRS C Andrews		✅ Merits KS4		BR4	24/01/2018



## Classes

The **Classes** option is accessible only as **Widget**.

Class Name	Class Details	Attendance
10 DT Op3	Design & Technology Mr B Hawkings bhawkings@bromcom.com	97%
10 EN 1	English Mrs H Dee hdee@bromcom.com	91%
10 FR Op1	French Mrs Z Pasture zpasturey@bromcom.com	89%
10 HI Op4	History Ms N Kyte nkyte@bromcom.com	83%
10 MA 1	Mathematics Mr S Uber suber@bromcom.com	91%
10 PE 2 B	Physical Education Mr L Hymns lhymns@bromcom.com	89%
10 SC TSC	Science Prof R Bacon rbacon@bromcom.com	83%
10B	Tutor Group Prof R Bacon rbacon@bromcom.com	82%

The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example yellow denotes **Attendance** between 70 to 84% and green 85 to 100%.

**Note:** The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a message can be composed.

Inbox In there anything you need to say? YOU ARE HERE: Dashboard > Inbox

Compose message

Send Message Cancel

To: Prof R Bacon

Subject:

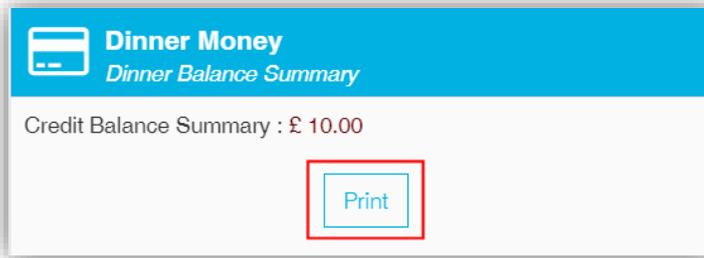
Message: Write your message here...

Simply enter the **Subject** and **Message** and click on the **Send Message** button, the message will then be sent to the selected member of staff.



## Dinner Money

The **Dinner Money** option is accessible only as a **Widget**.



The **Widget** displays a summary of the balance for the student held within the **Dinner Money** module.

Clicking on the **Print** option will allow a printout of the **Dinner Statement**.

19/12/2017

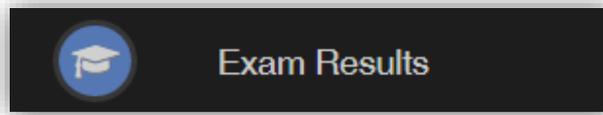
### Dinner Statement

Date	Money Received	Meal Taken	Cost	Balance
19/12/2017	£ 10.00		£ 0.00	£ 10.00



## Exam Results

The **Exam Results** option is accessible only from the **Menu Bar**.



It displays the **Exam Results** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

Exam Results *How has Chris performed?* YOU ARE HERE: Dashboard > Exam Results

Search:

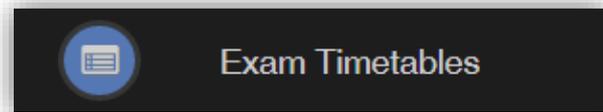
Exam	Board	Exam Level	Season	Coursework Grade	Forecast Grade	Result 1	Result 2	Mark/Grade
Add.sci.controlled Ass. (5SA04)	Edexcel GCSE	GCSE	Summer 2017			A		0266
Geography A1 (5GA1F)	Edexcel GCSE	GCSE	Summer 2017					084 (a*)
Music (2MU01)	Edexcel GCSE	GCSE	Summer 2017					090 (a*)
Religion & Lif Life Issues (445101)	Edexcel GCSE	GCSE	Summer 2017					092 (b)

Showing 4 entries

**Note:** What is displayed is configured by the school the column headers marked in red may not be displayed.

## Exam Timetables

The **Exam Timetables** option is accessible only from the **Menu Bar**.



It displays the **Exam Timetables** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

Exam Timetables *Exam dates for Chris* YOU ARE HERE: Dashboard > Exam Timetables

Search:

Exam	Exam Date	Exam Time	Exam Duration	Exam Room	Seat Location In Exam Room
English Level 1 Reading	09/11/2017	09:00	45		
English Level 1 Writing	09/11/2017	13:30	45		
Mathematics Level 1	06/11/2017	09:00	90		

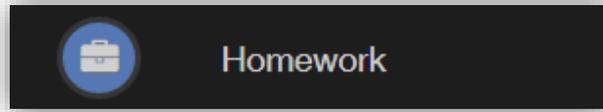
Showing 3 entries

**Note:** What is displayed is configured by the school the column headers marked in red may not be displayed.



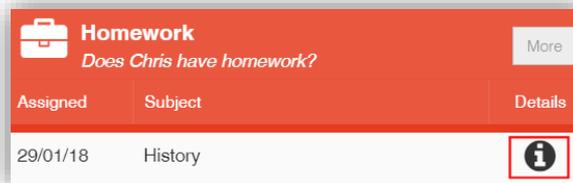
## Homework

The **Homework** option is accessible from both the **Menu Bar** and a **Widget**.

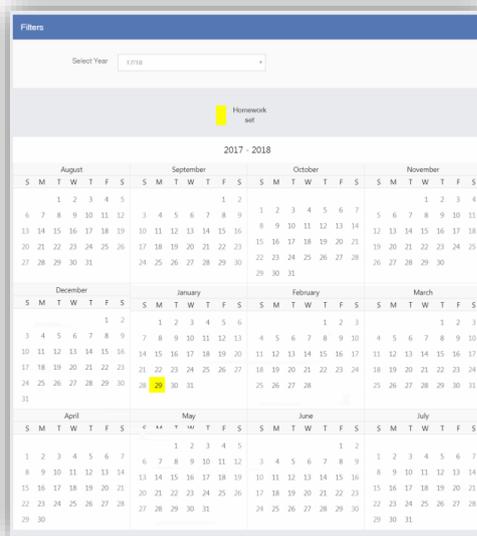


**Homework** can be set by the school either using the **Behaviour** module or **Student Portal** module.

When using the **Behaviour** module to set **Homework** the **Widget** will display a list of **Subjects** that the **Homework** has been set for, move the mouse over the **I** icon to see information about that **Homework**.



Click on the **More** button to open the **Homework** page.



Clicking on the **Homework** highlight on the calendar will display the details.



When using the **Student Portal** module more information will be displayed.

Homework
More

*Does Chris have homework?*

Assigned Date	Homework Title	Due Date
29/01/18	Renaissance Artists	05/02/18 <span style="color: red; font-weight: bold;">(7 days)</span>

Click on the **More** button to open the **Homework** page.

Homework *Does Chris have homework?*
YOU ARE HERE: # Dashboard > Homework

Completed
Not Completed
Missed
Teacher Reviewed

This Week 29/01/2018 - 04/02/2018

	29/01/2018	30/01/2018	31/01/2018	01/02/2018	02/02/2018	03/02/2018	04/02/2018
10 HI Op4	Renaissance Artists						
	We and works of Michelangelo						
10 SC TSC	Periodic Table						
	Homework Missed						

The status of the **Homework** for the current week will be displayed, to look at previous or future weeks use the forward and backward arrows.

Click on the **Homework** bar to see more details.

10 HI Op4 - 29/01/2018
×

Homework Title: Renaissance Artists

Homework Description: Select one of the renaissance artists Raphael, Donatello or Titian and write an essay on why they are listed as one of the greats. For next Monday

Assigned Date: 29/01/2018

Due Date: 05/02/2018 23:59 (6 days)

Resource(s): N/A

Assigned By: Mrs C Andrews

Score: N/A

Submitted Work: N/A

Teacher's Comment: N/A

Student's Comment: N/A

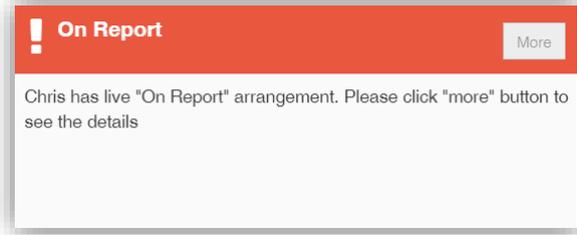


## On Report

The **On Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** says either there is or is not a live **On Report** arrangement.



Click on the **More** button to open the **On Report** page, which will list all On Report entries.

On Report YOU ARE HERE: # Dashboard > On Report

Live On Report from 22/01/2018 to 28/02/2018 (23 days) - Reason: Organisation ▲

**Additional Comment** Does not always bring the correct equipment to class

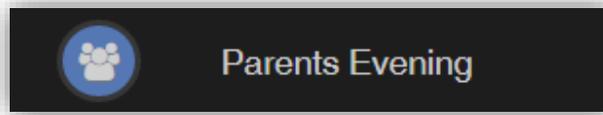
**Conclusive Comment**

Date	Period	Class	Subject	Teacher	Behaviour Rating	Signed By
29/01/2018	1	10 HI Op4	History	Ms N Kyte	☆☆☆☆☆	Ms N Kyte
29/01/2018	2	10 8C T8C	Science	Prof R Bacon	★★★★☆	Prof R Bacon



## Parents Evening

The **Parents Evening** option is accessible only from the **Menu Bar**.



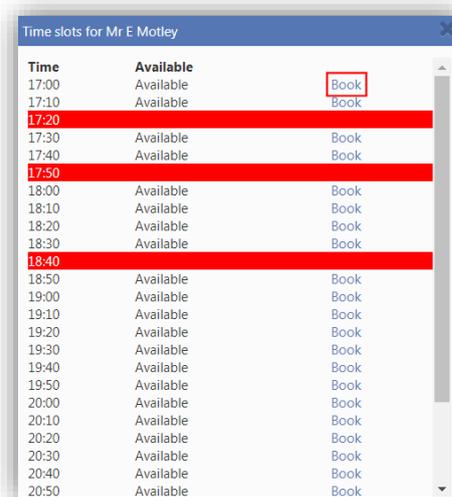
It displays the information about any upcoming **Parents Evening** that the student being viewed is associated with.



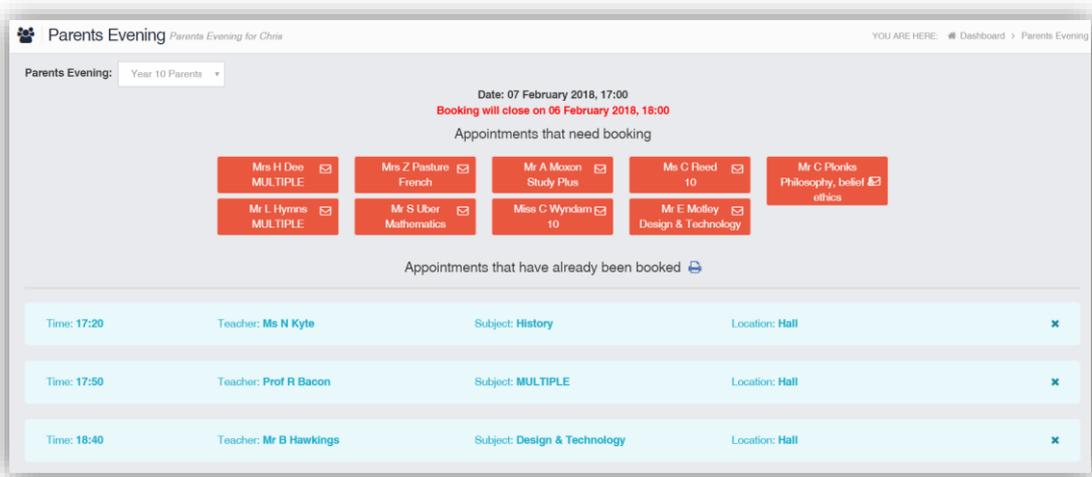
Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the teacher name. Click on the **Envelope** icon to send a message to that teacher.



Click on a **teacher/subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **teacher/subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.



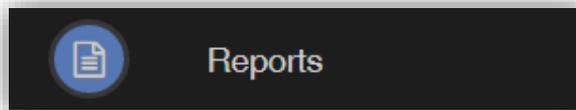
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

**Note:** this option is only available if the school have the **Diary** module.

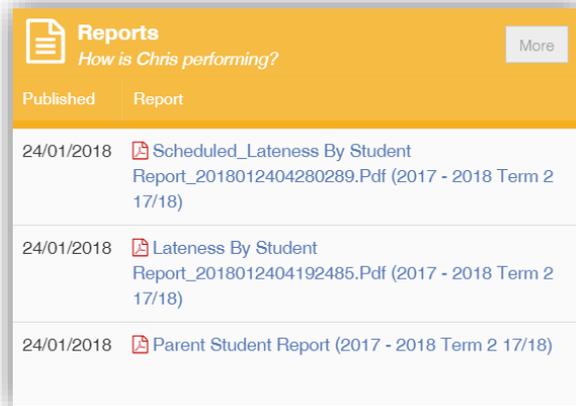


## Reports

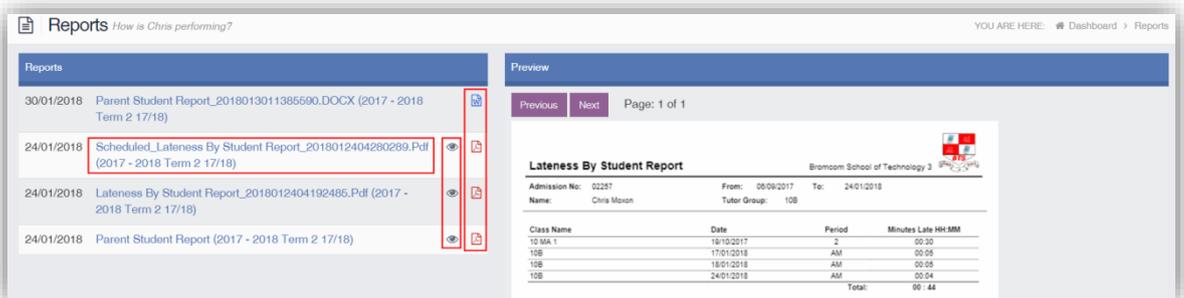
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.



Click on the **More** button to open the **Report** page, which will list all **Reports** available.

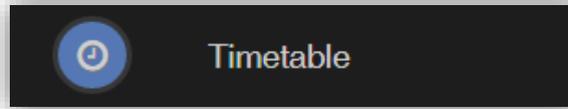


Click on the **Report** name to download it, the format of the Report will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.



## Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10B	Mr L Hymns	08:53
1	Science	10 SC TSC	Prof R Bacon	08:55
2	Design & Technology	10 DT Op3	Mr B Hawkings	09:55
3	Design & Technology	10 DT Op3	Mr B Hawkings	11:15
T2	Tutor	T2 10B	Mr L Hymns	13:15

Click on the **More** button to open the **Timetable** page, which will display the **Timetable**.

Day	Monday 29th Jan	Tuesday 30th Jan	Wednesday 31st Jan	Thursday 1st Feb	Friday 2nd Feb	Saturday 3rd Feb
AM	10B Tutor Group Mr L Hymns	10B Tutor Group Mr L Hymns	10B Tutor Group Mr L Hymns	10B Tutor Group Mr L Hymns	10B Tutor Group Mr L Hymns	10B Tutor Group Mr L Hymns
1	10 HI Op4 History Mr N Kyle	10 SC TSC Science Prof R Bacon	10 EN 1 English Mrs H Deer	10 SC TSC Science Prof R Bacon	10 S1 2 Study Plan Mr A Mason	
2	10 SC TSC Science Prof R Bacon	10 DT Op3 Design & Technology Mr B Hawkings	10 MA 1 Mathematics Mr S Liber	10 MA 1 Mathematics Mr S Liber	10 PE 2 B Physical Education Mr L Hymns	
3	10 TSC Op8 Triple Science Prof R Bacon	10 DT Op3 Design & Technology Mr B Hawkings	10 PE 2 B Physical Education Mr L Hymns	10 HI Op4 History Mr N Kyle	10 SC TSC Science Prof R Bacon	
T2	T2 10B Tutor	T2 10B Tutor	T2 10B Tutor	T2 10B Tutor	T2 10B Tutor	T2 10B Tutor

Previous and future weeks can be viewed using the **< Prev, This Week and Next >** buttons, the week can also be selected using the dropdown menu option.



## Other options

The other options at the top right of the page.

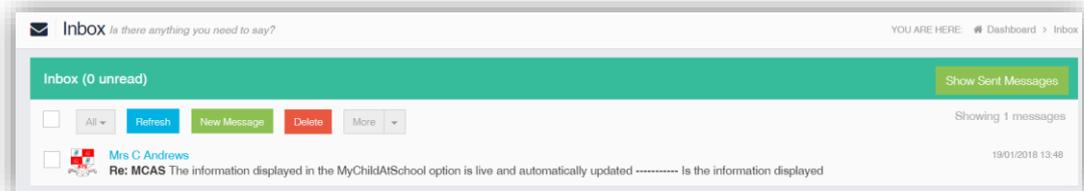


Clicking on the **Telephone** icon will open the **School Contact** details

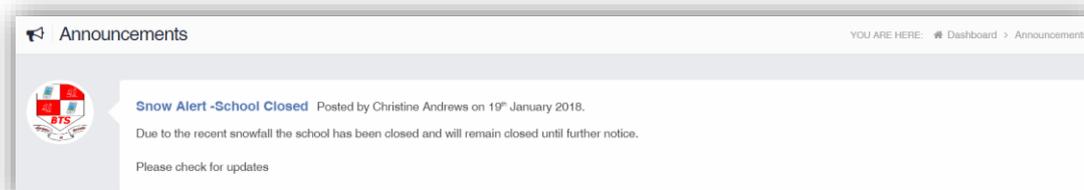
School Contact Information	
Address:	19-21 Homesdale Road, Bromley, BR2 9LY
Phone:	020 8290 7171
Fax:	020 8990 7991
Email:	<a href="mailto:info@bromcom.com">info@bromcom.com</a>
Website:	<a href="http://www.bromcom.com">http://www.bromcom.com</a>
Mr M McCandless	Mr J Lewis
Send message to school	



Clicking on the **Message** icon will open the **Messaging** option allowing messages to be sent to and received from the school

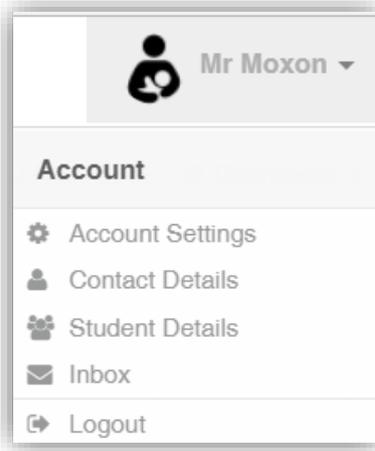


Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.

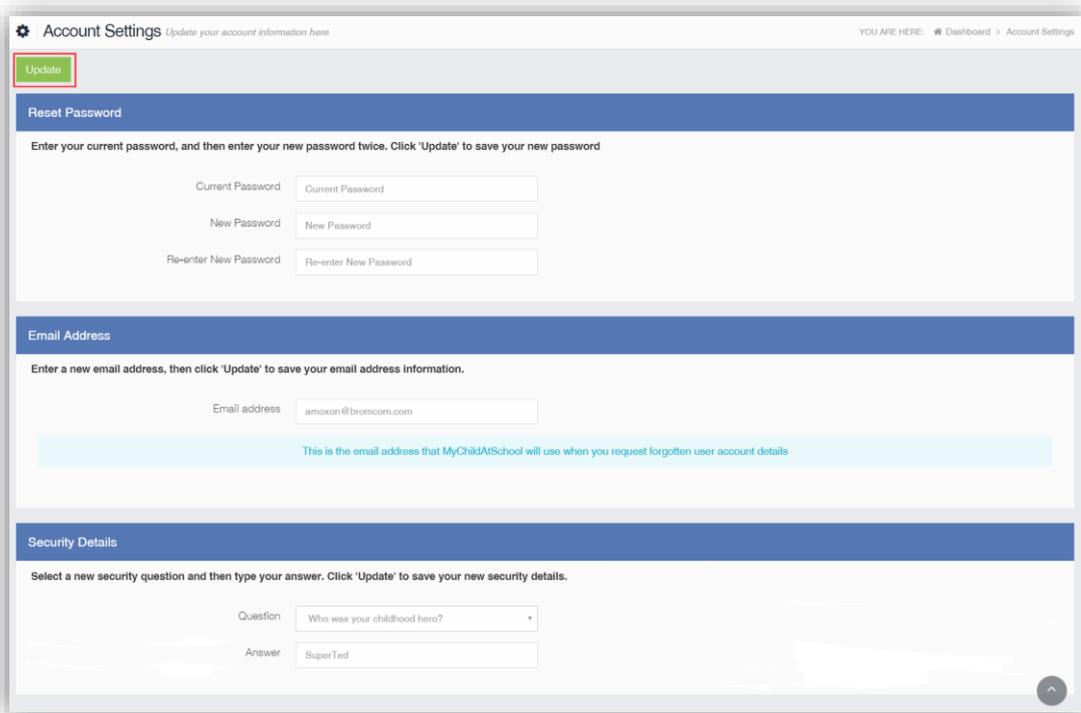


## Account Options

The dropdown menu beneath the **User Name**, as well as containing a link to the **Message** page and the **Logout** option has options to update and confirm **Account**, **Contact** and **Student Details**, all of which can be amended by the **User**.



The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with MyChildAtSchool) and the **Security Details** options.



Update the information and click on the **Update** button to save.



The **Contact Details** page contains the **Personal Details** of the **User**.

The screenshot shows the 'Contact Details' page in a web application. At the top, there is a 'Save' button and a breadcrumb trail: 'YOU ARE HERE: Dashboard > Contact Details'. Below this is a blue header for 'Personal Details' and a light blue note: 'Please note - Any amendments will first be approved by Bromcom School of Technology 3 administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.'

The form contains the following sections:

- Legal Full Name:** Includes a dropdown for 'Mr', a text input with 'A', another empty text input, and a text input with 'Moxon'.
- Honours:** An empty text input.
- Salutation:** A dropdown menu with 'Mr Moxon' selected.
- Preferred Form of Written Contact:** A dropdown menu with 'Mail' selected.
- Member of UK Armed Forces:** An unchecked checkbox.
- Telephone Details:** A list of three telephone numbers with dropdown menus for their categories and 'Delete' buttons:
  - 020 8290 7171 (Home)
  - 020 8290 7155 (Work)
  - 07712121212 (Mobile)A fourth row has a 'Telephone' input and a 'Select' dropdown.
- Email Details:** An email address 'amoxon@bromcom.com' with an 'All Time' dropdown and a 'Delete' button. Below it is an 'Email address' input and a 'Select' dropdown.
- Address Details:** An address 'Bromley, BR2 9LY' with a 'Home' dropdown and a 'Delete' button. Below it is a 'Postcode' input, a 'Find' button, another input field, and a 'Select' button.

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.



The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical** information.

**Student Details** is the information we have on Chris correct? YOU ARE HERE: # Dashboard > Student Details

**Save**

**Student Details**

Legal First Name: Christopher  
Legal Middle Name: Montague  
Legal Last Name: Moxon  
Preferred First Name: Chris  
Preferred Last Name: Moxon  
Former Last Name:   
Date of Birth: 02/03/2003   
Telephone Details: 020 8290 7171 Home   
Email Details: chris.moxon@bromcom.com All Time   
Address Details: Bromley, BR2 9LY Home

**SEN (Special Educational Needs)**

**Medical**

Emergency Consent to School: Given  
Linked Surgeries: Surgery  
Medical Conditions:

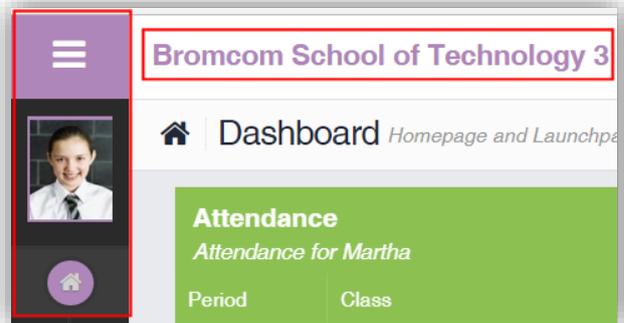
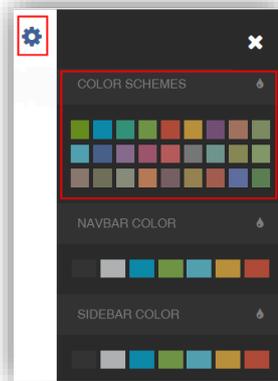
Only the **Student Details** can be updated, once done click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

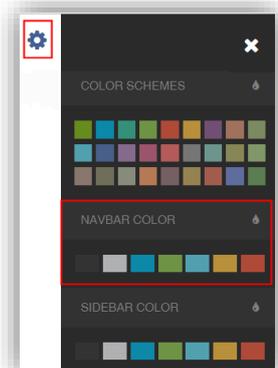


## Customising the Pages

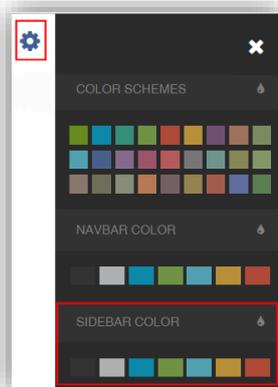
The **Colour Scheme** option allows the **Homepage** to be customised.



Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



The **Navbar Colour** option will change the background colour of the **Navbar**.



The **Sidebar Colour** option will change the colour of the **Sidebar**.

