

Empowering lives through learning



• Download the MCAS app from your device's app store * you may need to search for MyChildAtSchool





You must ensure that you have provided the school with your correct e-mail address, otherwise MCAS will not recognise your details.

When you are ready:

- Open the MCAS app
- Tap Activate

Email	
Your Email	
Password	
Your Password	0
	Forgot Password?
Sign Ir	ı
Activat	e
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- Enter the School Post Code: GL51 3EF
 - You can also use the **School ID:** 12830
- It will select Cheltenham Bournside School.
 Tap Continue

Charat English V	
PARENT SIGN UP	
Enter School Post Code or School ID	
GL513EF	
Cheltenham Bournside School (12830)	
Continue	
Back to Login	



- Enter your e-mail address
 - **Reminder**: this must be the e-mail address that you have provided to the school as part of the Admissions process
- Tap Sign Up





- You'll receive a **One Time Passcode** via the e-mail you provided. Enter that code here
- Tap Verify





- Create a password for your account in the two boxes. The password <u>must</u> contain:
 - At least 8 characters in length
 - A capital letter
 - A number
 - A symbol (!, @, £ etc.)
- Tap Create Password





- You'll receive a **confirmation e-mail** that your account has been created
- Tap **Done** or **Back** (this may have a slightly different appearance depending on your device)





- Enter your Email Address in the first box
- Enter your **Password** in the second box
 - If you ever forget your password, you can tap Forgot Password? to receive a reset link
- Tap Sign In





- Enter a **5-digit PIN** of your choice
- Confirm the 5-digit PIN you've entered

Make sure you remember this PIN, as you will need to enter it each time you open the app if you do not enable biometric access on the following step





* This prompt will not appear if your device does not have biometric capabilities (FaceID, Fingerprint Scanner etc.)

- Decide if you want to enable biometric authentication:
 - If **No**, continue to the next page...
 - If **Yes**, provide your biometric authentication as prompted by your device

Each time you open the app, you can now use your biometric method instead of the 5-digit PIN entered on the previous page; the same behaviour as how you unlock your device





CHELTENHAM BOURNSIDE SCHOOL

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