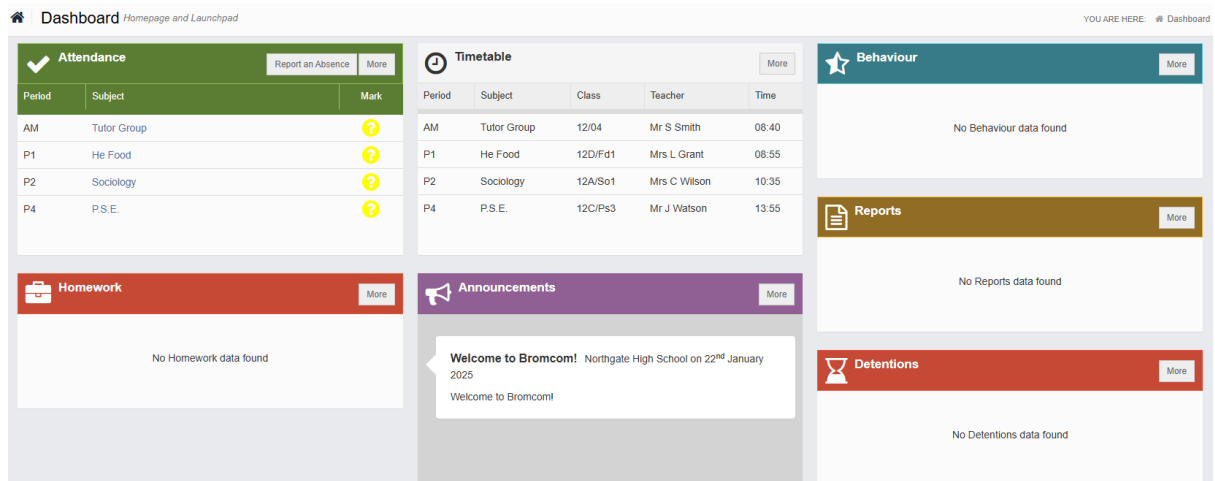
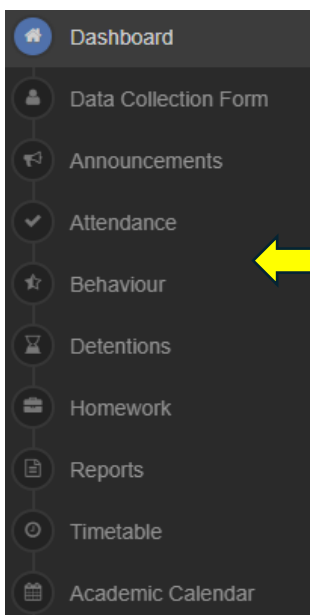



- When you log in to MyChildAtSchool (MCAS) you will see your Dashboard.



- There are various modules that you will see on the screen. Some will say **More** in the top right corner. If you click on this, you will be taken through to a screen containing further information. To begin with you will see similar information to that previously shown in Go4schools. Over time we will turn on more modules so you will be able to do more things via MyChildAtSchool.
- You can drag and drop the different module boxes to where you want them on the Dashboard.



You can navigate between modules by clicking on the menu at the left of the screen.

- If you have more than one child on MCAS, you can change which child's information is displayed by clicking on the student name and photo in the top right corner of the screen where it says **Change Student**.
- You can access your **account settings** by clicking on your name in the top right of the screen. This is where you can:
 - Change your **password**.
 - Set your **preferred communication language**.
 - **Logout**.
- Clicking on the cog symbol in the top right of the screen -  - enables you to change the colour scheme for your Dashboard.

We hope that you find MCAS useful. If you experience any difficulties or have any queries, **please email info@northgate.suffolk.sch.uk** - we will respond as soon as possible.

V2 June 26