

'How To' guides:

HOW TO NAVIGATE THE MCAS PARENT APP NEW UI	2
HOW TO SWITCH TO ANOTHER STUDENT ACCOUNT	5
HOW TO CHANGE PROFILE	5
HOW TO UPDATE THE DATA COLLECTION FORM	6
HOW TO ENROL IN A PAID CLUB / TRIP / WRAPAROUND CARE	7
HOW TO ENROL IN A FREE CLUB	8
HOW TO VIEW TRANSACTION HISTORY	9
HOW TO VIEW AND ADD DINNER MONEY	10
HOW TO PURCHASE FROM THE SCHOOL STORE	11
HOW TO ADD A NEW CARD FOR ONLINE PAYMENTS	12
HOW TO ADD A NEW ADDRESS TO A PAYMENT CARD	13
HOW TO DELETE A PAYMENT CARD	14

How to navigate the MCAS Parent App new UI

My Child dashboard

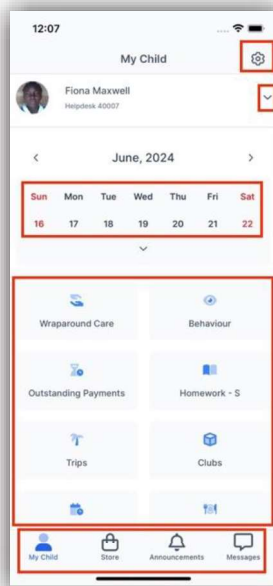
When a parent loads the new MCAS Parent App on a mobile device they will first see the new **My Child** central dashboard for their child. The dashboard contains the following features:

- **Settings** button – Account Settings, Privacy and Security, Financial Payment Methods, Financial Order History, and School Contact Information.
- **Student account** dropdown – switch to another student account.
- **Weekly calendar** with **Attendance** information by day.
- Access to the modules (e.g., Behaviour, Homework).

Banner

The banner along the bottom contains the following further options;

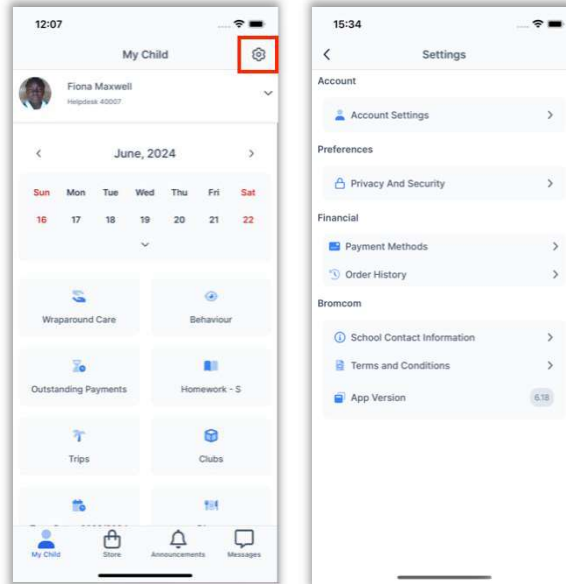
- **Store** – Displays school products that can be purchased online.
- **Announcements** – Displays announcements from the school.
- **Messages** – Displays messages from the school.



My Child > Settings

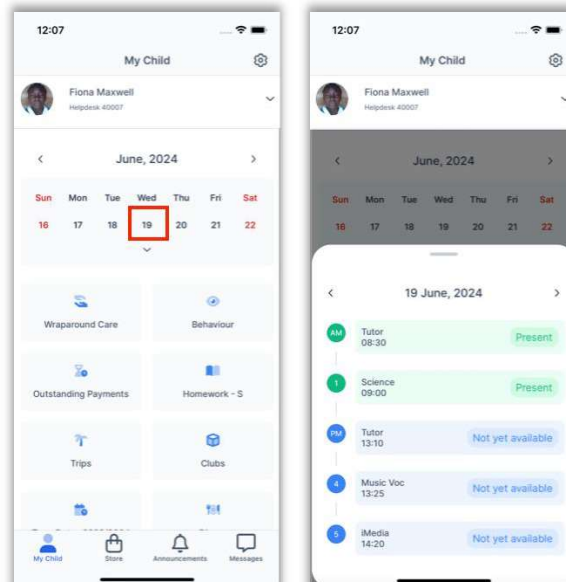
Clicking on the **Settings** cog, users will be able to access the following screen:

- **Account Settings** – change profile and log in to another account.
- **Privacy and Security** – change Pin and Password.
- **Financial Payment Methods**.
- **Financial Order History** - order transactions.



My Child > Calendar

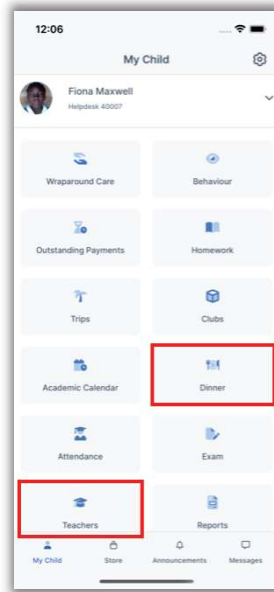
Clicking on a date in the calendar, users can see the student's **Attendance** information by day. Clicking on the arrows will display the previous or next day.



My Child > Modules

Scroll down in the **My Child** dashboard to see the different modules available to the parents.

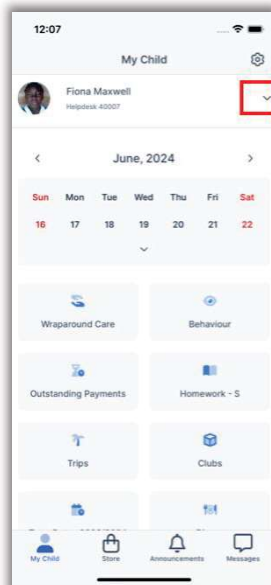
- **New:** Parents will go to the **Dinner** module to **Add Dinner Money**.
- **New:** The **Teachers** module enables parents to message their child's teachers.



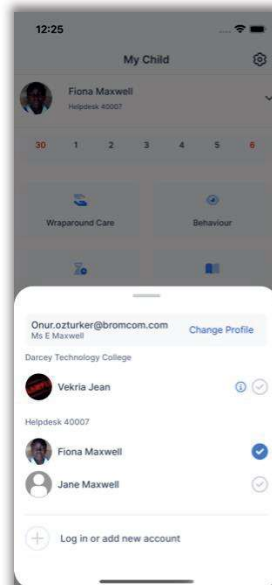
How to switch to another student account

1. On the **My Child** dashboard, click on the dropdown arrow next to the student's name.
2. Select the student account you would like to switch to.

Note: If you select **Change Profile** - this will take you to the **My Child > Settings > Account Settings** screen where you can change Profiles.



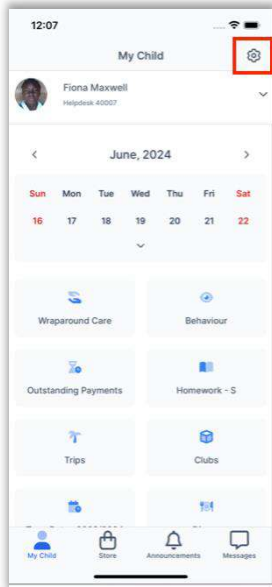
1.



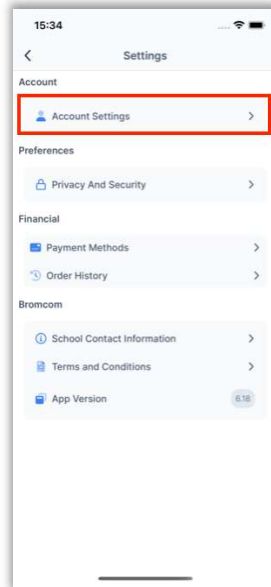
2.

How to change Profile

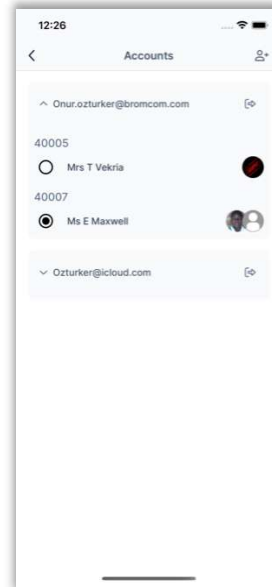
1. On the **My Child** dashboard, go to **Settings**.
2. Go to **Account Settings**.
3. Select the user **Profile**, under the correct email address, that you would like to use.



1.



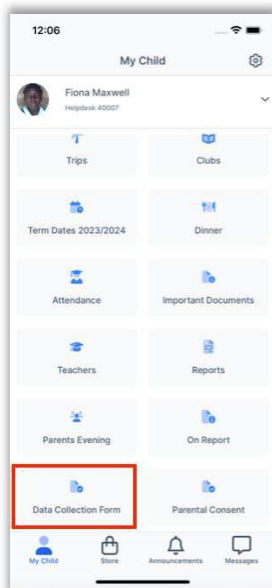
2.



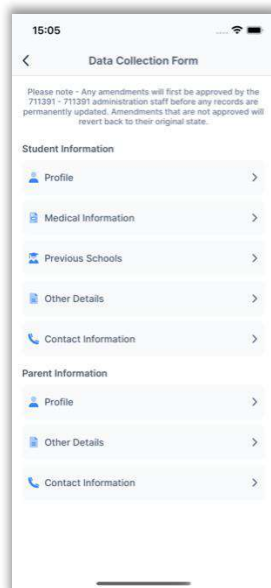
3.

How to update the Data Collection Form

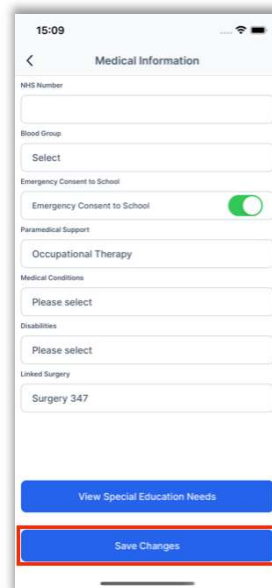
1. On the **My Child** dashboard, go to the **Data Collection Form** module.
2. Make amendments to the relevant sections.
3. After all changes have been made, make sure to click **Save Changes**.



1.



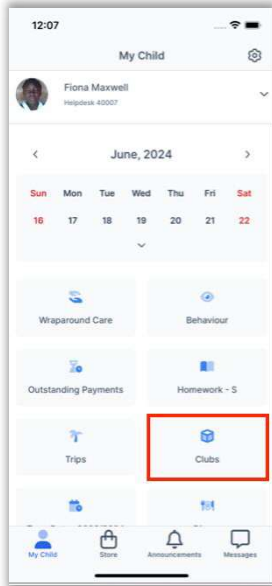
2.



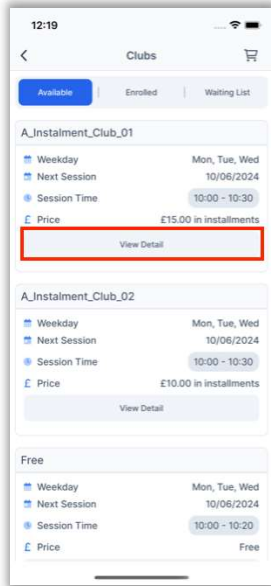
3.

How to enrol in a paid Club / Trip / Wraparound Care

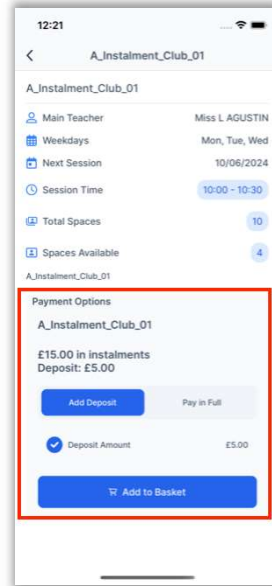
1. On the **My Child** dashboard, go to the **Club/Trip/Wraparound Care** module.
2. Click the **View Detail** button for the Club/Trip/Wraparound Care you wish to pay for.
3. Select the **Payment Option**, if there any available, followed by **Add to Basket**.



1.

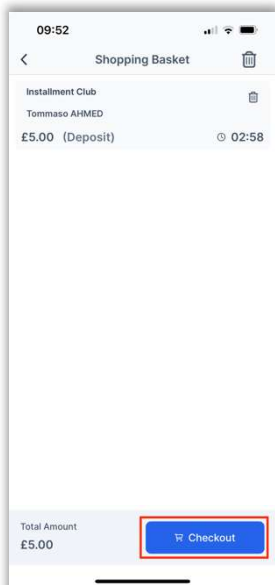


2.

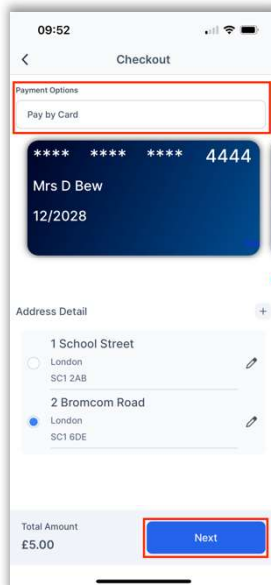


3.

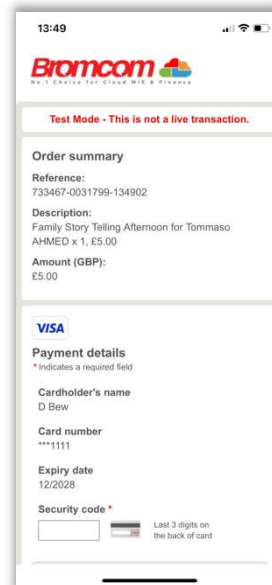
4. Once it has been added to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.



4.



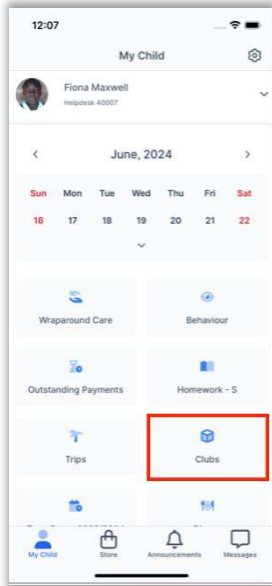
5.



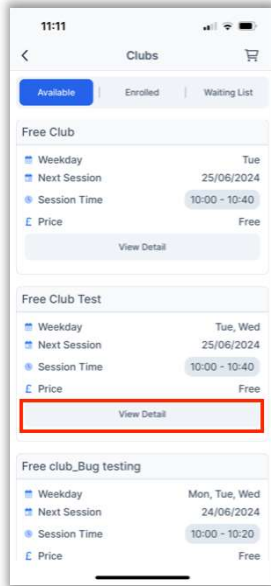
6.

How to enrol in a free Club

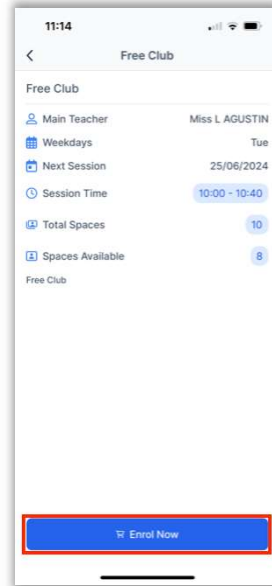
1. On the **My Child** dashboard, go to the **Clubs** module.
2. Click the **View Detail** button for the free Club you wish to enrol in.
3. If there are spaces available, you will be able to click **Enrol Now**.



1.



2.

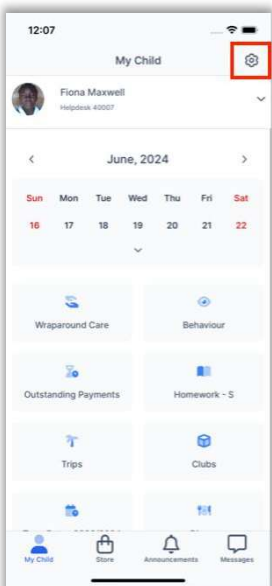


3.

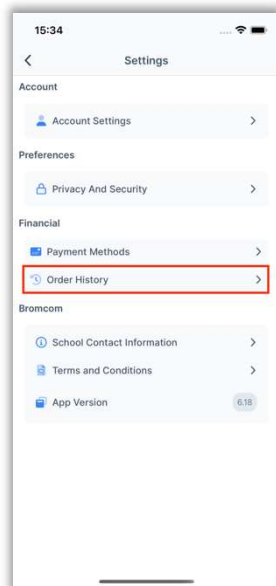
How to view transaction history

1. On the **My Child** dashboard screen, go to **Settings**.
2. Go to **Financial > Order History**.
3. Click the **Filter** icon to filter to view one payment method at a time.
4. Select the payment method you would like to filter and click **Done**.

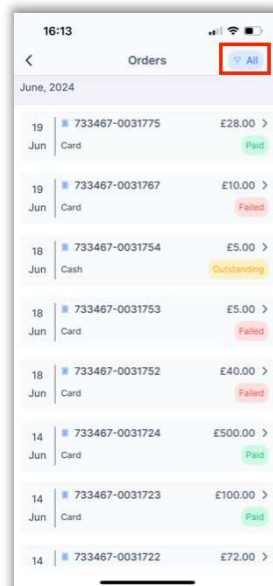
Note: Go to My Child > Settings > Payment Methods > My Cards to see the last five transactions. Clicking on See All will take you to the Order History screen mentioned above.



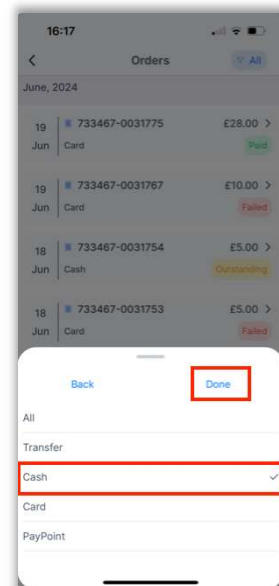
1.



2.



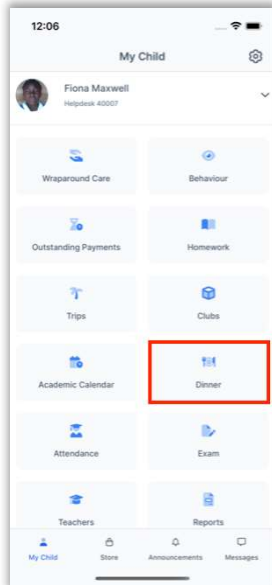
3.



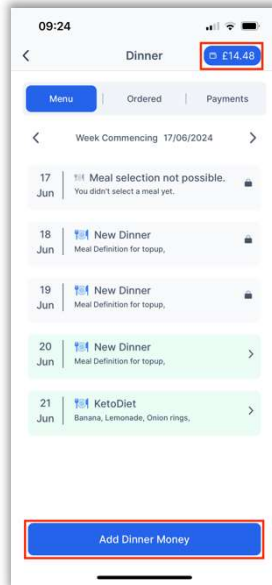
4.

How to view and add Dinner money

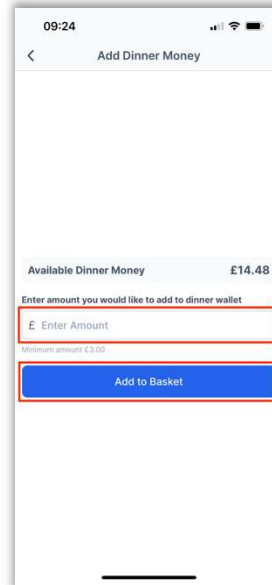
1. On the **My Child** dashboard, go to the **Dinner** module.
2. The blue wallet at the top of the Dinner screen displays the available dinner money balance. Click on the **Add Dinner Money** button.
3. Enter the amount you would like to add to the dinner wallet and click **Add to Basket**.



1.

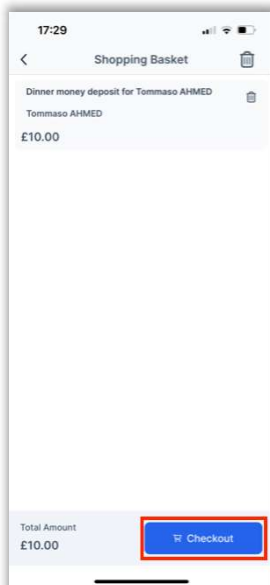


2.

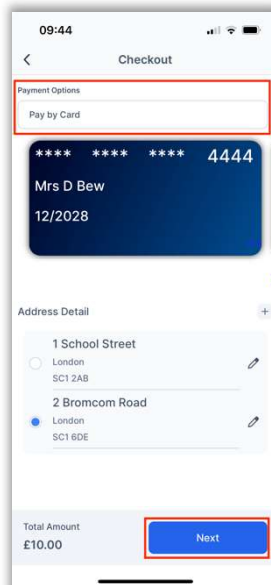


3.

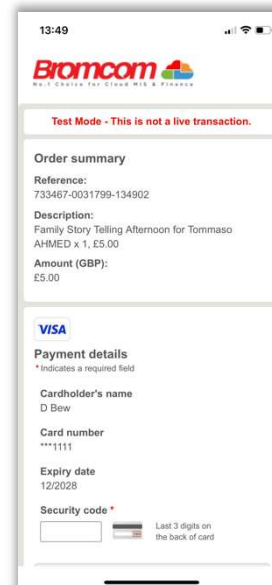
4. Once you have added it to the **Basket**, you will be taken automatically to the **Shopping Basket** screen where you can click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.



4.



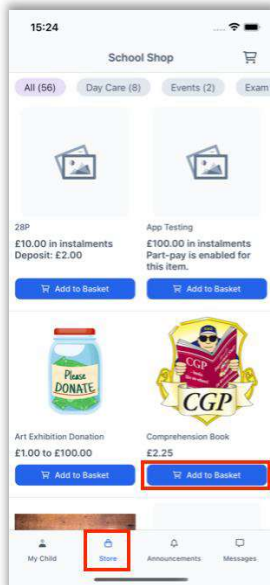
5.



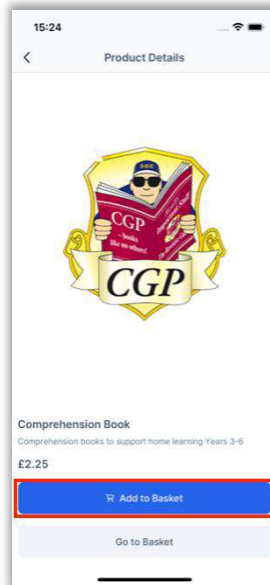
6.

How to purchase from the school Store

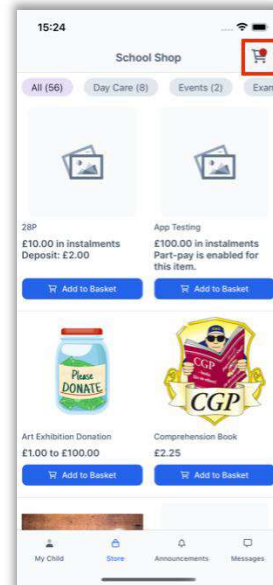
1. Go to **Store** in the banner. Click **Add to Basket** against the item you would like to purchase.
2. Complete any payment options and select any sizing if relevant and click **Add to Basket**.
3. Once you have finished adding items from the Store to the Basket, click on the **Basket icon**.



1.

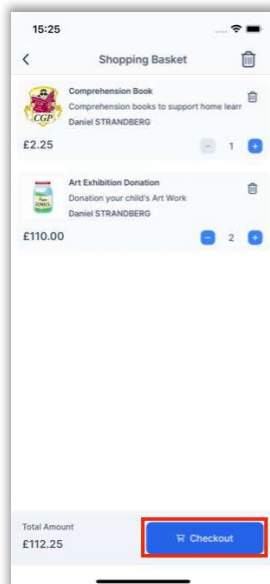


2.

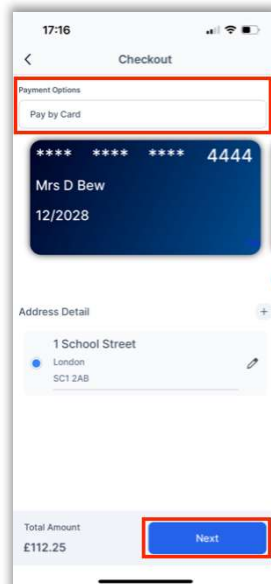


3.

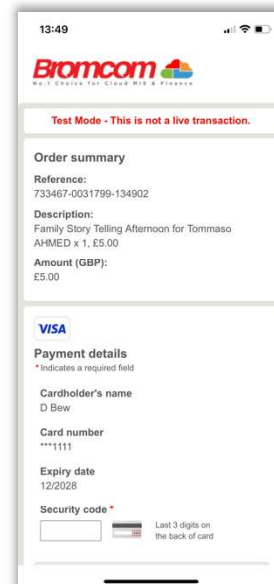
4. On the **Shopping Basket** screen, click **Checkout**.
5. Select a **Payment Option** from the dropdown and click **Next**.
6. This will take you to the Bromcom **Order Summary** screen to complete payment.



4.



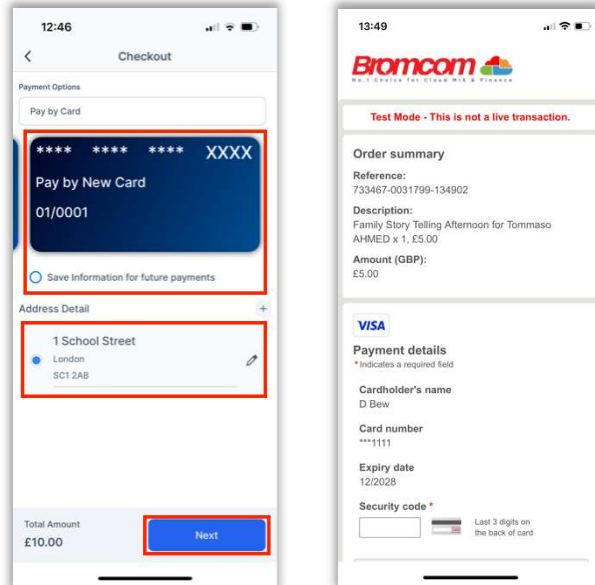
5.



6.

How to add a new card for online payments

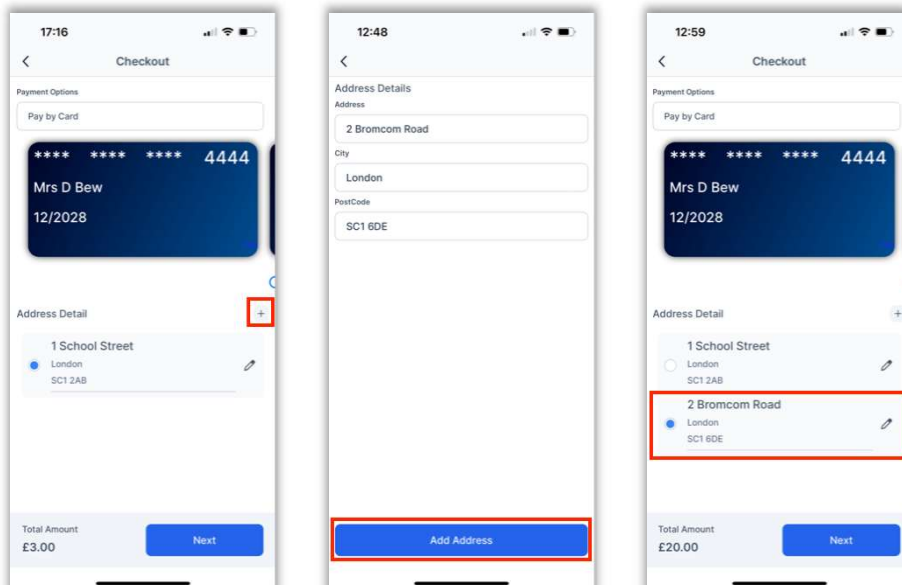
1. When making an online purchase on the Checkout screen, choose **Pay by New Card** (you may need to swipe past saved cards to see this option). Tick **Save information for future payments** to save this card. Select from the list of saved addresses. Click **Next**.
2. This will take you to the Bromcom **Order Summary** screen to complete payment.



1. 2.

How to add a new address to a payment card

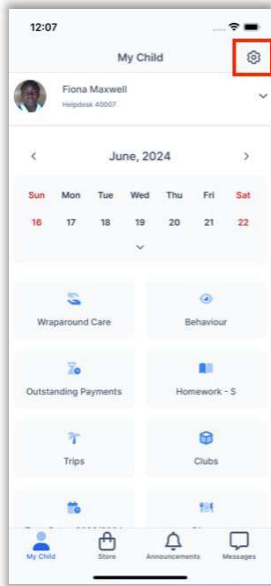
1. When making an online purchase on the Checkout screen, simply click +.
2. Enter the new **Address Details** and click **Add Address**.
3. The new address will automatically be selected for the selected card.



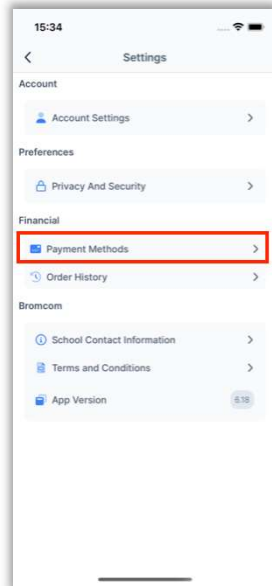
1. 2. 3.

How to delete a payment card

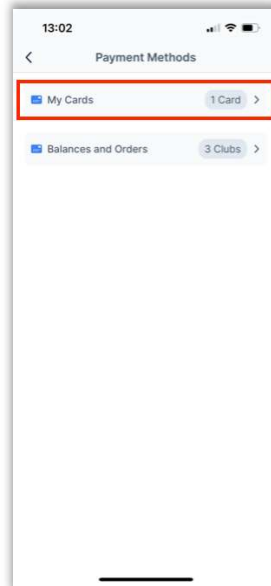
1. On the **My Child** dashboard screen, go to **Settings**.
2. Go to **Financial > Payment Methods**.
3. Go to **My Cards**.
4. Click on the **three dots** next to the card you would like to delete and click **Delete Card**. The deleted card will be removed from the card Payment Options.



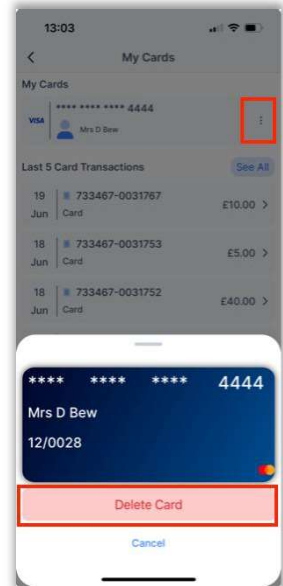
1.



2.



3.



4.