WESTBOURNE ACADEMY

How to sign-up for My Child at School (MCAS)

You will need:

- The email address that you have registered with Westbourne as your contact email address.
- The school post code: IP1 5JN

How to register

Go to the website https://www.mychildatschool.com/

1) From this screen choose Sign Up

2) Type in the postcode **IP1 5JN** and press continue, space does not matter.

3) Input your email address, and press sign up

NOTE: If at this point you get a message as below, then you already have an account and need to reset your password instead.

4) Check your email, as you will receive an email with a one-time use 6-digit code. It will be titled **One Time Passcode for MyChildAtSchool**

5) Type this code into the One Time Passcode field and press verify

6) Now you will be asked to create a password. Your password needs to have at least
- 8 characters overall
- 1 upper case
- 1 lower case
- 1 number
- 1 special character e.g. @ * #

7) You are now able to log in at https://www.mychildatschool.com/ and view your children.