



### Creating a **New** My Child At School Account

Thank you for supporting your child at Dixons Marchbank Primary by taking advantage of our unique app where you can monitor the progress and successes of your child/children.

We would like to thank those families who have already set up their account and are using the app. Please ignore these instructions.

However, we still have a number of families who haven't yet created an account login to the app.

**It is important that you set up your account and download the app as soon as possible to ensure you are receiving information about your child, as well as whole school updates, and to enable payments for school dinners and trips.**


Please follow the instructions below to set up your My Child At School Account:

#### To set up the mobile phone app

1. Download the app on play store/app store, simply search MCAS or MyChildAtSchool and install.
2. Once installed the MCAS logo will appear, open the app and complete the security prompts, (select your **own** preference of PIN). Our School ID is 12085.
3. Contact the main office and we will send a reset registration link to register by email.
4. Click on the link to create a password which includes Upper and Lower case letters, at least one number and a special character (e.g. ! or \$ )
5. Ensure notifications are switched on for MCAS in your phone settings so that any messages sent out from school will appear on your lock screen.

If you have any questions or require help to set up the app, please contact the main office on [info@dixonsmb.com](mailto:info@dixonsmb.com) or telephone for assistance.

Many thanks for helping us to support you and your child.



**Mrs Greenwood  
Principal**

