

BEACON HILL ACADEMY

How to Self-Sign Up for Parents



Parents can access the **Parent Login** screen in two ways:

1. From within the web browser type www.mychildatschool.com, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

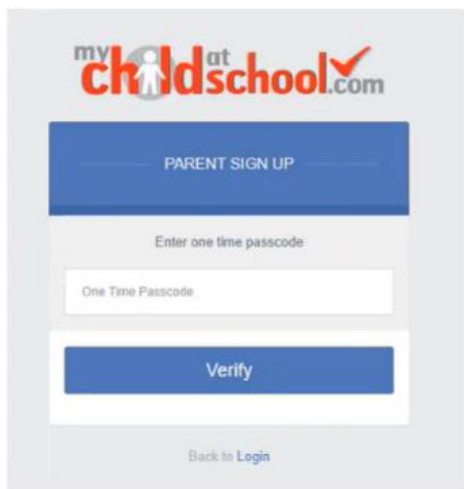
- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode (DY3 1BP)** or **School ID (15354)**.
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.

Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.

A screenshot of the 'mychildatschool.com' Parent Login screen. The page features the logo at the top, a blue 'PARENT LOGIN' header, and input fields for 'Email' and 'Password'. Below these are links for 'Remember Email Address', 'Reset Password', and 'Sign Up'. A large blue 'Login' button is at the bottom. The footer includes the version number 'v5.2023.8689.19943' and 'Powered by Bramcom'.

Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

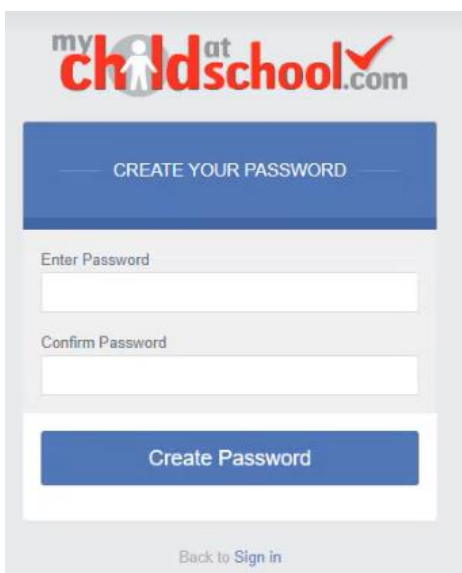
- Click on the **link** for the one time passcode.
- Enter the one time passcode.
- Click **Verify**.



The screenshot shows the 'PARENT SIGN UP' screen on the MyChildAtSchool website. At the top is the logo 'my child at school.com'. Below the logo is a blue button labeled 'PARENT SIGN UP'. Underneath is the instruction 'Enter one time passcode:' followed by a text input field labeled 'One Time Passcode:'. Below the input field is a blue button labeled 'Verify'. At the bottom of the form is a link that says 'Back to Login'.

As soon as the **one time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.



The screenshot shows the 'CREATE YOUR PASSWORD' screen on the MyChildAtSchool website. At the top is the logo 'my child at school.com'. Below the logo is a blue button labeled 'CREATE YOUR PASSWORD'. Underneath is the instruction 'Enter Password' followed by a text input field. Below that is the instruction 'Confirm Password' followed by another text input field. Below the input fields is a blue button labeled 'Create Password'. At the bottom of the form is a link that says 'Back to Sign in'.

Once the password has been created, parents can login from within the web browser and type **www.mychildatschool.com**, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:

- **Self Sign Up** has not been enabled for the school.
- **Parental Responsibility** has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*

The parent's email address is not recognised. Schools should update the email address for that Contact in *Modules > MyChildAtSchool > Administration > User Accounts > User Account Maintenance* or *Students > Student Details > Contacts*.

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.