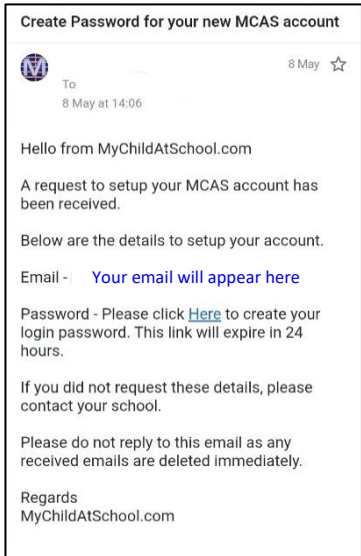




## How to Guide: *Setting Up MCAS and Completing Admissions Information*

### Setting Up MCAS

Once you have downloaded the app linked in the letter and you have received the email from River Academy 14866@bromcomcloud.com.

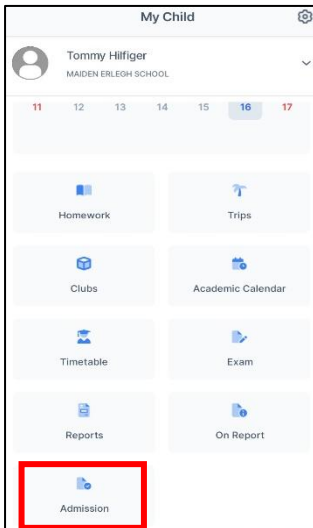


Click to create your password within 24 hours.

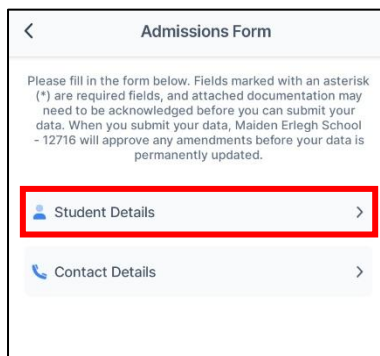
This will take you to the login screen, where you can enter your Email Address, Password and click Add.

From here you will be asked to set your 5-digit pin and tick to confirm. Please remember this pin as you will need this every time you login or you can setup facial/finger recognition on your device.

### Completing Admissions Information



Click on **Admission** shown here.



Complete **Student Details** in full. You will be prompted to complete certain mandatory fields denoted by an asterisk.

**Student Details** you will be required to complete:

- Language details
- Ethnicity
- Previous School
- Medical Details
- Home Address



## How to Guide: *Setting Up MCAS and Completing Admissions Information*

The screenshot shows the 'Other Details' screen in the app. It features three consent sections, each with a toggle switch: 'Consent for Trips and Visits \*', 'Dig Tech Agree - Parent \*', and 'Photo Consent - PARENT \*'. The 'Photo Consent' section has a dropdown menu with 'Please Select' as the only option. At the bottom, there are two blue buttons labeled 'Previous' and 'Next'.

Parental consents are submitted by using the toggle seen in this screenshot. The relating documents can be found in the **Important Documents** section of the app.

The screenshot shows the 'Admissions Form' screen. It includes a disclaimer: 'Please fill in the form below. Fields marked with an asterisk (\*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Maiden Erlegh School - 12716 will approve any amendments before your data is permanently updated.' Below the disclaimer are two menu items: 'Student Details' and 'Contact Details'. The 'Contact Details' item is highlighted with a red rectangular box.

Complete **Contact Details** in full.

**Contact details** you will be required to complete:

- Name, priority and relationship
- Address, phone and email
- Additional contacts (minimum of 2)

**Send To School**

The screenshot shows the 'Admissions Form' screen with a message: 'You have already submitted the Student Details section, and the information you submitted is awaiting approval from the Maiden Erlegh School. In the meantime, you can fill in and submit the information in the Contact Details section.' Below the message are two menu items: 'Student Details' and 'Contact Details'.

Once the admission information has been sent to school, the message here will be visible, please allow 24 hours for our system to sync with our MIS. Please note, admission information can only be submitted once, any further changes once this screen appears can be made through Data Collection area of the app.