Activating your My Child At School account

1. Each contact with parental responsibility on record will receive an email with activation details. It will look like this:

From: fourelmsoffice@inspirefederation.co.uk
Sent: Tuesday, October 18, 2022 2:37:45 PM
To: youremailaddress@emailprovider.com
Subject: MCAS - Redeem Invitation Code

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **13864**
Username: **YourUsername**
Invitation Code: **YourInvitationCode**

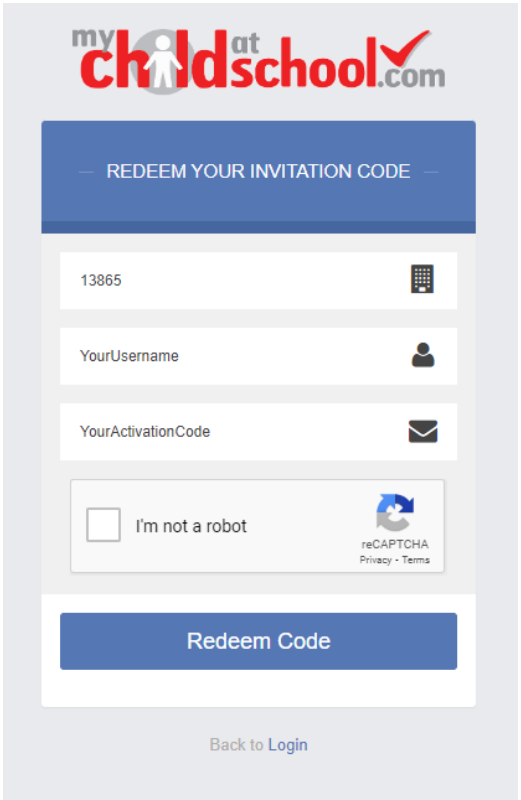
If you did not request an Invitation Code, please contact your school.

Please click Here to redeem your invitation code.

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

2. Click where it says 'Here' in the email to redeem your activation code. This will take you to a web page that will be pre-populated with the activation information. It will look like this:



3. Click on the button to confirm you are not a robot and then select 'Redeem Code'.

4. You will now be asked to confirm your email address by entering it twice and create a new password by entering it twice. Please be aware that passwords need to be at least 8 characters containing a combination of letters, numbers and at least one special character. (?, !, *, &, etc)

5. You can now login with your username (visible on the original redeem invitation code email you received) and your newly created password. **The School ID for Four Elms Primary School is always 13864.**

   NOTE: The username is the username you received on the original activation email, it is **NOT** your email address.

6. After logging in for the first time, you will be asked to verify your email address. Please choose to do this. You will be sent another email with a link to verify your address.

7. You can now begin to use the My Child At School system.