

# My Child At School – 5 Step Login Guide

**STEP 1** - On the invitation email from the school / My Child at School click on the link shown

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: 12345  
Username: TEST1506  
Invitation Code: B524975CGFE

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

**STEP 2** - This will take you to the redeem invitation code page and will auto populate the required fields (School ID, Username and Invitation Code) – Tick I'm not a robot and click Redeem Code

**Step 3** – The Setup Your Account Details page will be shown

- Enter your personal email address and confirm it.
- Enter a Password (at least 8 characters, at least 1 capital letter and at least 1 number and a special character) to use for your account and confirm it.
- Click Save Account Details Button
- You will get a message to advise that the account has been set up successfully and re-directed to a login page.

**STEP 4** – You will now be able to login using:

- School ID:** 10086
- Username:** [sent in the invitation email]
- Password:** [set up in Step 3]

If you are not re-directed please click this link [My Child at School](#)

You will now be able to download the *My Child At School App* and use your login credentials to access your account

**STEP 5** – An email will be sent to the email address entered in Step 3 asking for your account information to be verified. If this is not verified, you will not be able to Recover Account Details or change the Password in the future (should you need to)

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:

What was the name of your first pet?

Answer:

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Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards  
MyChildAtSchool.com