

## MIS Guide

# MyChildAtSchool Online Payments



## MCAS Online Payments Guide

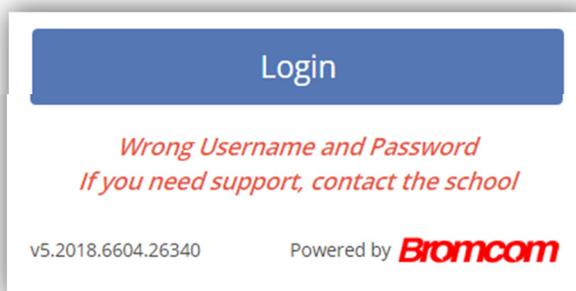
The web address for MCAS is : <https://www.mychildatschool.com>

This will open the login page, simply fill in the details and click on the **Login** button

## Parent Login Message Added

### Login Page

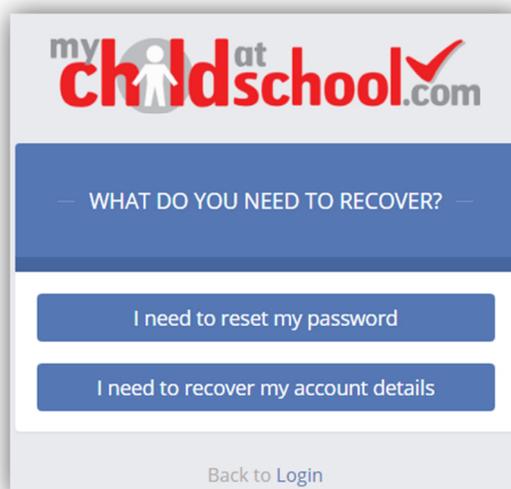
A new message has been added to the login page, when the **User** has failed to login, asking them to contact the school.



## Parent Login Reset Password Option Added

### Login Page

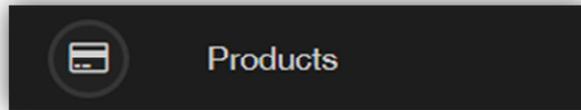
An option has been added to reset the **User Password**. Now when clicking on the **Forgotten Password** option a new page will be displayed giving the options to either **Reset the Password** or **Recover the Account Details**.



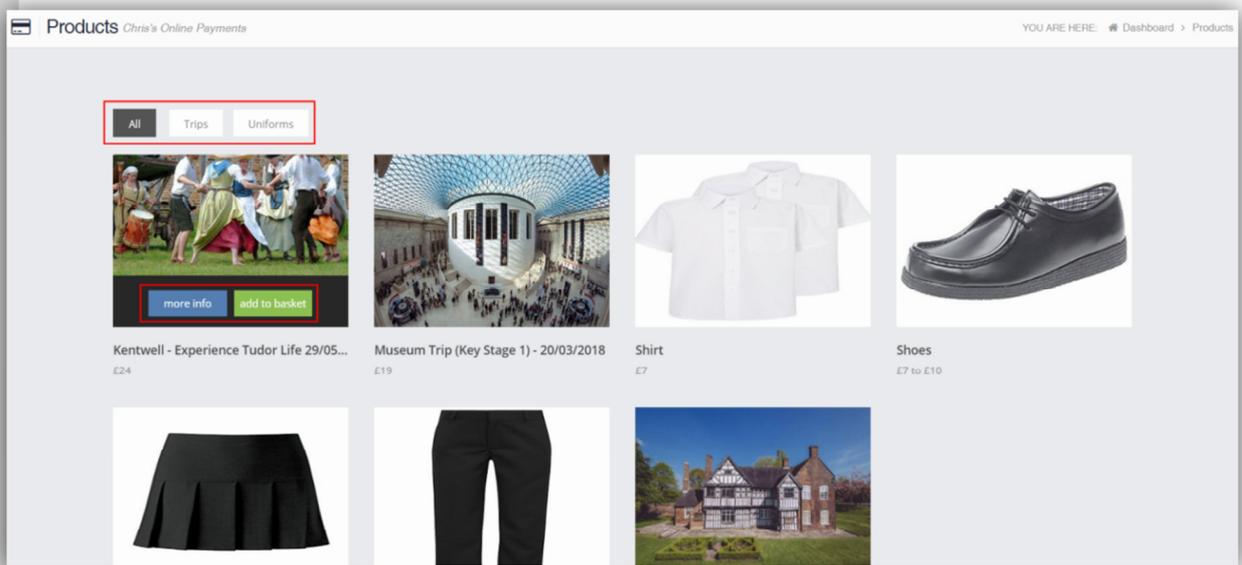
## Products

### Products

A new option for **Products** has been added where **Parents** can purchase items that have been added under the **Products** page by clicking on the **Products** option from the **Side Menu**.



This will open the page listing the available **Products**.



All **Products** are displayed by default, clicking on a **Category** will display only the items within it.

Move the mouse over an item to see the **More Info** and the **Add to basket** buttons. Clicking on the **More Info** button will display information about that item.

Category	Trips
Description	Kentwell - Experience Tudor Life 29/05/2018
Price	£24



Clicking on the **Add to basket** button will add a red number showing the number of items that have been added to the basket on the **Basket** icon that is displayed along the top toolbar.

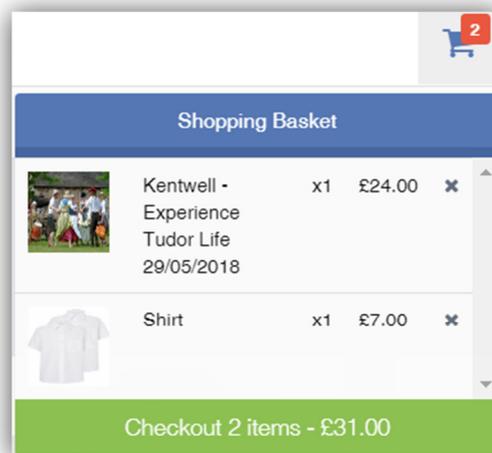


If the item has a limited number that a **Parent** can purchase and that limit is exceeded a message will be given.

You've reached maximum amount you can purchase, you cannot add this item to your basket anymore.

**Note:** On logout the **Basket** will not retain any items that have been added to it, it will be emptied.

To continue and purchase items click on the **Basket** icon.



This will list the number of items in the **Basket** and what they are, to continue click on the green **Checkout** section. This will give the options to either **Continue Shopping**, **Clear Basket** or **Checkout**. The option to remove individual items by clicking on the **Remove** box to the right of the item is also available.



Shopping Basket *Your shopping basket* YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

[Continue Shopping](#)
[Clear Basket](#)
[Checkout](#)

### Shopping Basket

Item Name	Quantity	Price	Action
 Kentwell - Experience Tudor Life 29/05/2018	1	£24.00	<a href="#">Remove</a>
 Shirt	1	£7.00	<a href="#">Remove</a>
<b>Total Price:</b>		<b>£31.00</b>	

Click on the **Checkout** button and fill in the payment page information.

Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

[Go Back](#)
[Confirm & Pay](#)

### Order Summary

Item Name	Quantity	Price
Kentwell - Experience Tudor Life 29/05/2018	1	£24.00
Shirt	1	£7.00
<b>Total Price:</b>		<b>£31.00</b>

### Card & Address Details

Use New Card 

**Payment Details**

Card Number:  Visa   

Expiry:

CVC/CVC2:   Save card details for quick payment in the future

Card Holder's Name:

**Address Details**

Address:

City:

Post Code:

When complete click on the **Confirm & Pay** button, as with most online payments you may now be asked to confirm your details using the **3-D Secure Authentication** functionality. When the transaction is complete a printable message will be displayed with the transaction details. Click the **Continue Shopping** button to go back to the **Products** page or the **Print** button to print the transaction details.

Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

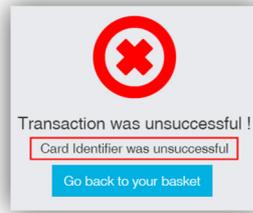
**Thank you. Your payment of £31.00 has been received.**

Order ID: 911318-0000015 | Transaction ID: 37D6F0F0-6721-F3F8-3EEE-1FD24A665DA4

[Continue Shopping](#)
[Print](#)

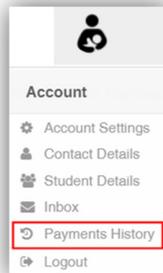


If there is an issue with the payment a message will be displayed with the reason.

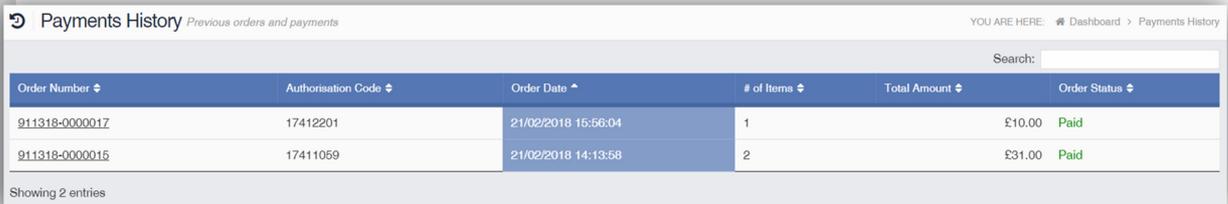


## Payments History Account Options

A new option for **Payments History** has been added to the **Account** dropdown menu



This will open the page listing the **Payments History**.



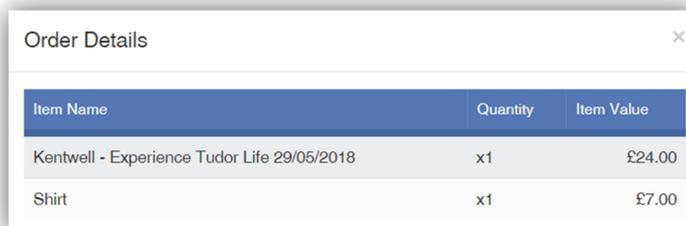
Payments History Previous orders and payments YOU ARE HERE: [Dashboard](#) > [Payments History](#)

Search:

Order Number	Authorisation Code	Order Date	# of Items	Total Amount	Order Status
911318-0000017	17412201	21/02/2018 15:56:04	1	£10.00	Paid
911318-0000015	17411059	21/02/2018 14:13:58	2	£31.00	Paid

Showing 2 entries

Clicking on the **Order Number** will open the **Order Details** page.



Order Details ×

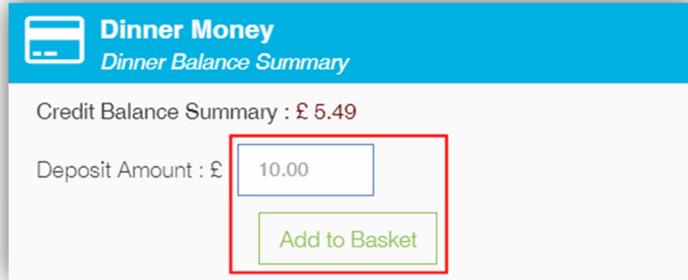
Item Name	Quantity	Item Value
Kentwell - Experience Tudor Life 29/05/2018	x1	£24.00
Shirt	x1	£7.00



## Dinner Money

### Dinner Money Widget

Now has the option to make an online deposit.



Enter the amount to be deposited and click on the **Add to Basket** button, this will add a red number showing the number of items that have been added to the basket on the **Basket** icon that is displayed along the top toolbar.



**Note:** On logout the **Basket** will not retain any items that have been added to it, it will be emptied.

To continue and purchase items click on the **Basket** icon.



This will list the number of items in the **Basket** and what they are, to continue click on the green **Checkout** section. This will give the options to either **Continue Shopping**, **Clear Basket** or **Checkout**. The option to remove individual items by clicking on the **Remove** box to the right of the item is also available.



Shopping Basket *Your shopping basket* YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

[Continue Shopping](#)
[Clear Basket](#)
[Checkout](#)

### Shopping Basket

Item Name	Quantity	Price	Action
 Dinner Money Deposit for <b>Martha Bates</b>	1	£10.00	<a href="#">Remove</a>
<b>Total Price:</b>		<b>£10.00</b>	

Click on the **Checkout** button and fill in the payment page information.

Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

[Go Back](#)
[Confirm & Pay](#)

### Order Summary

Item Name	Quantity	Price
Dinner Money Deposit for <b>Martha Bates</b>	1	£10.00
<b>Total Price:</b>		<b>£10.00</b>

### Card & Address Details

Use New Card 

Payment Details

Card Number:  Visa  

Expiry:

CVC/CVC2:   Save card details for quick payment in the future

Card Holder's Name:

Address Details

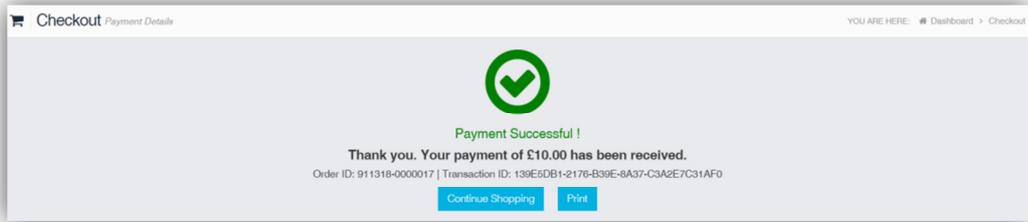
Address:

City:

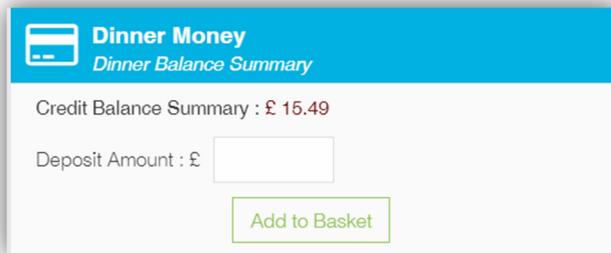
Post Code:

When complete click on the **Confirm & Pay** button, as with most online payments you may now be asked to confirm your details using the **3-D Secure Authentication** functionality. When the transaction is complete a printable message will be displayed with the transaction details. Click the **Continue Shopping** button to go back to the **Products** page or the **Print** button to print the transaction details.





The **Dinner Money Widget** will now display the updated balance.



**Order Details** can be viewed under the **Payments History** option on the **Account** dropdown menu.

