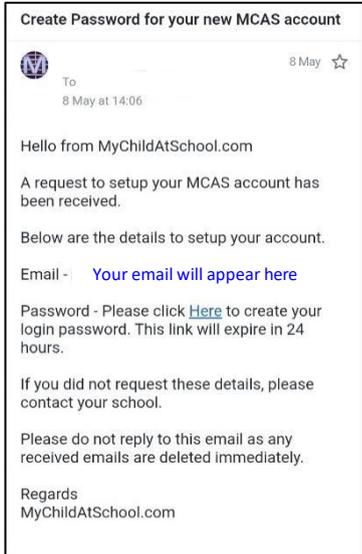**How to Guide:** *Setting Up MCAS and Completing Admissions Information*

Setting Up MCAS

Once you have downloaded the app linked in the letter and you have received the email from Cranbury College 12719@bromcomcloud.com.
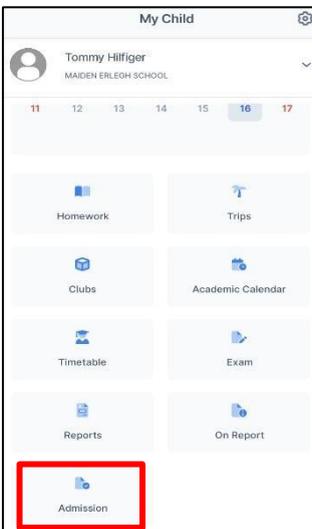

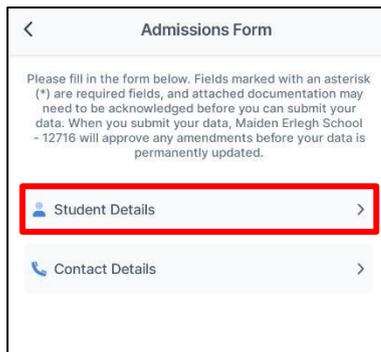Click to create your password within 24 hours.

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

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.

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)

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.