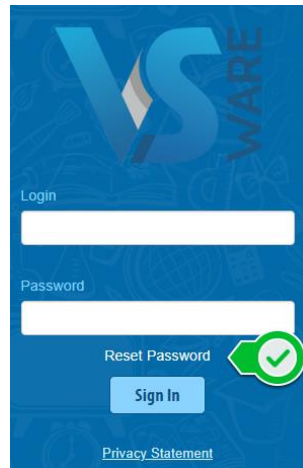


Parent's guide to VSware

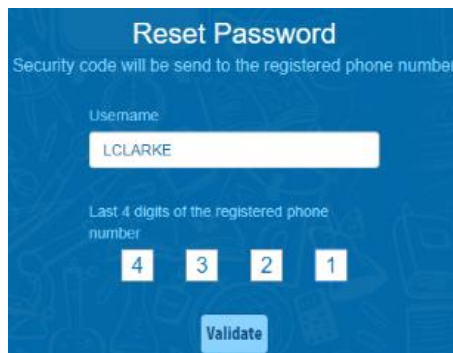
Logging into your account

To access your VSware account, your school will have sent you a unique **username** and a **VSware URL** (website address) that is specific to your school. The URL will look something like this: schoolname.vsware.ie. These details are usually sent to you in via SMS. VSware is best accessed through Google Chrome. You can access the site on the internet browser on your mobile device also.

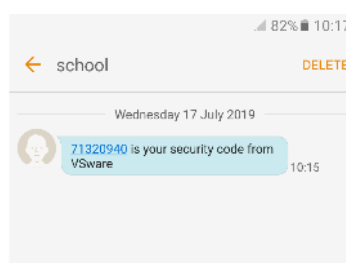
- To log into your new account, go to the login screen in your browser and click 'Reset Password'



- This brings you to the '**Reset Password**' screen
- Type in your username
- Type the last 4 digits of your phone number
- Click '**Validate**'



- You will then receive a text message containing the verification code. This SMS might take a minute or two to be sent.



- Enter the code, type your new password into the 'New password' and 'Confirm password' fields. Make sure that your password follows the criteria listed.
- Click 'Change password'

Please Reset Your Password
An SMS has been sent to the mobile number provided containing the security code. Please wait while this is delivered and enter the code in the number fields displayed.

Insert SMS code
7 1 3 2 0 9 4 0

New password

Confirm password

Password must match the following criteria:

- Between 8 and 16 characters in length
- One or more capital letters
- One or more numbers
- One or more of these characters (!@#\$%^&*()?)

Examples: eXample1@2, passWord3!4

[Change password](#)

- You will see a message confirming that your password has been successfully updated. Once you see this click ' Go To Login'

One or more of these characters
(!@#\$%^&*()?)

Examples: eXample1@2, passWord3!4

Your Password has been updated successfully

[Go To Login](#)

- This brings you back to the main Login screen. Type your username, your new password and click 'Sign In'. This is your new password going forward.

Login
LCLARKE

Password

[Reset Password](#)

[Sign In](#)

[Privacy Statement](#)

Forgotten password and locked account

If you forget your password, you can reset your own account without contacting the school. Simply click the 'Reset Password' button as in the steps above.

If you have requested more than three security codes when resetting your password, your account will be locked until midnight. At one minute past midnight, your account will automatically be unlocked, and you can request another security code.



Timetable

First, take a look at the timetable which is found in the left panel. Here you will be able view the student's lessons, teachers and classrooms throughout the week. The red line indicates the current time of day, so it's very easy to see at a glance where the student is.

Weekly lessons, teachers, classrooms

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Computer Studies Lucy 1Com-A 09:15 - 09:55	Computer Studies Donald 1Com-B 09:15 - 09:55	Art, Craft, Design Gav 1Art-10.1-R1 09:15 - 09:55	English AB Sharon Barnes 1Eng-9.1 09:15 - 09:55	Art, Craft, Design Sinead K. 1Art-10.1-R1 09:15 - 09:55
10:00	Computer Studies Sinead 1Com-B 09:55 - 10:30	Art, Craft, Design AB VSware Support 1Art-10.2-R1 09:55 - 10:30	Art, Craft, Design OS Anthony W 1Art-10.2-R1 09:55 - 10:30	Business Studies Sinead K. 1Bus-11.1-R1 09:55 - 10:30	Art, Craft, Design Sinead K. 1Art-10.1-R1 09:55 - 10:30
11:00	Art, Craft, Design Sharon Barnes 1Art-4.2-R1 10:30 - 11:05	Music Alex 1MusA 10:30 - 11:05	Music Appreciation Alex 1MusApp-A 10:30 - 11:05	Art, Craft, Design Sharon Barnes 1Art-10.1-R1 10:30 - 11:05	Art, Craft, Design Sharon Barnes 1Art-10.1-R1 10:30 - 11:05
12:00	Civic, Social and Political Education Computer Studies Sharon Barnes 1Com-B 11:15 - 11:55		Computer Studies Sharon Barnes 1Com-B 11:15 - 11:55	Child Care	Civic, Social and Political Education Sharon Barnes 1Civ-A 11:55 - 12:35
13:00			Special Tuition VSware Support 1Spe-2.1 11:55 - 12:35	Art, Craft, Design Sharon Barnes 1Art-10.1-R1 12:35 - 13:15	

Personal

Next, click into the **personal tab** which includes the personal details of the student. If anything in this screen needs to be updated, you should contact the school to request the change.

Personal Information

Name	Brenda Bell	Birth cert. Name		Birth Date	06/07/1999	Gender	Male
Medical Card		Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	
VSware Id	1961072	Department Pupil Id	12345678	PPS	123456Q	School MIS ID	12-0108
Exam Number		Locker Number		Other Id			
Date of entry	30/09/2012	Irish exemption		Country of Birth	IRELAND	Religion	RC
Date of Exemption		Nationality		Class Group	1A (A)		
Previous school type		Previous school Roll No.		Exam Entrant	No	Exam Repeat	No
Repeat Exemption		Left Early	No	Students Mobile		LCVP	No
Mothers Maiden Name		Previous School Name		New Entrant	No	Repeating Year	No
Students Email		Email Opt In	No	Repeat Exemption Date			

Term reports

The **term reports tab** is a straightforward screen. At the top of the page, you first select an exam and it then displays the student's mark, grade and teacher comment for each subject. Some schools provide the option to print off an official school term report. To do this, click 'actions' (on the top right) and 'print'. A word document will then download onto your computer or device and you will be able to view, save and print it. Otherwise you can just right click anywhere on the main term report page and press 'print'. This will print the screen exactly as it is.

Term Report

Select An Exam: 1st Yr Christmas Report 2017 (2017/2018)

1st Yr Christmas Report 2017 (2017/2018)

Irish			
Mark	Grade	Level	Teacher
79	B	Foundation	asd asd
Comment Teacher remarks are private.			

English			
Mark	Grade	Level	Teacher
N/A	B	N/A	dave asdf
Comment Teacher remarks are private.			

Geography			
Mark	Grade	Level	Teacher
80	B	Higher	

Attendance

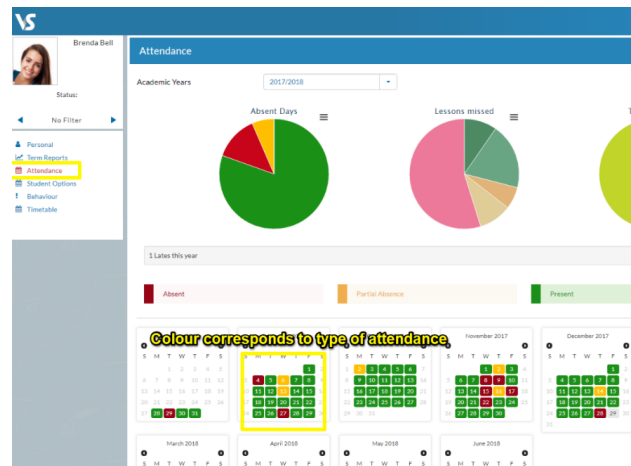
In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent

Yellow = Partial Absence (even if the student has just missed one class on that day)

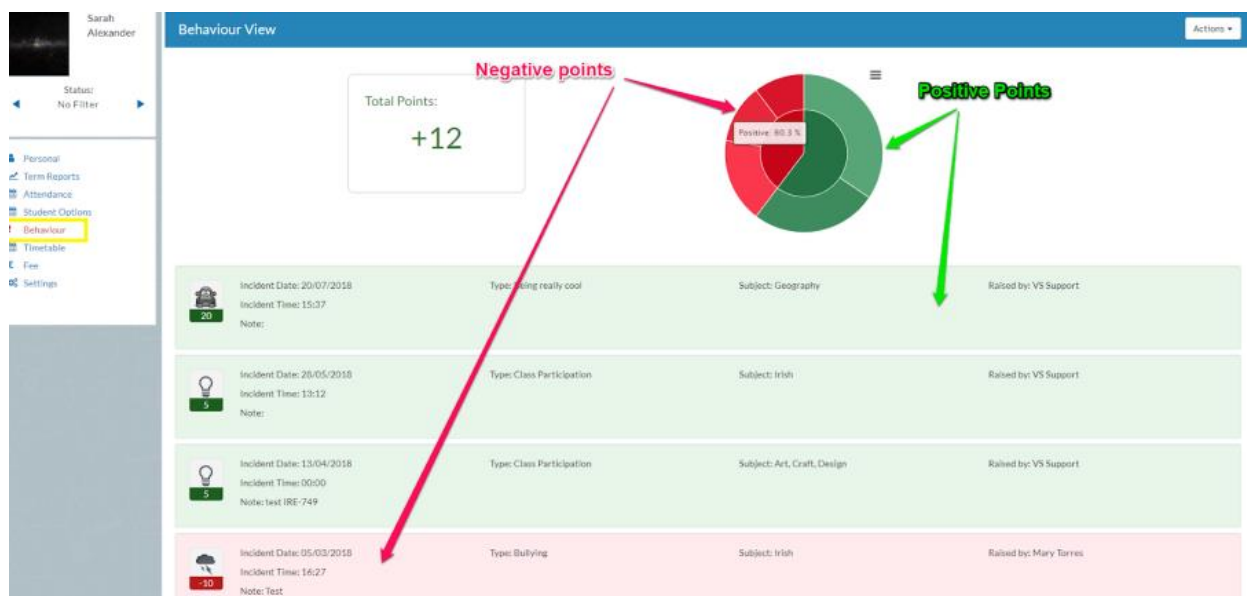
Green = Present

Blue = Unexplained Absence



Behaviour

The behaviour tab will show any incidents that have been recorded by school staff for your child. The behaviour may be positive or negative, and the school can decide to allocate points to each behaviour.



Student Options

If your school decides to allow parents to enter in **student options** through their VShare account, it's simply a case of selecting 'student options' in the left panel and then entering in each subject in order of preference using the drop-down menu.

Online Payments

Your school might also make the online payments system available to parents so that you can pay school fees using any card type. You can make a quick and easy payment for fees such as school contribution, school trips and more. Simply click on 'fee', tick the fee in question, click 'pay' and fill in the payment details.

To watch our parent user video, visit: goo.gl/4sjZSP

A video guide on entering student options can be found here: goo.gl/aycdtN