

Parent's guide to VSware

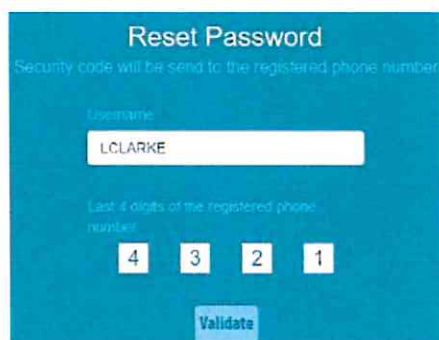
Logging into your account

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 field displayed.

Insert SMS code
7 1 3 2 0 9 4 0

New password

Confirm password

Password must match the following criteria:

- Between 6 and 15 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 numbers

- One or more of these characters (!@S^&*()?)

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.

Siblings

If you have more than one child in the school, click the blue arrow under the photograph to toggle to the next student. You will only ever need one VShare login, regardless of how many students you have in the school.

Personal Information Click to change between siblings Actions

Name: Art Adams	Birthdate: 04/02/2004	Gender: Male		
Medical Card: Yes	Traveller Heritage: No	Language Support Applicant: No		
Boarder Indicator: Yes				
VShare ID: 1961554	Department PopID: 12345678	PPS: 123456	School MS ID: 16 0036	Other ID:
Exam Number: 08092010	Locker Number:			
Date of entry: 26/02/2016	Irish exemption:	Country of Birth:	Religion:	Class Group: ZA1A1
Date of Exemption:	Nationality: UNITED KINGDOM			

Timetable

First, take a look at the timetable which is found in the left panel. Here you will be able to 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.

Timetable

12/02/2018 **Weekly lessons, teachers, classrooms**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Computer Studies Lucy Room A 09:15 - 09:55	Computer Studies Donald Room B 09:15 - 09:55	Art, Craft, Design Aislinn Room 1 09:15 - 09:55	English Sharon Barnes Room 1 09:15 - 09:55	Art, Craft, Design Sharon Barnes Room 1 09:15 - 09:55
10:00	Computer Studies Sharon Barnes Room A 10:00 - 10:40	Art, Craft, Design Aislinn Room 1 10:00 - 10:40	Art, Craft, Design Aislinn Room 1 10:00 - 10:40	Business Studies Sharon Barnes Room 1 10:00 - 10:40	Art, Craft, Design Sharon Barnes Room 1 10:00 - 10:40
11:00	Art, Craft, Design Sharon Barnes Room A 11:00 - 11:40	Music Aislinn Room 1 11:00 - 11:40	Music Appreciation Aislinn Room 1 11:00 - 11:40	Art, Craft, Design Sharon Barnes Room 1 11:00 - 11:40	Art, Craft, Design Sharon Barnes Room 1 11:00 - 11:40
12:00	Computer Studies Sharon Barnes Room B 12:00 - 12:40	Special Tutor Sharon Barnes Room 1 12:00 - 12:40	Special Tutor Sharon Barnes Room 1 12:00 - 12:40	Child Care Sharon Barnes Room 1 12:00 - 12:40	Art, Craft, Design Sharon Barnes Room 1 12:00 - 12:40
13:00			Computer Studies Sharon Barnes Room A 13:00 - 13:40		Art, Craft, Design Sharon Barnes Room 1 13:00 - 13:40
			Special Tutor Sharon Barnes Room 1 13:00 - 13:40		Art, Craft, Design Sharon Barnes Room 1 13:00 - 13:40
			Special Tutor Sharon Barnes Room 1 13:00 - 13:40	Art, Craft, Design Sharon Barnes Room 1 13:00 - 13:40	
				Art, Craft, Design Sharon Barnes Room 1 13:00 - 13:40	

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.

The screenshot shows the 'Personal Information' screen for a student named Brenda Bell. The interface includes a navigation menu on the left with options like Personal, Term Reports, Attendance, Student Options, Behaviour, and Timetable. The main area displays a grid of personal details:

Name: Brenda Bell	Birth cert. Name:	Birth Date: 05/07/1999	Gender: Male	
Medical Card:	Traveller Heritage: No	Language Support Applicant: No	Boarder Indicator:	
VShare Id: 1961072	Department Pupil Id: 12345678	PPS: 123456Q	School MIS ID: 12-0108	Other Id:
Exam Number:	Locker Number:			
Date of entry: 30/09/2012	Irish exemption:	Country of Birth: IRELAND	Religion: RC	Class Group: 1A (A)
Date of Exemption:	Nationality:			
Previous school type:	Previous school Roll No.:	Exam Entrant: No	Exam Repeat: No	LCVP: No
Repeat Exemption:	Left Early: No	Students Mobile:		
Mothers Maiden Name:	Previous School Name:	New Entrant: No	Repeating Year: No	Repeat Exemption Date:
Students Email:	Email Opt In: No			

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.

The screenshot shows the 'Term Report' screen for Brenda Bell. The interface includes a navigation menu on the left with options like Personal, Term Reports, Attendance, Student Options, Behaviour, and Timetable. The main area displays the '1st Yr Christmas Report 2017 (2017/2018)'. The 'Select An Exam' dropdown is set to '1st Yr Christmas Report 2017 (2017/2018)'. The report shows the following details:

Subject	Mark	Grade	Level	Teacher
Irish	79	B	Foundation	ast.aid
English	N/A	R	N/A	dlw.aid
General info	80	R	Higher	Teacher