



Coláiste Daibhéid

Úsáid VSware do Thuismitheoirí

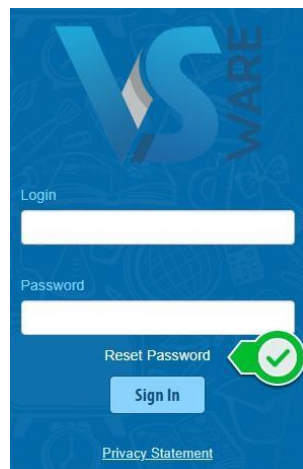
Parent guide to VSware.

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'

A screenshot of a web form titled 'Please Reset Your Password'. The form includes a text box for 'Insert SMS code' containing the digits '71320940'. Below this are two password fields: 'New password' and 'Confirm password', both containing asterisks. A list of password criteria is provided: 'Between 8 and 16 characters in length', 'One or more capital letters', and 'One or more numbers'. A 'Change password' button is at the bottom.

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

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 VSware login, regardless of how many students you have in the school.

Personal Information						Actions	
Name	Arthur Adams	Birth cert. Name		Birth Date	04/02/2004	Gender	Male
Medical Card	Yes	Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	Yes
VSware Id	1961554	Department Pupil Id	12345678	PPS	123456	School MIS ID	16-0036
Exam Number	08092013	Locker Number				Other Id	
Date of entry	26/08/2016	Irish exemption		Country of Birth		Religion	
Date of Exemption		Nationality	UNITED KINGDOM			Class Group	2A (A)

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				
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.

Hi, Elizabeth Rogers

1st Yr Christmas Report 2017 (2017/18)

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	
Comment			

Attendance

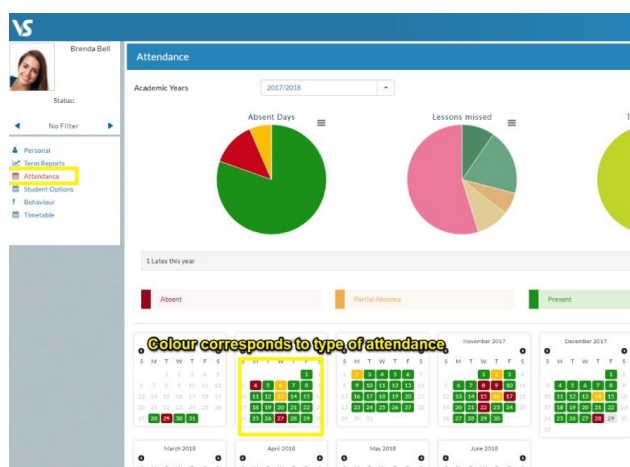
In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent

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

Green = Present

Blue = Unexplained Absence



Student Options

If your school decides to allow parents to enter in **student options** through their VSware 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